

## COVID-19 Risk Assessment for Opening September 2020

### A Risk Assessment for Opening September 2020

#### 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 where the risk concerned cannot be mitigated. 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.

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

#### 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 that those who have COVID-19 symptoms, or who have someone in their household who does, do not attend school.
2. where recommended, use of face coverings in school.
3. clean hands thoroughly more often than usual.

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4. ensure good respiratory hygiene by promoting 'catch it, bin it, kill it' approach.
5. introduce enhanced cleaning, including frequently touched surfaces, using standard products (detergents and bleach).
6. minimise contact between individuals and maintain social distancing wherever possible.
7. where necessary, wear appropriate PPE.

Numbers 1 to 5 must be in place in all schools, all the time.

Number 6 must be properly considered and schools must put in place measures that suit their particular circumstances.

Number 7 applies in specific circumstances.

### **Response to any infection:**

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

Numbers 8 to 10 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. The leadership team have analysed and co-ordinated identified measures. We acknowledge that 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.

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### Overall Risk Assessment in the COVID-19 Environment

	Risk	Control Measures	Outcome	Remarks / Re-assessment
A	Is government advice being regularly accessed, assessed, recorded and applied?	<p>Yes, the Bursar, SLT and some Governors have read the detailed advice from the DfE including the following documents:</p> <ul style="list-style-type: none"> <li>• <u>Full opening of schools from the start of the autumn term</u></li> <li>• <u>Actions for early years and childcare providers during the coronavirus (COVID-19) outbreak</u></li> <li>• <u>What parents and carers need to know about early years providers, schools and colleges in the autumn term</u></li> </ul> <p>In addition the same people have attended various webinar sessions run by ISC, AGBIS, ISBA, our insurers and accountants amongst others.</p>	This has provided the basis for the decision-making around minimising the risks associated with the return to school in September.	Ongoing.
B	Are changes regularly communicated to staff, pupils, parents and governors?	<p>There has been and will continue to be regular communication from the Head to parents, staff and governors throughout the pandemic. This includes weekly communication to parents; and for the first part of the Autumn Term, fortnightly meeting of the Governors Finance Committee which is taking the lead from the governors perspective of all things Covid-19 related.</p> <p>Inset training will be provided for all staff before term starts. Thereafter, weekly staff briefing sessions as well as other updates as required.</p>	Good dialogue means that issues can be dealt with as they arise.	Ongoing.
C	Are changes reviewed by governors?	Yes. See first 2 points above.	Enables the governors to perform their role as trustees effectively.	Ongoing. Plans to be approved by governors at Finance Committee

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				Meeting on 27 <sup>th</sup> August 2020.
D	Is access to school controlled effectively and are visitor (if allowed) details recorded?	<p>Sign in/out sheets for staff, visitors and contractors. Visitors by appointment only. Contractors on site for H&amp;S checks and for preventative maintenance.</p> <p>Access to the school site controlled with staff on duty at the black gates for arrival and departure times. Registration for the pupils on site as normal.</p>	Ensure the safety and security of the pupils and staff.	Ongoing.
E	Are Social Distancing (SD) and other hygiene rules sufficiently robust, communicated, understood and applied?	<p>As acknowledged in the DfE guidance it is not possible to maintain SD rules at all times. Indeed the DfE have stated that they recognise younger children will not be able to maintain social distancing, and it is acceptable for them not to distance within their group.</p> <p>However, we are looking to minimise the risk wherever possible. During the normal school day, pupils will remain in discrete groups based on year groups. We will seek to minimise any interaction with different year groups. Where possible, classrooms have been selected to minimise the amount of movement around the school between lessons and arranged to give the best spread of pupils wherever possible and practicable.</p> <p>All teachers and other staff can operate across different classes and different year groups to facilitate the delivery of the school timetable. Ideally, adults should maintain 2 metres distance from any-one, but in particular, should avoid close face to face contact and minimise the time spent within 1 metre of anyone.</p> <p>We will avoid large gatherings such as assemblies for more than one year group.</p>	Ensure compliance with DfE guidance to provide a safe environment for people at school to minimise the spread of the virus.	Ongoing

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		<p>Staff and pupils may wear face coverings or a visor whilst at school. They must have a re-sealable plastic bag that they can put the face covering in when not in use (i.e. meal times or games). The person must follow hygiene rules and sanitise their hands before and after removing and replacing their mask.</p> <p>Year 7 and 8 boys are to wear face coverings when moving around the school and in communal areas. Year 7 and 8 boys are required to wear masks on school transport, both to/from Rokeby Sports Grounds and for the Home to School run.</p> <p>Staff are expected to wear face coverings when moving around the school and in communal areas.</p> <p>Members of staff are not expected to help a boy take his mask off or put it on.</p> <p>Parents are expected to wear masks when collecting their son from school. Even though the collection is outdoors this is due to the numbers of parents involved and the potential for social distancing not to be suitably maintained at all times.</p> <p>We have visors, face masks, re-useable and washable aprons and gloves for first aid team and other staff needing to treat boys or come into unusually close contact with the boys.</p> <p>Some individuals are exempt from wearing face coverings. This applies to those who:</p> <ul style="list-style-type: none"> <li>cannot put on, wear or remove a face covering because of a physical or mental illness or impairment or disability</li> </ul>		
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		<ul style="list-style-type: none"> <li>• speak to or provide assistance to someone who relies on lip reading, clear sound or facial expression to communicate</li> </ul>		
F	Are SD rules for activities (play, games, drama, music etc) understood?	<p>Yes. Everything is being taught and arranged in year groups which are treated as distinct bubbles.</p> <p>Playground areas will be segregated and allocated to specific year groups during break and lunch times.</p> <p>Whenever possible sport will be outdoors. No contact sports are permitted and no mixing of year groups.</p> <p>Certain types of music will be not carried out initially such as singing and brass/wind instruments in classes. Use of shared instruments will be limited and cleaned between use.</p> <p>Regarding wrap around care and dedicated school transport, the guidance allows mixing within wider groups. However, we will endeavour to keep children from different year groups distant from other groups.</p> <p>After school activities will be very limited initially and will be outdoor based where discrete year groups can be maintained.</p>	Minimise close contact with the pupils.	Ongoing
G	Are staff and pupils being reminded and checked to ensure they are complying with hygiene and SD rules?	<p>Staff and pupils in advance of and on return to school will be reminded of the following:</p> <ul style="list-style-type: none"> <li>• minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend childcare settings, schools or colleges</li> </ul>	Good hygiene protocols in force.	Regular reminders and signage

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		<ul style="list-style-type: none"> <li>• cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered</li> <li>• ensuring good respiratory hygiene - promote the 'catch it, bin it, kill it' approach</li> <li>• cleaning frequently touched surfaces often using standard products, such as detergents and bleach</li> <li>• minimising contact between individuals and maintaining social distancing wherever possible</li> </ul> <p>They will also be reminded at regular intervals and signage posted.</p> <p>Every-one is to santise their hands on arrival and departure from school and at regular intervlas throughout the school day.</p>		
H	Have all suspended services been re-instated?	Yes. H&S checks and preventative maintenance checks have continued and all checks are in date.	Safety of all whilst at school.	In accordance with maintenance schedules.
I	Is there sufficient supplies of hygiene materials and are they well placed?	Yes in additon to the washbasins with soap, hand-dryers and paper towels we have 34 hand sanitizer dispensers around the school including in all classrooms. Sanitizers placed at the arrival and departure points with staff ensuring that they are used by the pupils on arrival and departure.	Ensure sufficient supplies and availability of cleaning materials.	Checked daily by Premises Manager.
J	Has the cleaning regime been regularly re-assessed and, if necessary, revised to high risk areas such as toilets, door handles, switches, hand rails and regularly used hard surfaces?	Yes. We are maintaining an enhanced cleaning regime throughout the day – after break, after lunch, and at end of day. This includes corridors, stairwells and toilets.	Improved cleaning regime.	Checked daily by Premises Manager.

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		Year groups will be taught in the same classrooms throughout the day except for specialist teaching such as DT, Art, Drama, Music and Science. Thorough clean of the dedicated classrooms used by the pupils at the end of the school day. Specialist rooms will be cleaned at break, lunch and after school. If practicable they will be cleaned on the change of year group, but that will not always be possible.		
K	What precautions are being used to keep shared teaching equipment (e.g. musical instruments) hygienic?	Pupils will be told to sanitise their hands at the start and end of each lesson or activity where they will be using shared resources.  Sports equipment is assigned to dedicated year groups. Where this is not the case. The equipment will be washed daily as will classrooms resources wherever practicable and possible.	Minimise the spread of the virus.	Ongoing and to be reviewed after Days 1 and 2 and Week 1 and 2.
L	Are high risk areas being regularly monitored (including boarding areas) for hygiene?	Yes. Enhanced cleaning regime and regular walk around by Premises Manager.  Water fountains have been sealed off so that they cannot be used.	Check on cleanliness.	Checked daily by Premises Manager.
M	Are contingency plans in place for events such as re-closing, loss of catering or teachers?	Yes. If required we will revert to remote learning.	Continuing the education provision.	Ongoing
N	Are all the risks identified properly mitigated and regularly re-assessed?	Yes, we believe so. The Bursar is leading on the H&S strategy and implementation in consultation with the Finance Committee (responsible for H&S), SLT and Staff. The Head and SLT are keeping parents and pupils informed. We will review this and the execution of it weekly.	Identify and minimise the risks.	Weekly review by the SLT and Bursar.
O	Contingency plans in place in case of medical need for self-isolation of individuals, multiple pupils, staff or local outbreaks?	Plans in place for dealing with individuals who display symptoms including a dedicated room identified to put a person whilst awaiting collection or transport home.  In the event of a local outbreak we will be guided by PHE.	Minimise the spread of the virus.	Ongoing



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P	Have all hazards been identified, properly mitigated and regularly re-assessed.	We are following government guidance, discussing with relevant associations, as well as using the ISBA template for this risk assessment.	Minimise the spread of the virus.	Ongoing.
Q	Is there active engagement with NHS Test and Trace and are the procedures understood by all staff.	<p>Staff will be briefed as part of the Inset training at the start of term before pupils return to school.</p> <p>All members of the school community need to actively engage with the NHS Test and Trace process and inform the school promptly of test results.</p> <p>Our local Public Health England health protection team is at:</p> <p>PHE South London Health Protection Team, Floor 3C Skipton House, 80 London Road, London, SE1 6LH <a href="mailto:phe.slhpt@nhs.net">phe.slhpt@nhs.net</a>; <a href="mailto:slhpt.oncall@phe.gov.uk">slhpt.oncall@phe.gov.uk</a> Phone: <a href="tel:03443262052">0344 326 2052</a> Out of hours for health professionals only: please phone 0344 326 2052</p>	Ensure that we respond appropriately and quickly to any incident to reduce the risk of transmission.	Ongoing.
R	Are Safeguarding policy and procedures up to date and do pupils and staff feel safe.	<p>The safeguarding policy and procedures have been updated iaw latest KCSIE guidance. Staff and pupils will be instructed on any changes and be aware of who they can approach and contact.</p> <p>A new addendum was written by the DSL at the start of the lockdown period which was shared with staff, parents and relevant governors. This is available if we have to revert to remote learning for some or all year groups.</p>	Reduce anxiety and safeguard the pupils.	Ongoing
S	Have Insurers and / or brokers been consulted with school's re-opening and / or amended plans.	With the wider re-opening of schools in June, our insurers confirmed that providing we were operating within the government guidelines our insurance would be valid. We do not have anything that is different or unique that requires specific consideration.	Maintain insurance cover	Ongoing.

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

	<b>Risk</b>	<b>Control Measures</b>	<b>Outcome</b>	<b>Remarks / Re-assessment</b>
1	Are communication channels working and being reviewed? Email, text, facebook etc	Yes. Weekly updates to parents.	Ensuring that communication is efficient and that pupils stay safe online and staff are protected.	Ongoing
2	Is there a robust feedback and reply system to ensure best practice and two-way communications for pupils, parents, staff and governors?	Yes. There has been regular communication from the Head to parents, staff and governors throughout. Typically weekly communication to parents, and initially there will be fortnightly meetings of the Governors' Finance Committee, which is taking the lead from the governors perspective of all things Covid-19 related. Weekly staff briefing session for teaching staff.  Each class meets with the form tutor for registration. In the event of a year group having to self-isolate and remote learning being instigated, there would be online daily form meetings with the form teacher as well as the academic teaching.	Confidence in the school's approach.	Ongoing
3	If there is a governor and / or officer for the school / department nominated to be responsible for COVID-19 matters, are their contact details known and are they on call?	The finance committee is taking the lead on behalf of the governors. The Chair of Governors and Chair of Finance are readily contactable. All governors contact details are in the Critical Incident Plan. The Finance Committee keep the Governing Body up to date. Board meetings and other committee meetings take place as appropriate.	Good governance.	Ongoing
4	No school representative identified to liaise with local authorities and local health protection team.	The SLT will liaise with local authorities and local health protection team (contact details outlined in Para Q above).	Swift liaison with external authorities.	Ongoing
5	Local authorities and health protection teams not engaged prior to	Not required at this stage.	Minimise the risk of transmission.	Ongoing

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	re-opening (and the benefit of their services in case of infection).			
6	Inform local health protection team if two or more confirmed cases within 14 days or there is an overall rise in sickness absence.	The SLT will liaise with local authorities and local health protection team (contact details outlined in Para Q above) in accordance with the prevailing guidelines.	Swift liaison with external authorities.	Ongoing
7	System to communicate with parents and staff who are unable or have not returned to school for fear of infection.	The relevant Head of Year or SLT member will follow up with parents to discuss their concerns and the measures we have put in place. Ultimately, the DfE have decreed that school attendance is mandatory from the beginning of the Autumn Term.	Provide reassurance to staff and parents.	Review in first week by SLT.
8	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.	The relevant Head of Year or SLT member will follow up with parents to discuss their concerns and the measures we have put in place.	Provide reassurance to staff and parents.	Review in first week by SLT.
9	No staff, pupil and / or parent health declaration implemented.	Existing staff were approached about any health concerns in the summer term and have recent medical declarations forms from new staff that have been assessed. We have medical declarations for all pupils and will remind parents of the need for these to be up to date.  Also, we will remind staff and parents of the prevailing circumstances in which their son should not return to school such as: <ul style="list-style-type: none"> <li>• returning from a country outside of the common travel area and not having self-isolated for 14 days,</li> <li>• not having tested positive in the last 10 days and if so has fully recovered from any symptoms,</li> <li>• is not within a 14 day self-isolation period,</li> </ul>	Reduce the risk of transmission.	Review before the end of the summer holidays.

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		<ul style="list-style-type: none"> <li>not been asked to self-isolate by Track and Trace.</li> </ul>		
10	Lack of knowledge of where pupils / staff have travelled from (other than home and school) on holiday or at weekends.	As per 9 above	Reduce the risk of transmission.	Review before the end of the summer holidays.
11	Staff and pupils not self-isolating or quarantining after visiting non-government agreed countries.	As per 9 above	Reduce the risk of transmission.	Review before the end of the summer holidays.
12	Lack of robust rules for hygiene standards for staff and pupils – and failure to adequately enforce standards	<p>Staff and pupils on return to school will be reminded of the following:</p> <ul style="list-style-type: none"> <li>minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend childcare settings, schools or colleges</li> <li>cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered</li> <li>ensuring good respiratory hygiene - promote the 'catch it, bin it, kill it' approach</li> <li>cleaning frequently touched surfaces often using standard products, such as detergents and bleach</li> <li>minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times)</li> </ul> <p>People will also be reminded at regular intervals and signage posted.</p>	Minimise the spread of the disease.	Ongoing and checked daily by the Premises Manager. Reviewed by the Bursar weekly.

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		Every-one is to sanitise their hands on arrival and departure from school and at regular intervals during the school day..		
13	Are all staff trained and regularly updated in COVID-19 symptoms, SD and how these rules apply to teaching?	<p>Yes. Staff will be briefed as part of Inset training.</p> <ul style="list-style-type: none"> <li>• a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)</li> <li>• a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)</li> <li>• loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal</li> </ul> <p>Staff should maintain 2 metres distance from any-one, but in particular, should avoid close face to face contact and minimise the time spent within 1 metre of anyone.</p>	Minimise the spread of the disease.	Ongoing and Signage.
14	At drop-off and pick-up parents not complying with SD policy outside gates and entrances.	2m markings in place as well as signage. One way system implemented for drop off and collection. It is important that parents do not enter school buildings at these times. Staff are present to remind and guide parents.	Ensure the procedures are known and followed.	Signage in place. Ongoing and to be reviewed after Days 1 and 2 and Week 1 and 2.
15	Transit spaces (corridors), social zones (car parks, common rooms, playgrounds) do not support SD.	<p>Our approach is to educate staff and pupils. We have marked out the entry and exit paths, corridors and parent collection area.</p> <p>Dedicated playground areas for different year groups.</p>	Reduce any cross contamination.	Signage in place. Ongoing and to be reviewed after Days 1 and 2 and Week 1 and 2.

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16	Learning and recreational spaces not de-conflicted or configured to SD rules for different groups or bubbles.	Dedicated classrooms for each year group except for specialist teaching ones which will be cleaned 3 times a day.	Minimise the spread of the disease.	Ongoing.
17	Little consideration of different age groups in timetabling, length of the school day and exposure to other age groups.	The timetable and length of the school day have been considered. However, with a specialist teaching model in the middle and upper school this reduces the level of flexibility.  Year groups will be kept discrete and separate.	Minimise the spread of the disease.	Ongoing.
18	Insufficient consideration and alternatives to using public transport including staggering school start and finish times.	Typically our pupils do not use public transport to and from school.	Minimise the spread of the disease.	Ongoing.
19	No system in place to deal with bereavements, trauma, anxiety, stress, behavioural and sleep issues.	We have created a bereavement policy and have very good pastoral support system in place.	Manage stressful situations.	Ongoing.

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

	Risk	Control Measures	Outcome	Remarks / Re-assessment
1	Lack of review, update or sharing of safeguarding, code of practice, and staff handbook policies.	<p>The safeguarding policy and procedures have been updated in line with latest KCSIE guidance. Staff and pupils will be instructed on any changes and be aware of who they can approach and contact.</p> <p>A new addendum was written by the DSL at the start of the lockdown period which was shared with staff, parents and relevant governors. This is available if we have to revert to remote learning for some or all year groups.</p> <p>Updated staff handbook is issued at the start of every school year.</p>	Reduce anxiety and safeguard the pupils	Ongoing
2	Inset does not reflect required training for COVID-19 related procedures, safeguarding, H&S, well-being etc	Inset training will include Covid specific updates and measures in place.	Minimise the spread of the disease.	Ongoing.
3	Are the DSL and ADSL easily contacted and their contact information known to all?	Yes. Contact info in the main policy and addendum.	Open line of communication from parents/staff to DSL	Ongoing.
4	Is there a COVID-19 specific policy that includes medical responses, SD, teaching, socialising, feeding, well-being etc?	Yes, this will be shared with staff and parents.	Ensure maximum awareness of the policy and procedures to be followed.	Initially daily feedback sessions with a representative from each year group on site.
5	Revised fire drills, registers, routes and assembly points not rehearsed.	No changes to fire response policies and procedures. Staff refresher training as part of Inset training before term starts. Fire drill conducted within first 2 weeks of every term.	Ensure safety of people onsite.	Ongoing.

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6	Contact between pupils and staff is not sufficiently managed or reduced.	Ideally, adults should maintain 2 metres distance from any-one, but in particular, should avoid close face to face contact and minimise the time spent within 1 metre of anyone. For many of the middle and upper school teaching rooms the 2 metre separation is not possible. Staff will be advised to try and adhere to the guidelines outlined above whenever possible.	Minimise the spread of the disease.	Ongoing.
7	Staff moving between classes and year groups not maintaining distance from pupils and other staff (ideally 2 m between adults)	Where possible, we have allocated classes in close proximity for each year groups to reduce the movement around the buildings. Markings in the corridors as reminders of the need for SD.	Minimise the spread of the disease.	Ongoing.
8	Supply, peripatetic and/or other temporary staff moving between schools not minimising contact or maintaining as much distance as possible from other staff.	Briefings will be given to all staff including peris and temporary staff or activity coaches on starting/resuming in September.	Minimise the spread of the disease.	Ongoing.
9	Roles conducive to home working and therefore helping to reduce infection (e.g. some administrative roles) not identified.	There is a small admin team that typically work in clusters of 2 or 3 in separate rooms. With the return of all pupils and teaching staff it is felt that we will need the support staff to be working from school to support the teaching and learning. Admin staff in the same way as teaching staff will be asked to maintain SD from other staff.	Minimise the spread of the disease.	Ongoing.
10	Contact between groups or bubbles is not minimised or distance between individuals maintained and properly supervised.	Everything is being done in year groups which are treated as distinct bubbles.  Where possible we have allocated classes in close proximity for each year groups to reduce the movement around the buildings. Markings in the corridors as reminders of the need for SD.  Desks laid out to achieve the best separation in middle and upper school.	Maintain year groups as discrete bubbles.	Ongoing.



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		<p>Playground areas will be segregated and allocated to specific year groups during break and lunch times.</p> <p>After school activities will be very limited initially and mainly be outdoor based where discrete year groups can be maintained.</p>		
11	Distinct and consistent groups or 'bubbles' not maintained or separated and so, in the event of a positive case, difficult to identify those who may need to self-isolate.	Everything is being done in year groups which are treated as distinct bubbles.	Maintain year groups as discrete bubbles.	Ongoing.
12	Insufficient controls measures for larger groups with greater risk of infection and need to all isolate.	Everything is being done in year groups which are treated as distinct bubbles.	Maintain year groups as discrete bubbles.	Ongoing.
13	Large gatherings such as assemblies or collective worship with more than one group not avoided.	No large gatherings or assemblies of multiple year groups unless the guidance changes.	Minimise the spread of the disease.	Ongoing.
14	Insufficient controls for those pupils allowed to mix into wider groups for specialist teaching, wraparound care and transport.	<p>Regarding wrap around care and dedicated school transport, the guidance allows mixing within wider groups. However, we will endeavour to keep children from different year groups distant from other groups.</p> <p>On the transport pupils will be seated by year group and wherever possible spare rows between groups of pupils.</p> <p>After school activities will be very limited initially and will be outdoor based where discrete year groups can be maintained.</p>	Minimise the spread of the disease.	Ongoing.
15	Younger pupils not supported in understanding the importance of maintaining distance, not touching staff and their peers - where possible.	The DfE have stated that they recognise younger children will not be able to maintain social distancing, and it is acceptable for them not to distance within their group. However, we will remind the pupils regularly of the importance of maintaining distance and not touching staff and their peers.	Ensuring that even the youngest pupils understand the importance of the measures that we have put in place	Ongoing.

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			reduce the spread of the virus.	
16	No specific help and preparation for the changes to routine for pupils with SEND (whether education, health and care plans or on SEN support).	We intend to continue our normal programme of SEND support and will work with the SEND staff to ensure we can minimise the risks for all involved.	Protect the SEND staff and the pupils.	Ongoing.
17	Classrooms do not have side-by-side seating or forward facing desks to reduce risks.	Wherever possible for middle and upper school we have side by side desks or forward facing desks. However, not all rooms are conducive to this and in these cases desks are arranged with no more than 6 pupils in a cluster. Leaving doors and windows open will help reduce the risks.  In Lower School the pupils will work in clusters which best facilitates their learning.	Minimise the risk of transmission.	Ongoing.
18	Needs of each age group and class not considered discretely in terms of support, activities and facilities.	These have been considered in terms of timetabling, facilities and activities.	To maintain a high standard of education for all.	Ongoing.
19	Volunteers not checked, left unsupervised, allowed to work in regulated activity or supported.	Adherence to SCR, recruitment and safeguarding guidelines has been maintained.	Safeguarding and security of all.	Ongoing.
20	Recruitment process and pre-appointment checks not following legal requirements.	Adherence to SCR, recruitment and safeguarding guidelines has been maintained.	Safeguarding and security of all.	Ongoing.
21	New staff and pupil registration and induction processes not adapted or compliant.	These are in place and are compliant.	Safeguarding and security of all.	Ongoing.
22	Support staff and TAs in regulated activity do not have the appropriate checks.	Adherence to SCR, recruitment and safeguarding guidelines has been maintained.	Safeguarding and security of all.	Ongoing.
23	SCR not updated with DBS related issues and required documents not properly verified or recorded.	Adherence to SCR, recruitment and safeguarding guidelines has been maintained.	Safeguarding and security of all.	Ongoing.

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24	Sporting, play and SD rules unclear to staff, pupils, parents and visitors.	Parents will be updated on the return to school process and signposted to our Covid 19 Policy and Risk Assessment which is published on our website.  Visitors briefed on arrival by their host.	Ensure that every-one knows and understands the measures that have been taken.	Reviewed in Week 1 by Director of Sport.
25	Physical education, sport and physical activities not following the measures in their system of controls.	Schools have the flexibility to decide how physical education, sport and physical activity will be provided whilst following the measures in their system of controls. Pupils will be kept in their year groups, sports equipment cleaned between each use by different year groups, and contact sports avoided.  Outdoor sports will be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying attention to cleaning and hygiene. This is particularly important in a sports setting because of the way in which people breathe during exercise.	Adherence to the government guidance and the school's control measures.	Reviewed in Week 1 by Director of Sport.
26	Pupils not kept in consistent groups, maximising distance between pupils or paying scrupulous attention to cleaning and hygiene during sports activities.	Pupils will be kept in their year groups, sports equipment cleaned between each use by different individual groups, and contact sports avoided.	Minimise the risk of cross-contamination between year groups.	Ongoing.
27	Sports equipment not sufficiently cleaned between each use by different individual groups.	Instructions will be issued by the Director of Sport to his team to ensure the cleaning regime is followed.	Clean equipment for all pupils.	Ongoing overseen by Director of Sport.
28	Risk assessment for play, drama and dance activities not re-assessed.	These are being risk assessed to include Covid specific measures and precautions.	Provide a safe teaching environment.	Ongoing.
29	Added risk of infection where there is singing, chanting, playing wind or brass instruments not reviewed.	No singing or wind/brass instruments until further notice.	Provide a safe teaching environment.	Ongoing.

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30	Shared staff spaces are not set up or used to allow staff to distance from each other.	Maximum of 4 staff working in the staff work room.	Provide a safe working environment.	Ongoing.
31	Staff meetings and staff rooms unregulated in terms of space, equipment, resources (copiers, kettles, biscuits tins etc) timings, SD and purpose.	Ask staff not to linger in the staff room. Support staff to take an early lunch to relieve the pressure on the staff room. The Wicker Room will be available for staff general use when not required for meetings including at break and lunch time.	Provide a safe working environment.	Ongoing.
32	Staff not having sufficient down time / rest during the working day / week?	Normal staff timetable in operation with extra staff recruited to help manage breaks, lunchtimes, drop off and collection.	Reduce stress and manage workload.	Ongoing.
33	Staff unable to manage the provision of both in school and remote learning.	In the event that one or more year groups have to self-isolate and we revert to distance learning, it is intended that staff would continue with their normal timetable albeit that some lessons would be delivered remotely. But at least now, all teaching staff are familiar with the delivery of remote learning.	Managing staff workload and maintain staff well-being.	Ongoing
34	Security, CCTV and access systems not regularly checked, updated and (where necessary) re-coded.	All planned and preventative maintenance servicing and checks have been undertaken. All of the school has been in operation since the start of lockdown.	Safety of all.	Ongoing.
35	Parent, Pupil, Staff, Contractor, Visitor drop-off and pick-up procedures, in and out routes not shared, understood or applied.	All pupils returned to school for some time for the last 3 weeks of term so most people will already be familiar with many of the measures we will have in place.  We will send out clear instructions to parents prior to the start of term and reminders as required.  Signage is in place.	Minimise the risk of transmission.	Ongoing.
36	Appropriate safety measures not in place for wraparound childcare for both indoor and outdoor provision.	Regarding wrap around care, the guidance allows mixing within wider groups. We will endeavour to keep children from different year groups distant from other groups within the after school	Minimise the risk of cross-contamination.	Ongoing.

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		<p>provision. However, we will be unable to supervise children from each year group in separate rooms.</p> <p>After school activities will be very limited initially and will be outdoor based where discrete year groups can be maintained.</p>		
37	Transit spaces (corridors), social zones (common rooms / playgrounds) not configured to separate different groups.	<p>Wherever possible, we have allocated classes in close proximity for each year group to reduce the movement around the buildings. Markings in the corridors as reminders of the need for SD.</p> <p>We have an enhanced cleaning regime to help reduce the risk of cross-contamination.</p>	Minimise the risk of cross-contamination.	Ongoing.
38	Classrooms don't reflect recommended layout, PPE, screening, enhanced cleaning rules and timings.	<p>Desks laid out to achieve the best separation in middle and upper school. Where possible in Middle and Upper School the desks are configured to be forward facing or side by side.</p> <p>We are maintaining an enhanced cleaning regime throughout the day – after break, after lunch, and at end of day. This includes specialist teaching rooms, corridors, stairwells and toilets.</p> <p>Dedicated classrooms will be cleaned at the end of each day.</p>	Minimise the spread of the virus.	Ongoing.
39	Hand washing not part of school culture or routine e.g. no regular breaks for hand washing during the school day.	<p>Wash your hands, wash your hands, wash your hands is the new normal. All of our current pupils returned to school for several days in June and July and therefore are familiar with current practices. This will be re-inforced to them as well as new pupils.</p>	Good hygiene measures in place.	Ongoing.
40	Insufficient hygiene stations at entrances, exits, toilets, classrooms, play areas, common rooms, staff areas etc	<p>In addition to the washbasins with soap, hand-dryers and paper towels we have 34 hand sanitizer dispensers around the school including in all classrooms. Sanitizers placed at the arrival and departure points with staff on duty ensuring that they are used by the pupils on arrival and departure.</p>	Good hygiene measures in place.	Ongoing.

## COVID-19 Risk Assessment for Opening September 2020

		Class teachers to remind pupils at start and end of break and lunch of the need to sanitise.		
41	Hygiene stations (including bins) not stocked, checked, emptied and cleaned regularly.	Enhanced cleaning regime in force and part of their duties.	Good hygiene measures in place.	Ongoing.
42	Unnecessary and unused items not removed from classrooms and other learning environments.	A clear-out has happened in several classrooms over the summer. Classrooms have been made as tidy as possible with items either stored on shelves or in cupboards.	Good house-keeping.	Ongoing.
43	Soft toys, furnishings, spare furniture and items that are hard to clean not removed and stored securely.	Classrooms have been set up with the appropriate number of desks. Learning resources are still available for the Lower School pupils and will be cleaned as practicable.	Good house-keeping.	Ongoing.
44	Individual and frequently used equipment, such as pencils and pens not shared by staff or pupils (who use their own).	Pupils told to bring in their own pencil cases.	Minimise the spread of the virus.	Ongoing.
45	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.	Normal teaching classrooms used by the same year group will be cleaned daily. Wherever possible pupils will use the same text books or other teaching resources, but in some subjects and areas this may not always be possible.	Good hygiene measures in place.	Review at end of first week.
46	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).	Shared teaching areas will be cleaned three times a day. Equipment that is used by the different year groups wherever possible will be cleaned as part of that routine or between classes.	Good hygiene measures in place.	Review at end of first week.
47	Pupils not limiting the amount of equipment brought into school daily to essentials such as bags, lunch boxes, hats, coats, books, stationery and mobile phones.	Pupils told what to bring in. On games days pupils will come to school in games kit to reduce the amount of equipment brought into school and the need to use changing rooms.	Minimise the spread of the virus.	Review at end of first week.

## COVID-19 Risk Assessment for Opening September 2020

48	Pupils and staff taking necessary books and other shared resources home not sufficiently managed.	We will ask staff to only take home what is essential for marking and review. Homework to be done on worksheets where possible.	Minimise the risk of cross-contamination.	Ongoing.
49	Outdoor playground equipment should be more frequently cleaned or left fallow.	Outdoor playground equipment allocated to specific year groups. Cleaned daily.	Minimise the risk of cross-contamination.	Ongoing.
50	Assemblies, break times, meals, drop-off and collection times not sufficiently well staggered.	No assemblies. Arrangements in place for drop-off and collection with one-way system in place.  Meal times are staggered with time for cleaning between each sitting.	Minimise the risk of cross-contamination.	Ongoing.
51	Non-overnight educational visits not organised in line with protective measures (keeping children within consistent groups) and COVID-19 measures in place at destination.	Any educational visit will pay particular attention to Covid-19 guidelines for both transport and measures in place at destination. This is part of the trip approval process.	Minimise the risk of cross-contamination.	Ongoing.
52	Meal times not de-conflicted or possible to achieve SD in the servery and dining areas whilst still providing sufficient nourishment.	Specific dining times for each year group. Pupils going to RSG will be given a packed lunch and eat on arrival at RSG to help alleviate pressure on the dining facilities. Meals will be pre-plated up for pupils and staff to collect from counter. Keeping the meal offering uncomplicated for first few weeks. No salad bar to prevent cross-contamination.	Have a well controlled dining environment.	Ongoing.
53	Organisation of breakfast and after school club not revised in to small, consistent groups and maintaining year groups or bubbles.	Regarding wrap around care, the guidance allows mixing within wider groups. We will endeavour to keep children from different year groups distant from other groups within the after school provision. However, we will be unable to supervise children from each year group in separate rooms.	Maintain the integrity of the bubbles.	Review after Week 1 by Co-ordinator with Head of Lower School.
54	Measures in school are not sufficiently robust for extremely clinically vulnerable and clinically vulnerable to return to school.	With the phased return to school we asked staff to declare any issues which were subsequently discussed with them. We believe the measures we have in place are robust enough to facilitate the	Protect the most vulnerable.	Ongoing.

## COVID-19 Risk Assessment for Opening September 2020

		return of all of our staff but will discuss any concerns that staff who fall into these categories may have.		
55	Pregnant women are in the 'clinically vulnerable' category and not following the relevant guidance.	We believe the measures we have in place are robust enough to facilitate all of our staff working at school, but we will discuss any concerns that they may have and have a meeting with any staff member that let's us know she is pregnant.	Provide a safe working environment for our staff.	Ongoing.
56	Medical advice for vulnerable staff and children not being followed and insufficient support both at school and at home.	SLT leads and Heads of Year will be asked to ensure that members of staff and pupils feel properly supported and encouraged to raise any concerns.	Protect vulnerable members of staff and pupils	Ongoing.
57	Those with particular characteristics and an increased COVID-19 risk not identified and sufficient measures taken to reduce risks.	We will re-iterate to parents, pupils and staff to make us aware of any change in circumstance or any particular concerns they may have.	Ensure that all staff and pupils with increased Covid 19 risks are identified.	Ongoing.
58	Pupil and staff mental health and wellbeing not considered with individual needs not identified or supported.	This has been carefully considered. There is good pastoral support available to the pupils. Staff can discuss issues with their line managers, their SLT lead and staff have access to a 24x7 free counselling helpline with the details on the noticeboard in the staff room.	Ensure the mental health and well-being of pupils and staff.	Ongoing.
59	Insufficient pastoral and extra-curricular support for pupils to rebuild friendships and social engagement.	We were able to get all year groups back into school for 3 weeks in June and July and there were no issues identified in this regard. But we have a pastoral system in place to address any issues as they arise.	Pupils feel happy to be back at school.	Ongoing.
60	Insufficient support to address and equip pupils to respond to COVID-19 related issues.	The dangers of Covid and the precautions that we must take to minimise the risks will be discussed with the pupils in an age appropriate way as they were when they returned to school in June.	Good awareness amongst pupils.	1st week at school.
61	Re-scheduling of activities not operating efficiently or safely due to SD rules and timings	The SLT will gather feedback from staff and review on a weekly what is working and not working. We expect all lessons to resume,	Ensure the curriculum is delivered safely.	Ongoing.



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		albeit that some things may not be covered such as singing in music lessons until it is considered safe to resume.		
62	Plans, briefing and statistics for ISI / Ofsted visit not updated.	We will continue to ensure that we remain compliant and fulfill our obligations in all areas.	Good compliance.	Ongoing.
63	Roles suitable to home working, such as administration, not considered to help reduce risks of infection in school.	There is a small admin team that typically work in clusters of 2 or 3 in separate rooms. With the return of all pupils and teaching staff it is felt that we will need the support staff to be working from school to support the teaching and learning. All staff will be asked to maintain SD from other staff.		

## COVID-19 Risk Assessment for Opening September 2020

### Medical Risk Assessment in the COVID-19 Environment

	<b>Hazard</b>	<b>Control Measures</b>	<b>Outcome</b>	<b>Remarks / Re-assessment</b>
1	Are those staff and pupils who are ill or tested positive in the last 10 days staying at home?	We will make it clear to staff and parents the prevailing government guidelines regarding symptoms. testing, test results, and self-isolation.	Prevent transmission	Ongoing.
2	Is the procedure of isolating or sending staff and pupils home for 10 days and arranging a COVID-19 test understood if anyone becomes unwell in school?	We will make it clear to staff and parents the prevailing government guidelines regarding symptoms. testing, test results, and self-isolation.	Prevent transmission	Ongoing.
3	Given the above do members of their household or group understand they should self-isolate for 14 days?	We will make it clear to staff and parents the prevailing government guidelines regarding symptoms. testing, test results, and self-isolation.	Prevent transmission	Ongoing.
4	Is there an isolation room and bathroom available and adequately signed (from reception?) for those waiting collection and do those in attendance have access to PPE?	Yes. Office near the first aid room. Cleaned as per the first aid room.  If room and or toilet is used by possible Covid infected pupil, must be thoroughly cleaned when vacated – . Gov.uk procedure for cleaning available.  PPE available for staff needing to deal with a suspected infected person who will typically be the first aid person or the reception staff. These people have been trained in the correct use of PPE.	To reduce the spread of any infection.	Review if advice changes.
5	Staff who have helped someone with symptoms and pupils who have been in “close contact” know they do not need to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test)?	Staff needing to deal with a suspected infected person will typically be the first aid person or the reception staff. These people have been trained in the correct use of PPE.  We will make sure that any-one else knows the prevailing rules.	To ensure we are not over zealous in our approach.	Ongoing.

## COVID-19 Risk Assessment for Opening September 2020

6	<p>Staff not aware of meaning of “close contact”:</p> <ul style="list-style-type: none"> <li>• 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).</li> <li>• Proximity contacts: extended close contact (within 1 to 2 m for more than 15 minutes) with infected individual.</li> <li>• Sitting in a small vehicle (car) with an infected person.</li> </ul>	<p>We will brief staff at Inset Training. If we have a case or suspected case we will deal with it appropriately and make all staff aware of the person and the prevailing guidance.</p>	<p>To reduce the spread of any infection.</p>	<p>Review when we have an incident or when the guidance changes.</p>
7	<p>Do all understand they must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell?</p>	<p>We will brief staff at Inset Training.</p>	<p>To reduce the spread of any infection.</p>	<p>Review when we have an incident or when the guidance changes.</p>
8	<p>Do staff know the area around a person with symptoms must be cleaned with normal household bleach after they have left to reduce the risk of infection?</p>	<p>Premises fully aware of the cleaning regime. We will brief staff at Inset Training.</p>	<p>To reduce the spread of any infection.</p>	<p>Review when we have an incident or when the guidance changes.</p>
9	<p>Science of risk not understood e.g. less severe symptoms in adults, younger children less likely to become unwell. Consistent groups help.</p>	<p>We will brief staff at Inset Training.</p>	<p>To reduce the spread of any infection.</p>	<p>Review when we have an incident or when the guidance changes.</p>
10	<p>Is it understood that routine temperature testing is not a reliable method for identifying COVID-19 (or recommended by PHE)</p>	<p>Yes. Our first aid team are fully aware of this.</p>	<p>To reduce the spread of any infection.</p>	<p>Review if the guidance changes.</p>

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11	Hygiene rules not effective. “catch it, bin it, kill it” not re-publicised or applied.	Reminder to all at start of term and during the term as required. Signage around the school.	To reduce the spread of any infection.	Ongoing.
12	No supervision of hand sanitiser use given risk of ingestion by young children. (Skin friendly cleaning wipes is an alternative).	The Lower School children are supervised throughout the day. Hand sanitizers are foam based and placed in classrooms, playground, entry and exit points where staff are on duty when the children are around.	To prevent misuse.	Ongoing.
13	Young children and those with complex needs not supported in understanding importance of hygiene rules.	The Lower School children are supervised throughout the day. Hand sanitizers are foam based and placed in classrooms, playground, entry and exit points where staff are on duty when the children are around.	To prevent misuse.	Ongoing.
14	Lack of information on how to react to coughing and sneezing using tissues (and their disposal) or crock of arm and immediately cleaning hands with soap and water or hand sanitiser.	Remind staff at Inset training so they can correct any poor hygiene habits amongst the pupils.	To reduce the spread of any infection.	Ongoing.
15	Pupils not aware of behaviours which may increase the risk of droplet transmission (such as biting, licking, kissing or spitting).	Pupils will be reminded not to touch each other.	To reduce the spread of any infection.	Ongoing.
16	Insufficient staff supervising and supporting normal medical staff particularly in their liaison with GPs etc.	Yes. Normal line management process. Contact numbers available if Office Manager or Bursar are not in school.	Line management support available to respond to issues or new scenarios.	
17	Insufficient medical staff to deal with temperature testing (if used), isolating and monitoring suspect COVID-19 cases, outside appointments and normal medical issues.	We have a dedicated first aid team supported by the office manager and the reception staff.	To ensure the appropriate levels of medical support.	Ongoing.
18	Insufficient First Aid trained personnel (ratio) for pupils in school and on activities and sport.	We have sufficient first aid trained personnel. This was reviewed last Autumn and more staff have subsequently been trained.	To ensure the appropriate levels of first aid support.	Ongoing.

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19	Procedures for First Aid to those that do not have COVID-19 symptoms unclear and not briefed. (no need for extra measures).	Discussed with dedicated first aid team and our reception staff.	To ensure we are not overly zealous.	Ongoing.
20	Requirements in EYFS on PFA certification not identified given recent modifications and 3 month extensions.	The requirements are understood.	To ensure the appropriate levels of first aid support.	Ongoing.
20	No or insufficient training for those operating temperature testing or other precautions that require new equipment. Training not recorded for future reference.	Training has been given where required, such as for the premises team using disinfectant sprays for classrooms and minibuses.	To ensure the safety of staff and the required end result	Ongoing.
21	Medical policy, procedures and appropriate response to spectrum of medical issues not revised or shared?	All medical policies and procedures will be followed as normal. Additional Covid-19 specific measures will be taken as directed by PHE and DfE.	Pupils and staff medical requirements supported by relevant policies	Amend practice as and when policies from PHE/ DfE change.
22	Medical room(s) not properly equipped.	We have a suitably qualified team who order their supplies and equipment. PPE is available for first aid team and other paediatric or other trained first aiders who may be in close contact with any child.	To ensure we have sufficient supplies of every day requirements as well as any Covid-19 specific equipment.	Review with first aid team as necessary.
23	Lack of School decision or policy for level of PPE required for staff or pupils.	PPE is available for staff in accordance with government guidance.	To reduce the spread of any infection.	Review if the guidance changes and in response to any unforeseen incidents.
24	Insufficient training for the wearing of face coverings including fitting, storing, care and disposal arrangements.	We have a dedicated first aid team. There are visors, disposable masks, aprons and gloves available for the first aid team and reception and premises staff. The visors and some aprons are washable and re-useable. The rest get disposed off after use.	Ensure that staff are not putting themselves and pupils at risk.	Review if advice changes.

## COVID-19 Risk Assessment for Opening September 2020

25	Sickness management rules and the “don’t come to work if you are ill” not understood or observed.	Usual sickness absence rules will be followed with emphasis on the symptoms of Covid.	Ensure that staff are not putting themselves and pupils at risk.	Ongoing.
26	Different age groups with different risk profiles for each group of staff and pupils not risk assessed?	With the phased return to school we asked staff to declare any issues which were subsequently discussed with them. We believe the measures we have in place are robust enough to facilitate the return of all of our staff but will discuss any concerns that staff who fall into these categories may have.  We will discuss any concerns raised by parents with them whether prior to school starting or once school has re-opened.	Protect the most vulnerable.	Ongoing.
27	Lack of knowledge on whom has been tested (positive or otherwise) for COVID-19 and if it is recorded (for elimination purposes). Evidence of negative result should not be requested.	We will keep a record of staff and pupils that have shown symptoms, been tested, and/or self-isolating and ensure that the prevailing guidance is followed.	To reduce the spread of any infection.	Review if the guidance changes and in response to any unforeseen incidents.
28	Insufficient information on who is still shielding or had contact with anyone tested positive or suspected of COVID-19 and if recorded.	We are aware of the medical needs of our staff and will ask parents to raise any issues with us. We will keep a record of staff and pupils that have shown symptoms, been tested, and/or self-isolating and ensure that the prevailing guidance is followed.	To reduce the spread of any infection.	Review if the guidance changes and in response to any unforeseen incidents.
29	Lack of recording of which staff and pupils have been sent home with COVID-19 symptoms (a cough, high temperature or shortness of breath).	We will keep a record of staff and pupils that have shown symptoms, been tested, and/or self-isolating and ensure that the prevailing guidance is followed.	To reduce the spread of any infection.	Review if the guidance changes and in response to any unforeseen incidents.

## COVID-19 Risk Assessment for Opening September 2020

30	Lack of regular dialogue with those that have suffered from COVID-19 and / or are isolated at home.	We will keep a record of staff and pupils that have shown symptoms, been tested, and/or self-isolating and ensure that the prevailing guidance is followed. We will maintain contact with the staff through line management process and pupils through the pastoral system.	To support and ensure the well-being of staff and pupils.	Review if the guidance changes and in response to any unforeseen incidents.
31	Information on anyone that may still be shielding another family member and why this may preclude their attendance at school.	We will monitor and discuss any non-attendance issues directly with the people concerned.	To support and ensure the well-being of staff and pupils.	Review if the guidance changes and in response to any unforeseen incidents.
32	No separate area for temperature testing, holding and isolation of pupils/staff. Areas not easily identified or regularly cleaned?	Office near the first aid room. Cleaned as per the first aid room. If room and or toilet is used by possible Covid infected pupil, must be thoroughly cleaned when vacated – . Gov.uk procedure for cleaning available	To reduce the spread of any infection.	Review if advice changes.
33	Temperature testing undertaken using unsafe methods, not reflecting SD rules, not recorded or kept appropriately.	Do not intend to adopt a blanket approach to temperature testing. This will only be done by the first aid team.	To ensure proper and safe procedures.	Review if advice changes.
34	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.	We will liaise with the testing team to understand their requirements. Most likely that the sports hall would be used.	To ensure proper and safe procedures.	Review as required.
35	Insufficient or no procedure for summoning emergency services, lack of safe RV and cleared routes in and out.	Procedures in place and a clear one way system in place with good access in and out.	To ensure proper and safe procedures.	Review as required.
36	No links with local health protection teams who provide advice (and may recommend large groups self-isolate or school closure)	Our local Public Health England health protection team is at:	To ensure timely support.	Review as required.

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		PHE South London Health Protection Team, Floor 3C Skipton House, 80 London Road, London, SE1 6LH <a href="mailto:phe.slhpt@nhs.net">phe.slhpt@nhs.net</a> ; <a href="mailto:slhpt.oncall@phe.gov.uk">slhpt.oncall@phe.gov.uk</a> Phone: <a href="tel:03443262052">0344 326 2052</a> Out of hours for health professionals only: please phone 0344 326 2052		
37	Staff are not aware those with COVID-19 symptoms should not go to a GP surgery, pharmacy or hospital unless an emergency.	Briefing for staff at Inset training prior to start of term.	To reduce the spread of any infection.	Review if advice changes.
38	Insufficient registration, induction, supervision of contractors where essential work is required on site.	Continue to follow existing protocols that have been in place since lockdown.	To reduce the spread of any infection.	Review if advice changes.
39	Medical staff have insufficient or unsuitable PPE, cleaning materials and training for tasks.	Medical staff have access to PPE and cleaning materials. They returned to school in June and have carried out appropriate training.	To protect the first aid team.	Review if advice changes.
40	Policy on wearing uniform and if washing also required to prevent infection for staff and pupils not re-considered.	In accordance with the current DfE guidelines, normal school uniform can be worn and normal washing procedures followed.	To reduce the spread of any infection.	Review if advice changes.



## COVID-19 Risk Assessment for Opening September 2020

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

	<b>Hazard</b>	<b>Control Measures</b>	<b>Outcome</b>	<b>Remarks / Re-assessment</b>
1	Drivers not regularly briefed on changes or included in staff briefings and revised schedules and notices.	Drivers will be briefed as part of Inset training prior to the start of term. Our Covid 19 precautions have been discussed with our external contractor.	To ensure the efficient performance of school transport.	Ongoing.
2	Drivers not fully considered or supported (particularly relating to age and vulnerability).	Discussion with transport manager and the drivers about precautions that are being put in place.	To ensure the well-being of the drivers.	Ongoing.
3	Drivers have insufficient / inappropriate PPE, cleaning materials and training.	Drivers will be trained as part of Inset training prior to the start of term. They will be provided with PPE equipment and cleaning materials and trained in their correct use and disposal.	To ensure the well-being of the drivers.	Ongoing.
4	Dedicated transport not aligned with the principles underpinning the system of controls	The use of the dedicated transport is based on the DfE guidance. The transport and premises managers will ensure that the system of cleaning and seating pupils within the transport is adhered to.	To reduce the spread of any infection.	Review in Week 1 and thereafter ongoing.
5	Dedicated school transport not operating to SD and hygiene rules or with sufficient PPE and cleaning arrangements.	The use of the dedicated transport is based on the DfE guidance. The transport and premises managers will ensure that the system of cleaning and seating pupils within the transport is adhered to.	To reduce the spread of any infection.	Review in Week 1 and thereafter ongoing.
6	Pupils not grouped together on transport reflecting the bubbles that are adopted within school.	Pupils will be grouped together by year group with seating plans in place for the home to school runs.	To reduce the spread of any infection.	Review in Week 1 and thereafter ongoing.
7	Insufficient or no use of hand sanitiser upon boarding and/or disembarking.	Hand sanitizers have been installed on all of our buses and the driver is responsible for ensuring that it is used on entry and departure.	To reduce the spread of any infection.	Review in Week 1 and thereafter ongoing.
8	No additional cleaning of vehicles (all touch points) before and after each journey.	The use of the dedicated transport is based on the DfE guidance. The transport and premises managers will ensure that the system of cleaning is adhered to. Additional equipment has been bought to clean the buses effectively.	To reduce the spread of any infection.	Review in Week 1 and thereafter ongoing.

## COVID-19 Risk Assessment for Opening September 2020

9	Poorly organised queue and boarding process and SD not observed within vehicles wherever possible.	Queuing will be organised. Pupils will be grouped together by year group with seating plans in place for the home to school runs.	To reduce the spread of any infection.	Review in Week 1 and thereafter ongoing.
10	Use of face coverings for children under (and over the age of 11) as a mitigating measure not understood by pupils and parents.	<p>All boys in Years 7 and 8 and supervising adults will be required to wear a face covering on school transport both for transport to/from Rokeby Sports Grounds and for the home to school run. Whilst boys will be sitting by year group on the buses this is to minimise the risk of cross-contamination.</p> <p>Some individuals are exempt from wearing face coverings. This applies to those who:</p> <ul style="list-style-type: none"> <li>cannot put on, wear or remove a face covering because of a physical or mental illness or impairment or disability</li> <li>speak to or provide assistance to someone who relies on lip reading, clear sound or facial expression to communicate</li> </ul>	To reduce the spread of any infection.	Review in Week 1 and thereafter ongoing.
11	Measures, in case of emergency, for the movement of a symptomatic pupil by school transport not considered in policy.	If we need to move a symptomatic pupil by school transport we will ensure the bus is thoroughly deep cleaned afterwards and advise the people who have been in contact with the pupil of what they should do.	To reduce the spread of any infection.	Review if advice changes.
12	School vehicles not fully registered, insured, maintained and stocked with appropriate hygiene materials.	The buses are compliant with government regulations and stocked with hygiene and cleaning materials.	To reduce the spread of any infection.	Review if advice changes.

## COVID-19 Risk Assessment for Opening September 2020

### Support Staff Risk Assessment in the COVID-19 Environment

	<b>Hazard</b>	<b>Control Measures</b>	<b>Outcome</b>	<b>Remarks / Re-assessment</b>
1	Support staff not regularly briefed on changes.	Inset training for all staff. Updates to all staff on the proposals for re-opening.	To ensure all staff are aware of and understand the changes.	Review weekly.
2	Drivers not fully considered or supported (particularly relating to age and vulnerability).	Discussion with transport manager and the drivers about precautions that are being put in place.	To ensure the well-being of the drivers.	Ongoing.
3	Support staff have insufficient/inappropriate PPE, cleaning materials and training.	There are visors, masks, aprons and gloves available. Also disposable overalls if we have to clean up a suspected Covid-19 infected area(s).	To ensure staff are properly protected.	Premises Manager responsible for managing supplies.
4	Cleaning regimes not enhanced, regularly reviewed, inspected or conforming to revised hygiene rules.	We have put in place a cleaning regime throughout the day – after break, after lunch, and at end of day. This includes specialist teaching rooms, corridors, stairwells and toilets. Thorough clean of the classrooms used by the pupils at the end of the school day.	Minimise the risk of cross-contamination.	Checked daily by Premises Manager.
5	Security and access systems not regularly checked, updated and re-coded.	The school has remained open throughout lockdown and the systems have remained in operation.	Prevent intruders	Monthly checks
6	Reconfigured areas, zones and routes hampering fire exits and routes.	We will remove extra desks from classroom areas. Have ensured that new layouts don't block or obstruct fire exit routes. Have not needed to reconfigure stairwells or corridors.	Ensure safe evacuation of all.	Check daily as part of site staff unlock and lock routine.
7	Fire and other emergency procedures not reconfigured, routes not clear or regularly inspected.	No major change.	Ensure safe evacuation of all.	Check daily as part of site staff unlock and lock routine.

## COVID-19 Risk Assessment for Opening September 2020

### Facilities Management Risk Assessment in the COVID-19 Environment

	Hazard	Control Measures	Outcome	Remarks / Re-assessment
1	Insufficient hand washing or hand sanitiser 'stations' for all pupils and staff to clean their hands regularly.	In addition to the hand washing facilities we have installed 34 hand sanitizers in the school as well ones on all of our buses and at our sports grounds.	Good supply of hand washing and santiser stations available.	Ongoing.
2	Policy and procedures for contractors on school sites not updated and / or enforced.	This was updated during lockdown.	Clear policy and procedures for contractors in place.	Ongoing.
3	Contractor health declaration and pre-work briefings not considered or implemented.	This was updated during lockdown.	Clear policy and procedures for contractors in place.	Ongoing.
4	Insufficient heating and/ or cooling system (including insufficient fuel levels if applicable).	All heating systems had their bi-annual service in April 2020	All heating systems in good working order	Next service Oct 2020
5	Insufficient gas supply, maintenance, checks, venting and valves.	Gas supplies inspected during bi-annual service in April, all extraction units clean an filter changed were appropriate.	All in good working order	Next service Oct 2020
6	Air conditioning units, ducts, ventilation and extraction systems not checked on re-occupying school facilities (including workshops).	Serviced in May 2020.	All in good working order	Next service Oct 2020
7	Centralised ventilation system that removes and circulates air to different rooms is not using a fresh air supply.	N/A. We don't have any centralised ventaliation systems.		
8	Electrical tests not up-to-date including emergency lighting and PAT	All electrical consumer unit periodic testing up to date, monthly testing of emergancy lighting completed and up to date, PAT up to date, tested annually in October.	All in good working order	Next PAT testing October 2020
9	Water testing for temperature, flow and legionella not in date, recorded or tested on re-opening facilities.	Monthly testing and water sampling completed by Calibre up to date. Weekly running of ALL water outlets every week and recorded	All tests and samples are satisfactory	Monthly testing by Calibre.

## COVID-19 Risk Assessment for Opening September 2020

10	Fire alarm panel, system and extinguishers not in date and not serviced.	Fire alarm panels checked daily when school is opened up, call points are tested every Monday & Tuesday morning and recorded, annual fire extinguishers service completed in May 2020 monthly inspections completed and recorded, service completed in May 2020. Fire drills conducted last term as part of the phased return. We will continue to conduct fire drills at regular intervals.	No known faults with fire alarm system, to review after service	Fire drill within 2 weeks of start of term.
11	Fire doors propped open to limit use of door handles and increase ventilation.	The majority of classrooms have been fitted with door guards so doors can safely be kept open to help with air-flow.	Provide a safe environment and not neglect other control measures.	Ongoing.
12	Limiting occupancy of as many rooms as possible (offices, laundry, common rooms etc) not considered.	All rooming has been considered.	Provide a safe environment.	Ongoing.
13	Kitchen not reconfigured, stocked and cleaned if closed over a long period.	Kitchen was in use during the summer term. Regular deep clean arranged for August 2020.	Provide a safe and hygienic environment.	Ongoing.
14	Insufficient chefs, supervising staff and cleaners to maintain high standards of hygiene.	The catering company are following all the recommended guidance. The full-time will resume in September.	Provide a safe and hygienic environment.	Ongoing.
15	Servery and dining room rules not fully considered, inadequate or safe including wiping table, chairs and hard surfaces between sittings.	Requirements have been discussed with catering manager. A simpler menu has been devised and food will be pre-plated for the pupils to make service quicker and avoid delays. Screens are being installed at the servery and within the kitchen.	Provide a safe and hygienic environment.	Ongoing.
16	Insufficient drinking supplies and hydration available in dining room and around the school.	All pupils have water bottles that can be topped up from taps and drinking fountains. Water is available in the dining hall.	Ensure pupils do not get dehydrated.	Ongoing.
17	Cleaners changed working patterns during the day not discussed or agreed to meet the revised hygiene requirements.	We have an enhanced cleaning regime that is fully understood by the cleaners.	Good cleaning regime.	Ongoing.
18	Cleaners have insufficient or revised instructions and training for appropriate cleaning and the wearing and disposal of PPE.	Cleaners have been trained on the use of revised instructions and cleaning regime. They will be trained on the disinfectant machines we have purchased during the summer holidays for use in September onwards.	Good cleaning regime and the safety of cleaning staff.	Ongoing.

## COVID-19 Risk Assessment for Opening September 2020

19	Insufficient cleaning staff for revised cleaning schedule and deep clean of each room and space daily unless left fallow.	We have reviewed the cleaning regime and put in place the staff required to achieve this.	Good cleaning regime.	Ongoing.
20	Insufficient immediate procedures (quarantine and deep clean) and PPE where areas contaminated with bodily fluids.	We have procedures and PPE to deal with bodily fluids.	Good cleaning regime and the safety of cleaning staff.	Ongoing.
21	Cleaning staff not equipped or using appropriate PPE including aprons, gloves and face coverings and their subsequent disposal.	Cleaning staff have ben trained on the use of and disposal of PPE.	Good cleaning regime and the safety of cleaning staff.	Ongoing.
22	Suspended services not re-set or reviewed to cater for current school operation including waste disposal.	We have sufficient waster disposal at school although we may increase the collection at our sports grounds to cope with increased use.	Safe working environment and that waste is properly disposed of.	Ongoing.
23	Scheduled or on-going building works not reviewed given revised timetables, staggered drop-off / pick-ups and hygiene measures.	No major scheduled works during term time.	Safe working environment.	Ongoing.
24	Suppliers not following appropriate SD, hygiene measures and new routes, arrival details etc	There is a clear one way system in operation with clear markings and signage. If suppliers do not conform we will discuss with them.	Safe working environment.	Ongoing.
25	Waste procedures not reviewed or sufficient to cater for increase in waste measures.	Waste procedures have been reviewed and are deemed sufficient.	Safe working environment and that waste is properly disposed of.	Ongoing.
26	Pest control services not sufficiently regular, recorded or deficiencies identified and actioned.	Regular servicing conducted by Rentokil.	No actions required.	N/A
27	<b>How often is this Risk Assessment reviewed? Daily? Weekly?</b>	<b>The risk assessment will be reviewed weekly initially until all control measures are operating as expected.</b>		