



## BATTLE ABBEY SCHOOL COVID-19 RISK ASSESSMENT

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

### **General note**

Battle Abbey School will commence the autumn term 2021 on 6 September with continued enhanced cleaning routines at all sites. Mask wearing will not be mandatory but support will be given to those choosing to continue mask wearing. This risk assessment will be appended by a contingency framework flow chart to manage local outbreaks for Covid-19 at each setting.

### **Introduction**

This document written and updated to reflect Battle Abbey School's response to minimising risk in response to the Covid-19 pandemic. The are continually changing 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?
- 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 apart.
  - Changing timetables so drop-off, assemblies, breaks, lunch, playtime, pick-up times are staggered.
  - Small consistent groups (bubbles) of pupils (no more than 30).
  - 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)?
  - To be tested and at what frequency, for COVID -19, in accordance with Government Guidelines
- 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 operations (Open - Business as usual with caveats – no trips and visitors restricted) is requested to contact Philip Usher (Deputy Head) at [usherp@battleabbeysschool.com](mailto:usherp@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
<b>Section 1 - Overall Risk Assessment in the COVID-19 Environment</b>				
1	Safeguarding policy and procedures not updated and / or staff and pupils not feeling safe.	Covid-19 safeguarding policy addendum published 1 Apr 20  Teaching staff have been briefed during inset on 6 Sep2021  Life lessons are streamed to pupils who are isolating following a positive PCR test	Safeguarding for remote teaching and learning and reporting of potential issues through MyConcern	Daily- CLB to review MyConcern
2	Government advice not being regularly accessed, assessed, recorded and applied.	Regular 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.  Deputy Head provides whole school email each Friday. Bursar provides weekly update to support staff and briefing letter will be sent to parents prior to September start to explain the asymptomatic testing during the first week back.	Information disseminated in timely and concise manner  All senior school pupils received a one to one meeting with their form tutor during w/c 8 Mar	
5	Changes to assessments, procedures and other important matters not reviewed by Governors	Oversight Governor for Health and Safety (IM) reviews version controlled risk assessment prior to publication.	IM maintains oversight	PU/UA – risk assessment changes to be agreed with IM before publication

6	Insurers not consulted with school's re-opening and / or amended plans	Initial risk assessment shared with insurers (Marsh)		
7	Suspended services and subscriptions not re-set.	Majority of subscriptions run in line with academic year and are used for remote learning	Not applicable, all running in line with requirements	
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 for minibuses and KS3 pupils only, KS 4 and KS5 pupil drop off and pick up on Abbey Green where possible. Visits to all sites (including contractors) by prior appointment only Registers are maintained for staff and pupils. See Visitors to site doc	Effective control of all visitors to premises	Prep and Nursery access managed and controlled.
9	Hygiene rules not communicated, understood and applied.	Hygiene routines have been in place for over two terms and pupils and staff are reminded through the medical team  Age applicable posters in all public areas.  It is accepted that social distancing is not possible with younger pupils, the school is divided into 3 Bubbles to help minimise contacts. All Prep and Nursery staff have been taking home and administered Lateral flow tests twice weekly	Testing regime in place as per DfE directive	
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 younger pupils.	Routines widely adhered to, reminders issued if necessary.	
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 after break and lunch.	Enhanced cleaning regime in place	
13	No precautions to keep shared teaching equipment (e.g. musical instruments, pens, pointers, keyboards) hygienic.	Teachers provided with Stabilised Aqueous Ozone to sanitise any shared equipment.	Shared equipment kept to minimum and is sanitised	
14	High risk areas not being regularly monitored (including boarding areas) for hygiene.	Boarding house is deep cleaned prior to term start and extra daily cleaning protocol in place.	Lunchtime cleans by Contractor stay in place for Nursery and Prep School. In-house team provides extra services at Abbey and Martlet House.	
15	No contingency plans in place for the transition to full opening (or re-closing) including rapidly sharing updates and decisions.	Prep and Senior School now: <b>Fully Open - Business as usual: no travel or trip restrictions</b> Daily reviews checked by SLT; school has ability to go to on-line learning overnight	Contingency plans exist for opening and closing of school	
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 regularly updated. Pupils have access to	Communication channels effectively maintained	



		information through Firefly. DC and NS email parents weekly and staff briefed weekly by Shout and Bursary update. IT Manager maintains network connectivity. There are regular meetings at the Prep School and a weekly bulletin at the Senior School.		
2	Lack of a robust feedback and reply system to ensure best practice and two-way communications for pupils, parents, staff and governors	Staff have been consulted and updated appropriately. Regular staff meeting take place.	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.	Vulnerable persons list maintained by HR Manager and Health and Welfare list distributed weekly.	Remote learning available	Medical team reviews vulnerable staff and pupils weekly
5	Lack of knowledge of where pupils / staff have travelled from (other than home and school). (via app or written diary?)	Twice weekly home testing routine in place for puupils and staff	Boarding pupils communicated travel arrangements with boarding house and make necessary arrangements	
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.	Standards maintained.	
7	Staff not trained or regularly updated in COVID-19 symptoms, SD and how these rules apply to teaching?	All staff received update from DfE on return on 6 Sep <del>8 March</del> and made necessary adjustments where necessary	Adequate training provided	

8	School transport not operating to reflect SD, hygiene, PPE and cleaning arrangements.	Minibus service will commence 6 Sep, enhanced cleaning will continue.		
9	At drop-off and pick-up parents remain in vehicles and SD outside gates and entrances.	Nursery and Prep School have parents drop off in person but only pupils approach and enter building. Only parents of KS3 pupils drop off and collect pupils at the Abbey, KS4 and 5 pupils are dropped off outside of school gates.		Reviewed each half term and amended
10	Insufficient registration throughout the day including lack of temperature / health checks.	Testing regime has replaced regular health checks, pupils report to medical team if unwell.		
11	No system in place to deal with bereavements, trauma, anxiety, behavioural issues.	CLB maintaining pastoral care and associated support structures. Details logged on MyConcern. Health and Welfare list distributed weekly.	Systems in place to deal with pastoral and welfare concerns	Weekly – CLB to update SLT
<b>Section 3 - Pupil and Staff - Safety Risk Assessment in the COVID-19 Environment</b>				
1	Lack of review, update or sharing of safeguarding, code or practice, and staff handbook policies.	Systems in place to review policies and procedures	Weekly updates for all teaching and support staff	
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. DSL providing regular remote 'drop in' sessions.	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.	Standard procedures are in place including fire drill for day and boarding pupils		

5	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		
6	Staff not having sufficient down time / rest during the working day / week?	Prep and Senior School provision allows for usual breaks and Welfare team will ensure staff care.	School day returned to usual routine from 9 Mar 21	
7	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 according to status of school – Fully Open	Recruitment processes compliant	
8	SCR and required documents not properly verified or recorded.	All SCR and document checks completed as necessary	Full compliance maintained	
9	Opportunities for non contact sport, adventure play, Forest School, gardening etc not regulated or considered	The provision of sport will be in line with the guidance laid down by the appropriate sporting body & venue in which that activity takes place.	Activities adapted	
10	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	Risk assessments are reviewed in line with H&S guidelines	
11	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	All security and access system servicing continuing during holiday periods	
12	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	

13	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. Pupils hand sanitise on entry/exit to school. Hand sanitising stations available on each floor. <del>Senior school pupils allocated facilities for each bubble.</del>	Sufficient resources	
14	Hygiene stations not stocked, checked and cleaned regularly.	All stations checked and refilled daily		
15	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 for all		
16	Pupil and staff mental health and wellbeing not properly considered with individual needs not identified or support.	Pupil and staff welfare review led by CLB in weekly SLT meeting.		
<b>Section 4 - Medical Risk Assessment in the COVID-19 Environment</b>				
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	
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. Senior school surgery open as usual	Adequate cover	

4	Insufficient First Aid trained personnel (ratio) for pupils in school	Ratios higher than usual and training up to date for remainder of academic year	Easter 21 – next update training	
5	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 sufficiently		
6	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		
7	Medical room(s) improperly equipped.	Quiet Room at Nursery and Medical Room at Prep School suitably equipped to isolate pupils feeling unwell. Other rooms (Yr 4 classrooms) used as standby rooms. Senior School Medical Room available, boarding room and classroom set aside to manage suspected cases.	Mar 21 testing routine reduces requirements	
8	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 has large team trained for testing and relevant PPE use and handling	Regular stock-take	
9	Sickness management rules and the “don’t come to work if you are ill” not understood or observed.	Staff to report any to <a href="mailto:medical@battleabbeysschool.com">medical@battleabbeysschool.com</a> . Concerns addressed by HR Manager and Head of Welfare.		
10	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		
11	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.  Government guidance applied to those ECV.	Adequate	

12	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. All concerns to medical@battleabbeysschool.com and list of related matters kept, updated daily.	Staff and parents have been advised to report only positive cases whilst twice weekly testing is in place. A positive home test will require a further PCR test for confirmation in line with government guidance.	
13	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 practise effective contingency planning.		
14	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). 'Sent home' slips given out informing parents of the steps they need to take.		
15	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. Reported on MyConcern.	Adequate	
16	No separate area for temperature testing, holding and isolation of pupils/staff. Areas not easily identified or regularly cleaned?	Areas identified for Nursery (Quiet room), Prep School (Medical Room) and Senior School (identified 'Covid Hot room')		
17	Insufficient or no procedure for summoning emergency services, lack of safe RV and cleared routes in and out.	No emergency vehicle routes will change on any site. Key staff on site are trained to deal with incoming emergency vehicles	Adequate	
18	Visits of or to GPs / nurses / dentists and local surgeries changed and not known by staff and or pupils	NHS advice followed and routine appointments will be facilitated		

19	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		
20	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		
21	Medical staff have insufficient or unsuitable PPE, cleaning materials and training for tasks.	Sufficient basic PPE provided (gloves, aprons and medical grade masks)	Adequate	
22	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.		

<b>Section 5 - Boarding Risk Assessment in the COVID-19 Environment</b>				
1	Boarding policies and procedures not updated, regularly reviewed and communicated.	Policies pertaining to boarding embedded within overarching whole school policies e.g. 'Safeguarding' policy & infectious diseases.  Boarding staff & boarders to be briefed	Procedures are considered each time pupils travel, review by Head of Boarding	
2	Security and access systems not regularly checked, updated and re-coded.	Security and access systems have all regular checks with necessary updates over holiday periods		
3	Boarding staff have inappropriate PPE, cleaning materials and training for tasks.	Sufficient basic PPE provided (gloves, aprons and medical grade masks)	Quantity to be monitored regularly in line with recommendations from Head of Welfare	

4	Procedures for welcoming back overseas pupils not applied.	Travel arrangements collated & greeting' protocol established for boarder arrival at the start of term	Adequate	Parents/guardians to be updated as government guidance changes.
5	Insufficient space and resources for isolating overseas pupils for 10 days on return.	Supervised 'quarantine' facility established prior to the start of term in the 'off-site' boarding house.  Quarantine not required for any boarding pupils arriving for the Sep 21/22 autumn term	Adequate	As the government changes regulations, boarding parents will be advised on how best to suitably quarantine & test boarders.
8	Fire instructions and new procedures not reviewed, understood or rehearsed.	Routine for Senior School remains with same assembly points, new boarders to receive a fire 'walk through'.		
9	Fire drills, routes and assembly points not rehearsed.	Fire walk through in first 48 hours and drill in the following 14 days.		
10	Insufficient rooms to isolate and supervise pupils (and staff).	There is a single bed 'sick room' in the Main School & Abbey. There is the potential to create additional rooms and covid protocols have been drawn up and shared with appropriate staff.		
11	Laundry, bedding, furnishings, games and items that are hard to clean not removed and stored securely.	Regular cleaning will take place of each dorm (& common areas).		
12	Insufficient bathroom facilities if bed spaces have been reconfigured.	Bathroom facilities remain adequate.	Adequate	
13	Clothes and bed linen not washed regularly and at appropriate setting (65°)	Laundry facilities continue to be provided and adequate.		



14	Boarders not equipped with authorised equipment to stay-in touch with parents.	Duty phones are available at all hours (and access to students personal mobile phones).		
15	Boarders aware of global news and how it may affect them or their family.	Appropriate internet use permits access to news websites and relevant issues will be discussed with boarding staff as needed.		
<b>Section 6 - Support staff Risk Assessment in the COVID-19 Environment</b>				
1	Support staff not briefed on changes regularly.	Bursar briefs senior support staff bi-weekly and cascade system used for other staff		
2	Support staff have insufficient/inappropriate PPE, cleaning materials and training.	Cleaning contractors provide additional midday clean at Prep and Nursery. Senior School cleaned by in-house team. PPE, cleaning materials and training provided		
3	Cleaning regimes not reviewed or inspected regularly and not conforming to revised hygiene rules.	CAP Awards send monthly updates for Covid-19 cleaning matters which are shared with staff	Cleaning regime is reviewed to meet requirements	
4	Security and access systems not regularly checked, updated and re-coded.	Security and access systems are serviced twice a year, contractor on call if needed	Access codes to buildings changed regularly in line with routines	
5	Fire and other emergency procedures not reconfigured, routes not clear or regularly inspected.	All routes inspected on regular basis and records maintained	Adquate	
<b>Section 7 - Facilities Management Risk Assessment in the COVID-19 Environment</b>				
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.	Full service of all units completed in Feb 21	Estates clean filters on regular basis and service contract in place	
4	Ventilation and extraction systems not checked.	Ventilation systems checked by Estates team and Pool Manager respectively	Regular cleaning of units	
5	Electrical tests not up-to-date including emergency lighting and PAT	Periodic electrical testing completed in Feb 21, PAT testing continues as per policy.	PA Testing regime in place	
6	All electrical equipment brought in to school PAT tested?	PAT testing conducted as per policy. Contractor on standby to carry out any testing required	Items purchased through School office or Boarding are tested by Estates	
7	Water testing for temperature, flow and legionella not in date for test.	Flushing regime in place, temperature testing conducted monthly	Statutory requirements met	Flushing routines on all sites continue
8	Water supply not tested for legionella on re-opening facilities.	Workplace risk assessment carried out by Assurity Consulting in Feb 21. Weekly flushing regime in place.	Temperature testing carried out	
9	Swimming Pool not secure or inspected regularly.	Swimming pool reopened 8 Mar for Prep and Senior swimming. Swim clubs return from w/c 12 Apr	Pool Manager tests and checks pool daily, Contractor tests pool monthly	
10	Insufficient arrangements for the operation, cleaning (and use) of the swimming pool.	General testing and legionella testing continues. Pool Manager on site and pool staffed according to SPOPS (amended Sep 21 for Covid-19)	Awaiting Swim England response on continued cleaning between club uses	Pool cannot be in use until 18 Sep due to repair
11	Fire alarm panel, system and extinguishers not in date and not serviced.	All fire equipment checked and serviced in Feb 21	Usual service routines observed	
12	Kitchen not reconfigured, stocked and cleaned if closed over a long period.	Catering facilities reopen fully 8 Mar 21 following an intermediate deep clean		
13	Insufficient chefs, supervising staff and cleaners to maintain high standards of hygiene.	Full catering team on site from 5 Mar 21	Extra daily cleaning is carried out	
14	Insufficient drinking supplies and hydration available in dining room.	Pupils to provide named water bottle. Bottle filling stations cleaned and de-scaled prior to opening and taps sanitised regularly	Water is available to each bubble separately at lunchtime	
15	Laundry wash and dryers not serviceable, unable to cope with demand, temperature requirements and insufficient wash products.	Laundry appliances have been checked and routine programme is followed		

16	Suspended services not re-set.	No services suspended		
17	Approach not agreed to any scheduled or ongoing building works.	Small projects carried out during term time through contractors and in-house Maintenance team	Longer term projects started in Apr 21 and completed by 30 Aug	
18	Waste procedures not reviewed or sufficient.	Waste (both general and recycling) collected every week (Wed/Thu)	Adequate	
19	Pest control services not recorded, deficiencies not identified or actioned.	Pest control services continue routinely and recorded on all sites	Adequate	
20	School vehicles not fully registered, insured, maintained and stocked with appropriate hygiene materials.	All school vehicles are serviced, checked and MOT'd (where applicable)	Driver follow hygiene protocol disinfecting and ventilating vehicles	

**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) Headmaster

Ian Mercer (IM) Oversight Governor for Health and Safety

Nova Shoesmith (NS) Head of Prep School

Phil Usher (PU) Deputy Head

Andy Brown (AB) Bursar

Teresa Rapley (TR) Nursery Manager

Uta Acuna (UA) Deputy Bursar (Estates)