



BATTLE ABBEY SCHOOL COVID-19 RISK ASSESSMENT

THIS RISK ASSESSMENT IS BASED ON THE TEMPLATE ISSUED BY THE INDEPENDENT SCHOOLS' BURSARS ASSOCIATIONS (ISBA)

Introduction

The UK is preparing to return to the workplace. The circumstances may now be different but 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. The COVID-19 outbreak is dynamic, changing daily, if not hourly, and there are now many agencies providing information almost to the point of information overload. However unlike other sectors such as leisure and retail, education and childcare settings have been open to priority groups throughout the lockdown period. All schools are required to carry out a risk assessment directly addressing risks associated with COVID-19 and operating safely. The Government also expects that businesses with more than 50 employees publish the COVID-19 risk assessment on their website. However there is no requirement to publish any existing risk assessments that do not directly address risks associated with COVID-19.

Advice and Guidance

Following advice from ISBA, the emphasis of this document has been changed to match best practice Health and Safety Executive (HSE) terminology. This means the “risk” column has been re-titled “hazard” so rather than posing a question it helps to identify the control measures to prevent identified hazards. This COVID-19 risk assessment provides advice and guidance in identifying, assessing and describing methods of controlling hazards. It aims to prompt the thought and decision-making processes but with the normal caveat: that it is only as good as for the minute it is published. Risk assessments must be dynamic and be updated whenever advice, circumstances, or any of the assessed risk factors are seen to have changed. The School uses the ISBA planning guide that runs in parallel to this Risk Assessment and is regularly updated to reflect changes.

Rationale

The logic behind these actions, and the need for this note, is the ongoing ‘duty of care’ the school has for their whole community: governors, staff, parents, pupils and visitors. A ‘duty of care’ means a legal obligation to ensure the safety and well-being of others. Some duties are established, such as “the teacher and pupil relationship”, and “the employer and employee relationship”. With COVID-19 schools are having to make difficult and timely decisions in order to fulfil this duty to their pupils, parents and staff. The test when considering whether a duty has been properly discharged is “what would the reasonable person have done, or not done, in the circumstances of this particular incident?”. For COVID-19 there are three important factors to take into account:

- a. *state of knowledge* - the developing knowledge of the virus itself and up-to-date government guidance at the time decisions are made.

b. *seriousness of likely injury* – this will have to be assessed on a case by case basis, for example, if there has been a confirmed case in the school population. A proportionate risk assessment would also have to be taken to identify where the affected individual has been, with whom they had contact and areas they have used. A further concern is for pupils that may be more vulnerable to COVID-19 than others.

c. *Cost and difficulty of taking precautionary measures* - closing schools has had considerable costs and difficulties from furloughing staff, ensuring the provision of education remotely, to school fees and examinations.

The School – States of Operation

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

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

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. The overall assessment of risk will require daily revision and should include but not be limited to:

- Updating Safeguarding policy and procedures and ensuring staff and pupils feel safe.
- Is government advice being regularly accessed, assessed, recorded and applied?
- Unions should be regularly consulted on plans for re-opening and any changes to operation.
- Are changes regularly communicated to staff, pupils, parents and governors?
- Are changes reviewed by governors?
- Are insurers consulted before schools re-open and / or amended their plans?
- Are suspended services and subscriptions re-set?
- Is access to school controlled effectively and are visitor (if allowed) details recorded?
- Are Social Distancing (SD) and other hygiene rules communicated, understood and applied?
- Are staff and pupils being reminded and checked to ensure they are complying with hygiene and SD rules?

- Is there sufficient supplies of hygiene materials and are they well placed?
- Has the cleaning regime been regularly re-assessed and, if necessary, revised to high risk areas?
- What precautions are being used to keep shared teaching equipment (e.g. keyboards, pens, musical instruments) hygienic?
- Are high risk areas being regularly monitored (including boarding areas) for hygiene?
- Are contingency plans in place for the transition to full opening (or re-closing) including rapidly sharing decisions?
- 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:

- What SD rules have the school decided? Are they different for various activities (play, games, drama, music) and locations (classroom, playground, boarding house) and have all adhered to these SD rules?
- Currently the Government does not recommend wearing a face covering or face mask in schools or other education settings. Dependent on the risk assessment the school may decided to equip staff and pupils with PPE and this may include masks, gloves, shields and / or sanitisers (gel and tissues).
- Regular Cleaning to:
 - Toilets, door handles, door locks, door entry devices, switches, hand rails and regularly used hard surfaces.
 - Keyboards, pens, copiers, kettles, biscuit tins, etc.
 - Clothes, school uniform, aprons, towels (if used) cloths, mops. Etc.
 - Note soft toys, furnishings and items that are hard to clean are removed wherever possible.
- Contact and mixing are minimised by:
 - Using outdoor space.
 - Altering classroom layout with desks spaced 2m apart.
 - Changing timetables so drop-off, assemblies, breaks, lunch, playtime, pick-up times are staggered.
 - Small consistent groups (bubbles) of pupils (no more than 15).
 - Pupils to remain in “bubbles” at all times during the day.
 - “Bubbles” stay away from other people and groups.
 - Spaces such as halls and dining areas are used at half capacity and groups are staggered through these spaces.
- Medical. Who has:
 - Pre-existing medical conditions and are they fully declared?
 - Have all vulnerable pupils, parents and staff been identified and recorded?
 - Tested positive for COVID-19 and is it recorded? (for elimination purposes)?

- Come into contact with anyone tested positive to COVID-19?
- Travelled where: other than home and school?
- Been sent home with COVID-19 symptoms (a cough, high temperature , shortness of breath or loss / change to sense of smell or taste)?
- Have all adhered to the external socialising rules set by the school such as:
 - shopping;
 - parties;
 - games and play;
 - travel (other than home to school and return).
- Are plans being considered for school events including plays, concerts, parent and teacher meetings etc?

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

Conclusion

The phrase “a lot of moving parts” has never been so correctly applied to a situation where the risk posed by the virus is dynamic and will remain so. 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 and visitors / contractors (if allowed). The Senior Leadership Team must analyse and then co-ordinate the way ahead. To do this, information from agencies and knowledge of the school are paramount factors and we will use advice from the Department for Education, HSE, ISBA and Assurity Consulting (our Health and safety consultants) to allow informed decisions and changes that reflect a safe and secure school environment. Generating confidence in governors, staff, parents and pupils is paramount to the process of full 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. Therefore, decisions may have to be made that cannot appease everyone (and if that is the case the reasons for any divergence will be recorded). Anyone wanting advice on this Risk Assessment, which is to designed to support the school’s partial re-opening (Open T - in transition: some teaching in school and some remotely) is requested to contact Sue Bonell, Bursar, ar bursar@battleabbeysschool.com

Section 1 - Overall Risk Assessment in the COVID-19 Environment

Section 2 - Pupils, Parent and Staff Risk Assessment in the COVID-19 Environment

Section 3 - Pupil and Staff - Safety Risk Assessment in the COVID-19 Environment

Section 4 - Medical Risk Assessment in the COVID-19 Environment

Section 5 - Boarding Risk Assessment in the COVID-19 Environment

Section 6 - Support staff Risk Assessment in the COVID-19 Environment

Section 7 - Facilities Management Risk Assessment in the COVID-19 Environment

	Hazard	Control measures	Outcome	Remarks
Section 1 - Overall Risk Assessment in the COVID-19 Environment				
1	Safeguarding policy and procedures not updated and / or staff and pupils not feeling safe.	Covid-19 safeguarding policy addendum published 1 Apr 20	Safeguarding for remote teaching and learning and reporting of potential issues through MyConcern	Weekly - CLB to review MyConcern
2	Government advice not being regularly accessed, assessed, recorded and applied.	Daily review of DfE, HSE, ISBA and Assurity Consulting updates to identify changes proposed or being implemented	Risk assessment and procedures updated regularly	UA - risk assessment to be version controlled
3	Unions not consulted over plans.	Liaise with Union representatives if requested by staff		
4	Changes not regularly communicated to staff, pupils, parents and governors	DC and NS provide weekly updates to parents each Friday. PU provides whole school staff email each Monday. Pupils briefed via House assemblies and form tutors. SB provides weekly update to SST and SMT which are cascaded to other staff as necessary	Information disseminated in timely and concise manner	
5	Changes to assessments, procedures and other important matters not reviewed by Governors	Oversight Governor for Health and Safety (IM) reviews risk assessment. Risk assessment (Version 1) approved by F&GPC prior to website publication	IM maintains oversight	UA – risk assessment changes to be agreed with IM before publication
6	Insurers not consulted with school's re-opening and / or amended plans	Risk assessment shared with insurers (Marsh) prior to publication	Marsh can advise school of any concerns identified	SB – action proposals made by Marsh
7	Suspended services and subscriptions not re-set.	Majority of subscriptions run in line with academic year and used for remote learning		

8	Access to school not controlled effectively and visitor (if allowed) details not recorded.	Access to Nursery and Prep School are gate controlled. Access to Abbey restricted, pupil drop off on Abbey Green. Visits to all sites (including contractors) by prior appointment only. Registers maintained by duty staff	Effective control of all visitors to premises	Prep and Nursery access managed and controlled.
9	Social Distancing (SD) and other hygiene rules not communicated, understood and applied.	Age applicable posters in all public areas. Risk assessment shared with staff and parents on website. Staff will reiterate rules in age appropriate manner to pupils. No floor markings needed at Nursery or Prep School – small pupil ‘bubbles’ have designated classrooms and playground areas for learning and play. Pupils attending the Senior School are met and briefed by staff on arrival, also remaining in bubbles in allocated areas. Parents briefed on pupil drop off and pick up procedures	SD and hygiene rules implemented	Daily – PU, TR and NS to review SD practices
10	Staff and pupils not being reminded and checked to ensure they are complying with hygiene and SD rules.	Wall mounted hand sanitisers available on each floor in Senior, Prep School and Nursery. Staff to oversee handwashing with pupils. Pupils to wash hands on arrival each morning.	Hygiene rules implemented	Daily – PU, TR and NS to review hygiene practices
11	Insufficient supplies of hygiene materials and not being suitably placed.	Order and maintain sufficient stock to last minimum 4 weeks of operation	Sufficient stock held	Weekly – UA to review stock levels
12	Insufficient or unsuitable cleaning regime - lack of regular re-assessment and revision to high risk areas such as toilets, door handles, keypads, switches, hand rails and regularly used hard surfaces etc.	Standard cleaning regime followed with extra in-depth spot cleaning each day. Further cleans of high risk areas before and after lunch each day. Nursery, Prep and Senior School to receive deep clean and ULV fogging to ensure all fabric surfaces sanitised	Cleaning regime adapted as required to deal with changes in pupil numbers	Weekly – PU, TR, NS and UA to review cleaning regime

13	No precautions to keep shared teaching equipment (e.g. musical instruments, pens, pointers, keyboards) hygienic.	Pupils allocated to 'bubbles' with own resources where possible. Teachers provided with Stabilised Aqueous Ozone to sanitise any shared equipment. Prep pupils issued with individual pencil cases for stationery etc. Pupils attending the Senior School will be asked to bring their own minimal items.	Shared equipment sanitised between bubbles	
14	High risk areas not being regularly monitored (including boarding areas) for hygiene.	Boarding house closed until Aug 20. Swimming pool closed until Jul 20. Catering facilities remain closed. CAP Awards cleaning routines used for ablutions and cleaning contractor and in house cleaners regularly reminded of procedures to follow	Cleaning standards maintained at appropriate level	Cleaning regime at Bexhill sites timely and adequate. Abbey site deep cleaned for yrs 10 and 12 and extended cleaning regime in place.
15	No contingency plans in place for the transition to full opening (or re-closing) including rapidly sharing updates and decisions.	Infectious Diseases Policy updated to include contingency planning for opening and closing. Government guidelines to be followed at all times and local conditions taken into account. Regular review of plans by SLT. Crisis Communication Policy reviewed. Any decision to open or close to be approved by Chair of Governors	Contingency plans exist for opening and closing of school	Weekly – SB to review plans
16	All hazards identified properly mitigated and regularly re-assessed?	Usual school routines apply. Risk assessments in place	Health and safety requirements met	
Section 2 - Pupils, Parent and Staff Risk Assessment in the COVID-19 Environment				
1	Communication channels not working and not being reviewed. (Email, text, facebook etc).	Marketing Manager controls social media and outward facing communication through website. BAS TV, Facebook and Instagram	Communication channels effectively maintained	

		regularly updated. Pupils have access to information through Firefly. DC and NS email parents weekly and staff briefed weekly by Shout and Bursary update. IT Manager maintains network connectivity		
2	Lack of a robust feedback and reply system to ensure best practice and two-way communications for pupils, parents, staff and governors	Parent and pupil surveys undertaken on remote teaching and learning. Views sought from parents and staff on re-opening.	Effective communication maintained	
3	No Governor and / or SLT member for school / department nominated to be responsible for COVID-19 matters. Governor / SLT members' contact details not known and not on call.	Oversight Governor for Health and Safety appointed (IM) and contact details published on website		
4	No system to communicate with parents and staff that have not returned to school for fear of infection.	HR Manager and Line Managers communicate with staff regularly. Vulnerable persons list maintained by HR Manager. Staff expected to return to work when requested unless mitigating circumstances exist. Parents follow usual route of communication through form tutors / Nursery Manager as necessary	Effective communication maintained	Weekly – SB to review Vulnerable persons list
5	Lack of knowledge of where pupils / staff have travelled from (other than home and school). (via app or written diary?)	Pupils and staff asked to notify school if not residing at home address		
6	Lack of rules / procedures for hygiene standards for staff and pupils – and failure to adequately enforce standards	Procedures set out in Infectious Diseases Policy. Posters displayed in prominent areas as reminders. Cleaning and hygiene standards regularly reviewed	Standards maintained.	
7	Staff not trained or regularly updated in COVID-19 symptoms, SD and how these rules apply to teaching?	Infectious Diseases Policy on desktop and circulated to all staff. Majority of Senior School teaching done remotely. Where students are attending school (keyworker, vulnerable, Yrs 10	Adequate training provided	Weekly – PU, TR and NS to remind staff

		and 12 or targeted groups) all staff delivering on site are briefed on symptoms and SD procedures. Nursery and Prep staff involved in on site teaching to be similyly briefed.		
8	School transport not operating to reflect SD, hygiene, PPE and cleaning arrangements.	Minibus service not in use until Sep 20 unless a specific need identified for a small numbers of pupils attending the Senior School. Drivers and cleaners to be briefed prior.		Aug 20 – SB to review minibus operations
9	At drop-off and pick-up parents remain in vehicles and SD outside gates and entrances.	Nursery and Prep School have staggered drop-off and pick up times and parents briefed on arrangements. Posters promulgated in key locations. Pupils attending the Senior School have be told to be dropped outside the gatehouse where they will be met by a member of staff.	SD maintained	Review of actions at Bexhill showed parents adhering to SD rules and measures re-assuring staff.
10	Insufficient registration throughout the day including lack of temperature / health checks.	Temperature will only be taken by qualified staff member if pupil unwell or observed to be despondent.		
11	Transit spaces (corridors), social zones (car parks, common rooms, playgrounds) not being configured to SD rules.	Nursery has access to outside from each teaching area, avoiding use of corridors. Prep School uses different staircases for pupil bubbles on 1 st and 2nd floors. The Senior school has room/areas allocated for each group with separate entrances, toilets and outside space. Pupils are not allowed elsewhere in the building. Rooms not in use locked or display 'No Entry' signage	Spaces configured to cater for SD	

12	Learning and recreational spaces not configured to SD rules.	Nursery split into areas suitable for number of pupils within bubble. Senior and Prep School using different classrooms for each bubble.	Spaces configured to cater for SD	
13	Lack of consideration of different age groups provided for in timetabling, length of the school day and exposure to other age groups.	Reception and Year 1 have shorter school day (0900 - 1500), year 6 are 0830 – 1630 and key worker provision is 0800 to 1600. Nursery pupils offered one session only (0900 to 1600) Pupils attending the Senior School are on a rota with staggered start and finish times from 0900 to 1500).		
14	No system in place to deal with bereavements, trauma, anxiety, behavioural issues.	CLB maintaining pastoral care and associated support structures. Details logged on MyConcern. Weekly updates circulated to key staff	Systems in place to deal with pastoral and welfare concerns	Weekly – CLB to update SLT
Section 3 - Pupil and Staff - Safety Risk Assessment in the COVID-19 Environment				
1	Lack of review, update or sharing of safeguarding, code or practice, and staff handbook policies.	Staff handbook under review. Safeguarding policy updated 1 Apr 20.	Systems in place to review policies and procedures	Jul 20 – SB to complete review of staff handbook
2	DSL and ADSL not easily contacted and their contact information not known to all.	DSL and deputy contact details available in Safeguarding Policy and on website. Pupils have access to details via Firefly. Details also on posters in all buildings	Contact details suitably promulgated	
3	No COVID-19 specific policy that includes medical responses, SD, teaching, socialising, feeding, hydration, well-being etc.	Infectious Diseases Policy updated to include Covid-19 appendix	Details in policy	
4	Fire drills, routes and assembly points not rehearsed.	New routines for Prep and Nursery published and drills to be undertaken once sites re-open. Routine for Senior School remains with same	Action in hand	

		assembly points observing SD due to low numbers.		
5	Class sizes not reduced and kept together in their “bubble” (minimising contact with others) or properly supervised.	Pupils kept in small bubbles and supervised by designated member of staff in discrete areas		
6	Needs of each age group and class not considered separately in terms of support, activities and facilities.	Timetable, activities and facilities adapted to meet needs of each year group		
7	Staff not having sufficient down time / rest during the working day / week?	Extra staff above usual ratios provided for Nursery and Prep re-opening. Senior School provision divided into morning and afternoon sessions, allows for staff change over.	Rest time and breaks adequate	
8	Lack of new staff and pupil induction. Registration and recruitment processes not adapted or compliant.	Staff recruitment to follow Recruitment, Selection and Disclosure Policy. Staff induction completed with SD and / or virtually. Pupil recruitment done with SD tours and / or virtually	Recruitment processes compliant and adapted to meet SD	
9	SCR and required documents not properly verified or recorded.	Bursary manned during closure. All SCR and document checks completed as necessary	Compliance achieved	
10	Plans to working and learning outside not fully considered	Senior, Prep and Nursery outside play/social areas zoned to meet needs of pupil bubbles. Dining room and hall to be used in inclement weather		Aug 20 – CAW to review Senior School plans
11	Opportunities for non contact sport, adventure play, Forest School, gardening etc not regulated or considered	Summer term activities adapted to include sports such as tennis, hula-hooping and semi-contact ball games within bubble groups. Each group has own equipment	Activities adapted	Aug 20 – PU, NS and TR to review activities for Autumn Term
12	Sporting, play and SD rules unclear to staff, pupils, parents and visitors.	Regular updates sent to parents. Staff and pupils briefed as necessary. Posters on display		

		in key areas. Visitors only by invitation and SD procedures explained in advance		
13	Drama, dance and music activities not applying SD or hygiene rules	Activities adjusted to support SD as far as practical. Instruments sanitised regularly between use by different bubbles		
14	Risk assessment for sport, play, drama, dance and music activities not properly formulated.	Risk assessments exist for all classroom and sports activities and follow standard format as per Risk Assessment Policy		
15	Staff meetings and staff rooms unregulated in terms of space, equipments, resources (copiers, kettles, biscuits tins etc) timings, SD and purpose.	Staff rooms not used whilst school closed. Stricter hygiene rules to be observed once re-opened.		
16	Security, CCTV and access systems not regularly checked, updated and (where necessary) re-coded.	All systems routinely checked and updated when necessary. Contractors do have site access by appointment, arranged through Estates.		
17	Parent, Pupil, Staff, Contractor, Visitor drop-off and pick-up procedures, in and out routes not been shared, understood or applied.	Parents notified of drop off and pick up arrangements. All visits by prior appointment and notices posted. Contractors briefed by Estates Team	Revised arrangements shared with users	
18	Transit spaces (corridors), social zones (common rooms / playgrounds) not configured to SD rules.	Playground areas used in zones for different groups for Nursery and Prep School. No mixing between groups. Prep School uses different stair cases for key worker pupils and year 6 pupils. All Mulberry rooms have access to outside. Senior School uses designated bases for each group with separate entrances.	Compliant with SD	
19	Classrooms don't reflect SD layout, PPE, screening and regular cleaning rules.	Classrooms to cater for very reduced pupil numbers in Nursery, Prep and Senior School and configured to suit	Compliant with SD	

20	Minimising contact and mixing not effective in the classroom and during breaks.	Enough classroom space available to cater for individual bubbles	Compliant with SD	
21	No regular breaks for handwashing during the school day.	Handwashing routines incorporated in daily routines as set out in Infectious Diseases Policy	Compliant	
22	Insufficient hygiene stations at entrances, exits, toilets, classrooms, play areas, common rooms, staff areas etc.	Hygiene stations at entrance and exit points. Special height handwash facilities available for Nursery children. Prep School to enforce timed handwashing and encourage hygiene through notices and play. Hand sanitising stations available on each floor. Senior school pupils allocated facilities for each bubble.	Sufficient resources	
23	Hygiene stations not stocked, checked and cleaned regularly.	All stations checked and refilled daily		
24	Unnecessary items not removed from classrooms and other learning environments.	Soft furnishings, toys and unnecessary items removed where possible in Nursery and Prep School	Senior School to be reviewed in June 2020 in preparation for autumn term	
25	Soft furnishings, soft toys and items that are hard to clean not removed and stored securely.	Prep and Nursery soft furnishings and intricate toys removed and or stored away by 29 May		
26	Staff unable to manage, whilst in the transition phase, both in school and remote learning.	Staff allocated to enable remote learning for years 2 to 5 inclusive whilst other staff members settle and teach Reception, Years 1 and 6. Staff workload monitored by Prep Head		
27	Assemblies, break times, drop-off and collection times not sufficiently well staggered.	Timings of day staggered for each group and age appropriate		
28	Meal times not de-conflicted or possible to achieve SD in the servery and dining areas whilst still providing sufficient nourishment.	Pupils to provide their own packed lunches and snacks on all sites.	Each bubble has individual lunch and outdoor area.	

29	Hazards and risks of providing breakfast and after school clubs not understood.	No breakfast and after school clubs to be provided in Summer Term		Aug 20 – PU and NS to review
30	Medical advice for vulnerable staff and children not being followed and insufficient support both at school / home.	HR Manager maintains vulnerable staff list and Head of Welfare maintains vulnerable pupils list. Any issues recorded on MyConcern. Welfare and pastoral support available		
31	Pupil and staff mental health and wellbeing not properly considered with individual needs not identified or support.	Pupil welfare covered in home schooling directive and regularly reviewed by Head of Welfare. Staff welfare review led by CLB in weekly SLT meeting.	Staff are in regular contact with their line manager.	
32	Re-scheduling of activities not operating efficiently or safely due to SD rules and timings	Timetables adjusted to cater for SD		
Section 4 - Medical Risk Assessment in the COVID-19 Environment				
1	Science of risk not understood e.g. less severe symptoms in adults, younger children less likely to become unwell, small class sizes will help.	Daily updates through Government, HSE and Public Health England checked and staff updated accordingly	Head of Welfare up to date on latest developments	
2	Hygiene rules not effective. “catch it, bin it, kill it” not re-publicised or applied.	Age appropriate notices posted and staff lead younger pupils in rules	Standards met	Weekly – PU, TR and NS to reinforce protocols
3	No / insufficient staff supervising / supporting normal medical staff?	All Nursery staff are paediatric first aid trained and all Prep staff are first aid trained. Advice available from consultant nurse and local GP. All Senior staff teaching on site are First Aid trained.	Adequate cover	
4	Insufficient medical staff to deal with temperature testing, isolating and monitoring suspect COVID-19 cases, outside appointments and normal medical issues.	Temperature checks not required for all pupils. Higher ratio numbers allow staff to isolate pupil if situation arises	Adequate	

5	Insufficient First Aid trained personnel (ratio) for pupils in school	Ratios higher than usual and training up to date for remainder of academic year	Adequate	Aug 20 – SB to arrange refresher training
6	No or insufficient training for those operating temperature testing or other precautions that require new equipment. Training not recorded for future reference.	First aid trained staff are trained to operate infrared non-contact thermometers if necessary	Adequate	
7	Medical policy, procedures and appropriate response to spectrum of medical issues not being revised or shared?	Infectious Diseases Policy updated to include Covid-19 appendix		Jul 20 – CLB to review First Aid Policy
8	Medical room(s) improperly equipped.	Baby room at Nursery and Medical room at Prep School suitably equipped to isolate pupil feeling unwell. Other rooms (Yr 4 classrooms) used as standby rooms. Senior School 'sick bay' available, further rooms can be set aside if necessary.	Adequate	
9	Lack of School decision regarding the level of PPE required for pupils and staff. Insufficient training, face fit testing, use, care and disposal arrangements.	School following Government published guidance	Adequate	Weekly – UA to review
10	Sickness management rules and the “don’t come to work if you are ill” not understood or observed.	Staff interviewed by line manager prior to return. Concerns addressed by HR Manager and Head of Welfare.	Adequate	
11	Different age groups with different risk profiles for each group of staff and pupils not risk assessed?	Form tutors and practitioners familiar with pupils in each bubble and any SEND requirements		
12	School unaware of any staff and pupil pre-existing medical conditions.	All staff have declared pre-existing medical conditions on health form and re-confirmed with HR Manager. Pupils have been reviewed using annually updated health form	Adequate	

13	Lack of knowledge on whom has been tested (positive or otherwise) for COVID-19 and if it is recorded (for elimination purposes).	Details maintained by Head of Welfare		
14	Insufficient information on which staff or pupil(s) have had contact with anyone tested positive or suspected of COVID-19 and if recorded and actioned.	Parents are reminded to report contact with anyone who has tested positive to allow School to exclude pupil(s) and staff for a period if necessary		
15	Lack of recording of which staff and pupils have been sent home with COVID-19 symptoms (a cough, high temperature, shortness of breath or loss / change to sense of smell or taste).	Registers maintained by Nursery and Prep and details passed to HR Manager (for staff) and Head of Welfare(pupils and staff)	Adequate	
16	Lack of regular dialogue with those that have suffered from COVID-19 and / or are isolated at home.	Welfare team and line managers maintain contact	Adequate	
17	Inadequate information on who is shielding another family member and/or who has a condition that precludes their attendance at school.	HR Manager maintains list of vulnerable staff. Parents notify Head of Welfare of any pupil concerns		
18	Insufficient proof of shielding and individual conditions?	HR Manager validates staff details where possible		
19	No separate area for temperature testing, holding and isolation of pupils/staff. Areas not easily identified or regularly cleaned?	Areas identified for Nursery (Baby room), Prep School (Medical room) and Senior School (Surgery).		
20	Temperature testing undertaken using unsafe methods, not reflecting SD rules, not recorded or kept appropriately.	Temperature testing will only be carried out if a pupil reports feeling unwell or is observed to be unwell		
21	Insufficient or no procedure for summoning emergency services, lack of safe RV and cleared routes in and out.	No emergency vehicle routes will change for partial or full opening on any site. Key staff on site are trained to deal with incoming emergency vehicles	Adequate	

22	Visits of or to GPs / nurses / dentists and local surgeries changed and not known by staff and or pupils	Not applicable until boarding pupils return for Autumn Term		
23	No regular supervision of staff and pupils to ensure they comply with hygiene rules (and the use of PPE where specified as needed)	Staff reminded of procedures regularly and via posters in key areas		
24	Insufficient registration, induction, supervision and temperature checking of contractors where essential work is required on site.	All contractors for essential work are directed through Estates and adhere to their policies and school rules		
25	Medical staff have insufficient or unsuitable PPE, cleaning materials and training for tasks.	Sufficient basic PPE provided (gloves, aprons and medical grade masks)	Adequate	
26	Lack of policy / procedures on washing school clothes so as to prevent infection of staff and pupils.	Government information stipulates no special treatment needed for clothing worn at Nursery and School. Uniform not to be worn at Prep and Senior School		
Section 5 - Boarding Risk Assessment in the COVID-19 Environment				
1	Boarding policies and procedures not updated, regularly reviewed and communicated.	Not applicable – boarding houses closed		Jul 20 – PU to review
2	Security and access systems not regularly checked, updated and re-coded.	Not applicable – boarding houses closed		Jul 20 – PU to review
3	Boarding staff have inappropriate PPE, cleaning materials and training for tasks.	Not applicable – boarding houses closed		Jul 20 – PU to review
4	Procedures for welcoming back overseas pupils not applied. (16.5.20)	Not applicable – boarding houses closed		Jul 20 – PU to review
5	Insufficient space and resources for isolating overseas pupils (for 2 weeks?) on their return.	Not applicable – boarding houses closed		Jul 20 – PU to review

6	SD, separation and socialising rules not adhered to in the boarding house.	Not applicable – boarding houses closed		Jul 20 – PU to review
7	Rules and procedures for exeat, trips and activities out (or not!), appointments or visits from family and / or guardians not complied with or understood.	Not applicable – boarding houses closed		Jul 20 – PU to review
8	Fire instructions and new procedures not reviewed, understood or rehearsed.	Not applicable – boarding houses closed		Jul 20 – PU to review
9	Fire drills, routes and assembly points not rehearsed.	Not applicable – boarding houses closed		Jul 20 – PU to review
10	Insufficient rooms to isolate and supervise pupils (and staff).	Not applicable – boarding houses closed		Jul 20 – PU to review
11	Laundry, bedding, furnishings, games and items that are hard to clean not removed and stored securely.	Not applicable – boarding houses closed		Jul 20 – PU to review
12	Staff to pupil ratio does not reflect SD rules (including medical and emotional support).	Not applicable – boarding houses closed		Jul 20 – PU to review
13	Insufficient bathroom facilities if bed spaces have been reconfigured.	Not applicable – boarding houses closed		Jul 20 – PU to review
14	Clothes and bed linen not washed regularly and at appropriate setting (65°)	Not applicable – boarding houses closed		Jul 20 – PU to review
15	Boarders not equipped with authorised equipment to stay-in touch with parents.	Not applicable – boarding houses closed		Jul 20 – PU to review
16	Boarders aware of global news and how it may affect them or their family.	Not applicable – boarding houses closed		Jul 20 – PU to review
Section 6 - Support staff Risk Assessment in the COVID-19 Environment				

1	Support staff not briefed on changes regularly.	Bursar briefs senior support staff weekly and cascade system used for other staff	All support staff are in contact with their line managers on weekly basis	
2	Support staff have insufficient/inappropriate PPE, cleaning materials and training.	Cleaning contractors supported by in house cleaners at Prep and Nursery. Senior School cleaned by in-house team. PPE, cleaning materials and training provided	Arrangements adequate	
3	Cleaning regimes not reviewed or inspected regularly and not conforming to revised hygiene rules.	CAP Awards send weekly updates for Covid-19 cleaning matter which are shared with staff		
4	Security and access systems not regularly checked, updated and re-coded.	Caretaker works full-time and checks all sites and buildings daily		
5	Reconfigured areas, zones and routes hampering fire exits and routes.	All areas and zones still have access to emergency escape routes	SD may be ignored in emergency	
6	Fire and other emergency procedures not reconfigured, routes not clear or regularly inspected.	All routes inspected on regular basis and records maintained		
Section 7 - Facilities Management Risk Assessment in the COVID-19 Environment				
1	Insufficient heating and/ or cooling system (including insufficient fuel levels if applicable).	Plumbing contractor continues monthly service inspections and any remedial works on all sites		
2	Insufficient gas supply, venting and valves?	Plumbing contractor continues monthly service inspections and any remedial works on all sites		
3	Air conditioning units, ducts not checked on re-occupying school facilities.	All units to be checked prior to re-occupation	MTI clearing and cleaning external condensers and re-setting system at Prep School on 22 May	
4	Ventilation and extraction systems not checked.	Ventilation systems in Martlet House serviced in Sep 19. Prep IT air conditioner, Senior server aircon reconditioned and serviced in May 20		
5	Electrical tests not up-to-date including emergency lighting and PAT	Periodic electrical testing completed in Feb 20, PAT testing continues as per policy.		Jul 20 – UA to review
6	All electrical equipment brought in to school PAT tested?	No electrical items purchased since lock down. PAT testing conducted iaw policy. Contractor on standby to carry out any testing required		

7	Water testing for temperature, flow and legionella not in date for test.	Flushing regime in place, temperature testing conducted monthly	Statutory requirements met	
8	Water supply not tested for legionella on re-opening facilities.	Workplace risk assessment carried out by Assurity Consulting in Feb 20. Weekly flushing regime in place.	Temperature testing carried out	Jun 20 – standard procedures on all sites
9	Swimming Pool not secure or inspected regularly.	Swimming pool closed but checked and water tested daily	Adequate	
10	Insufficient arrangements for the operation, cleaning (and use) of the swimming pool.	General testing and legionella testing continues.		Jun 20 - UA to review possible re-opening
11	Fire alarm panel, system and extinguishers not in date and not serviced.	All fire equipment checked and serviced in Feb 20		Jul 20 - UA to review
12	Kitchen not reconfigured, stocked and cleaned if closed over a long period.	Catering facilities closed on all sites. Facilities to be deep cleaned prior to re-opening.	Pupils to provide packed lunches and snacks	1 Jul 20 - SB to review provision of Prep and Nursery catering service
13	Insufficient chefs, supervising staff and cleaners to maintain high standards of hygiene.	Catering facilities closed on all sites. Cleaning contractors have increased daily routines and in house Cleaning Team providing extra support at Prep and Nursery		
14	Servery and dining room rules not properly considered, inadequate or safe.	Pupils to eat packed lunches and snacks in bubbles. Catering services to remain closed	Packed lunches and water bottles for pupils on all sites.	
15	Insufficient drinking supplies and hydration available in dining room.	Pupils to provide named water bottle. Bottle filling stations to be cleaned and de-scaled prior to opening and taps sanitised between use		
16	Laundry wash and dryers not serviceable, unable to cope with demand, temperature requirements and insufficient wash products.	Laundry closed until Autumn Term		Aug 20 – UA to check equipment
17	Suspended services not re-set.	No services suspended		
18	Approach not agreed to any scheduled or ongoing building works.	Scheduled work kept under review. Projects put on hold temporarily		
19	Suppliers not following appropriate SD and hygiene measures	Suppliers and contractors share Covid-19 risk assessments prior to visiting sites	Adequate	
20	Waste procedures not reviewed or sufficient.	Waste procedures reviewed bi-weekly	Adequate	

21	Pest control services not recorded, deficiencies not identified or actioned.	Pest control services continue routinely and recorded on all sites	Adequate	
22	School vehicles not fully registered, insured, maintained and stocked with appropriate hygiene materials.	School vehicles only in use for weekly empty run by same staff and fully cleaned down. No minibus service before Autumn Term		Aug 20 – SB to review minibus operations

Staff mentioned in this document:

Charlotte Buckland (CLB)	Head of Welfare and Designated Safeguarding Lead (DSL)
Craig Austen-White (CAW)	Director of Studies
David Clark (DC)	Head
Ian Mercer (IM)	Oversight Governor for Health and Safety
Nova Shoesmith (NS)	Acting Head of Prep School
Phil Usher (PU)	Senior School Deputy Head
Sue Bonell (SB)	Bursar
Teresa Rapley (TR)	Nursery Manager
Uta Acuna (UA)	Deputy Bursar (Estates)