

A Risk Assessment for Re-opening Schools in September (as at 7 August 2020), Updated January 2021, 7 March 2021, 3 September 2021

Introduction

The UK is to fully re-open schools 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. Government advice for re-opening in September is relatively well set but 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

ISBA aims to provide up to the minute advice and guidance to the independent schools community through the bursar and their staff. There is no monopoly on good ideas and practice. Key is generating confidence across the school community and having all the resources to ensure the safety of all. Therefore do please email any comments and suggestions to office@theisba.org.uk so as to support others and develop best practice. The feedback we have received has been hugely useful.

This document identifies likely hazards but leaves the school to decide how these risks are scored and mitigated. An example HSE format is:

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
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Further information is available from <https://www.hse.gov.uk/simple-health-safety/risk/risk-assessment-template-and-examples.htm>

This revised 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 will be many for different age groups, activities, buildings etc) must be dynamic and be updated whenever advice, circumstances, or any of the assessed risk factors have changed. The resulting measures should be available on school websites. Further reference documents are available in ISBA's bulletins.

The logic behind these actions, and the need for this note, is the on-going 'duty of care' the school has for their 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 PHE.

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

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

Running the School - Assessing the Risk

Assessing COVID-19 is particularly awkward as the outcome of the risk assessment for one group within a school will have an impact on another: teaching staff, support staff, visitors and contractors (if 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, their unions, 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 (including boarding areas) for hygiene?
- M. Are suspended services and subscriptions re-set or updated due to new needs?

- N. Is access to school controlled effectively and are visitor (if allowed) details recorded?
- O. Are there sufficient supplies of hygiene materials and are they well placed?
- P. Are contingency plans in place for operational changes such as re-closing, loss of catering?
- Q. 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:

- R. Currently the Government does not recommend wearing a face covering in schools although they may be worn by certain staff (cleaners, chefs, medical staff etc) or on certain occasions such as in buses to help mitigate risk although this is not mandated on dedicated transport.
- S. Dependent on risk assessments staff (and pupils) may be equipped with 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).
- T. Enhanced cleaning arrangements to:
 - a. Toilets, door handles, knobs, locks, entry devices, taps, plugs, switches, handrails and regularly used hard surfaces.
 - b. Shared teaching equipment: keyboards, pens, remotes, copiers, printers
 - c. Musical instruments, balls, bats, bails, batons etc
 - d. Kettles, biscuits tins, milk containers, Aprons, towels (if used) cloths, mops etc
 - e. Note: remove where possible soft toys, spare furniture and items that are hard to clean.
- U. 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.
- V. 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?
- W. 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)?
- X. Are plans being considered for school events including plays, parent and teacher meetings?

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

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 must be considered on a daily basis for the safety of pupils, staff, parents, visitors and contractors (if allowed). The leadership team will need to analyse and co-ordinate identified measures. Generating confidence in governors, staff, parents and pupils is paramount to the process of re-opening.

Ultimately, it is the school and its governing body that carry the responsibility for ensuring, so far as is reasonably practicable, the health and wellbeing of their staff, pupils, and others on site, including visitors and contractors. Therefore, decisions may have to be made that cannot appease everyone (and if that is the case the reasons for any divergence ought to be recorded).

One last note of caution: do consult your insurance company or brokers once you have decided upon your plans. Your risk assessment will be a critical part of this decision-making process and may be sought as evidence of the school's approach to risk.

Overall Risk Assessment in the COVID-19 Environment

	Hazard	Control measures	Outcome	Remarks / Re-assessment January 2021	Remarks / Re-assessment March 2021	Remarks / Re-assessment September 2021
A	Safeguarding policy and procedures not updated and / or staff and pupils not feeling safe.	Policy updated by JEF & republished on website; training for staff 3.9.20	Pupils, staff, feel safe	Policy review and Addendum in place from 5 th January 2021.		Policy updated and on website. Staff updated. EAA 02 09 21
B	Government advice not being regularly accessed, assessed, recorded and applied.	JEF i/c checking gov. updates daily, communicating changes to staff and relevant impacts, updating RA	Parents, staff, pupils kept up to date		continued	Continued by EAA
C	Staff and parents do not know or understand the 'system of controls' (see explanation above) and how they are applied.	SoC communicated to parents and staff by letter from DRKR 13.8.20 and invitation to comment/query; training for staff 3.9.20	Staff, parents understand, comply and work with SoC		Written communication with parents and staff re re-opening. Meetings with staff and opportunities to comment/query	Letter sent to all parents by EAA 01 09 21 updating them on gov guidance.
D	Changes not regularly communicated to staff, their unions, pupils, parents and governors	JEF i/c communications of changes to all stakeholders as they happen. Policy & RA updated accordingly.	All stakeholders feel informed of changes		continued	Continued by EAA
E	Changes to assessments, procedures and other important matters not reviewed by Governors	Changes enforced by Covid reviewed by relevant governor committees in September; this RA reviewed by SO (Audit Risk Chair) before term starts.	Governors scrutinise all significant changes due to covid	Risk assessment to Audit Risk Chair and accepted at Governor Meeting	Risk assessment to Audit Risk Chair by 7/3/2021	Dynamic risk assessment with formal review at start of Term.

F	Insurers and / or brokers not consulted with school's re-opening and / or amended plans	SW to consult with insurers on the RA before term starts	Insurers able to scrutinise and approve/return for improvements		continued	Insurers continue to be content so long as Government guidance followed and RA in place.
G	Local authority and health protection team not engaged prior to the beginning of term.	WAMC engaged with LA/HPT before School Year started	LA/HPT happy with plans; relationship established in advance of any outbreak		continued	n/a
H	Active engagement with NHS Test and Trace and the procedures not understood by all staff and parents.	Training provided to staff 3.9.20; HSMs & SLT to guide parents by phone/email; letter to parents and staff on 13.8.20; clear signposting by HR for staff	Staff and parents know what to do if they or a child is symptomatic		Guidance remains and clear information about asymptomatic mass testing	Guidance is clear. Schools no longer required to test and trace. However, a list is kept of those who have tested positive and very close contacts are advised to get a PCR test.
I	No contingency plans for self-isolation of individuals, groups, multiple pupils and or staff.	Simple contingency plans for each scenario in development, featuring Microsoft Teams for continuity of education, and safe isolation procedures for staff, boarders and day pupils. Appended to Covid Policy.	Individuals know what their response should be and school life continues without major disruption or upset		Continued.	Action plan is on the senior school intranet and displayed in HSM office for tutors. Staff to be brief on 06 09 21

J	Insufficient consideration to minimising contact and maximising distance between all those in school wherever possible.	Pupils in 2 bubbles only: Year-Group and House. Activities do not mix bubbles except in rare circumstances, and then risk assessed and using PPE if necessary. Within bubbles, pupils stay >1M from each other and asked not to touch each other. Staff stay >2M from pupils and each other. Regular reminders in House and on signs around school to maintain SD. In House, year-groups separated as much as possible. YG bubbles separated by stagger at mealtimes, by rota in central social spaces.	Pupils (especially) understand the crucial importance of not mixing and maintaining SD so it becomes habit. Contact between bubbles minimised; contact tracing in event of infection easier.	This continues but with very few pupils in School. No mixing of day pupil and boarding pupil bubbles	Pupils advised and measures communicated and by house teams prior to return.	Bubbles discontinued as per government advice but can be reintroduced if cases rise.
K	Social Distancing (SD) and other hygiene rules not sufficiently robust, understood, communicated, applied or checked.	Rules communicated before term to parents, pupils (by email) and staff (in person and by email); to pupils again on arrival in person; on signs around school and Houses. Regular reminders via Teams, HSMs and teachers in classrooms. Staff and senior pupils to challenge pupils not living by those rules. SLT to challenge staff who do the same. Flagrant and repeated abuse of these rules will become disciplinary.	Pupils and staff understand the importance of these rules.	This continues but with very few pupils in School. No mixing of day pupil and boarding pupil bubbles	Further communication to parents prior to return to School	Continuation of enhanced cleaning has been communicated to staff plus the expectation of hand sanitising and wiping down classrooms.
L	SD rules for activities (play, games, drama, music) not understood or adhered to?	DJA overseeing co-curricular regulations. Separate RA and protocol for participation in each co-curricular area, approved by DJA. Each group of pupils participating briefed fully beforehand.	Most co-curricular activities can take place, albeit some in altered form.	Co-curricular activities have moved online from Jan 2021	Reviewed before return and remains under review as restrictions are lifted in individual areas eg Sports Govn. bodies	Co-curricular can now continue. DH Co-curricular communicated this to staff 02 09 21 and to parents 01 09 21 via letter.

						Spectator policy updated and published 31 08 21.
M	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.	PJ and CM i/c enhanced cleaning regime, checks, and frequent review of processes	Reduced risk of transmission through high-risk areas	Ongoing in areas used	Continued with enhanced cleaning prior to 8 th March	Continued enhanced cleaning as per Summer Term
N	High-risk areas not being regularly monitored (including boarding areas) for hygiene.	As per (M); additional checks run in Houses by Matrons	As per (M)	Ongoing in areas used	continued	Continued.
O	Suspended services and subscriptions not re-set or updated due to new needs in time for return to school.	CM and PJ have ensured these are in place.	School facilities work as they should			Now with PJ as SH no longer with the school

P	Access to school not controlled effectively and visitor (if allowed) details not recorded.	Visitor protocol (visitors restricted and strictly by appointment only) agreed by SLT and clearly communicated with staff and parents.	Visitors able to access site safely, details recorded correctly to enable track and trace	Visitor policy in place according to Tiers situation and/or lockdown.	Continued and communicated to all staff by HSO	Remains unchanged
Q	Insufficient supplies of hygiene materials and not readily available, suitably stored or located.	Sufficient stocks of all hygiene supplies are stored and maintained and restocked as required. Supplies are delivered on request. Sanitiser at entry and exit of each building.	Stores are to be monitored and restocked.		Checked by HSO prior to return	Checked by HSO and AM prior to return and stock levels maintained
R	Insufficient contingency plans for changes to school operation such as re-closing, loss of catering or teachers?	Contingency plans in place for teaching and learning online, cover, and catering, developed by SLT and shared with Governors	All areas of school can continue with confidence		School will be operating in person and online from 8 th March.	Online learning continues from September for those isolating
S	Insufficient contingency plans in case of medical need for self-isolation of individuals, multiple pupils, staff or local outbreaks?	Action plans developed for suspected & confirmed infections by WAMC and Health Centre and shared with Governors; Public Health Protection team engagement before term starts.	Staff, pupils and parents can continue with confidence		Contingency plans in place and shared	New Outbreak Management Plan in place.
T	Are all Risk Assessments regularly reviewed and updated based on feedback and lessons identified from all those in school including pupils and support staff, visitors and contractors.	All School Risk Assessments are reviewed at least yearly. However, they are reviewed after accident/incident reports, staff reports, change of legislation. This RA and any others concerning covid-19 will be reviewed at least every 3 weeks.	HSO reviews RAs and all matters are implemented immediately and briefed out as required, also brought to the attention of the Health and Safety Committee.		Continued	Continuing review.

Commented [LA2R1]: @Mr T Hipperson

Commented [LA1]: is this one for Tim H?

Commented [LA4R3]: @Steven Willis

Commented [SW5R3]: I share with governors but not Public Health (if still required) – that's you!

Commented [LA3]: I have updated but it's not been shared yet with governors or Public Health..Steve, will you do this once the whole RA is completed?

U	All hazards identified properly mitigated and regularly re-assessed?	As far as possible all hazards identified and mitigated and are assessed as per the risk assessment.	Kept under constant review.		Continued	Continued under review
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Pupils, Parent and Staff Risk Assessment in the COVID-19 Environment

	Hazard	Control Measures	Outcome	Remarks / Re-assessment January 2021	Remarks / Re-assessment March 2021	Remarks / Re-assessment September 2021
1	Communication channels not working and not reviewed.	Range of communication channels at our disposal is large if one stops working: email, website, Parent Portal/VLE, Teams, Zoom, telephone, text, social media platforms	Staff, parents and pupils do not suffer interruption to comms re covid-19			No change to original controls.
2	Staff, parents and pupils returning to school not provided with full induction process or aware of changes and potential hazards.	Before Beginning of School Year : Two parent letters sent by DRKR; pupils to be briefed on Teams by HSMs; staff INSET 3.9.20 dedicated to C-19.	Stakeholders confident and relaxed about processes in place to protect them	Further letters to parents, information at each guidance change and at the beginning of Lent 2021	Further letters to parents February and March 2021	Letter to parents from DHP and DRKR. Pupils will be spoken to in houses by HSMs. Staff spoken to at INSENT 02 09 21
3	Lack of a robust feedback and reply system to ensure best practice and two-way communications for pupils, parents, staff and governors	Informal: Staff, parents, governors – encouraged to contact SLT as usual; also HSMs for parents. Pupils – encouraged to speak with Tutors and HSMs as usual. Formal: Brief parent, staff and pupil survey to be sent every 3 weeks.	SLT can make best use of regular feedback to improve systems for all	Feedback requested by Headmaster 1 st week of Lent Term	To continue March 2021	Informal: parents have contacted DHP to raise concerns. Dealt with on an individual basis.
4	No Governor and / or SLT member for school / department responsible for COVID-19 matters. Governor / SLT members' contact details not known and not on call.	Governor: Stephen Oldfield (Chair ARC); Advising Governor: Anna Dugdale. Contactable through Victoria Hovenden (01263 174511). SLT member: Julie Flower (07900608642 , always on call)	Staff able to communicate quickly and easily with those overseeing covid policy			Lizzie Alexander (EAA) co-ordinating the Covid policy. Always available: 07795 571556

5	No school representative identified to liaise with local authorities and local health protection team.	JEF is school liaison for both	Comms with LA/LHPT facilitated			EAA is school liaison
6	Local authorities and health protection teams not engaged prior to re-opening (and the benefit of their services in case of infection).	As above (G)	As above (G)			As above
7	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.	Plan contained within covid confirmed-case action plan and flowchart, in line with Govt guidance	LHPT integral part of dealing with confirmed cases			No longer required.
8	No system to communicate with staff who are unable or have not returned to school for fear of infection.	All staff have school laptops to facilitate remote learning; JEF / HR to communicate with any such staff via email/Teams/telephone	Staff carefully dealt with on an individual basis to understand personal concerns and help ensure attendance at school			All staff have returned. Personal concerns are communicated to SLT.
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.	Informal communications through Tutors, HSMs and SLT as usual	Vulnerable pupils dealt with on an individual basis by those who know them best	Ongoing pastoral and mental health support for pupils throughout School closure.	continued	continued
10	No staff, pupil and / or parent health declaration implemented or recorded.	All pupils and staff (and visitors) must sign health declaration form before returning to school. Staff stored at HR; pupils stored by HSMs.	Clear understanding of health status of each pupil/colleague to enable	Small number of pupils in School - in addition they are subject to weekly testing regime.	Pupils to be tested before return to School and then twice in following ten days. Staff to test twice weekly.	Pupils twice in week 1 and until the end of September. Then await further guidance. Staff

			appropriate intervention			logging 2 LFTs per week.
11	Lack of knowledge of where pupils / staff have travelled from (other than home and school) on holiday or at weekends.	Pupils and staff asked to inform school if they have left Norfolk in previous 14 days; records kept as in (10).	Track and trace facilitated in event of confirmed case	In addition they are subject to weekly testing regime.	Twice weekly test regime	Twice weekly testing as above
12	Staff, parents and pupils not self-isolating after holiday and work visits (for 2 weeks?) to non-government agreed countries.	Staff Covid Code of Conduct to stipulate this; parents asked to take responsibility for pupils and themselves.	Higher-risk individuals kept away from school		continued	continue
13	Lack of robust rules for hygiene standards for staff and pupils – and failure to adequately enforce standards	Robust rules communicated on signage throughout school and reiterated regularly to pupils and staff (also in their Staff Covid Code of Conduct). Staff and pupils asked to challenge poor hand hygiene.	All understand what expectations there are; hygiene standards high; dealing with a dissenter is easier		continued	continue
14	Staff not trained or regularly updated in COVID-19 symptoms, SD and how these rules apply to teaching?	Updates given as required at staff briefing and on Teams	All staff up to date on C-19 developments		continued	continue
15	At drop-off and pick-up parents not complying with SD policy outside gates and entrances.	HSMs/SLT to contact parents concerned, to remind of policy and asked not to repeat behaviour. Ultimate sanction for repeat offenders is to ban them from site.	Pupils, other parents, staff feel safe at drop-off and pick-up		continued	n/a
16	Staff and parents not cleaning frequently touched surfaces of bike, car, pram etc before and after journeys to school.	General exhortation to all parents to observe good surface and hand hygiene at all times contained within school communications	Potential spread of infection from outside school curbed		continued	Lower risk but continue advice to maintain good hand hygiene.

17	Insufficient or no guidance on safe travel to and from school (e.g. encouraging walking, cycling) or protocols at school gates etc.	Contained within communications from DRKR and HSMs	Pupils travel to school with minimal risk of infection		Continued Gov guidance re transport adhered to.	Continued, pupils to wear masks on dedicated transport
18	Transit spaces (corridors), social zones (car parks, common rooms, playgrounds) do not support SD. Walk on the left protocol?	Walk on the left protocol in place across school and House corridors. Flow plans for certain areas of school that need it. Furniture removed from common rooms to enable SD	SD possible in most areas of school			Pupils and staff will be asked to wear masks in crowded areas such as corridors
19	Learning and recreational spaces not de-conflicted or configured to SD rules for different groups or bubbles.	Schedules in place for bubbles to use shared spaces where necessary (e.g. the lunch stagger in dining hall)	Bubbles do not mix	Currently two very clearly defined bubbles which do not mix	Year Group bubbles	n/a
20	Little consideration of different age groups in timetabling, length of the school day and exposure to other age groups.	Timetable is unchanged – n/a	n/a			n/a
21	Insufficient consideration and alternatives to using public transport including staggering school start and finish times.	Individual basis – plans discussed for each relevant pupil	Pupils avoid public transport			n/a
22	No system in place to deal with bereavements, trauma, anxiety, stress, behavioural and sleep issues.	Robust pastoral system working as normal (including Welfare Committee, Mental Health Nurse team, HSMs' meetings, Tutor meetings, CPOMS for reporting)	Anxious or traumatised pupils identified early and supported appropriately	Ongoing support	Ongoing throughout	Ongoing

23	Strategy to keep children safe online not re-assessed and insufficient consideration of supervising access to the internet, checking apps, websites and search results etc	Online Safety Committee keeps policy under constant review	Appropriate interventions to keep children safe online	Online safety documents reviewed and redistributed to parents, staff and pupils.	Online safety provision to be improved with purchase of NOS	continued
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Pupil and Staff - Safety Risk Assessment in the COVID-19 Environment

	Hazard	Control Measures	Outcome	Remarks / Re-assessment	Remarks/ Re-assessment March 2021	Remarks / Re-assessment September 2021
1	Lack of review, update or sharing of safeguarding, code or practice, and staff handbook policies.	Updates communicated as appropriate to staff, parents and governors. Training provided for staff at INSET. Safeguarding policy on website; all others on VLE/Parent Portal	All stakeholders informed of relevant changes			Safeguarding training given in 2 sessions at INSET 02/09/21 and 03/09/21
2	Inset does / did not reflect required training for COVID-19 related procedures, safeguarding, H&S, well-being etc	INSET 3.9.20 entirely about C-19	Staff well trained in C-19 practice	INSET 9/1/2021 training and support for staff in online teaching		Staff well trained and updated
3	Staff have insufficient instruction and training on identifying and supporting vulnerable pupils, parents and other staff.	New staff induction 2.9.20; reminder to all staff re how to deal with vulnerable pupils at INSET 3.9.20; informal reminders via HSMs in Tutor meetings.	Sensitive handling of any vulnerable people at school	New staff induction in Jan 2021, 8/1/2021		Vulnerable pupils are identified, and appropriate information is disseminated. HSMs help tutors to support pupils and families and SLT support staff.
4	DSL and DDSL not easily contacted and their contact information not known to all.	Safeguarding team identities and contact numbers on posters around school and on business cards.	All staff can contact a DSL easily in case of a concern	Additional information on Dashboard from beginning of Term January 2021 re contact/availability of DSLs	Availability continues	Safeguarding hub clearly signposted on the intranet. JEF identified herself and DDSLs at INSET.

5	No COVID-19 specific policy that includes medical responses, SD, teaching, socialising, feeding, hydration, well-being etc.	COVID-19 policy on website for public access	One-stop shop for the key aspects of practice here	For review by JEF during Lent 2021	Next review April 2021	Policy reviewed Sept 21 and updated on website
6	Revised fire drills, registers, routes and assembly points not rehearsed.	Fire drills will be carried as per guidelines, full briefing and walk through to be given before the first drill to be carried out. Drill to be carried out during the 1 st week of term.	HSO to carryout briefings and drills, also to maintain records.	Ongoing in areas where there are staff and pupils		Continuing
7	Needs of each age group and class not considered discretely in terms of support, activities and facilities.	HSMs meetings review and make appropriate changes to these on a weekly basis	Pupils of all ages get support they need	Particular emphasis on those not fully engaging in online lessons as well as pastoral concerns.		Limited number now doing online lessons. Tutors and HSMs updated by DHP. CPOMS used to register concerns.
8	Staff moving between classes and year groups not maintaining distance from pupils and other staff (ideally 2 m between adults)	INSET 3.9.20, COVID-19 policy, Staff FAQs document states importance of this clearly.	Risk of infection from staff to pupil and vice versa is lessened	From January 2021, staff in specified area to work, and no cross over with pupils/boarding bubble in Dining Hall.	SD messages reinforced by staff	n/a
9	Supply, peripatetic and/or other temporary staff moving between schools not minimising contact or maintaining as much distance as possible from other staff.	Briefing by Heads of Department/Area (especially Director of Music); regular reminders in meetings.	Risk of infection from outside school minimised	Staff currently working from home unless this is unsatisfactory. JEF/TPH know	Managed as per Michaelmas term	n/a

				who is in at all times.		
10	Roles conducive to home working and therefore helping to reduce infection (e.g. some administrative roles) not identified.	Steve Willis I/c identifying which office staff this could apply to, and implementing appropriately	Numbers of staff at school reduced, along with risk of infection			Staff working from home by exception now.
11	The "ideal" of adults maintaining 2 m distance from each other, and from pupils not realised.	Briefing at INSET 3.9.20 (as above), and regular reminders in staff briefings.	Reduced risk of infection for staff to pupil and vice-versa	Space and COVID-Safe briefing part of Safeguarding Update Training delivered by JEF throughout Mich 2020	Continued reminders	Space maintained where possible, but no longer a requirement.
12	Contact between groups or bubbles is not minimised or distance between individuals maintained and properly supervised.	Signage around school; reminders from staff regularly in House and on Teams Noticeboard; silicone wristbands for each pupil denoting their YG and House so they are easily identifiable; supervision in Houses must include this as a factor.	Bubbles kept as separate as possible to reduce risk of any infection spreading more widely	Jan 2021 - Day pupils (vulnerable children) and boarding pupils in separate bubble.	Bubbles revert to those established in Mich term	Bubbles no longer required.
13	Distinct and consistent groups or 'bubbles' not maintained or separated and so, in the event of a positive case, difficult to identify those who may need to self-isolate.	No activity allowed to mix bubbles (except Prefects and Lifeguards, with requisite risk assessment). Plans for all areas of school life account for this. Schedules and rotas instituted where necessary.	Bubbles have as much integrity as possible. Track and trace facilitated.	As above	Continued as per Michaelmas Term	Bubbles no longer required.

14	Insufficient controls measures for larger groups with greater risk of infection and need to all isolate.	Control measures in line with Govt guidance. Measures under constant review by SLT via feedback from pupils and staff.	Risk of infection among larger groups minimised	N/A under School closure	Continued as per Michaelmas Term	The school is operating within government guidance
15	Large gatherings such as assemblies or collective worship with more than one group not avoided.	Weekly Year-group Chapel, and House Assembly the only large gatherings allowed – always SD	Risk of cross-infection from different bubbles reduced	N/A under School closure	Continued as per Michaelmas Term	The school is operating within government guidance
16	Insufficient controls for those pupils allowed to mix into wider groups for specialist teaching, wraparound care and transport.	Applies only to small group of School Prefects and pool Lifeguards: SD and appropriate PPE used	Mixing between bubbles minimised	N/A under School closure	Continued as per Michaelmas Term	The school is operating within government guidance
17	Younger pupils not supported in understanding the importance of maintaining distance, not touching staff and their peers - where possible.	HSM briefing before start of term to all pupils; HM address in Chapel; informal work with Tutors where necessary; regular supportive reminders; signage. Less applicable at secondary,	Younger pupils understand expectations and importance of meeting them	N/A under School closure	Continued as per Michaelmas Term	n/a
18	No specific help and preparation for the changes to routine for pupils with SEND (whether education, health and care plans or on SEN support).	Learning Support department liaising with HSMs of relevant pupils	SEND pupils appropriately supported and able to feel confident navigating school life and/or online School	ongoing	Continued as per Michaelmas Term	Learning support continue to engage with all staff
19	Where a pupil routinely attends more than one setting on a part time basis (e.g. dual registered) the system of	N/a	n/a	n/a		One pupil will help with sport at the

	controls not considered collaboratively to address identified risks.					prep school. He will complete 2 LFTs per week.
20	Classrooms do not have side-by-side seating or forward facing desks to reduce risks.	Classroom audit completed and changes to rooms made to reflect this guidance	Risk of aerosol transmission in classrooms reduced	N/A under School closure. Pupils are very well spaced as few in number	Pupils and staff will wear masks indoors. This will be reviewed after week 1	Maintain forward-facing layout where possible but no longer required. Seating plans still in place.
21	ITT trainees not sufficiently briefed, hosted and integrated in their support to school.	MJM I/c PGCE students: Covid rules will be part of her Gresham's induction for trainees.	Trainees confident to practise without covid dominating their thinking	Further online support for those joining later in Lent Term 2021	continued	New staff induction day supports all staff
22	Volunteers not checked, left unsupervised, allowed to work in regulated activity or supported.	Safeguarding policy & safer recruitment procedures rigorously followed as usual, led by JEF with HR.	Pupils remain safe at Gresham's	Applies during lockdown also.	continued	Safeguarding continues
23	Recruitment process and pre-appointment checks not following legal requirements.	See above (22)	See above (22)	See above (22)	continued	Safeguarding continues
24	New staff and pupil registration and induction processes not adapted or compliant.	All procedures adapted to incorporate covid-safe protocols – new staff induction 2.9.20; pupil induction 6.9.20; then continues in Houses in line with 'Induction Principles' policy.	Covid-safe practice an integral part of working and studying at Gresham's	This continues online from January 2021		Return to normal from Sep 21
25	Support staff and TAs in regulated activity do not have the appropriate checks.	See above (22)	See above (22)		See above (22)	Safeguarding continues

26	SCR not updated with DBS related issues and required documents not properly verified or recorded.	See above (22)	See above (22)		See above (22)	Safeguarding continues
27	Plans to move work, learning, meetings, activities and play outside not fully considered	Staff briefed to move activities, meetings, learning outside wherever feasible and weather permits – especially HSMs.	Risk of transmission through lack of ventilation reduced	Online activities from 11 th Jan 2021	Staff briefed to move activities, meetings, learning outside wherever feasible and weather permits – especially HSMs. Large meetings continue online	Staff briefing continues online.

28	Opportunities for non contact sport, adventure play, Forest School, gardening etc not regulated or considered	Many alternative activities/sport considered by SMA and DJA and diverse solutions in Mich 2020 Games plan – e.g. cricket for boys. Different timings to allow for bubbles to be separated on the School grounds. Review every 3 weeks to consider next group of sports to be played.	Risk of transmission via contact sports minimised	Online activities from 11 th Jan 2021	Continued as per Michaelmas term	Activities and sports return to normal as per guidance
29	Physical education, sport and physical activities not following the measures in their system of controls.	SMA/DJA following all National Governing Body advice to make decisions on how/whether we can offer sports. E.g. ECB for Cricket guidelines	As normal a games programme as possible is accessible to pupils	Online activities from 11 th Jan 2021	Continued as per Michaelmas term	As above
30	Sporting, play and SD rules unclear to staff, pupils, parents and visitors.	Briefings to staff by Heads of Sport; briefings to pupils by Heads of Sport/coaches; briefings to parents re. spectating rules from SMA/DJA; visiting teams briefed and agree to protocols before any fixtures	All understand parameters of playing their sport	Online activities from 11 th Jan 2021	Continued as per Michaelmas term	Spectators policy updated by Deputy Head Co-Curricular
31	Pupils not kept in consistent groups, maximising distance between pupils or paying scrupulous attention to cleaning and hygiene during sports activities.	Heads of Sport will oversee practice in their sports and ensure covid-safe protocols are observed by coaches, who will do same with their pupils. Breaches will be followed up by Heads of Sport and then Director of Sport and SLT if necessary. SOCS used for registering groups	Risk of transmission through Games programme reduced	Online activities from 11 th Jan 2021	Continued as per Michaelmas term	SOCs used for registration. Those taking teams away are aware that pupils must wear masks on transport. LFTs timed to take place on a Saturday morning.

32	Sports equipment not sufficiently cleaned between each use by different individual groups.	Coaches to implement cleaning regime of any shared equipment according to each sport's covid-safe protocols	Risk of transmission through shared equipment reduced	Online activities from 11 th Jan 2021	Continued as per Michaelmas term	Current sports guidelines being carried out
33	Risk assessment for play, drama and dance activities not re-assessed, applied or checked.	BOB/DJA I/c risk assessment for drama; regular 3-week review. Dance n/a.	Risk of transmission through drama reduced	Online activities from 11 th Jan 2021	Continued as per Michaelmas term	RAs continue to be required against less restrictive requirements
34	Added risk of infection where there is singing, chanting, playing wind or brass instruments not reviewed.	WEC/DJA I/c risk assessments for instrumental, music lessons, choirs and ensembles. SD, screens, ensembles in bubbles only and numbers conforming to national guidelines.	Risk of transmission through singing, chanting, wind, brass playing reduced	Online choral and musical groups	Continued as per Michaelmas term	Areas such as Chapel continue to be well ventilated. Pupils and staff welcome to wear masks. Following government guidance.
35	Shared staff spaces are not set up or used to allow staff to distance from each other.	Some furniture taken out of staff common room to facilitate distancing; meeting rooms set up to enable staff to distance and sit side-by-side	Risk of transmission amongst staff reduced	Staff use own dedicated room	Continued as per Michaelmas term	Distancing and ventilation still used to mitigate risk where possible and face coverings can be worn
36	Staff meetings and staff rooms unregulated in terms of space, equipment, resources (copiers, kettles, biscuits tins etc) timings, SD and purpose.	Staff briefings to occur SD in Chapel (Mon) and on Teams (Fri); staff room spaced as (35) and removable soft furnishings taken away; Copiers and hole-punches have wiping protocol after use; same for coffee and water machines; HH protocols in place for fruit, biscuits, sugar, etc. Staff recommended to get refreshments	Risk of surface and contact transmission in staff areas reduced	Twice weekly briefings online	Continued as per Michaelmas term	Staff meetings on Teams (Mon and Fri). Smaller meetings happening in person if everyone is comfortable.

37	Staff not having sufficient down time / rest during the working day / week?	Academic timetable unchanged. Break times and lunch remain the same.	Staff have sufficient breaks and downtime.	Online timetable is five days a week, and 90 minute lunch break built in.	Continued as per Michaelmas term	Normal routines in place
38	Staff schedules do not build in the need to avoid increases in unnecessary and unmanageable workload burdens.	Unnecessary and unmanageable workload burdens have been avoided. Regular staff feedback and review of covid-safe protocols to ensure this continues to be avoided.	Staff able to manage workload effectively	See above	Continued as per Michaelmas term	Normal routines in place
39	Staff unable to manage the provision of both in school and remote learning.	Full remote learning (live lessons on Teams) will be limited to entire sets if a YG is locked down; limited remote contact with small number of individual pupils unable to be in school will be co-ordinated by Tutors and lessons streamed/recorded from classrooms. Extra burden on staff designed to be minimal. Regular staff feedback and review of covid-safe protocols to ensure this continues to be avoided.	Staff able to manage in-school teaching and occasional remote input	Learning is online from January 2021	Continued as per Michaelmas term	Staff are confident now with 'blended learning'. Training given to new staff.
40	Security, CCTV and access systems not regularly checked, updated and (where necessary) re-coded.	All checks completed as usual by CM, JP, MP.	Systems work as expected; school remains secure			Continues
41	Parent, Pupil, Staff, Contractor, Visitor drop-off and pick-up procedures, in and out routes not shared, understood or applied.	Visitor protocols published to staff, parents, Admissions, building contractors, and Reception in advance of term; drop-off and pick-up procedures communicated by each HSM as each House building differs. Visits by appointment only.	Risk of community transmission to pupils/staff/parents reduced	Visitor policy in place.	Visitor policy in place	Visitor policy in place
42	Appropriate safety measures not in place for wraparound childcare for both indoor and outdoor provision.	n/a	n/a	n/a	n/a	N/a

43	Transit spaces (corridors), social zones (common rooms / playgrounds) not configured to separate different groups.	School not 'zoned' by bubble, but some areas are. Dining Hall configured to separate bubbles; social zones run on schedules/rotas (Auden Bar, Tig's, Tuck Shop); transit spaces have signage to keep to the left and stay in bubble; House social areas are within their House bubble, and YGs asked to stay away from other YGs in that space; playgrounds n/a	Bubbles able to maintain separation easily	Two small bubbles kept separate.	Continued as per Michaelmas term	No bubbles or zoned but SD is reminded
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44	Classrooms don't reflect recommended layout, PPE, screening, enhanced cleaning rules and timings.	Classroom audit complete and changes made to layout accordingly. Clear guidelines for staff issued. HODs asked to check staff are keeping to recommendations. Spot-checks by SLT.	Pupils and staff as safe as possible in classrooms	Large spaces for small number of pupils in School	. Clear guidelines for staff issued. HODs asked to check staff are keeping to recommendations. Spot-checks by SLT. Staff and pupils will wear masks indoors.	Teachers still expected to centrally submit seating plans
45	Hand washing not part of school culture or routine e.g. no regular breaks for hand washing during the school day.	Pupils to wash hands on arrival at House at any point in the day, sanitising in between. Reinforced by signage and staff.	Handwashing becomes second-nature while at school		ongoing	ongoing
46	Insufficient hygiene stations at entrances, exits, toilets, classrooms, play areas, common rooms, staff areas etc	Hygiene stations widespread throughout school and boarding Houses. Entry and exit to every building and common area, sports pitches, toilets.	Hand hygiene stations easily accessible at any point of a typical day for pupils and staff		ongoing	Wipes and sanitising gel in classrooms and around school
47	Hygiene stations (including bins) not stocked, checked, emptied and cleaned regularly.	Enhanced cleaning routine by cleaning teams	All aspects of hygiene and cleaning regularly checked		ongoing	Continuing
48	Unnecessary and unused items not removed from classrooms and other learning environments.	Classroom audit complete; some staff to move rooms, depending on class sizes	Enough space in each classroom for each class to be seated in line		continued	Continuing

			with Govt guidance			
49	Soft toys, furnishings, spare furniture and items that are hard to clean not removed and stored securely.	Extra items stored via JP and Estates team; extra storage hired for this purpose	Risk of surface transmission from these items is reduced		continued	Continuing
50	Individual and frequently used equipment, such as pencils and pens not shared by staff or pupils (who use their own).	Prescribed in guidelines for staff; teachers to ensure this does not happen in classes; briefing by HSMs to cover this; parents asked to ensure pupils have correct provision of personal stationery	Risk of transmission through shared personal items reduced	n/a during closure	Re-introduced on return	Continued where possible but no longer deemed a high risk
51	Classroom based resources, such as books and games and all frequently touched surfaces, which are used and shared within a group or bubble not regularly cleaned.	Staff guidelines specify they must be cleaned; shared resources to be kept to a minimum; online resources to be used where possible	Risk of transmission through shared classroom resources reduced	n/a during closure	Re-introduced on return	As above (50)
52	Management of resources shared between classes or bubbles not cleaned frequently and meticulously or rotated to be left unused and out of reach for a period of 48 hours (72 hours for plastics).	Staff guidelines specify they must be cleaned/rotated in this way if used between bubbles; shared resources to be kept to a minimum; online resources to be used where possible	Risk of transmission through cross-bubble shared classroom resources reduced	n/a during closure	Re-introduced on return	As above (50)
53	Regulating the use and cleaning of locker, changing rooms, toilets and showers not managed and supervised.	Enhanced cleaning and checking programme instituted by CM and JP; overseen in Houses by Matrons	Risk of transmission through frequently shared surfaces reduced		continued	Continuing

54	Pupils not limiting the amount of equipment brought into school daily to essentials such as bags, lunch boxes, hats, coats, books, stationery and mobile phones.	Clear instructions from HSMs in pre-term briefings; interventions by House and teaching staff with pupil/parents if personal belongings create unmanageable clutter in classroom or boarding spaces	As much space as possible created in classrooms and dorms, reducing risk of transmission through inability to SD		continued	Pupils asked (via the start of term letters) to limit how many belongings are brought back into school.
55	Pupils and staff taking necessary books and other shared resources home not sufficiently managed.	Shared resources kept to a minimum; if allowed home for prep, then cleaned before it is taken away by pupil	Risk of transmission from school into community reduced		continued	n/a
56	Outdoor playground equipment should be more frequently cleaned or left fallow.	n/a	n/a		n/a	n/a
57	Assemblies, break times, meals, drop-off and collection times not sufficiently well staggered.	All 'high-volume' events staggered/on a rota/distanced by bubble appropriately: Roll Calls (rolling/YG); Chapel (YG); Assemblies (House assemblies in large rooms around school); break (tuck shop; House kitchens); mealtimes. Drop-off and collection dispersed around Houses.	Opportunities for pupils to throng across bubbles reduced; therefore risk of transmission across bubbles reduced	Numbers small in Jan 2021 and therefore easily managed.	Revert to Michaelmas arrangements	High volume event – Entrustment service – held outdoors.
58	Non-overnight educational visits not organised in line with protective measures (keeping children within consistent groups) and COVID-19 measures in place at destination.	Educational Visits approval process will stipulate measures around groupings, contact with members of the public, masks in appropriate places, and transport; visits themselves will be limited to distinct bubbles.	Risk of transmission from outside of the school area reduced	Currently no visits	Currently no visits	Trips and visits continued again and carefully managed through the EVC.

59	Meal times not de-conflicted or possible to achieve SD in the servery and dining areas whilst still providing sufficient nourishment.	Holroyd Howe plan overhauls dining hall and allows for SD throughout. Mealtimes scheduled for each bubble, who have separate areas of the dining hall	Pupils and staff able to eat healthily and happily	Small numbers in large dining hall and separate sittings	Revert to Michaelmas arrangements	Back to normal arrangements. Lunch staggered by house.
60	Organisation of breakfast and after school club not revised in to small, consistent groups and maintaining year groups or bubbles.	n/a	n/a	n/a	n/a	n/a
61	Pupil and staff mental health and wellbeing not considered with individual needs not identified or supported.	Pupil mental health audit through Tutors once term has begun, feeding back to HSMs and JEF and the Welfare Committee for monitoring. Staff asked to complete mental health and wellbeing audit on Forms before returning	SLT have clear understanding of where anxieties are and can plan to support accordingly	Staff Wellbeing Team, regular contact with staff who have been anxious. Welfare Group for pupils still operating.	continued	Staff and pupil welfare is a priority and regularly monitored via JEF and EAA.
62	Insufficient pastoral and extra-curricular support for pupils to rebuild friendships and social engagement.	House system and staff, boarding activities, and activities programme provide this.	Friendships can flourish again		Activities planned for boarding to encourage engagements and integration	Pupils now encouraged to socialise with one another via whole school and house based activities
63	Insufficient support to address and equip pupils to respond to COVID-19 related issues.	Good lines of communications between pupils and their HSM; JEF identified as the SLT member responsible for covid queries – door open literally and metaphorically at all times; routes through House/School Prefects and School Council, too	Pupils' covid concerns heard and addressed appropriately		Continued. Additional tutor period added to first day of School	Regular communication via EAA and Headmaster directly to pupils. HSMs and tutors also well equipped to support pupils

64	Re-scheduling of activities not operating efficiently or safely due to SD rules and timings	Regular review by SLT based on feedback from parents, pupils and staff; changes made as appropriate	School continues to work efficiently and calmly, providing best experience for each pupil			SD no longer a requirement
65	Plans, briefing and statistics for ISI / Ofsted visit not updated.	Inspection-ready protocols followed as usual	Ready for inspection by ISI			Normal documentation required for inspection maintained so ready
66	Roles suitable to home working, such as administration, not considered to help reduce risks of infection in school.	SW has kept some office staff at home where it is feasible.	Space created in offices and around school without damaging functioning of school			Home working by exception now.

Medical Risk Assessment in the COVID-19 Environment

	Hazard	Control Measures	Outcome	Remarks / Re-assessment January 2021	Remarks/ Re-assessment March 2021	Remarks / Re-assessment September 2021
1	Sickness management rules and the “don’t come to work if you are ill” not understood or observed.	Academic staff briefed at INSET and by managers if non-academic staff; included in guidelines for staff; communications through HR	Staff know not to come into school if unwell			No change – staff are alerting HR if they are unwell or have been in close contact with someone who has tested positive.
2	Staff and pupils who are ill or tested positive do not know or are unwilling to stay at home for at least 10 further days.	Strong lines of communication between home and school, via HSMs for pupils, and via Line Managers for staff. Pupils, staff and parents advised by school of next steps and regular contact kept. Records kept centrally of unwell pupils (Pastoral office) and staff (HR), to determine when return to school is feasible.	Public Health guidelines adhered to; school community protected from transmission and also possible hysteria			Isolation rules being managed/enforced.
3	The procedure for isolating or sending staff and pupils home and arranging a COVID-19 test is not understood (if anyone becomes unwell in school).	Covid Action Plan published to all stakeholders; Matrons and resident House staff fully trained by Health Centre Weekly testing programme in place for pupils and staff who are in School. Consent from parents, and voluntary self-tests by staff. Results on central spreadsheet kept by Pastoral office.	Confident response to symptoms means best chance of controlling spread and supporting patient appropriately Q and A document to		Regular testing programme communicated to parents with Q and A document Consent forms required	Covid Action Plan updated and published on intranet for all staff.

		DfE Guidance followed daily by JEF to respond when there are changes	parents with consent form.			
4	Given (Serial 1 & 2) above household or group members do not understand that they must self-isolate for 14 days.	Clear guidance provided by school. As per (2) above.	Bubbles/households isolate correctly and ensure that the rest of the school community cannot be infected			Updated information sent to parents and a link to government guidance.
5	No isolation room and separate bathroom available for symptomatic day pupils awaiting collection, and no access to PPE for those attending to unwell staff and pupils.	Isolation rooms identified within Houses, with separate bathrooms (and signage if needed), PPE provided to each House from CM for this eventuality	Staff have full understanding of isolation procedure for day pupils and know how to stay safe			Continued
6	Procedure is not clear for those Staff who have helped someone with symptoms and pupils who have been in "close contact".	Staff briefed at INSET and information held on VLE, easy to access; pupils briefed by HSMs; clear signage in Houses to allay concerns.	Unnecessary anxiety avoided			Staff briefed on INSET with updated guidance
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). 	As above (6)	Staff able to assist in effective contact-tracing			Schools no longer required to do contact tracing. However a system is in place informally in order to further minimize potential spread.

<ul style="list-style-type: none">• 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.					
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8	Procedures for reporting COVID-19 instances to external authorities not known or applied.	JEF I/c engagement with LHPT	LHPT able to assist effectively with next steps for the school			Continued with EAA as the main contact
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.	Signage/posters around Houses; reminders from staff	Risk of contact transmission reduced			Signs remain up
10	Procedure for cleaning, with normal household bleach, the area around a person with symptoms after they have left (to reduce the risk of infection) is not understood or applied.	Cleaning staff briefed by CM/JP	Areas clean and school community reassured			Continues with a specific cleaner, not bleach
11	Science of risk not understood e.g. less severe symptoms in adults, younger children less likely to become unwell. Consistent groups help.	INSET session on infection control 3.9.20 for staff; 'Covid Facts' poster distributed to Houses; pupils briefed by HSMs	Transparent understanding of covid risks for all enable appropriate behaviour and response			Regular testing used to highlight asymptomatic positive cases so action can be taken.
12	Although a useful confidence measure, routine temperature testing is not a reliable method to identify COVID-19 (PHE advice refers).	Routine temperature-testing not part of School's covid-safe protocols. Inner ear temperature taken if child feels unwell. Training provided for these instruments by Health Centre.	Staff stick to monitoring pupils for respiratory symptoms, chiefly			Continues.
13	Insufficient medical staff to deal with isolating and monitoring suspect COVID-19 cases, outside appointments and normal medical issues.	Normal staffing structures for pupil illness in place in House (Matrons and resident staff) and in Health Centre (doctor and nursing team). Support 'bank' nurses will be used for isolation of any infected overseas boarders.	Staffing levels safe and effective			Continues

14	No or insufficient training for those operating temperature testing or other precautions that require new equipment. Training not recorded for future reference.	Training sessions for Matrons and resident house staff 2.9.20, given by Health Centre. Nursing team trained by School Doctor.	Staff confident to operate procedures that help identify covid symptoms			Continues
15	Medical staff have insufficient or unsuitable PPE, cleaning materials and training for tasks.	Appropriate PPE equipment and cleaning materials in stock via CM and SH; staff training provided	Staff will be adequately protected and knowledgeable			Continues
16	Temperature testing undertaken using unsafe methods, not reflecting SD rules, not recorded or kept appropriately.	HC staff trained fully; this training passed onto Matrons and House staff, pre-term. Ear thermometers used, with PPE.	Staff safe while taking temperatures			Continues
17	No separate area for temperature testing, holding and isolation of pupils/staff. Areas not easily identified or regularly cleaned?	Separate areas identified in the health centre, on both floors, signage organised and cleaning plans in place with SH	Effective separation of those with covid symptoms and those being seen for other illness			Continues
18	Insufficient registration, induction, supervision of contractors working on site.	Visitor and contractor covid-safe protocols overlap with safeguarding procedures and include need for registration, supervision and monitoring	Risk of transmission and harm from contractors minimised			No change in processes. Visitor policy in place.
19	Young children not supervised using hand sanitiser (risk of ingestion). (Note: Skin friendly cleaning wipes is an alternative).	n/a	n/a			n/a
20	Those with complex needs not supported in understanding importance of hygiene rules.	SEND pupils who might find this challenging identified and supported by LS and HSM/Tutor in this	All pupils wash hands regularly and reduce risk of transmission			No change on this control

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.	Educational posters displayed around the school; Catch it, Bin it, Kill it promoted by staff.	Risk of aerosol and contact transmission reduced		Posters checked before return	Posters in place
22	Hygiene rules not effective. "catch it, bin it, kill it" not re-publicised or applied.	See above (21)	See above (21)		Posters checked before return	Continues
23	Pupils not aware of behaviours which may increase the risk of droplet transmission (such as biting, licking, kissing or spitting).	See above (11)	See above (11)		Posters checked before return	Continues
24	Insufficient staff supervising and supporting normal medical staff particularly in their liaison with GPs, LA(?) etc.	Staffing levels appropriate and risk-assessed (see 13, above)	See above (13)			Continues.
25	Visits to GPs / nurses / dentists and local surgeries changed and not known by staff and or pupils.	Bookings made online by staff and day pupils/parents; instructions provided there. Boarders as usual are treated at HC or by Matrons, but triage done by telephone, in line with Health Centre Covid Protocols. HSMs and Matrons fully trained in this new system.	Pupils, staff and parents confident in next steps if concerned re. symptoms		Protocol confirmed with Matrons and hsm's by Lead Nurse in training 5/3/2021	Continues
26	Staff are not aware those with COVID-19 symptoms should not go to a GP surgery, pharmacy, urgent care centre or hospital.	Staff briefed at INSET 3.9.20; regular reminders to follow NHS guidelines online and (ideally) visit Cromer or Fakenham to be tested if local	See above (25)			No change
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.	Part of contingency plans, to be published on VLE for staff.	On-site testing can happen quickly and efficiently			No change

28	Insufficient or no procedure for summoning emergency services, lack of safe RV and cleared routes in and out.	Usual procedures remain in place as per H&S and First Aid Policies	Ambulances can access site safely and efficiently, with little stress to staff, pupil or parent			Continues.
29	No early liaison with local health protection teams and LA who provide advice (and may recommend large groups self-isolate or school closure)	Part of action plan for confirmed case, following positive test. WAMC liaison for this.	LHPT involved immediately and able to advise most effectively			Continues – now EAA, not WAMC.
30	Insufficient First Aid trained personnel (ratio) for pupils in school and on activities and sport.	Usual procedures remain in place as per H&S and First Aid Policies	Activities and sport can continue safely			Continues
31	Actions for using first aid on those with COVID-19 symptoms unclear and not briefed.	Usual procedures remain in place as per H&S and First Aid Policies; additional training for covid-safety for all staff provided by CM	First Aiders can respond safely to a pupil showing covid symptoms			Continues
32	Requirements for EYFS on PFA certification not identified given recent modifications and 3 month extensions.	n/a	n/a			N/a
33	Medical policy, procedures and appropriate response to spectrum of medical issues not revised or shared?	Revised in Spring, as usual; published on VLE and available in the Staff Handbook.	Standard procedures available for reading by all parents and staff			Continues
34	Pregnant women are in the 'clinically vulnerable' category and not following the relevant guidance.	Pregnant staff advised by HR and SLT accordingly	Risk of transmission to pregnant staff reduced			Continues all CV and ECV seen

35	Lack of School decision or policy for level of PPE required for staff or pupils.	Government guidelines followed re face coverings in general usage for pupils and staff, and for PPE in treating a pupil with covid symptoms; policy articulated clearly: if you feel you are unable to maintain 2m distance from pupils you are teaching, wear a visor or ask for a screen if type of teaching demands it	Risk of transmission to/from staff reduced when SD not possible			Continues as per guidelines.
36	Insufficient training for all those that wear face coverings including fitting, storing, care and disposal arrangements.	Training provided as appropriate by CM	Staff wear PPE safely; risk of transmission thus reduced			Continues
37	Different age groups with different risk profiles for each group of staff and pupils not risk assessed?	Ages and vulnerabilities of staff taken into consideration during consultation and risk assessment, and adjustments to working practices made accordingly. N/a for pupils within Senior School on current Govt. advice	Staff of all ages appropriately managed to reduced risk to them			Continues, but risks reduced with higher vaccine take-up
38	Measures in school are not sufficiently robust for extremely clinically vulnerable and clinically vulnerable to return to school.	Continuous consultation with staff and parents to address concerns of this nature, with adaptations made as required	All ECV and CV pupils and staff able to return and continue safely at school			Continues – HR aware of ECV/CV
39	Medical advice for vulnerable staff and children not being followed and insufficient support both at school and at home.	Open lines of communication between staff and SLT/HR, and between pupils/home and HSMs to ensure it is followed	Vulnerable people cared for appropriately			Continues
40	Those with particular characteristics and an increased COVID-19 risk not identified and sufficient measures taken to reduce risks.	List of at risk students identified by HC; staff by HR; measures put in place after consultation with those individuals	Vulnerable people protected appropriately			Continues

41	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.	Central spreadsheets kept by pastoral office/Health Centre (pupils) and HR (staff)	SLT/HSMs/HC/HR able to advise families effectively and keep other pupils/staff safe			Continues
42	Insufficient information and / or record of who is still shielding or had contact with anyone tested positive or suspected of COVID-19 and why this may preclude their attendance at school.	As above (41), plus open lines of communication as per (39). Also contact-tracing training provided to pastoral office and HSMs before term.	As above (41)			Continues
43	Lack of recording of which staff and pupils have been sent home with COVID-19 symptoms (a cough, high temperature or shortness of breath).	As above (41)	As above (41)			Continues
44	Lack of regular dialogue with those that have suffered from COVID-19 and / or are isolated at home.	Open lines of communication, as per (39), above	As above (39)			Continues
45	Policy on wearing uniform and if washing also required to prevent infection for staff and pupils not re-considered.	Normal uniform policy in place; normal washing recommended, in line with Govt. guidelines	Normality in appearance retained through uniform	No uniform currently for pupils in School from Jan 2021	As Michaelmas term	Uniform policy adhered to.

Boarding Risk Assessment in the COVID-19 Environment

	Hazard	Control Measures	Outcome	Remarks / Re-assessment January 2021	Remarks/ Re-assessment March 2021	Remarks / Re-assessment September 2021
1	Boarding policies and procedures not updated, regularly reviewed and communicated.	Regular Housemaster/mistress meetings throughout August to share ideas, best practice and procedures going forward. Boarding policies and procedures updated in full consultation with Housemasters/mistresses. INSET training and House team meetings at the beginning of term to disseminate information.	All staff aware of current policies and key staff part of review process.		Regular meetings and communication prior to re-opening	Housemaster/mistress meeting before INSET. Information then disseminated to teams before term started
2	Security and access systems (if now in use) not regularly checked, updated and re-coded.	All security and access systems working, and new pupils added to biometric system at the beginning of term by ICT team	Access to boarding houses and security of boarding houses systems in place			Continued
3	Boarding staff have inappropriate PPE, cleaning materials and training for tasks.	Boarding staff issued with appropriate PPE, hand sanitizer stations and refills. Health Centre staff to train boarding staff and Matrons	Staff have appropriate PPE, resources and training.		Checked before re-opening	Continues staff check levels and request replacements
4	Communication and procedures for welcoming back overseas pupils not applied.	Julie Flower has been in communication with overseas boarders throughout the holiday period. Procedures for Beginning of Term established in consultation with Housemasters/mistresses, so all aware of procedures and application.	Positive welcome for overseas pupils and good communication throughout.		Overseas pupils returning with quarantine and Test To Release in place	continued

5	No plans or alternative arrangements for boarders to travel on dedicated school transport rather than public transport.	Boarders travelling from Airports will all be on dedicated transport, and all boarders have been advised not to use public transport. School will arrange transport for all pupils as required.	Safe transport for all pupils and no necessity to use public transport.		As previously Mich 2020	Continues for those coming from 'red list' countries
6	Insufficient space and resources for isolating overseas pupils (10 days) on their return.	Boarders from countries with which there is no travel corridor have self-isolated with parents or guardians in the UK, or in the School arranged facility.	Pupils returned to the UK early to self-isolate before the start of term.	Test to release in place ready for when pupils from overseas are ready to return.	See (4)	continued
7	Insufficient controls for boarders to move between residential and school day groups.	Dorms are all single year group spaces to maintain bubbles wherever possible. Pupils understand that within their House they must maintain distance as far as possible, and keep year group bubbles for meals and activities.	Boarders grouped within their year group bubbles in boarding houses as far as possible.		As Mich 2020	Bubbles no longer required
8	SD, separation and socialising rules not adhered to in the boarding house.	Clear signage in Houses about SD, and reminders from House staff.	SD and socialising rules adhered to.		As Mich 2020	SD not required
9	Rules and procedures for exeat, trips and activities out (or not!), appointments or visits from family and / or guardians not complied with or understood.	Good communication throughout with staff and parent body. SLT letters from JEF and Headmaster as well as regular HSM contact	Guidelines for trips and visits clearly understood and communicated.		No educational visits. Into town in 3s and only for full boarders on Sundays	Visits and trips into town can resume
10	Fire instructions and new procedures not reviewed, understood or rehearsed. (Fire drills, routes and assembly points)	Clear directions from Health and Safety Officer and fire drill during the first week of term.	Fire directions well known, rehearsed and recorded.		continued	Continues as per school policy
11	Are there sufficient rooms and a bathroom to isolate and supervise pupils (and staff).	Pupils will be isolated in own room, or Health Centre if they test positive. Own bathroom or single designated bathroom with clear signage.	Bathroom and bedroom made available for isolation			In place and highlighted in the Action Plan

12	Do those in attending isolated cases know the procedures and have access to PPE?	Full training before the beginning of term from Schools Doctor and Lead Nurse	Procedures for those attending isolated cases and possible isolated cases known and PPE available.			Supplies maintained and continues
13	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).	Letter to parents sent before the beginning of term, with full details on whole school procedures, classroom and boarding.	Clear communication to parents with opportunity for parents to contact School on any matter.	Test to release in place ready for when pupils from overseas are ready to return.	Further communication with pupils returning	
14	Laundry, bedding, furnishings, games and items that are hard to clean not removed and stored securely.	Housemasters and Housemistresses have arranged for all unnecessary furniture to be removed.	Surplus furniture, bedding and other items stored securely.			Continues
15	Staff to pupil ratio does not reflect SD rules (including medical and emotional support).	Guidelines for masks when closer contact meetings occur, and Sd rules apply elsewhere.	Staff to pupil ratio does not compromise SD or pupil safety.			SD no longer a requirement so managed with this in mind, but not as a requirement
16	Insufficient bathroom facilities if bed spaces have been reconfigured.	Sufficient bathroom spaces which will be designated to pupils/bubbles.	Sufficient designated bathrooms			Return to normal unless Outbreak Management Plan triggered.
17	Boarders not equipped with authorised and compliant equipment to stay-in touch with parents.	Pupils will bring laptop/ipad and phone to school. House staff are always happy to allow a pupil to use a House phone to contact home	Pupils equipped with electronic devices to contact home.			No change

18	Boarders aware of global news and how it may affect them or their family.	Boarders have access to TV and newspapers for up to date news. Tutors and house staff available to discuss, and aware of issues in particular countries. Tutor groups discussing current issues.	Pupils aware of global news	.		No change
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Dedicated School Transport and Driver Risk Assessment in the COVID-19 Environment

	Hazard	Control Measures	Outcome	Remarks / Re-assessment January 201	Remarks / Re-assessment March 2021	Remarks / Re-assessment September 2021
1	Drivers not regularly briefed on changes or included in staff briefings and revised schedules and notices.	All Drivers will be briefed as to any changes to their protocols initially and when changes occur, by either the Transport manager or the Health and safety officer.	Risk of transmission through lack of information reduced	No school transport during closure		All Drivers briefed on their return.
2	Drivers not fully considered or supported (particularly relating to age and vulnerability).	All drivers sign a return to work form after a one to one meeting to allow their concerns to be made that they are happy with the precautions put in place.	All drivers feel supported and able to raise concerns	No school transport during closure		All drivers spoken too.
3	Drivers have insufficient / inappropriate PPE, cleaning materials and training.	Sufficient stocks of PPE and Cleaning materials are to be maintained in the vehicle maintenance store. Vehicles to be checked on a daily basis to ensure sufficient for the days driving. These checks to be added to the Daily Check list.	Reduce Risk of transmission to/from drivers reduced	No school transport during closure		Vehicles checked regularly with a store of cleaning materials and masks.
4	Drivers not protected by screens and / or procedures that should be known to parent, carers and pupils.	Drivers are to wear face coverings where appropriate. This to be communicated to parents	Reduce Risk of transmission to/from drivers reduced	No school transport during closure		Drivers can continue to wear masks

5	Dedicated transport not aligned with the principles underpinning the system of controls	All Transport moving Students to and from home or to other outside venues will be specific dedicated School vehicles or coach operators, reflecting the bubbles and SD rules in place at school (pupils sit in their YG bubbles where possible) Students to wear face coverings during transport	Reduce Risk of transmission to/from drivers reduced	No school transport during closure		SD will be maintained as far as possible but YGs are not required. All students to wear masks on transport.
6	Dedicated school transport not operating to SD and hygiene rules or with sufficient PPE and cleaning arrangements.	Vehicles will either have a seating plan or sufficient size to ensure SD. There will be sufficient supplies of cleaning materials in the vehicle and checked as per point 3. Vehicles are to be Fogged down daily. Students to wear face coverings None school dedicated transport will be following current Government Guidelines.	Reduce Risk of transmission to/from drivers reduced	No school transport during closure		To be continued with SD where possible.
7	Pupils not grouped together on transport reflecting consistent bubbles or groups that are adopted within school.	Pupils will be seated either in family groups, year bubble groups or SD. Pupils over 11 will wear face shield.	Reduce Risk of transmission to/from drivers reduced also between students	No school transport during closure		Being continued where possible under current guidelines
8	Insufficient or no use of hand sanitiser upon boarding and/or disembarking.	The Driver is to ensure that all persons boarding the vehicle sanitise their hands Driver to ensure there is sufficient sanitiser for the journey.	Reduce Risk of transmission to/from drivers reduced also between students	No school transport during closure		Continues check before use.
9	No additional cleaning of vehicles (all touch points) before and after each journey.	School Vehicles Drivers are required to clean the touch point both before and after the journey Additional time to be allowed for this to occur.	Reduce Risk of transmission to/from drivers reduced	No school transport during closure		Continues

10	Poorly organised queue and boarding process and SD not observed within vehicles wherever possible.	Students are to be briefed where their boarding points are and to maintain SD both out of school and collecting from school Drivers are to arrive early to assist in Queuing. Pick up from schools are to be monitored by the Transport manager and HSO.	Reduce Risk of transmission to/from drivers reduced also between students	No school transport during closure		Continues
11	Use of face coverings for children under (and over the age of 11) as a mitigating measure not understood by pupils and parents.	Letter to be sent to parents advising them of the school's stance on wearing of face coverings based on latest Government advice.	Reduce Risk of transmission to/from drivers reduced also between students	No school transport during closure		Face coverings retained, distancing where possible, overseen by drivers
12	Measures, in case of emergency, for the movement of a symptomatic pupil by school transport not considered in policy.	Both Driver and accompanying member of staff will wear PPE. A 9-seater Minibus to be used to ensure good SD between driver and accompanying member of staff. Vehicle to be fully decontaminated and left out of service for 72 hours.	Reduce Risk of transmission to/from drivers reduced also between students	No school transport during closure		Continues
13	School vehicles not fully registered, insured, maintained and stocked with appropriate hygiene materials.	All school vehicles are registered and fully insured. They all comply to current guidelines, MOT'd, Road Fund taxed, and have their 10 weekly inspections. Sufficient Cleaning materials are placed in the vehicle and checked daily.	Vehicles are in corrected working order for use on the road and comply to Road Traffic legislation. Reduce Risk of transmission to/from drivers reduced also between students	Kept ready to use on return.		All school vehicles are road worthy compliant 10 weekly checks, MOT taxed and insured. DL Checks yearly carried out.

Support Staff Risk Assessment in the COVID-19 Environment

	Hazard	Control Measures	Outcome	Remarks / Re-assessment January 2021	Remarks/ Re-assessment March 2021	Remarks / Re-assessment September 2021
1	Support and contract staff not regularly briefed on changes.	Local/departmental protocols which have been prepared for each area to be shared with staff and line managers to update if and when procedures and/or safety measures change. Bursar is link with contract catering staff and Estate/Maintenance Manager act as link with works contractors.	Staff feel informed about risks and mitigation measures and feel able to ask questions or suggest changes.			Continues through line managers.
2	Physical meetings recognise SD, hygiene arrangements including well-ventilated rooms or, if possible, outside.	Limit need for physical meetings but choose appropriately sized venue where necessary and follow social distancing, ensure spaces well ventilated and follow strict hygiene procedures. Face masks can be worn by those who wish to wear them.	Risks of transmission amongst staff at physical meetings are minimised.		Continue with online meetings for larger groups. Face coverings must be worn indoors.	Continues
3	Drivers not fully considered or supported (particularly relating to age and vulnerability).	All drivers sign a return to work form after a one to one meeting to allow their concerns to be made that they are happy with the precautions put in place.	Drivers feel supported.			Continues
4	Support staff have insufficient/inappropriate PPE, cleaning materials and training.	Assessments are in place which determine when PPE is required, and what type (such as cleaning), and staff are shown processes to follow.	Staff have sufficient PPE where required and are appropriately trained in its use.			Continues
5	Cleaning regimes not enhanced, regularly reviewed, inspected or conforming to revised hygiene rules.	Cleaning regimes in place follow domestic staff protocols which have been prepared based on government cleaning guidance for non-healthcare settings. Overseen and reviewed by H&S Officer and Estate Manager.	Cleaning processes are enhanced and staff feel competent and confident to carry them out.			Continues

6	Security and access systems not regularly checked, updated and re-coded.	Most access systems are biometric and linked to staff and pupil thumb prints. Other codes changed annually or as and when required if more frequently.	Security maintained.			Continues
7	Reconfigured areas, zones and routes hampering fire exits and routes.	No fire access routes are compromised as a result of changes being made. Staff to be encouraged to alert managers to any concerns.	Fire exits and routes not compromised.			No Fire routes or exits compromised regularly checked.
8	Fire and other emergency procedures not reconfigured, routes not clear or regularly inspected.	Covid protection measures in place do not infringe on fire and emergency procedures. Staff to be encouraged to alert managers to any concerns.	Fire and emergency procedures not compromised.			Continues

Facilities Management Risk Assessment in the COVID-19 Environment

	Hazard	Control Measures	Outcome	Remarks / Re-assessment January 2021	Remarks/ Re-assessment March 2021	Remarks / Re-assessment September 2021
1	Insufficient hand washing or hand sanitiser 'stations' for all pupils and staff to clean their hands regularly.	Audit of all teaching/public/administration areas completed in August. HSM's have also carried out a similar exercise with their respective boarding houses.	Additional sanitising stations identified and actioned to be completed by the 31 st August			All stations remain in situ.
2	Policy and procedures for contractors including signing in and out, and badges on school sites not reviewed, and / or enforced.	This is regularly reviewed and updated as necessary with the emphasis to limit the number of external contractors coming on to site.	Pupils kept safe in line with safeguarding policy			Continues and under review
3	Contractor health declaration and pre-work briefings not considered or implemented.	Already integral to any contract awarded.	Contractors work safely			Continues
4	Contractor (and visitor) hygiene arrangements not considered including parking, guiding, supervision, breaks, meals and toilets.	Designated areas already identified with details passed on to all relevant members of staff.	Risk of transmission to/from contractors and visitors reduced			Continues
5	Insufficient heating and/ or cooling system (including insufficient fuel levels if applicable).	Robust maintenance programmes already in place include emergency call out procedures.	Pupils and staff kept appropriately warm/ cool			Continues
6	Insufficient gas supply, maintenance, checks, venting and valves.	Robust maintenance programmes already in place include emergency call out procedures.	Gas supply continuous			Continues
7	Air conditioning units, ducts, ventilation and extraction systems not checked on re-occupying school facilities (including workshops).	Robust maintenance programmes already in place include emergency call out procedures.	Air temperature and hygiene maintained			Continues

8	Centralised ventilation system that removes and circulates air to different rooms is not using a fresh air supply.	Robust maintenance programmes already in place include emergency call out procedures.	Fresh air supply guaranteed			Continues
9	Electrical tests not up-to-date including emergency lighting and PAT including electrical equipment bought in to school.	Robust maintenance programmes already in place – annual Pat testing of all appliances in School carried out in July 2020. Any equipment subsequently brought in by pupils will be tested at the start of term	Risk of fire from faulty appliances reduced			Continues
10	Water testing for temperature, flow and legionella not in date, recorded or tested on re-opening facilities.	Robust legionella testing programmes already in place and up to date.	Water clean and safe to drink			Continues
11	Insufficient arrangements for the operation, additional cleaning and security (and use) of the swimming pool.	Additional resources allocated to ensure pool is regularly cleaned and sanitised.	Swimming pool in use and safe for all			Continues
12	Fire alarm panel, system and extinguishers not in date and not serviced.	Robust maintenance programmes already in place include emergency call out procedures.	School kept safe from fire risk			Continues
13	Fire doors propped open to limit use of door handles and increase ventilation.	Corridor Fire doors are either held open by magnets linked to the Fire Alarm System. Where these are not connected then Doorgards are to be used these activate on the sounding of the alarms. All Fire Doors that are part of protected stairwells are NOT to be propped open under any circumstances. Classroom doors can be propped open by staff are to be briefed that they are to be closed when unoccupied. Boarding House, all above applies. All wedges are to be removed and doors closed during the night-time.	To be kept under review. Regular checks to be carried out by HSO.			Continues under constant review

14	Limiting occupancy of as many rooms as possible (offices, laundry, common rooms etc) not considered.	Room audit conducted; furniture removed in some spaces to enable minimal occupancy	Risk of transmission through lack of SD reduced			Normal routines resumed but maintaining ventilation, space and face coverings where possible and/or appropriate
15	Kitchen not reconfigured, stocked and cleaned if closed over a long period.	Holroyd Howe checks and risk assessment completed; appropriate adjustments made to cooking and serving areas	Kitchen safe, clean and ready to use			Continues
16	Insufficient chefs, supervising staff and cleaners to maintain high standards of hygiene.	Holroyd Howe staffing plan in place and risk assessment completed	High standards of hygiene can be maintained at all times			Continues
17	Servery and dining room rules inadequate or unsafe including wiping table, chairs and hard surfaces between sittings.	Dining plan agreed between SLT and Holroyd Howe: YG / House bubble sittings; two halves; 25-minute sittings; flow and servery adjusted; separate entry/exit doors; staff to wipe tables and chairs between each sitting	Risk of transmission between bubbles in dining hall minimised			Wiping down continues. Bubbles no longer required
18	Insufficient drinking supplies and hydration available in dining room and around the school.	Hydration stations throughout school, in Houses, and in dining hall as usual	Pupils able to stay appropriately hydrated			Continues
19	Cleaners changed working patterns during the day not discussed or agreed to meet the revised hygiene requirements.	Any working pattern changes will be discussed and agreed in advance with individual staff	Most effective cleaning of each area enabled			Continues
20	Cleaners have insufficient or revised instructions and training for appropriate cleaning and the wearing and disposal of PPE.	Safe working practices already drawn up and issued to all staff.	Staff confident in covid-safe practice, ensuring risk of transmission amongst pupils and staff from		Masks to be worn indoors	Continues as per guidelines but staff may continue with face masks

			surfaces is minimised			
21	New service level agreement not agreed for contract cleaners, maintenance and grounds for a new working environment.	N/A	N/A			N/A
22	Insufficient cleaning staff for revised cleaning schedule and deep clean of each room and space daily unless left fallow.	Deep clean of all areas completed over the summer vacation. Staffing levels currently considered sufficient although with staffing rosters either needing to be adjusted or additional staff employed as required.	Appropriate coverage of all areas of school, keeping hygiene levels high and risk of transmission minimised			Continues
23	Insufficient immediate procedures (quarantine and deep clean) and PPE where areas contaminated with bodily fluids.	Full PPE is available for persons carrying out deep clean. Fogging machine and chemicals available for use. Rooms/area where possible to be left for 72 hours before deep clean. Full RA to be carried out before cleaning	Staff have been briefed to lock and seal off the area and advise HSO / Facilities Supervisor.			Continues
24	Cleaning staff not equipped or using appropriate PPE including aprons, gloves, face coverings and their subsequent disposal.	All staff have/will be fully briefed on appropriate usage of PPE equipment supplied. Currently have adequate stock holdings of all items with a good supply chain for any additional orders.	Risk of transmission to cleaning staff reduced			Continues
25	Laundry wash and dryers not serviceable, unable to cope with temperature requirements and insufficient wash products.	Robust maintenance programmes already in place include emergency call out procedures.	Clothes, linen, etc., kept clean and risk of transmission from them reduced			Continues
26	Suspended services not re-set or reviewed to cater for current school operation including waste disposal.	All services re-set; external waste contractors contacted and collection arrangements in-hand for the start of the new term.	External services continue to function as			Normal services in place.

			normal so that school can also			
27	Scheduled or on-going building works not reviewed given revised school timetables, staggered drop-off / pick-ups times.	Already covered within existing works programmes. Comprehensive directional and warning signage around the respective building sites are already in place.	Timetables and schedules continue as normal, unaffected by works			No change
28	Suppliers not following appropriate SD, hygiene measures and new routes, arrival details etc	All existing suppliers have been notified of these requirements and reminders issued at the time of ordering and on delivery.	Risk of transmission to school through suppliers reduced			SD no longer a requirement but suppliers managed in same way as other visitors (Visitor Policy)
29	Waste procedures not reviewed or sufficient to cater for increase in waste measures.	Waste collection services will be constantly monitored and if necessary, can be adjusted with 24 hrs advance notice being given to the waste contractor.	Waste managed effectively			No change
30	Pest control services not sufficiently regular, recorded or deficiencies identified and actioned.	Robust service contract already in place including emergency call out procedures.	Pests on school site controlled effectively			No change
31	How often is this Risk Assessment reviewed?	Weekly review or before if Government guidelines change.	Reviewed Weekly, Major review on significant changes in Government guidance (closing/re-opening school)			No change

Reviewed 6th January 2021 – Julie Flower

Reviewed 5th March 2021 – Julie Flower

Reviewed 3 Sep 2021 – Lizzie Alexander