



Aldro COVID-19 Risk Assessment

COVID-19 – A RISK ASSESSMENT FOR UK SCHOOLS

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. (17.5.20)

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. (17.5.20)

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. (17.5.20)



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Overall Risk Assessment in the COVID-19 Environment

	Hazard	Control measures	Outcome	Remarks / Re-assessment
A	Safeguarding policy and procedures not updated and / or staff and pupils not feeling safe. (16.5.20)	<p>School to produce and keep up-to-date a document 'Phased return to school – a Guide for parents and staff' To be published on the website.</p> <p>Safeguarding and H&S policies to be updated to reference this dynamically evolving document.</p> <p>Staff and parents have been surveyed to see how they feel about a return to school and to ask what measures would help them feel safe to return.</p>		
B	Government advice not being regularly accessed, assessed, recorded and applied.	<p>Emails received daily by Head, Bursar and SMT from organisations such as NAHT, Surrey CC, ISBA, IAPS, BSA. All reference up-to-date government advice.</p> <p>The document ' Phased return to school – a Guide for parents and staff' and this RA both to be updated dynamically to reflect the changes.</p>		
C	Unions not consulted over plans. (17.5.20)	Not many members of staff are members of unions but all staff have been consulted with through a survey.		
D	Changes not regularly communicated to staff, pupils, parents and governors (16.5.20)	Staff meetings take place twice weekly online (minutes taken and distributed) – a forum for communicating updates. Parents regularly emailed with updated.		



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		<p>In a recent parent survey, 93% said they were very, or quite, satisfied with communication from the school regarding the DL Programme.</p> <p>The senior team has a weekly meeting with a sub-group of the board.</p> <p>Pupils meet daily with their Form Tutors and this is an vehicle for communication with them.</p>		
E	Changes to assessments, procedures and other important matters not reviewed by Governors	The RA and ' Phased return to school – a Guide for parents and staff' will be shared with the governors via the sub group, and with the wider governors via its availability on the website.		
F	Insurers not consulted with Schools re-opening and / or amended plans (16.5.20)	School insurers to be sent a copy of this RA and ' Phased return to school – a Guide for parents and staff' , and informed with any significant updates thereafter.		
G	Suspended services and subscriptions not re-set. (16.5.20)	<p>Furloughed staff, notably medical staff and cleaners, unfurloughed to oversee the cleaning of the site and the medical provision for staff and pupils.</p> <p>Hot water and other facilities turned back on in preparation for arrival of pupils.</p> <p>Boarding house remains shut until September.</p>		
H	Access to School not controlled effectively and visitor (if allowed) details not recorded.	<p>Visitors not permitted on site before September at the earliest.</p> <p>Contractors only to attend when essential, to be kept away from staff and pupils and made aware of social distancing and hygiene rules that must be followed on site.</p>		



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		<p>Arrival at school controlled at the main gate to the Sports Centre Car Park to limit traffic in and out. Cars to pull up outside ASC for pupil drop-off. Parents not to get out of cars. Pupils dropped off one at a time.</p> <p>Pupils to enter the school via the ASC gate, where their temperature will be checked before they go to their form room.</p> <p>Pupil access to school via the outside door below the Junior Corridor.</p>		
I	Social Distancing (SD) and other hygiene rules not communicated, understood and applied.	<p>SD rules clearly communicated in the RA and 'Phased return to school – a Guide for parents and staff'.</p> <p>Staff to insist on the careful adherence to the SD rules.</p> <p>Weekly survey of staff and parents will help to remind of SD rules and will identify where these rules have not been adhered to.</p> <p>Markings to be placed on the floor to demonstrate 2m.</p> <p>Junior Corridor to be divided in two.</p>		
J	Staff and pupils not being reminded and checked to ensure they are complying with hygiene and SD rules.	All staff responsible for ensuring SD rules are adhered to.		
K	Insufficient supplies of hygiene materials and not being suitably placed.	The school has access to a variety of suppliers of hygiene materials and PPE and has on order sufficient for the second half of term.		



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		<p>Hand sanitisers will be outside each classroom used, and in the toilet facilities.</p> <p>Pupils and staff to use only designated toilets and washing facilities. Each bubble to have designated toilet cubicles and sinks.</p> <p>The School has sufficient supplies of cleaning liquids, wipes and gloves for cleaners and teaching staff. Disposable cloths will be used for cleaning. Further supplies are on order.</p>		
L	<p>Insufficient or unsuitable cleaning regime - lack of regularly re-assessment and revision to high risk areas such as toilets, door handles, keypads, switches, hand rails and regularly used hard surfaces etc. (16.5.20)</p>	<p>Cleaning team will complete a thorough clean of the areas identified for pupil and staff access twice daily. Before/after school and at lunchtime.</p> <p>Cleaners to have a checklist of all areas to clean and to record completion of this.</p> <p>Supervising Teachers to complete a clean of classrooms during each break / lunch. Teachers to be provided with a checklist on which to record this.</p>		
M	<p>No precautions to keep shared teaching equipment (e.g. musical instruments, pens, pointers, keyboards) hygienic. (16.5.20)</p>	<p>Pupils and staff to have their own pencil cases. These will be clearly named and left at school.</p> <p>Keyboards and other items of shared use to be cleaned in each break and the cleaning of these to be recorded.</p> <p>Shared equipment that needs regular cleaning will be on the classroom checklists.</p>		



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N	<p>High risk areas not being regularly monitored (including boarding areas) for hygiene.</p>	<p>The boarding house will not be open before September.</p> <p>The vestibule and other 'communal areas' will not be in use for pupils before September at the earliest.</p> <p>The Junior Corridor will be monitored by staff using the classrooms.</p> <p>The school will only open a very small area of the school and will ensure regular and thorough cleaning.</p> <p>Toilet and washing facilities to be cleaned after each break.</p>		
O	<p>No contingency plans in place for the transition to full opening (or re-closing) including rapidly sharing updates and decisions.</p>	<p>Pupils largely following the DL Programme means it is easier to move from onsite to offsite learning and visa versa.</p> <p>The RA and 'Phased return to school – a Guide for parents and staff' to be reviewed before other year groups are allowed back to school.</p> <p>The school is planning for the phased reopening of school and it's implications on increased pupil and staff numbers, and the reopening of the boarding house.</p> <p>A weekly meeting between the Head, Bursar, Chair and Deputy Chair of Governors to allow for regular updates.</p>		



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P	All hazards identified properly mitigated and regularly re-assessed?	The RA and 'Phased return to school – a Guide for parents and staff' to be dynamically reviewed in the light of any changes.		
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Pupils, Parent and Staff Risk Assessment in the COVID-19 Environment

	Hazard	Control Measures	Outcome	Remarks / Re-assessment
1	Communication channels not working and not being reviewed. (Email, text, facebook etc).	<p>Staff are expected to check emails daily and have a staff meeting twice per week. Minutes are sent out for those who miss the meeting, which staff are expected to read.</p> <p>Parents receive regular communication from the school via email.</p> <p>No parents allowed on site. Risk of missed communication mitigated by control measures on pupil arrival to school.</p> <p>Risk assessment and the guide will be available on the website.</p>		
2	Lack of a robust feedback and reply system to ensure best practice and two-way communications for pupils, parents, staff and governors	<p>Pupils have a daily online Form-time.</p> <p>Parents are in email contact with the school.</p> <p>Staff, and parents of pupils in school (initially just Form 6) will have a weekly survey and medical self-declaration to fill in.</p> <p>The governors have a weekly sub-committee meeting with the senior team.</p>		



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3	No Governor and / or SMT member for School / department nominated to be responsible for COVID-19 matters. Governor / SMT members' contact details not known and not on call.	<p>The Headmaster (Head@aldro.org) is the hub for all COVID-19 related matters. The Bursar (bursar@aldro.org) should be contacted if the Headmaster is unavailable for any reason.</p> <p>The Chair of Governors is the nominated governor for COVID-19 matters and is routinely briefed by the Headmaster of any changes to the situation at school.</p>		
4	No system to communicate with parents and staff that have not returned to school for fear of infection.	<p>Parents of pupils in school are kept informed by regular emails and by the weekly survey.</p> <p>Staff not in school are expected to check emails and attend staff meetings. Minutes of staff meetings are distributed for those unable to attend.</p> <p>Members of SMT call around staff on a rotational basis to ensure that they are ok.</p>		
5	Lack of knowledge of where pupils / staff have travelled from (other than home and School). (via app or written diary?)	<p>This information will be recorded in the weekly survey.</p> <p>Pupils, parents and staff will be required to update the school of any changes that happen in between times.</p>		
6	Lack of rules / procedures for hygiene standards for staff and pupils – and failure to adequately enforce standards	<p>Rules and procedures are made clear in the guide and through signage around the premises.</p> <p>Staff will ensure pupils are regularly reminded.</p>		
7	Staff not trained or regularly updated in COVID-19 symptoms, SD and how these rules apply to teaching?	Sign displaying current symptoms to be displayed at front gate and in junior corridor.		



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		<p>Current Government advice on COVID symptoms is up to date in the document 'Phased return to school – a Guide for parents and staff'.</p> <p>Details also to be included in the weekly survey.</p>		
8	School transport not operating to reflect SD, hygiene, PPE and cleaning arrangements.	School transport cancelled for the current period. This will be reviewed regularly.		
9	At drop-off and pick-up parents remain in vehicles and SD outside gates and entrances. (17.5.20)	All detailed in the document 'Phased return to school – a Guide for parents and staff'		
10	Insufficient registration throughout the day including lack of temperature / health checks.	<p>Temperature of pupils will be checked at the start of each day and if anyone on site shows symptoms or complains of feeling unwell.</p> <p>A weekly health questionnaire will be sent out to all attending site with a reminder that should they display symptoms or feel unwell during the week they must self isolate immediately and inform the school.</p> <p>School nurse/matron moved to locality of classrooms.</p>		
11	Transit spaces (corridors), social zones (car parks, common rooms, playgrounds) not being configured to SD rules.	<p>Transit spaces minimised to reduce risk.</p> <p>Parents to remain in cars at drop off and pick up.</p> <p>Pupils to enter through the gate one at a time.</p> <p>Markings on the ground in transit areas to show pupils where to stand and correctly SD.</p> <p>Junior Corridor to be marked up using tape to show the required distance.</p>		



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		<p>Each bubble to have a separate outside area for play and lunch where possible.</p> <p>Only pupils of one bubble allowed in toilet facilities at any one time. Separate cubicles, sinks and urinals marked up for each bubble.</p>		
12	Learning and recreational spaces not configured to SD rules.	<p>Classrooms measured to ensure SD can be adhered to. Furniture moved around to ensure each pupil has their desk and chair at a suitable distance from one another and the teacher.</p> <p>Outdoor space split into zones so that each bubble keeps to their area.</p> <p>Pupils not allowed to use the Fort or the Island.</p>		
13	Lack of consideration of different age groups provided for in timetabling, length of the school day and exposure to other age groups.	<p>Only year 6 return initially and will be kept in 2 groups.</p> <p>Pupils will follow the DL timetable to enable those absent to access the curriculum.</p>		
14	No system in place to deal with bereavements, trauma, anxiety, behavioural issues.	<p>School counsellor is available via teams.</p> <p>All staff INSET at the start of ST on child trauma.</p> <p>Assistant Head Pastoral will be kept up to date with any issues and a school nurse or matron will always be available when pupils are on site.</p>		

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

	Hazard	Control Measures	Outcome	Remarks / Re-assessment
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1	Lack of review, update or sharing of safeguarding, code or practice, and staff handbook policies.	Safeguarding policy has been updated to reflect current situation. The document 'Phased return to school – a Guide for parents and staff' to run alongside code of conduct and staff handbook.		
2	DSL and ADSL not easily contacted and their contact information not known to all.	Information is displayed in school and included and the back of the guide for staff and parents. It is also on the website.		
3	No COVID-19 specific policy that includes medical responses, SD, teaching, socialising, feeding, hydration, well-being etc.	The document 'Phased return to school – a Guide for parents and staff' has been produced to cover these items.		
4	Fire drills, routes and assembly points not rehearsed. (16.5.20)	Pupils will be reminded of normal fire rules and the nearest exit and will complete a walk-through fire drill in the first week back. Pupils will know about this in advance so as to protect SD protocols during the drill.		
5	Class sizes not reduced and kept together in their "bubble" (minimising contact with others) or properly supervised. (14.5.20)	Classes reduced in size to ensure that SD rules can be adhered to in the classroom. Bubble maintained throughout the day with the pupils in the class, 2 teachers per class and the matron or nurse (who will have access to PPE).		
6	Needs of each age group and class not considered separately in terms of support, activities and facilities. (14.5.20)	Only year 6 are coming back initially so all activities will be tailored to this age.		
7	Staff not having sufficient down time / rest during the working day / week? (14.5.20)	2 staff will be allocated per class to allow for breaks and a shorter day will be run.		
8	Lack of new staff and pupils induction. Registration and recruitment processes not adapted or compliant.	Induction continues as normal, as do recruitment processes.		



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		Registration also runs as normal.		
9	SCR and required documents not properly verified or recorded. (16.5.20)	SCR is maintained as normal and all documents will be checked as normal.		
10	Plans to working and learning outside not fully considered (17.5.20)	Lessons can be outside if possible but unlikely; most lessons delivered in classrooms via Teams. Lunch will be outside if weather permits. SD will be adhered to.		
11	Opportunities for non contact sport, adventure play, Forest School, gardening etc not regulated or considered (17.5.20)	Activities will be in the afternoon, outside and only with their bubble. It will not involve contact or sharing of equipment. All equipment used will be cleaned afterwards by the supervising adult. Pupils and staff to adhere to SD rules during all activities.		
12	Sporting, play and SD rules unclear to staff, pupils, parents and visitors.	Rules will be communicated clearly to all stakeholders and reminders will be given verbally as well as signage posted around site.		
13	Drama, dance and music activities not applying SD or hygiene rules	SD rules apply to all activities on site.		
14	Risk Assessment for sport, play, drama, dance and music activities not properly formulated. (17.5.20)	Separate risk assessment done for activities.		
15	Staff meetings and staff rooms unregulated in terms of space, equipments, resources (copiers, kettles, biscuits tins etc) timings, SD and purpose.	Staff advised not to be on site apart from those required for teaching. No catering provided, staff bring in their own lunches and water bottles. Staff room and staff areas will be cleaned daily.		
16	Security, CCTV and access systems not regularly checked, updated and (where necessary) re-coded.	Security systems run as usual.		
17	Parent, Pupil, Staff, Contractor, Visitor drop-off and pick-up procedures, in and out routes not been shared, understood or applied.	These are all communicated in the document 'Phased return to school – a Guide for parents and		



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		staff" for parents and staff, which is available on the website.		
18	Transit spaces (corridors), social zones (common rooms / playgrounds) not configured to SD rules.	All areas in use by pupils marked to show SD rules.		
19	Classrooms don't reflect SD layout, PPE, screening and regular cleaning rules.	Classrooms reconfigured to reflect SD layout, teachers provided with gloves and cleaning equipment to clean regularly touched items and cleaners to clean thoroughly when class are outside.		
20	Minimising contact and mixing not effective in the classroom and during breaks. (17.5.20)	Classes to be kept separate, all to enter the building one at a time. Staff supervision in place to oversee adherence to SD protocols.		
21	No regular breaks for handwashing during the school day. (17.5.20)	Pupils and staff to be reminded to handwash upon arrival, before and after breaks and lunch.		
22	Insufficient hygiene stations at entrances, exits, toilets, classrooms, play areas, common rooms, staff areas etc (16.5.20)	Sanitiser to be outside each classroom and in the toilets. Pupils go straight to toilet facilities after every break to wash hands.		
23	Hygiene stations not stocked, checked and cleaned regularly. (16.5.20)	Checked by the cleaners daily and refilled as needed.		
24	Unnecessary items not removed from classrooms and other learning environments. (14.5.20)	All unnecessary items removed before the return of pupils.		
25	Soft furnishings, soft toys and items that are hard to clean not removed and stored securely. (14.5.20)	All soft furnishings removed before return of pupils.		
26	Staff unable to manage, whilst in the transition phase, both in school and remote learning.	Distance learning to continue to minimise impact on staff and children that are unable to attend.		



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27	Assemblies, break times, drop-off and collection times not sufficiently well staggered. (14.5.20)	Only 18 pupils so drop off and collection at one time (potentially staggered) but lunches to be separated. No assemblies or Chapels.		
28	Meal times not de-conflicted or possible to achieve SD in the servery and dining areas whilst still providing sufficient nourishment.	Packed lunches to be had in bubbles, outside if possible but in the classroom if not.		
29	Hazards and risks of providing breakfast and after school clubs not understood. (14.5.20)	n/a		
30	Medical advice for vulnerable staff and children not being followed and insufficient support both at school / home. (14.5.20)	School nurse to ensure medical advice is followed at all times. Questionnaire to staff and pupils asks if they, or their families, are considered to be clinically (extremely) vulnerable.		
31	Pupil and staff mental health and wellbeing not properly considered with individual needs not identified or support. (14.5.20)	Staff wellbeing to be monitored through regular check ins and reminders about the employee assistance program. Pupil wellbeing to be monitored by all staff and concerns flagged to form tutors and Assistant Head Pastoral. Staff MH Survey completed in relation to the return to school.		
32	Re-scheduling of activities not operating efficiently or safely due to SD rules and timings (14.5.20)	All activities to operate within SD parameters.		

Medical Risk Assessment in the COVID-19 Environment

	Hazard	Control Measures	Outcome	Remarks / Re-assessment
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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. (14.5.20)	Weekly health questionnaire designed to highlight if anyone might be at risk. Daily temperature checks. Small class sizes of 9. SMT to remain informed about the science of transfer of the virus as the government provides updates.		
2	Hygiene rules not effective. "catch it, bin it, kill it" not re-publicised or applied. (14.5.20)	Signage around site.		
3	No / insufficient staff supervising / supporting normal medical staff?	A nurse or matron on duty at all times.		
4	Insufficient medical staff to deal with temperature testing, isolating and monitoring suspect COVID-19 cases, outside appointments and normal medical issues.	Only 18 pupils on site.		
5	Insufficient First Aid trained personnel (ratio) for pupils in School (16.5.20)	Nurse or matron always available. All staff first aid trained.		
6	No or insufficient training for those operating temperature testing or other precautions that require new equipment. Training not recorded for future reference. (14.5.20)	School nurse will oversee that temperatures are correctly taken.		
7	Medical policy, procedures and appropriate response to spectrum of medical issues not being revised or shared?	Normal policy to apply except in the case of suspected Covid-19. All parents and staff to be made aware of procedures to be followed in the case of suspected Covid-19. (cf The document 'Phased return to school – a Guide for parents and staff')		
8	Medical room(s) improperly equipped.	New supplies purchased to ensure latest guidelines can be complied with.		



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		Good stock levels of PPE and other medical resources.		
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.	Minimal PPE to be used except by school nurse and matron. School nurse to oversee use of PPE.		
10	Sickness management rules and the “don’t come to work if you are ill” not understood or observed. (14.5.20)	Weekly health questionnaire to highlight the importance of this. School nurse monitoring staff health as well as pupils’.		
11	Different age groups with different risk profiles for each group of staff and pupils not risk assessed? (14.5.20)	All staff and families to be asked before return if there are any special considerations via questionnaire, and updated weekly via questionnaire.		
12	School unaware of any staff and pupil pre-existing medical conditions.	As above.		
13	Lack of knowledge on whom has been tested (positive or otherwise) for COVID-19 and if it is recorded (for elimination purposes). (16.5.20)	This to be recorded through the weekly questionnaire.		
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.	As above.		
15	Lack of recording of which staff and pupils have been sent home with COVID-19 symptoms (a cough, high temperature or shortness of breath).	A record to be kept of this in case contact tracing is needed. To be kept by school nurse.		
16	Lack of regular dialogue with those that have suffered from COVID-19 and / or are isolated at home.	All pupils at home can access DL and have a twice weekly mentoring service. Staff to be called by member of SMT if absent from COVID-19.		
17	Inadequate information on who is shielding another family member and/or who has a condition that precludes their attendance at school. (14.5.20)	All staff and families to be asked before return if there are any special considerations, and this to be repeated weekly via the questionnaire.		
18	Insufficient proof of shielding and individual conditions? (14.5.20)	Covered in the questionnaire.		



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19	No separate area for temperature testing, holding and isolation of pupils/staff. Areas not easily identified or regularly cleaned?	Temperature testing at school gate. Isolation unit identified in the boarding house.		
20	Temperature testing undertaken using unsafe methods, not reflecting SD rules, not recorded or kept appropriately.	Infra red forehead thermometers purchased specially for this purpose. No human contact necessary.		
21	Insufficient or no procedure for summoning emergency services, lack of safe RV and cleared routes in and out.	Usual procedures apply and usual routes available.		
22	Visits of or to GPs / nurses / dentists and local surgeries changed and not known by staff and or pupils (16.5.20)	School has fully trained nurse on site. School or parents to find out provision of service form local surgeries as and when needed.		
23	No regular supervision of staff and pupils to ensure they comply with hygiene rules (and the use of PPE where specified as needed)	All explained fully in the document 'Phased return to school – a Guide for parents and staff' for parents and staff, signage around site.		
24	Insufficient registration, induction, supervision and temperature checking of contractors where essential work is required on site.	Contractors only attend if essential. Kept away from staff and pupils and reminded of social distancing and hygiene good practice.		
25	Medical staff have insufficient or unsuitable PPE, cleaning materials and training for tasks.	School nurse provided a list of equipment needed based on Government guidelines and this was purchased. Regular cleaning materials restocked.		
26	Lack of policy / procedures on washing school clothes so as to prevent infection of staff and pupils.	All staff and pupils required to wash clothes every night and wear clean items each day. This is explained in the document 'Phased return to school – a Guide for parents and staff'.		

	Hazard	Control Measures	Outcome	Remarks / Re-assessment
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1	Boarding policies and procedures not updated, regularly reviewed and communicated.	Boarding house not open at the current time.		
2	Security and access systems not regularly checked, updated and re-coded.	As above		
3	Boarding staff have inappropriate PPE, cleaning materials and training for tasks.	As above		
4	Procedures for welcoming back overseas pupils not applied. (16.5.20)	As above		
5	Insufficient space and resources for isolating overseas pupils (for 2 weeks?) on their return. (16.5.20)	As above		
6	SD, separation and socialising rules not adhered to in the boarding house.	As above		
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. (16.5.20)	As above		
8	Fire instructions and new procedures not reviewed, understood or rehearsed.	As above		
9	Fire drills, routes and assembly points not rehearsed. (16.5.20)	As above		
10	Insufficient rooms to isolate and supervise pupils (and staff).	As above		
33	Laundry, bedding, furnishings, games and items that are hard to clean not removed and stored securely. (16.5.20)	As above		
11	Staff to pupil ratio does not reflect SD rules (including medical and emotional support).	As above		



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12	Insufficient bathroom facilities if bed spaces have been reconfigured.	As above		
13	Clothes and bed linen not washed regularly and at appropriate setting (65°)	As above		
14	Boarders not equipped with authorised equipment to stay-in touch with parents.	As above		
15	Boarders aware of global news and how it may effect them or their family. (16.5.20)	As above		

Boarding Risk Assessment in the COVID-19 Environment

Support Staff Risk Assessment in the COVID-19 Environment

	Hazard	Control Measures	Outcome	Remarks / Re-assessment
1	Support staff not briefed on changes regularly.	All staff receive staff meeting minutes and the document 'Phased return to school – a Guide for parents and staff'.		
2	Support staff have insufficient/inappropriate PPE, cleaning materials and training.	Sufficient stock has been purchased and staff been involved in the purchasing process.		
3	Cleaning regimes not reviewed or inspected regularly and not conforming to revised hygiene rules.	Totally new cleaning regime put in place to adhere to Government guidelines.		
4	Security and access systems not regularly checked, updated and re-coded.	Maintained as usual. Door codes to be changed before return to school.		
5	Reconfigured areas, zones and routes hampering fire exits and routes.	Area chosen for ease of access/exit. Access not impeded.		
6	Fire and other emergency procedures not reconfigured, routes not clear or regularly inspected.	Existing fire procedures apply.		



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Facilities Management Risk Assessment in the COVID-19 Environment

	Hazard	Control Measures	Outcome	Remarks / Re-assessment
1	Insufficient heating and/ or cooling system (including insufficient fuel levels if applicable). (16.5.20)	Levels have been checked and left sufficient. Heating turned off for summer.		
2	Insufficient gas supply, venting and valves?	Levels have been checked and maintained as usual.		
3	Air conditioning units, ducts not checked on re-occupying school facilities. (17.5.20)	n/a		
4	Ventilation and extraction systems not checked. (16.5.20)	All maintained as usual.		
5	Electrical tests not up-to-date including emergency lighting and PAT	Tests being carried out as usual. All emergency lighting tested during lockdown.		
6	All electrical equipment brought in to school PAT tested? (16.5.20)	No new equipment to be brought onto site.		
7	Water testing for temperature, flow and legionella not in date for test.	Tests to be carried out as usual.		
8	Water supply not tested for legionella on re-opening facilities. (16.5.20)	Maintenance team to flush system thoroughly before re-opening.		
9	Swimming Pool not secure or inspected regularly. (16.5.20)	Pool not being commissioned.		
10	Insufficient arrangements for the operation, cleaning (and use) of the swimming pool.	Pool not being commissioned.		
11	Fire alarm panel, system and extinguishers not in date and not serviced.	Servicing happening as usual following SD rules.		
12	Kitchen not reconfigured, stocked and cleaned if closed over a long period. (16.5.20)	This will be done by the catering team 2 weeks before we re-open the kitchen.		
13	Insufficient chefs, supervising staff and cleaners to maintain high standards of hygiene. (16.5.20)	Only a small area of the school open so that it can be kept clean.		
14	Servery and dining room rules not properly considered, inadequate or safe. (16.5.20)	Dining room not open.		



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15	Insufficient drinking supplies and hydration available in dining room. (16.5.20)	Dining room not open.		
16	Laundry wash and dryers not serviceable, unable to cope with demand, temperature requirements and insufficient wash products.	No laundry with the closure of the boarding house.		
17	Suspended services not re-set. (16.5.20)	All reset as needed. (See above)		
18	Approach not agreed to any scheduled or ongoing building works. (17.5.20)	NA		
19	Suppliers not following appropriate SD and hygiene measures (17.5.20)	Suppliers not permitted in the same area as pupils and staff.		
20	Waste procedures not reviewed or sufficient.	Bins emptied every day in line with current advice.		
21	Pest control services not recorded, deficiencies not identified or actioned.	Being run as usual.		
22	School vehicles not fully registered, insured, maintained and stocked with appropriate hygiene materials.	Not being used but are being run to ensure batteries don't go flat.		