ALLEYN'S RISK ASSESSMENT AND REGISTER (including Safeguarding and Health and Safety): RE-OPENING from 8 MARCH, LENT 2021

Codes	1	2	3	4	5	6
Impact	Insignificant	Minor	Moderate	Serious	Major	Catastrophic
Likelihood	Remote	Unlikely	Possible	Probable	Highly Probable	Certain

DESCRIPTION OF RISK (including how people might be harmed by them)	ACTIONS TO MITIGATE INHERENT RISK
RISKS RELATING TO ONSITE COVID TRANSMISSION	
Poor communications undermine safety measures and enable COVID transmission; school community not aware of guidelines; pupils/parents breach guidelines; poorly informed staff do not uphold necessary standards and protocols; track and trace procedure poorly understood	1. School to share with parents the application of system of controls from DfE guidance on prevention and response to any infection on web and via AP 2. Parents to be sent appropriate guidance (*eg* COVID first aid policy, text of RA, Test and Trace protocols) to reassure, inform and protect their children 3. Pupils to be shown guidance before returning to school and receive ongoing reminders from staff on school site on the Hub 4. Emphasise that no pupil or staff member can come into school with coronavirus symptoms/tested positive in last 10 days 5. Share government guidance for school with staff 6. Staff to be sent specific guidance as relates to them from this risk assessment (*eg* SPC's handbook) 7. Adhere to – and pre-communicate – Lateral Flow testing requirements (see separate section below). 8. Staff to have met in CPD sessions before pupils return, to be briefed on, discuss and clarify all arrangements and their role in these 9. Regular discussion at SMT meetings 10. Regular staff updates at weekly briefing and email communication 11. SMT to monitor upholding of arrangements and keep reminding staff in communications 12. Individual conversations can be arranged with any member of staff in case of concern 13. APs to parents to cover testing, the management of positive cases, the expectations for general school management
Travel to, from and around school (pupils and staff) increases likelihood of COVID transmission on site	1. Given the high percentage of pupils travelling to/from school on the FCS, staggered start times are not possible, however steps below aim to mitigate risk 2. No pupil may board home to school transport if they, or a member of the household has had a positive test result or symptoms of the virus – parents to be made aware 3. Key safety in travel messages – following government and TfL guidance – information on website and by AP 4. Pupils and staff encouraged to walk or cycle where possible, drawing attention to increased bike rack provision 5. Parents alerted to check government guidance on public transport 6. Parents discouraged from leaving car if dropping off or collecting, and asked to park far away from gates 7. Social distancing outside school promoted through markings for arrival and subsequent transit on the campus

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	8. Different school gates allocated to different sections of the School, to create staggered arrival times; Parents, pupils and staff clearly informed about specific entrances to be used by different groups of pupils 9. Pupils and staff to use hand sanitisers on arrival 10. Pupils to follow instructions on routes/areas for different consistent pupil groups on the site 11. Face coverings to be worn during transit in buildings and outside – unless socially-distanced 12. Face coverings to be used by staff similar to pupils in transit at busy times and inside buildings; face coverings to be available for staff or pupils who arrive without 13. Foundation Coach service operators follow specific guidelines on hygiene and order on coaches. Separate communication to coach service users. Risk assessment obtained from all coach operators and coordinated by FCS
Poor personal hygiene enables COVID transmission	1. Personal hygiene messages to be shared with pupils, staff and parents 2. Pupils instructed to clean/sanitise hands regularly, and, **as a minimum,** to sanitise when they arrive at school, when they return from breaks, when they change rooms and before and after eating 3. Sanitisation and hydration stations provided in strategic areas of the site 4. Messages about the need for good hand hygiene and social distancing emphasised and repeated 5. Signage placed around school and in classrooms to promote good personal hygiene 6. Messages about good respiratory hygiene promoted: catch it, bin it, kill it 7. Wipes made available in all classrooms – pupils to clean area on arrival 8. Cleaning materials to be disposed of in appropriate bins 9. Hand sanitisers provided in all classrooms and key communal areas; staff to encourage safe and correct usage 10. Uniform expectation not requiring use of ties 11. Staff and pupils encouraged through communications to use lateral flow tests as requested by NHS as a means of speedily identifying possible infection, and thereby reducing risk of transmission
Mixing of pupils with other pupils, outside of consistent pupil groups, and with staff facilitates COVID transmission	1. Enable consistent grouping of pupils, according to government guidance, with rooming and pupil timetables adapted, **to reflect** age of children and the needs of the curriculum 2. Pupils to remain within their grouping consistently – with teaching groups arranged in the LS and MS for consistently in M, Science and Eng, and with different sections of the campus identified for teaching of specific year groups 3. Use of different entrances by different sections of pupils to reduce main entrance congestion following advice to parents and pupils about travel (JS entrance; LS entrance Y7-8; main entrance, different gates Y9, 10, 11 one gate and Yr 12,13 a separate gate) 4. Signage to encourage social distancing when entering school, in rooms and around site

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	5. Visually prominent sanitiser and hydration stations placed around school for sanitising
	6. Bike racks spaced round the campus with increased provision to encourage more cycling to school
	7. Timetable and rooming constructed to enable safest transit around the site and preserve consistency. Whilst, brief transitory passing in corridors and stairs is considered low risk, a one-way system will be in operation where necessary (science block stairs, lower school stairs)
	8. Ensure the best and safest ventilation in rooms – fire door closers will enable automatic door closing on fire alarm – otherwise doors will stay open; Rooms will be as well ventilated as possible with automatic fire doorstops aiding the opening of classrooms door to encourage peak ventilation
	9. Keep windows open where possible; (to balance the need for increased ventilation while maintaining a comfortable temperature, it may be appropriate to open high level windows in preference to low level ones to reduce draughts, to increase ventilation when spaces are unoccupied and to rearrange furniture where possible to avoid direct draughts)
	10. Offices to be checked for adequate ventilation and any concerns to be addressed; Staff to be reminded of the importance of keeping doors and windows open; Checks and further communication to be undertaken at appropriate intervals
	11. Heating should be used as necessary to ensure maintenance of comfortable temperature levels
	12. Music school and other creative areas to be checked each day for satisfactory ventilation
	13. Desks arranged in rows with 2m spacing between pupils and staff marked in all classrooms
	14. Timetable adjusted where practical to minimise transit of pupils between rooms
	15. Staff to maintain social distance at front of room – rooms marked with distancing tape
	16. Staff provided with PPE (visor) should they need to approach pupils closer than 2m or wish to wear one at any stage
	17. Staff to wear a face covering in accordance with government guidance – not required in classrooms with adequate distancing (2m) nor requited outside, but required indoors in transit or in activities like assembly.
	18. If dealing with a symptomatic child, staff to call the Nurse who will wear PPE
	19. Public areas to have screens installed where practicable (*eg* Reception, Library)
	20. Year groups to congregate in separate areas at break times as far as possible, using dedicated areas of fields and grounds
	21. Pupils to be clearly briefed about expectations and rules and use of sanctions
	22. Staff to supervise to ensure social distancing is maintained during break times
	23. Staggered break locations and two lunch sittings to reduce possible mixing of groups at break times
	24. Pupils to follow signalled one-way system to avoid congestion and encourage safe transit; Use of tape/signage to indicate travel direction and the need for distancing

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	25. Assemblies and other large gatherings restricted to single year groups only with space between pupils, in suitable venues; assemblies will also be delivered online to pupils in classrooms 26. Limits imposed on number of children going to toilets at any one time. Signage to indicate maximum capacity. Toilets to be cleaned frequently; Where possible, toilets allocated to particular year groups, although there may be two year groups sharing in some areas; pupils to be reminded and encouraged to clean their hands thoroughly after using the toilet 27. More frequent cleaning of rooms/shared areas that are used by different groups (dining hall, MCT after assemblies) 28. Frequently touched surfaces to be cleaned more often than normal (door handles, toilets/washrooms etc) 29. Co-curricular provision should maintain consistent pupil groups and the same covid-secure measures, and adopt relevant guidance from DfE or sport governing bodies where appropriate
Subject or activity-specific increased risk of COVID transmission (see more detail in specific departmental risk assessments)	1. Music: Singing and playing wind and brass instruments will not take place in larger groups, unless significant space, natural airflow and strict social distancing can be maintained; care to be taken with volume of music that could increase aerosol transmission; care to be taken on proper use of musical equipment – attention drawn to government guidance pp56-7 and government guidance on 'cleaning and handling equipment'; and government guidance 'on performing arts' and 'safer singing' 2. Drama/Dance: care to be taken where shouting could increase aerosol transmission; pupils to maintain social distancing in activities, wherever possible. Staff to remain socially distanced from pupils at all times. Rehearsals to involve consistent pupil groupings; attention drawn to government guidance pp56-7 and guidance on 'cleaning and handling equipment'; and government guidance on performing arts 3. Sport: Extensive government guidance referred to by Department; Pupils to be kept in consistent groups, sports equipment to be thoroughly cleaned between each use by different individuals or groups; Whilst, indoor lessons can take place, outdoor sports to be prioritised where possible, and large indoor spaces to be used where it is not. Sport governing bodies advice to be referenced to guide; only those team sports whose national governing bodies have developed guidance, should be played; Competition between schools is to be allowed outside from 29 March and indoors competition from 12 April. Dir of Sport to assess with input from SMT 4. Other practical subjects (Sciences, F&N, Art, DT): to ensure appropriate cleaning of equipment before use by pupils in a different consistent pupil groups and to follow specific advice from professional bodies 5. All Departments to review and where necessary update their specific RA for their subject
Inadequate toilet protocols enables COVID transmission	1. See above 2. Limited numbers of pupils using toilets at any time (signage on doors to provide reminders)

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	3. Signage and posters reinforce key hygiene messages 4. Toilets to be frequently cleaned through the day
Sharing of resources enables COVID transmission	1. Reduce unnecessary sharing of door handles by **keeping doors open** where possible. Fire regulation compliant door guards fitted where possible. 2. Pupils to use their own learning resources and avoid any sharing of equipment/stationery (See issue in Art, F&N, DT) 3. Pupils advised to limit equipment they bring into school each day, to essentials: eg tablet device, coats, books, stationery and mobile phones. Bags are allowed. Pupils and teachers may take books and other shared resources home, but will be reminded that unnecessary sharing at home and school should be avoided. 4. Pupils to wipe down desks and chairs and learning materials on arrival in rooms 5. Classroom-based resources, such as books and games, can be used and shared within the pupil group; these will be cleaned regularly, along with all frequently touched surfaces, either by pupils under staff supervision or through cleaning staff 6. Resources shared between classes or consistent pupil groups, such as sports, art and science equipment to be cleaned frequently and meticulously and always between pupil groups 7. 'Hygiene packs' of basic PPE and cleaning materials to be placed in each classroom. Teachers and admin staff, with support from premises staff, to check and replenish these
Inadequate cleaning regime enables COVID transmission during the day or to cleaners	1. Bursar to ensure deep clean of premises before reopening 2. Cleaners are trained to follow government COVID cleaning guidance 3. An enhanced cleaning schedule will be defined and implemented across the school 4. Appropriate PPE to be provided for cleaners, *eg* gloves and cleaners to be reminded of safe cleaning, disposal and removal methods for these 5. Additional cleaning of touch points through the day, *eg* handles, touch screens – see keyboards – to be established 6. Bins for tissues to be emptied through the day 7. Bursary to ensure sufficient orders and supplies of hygiene materials
Safety around food and drink. Pupils/staff susceptible due to greater transmission risk	1. Caterers reminded to comply with DfE "guidance for food businesses on coronavirus (COVID-19)". 2. Ensure clear communication with parents, pupils and staff on catering arrangements beforehand 3. Pupils to sit in consistent groups with regular cleaning between groups with timetable facilitating staggered starts by year – see CMM document 4. Pupils to sanitise hands prior to eating 5. Pupils to be informed about waste protocol

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	6. Staff to supervise areas where groups take staggered lunch break to ensure pupils remain in consistent groups 7. Separate dining area for staff created to allow for suitable social distancing 8. Screens will be in place at food serving areas 9. Pupils will NOT be permitted to eat inside classrooms and around the buildings – clear rule to be displayed in all classrooms and enforced by staff
Visitors transmit COVID into School	1. School to minimise visitors where possible. All staff to check whether proposed visit is absolutely essential (*eg* individual parent meetings of a serious pastoral, safeguarding or disciplinary nature), or whether they can be either postponed or conducted remotely. 2. Visitors to the School to be pre-booked and relevant SMT member to be informed in advance of visit 3. Any visitors to receive and sign a declaration of fitness form at the Lodge, before admission to school site 4. Visitor sponsor (as agreed with SMT) to be responsible for supervision throughout attendance on site 5. Meeting venues and arrangements to allow for social distancing; Meetings to take place either outside or in a suitably sized room depending on the number of attendees, with adequate ventilation 6. Continued restriction for audiences for school events which will be recorded for audience remote viewing
Contractors transmit COVID	1. Bursary to ensure contractors are aware of responsibilities, are fully briefed on arrival; briefings to cover hygiene and social distancing expectations
COVID transmission in staff areas where social distancing and resource-sharing protocols are challenging	1. Staff to maintain social distance in staff room and other staff areas; social distancing to be promoted through posters and appropriately spaced furniture and direction as per before 2. All offices to have a 'maximum number' displayed on door to maintain 2m distancing 3. Social distancing to be maintained in shared offices; and promoted through communication with HoDs and staff, posters and appropriately spaced furniture; 4. Screens to be used where necessary in key public spaces (*eg* Reception, Library) **5.** Staff to be repeatedly reminded to be alert to the ongoing need for social distancing and to the maximum numbers permitted in public areas, *eg* Common Room
COVID transmission between staff and pupils at areas such as Reception, administrator offices	1. Screens placed at reception and floor signage to encourage distancing 2. Signage to indicate to pupils where offices are out of bounds to them 3. LS, MS and US administrators' offices to be rearranged to allow for social distancing
Adapted lessons introduce new risks relating to transmission	1. Staff to identify new risks while planning lessons and to reflect that in new risk assessments for lessons 2. Heads of Department to risk assess their subject and area of the School 3. These Departmental risk assessments to be shared with staff in advance of return 4. These risk assessments to be, collected, reviewed and stored by the Bursary

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Educational visits increase the risk of COVID transmission to pupils and staff	1. From 12 April day trips can resume; SMT to consider proposals for any day trip 2. Non-overnight domestic educational visits to be conducted in line with consistent pupil groups and the COVID-secure measures in place at the destination (which should be checked in advance of the visit) and only with permission by SMT 3. According to the government roadmap, domestic residential (overnight) trips cannot take place until 17 May; SMT will consider any proposals for such trips according to government guidance 4. As normal, SMT to undertake full and thorough risk assessments in relation to all educational visits to ensure they can **be run** safely including control measures and with due regard to current government guidance on visiting indoor and outdoor venues 5. No on-site outreach or admissions events to occur, until SMT judge risk to be low enough
FIRST AID / MEDICAL	
Inadequate first aid provision enables COVID transmission and non-identification of COVID victims	1. Clear statement of public health advice and systems of control as required in the DfE guidance, to be issued, explaining the stay at home rules, the hygiene regime, the test and trace engagement and the protocols for home testing 2. COVID First Aid policy to be communicated to staff 3. Nurse available for pupils, staff and parents for advice 4. Nurse to be aware of appropriate protocols for treating suspected COVID symptoms and to be aware of appropriate reporting channels 5. Nurses to be aware of pupils with pre-existing medical conditions 6. Appropriate PPE equipment to be made available to nurse for treating suspected COVID symptoms, including disposable gloves, aprons, and surgical masks; a supply of N95 masks and visors for use in cases of suspected COVID will also be made available 7. Nurses to wear PPE in case of need for any intimate care for other conditions 8. A room (portacabin) to be designated as an isolation room - for pupils and any staff Senior or Junior Schools - to reduce transmission, away from Nurses room. Window will be opened for ventilation. Isolated pupils to use outside toilet adjacent to portacabin which will be cleaned and disinfected using standard cleaning products before being used by anyone else. 9. All relevant staff to be reminded of the imperative to wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms to be cleaned with normal household bleach after they have left to reduce the risk of passing the infection on to other people 10. PPE supplies to be checked and replenished by Bursary regularly

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	11. Nurses to update the Covid First Aid Policy when necessary and share with staff
Spillages of bodily fluids facilitate COVID transmission	1. Cleaning to follow government guidance and the COVID first aid policy 2. Children and staff (of both Senior and Junior Schools) to move to spare isolation classroom 3. Toilet to be made available for sole use of symptomatic children to use while awaiting collection
Poor management of suspected cases amongst staff or pupils enables COVID transmission	1. All relevant staff to follow COVID first aid policy written by Nurses 2. Staff reminded of procedure when suspected case or positive result occurs 3. All relevant staff to apply internal school action plan following a positive case, reflecting PHE and NHS guidance 4. Sen Dep Head or Dep Head (Personnel and Administration) to contact the DfE helpline immediately the school becomes aware of a positive test amongst pupils or staff and to liaise with local health protection team if directed to do so 5. Sen Dep Head or Dep Head (P&A) and Nurses, to work with DfE (and health protection team if required) to determine and carry out actions, *ie* sending home those who have been in close contact with person testing positive 6. Head or Sen Dep Head or Dep Head (P&A) to communicate more widely with staff or parents as necessary 7. Parents and staff reminded that a PCR negative test result overrides a LFD positive test but must be taken within 2 days of the LFD positive test 8. Names or details of those with COVID will not be shared unless it is deemed essential to protect others 9. Teaching staff and – where applicable – co-curricular staff to record seating plans of all classes to inform communications with DfE
Contact from COVID carriers leads to COVID transmission	1. Those known to have COVID symptoms or to be sharing a household with someone who has tested positive, should not attend school and should follow stay at home guidance 2. Parent communications should remind them of this policy 3. Staff and pupils reminded to utilise twice weekly home (LFD) testing
Members of staff and pupils being vulnerable to COVID	1. School to ascertain members of staff or pupils who are clinically extremely vulnerable, who have had contact on this from their GP or the NHS; From 1 April the great majority of CEV staff and pupils are not required to shield at home and can return to the site with appropriate measures in place 2. School to follow published guidance for any in this group 3. School to consider whether members of staff who are CEV should work from home or pupils can have remote education 4. School to give due consideration to situations where staff are living with someone who is CEV, and to follow published Government shielding guidance that is reviewed regularly

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	5. School to follow guidance on staff members who are pregnant; see p.37 of government Guidance and existing school risk assessment on female employees of childbearing age and risks to new and expectant mothers, relevant to those who are pregnant, breastfeeding or have given birth in the last six months; School (via Dep Head (A&P) and Head of HR) to check on pregnant members of staff from 28 weeks' gestation or with underlying health conditions at any point of gestation or before 6. School to check with staff who may be at a comparatively increased risk from COVID and if necessary, treat as colleagues who are CEV; otherwise, inform colleagues of our system of controls
RISKS RELATING TO SAFEGUARDING/PUPIL AND STAFF WELFARE	
Normally robust safeguarding culture diluted or not followed	1. School to continue to have due regard to statutory guidance in KCSIE 2. The Designated Safeguarding Lead (DSL)or DDSL to be on site each day and accessible to all and to be given time to support staff and pupils on any safeguarding and welfare concerns, and to handle any referrals where appropriate 3. Parents and staff to be reminded of the above 4. On site staff to be aware of possible anxiety of returning children as well as separation anxiety between children in different groups 5. Normal onsite registration and absence reporting procedures to be followed and any unexplained absences to be followed up
Fear/anxiety over attending school leads to attendance issues	1. Parents to be reminded of their duty to ensure that their child must attend school unless a statutory reason applies – see government guidance 'Attendance' section (updated 6 April) 2. School (through Heads of Section) to identify pupils who are reluctant or anxious about returning or who are at risk of disengagement and to develop plans for re-engaging them. This should include disadvantaged and vulnerable children and young people, especially those who were persistently absent prior to the pandemic or who have not engaged with school regularly during the pandemic 3. School to work closely with other professionals as appropriate to support relevant pupils' return to school, including continuing to notify the social worker, if they have one, of non-attendance 4. School to provide learning remotely for those pupils who are unable to attend in line with public health advice because they are self-isolating and have had symptoms or a positive test result themselves; or because they are a close contact of someone who has coronavirus (COVID-19), or if they are unable to attend, due to quarantine restrictions 5. School to follow DfE guidance to record attendance and follow up absence (currently 'Y' and 'X' and awaiting further correspondence from DfE)

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Pastoral, behavioural and safeguarding issues become apparent when pupils return to school	1. Safeguarding policy has been revised in line with new KCSIE guidance (Sept 2020) and the 'Coronavirus (COVID-19): safeguarding in schools, colleges and other providers' guidance 2. Experienced pastoral staff to judge pupil responses; specifically, whether they are exhibiting a normal response to an abnormal situation, whether they may need more support to re-adjust to school; whether they have enjoyed being at home and are reluctant to return; whether they are showing signs of more severe anxiety or depression, or whether they are not experiencing any challenges and will be keen and ready to return to school 3. Head of PSCHE to read and incorporate DfE training module teaching about mental wellbeing 4. Nurses and Counsellors to advise on providing support for resilience, mental health and wellbeing including anxiety, bereavement and sleep issues; support to be offered for pupils with additional and complex health needs; and guidance offered on supporting vulnerable children and keeping children safe 5. Pupils to be reminded of behaviour expectations at the start of the return and the code of conduct to be adjusted to incorporate restrictions on movement within school and new hygiene rules 6. SEND pupils to be monitored by pastoral staff to check they have full educational and care support 7. DSL (and deputies) to be given time, especially in the first few weeks of the return to school, to allow them to provide support to staff and children regarding any new safeguarding and welfare concerns and the handling of referrals to children's social care and other agencies 8. School to ensure continued good communication with school nurses and counsellors to support pupil wellbeing; including the continuation of fortnightly safeguarding meetings and the weekly briefing of Head by DSL
Fear/anxiety caused by return to school causing negative mental health effects (staff, pupils, parents)	1. School to be duly cognisant of possible anxiety in planning and communications and to continue to base actions on most recent government guidance 2. School to acknowledge specific concerns that employees, pupils, and/or parents may have, in its communication, and address these concerns where possible 3. School to make reasonable adjustments where possible to alleviate concerns on a case-by-case basis, taking into account ONS information about clinically vulnerable groups, including members of staff from the BAME community, those in certain age groups and those with underlying medical conditions 4. School to make regular use of parent and pupil and staff surveys, to provide additional communication channel and outlet for parents and to modify policy and approach where possible
Adapting to new routines, timetables, school environment and social distancing causes anxiety, stress and mental health issues	1. Staff to be reminded of systems of controls and school protocols through staff meetings and communications 2. Staff to help plan reintegration activities upon return and to be provided with opportunities to influence and support planning, *eg* in staff meetings

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	3. Usual behaviour policy and expectations to apply and to be applied to specific requirements for social distancing and hygiene outlined elsewhere 4. Pupils to be encouraged to watch the films used at the start of Advent Term to remind them of school protocols 5. Signage to remain prominent in key areas to keep message consistent
Over-working of teaching staff and support staff	1. Sen Dep Head, Dep Head (P&A) and Dir of Finance to continue to work closely with Head of HR in monitoring staff morale, reporting to Head and Head of HR and Dir of Finance reporting to Bursar for support staff 2. Staff to be frequently and regularly invited to pass on any work concerns **3.** SMT to run regular staff audits during term which will be reviewed at SMT meetings and responded to in ongoing decision-making and planning as and where appropriate
Parental complaint arising from pupils failing to adhere to social distancing measures	1. Measures and expectations to be explained in initial communications with parents 2. Measures and expectations to be explained to pupils and staff, including mention of reasonable application of sanctions as soon as pupils return on site 3. School to instigate a high level of staff supervision of pupils and 6 additional 'duty staff' 4. School to ensure usual communication with parents about pupil behaviour when problems arise 5. Photographic evidence to be kept of measures taken to promote social distancing and reviewed by SMT
Insufficient or inadequate pastoral provision for pupils during times of remote provision if needed due to Test and Trace	1. Form tutors, Housemasters, House tutors and Section Teams to be highly alert to pastoral needs of pupils 2. School to use established arrangements for checking in with pupils via Teams chat posts 3. SMT to ensure that all teachers leading groups are familiar with the pupils who are learning remotely and aware of needs 4. Section staff and Housemasters to support or manage pastoral provision, as needed 5. Pastoral provision to be supported by SMT as per normal arrangements 6. Staff to continue to use CPOMS to assist in pastoral awareness of relevant staff 7. School to issue regular parent surveys, to provide key stakeholder feedback on quality of pastoral provision
SEND children's needs	1. Head of Learning Support to lead on supporting pupils on SLD register on their return to school and to meet regularly with the Heads of Sections to ensure continuity of approach
RISKS TO OPERATION AND GOVERNANCE OF SCHOOL	

Inadequate pre-opening checks mean that buildings and resources are not ready at opening	1. **Pre-opening checks to operate under** leadership of Bursar
	2. Bursar and his team to ensure:
	  o deep cleaning of school in advance of opening
	  o Water testing for temperature, flow and legionella checks
	  o Fire alarm panel, system and extinguishers in date and serviced

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	o Review of waste procedures o Kitchen equipment deep cleaned o Pest control services recorded, deficiencies identified and actioned o Heating system including fuel levels checked o Gas supply, venting and valves checked o Air conditioning ducts and units checked and reviewed o Ventilation through Lower School air management system which removes stale air as well as blowing in fresh and filtered air to each classroom o Electrical tests up-to-date including emergency lighting and PAT o Security including access control and intruder alarm systems o School vehicles registered, insured, maintained and stocked with appropriate hygiene materials if used
Absence of key staff due to COVID or other illnesses	1. Key staff (like all staff) to be alert to their own safety, to report any symptoms and to follow the isolating, testing procedure as per Government guidance 2. Staff to utilise testing service in school initially and then at home 3. SMT to ensure appropriate staffing levels with back-up provision in case of some staff absence. 4. Staff to work remotely if necessary following school and Government policy 5. SMT deputies to be identified in the event that a member of SMT is unwell 6. Nurses to cover other nurses if duty nurse becomes unwell 7. Bursar/Head of HR to check any issues with support staff availability
Not maintaining the quality of educational and pastoral provision	1. Staff to follow handbook produced by Dep Head (P&A) covering aspects of educational and pastoral provision 2. Staff to have necessary IT equipment and training; 3. School to provide robust IT resource, including Microsoft Teams and One Note to support hybrid provision needs with some pupils remote 4. In a future lockdown, School to revert to Always Alleyn's remote provision 5. Deputy Head (Academic) and Assistant Head (Teaching and Learning) to continue to review, support and monitor academic output across departments and pupil progress through standard pupil tracking processes
Insufficient executive oversight and management of planning reopening	1. Substantial SMT planning time to be given to ensuring appropriate re-opening procedures are in place 2. Matters associated with re-opening and on-site learning to be kept under constant review as a standing item on SMT/SLT meetings 3. Project management roles to be clearly defined and understood and deployed 4. Staff meeting and prior communication for staff involved to take place and future review staff meetings to be held as necessary

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	5. SMT to pay close attention to responses in pupil/staff and parent surveys and amend processes where appropriate
Governing Board not having sufficient over-sight of executive decision-making and arrangements to confirm opening and review	1. Head to ensure that Governing Board receive outline of plans and risk assessments before reopening 2. Education Committee to have sight of initial plans 3. Head to communicate with Chair of Governors and Governing Board throughout 4. All mitigating measures to be photographed and recorded as evidence 5. Head to report to Governing Board on successes and development points associated with return to site, at next appropriate Governing Board meeting
Fire evacuation and new fire hazards causing a fire incident	1. Bursar to review fire risk in the light of changes to site and procedures 2. Thorough check of site for fire risk (conducted Summer 2020) 3. Staff to be briefed on evacuation procedures in area of school where they work 4. Staff to brief children on fire evacuation procedure on first day back 5. Bursar to review staffing and fire knowledge on-site (including adequate presence of fire wardens) 6. Bursar to update staff training as necessary and ensure all staff on site are aware of their responsibilities 7. Roll of staff and pupils onsite to be retained by admin staff 8. Heads of Section to ensure pupils who may be in an unfamiliar part of the School are reminded on what to do in the event, taking account of new location 9. Usual evacuation procedure to operate in case of fire alarm sounding
Lack of appropriate insurance	1. Bursary to share risk assessment with school insurers and ensure that all necessary information is provided, and any requirements met
Poor control of reopening costs create financial risk	1. Bursary to approve unfurloughing of staff in communication with relevant members of staff 2. Expenditure on equipment and materials to be within budget limit set, and should not vary without Bursary approval 3. Additional purchasing to be assessed in line with the needs and priorities outlined in the risk assessment
Shortage of onsite staff to enable re-opening of site and onsite educational provision	1. SMT to monitor staff absence on a daily basis. 2. Academic Deputy to ensure contingency timetable to be made available in case of severe staff shortage, this may include some year groups working remotely, or a full transfer to remote working
Lack of awareness of local and national risk levels, guidance and advice leads to complacency or inadequate planning and protocols	1. Nurse to check medical communication about R number and make SMT aware 2. Head's PA to distribute government guidance as well as that from other educational bodies 3. SMT to read guidance and distribute as required 4. Head to stay abreast of approaches and planning across the sector and to report to SMT accordingly and governors where necessary

ALLEYN'S RISK ASSESSMENT AND REGISTER (including Safeguarding and Health and Safety): RE-OPENING from 8 MARCH, LENT 2021

Codes	1	2	3	4	5	6
Impact	Insignificant	Minor	Moderate	Serious	Major	Catastrophic
Likelihood	Remote	Unlikely	Possible	Probable	Highly Probable	Certain

Guide to some initials:

AJS	Alleyn's Junior School
CEV	Clinically extremely vulnerable
DfE	Department for Education
DSL	Designated Safeguarding Lead
PHE	Public Health England
PPE	Personal Protective Equipment
P&A	'Personnel and Administration' – Dep Head
FCS	Foundation Coach Service
LFD	Lateral Flow Device (test)
KCSIE	"Keeping Children Safe in Education"
PCR	Polymerase chain reaction (test)
RA	Risk Assessment
SDH	Senior Deputy Head
SS	Senior School
SMT	Senior Management Team

Andy Skinnard, 20.04.21 Version 2

To be reviewed regularly by SMT and other meetings with staff

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Risk Assessment guided by the following publications:

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https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/964351/Schools_coronavirus_operational_guidance.pdf (published Feb 2021)

https://www.ons.gov.uk/peoplepopulationandcommunity/healthandsocialcare/conditionsanddiseases/articles/coronaviruscovid19infectionsinthecommunityinengland/characteristicsofpeopletestingpositiveforcovid19inengland22february2021

https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#part-1-people-who-develop-symptoms-of-coronavirus

https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection#tests-for-covid-19

https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection

https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care

https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings

https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own

https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers

https://www.gov.uk/government/publications/transport-to-school-and-other-places-of-education-autumn-term-2020/transport-to-school-and-other-places-of-education-autumn-term-2020#part-b-guidance-for-dedicated-transport-to-schools-and-other-places-of-education-for-the-2020-to-2021-academic-year

https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm

https://www.cibse.org/coronavirus-covid-19

https://www.gov.uk/government/publications/school-attendance

https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-educational-provision/guidance-for-schools-colleges-and-local-authorities-on-maintaining-educational-provision#vulnerable-children-and-young-people

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https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19

https://www.gov.uk/government/publications/coronavirus-covid-19-advice-for-pregnant-employees/coronavirus-covid-19-advice-for-pregnant-employees

https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/

https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm

https://www.gov.uk/government/publications/keeping-children-safe-in-education--2

https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19?utm_source=remote_education

https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19

https://www.gov.uk/government/publications/covid-19-free-school-meals-guidance/covid-19-free-school-meals-guidance-for-schools

https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts

https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm

https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/factories-plants-and-warehouses#factories-5-5

https://www.gov.uk/guidance/coronavirus-covid-19-grassroots-sports-guidance-for-safe-provision-including-team-sport-contact-combat-sport-and-organised-sport-events

https://www.gov.uk/government/publications/behaviour-and-discipline-in-schools