



COVID-19 Risk Assessment for Senior School at 5th January 2021 (Critical workers' children in Years 7 and above)

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.	Amend to safeguarding practices sent to staff and shared with parents 03.04.20	Low risk	Further updated and shared in September 2020.
B	Government advice not being regularly accessed, assessed, recorded and applied.	Government advice is received on a daily/weekly basis through the Department of Education, Public Health England, Headmasters' and Headmistress' Conference, Independent Schools' Bursars' Association and others. This is reviewed on receipt by members of the SMT/The Nurse and disseminated to other staff/governors as appropriate.	Low risk	



COVID-19 Risk Assessment for Senior School at 5th January 2021 (Critical workers' children in Years 7 and above)

C	Staff and parents do not know or understand the 'system of controls' and how they are applied	Staff have been addressed in HoDs meetings before term starts and full COVID briefings have been given. Information has been disseminated to teaching and support staff re the return to critical worker provision and the controls in place. Parents have received a detailed letter on 24th August explaining full COVID controls and an update letter has been sent re critical worker provision.	Low risk	
D	Changes not regularly communicated to staff, their unions, pupils, parents and governors	Any changes to procedures as a result of changing guidelines are to be immediately notified to all relevant parties before being implemented.	Low risk	
E	Changes to assessments, procedures and other important matters not reviewed by Governors	All significant changes to risk assessments or procedures will be reviewed by the governors through either the regular schedule of meetings or through calling an emergency meeting if necessary.	Low risk	
F	Insurers not consulted with school's re-opening and / or amended plans	Confirmed with insurance broker that insurance is valid as long as government guidelines are followed.	Low risk	
G	Local authority and health protection team not engaged prior to the beginning of term	School Nurse liaising as appropriate	Low risk	



COVID-19 Risk Assessment for Senior School at 5th January 2021 (Critical workers' children in Years 7 and above)

H	Active engagement with NHS Test and Trace and the procedures not understood by all staff and parents.	Communicated in letter to parents (shared with staff) on 24th August. Also covered verbally in staff meetings.	Low risk	
I	Record of names of pupils/staff in their groups/bubbles, locations visited, seating arrangements not updated on a regular basis.	Pupils in school during this period are being kept in distinct very small groups according to their usual bubbles and asked to sit in the same seat each day to enable close contacts to be determined if necessary.	Low risk	
J	Insufficient information to identify close contacts of symptomatic individuals and support contact tracing	Tried and tested system in place to quickly identify contacts.	Low risk	
K	No contingency plans for self-isolation of individuals, groups, multiple pupils or staff.	Contingency plans in place to ensure continuity of education for individuals and groups who are self-isolating through the use of Google Classroom. Testing system also set up to enable serial testing of close contacts (where resources allow in relation to the number of contacts identified) to prevent isolation when this is appropriate.	Low risk	



COVID-19 Risk Assessment for Senior School at 5th January 2021 (Critical workers' children in Years 7 and above)

L	Insufficient preparations to communicate with parents, carers, staff and pupils in case of infection and groups needing to self isolate.	Template letters in place and tried and tested system in place to ensure swift and appropriate communication.	Low risk	
M	Insufficient consideration to minimising contact and maximising distance between all those in school wherever possible	Due to the small numbers of critical worker children in the senior school, social distancing and minimising of contacts can be maintained.	Low risk	
N	Social Distancing (SD), hygiene and ventilation rules not sufficiently robust, understood, communicated, applied or checked.	Initial letter/handbook sent to parents on 24th August setting out SD and hygiene rules. Staff given instructions both in writing and verbally on SD, ventilation and hygiene rules. Reminder posters around school. Reminder communications to be regularly sent to staff and parents to ensure the rules are adhered to over time.	Low risk	
O	SD rules and safety precautions for activities (play, games, drama, music) not understood or adhered to	Such activities not taking place as part of senior school critical worker provision	Low risk	



COVID-19 Risk Assessment for Senior School at 5th January 2021 (Critical workers' children in Years 7 and above)

P	Unsuitable enhanced cleaning regime not regularly re-assessed or revised for high-risk areas such as toilets, door handles, keypads, switches, hand rails and frequently used hard surfaces.	Provision for critical worker children is being centred around the sixth form centre and therefore cleaning resource appropriate to the number of staff and pupils in school is being focussed on this area.	Low risk	
Q	Access to school not controlled effectively and visitor (if allowed) details not recorded.	Senior school critical workers' children will be based in the Queen's Building. Entrance to school will be via the main entrance to the Queen's Building. No visitors are to be allowed unless previously agreed with the Principal as essential. Any such visitors will sign into either the Queen's Building or directly with the Estates Manager, as appropriate, and be asked to use the hand sanitiser before being allowed in school and will be accompanied.	Low risk	
R	Insufficient supplies of hygiene materials and not readily available, suitably stored or located	The Nurse has reviewed stocks of tissues, soap, wipes, hand sanitiser which is available in sufficient quantities to be placed in every	Low risk	



COVID-19 Risk Assessment for Senior School at 5th January 2021 (Critical workers' children in Years 7 and above)

		<p>classroom and communal areas. Gloves, aprons and masks are available for those staff requiring them in specific situations.</p> <p>Stocks to be reviewed on a weekly basis and replenished as necessary.</p>		
S	Insufficient contingency plans for changes to school operation, local or national lockdown, re-closing, loss of catering or teachers	National lockdown now implemented and onsite provision in place for critical worker children alongside simultaneous home learning for all other pupils.	Low risk	
T	Insufficient contingency plans in case of medical need for self-isolation of individuals, multiple pupils, staff or local outbreaks.	Due to low staff numbers needed on site, there are plenty of staff available to cover critical worker provision should a number of staff be ill or have to self-isolate.	Low risk	



COVID-19 Risk Assessment for Senior School at 5th January 2021 (Critical workers' children in Years 7 and above)

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).	Various communication channels employed to ensure as many people as possible are captured - email, social media, website. Where communications are urgent a text will also be sent to alert the recipient that there is an email to be checked.	Low risk	
2	Staff, parents and pupils returning to school not provided with full induction process or aware of changes and potential hazards.	Various letters, videos and verbal briefings have been given since the return to school in September to ensure all are aware of the procedures and potential hazards.	Low risk	
3	Lack of a robust feedback and reply system to ensure best practice and two-way communications for pupils, parents, staff and governors	Pupils, parents, staff and governors are all aware of how to contact SMT to give feedback and ask questions and all queries will be responded to. Regular surveys are currently sent to pupils for feedback on the provision in place.	Low risk	



COVID-19 Risk Assessment for Senior School at 5th January 2021 (Critical workers' children in Years 7 and above)

4	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.	Principal and Bursar as SLT leads: chairman and H&S link governor.	Low risk	
5	No school representative identified to liaise with the local authorities and health protection team.	School Nurse is performing this role. Successful liaison has occurred whenever a positive case has arisen.	Low risk	
6	Local authorities and health protection teams not engaged prior to re-opening.	Significant engagement to date.	Low risk	
7	Lack of knowledge of where pupils/staff have travelled from on holiday or at weekends.	Regular email communications on the rules are sent out but are reliant on parent/staff honesty - risk reduced due to national lockdown currently in place,	Low risk	
8	Insufficient information on where pupils, staff and visitors have been located in school including the make-up of bubbles and activity groups.	critical worker children are being kept in distinct areas during the day to minimise contacts and enable tracing to take place. Staff in school are minimal and only essential visitors allowed and these will be tracked.	Low risk	
9	Lack of mechanism for parents of pupils with significant risk factors to discuss concerns and provide	School Nurse co-ordinating and can discuss with any parents of critical	Low risk	



COVID-19 Risk Assessment for Senior School at 5th January 2021 (Critical workers' children in Years 7 and above)

	reassurance of the measures put in place to reduce the risk in school.	worker children uncertain on whether to send their children into school.		
10	Lack of robust rules / procedures for hygiene standards for staff and pupils – and failure to adequately enforce standards	Letter/handbook sent to all staff and parents regarding the SD and hygiene rules in school and regular reminders will follow. Posters in school will also act as a reminder. Staff will ensure pupils wash their hands with soap and water at regular intervals including on entrance to school and hand sanitiser will be provided in all classrooms and communal areas.	Low risk	
11	Class and activity rooms not properly and regularly ventilated with fresh air	All staff have been briefed on the need for natural ventilation in all rooms whilst occupied and the government guidance shared. Observations show that this is well complied with.	Low risk	
12	Staff not trained or regularly updated in COVID-19 symptoms, SD and how these rules apply to teaching?	Staff have been made aware of the symptoms of COVID 19 and any updates from the government will	Low risk	



COVID-19 Risk Assessment for Senior School at 5th January 2021 (Critical workers' children in Years 7 and above)

		be passed on. Staff have been made aware of the SD, hygiene and infection control policies and procedures both in writing and at staff meetings and understand how these apply to their role.		
13	School transport not operating to reflect SD, hygiene, PPE and cleaning arrangements.	Only a few critical worker children are using the dedicated bus services which ensures significant SD.	Low risk	
14	At drop-off and pick-up parents remain in vehicles and SD outside gates and entrances.	No need for drop off and pick up times to be staggered due to the limited number of pupils using the service. Parents are expected to remain in their vehicles whilst dropping children off.	Low risk	
15	Staff and parents not cleaning frequently touched surfaces of bike, car, pram etc before and after journeys to school	All staff and pupils will be asked to wash/sanitise hands on entry to mitigate this risk.	Low risk	
16	Transit spaces (corridors), social zones (car parks, common rooms, playgrounds) not being configured to SD rules.	Pupil numbers using this provision are low enough to allow for SD	Low risk	



COVID-19 Risk Assessment for Senior School at 5th January 2021 (Critical workers' children in Years 7 and above)

		<p>within the different areas of the Queen's Building. Outside space is vast enough to allow for SD and pupils are old enough to use this space sensibly.</p> <p>One way system is already in place from last term and should still be followed.</p> <p>Staff room is set up for SD whilst in there - staff will be encouraged to remain in their teaching room as much as possible.</p> <p>No assemblies will take place at this time.</p> <p>Due to the low numbers using this provision, their age and the size of the outdoor space at the senior school, it is not felt necessary to zone areas for outdoor activities. These pupils will go outdoor for fresh air when on breaks and will be supervised to ensure sufficient SD.</p>		
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COVID-19 Risk Assessment for Senior School at 5th January 2021 (Critical workers' children in Years 7 and above)

17	Learning and recreational spaces not configured to SD rules.	<p>Numbers in classrooms will be limited.</p> <p>Desks are to be spread out to allow for as much distance as possible between pupils and pupils will be encouraged to stay at their own desk as far as possible.</p> <p>Due to the low numbers using this provision, their age and the size of the outdoor space at the senior school, it is not felt necessary to zone areas for outdoor activities. These pupils will go outdoor for fresh air when on breaks and will be supervised to ensure sufficient SD.</p>	Low risk	
18	Lack of consideration of different age groups provided for in timetabling, length of the school day and exposure to other age groups.	Pupil numbers using this provision are low enough to allow for SD within the different areas of the Queen's Building and there will be no need to change the timetable - pupils will continue to work on distance learning according to their	Low risk	



COVID-19 Risk Assessment for Senior School at 5th January 2021 (Critical workers' children in Years 7 and above)

		usual timetable in this supervised environment. After School Club and Breakfast Club only to be run for critical worker children to minimise numbers and to prevent mixing of groups.		
19	No system in place to deal with bereavements, trauma, anxiety, behavioural issues.	Our usual pastoral system, including the support of the Nurse, Counsellors and Chaplain remains in place to deal with such issues.	Low risk	
20	Strategy to keep children safe online not re-assessed and insufficient consideration of supervising access to the internet, checking apps, websites and search results etc.	Considered as part of safeguarding update.	Low risk	

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

	Hazard	Control Measures	Outcome	Remarks / Re-assessment
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COVID-19 Risk Assessment for Senior School at 5th January 2021 (Critical workers' children in Years 7 and above)

1	Lack of review, update or sharing of safeguarding, code or practice, and staff handbook policies.	All of these regularly reviewed, updated and shared.	Low risk	
2	Staff have insufficient instruction and training on identifying and supporting vulnerable pupils, parents and other staff	All staff attend annual safeguarding update which includes identifying vulnerable individuals and the correct procedures to follow. DSLs in place to lead.	Low risk	
3	DSL and ADSL not easily contacted and their contact information not known to all.	DSLs and ADSLs contactable at all times and all staff are aware of how to contact them.	Low risk	
4	No COVID-19 specific policy that includes medical responses, SD, teaching, socialising, feeding, hydration, well-being etc.	Individual policies amended as appropriate and separate COVID 19 procedures written where appropriate	Low risk	
6	Fire drills, routes and assembly points not rehearsed.	No change to fire routes or assembly points and the procedures have already been rehearsed as required this year. Reminders given to staff and pupils that fire safety trumps SD rules and, in the event of a fire, to leave by the usual exit even if this goes against the one-way system set up in	Low risk	



COVID-19 Risk Assessment for Senior School at 5th January 2021 (Critical workers' children in Years 7 and above)

		corridors/stairs. In the event of a fire, staff and pupils will go to their usual assembly point but staff will attempt to ensure that the pupils adhere to SD as much as possible whilst at this point.		
7	Class sizes not reduced and kept together in their "bubble" (minimising contact with others) or properly supervised.	Numbers of children in each classroom will be kept to a minimum to allow for SD to apply as much as possible in classrooms. Teachers and their classes will form 'bubbles' that will stay together throughout the school day and will have minimal contact with other groups.	Low risk	
8	Needs of each age group and class not considered separately in terms of support, activities and facilities.	Work set by specialists who understand pupil capabilities and all supervisors are experienced secondary teachers with access to Schools' safeguarding and counselling services.	Low risk	
9	Staff not having sufficient down time / rest during the working day / week?	Staff rotas in place.	Low risk	



COVID-19 Risk Assessment for Senior School at 5th January 2021 (Critical workers' children in Years 7 and above)

10	Lack of new staff and pupil induction. Registration and recruitment processes not adapted or compliant.	Not applicable to January re-start as no new staff or pupils.	Low risk	
11	Staff moving between classes not maintaining distance from pupils and other staff (ideally 2m between adults).	Staff movement around school should be minimal for the critical worker provision. One way system is in place for when movement does take place. Classrooms being used will allow 2m distance between staff and pupils. Face masks to be worn in communal areas when SD cannot always be maintained	Low risk	
12	Staff and pupils not wearing face coverings whilst moving between classrooms or activities.	Face masks to be worn in communal areas and when moving around school when SD cannot always be maintained.	Low risk	
13	Roles conducive to home working and therefore helping to reduce infection not identified.	All staff who can work from home are doing so with minimal staff in school each day.	Low risk	
14	Contact between groups or bubbles is not minimised or distance between individuals maintained and properly supervised.	Numbers of children in each classroom will be kept to a minimum to allow for SD to apply as	Low risk	



COVID-19 Risk Assessment for Senior School at 5th January 2021 (Critical workers' children in Years 7 and above)

		much as possible in classrooms. Teachers and their classes will form 'bubbles' that will stay together throughout the school day and will have minimal contact with other groups.		
15	Insufficient control measures for larger groups with greater risk of infection and need to isolate.	No large groups in school at this time.	Low risk	
16	Insufficient controls for those pupils allowed to mix into wider groups for specialist teaching, wraparound care and transport.	Not applicable in a time of solely critical worker provision.	Low risk	
17	Younger pupils not supported in understanding the importance of maintaining distance, not touching staff and their peers - where possible.	Not applicable at senior school.	Low risk	
18	No specific help and preparation for the changes to routine for pupils with SEND.	Learning support staff/Nurse to assist where necessary.	Low risk	
19	Classrooms do not have side-by-side seating or forward facing desks to reduce risks.	All classrooms being used by critical worker children have forward facing desks with enough room for SD.	Low risk	
20	ITT trainees not sufficiently briefed, hosted and integrated in their support to school.	No ITT trainees at the senior school at the moment.	N/A	



COVID-19 Risk Assessment for Senior School at 5th January 2021 (Critical workers' children in Years 7 and above)

21	Volunteers not checked, left unsupervised, allowed to work in regulated activity or unsupported..	Normal vetting of all volunteers (if used, which will only be if absolutely necessary) will be carried out in line with safeguarding procedures.	Low risk	
22	Recruitment process and pre-appointment checks not following legal requirements.	Any recruitment activity will adhere to Safe Recruitment Procedures and required documents will be verified in line with new guidelines.	Low risk	
23	SCR not updated with DBS related issues and required documents not properly verified or recorded.	SCR kept up to date and all documents verified in line with new guidelines	Low risk	
24	External coaches, clubs and organisations for curricular activities not risk assessed, or systems of control measures implemented.	No such activities taking place at this time.	N/A	
25	Opportunities for non contact sport, adventure play, Forest School, gardening etc not regulated or considered	No specific outdoor activities planned although pupils will be encouraged to use outdoor space at break times with SD in place. Break time activities will be supervised to ensure sufficient SD.	Low risk	
26	Physical education, sport and physical activities not following the measures in their systems of controls.	No such activities planned for the critical worker provision although	Low risk	



COVID-19 Risk Assessment for Senior School at 5th January 2021 (Critical workers' children in Years 7 and above)

		pupils will be encouraged to use outdoor space at break times with SD in place. Break time activities will be supervised to ensure sufficient SD.		
27	Indoor sports and activity areas not sufficiently well and regularly ventilated with fresh air	No indoor sports taking place.	N/A	
28	Pupils not kept in consistent groups, maximising distance between pupils or paying scrupulous attention to cleaning and hygiene during sports activities.	No sporting activities taking place.	N/A	
29	Sports equipment not sufficiently cleaned between each use by different individual groups.	No sporting activities taking place.	N/A	
30	Risk assessment for play, drama and dance activities not re-assessed, applied or checked.	No such activities taking place at this point.	N/A	
31	Added risk of infection where there is singing, chanting, playing wind or brass instruments not reviewed.	No such activities taking place at this point.	N/A	
32	Shared staff spaces are not set up or used to allow staff to distance from each other.	Staff social spaces have been reconfigured to ensure chairs are socially distanced and staff told to be seated whilst in there and to wear mask until seated at a distance from others. Only one	Low risk	



COVID-19 Risk Assessment for Senior School at 5th January 2021 (Critical workers' children in Years 7 and above)

		<p>person allowed at the tea point at a time.</p> <p>Staff will be encouraged to wash their hands before and after making drinks to reduce transmission to/from shared resources.</p> <p>Workstations in staff room have screens between them to decrease the likelihood of transmission while sitting at the computer next to another. Wipes have been left in the staffroom and staff will be encouraged to wipe down the computer keyboard and mouse before use.</p> <p>As there are a significantly reduced number of staff on site the risk is reduced in this area.</p>		
33	Staff schedules do not build in the need to avoid increases in unnecessary and unmanageable workload burdens	Non-contact time remains within timetable as usual. Staff used in school are those with no/very little live teaching for the pupils learning remotely to spread the burden.	Low risk	



COVID-19 Risk Assessment for Senior School at 5th January 2021 (Critical workers' children in Years 7 and above)

34	Staff unable to manage the provision of both in school and remote learning	<p>Those pupils in and out of school will have the same lessons via Google so there is no different provision for the two groups.</p> <p>Staff used in school are those with no/very little live teaching for the pupils learning remotely to spread the burden.</p>	Low risk	
35	Security, CCTV and access systems not regularly checked, updated and (where necessary) re-coded.	All checked as normal.	Low risk	
36	Parent, Pupil, Staff, Contractor, Visitor drop-off and pick-up procedures, in and out routes not been shared, understood or applied.	<p>Drop off and pick up procedures to be communicated to parents in return to school letter/handbook with regular reminders given if necessary. Staff will be given rules in writing and at staff meetings and will be regularly reminded if necessary.</p> <p>Cleaning contractors to be given instructions on arriving safely and on SD rules whilst on site (at the end of the day only when minimal</p>	Low risk	



COVID-19 Risk Assessment for Senior School at 5th January 2021 (Critical workers' children in Years 7 and above)

		children and staff are around). Other contractors and visitors only to be allowed on site where essential and will be accompanied.		
37	Appropriate safety measures not in place for wraparound childcare.	Very few pupils using this service therefore SD and minimising of contacts easy.	Low risk	
38	Transit spaces, social zones not configured to separate different groups.	One way system in place and critical worker children are being kept in bubbles to reduce close contacts as far as possible. Numbers using the provision are minimal.	Low risk	
39	Classrooms don't reflect recommended layout, PPE, screening, enhanced cleaning rules and timings	Due to low numbers of critical workers children, classrooms are being used in a SD manner with cleaning levels appropriate to the fact that the children are using the same desk all day and not moving around school.	Low risk	
40	Hand washing not part of the school culture or routine	Regular handwashing/sanitising is woven into the school day with	Low risk	



COVID-19 Risk Assessment for Senior School at 5th January 2021 (Critical workers' children in Years 7 and above)

		sanitiser stations at regular points around school.		
41	Insufficient hygiene stations at entrances, exits, toilets, classrooms, play areas, common rooms, staff areas etc.	Sanitisation stations have been provided in every entrance as well as in various points along every corridor and all staff and pupils will be encouraged to use these on entry to school and before entering any room.	Low risk	
42	Hygiene stations (including bins) not stocked, checked, emptied and cleaned regularly.	Bursar, Estates Manager and School Nurse review all stocks on at least a weekly basis.	Low risk	
43	Unnecessary and unused items (including soft toys, soft furnishings and spare furniture) not removed.	All unnecessary items that cannot be cleaned have been removed and stored.	Low risk	
44	Individual and frequently used equipment, such as pens and pencils not shared by staff or pupils.	As much as is practical, staff and pupils will use their own equipment - there should be no need for shared equipment to be used for critical worker provision.	Low risk	
45	Management of shared resources not frequently and meticulously cleaned or left unused for period of 48-72 hours.	As above	Low risk	



COVID-19 Risk Assessment for Senior School at 5th January 2021 (Critical workers' children in Years 7 and above)

46	Regulating the use and cleaning of locker, changing rooms, toilets and showers not managed and supervised.	Should only apply to toilets during critical worker provision and numbers are low enough for this not to be an issue.	Low risk	
47	Pupils not limiting the amount of equipment brought into school daily to essentials such as bags, lunch boxes, hats, coats, books, stationery and mobile phones.	Pupils and parents have been told to minimise the items brought in to essentials and that these must remain in bags unless needed during the school day.	Low risk	
48	Pupils and staff taking necessary books and other shared resources home not sufficiently managed.	Should not be necessary during critical worker provision.	Low risk	
49	Outdoor playground equipment should be more frequently cleaned or left fallow.	No such equipment at the senior school	N/A	
50	Assembles, break times, meals, drop off and collection times not sufficiently staggered.	No assemblies at this time and numbers using critical worker provision sufficiently low to keep SD at all other times.	Low risk	
51	Non-overnight educational visits not organised in line with guidance.	Not taking place at present	N/A	
52	Meal times not de-conflicted or possible to achieve SD in the servery and dining areas whilst still providing sufficient nourishment.	School lunches to be provided as packed lunches rather than the usual hot provision. This allows	Low risk	



COVID-19 Risk Assessment for Senior School at 5th January 2021 (Critical workers' children in Years 7 and above)

		lunches to be collected and eaten SD which keeps class groups together and minimises mixing. This is manageable due to the low numbers using the critical worker provision.		
53	Organisation of breakfast and after school club not revised in to small, consistent groups and maintaining year groups or bubbles.	Breakfast and After School Club will only be used by a handful of critical worker children. Minimal numbers allow for SD.	Low risk	
54	Pupil and staff mental health and wellbeing not properly considered with individual needs not identified or support.	Pastoral system in place with the support of the Nurse, Counsellors, Psychological Therapist and Chaplain to help support pupil and staff mental health and wellbeing.	Low risk	
55	Insufficient support to address and equip pupils to respond to COVID 19 related issues.	Pastoral system in place with the support of the Nurse, Counsellors, Psychological Therapist and Chaplain to help support pupil and staff mental health and wellbeing.	Low risk	



COVID-19 Risk Assessment for Senior School at 5th January 2021 (Critical workers' children in Years 7 and above)

56	Plans, briefing and statistics for ISI/Ofsted visit not updated	Compliance Manager and Data Manager in place to ensure this is not the case.	Low risk	
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Medical Risk Assessment in the COVID-19 Environment

	Hazard	Control Measures	Outcome	Remarks / Re-assessment
1	Sickness management rules and the 'don't come to work if you are ill' not understood or observed.	Rules given verbally and in writing to staff with regular reminders.	Low risk	



COVID-19 Risk Assessment for Senior School at 5th January 2021 (Critical workers' children in Years 7 and above)

		COVID appendix added to absence policy and communicated to staff which makes not adhering to the rules a potential disciplinary offence.		
2	Staff and pupils who are ill or tested positive in the last 10 days do not know or are unwilling to stay at home.	Rules given verbally and in writing to staff with regular reminders. COVID appendix added to absence policy and communicated to staff which makes not adhering to the rules a potential disciplinary offence. Information given to parents and pupils at the start of term and regular reminders throughout the term.	Low risk	
3	The procedure for isolating or sending staff and pupils home or 10 days and arranging a COVID 19 test is not understood (if anyone becomes unwell in school).	Procedures developed by School Nurse and all staff informed of procedure verbally and in writing. If a member of staff/pupil is sent home with potential COVID 19 they will only be allowed to return after a negative result is communicated or they have completed the required	Low risk	



COVID-19 Risk Assessment for Senior School at 5th January 2021 (Critical workers' children in Years 7 and above)

		period of isolation/agreed to daily tests for 7 consecutive school days.		
4	Given the above the household or group members do not understand that they must self-isolate for 14 days.	Regular reminder messages to be sent to parents and staff.	Low risk	
5	No isolation room and separate bathroom available, inadequate signs for those waiting for collection and no access to PPE for those attending to unwell staff and pupils.	Medical room (which has attached bathroom) to be used as isolation area. PPE provided in all first aid kits.	Low risk	
6	Procedure is not clear for those staff who have helped someone with symptoms and pupils who have been in close contact.	Procedure developed by School Nurse and all staff informed of procedures verbally and in writing.	Low risk	
7	Procedures for reporting COVID 19 instances to external authorities not known or applied.	School Nurse aware of procedures and will take responsibility for reporting any instances.	Low risk	
8	Procedure for washing hands thoroughly for 20 seconds with soap and running water or using hand sanitiser after any contact with someone who is unwell is not understood or applied.	Procedure developed by School Nurse and all staff informed of procedures verbally and in writing.	Low risk	
9	Procedure for cleaning, with normal household bleach, the area around a person with symptoms after they have left (to reduce the risk of infection) is not understood or applied.	Procedure developed by School Nurse and all staff informed of procedures verbally and in writing.	Low risk	



COVID-19 Risk Assessment for Senior School at 5th January 2021 (Critical workers' children in Years 7 and above)

		Member of staff carrying out such cleaning will have appropriate PPE.		
10	Although a useful confidence measure, routine temperature is not a reliable method to identify COVID 19 (PHE advice refers).	Routine temperature testing not being applied. Temperature will only be taken if a pupil/staff member complains of feeling hot or generally unwell with other symptoms. If other symptoms exist (e.g. cough) then the individual will be immediately isolated and then sent home without testing temperature.	Low/medium risk	
11	Insufficient medical staff to deal with temperature testing, isolating and monitoring suspect COVID-19 cases, outside appointments and normal medical issues.	First aider to be on site every day and, under the guidance of the Nurse, who will be available for consultation.	Low risk	
12	Insufficient First Aid trained personnel (ratio) for pupils in school	Supervision rotas to include sufficient first aid trained staff.	Low risk	
13	No or insufficient training for those operating temperature testing or other precautions that require new equipment. Training not recorded for future reference.	First aiders/Nurse if available to conduct any temperature testing if COVID is suspected.	Low risk	



COVID-19 Risk Assessment for Senior School at 5th January 2021 (Critical workers' children in Years 7 and above)

14	Medical staff have insufficient or unsuitable PPE, cleaning materials and training for tasks.	School Nurse and other trained first aiders have been provided with appropriate PPE.	Low risk	
15	Insufficient registration, induction, supervision of contractors working on site.	Other than cleaning contractors, who are regular proxy members of staff and supervised as appropriate, contractors will be limited to essential maintenance and will be registered and supervised during their visit.	Low risk	
16	Young children not supervised using hand sanitiser and those with complex needs not supported in understanding importance of hygiene rules.	Not applicable to those in the senior school at the moment.	Low risk	
17	Hygiene rules re 'catch it, kill it, bin it' not re-publicised or applied.	All children to be supported by their class teachers in this respect. Regular reminders will be given with the issue regularly revisited by teachers and posters up around school.	Low risk	
18	Pupils not aware of behaviours which may increase the risk of droplet transmission (such as biting, licking, kissing or spitting).	Written into new behaviour code and all pupils have had an 'induction' in behaviour expectations.	Low risk	



COVID-19 Risk Assessment for Senior School at 5th January 2021 (Critical workers' children in Years 7 and above)

19	Insufficient or no procedure for summoning emergency services.	No change to usual procedures.	Low risk	
20	Actions for using first aid on those with no COVID 19 symptoms unclear and not briefed.	Procedure developed by School Nurse and all staff informed verbally and in writing.	Low risk	
21	First aid qualifications not up to date	Sufficient first aiders have up to date qualifications.	Low risk	
22	Pregnant women are in the 'clinically vulnerable' category and not following the relevant guidance	Pregnant women included in the vulnerable staff list and guidance on vulnerable/shielded staff will be followed.	Low risk	
23	Lack of School decision regarding the level of PPE required for pupils and staff. Insufficient training, face fit testing, use, care and disposal arrangements.	Clear policy in place regarding circumstances in which PPE is needed, in line with government guidance. Guidance on used of PPE has been given verbally and in writing to all staff and pupils by the School Nurse.	Low risk	
24	Different age groups with different risk profiles for each group of staff and pupils not risk assessed	School Nurse/HR reviewing individuals with higher risk profiles.	Low risk	



COVID-19 Risk Assessment for Senior School at 5th January 2021 (Critical workers' children in Years 7 and above)

25	School unaware of those that have been identified as Clinically Extremely Vulnerable via a letter to the individual from NHS or their GP	Staff and parents have been informed to let the school know of any individuals in this category.	Low risk	
26	CEV staff and pupils have not been advised whether to work from home or go to school during period of national restrictions	No CEV pupils and staff in school during this national lockdown.	Low risk	
27	Measures in school are not sufficiently robust for clinically vulnerable to return to school.	No CEV pupils and staff in school during this national lockdown.	Low risk	
28	Lack of knowledge on whom has tested positive for COVID 19 and if it is recorded (for elimination purposes). Evidence of negative result should not be requested.	If a member of staff/pupil is sent home with potential COVID 19 they will only be allowed to return after a negative result is seen or they have completed the required period of isolation. Regular reminders sent to parents and staff about informing school if any symptoms are suspected or close contact has been made with somebody who has tested positive. Nurse/Data Manager/School secretaries are keeping a daily record of all absences and reasons including details of positive testes.		



COVID-19 Risk Assessment for Senior School at 5th January 2021 (Critical workers' children in Years 7 and above)

29	School unaware of any staff and pupil pre-existing medical conditions.	Annual health assessments recorded and all staff and parents asked about any medical issues that make them higher risk as part of return to school questionnaires.	Low risk	
30	Lack of recording of which staff and pupils have been sent home with COVID-19 symptoms (a cough, high temperature or shortness of breath).	Nurse to keep records of those sent home with symptoms and they won't be allowed to return until either a test proves they are negative or the required self-isolation period has passed.	Low risk	
31	Lack of regular dialogue with those that have suffered from COVID-19 and / or are isolated at home.	Nurse/HR to contact in line with accepted policies.	Low risk	
32	Inadequate information on who is shielding another family member and/or who has a condition that precludes their attendance at school.	All staff and parents asked about such scenarios as part of return to school questionnaires.	Low risk	
33	No separate area for temperature testing, holding and isolation of pupils/staff. Areas not easily identified or regularly cleaned?	Isolation rooms set up at school with clear notices and will be used if any pupil/staff member shows symptoms until they can be collected. More than one room available for use if necessary. After use, room will ideally be closed up	Low risk	



COVID-19 Risk Assessment for Senior School at 5th January 2021 (Critical workers' children in Years 7 and above)

		for 72 hours before being thoroughly cleaned and open for use again. This will be achieved by having the use of more than one room. If necessary to clean and use in less than 72 hours, PPE will be worn by the person cleaning the room thoroughly.		
34	Temperature testing undertaken using unsafe methods, not reflecting SD rules, not recorded or kept appropriately.	Only conducted by nurse or trained first aiders in accordance with published procedures.	Low risk	
35	No regular supervision of staff and pupils to ensure they comply with hygiene rules (and the use of PPE where specified as needed)	Staff will supervise their own group of pupils to ensure they comply with SD and hygiene issues and any issues will be reported. Staff will be provided with regular reminders on the rules but will not be physically supervised due to the need to minimise the amount of contact with individuals outside their group.	Low risk	



COVID-19 Risk Assessment for Senior School at 5th January 2021 (Critical workers' children in Years 7 and above)

	Hazard	Control Measures	Outcome	Remarks / Re-assessment
1	Drivers not regularly briefed on changes or included in staff briefings and revised schedules and notices.	Dedicated school transport is via three external bus companies and guidelines for operation of the services have been agreed. Drivers of school minibuses will either be Estates staff or teachers who are included in all key staff briefings and understand the guidance in place. Minibuses only to operate for children in the same bubble. Critical worker children will not be transported on minibuses at this time.	Low risk	
2	Drivers not fully considered or supported (particularly relating to age and vulnerability).	Critical worker children will not be transported on minibuses at this time.	Low risk	
3	Drivers have insufficient / inappropriate PPE, cleaning materials and training.	Critical worker children will not be transported on minibuses at this time.	Low risk	
4	Drivers not protected by screens and / or procedures that should be known to parent, carers and pupils.	Critical worker children will not be transported on minibuses at this time.	Low risk	
5	Travel in or out of local areas not minimised or avoided, and the number of journeys not reduced where possible.	Critical worker children will not be transported on minibuses at this time.	Low risk	



COVID-19 Risk Assessment for Senior School at 5th January 2021 (Critical workers' children in Years 7 and above)

6	Dedicated transport not aligned with the principles underpinning the system of controls	Dedicated school transport is via three external bus companies and guidelines for operation of the services have been agreed in line with latest government guidance.	Low risk	
7	Dedicated school transport not operating to SD and hygiene rules or with sufficient PPE and cleaning arrangements.	All pupils will be required to sanitise hands on entry to buses and face coverings are recommended (but not mandatory) on home to school services. Pupils will be encouraged to sit with those in their year group/household where possible and are in relatively consistent groups day by day. Buses are to be thoroughly cleaned between journeys. Minimal use by critical worker children at present.	Low risk	
8	Pupils not grouped together on transport reflecting consistent bubbles or groups that are adopted within school.	Pupils will be encouraged to sit with those in their year group/household where possible and are in relatively consistent groups day by day. Minimal use by critical worker children at present.	Low risk	
9	Insufficient or no use of hand sanitiser upon boarding and/or disembarking.	All pupils will be required to sanitise hands on entry to buses.	Low risk	



COVID-19 Risk Assessment for Senior School at 5th January 2021 (Critical workers' children in Years 7 and above)

10	No additional cleaning of vehicles (all touch points) before and after each journey.	Buses are to be thoroughly cleaned between journeys.	Low risk	
11	Poorly organised queue and boarding process and SD not observed within vehicles wherever possible.	Pupils have been advised (and parents have signed via Google form to agree to the rules) that they should queue and sit with those in their year group or household on the buses as far as possible. Queueing will be outdoors which minimises risk. As per government guidelines, buses hold a consistent group of children daily which minimises risk. Masks have also been recommended. Minimal use by critical worker children at present.	Low risk	
12	Use of face coverings for children under (and over the age of 11) as a mitigating measure not understood by pupils and parents.	All of those signing up to the home to school transport have signed to agree to COVID 19 guidelines which include the requirement that over 11s wear face coverings. Minimal use by critical worker children at present.	Low risk	
13	Measures, in case of emergency, for the movement of a symptomatic pupil by school transport not considered in policy.	Symptomatic pupil unlikely to be moved on school transport - if	Low risk	



COVID-19 Risk Assessment for Senior School at 5th January 2021 (Critical workers' children in Years 7 and above)

		symptomatic in school then would be isolated and parent called to collect; if symptomatic on a trip etc then would again be isolated and parent called to collect. In case of absolute emergency either ambulance would be called or, if absolutely necessary, pupil would be transported to hospital and staff would where the appropriate PPE supplied to all first raiders.		
14	School vehicles not fully registered, insured, maintained and stocked with appropriate hygiene materials.	School vehicles all registered, insured maintained and stocked as appropriate.	Low risk	

Support Staff Risk Assessment in the COVID-19 Environment

	Hazard	Control Measures	Outcome	Remarks / Re-assessment
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COVID-19 Risk Assessment for Senior School at 5th January 2021 (Critical workers' children in Years 7 and above)

1	Support staff not briefed on changes regularly.	Support staff to have the same regular briefings as teaching staff. In the current lockdown the majority of support staff will be able to continue to work from home. Those physically required to be on site, in some cases on a rota with their colleagues, will be catering staff, junior school office staff, Estates team, IT staff, Nursery Nurses/Teaching Assistants.	Low risk	
2	Physical meetings recognise SD, hygiene arrangements including well-ventilated rooms or, if possible, outside.	Physical meetings will be kept to an absolute minimum with virtual meetings via Google Meet encouraged.	Low risk	
3	Support staff have insufficient/inappropriate PPE, cleaning materials and training.	Tissues and hand sanitiser to be provided in every room. Estates staff/Nursery Nurses/Teaching Assistants/Office staff (in their capacity as first aiders) to be provided with aprons, gloves and masks if it is necessary for certain cleaning jobs or close contact with poorly children. In the case of dealing with poorly children in the Nurse's absence, the Nurse's clear	Low risk	



COVID-19 Risk Assessment for Senior School at 5th January 2021 (Critical workers' children in Years 7 and above)

		guidelines for infection control are to be followed.		
4	Cleaning regimes not reviewed or inspected regularly and not conforming to revised hygiene rules.	Will be reviewed on at least a weekly basis both in-house and with cleaning contractors.	Low risk	
5	Security and access systems not regularly checked, updated and re-coded.	Same procedures as normal. Sanitiser to be provided at entrance to Queen's Building for use before and after touching digilock control pad.	Low risk	
6	Reconfigured areas, zones and routes hampering fire exits and routes.	One way systems will not operate in the event of a fire and all staff and pupils are instructed to exist as normal. Sanitiser units at entrances are positioned so as to not hamper fire exits.	Low risk	
2	Fire and other emergency procedures not reconfigured, routes not clear or regularly inspected.	As above.	Low risk	



COVID-19 Risk Assessment for Senior School at 5th January 2021 (Critical workers' children in Years 7 and above)

	Hazard	Control Measures	Outcome	Remarks / Re-assessment
1	Insufficient hand washing or hand sanitiser 'stations' for all pupils and staff clean their hands regularly.	Sanitiser units present throughout school.	Low risk	
2	Policy and procedures for contractors including signing in and out, and badges on school sites not reviewed and/or enforced.	Contractors will sign in and out as normal procedures. Visitors will be kept to an absolute minimum.	Low risk	
3	Contractor health declaration and pre-work briefings not considered or implemented.	Health declaration to be signed by visitors on arrival	Low risk	
4	Contractor (and visitor) hygiene arrangements not considered including parking, guiding, supervision, breaks, meals and toilets.	Visitors kept to an absolute minimum and the only regular contractors are cleaners - no change in procedures necessary. All visitors/contractors will be asked to sanitise their hands on arrival.	Low risk	
5	Insufficient heating and/ or cooling system (including insufficient fuel levels if applicable).	Normal procedures in operation and all checks carried out as appropriate.	Low risk	
6	Insufficient gas supply, venting and valves?	Normal procedures in operation and all checks carried out as appropriate.	Low risk	
7	Centralised ventilation system that removes and circulates air to different rooms is not using a fresh air supply.	Most rooms in the senior school have a system that recirculates air - these systems only to be used when there is also fresh air ventilation in the room. All staff	Low risk	



COVID-19 Risk Assessment for Senior School at 5th January 2021 (Critical workers' children in Years 7 and above)

		instructed to ensure some fresh air ventilation in all rooms.		
8	Electrical tests not up-to-date including emergency lighting and PAT	Normal procedures in operation and all checks carried out as appropriate	Low risk	
9	All electrical equipment bought in to school PAT tested?	Only equipment brought into school is pupils' chromebooks and pupils are, as is normally the case, asked to charge these at home each day.	Low risk	
10	Water testing for temperature, flow and legionella not in date for test.	Normal procedures in operation and all checks carried out as appropriate	Low risk	
11	Fire alarm panel, system and extinguishers not in date and not serviced.	Normal procedures in operation and all checks carried out as appropriate	Low risk	
12	Servery and dining room rules not properly considered, inadequate or safe.	Packed lunches to be eaten in a SD manner and staff to monitor SD whilst eating lunch (which will be taken outdoors whenever the weather allows).	Low risk	
13	Insufficient drinking supplies and hydration available in dining room.	All pupils encouraged to bring their own full water bottle each day and will be given opportunity to fill up during the day. A drink will be supplied with packed lunch too.	Low risk	



COVID-19 Risk Assessment for Senior School at 5th January 2021 (Critical workers' children in Years 7 and above)

14	Laundry wash and dryers not serviceable, unable to cope with demand, temperature requirements and insufficient wash products.	Laundry requirements are limited to kitchen towels etc (reduced use to normal) and soiled clothes resulting from accidents by children. Unlikely to be more than usual capacity. All PPE used for contact with anyone with symptoms is disposable.	Low risk	
15	Suppliers not following appropriate SD and hygiene measures	Only relevant suppliers are of catering items and stationery, books etc to school. All deliveries will be received at the door and suppliers won't enter school. Those collecting deliveries are to wash/sanitise hands after receipt.	Low risk	
15	Waste procedures not reviewed or sufficient.	Lidded bins provided in each classroom for tissues which will be double bagged. Any PPE used after being in contact with an individual with symptoms will also be double bagged and stored for 72 hours before being removed.	Low risk	
16	Pest control services not recorded, deficiencies not identified or actioned.	No change to normal procedures.	Low risk	