



COVID-19 Risk Assessment - Dame Allan's Junior School Updated 17.05.2021

System of Controls

DfE/PHE has a set of actions schools must take. They are grouped into 'prevention' and 'response to any infection' and build on the hierarchy of protective measures. When implemented with a "revised risk assessment, these measures create an inherently safer environment for pupil and staff where the risk of transmission of infection is substantially reduced".

Prevention:

- 1 minimise contact with individuals who are unwell by ensuring those who have COVID-19 symptoms, or who have someone in their household who does, do not attend school.
- 2 clean hands thoroughly more often than usual.
- 3 ensure good respiratory hygiene by promoting 'catch it, bin it, kill it' approach.
- 4 introduce enhanced cleaning, including frequently touched surfaces, using standard products (detergents and bleach).
- 5 minimise contact between individuals and maintain social distancing wherever possible.
- 6 where necessary, wear appropriate PPE.

Numbers 1 to 4 must be in place in all schools, all the time.

Number 5 must be properly considered and schools must put in place measures that suit their particular circumstances.

Number 6 applies in specific circumstances.

Response to any infection:

- 7 engage with the NHS Test and Trace process
- 8 manage confirmed cases of COVID-19 amongst the school community
- 9 contain any outbreak by following local health protection team advice

Numbers 7 to 9 must be followed in every case where they are relevant.



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Overall Risk Assessment in the COVID-19 Environment

| | Hazard | Control measures | Outcome | Remarks / Re-assessment |
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| 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 Headmistresses' Conference, Independents Schools' Bursars' Association and others. This is reviewed on receipt by members of SMT/the Nurse and disseminated as appropriate to other staff/governors. | Low risk | Updated government advice reviewed before return to school on 8 March. |
| C | Staff and parents do not know or understand the 'system of controls' (see explanation above) and how they are applied. | Staff - To be addressed in HoDs meetings before term starts, full school meetings on training days and will be given a COVID 19 procedures briefing document. | Low risk | Staff meeting held to reinforce rules before restart. Letter sent to parents to remind them of rules 3rd March. |



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| | | Parents - detailed letter sent out on 24th August explaining procedures. | | |
| 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 | As above |
| 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 governors through either the regular schedule of meetings or through calling an emergency meeting if necessary. | Low risk | |
| F | Insurers and / or brokers 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 | |
| H | Active engagement with NHS Test and Trace and the procedures not understood by all staff and parents. | Details set out in letter to parents on 24th August. Letter copied to staff and also discussed at staff meeting on 1st September. | Low risk | Reminder letter sent 3rd March |
| I | Record of names of pupils/staff in their groups/bubbles, locations visited, seating arrangements not updated on a regular basis | All classes are being taught in their class bubbles. Staff/pupil timetables and class groups recorded through | Low risk | |



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| | | iSAMS and records kept of any extra-curricular groups attended. | | |
| 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 and 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. Teaching staff who are self-isolating (but not ill) can continue to teach remotely. Support staff roles can largely be covered through home working or delegation to others if self-isolation is necessary. If all catering staff have to self-isolate then packed lunch provision may be necessary. Cleaning staff operate in separate sections of the school and are unlikely to have to self-isolate as a group. If that were to happen and no alternative cleaning provision could be sourced then we would revert to remote learning until the situation was resolved. | Low risk | |



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| 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 where ever possible. | In the junior school, each class will be classed as a 'bubble' and kept apart from others as much as is practical. Staggered start and finish times and a one way system for walking around school will also help to minimise contact. Each class will also have their own space to play outside at break/lunchtime. Where more than one group has to be in the lunch hall at once, screen dividers will be in place to keep them as separate as possible. | Low/Medium risk | From 09.11.20 all staff will wear masks in communal areas where SD cannot take place. Staff meeting on 4th January and again pre March restart to reinforce that this means any time that you are not demonstrably at a 2 metre distance from other staff. Early Years staff to also be offered visors from 5th January. |
| N | Social Distancing (SD) and hygiene and ventilation rules not sufficiently robust, understood, communicated, applied or checked. | Initial letter/handbook sent to parents setting out SD and hygiene rules. Staff given instructions both in writing and verbally during training | Low/Medium risk | Staff given updated guidance on ventilation of classrooms on 02.11.20 |



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| | | <p>days on SD and hygiene rules and reminder posters are around school.</p> <p>Reminder communications to be regularly sent to staff and parents to ensure the rules are adhered to over time. Various methods of communication will be used including email, social media and text message.</p> | | <p>From 09.11.20 all staff will wear masks in communal areas where SD cannot take place.</p> <p>Further reminders about the need to keep windows open and regularly 'purge' the room with windows fully open given on 17th May.</p> |
| O | SD rules and safety precautions for activities (play, games, drama, music) not understood or adhered to? | <p>All such activities will be carried out within class 'bubbles' to minimise the need for social distancing. Separate risk assessments will be carried out for such activities to ensure activities are done in the safest way possible.</p> | Low/medium risk | |
| 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. | <p>Additional cleaner has been brought on for 4 hours per day during school time to clean toilets and frequently touched surfaces. This is in addition to the usual end of day cleaning of the whole school. Teachers will also have access to wipes to wipe down desks etc during the day if necessary.</p> | Low/Medium risk | |



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| Q | High-risk areas not being regularly monitored (including boarding areas) for hygiene. | As above (no boarding facilities). | Low risk | |
| R | Contract providers and services suspended or unable to attend school | All key services are currently continuing and will be constantly monitored for changes. | Low risk | |
| S | Access to school not controlled effectively and visitor (if allowed) details not recorded. | <p>Pupils to enter building via:</p> <p>EYFS: EYFS entrance</p> <p>Reception: classroom door</p> <p>Year 1: 6: main entrance at staggered times.</p> <p>No visitors are to be allowed unless previously agreed with the Head of Junior School as essential. Any such visitors will sign into main reception and be asked to use the hand sanitiser supplied before being allowed in school and will be accompanied. Visitor details will be retained for Test and Trace purposes.</p> | Low risk | |



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| T | <p>Insufficient supplies of hygiene materials and not readily available, suitably stored or located.</p> | <p>The Nurse and Estates Manager have reviewed stocks of tissues, soap, wipes and hand sanitiser and these will be ordered weekly to ensure a steady supply.</p> <p>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> | Medium risk | No issues sourcing stocks to date. |
| U | <p>Insufficient contingency plans for changes to school operation, local or national lockdown, such as re-closing, loss of catering or teachers?</p> | <p>Teaching staff who are self-isolating (but not ill) can continue to teach remotely. Support staff roles can largely be covered through home working or delegation to others if self-isolation is necessary. If all catering staff have to self-isolate then packed lunch provision may be necessary. Cleaning staff operate in separate sections of the school and are unlikely to have to self-isolate as a group. If that were to happen and no alternative cleaning provision could be sourced then we would revert to remote learning until the situation was resolved.</p> | Low risk | |



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| | | The schools are fully prepared for a return to home learning should that be necessary. | | |
| V | Insufficient contingency plans in case of medical need for self-isolation of individuals, multiple pupils, staff or local outbreaks? | Teaching staff who are self-isolating (but not ill) can continue to teach remotely. Support staff roles can largely be covered through home working or delegation to others if self-isolation is necessary. If all catering staff have to self-isolate then packed lunch provision may be necessary. Cleaning staff operate in separate sections of the school and are unlikely to have to self-isolate as a group. If that were to happen and no alternative cleaning provision could be sourced then we would revert to remote learning until the situation was resolved. | Low risk | |
| W | Risk assessments and protective measures for holiday clubs, after-school clubs and other out-of-school clubs not regularly updated. | Regular updates carried out. As from 9.11.2020 only co-curricular clubs will take place after school on weekdays on the school site under the same restrictions as activities during the school day (e.g. within bubbles, scrupulous hygiene etc). | Low risk | |



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| X | Are all Risk Assessments regularly reviewed and updated based on feedback and lessons identified from all those in school including pupils and support staff, visitors and contractors. | Staff will be asked to report issues through the Staff Portal which will be monitored daily by the Bursar to deal with any urgent issues. Review of risk assessments and any issues arising will become standing agenda at SMT meetings to ensure at least fortnightly full review and weekly high level review. | Low risk | |
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Pupils, Parent and Staff Risk Assessment in the COVID-19 Environment

| | Hazard | Control Measures | Outcome | Remarks / Re-assessment |
|---|--|---|----------|---|
| 1 | Communication channels not working and not 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 or updated with full induction process or aware of changes and potential hazards. | Staff - To be addressed in HoDs meetings before term starts, full school meetings on training days and will be given a COVID 19 procedures briefing document. | Low risk | All subsequent changes to rules since the start of term have been communicated to parents via written/video communication, to staff through written and |



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| | | <p>Parents - detailed letter sent out on 24th August explaining procedures.</p> <p>Pupils - the new rules will be the focus of the initial day in school to ensure all fully understand.</p> | | <p>verbal briefings and to students through pastoral time.</p> |
| 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. Staff Portal available for specific feedback/requests for changes. | Low risk | |
| 4 | No Governor and / or SLT member for school / department responsible for COVID-19 matters. Governor / SLT members' contact details not known and not on call. | Principal and Bursar as SMT leads; Chairman and H&S link governor taking lead from governing body. | Low risk | |
| 5 | No school representative identified to liaise with local authorities and local health protection team. | School Nurse to perform this role. | Low risk | |
| 6 | Local authorities and health protection teams not engaged prior to re-opening (and the benefit of their services in case of infection). | School Nurse liaising as appropriate. | Low risk | |
| 7 | No plan to inform local health protection team if two or more confirmed cases within 14 days or there is an overall rise in sickness absence. | School Nurse to perform this role. | Low risk | |
| 8 | No system to communicate with staff who are unable or have not returned to school for fear of infection. | Being dealt with through HR and School Nurse. | Low risk | |
| 9 | Lack of mechanism for parents of pupils with significant risk factors to discuss concerns and provide reassurance of the measures put in place to reduce the risk in school. | School Nurse will coordinate this. | Low risk | |



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| 10 | No staff, pupil and / or parent health declaration implemented or recorded. | Staff and pupil health declarations are updated at the beginning of each academic year. | Low risk | |
| 11 | Lack of knowledge of where pupils / staff have travelled from (other than home and school) on holiday or at weekends. | Regular reminder communications on the rules will be sent out but are reliant on parent/staff honesty. | Medium risk | |
| 12 | Insufficient information on where pupils, staff and visitors have been located in school including the make-up of bubbles and activity groups. | All classes have recorded seating plans from which no deviations are allowed. Staff/pupil timetables and class groups recorded through iSAMS and records kept of any extra-curricular groups attended. | Low risk | |
| 13 | Staff, parents and pupils not self-isolating after holiday and work visits (for 2 weeks?) to non-government agreed countries. | Staff have all been made aware of the need to self-isolate after visiting certain countries through the issue of a temporary amendment to the staff absence policy. Parents and pupils have been made aware through letters sent out before the start of term. Regular reminders will be sent out. | Medium risk | |
| 14 | Lack of robust rules for hygiene standards for staff and pupils – and failure to adequately enforce standards | Staff and pupils given information at the start of the term regarding regular hand sanitising/washing and sanitising stations provided around | Low/medium risk | Messages to be reinforced to staff and pupils before March full restart. Compliance checks by |



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| | | school and at all entrances. Poster reminders up around school. Behaviour policy updated to include hygiene issues. | | management now to take place at regular intervals. |
| 15 | 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 | |
| 16 | Staff not trained or regularly updated in COVID-19 symptoms, SD and how these rules apply to teaching? | Staff to be given such training at the start of term training days and any updates to guidelines will be given in staff briefings/via emails to all staff. | Low risk | |
| 17 | At drop-off and pick-up parents not complying with SD policy outside gates and entrances. | Staggered times for drop off and pick up to reduce risk. Parents asked in letter before start of term to adhere to SD rules including whilst outside of the school gate and have been asked to disperse quickly and not gather in the car park. The Estates team will be made available to monitor this if it becomes a problem. | Low risk | Reminders sent out on 5/11/2020 and 6/11/2020 re not gathering at drop off and pick up times. Further reinforcement published via Tapestry/Class Dojo. Further reminder in letter to parents on 3rd March. |



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| 18 | Staff and parents not cleaning frequently touched surfaces of bike, car, pram etc before and after journeys to school. | All staff, pupils and visitors will be asked to wash/sanitise hands on entry to mitigate this risk. | Low/medium risk | |
| 19 | Insufficient or no guidance on safe travel to and from school (e.g. encouraging walking, cycling, minimising car sharing) or protocols at school gates etc. | Guidance given as part of pre-start of term letter. | Low risk | Additional guidance sent to parents on 6.11.2020 regarding the need to minimise car sharing. |
| 20 | Transit spaces (corridors), social zones (car parks, common rooms, playgrounds) do not support SD. Walk on the left protocol? | One way system in place throughout the school. Each class 'bubble' to be given their own time/space outside to play. Staff room limited to 5 members of staff at a time in the social area plus 5 at the workstations (which have screens between) with SD adhered to whilst inside. Staggered start and finish times help with this. | Low/medium risk | |
| 21 | Learning and recreational spaces not de-conflicted or configured to SD rules for different groups or bubbles. | All desks to be arranged so that children are facing forwards and not each other. Classes will have their own allocated classroom for use throughout the day. | Low risk | |



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| | | Use of any other spaces will be carefully timetabled so that only one bubble uses at a time. | | |
| 22 | Little consideration of different age groups in timetabling, length of the school day and exposure to other age groups. | Start and end times have been staggered but all children are getting the same time in school as previously. Exposure to those outside an individual's bubble will be limited to lunchtime (with screens in place between groups) and in Breakfast/After School Club. Use of this wraparound care will be limited as much as possible and large spaces will be used to enable children to be kept in their own bubble as much as is practical. | Low/medium risk | |
| 23 | Insufficient consideration and alternatives to using public transport including staggering school start and finish times. | Junior school pupils tend not to use public transport. 5 different school run bus routes are available for children in year 5 and up. Most are brought to school by their parents. Start and finish times have been staggered to help congestion. | Low risk | |
| 24 | No system in place to deal with bereavements, trauma, anxiety, stress, behavioural and sleep issues. | Our usual pastoral system, including the support of the Nurse, counsellors | Low risk | |



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| | | and Chaplain remains in place to deal with such issues. | | |
| 25 | 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 |
|---|--|--|----------|----------------------------------|
| 1 | Lack of review, update or sharing of safeguarding, code or practice, and staff handbook policies. | All updated and reviewed as appropriate. | Low risk | |
| 2 | Inset does / did not reflect required training for COVID-19 related procedures, safeguarding, H&S, well-being etc | Covered on September training days. | Low risk | Reinforced on January inset day. |
| 3 | 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 | |
| 4 | DSL and ADSL not easily contacted and their contact information not known to all. | DSLs and ADSLs are easily contacted and their details are known to all staff as well as being displayed around school. | Low risk | |



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| 5 | 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 | Revised fire drills, registers, routes and assembly points not rehearsed (to ensure where safe to include SD). | No change to fire drills, registers, routes and assembly points - in the event of a fire, one-way system will be ignored and the nearest fire route used with assembly on the field in year groups as usual with appropriate SD between bubbles. | Low risk | |
| 7 | Needs of each age group and class not considered discreetly in terms of support, activities and facilities. | Specialist staff attached to each 'bubble' are aware of children's needs. | Low risk | |
| 8 | Staff moving between classes and year groups not maintaining distance from pupils and other staff (ideally 2 m between adults). | Staff should not as a rule be moving between classes in the Junior school. Any staff moving around school will follow the one way system in implementation to minimise contact. | Low risk | |
| 9 | Staff and pupils (where applicable) not wearing face coverings (if required) whilst moving between classrooms or activities. | Staff and pupils (unless exempt) are to wear face coverings in communal areas from 05.11.2020 unless SD can be maintained. | Low risk | |



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| 10 | Supply, peripatetic and/or other temporary staff moving between schools not minimising contact or maintaining as much distance as possible from other staff. | All staff, employed or supply/temporary will be urged to keep as much distance as possible from each other (ideally 2m where practical). Any supply/temporary staff used will be briefed on COVID 19 procedures within the school before entering. | Low risk | |
| 11 | Roles conducive to home working and therefore helping to reduce infection (e.g. some administrative roles) not identified. | All junior school roles are required to be on site for the operation of the school - teachers, office staff, catering staff, IT and Estates staff. All staff areas have been configured to be COVID safe. | Low/medium risk | |
| 12 | The "ideal" of adults maintaining 2 m distance from each other, and from pupils not realised. | This will be aimed for but may well not be possible especially in classes with younger pupils. Class group 'bubbles' used to minimise the need for maintaining this distance. | Medium risk | As an additional measure to help reduce asymptomatic spread, junior staff have been offered twice weekly lateral flow tests to be taken at home. |
| 13 | Contact between groups or bubbles is not minimised or distance between individuals maintained and properly supervised. | In the junior school, each class will be classed as a 'bubble' and kept apart from others as much as is practical. Staggered start and finish times and a one way system for walking around school will also help to minimise contact. Each class will | Low risk | |



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| | | also have their own space to play outside at break/lunchtime. Where more than one group has to be in the lunch hall at once, screen dividers will be in place to keep them as separate as possible. | | |
| 14 | Distinct and consistent groups or 'bubbles' not maintained or separated and so, in the event of a positive case, difficult to identify those who may need to self-isolate. | In the junior school, each class will be classed as a 'bubble' and kept apart from others as much as is practical. Staggered start and finish times and a one way system for walking around school will also help to minimise contact. Each class will also have their own space to play outside at break/lunchtime. Where more than one group has to be in the lunch hall at once, screen dividers will be in place to keep them as separate as possible. | Low risk | |
| 15 | Insufficient controls measures for larger groups with greater risk of infection and need to all isolate. | As above | Low risk | |
| 16 | Large gatherings such as assemblies or collective worship with more than one group not avoided. | No assemblies or other large gathering to be held at this time. | Low risk | |
| 17 | Insufficient controls for those pupils allowed to mix into wider groups for specialist teaching, wraparound care and transport. | Use of this wraparound care will be limited as much as possible and | Medium risk | |



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| | | <p>large spaces will be used to enable children to be kept in their own bubble as much as is practical.</p> <p>The vast majority of children are dropped off and picked up by parents and don't use public transport.</p> <p>All specialist teaching will be done within class bubbles.</p> | | |
| 18 | Younger pupils not supported in understanding the importance of maintaining distance, not touching staff and their peers - where possible. | Younger pupils will be given support by the specialist staff leading them to encourage maintaining distance, hygiene etc. The operation of class bubbles also mitigates the risk here given that younger pupils may struggle to comply. | Medium risk | In class sessions and whole school assembly reinforcing this message with children. |
| 19 | No specific help and preparation for the changes to routine for pupils with SEND (whether education, health and care plans or on SEN support). | SEN support timetable amended with TAs working with specific year groups to minimise number of pupils in contact with - will be held in DAS Lab to allow social distancing. | Low risk | |
| 20 | Where a pupil routinely attends more than one setting on a part time basis (e.g. dual registered) the system of controls not considered collaboratively to address identified risks. | If applicable, discussions have been held with the appropriate individuals to ensure controls appropriate. | Not applicable | |



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| 21 | Classrooms do not have side-by-side seating or forward facing desks to reduce risks. | All classrooms have been reconfigured so that children are sat side-by-side and facing forward as much as possible. | Low/medium risk | |
| 22 | ITT trainees not sufficiently briefed, hosted and integrated in their support to school. | No ITT trainees this year. | Not applicable | Trainees coming into early years in January fully briefed on COVID 19 procedures. |
| 23 | Volunteers not checked, left unsupervised, allowed to work in regulated activity or supported. | 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 | |
| 24 | 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 | |
| 25 | New staff and pupil registration and induction processes not adapted or compliant. | New staff and pupils will receive normal induction process with additional guidance regarding COVID 19 regulations (as per existing staff and pupils). | Low risk | |
| 26 | Support staff and TAs in regulated activity do not have the appropriate checks. | All staff have the required checks before being able to engage in any | Low risk | |



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| | | regulated activity. No different process to usual. | | |
| 27 | 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 | |
| 28 | Plans to separate work, learning, meetings, activities and play outside not fully considered | Robust plans in place to ensure appropriate use of all spaces allowing for bubbles to remain separate and staff to remain SD. | Low risk | |
| 29 | External coaches, clubs and organisations for curricular activities not risk assessed, or systems of control measures implemented. | All activities involving external coaches or organisations are risk assessed with COVID risks being added to the normal assessments. | Low risk | |
| 30 | Opportunities for non contact sport, adventure play, Forest School, gardening etc not regulated or considered | Separate risk assessments in place for these activities. | Low risk | |
| 31 | Physical education, sport and physical activities not following the measures in their system of controls. | Separate risk assessments in place for these activities. | Low risk | |
| 32 | Indoor sports and activity areas not sufficiently well and regularly ventilated with fresh air. | Sports specific guidance has been reviewed with regard to the ventilation and space requirements if activities are carried out indoors to ensure the ventilation is sufficient for the size of room, number of participants and type of activity. | Low risk | |



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| 33 | Sporting, play and SD rules unclear to staff, pupils, parents and visitors. | All staff and pupils to be briefed at the beginning of term. Parents not allowed in the school buildings at this time. | Low risk | |
| 34 | Pupils not kept in consistent groups, maximising distance between pupils or paying scrupulous attention to cleaning and hygiene during sports activities. | Pupils to be kept in class bubbles throughout. Separate sports risk assessment in place to ensure appropriate hygiene regime. | Low risk | |
| 35 | Sports equipment not sufficiently cleaned between each use by different individual groups. | Separate sports risk assessment in place to ensure appropriate hygiene regime. | Low risk | |
| 36 | Risk assessment for play, drama and dance activities not re-assessed, applied or checked. | Separate risk assessment in place for these activities. | Low risk | |
| 37 | Added risk of infection where there is singing, chanting, playing wind or brass instruments not reviewed. | Separate music department risk assessment in place to ensure in line with specific guidance received. | Low/medium risk | |
| 38 | Shared staff spaces are not set up or used to allow staff to distance from each other. | Junior school staff room is limited to 5 people at a time with only one at the tea point. Staff will be encouraged to wash their hands before and after making | Low/medium risk | Staff to wear masks in the staff room unless sat greater than 2 metres apart and when briefly removed for drinking/eating. |



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| | | <p>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 will be left in the staffroom and staff will be encouraged to wipe down the computer keyboard and mouse before use.</p> | | |
| 39 | <p>Staff meetings and staff rooms unregulated in terms of space, equipment, resources (copiers, kettles, biscuits tins etc) timings, SD and purpose.</p> | <p>Staff room has been reconfigured to ensure seating is appropriately distanced to limit the numbers using at any one point. Only one person 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 will be left in the staffroom and staff will be</p> | Low/medium risk | |



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| | | encouraged to wipe down the computer keyboard and mouse before use. | | |
| 40 | Staff not having sufficient down time / rest during the working day / week? | Non-contact time has been timetabled using non class based teachers. These teachers have been assigned to specific year groups to limit the number of bubbles they come into contact with. | Low risk | |
| 41 | Staff schedules do not build in the need to avoid increases in unnecessary and unmanageable workload burdens. | Non-contact time has been timetabled using non class based teachers. These teachers have been assigned to specific year groups to limit the number of bubbles they come into contact with. | Low risk | |
| 42 | Staff unable to manage the provision of both in school and remote learning. | If a class bubble has to self-isolate, the class teacher will be able to oversee the distance learning provision as they will have no other teaching responsibilities. | Low risk | |
| 43 | Security, CCTV and access systems not regularly checked, updated and (where necessary) re-coded. | All checked and updated as per normal procedures. | Low risk | |
| 44 | Parent, Pupil, Staff, Contractor, Visitor drop-off and pick-up procedures, in and out routes not shared, understood or applied. | Pupil drop off and pick up procedures clearing set out to parents before the start of term. | Low risk | |



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| | | Staggered start and finish times and different entrances allow for SD. No change needed to staff entrance/exit as naturally staggered. Contractors/visitors kept to an absolute minimum and entrance only through main reception - where sanitiser will be used and details collected for Track and Trace. | | |
| 45 | Appropriate safety measures not in place for wraparound childcare for both indoor and outdoor provision. | Places in Breakfast and After Schools Club will be limited and need to be booked in advance so that numbers can be monitored to allow for bubbles to be kept as separately as possible in the spaces available. | Low/medium risk | |
| 46 | Transit spaces (corridors), social zones (common rooms / playgrounds) not configured to separate different groups. | One way system in place throughout the school. Each class 'bubble' to be given their own time/space outside to play. Staff room limited to 5 members of staff at a time with SD adhered to whilst inside. Staggered start and finish times help with this. | Low risk | |
| 47 | Classrooms don't reflect recommended layout, PPE, screening, enhanced cleaning rules and timings. | Classrooms reconfigured to allow all pupils to face forwards with a 2m gap, or as close to it as possible, | Low/medium risk | |



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| | | <p>between the teacher and the first row of pupils, with the exception of Early Years.</p> <p>Staff have PPE for use during intimate care and sanitiser, wipes and tissues are available for every class. An additional cleaner has been employed for cleaning of high use areas during the day.</p> | | |
| 48 | Hand washing not part of school culture or routine e.g. no regular breaks for hand washing during the school day. | Regular handwashing to be woven into the school day with regular handwashing/sanitising breaks. | Low risk | |
| 49 | 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 the school and before entering each classroom. | Low risk | |
| 50 | Hygiene stations (including bins) not stocked, checked, emptied and cleaned regularly. | Bursar, Estates Manager and School Nurse to review all stocks on at least a weekly basis. | Low risk | |



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| 51 | Unnecessary and unused items not removed from classrooms and other learning environments. | All soft furnishings and toys that cannot be cleaned have been removed from classrooms and any communal areas. | Low risk | |
| 52 | Soft toys, furnishings, spare furniture and items that are hard to clean not removed and stored securely. | All soft furnishings and toys that cannot be cleaned have been removed from classrooms and any communal areas. | Low risk | |
| 53 | Individual and frequently used equipment, such as pencils and pens not shared by staff or pupils (who use their own). | As much as is practical, staff and pupils will use their own equipment. Any equipment which does have to be shared (e.g. science equipment/computers/sports equipment) will be cleaned between each use or left unused for at least 48 hours. | Low risk | |
| 54 | Classroom based resources, such as books and games and all frequently touched surfaces, which are used and shared within a group or bubble not regularly cleaned. | Classrooms will be cleaned thoroughly by our contract cleaners on a daily basis and teachers will be provided with wipes to clean down any resources necessary during the day. Shared resources will only be used if they can be cleaned or (in | Low/medium risk | |



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| | | the case of library books, for example) can be put into 72 hour quarantine between uses. | | |
| 55 | Management of resources shared between classes or bubbles not cleaned frequently and meticulously or rotated to be left unused and out of reach for a period of 48 hours (72 hours for plastics). | Classrooms will be cleaned thoroughly by our contract cleaners on a daily basis and teachers will be provided with wipes to clean down any resources necessary during the day. Shared resources will only be used if they can be cleaned or (in the case of library books, for example) can be put into 72 hour quarantine between uses. | Low/medium risk | |
| 56 | Regulating the use and cleaning of locker, changing rooms, toilets and showers not managed and supervised. | All pupils will be told that 'loitering' in toilets will not be allowed with a maximum of three individuals in a toilet block at a time and no standing around. This will be monitored by staff on duty. Use of changing rooms will be avoided by asking children to come to school in PE kit on days in which they are doing sporting activities. | Low risk | |
| 57 | 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 | Low risk | |



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| | | remain in their bags/lockers unless needed during the day. | | |
| 58 | Pupils and staff taking necessary books and other shared resources home not sufficiently managed. | The books/resources to be taken home will be limited as much as possible. Anything that is taken home and returned to school for share use will be quarantined for 72 hours. | Low risk | |
| 59 | Outdoor playground equipment should be more frequently cleaned or left fallow. | Use of outdoor play equipment will be limited. A rota will be in place where only one bubble has access to the playground equipment at a time with a fallow period of 72 hours between bubbles. | Low/medium risk | |
| 60 | Assemblies, break times, meals, drop-off and collection times not sufficiently well staggered. | Assemblies will not occur other than through live streaming into classrooms. Break and lunch times have been organised so as to allow each bubble its own space. Drop off and collection times staggered for each year group/ | Low risk | |
| 61 | Non-overnight educational visits not organised in line with protective measures (keeping children within consistent groups) and COVID-19 measures in place at destination. | Any such visits will be subject to individual risk assessments and will only take place if deemed low risk | Low risk | |



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| 62 | Meal times not de-conflicted or possible to achieve SD in the servery and dining areas whilst still providing sufficient nourishment. | Room dividers purchased so that multiple groups can eat in the dining hall whilst maintaining a social distance from other bubbles. Lunch times also staggered to assist this and EYFS groups eating in the small hall. | Low risk | |
| 63 | Organisation of breakfast and after school club not revised in to small, consistent groups and maintaining year groups or bubbles. | Numbers at breakfast and after school club to be restricted and bookings required in advance to ensure the numbers in these clubs are low enough to maintain a social distance between existing bubbles as far as possible. | Low/medium risk | |
| 64 | Pupil and staff mental health and wellbeing not considered with individual needs not identified or supported. | Pastoral system in place with the support of Nurse, Counsellors, Psychological Therapist and Chaplain to help support pupil and staff mental health and wellbeing. | Low risk | |
| 65 | Insufficient pastoral and extra-curricular support for pupils to rebuild friendships and social engagement. | The first two days of term have been set aside as PSHEE days with the class teachers to focus on these issues. | Low risk | |
| 66 | Insufficient support to address and equip pupils to respond to COVID-19 related issues. | Pastoral system in place with the support of Nurse, Counsellors, Psychological Therapist and | Low risk | |



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| | | Chaplain to help support pupil and staff mental health and wellbeing. | | |
| 67 | Re-scheduling of activities not operating efficiently or safely due to SD rules and timings | Detailed timetable in place to ensure activities take place at appropriate times and in appropriate spaces to maintain bubbles. | Low risk | |
| 68 | 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 | |
| 69 | Roles suitable to home working, such as administration, not considered to help reduce risks of infection in school. | No such roles at the junior school - one member of staff needed in school office, all catering staff needed for preparation of lunches, one member of IT needed on site as well as on-site caretaker. All other roles are pupil-facing. | Low risk | |

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 to be given to staff verbally and in writing at the start of term with regular reminders throughout term. Coronavirus appendix added to | Low/medium risk | Reminder, specifically regarding temperature, sent out by Nurse on 5.11.2020 |



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| | | 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. | <p>Rules to be given to staff verbally and in writing at the start of term with regular reminders throughout term. Coronavirus appendix added to absence policy and communicated to staff which makes not adhering to the rules a potential disciplinary offence.</p> <p>Information given to parents and pupils and the start of term and regular reminders throughout the term.</p> | Low/medium risk | <p>Reminder to parents regarding isolation rules sent out by Nurse on 5.11.2020</p> <p>Reminder sent out to parents on 4th January and again 3rd March.</p> |
| 3 | The procedure for isolating or sending staff and pupils home for 10 days and arranging a COVID-19 test is not understood (if anyone becomes unwell in school). | Procedure 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 period of isolation. | Low risk | |



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| 4 | Given (Serial 1 & 2) above 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/medium risk | |
| 5 | No isolation room and separate bathroom available, inadequate signs (from reception?) for those waiting collection and no access to PPE for those attending to unwell staff and pupils. | Medical room has its own separate bathroom facilities and will be used for isolation. PPE available 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 procedure verbally and in writing. | Low risk | |
| 7 | Staff not aware of meaning of "close contact" i.e.: <ul style="list-style-type: none"> • Direct close contacts: face-to-face contact with an infected individual for any length of time, within 1 m, including being coughed on, talking face to face, or unprotected physical contact (skin-to-skin). • Proximity contacts: extended close contact (within 1 to 2 m for more than 15 minutes) with infected individual. • Sitting in a small vehicle (car) with an infected person. | Procedure developed by School Nurse and all staff informed of procedure verbally and in writing. | Low risk | |
| 8 | 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 | |
| 9 | 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 procedure verbally and in writing. | Low risk | |
| 10 | 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 | Low/medium risk | |



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| | | procedure verbally and in writing. Nurse or on-site cleaners would carry out such cleaning with appropriate PPE. | | |
| 11 | Science of risk not understood e.g. less severe symptoms in adults, younger children less likely to become unwell. Consistent groups help. | Government guidance thoroughly reviewed and science of risk taken into account in all of the schools' procedures. | Low risk | |
| 12 | Although a useful confidence measure routine temperature testing 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 obvious symptoms. If other obvious symptoms exist (e.g. cough) then the individual will be immediately isolated and then sent home without testing temperature. | Low/medium risk. | |
| 13 | Insufficient medical staff to deal with temperature testing (if used), isolating and monitoring suspect COVID-19 cases, outside appointments and normal medical issues. | School Nurse plus sufficient number of first aid trained staff on site. | Low risk | |
| 14 | No or insufficient training for those operating temperature testing or other precautions that require new equipment. Training not recorded for future reference. | Temperature only to be tested by School Nurse or other trained first aiders. | Low risk | |
| 15 | Medical staff have insufficient or unsuitable PPE, cleaning materials and training for tasks. | School Nurse and other trained first aiders (as well as those performing | Low risk | |



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| | | intimate care) will be provided with appropriate PPE. | | |
| 16 | Temperature testing undertaken using unsafe methods, not reflecting SD rules, not recorded or kept appropriately. | Procedure developed by School Nurse for safe taking of temperature and relevant staff informed of procedure verbally and in writing. Records to be kept as appropriate. | Low risk | |
| 17 | No separate area for temperature testing, holding and isolation of pupils/staff. Areas not easily identified or regularly cleaned? | Medical room to be used for this purpose. | Low risk | |
| 18 | Insufficient registration, induction, supervision (and temperature checking) 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 | |
| 19 | Young children not supervised using hand sanitiser (risk of ingestion). | Children will be supervised in sanitiser use and encouraged to wash hands more often in sinks in classrooms. | Low risk | |
| 20 | Young children and those with complex needs not supported in understanding importance of hygiene rules. | All children will be supported by their class teachers in this respect. | Low risk | |



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| 21 | Lack of information on how to react to coughing and sneezing using tissues (and their disposal), crook of arm and immediately cleaning hands with soap and water or hand sanitiser. | All children will 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/medium risk | |
| 22 | Hygiene rules not effective. "catch it, bin it, kill it" not re-publicised or applied. | Hygiene rules will be set out with all pupils and staff at the beginning of term and regular reminders given. All children will be supported by their class teachers in this respect. | Low/medium risk | |
| 23 | 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 will have an 'induction' in behaviour expectations | Low risk | |
| 24 | Insufficient staff supervising and supporting normal medical staff particularly in their liaison with GPs, LA(?) etc. | School Nurse now has the support of a specific first aid assistant at the junior school as well as a significant number of staff being trained first aider. No boarders so liaison with GPs etc not necessary. | Low risk | |
| 25 | Visits of or to GPs / nurses / dentists and local surgeries changed and not known by staff and or pupils. | Not relevant as no boarders. | N/A | |
| 26 | Staff are not aware those with COVID-19 symptoms should not go to a GP surgery, pharmacy, urgent care centre or hospital. | Not relevant as no boarders - no pupils with symptoms should be in school and would be sent home unless and emergency issue in | Low risk | |



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| | | which case an ambulance would be called regardless of potential infection. | | |
| 27 | No procedure considered if a mobile testing unit is dispatched to test others in school. (Testing will focus on the person's class, followed by their year group, then the whole school if necessary. | Will follow guidance of Public Health England in such circumstances | Low risk | |
| 28 | Insufficient or no procedure for summoning emergency services, lack of safe RV and cleared routes in and out. | No change to usual procedures. | Low risk | |
| 29 | No early liaison with local health protection teams and LA who provide advice (and may recommend large groups self-isolate or school closure) | School Nurse to liaise as appropriate | Low risk | |
| 30 | Insufficient First Aid trained personnel (ratio) for pupils in school and on activities and sport. | Sufficient first aiders in place. | Low risk | |
| 31 | 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 of procedure verbally and in writing. | Low risk | |
| 32 | Requirements for EYFS on PFA certification not identified given recent modifications and 3 month extensions. | Emergency first aid training to be renewed in September. Pediatric first aid in date until January and update training already planned. | Low risk | |
| 33 | 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 | |
| 34 | Lack of School decision or policy for level of PPE required for staff or pupils. | Clear policy in place regarding circumstances in which PPE is | Low risk | |



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| | | needed - in line with government guidelines. | | |
| 35 | Insufficient training for all those that wear face coverings including fitting, storing, care and disposal arrangements. | Face coverings only required when providing intimate care/first aid. Printed guidance on use has been provided with all PPE supplies. | Low risk | |
| 36 | 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 | |
| 37 | School unaware of those that have been identified as Clinically Extremely Vulnerable (CEV) via a letter to the individual from NHS or their GP | Staff and parents were asked in the summer to let school know of any individuals in this category. | Low risk | |
| 38 | CEV staff and pupils have not been advised whether to work from home or go to school during period of national restrictions. | Guidance on CEV has been followed. | Low risk | |
| 39 | Measures in school are not sufficiently robust for clinically vulnerable to return to school. | All staff and parents will have access to the detailed risk assessments to help in decision making regarding the return to school. Measures put in place in line with guidelines to ensure COVID safe as far as is practicable. | Medium risk | |
| 40 | Medical advice for vulnerable staff and children not being followed and insufficient support both at school and at home. | Vulnerable staff and children to be risk assessed and any adjustments necessary put in place, where practical, to allow them to be in school. | Low risk | |



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| | | Pastoral support, including remote counselling where appropriate, will be continued with those who are unable to be in school. | | |
| 41 | Those with particular characteristics and an increased COVID-19 risk not identified and sufficient measures taken to reduce risks. | School Nurse/HR reviewing individuals with higher risk profiles. | Low risk | |
| 42 | 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 tests. | Low risk | |
| 43 | Insufficient information and / or record of who is still shielding or had contact with anyone tested positive or suspected of COVID-19 and why this may preclude their attendance at school. | Staff members and parents of pupils contacted individually if known health issues. | Low/medium risk | |



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| | | School will engage with NHS Test and Trace if informed by them, or parents/staff, of contact with a positive/suspected case outside of school. | | |
| 44 | Lack of recording of which staff and pupils have been sent home with COVID-19 symptoms (a cough, high temperature or shortness of breath). | School Nurse to keep record of such cases with the support of new first aid assistant. | Low risk | |
| 45 | Lack of regular dialogue with those that have suffered from COVID-19 and / or are isolated at home. | Pastoral staff will liaise as appropriate with those who are not in school. | Low risk | |
| 46 | Policy on wearing uniform and if washing also required to prevent infection for staff and pupils not re-considered. | Following government guidelines regarding the wearing of uniform. | Low risk | |



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Dedicated School Transport and Driver Risk Assessment in the COVID-19 Environment

| | 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. | Low risk | |
| 2 | Drivers not fully considered or supported (particularly relating to age and vulnerability). | For the first half term there will be limited bus journeys with no swim runs and few, if any, trips out. The main reason for minibus journeys will be transporting year 5 and 6 children to the senior site for certain activities. A class bubble will be spread over two minibuses to allow the front row of seats to be free to allow the driver to socially distance and journeys will be very short. Drivers will also wear mask.. | Low/medium risk | Limited activities continue into the second half term with only short journeys at present. |



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| | | Risk assessment will be revisited if and when longer journeys become likely. | | |
| 3 | Drivers have insufficient / inappropriate PPE, cleaning materials and training. | Drivers will be supplied with masks to wear on journeys and all minibuses equipped with cleaning material. Estates staff will clean buses between uses and are appropriately trained. | Low risk | |
| 4 | Drivers not protected by screens and / or procedures that should be known to parent, carers and pupils. | For the first half term there will be limited bus journeys with no swim runs and few, if any, trips out. The main reason for minibus journeys will be transporting year 5 and 6 children to the senior site for certain activities. A class bubble will be spread over two minibuses to allow the front row of seats to be free to allow the driver to socially distance and journeys will be very short. Drivers to wear masks. Risk assessment will be revisited if and when longer journeys become likely. | Low/medium risk | Limited activities continue with only short journeys at present. |
| 5 | Travel in or out of local areas not minimised or avoided, and the number of journeys not reduced where possible. | Travel out of the local area will only take place when deemed essential for delivering the curriculum. | Low risk | |



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| 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. | Low/medium 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. | 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 | |
| 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. | Not an issue at junior school | 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 | Low risk | |



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| | | the recommendation that over 11s wear face coverings. | | |
| 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 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. | Low risk | |
| 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 | |



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Support Staff Risk Assessment in the COVID-19 Environment

| | Hazard | Control Measures | Outcome | Remarks / Re-assessment |
|---|--|---|----------|-------------------------|
| 1 | Support and contract staff not regularly briefed on changes. | All support staff and contract cleaners (through the cleaning supervisor) will be briefed in the same way as teaching staff on any changes to procedures. Briefings will be verbal and in writing. | Low risk | |
| 2 | Physical meetings recognise SD, hygiene arrangements including well-ventilated rooms or, if possible, outside. | Physical meetings will be kept to a minimum and numbers in rooms will reflect SD. Virtual meetings via Google Meets will be encouraged where possible. | Low risk | |
| 3 | Support staff have insufficient/inappropriate PPE, cleaning materials and training. | Support staff will all have access to sanitiser. Support staff who are also first aiders will be provided with appropriate PPE for first aid procedures, where necessary. All staff will be given COVID 19 procedures in writing and verbally at the start of term. | Low risk | |
| 4 | Cleaning regimes not enhanced, regularly reviewed, inspected or conforming to revised hygiene rules. | Enhanced cleaning in place with additional cleaners in school to clean high use areas throughout the day. Support staff will also have access to wipes to wipe down equipment as necessary. Sneeze guards have been fixed to desks where necessary. | Low risk | |



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| 5 | Security and access systems not regularly checked, updated and re-coded. | Checked as per normal procedures. | 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 | |
| 7 | Fire and other emergency procedures not reconfigured, routes not clear or regularly inspected. | As above | Low risk | |

Facilities Management Risk Assessment in the COVID-19 Environment

| | Hazard | Control Measures | Outcome | Remarks / Re-assessment |
|---|--|---|----------|-------------------------|
| 1 | Insufficient hand washing or hand sanitiser 'stations' for all pupils and staff to clean their hands regularly. | Sanitiser units present throughout school and junior classrooms also have sinks. | 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 a 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 to kept to a minimum and the only regular contractors are cleaners - no change in procedures necessary. All visitors/contractors will be asked to sanitise hands on arrival. | Low risk | |



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| 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, maintenance, checks, venting and valves. | Normal procedures in operation and all checks carried out as appropriate. | Low risk | |
| 7 | Air conditioning units, ducts, ventilation and extraction systems not checked on re-occupying school facilities (including workshops). | Normal procedures in operation and all checks carried out as appropriate. | Low risk | |
| 8 | Centralised ventilation system that removes and circulates air to different rooms is not using a fresh air supply. | Junior school air conditioning system recirculates air and so will not be used. All rooms will have windows open when in use instead. | Low risk | <p>After consultation with H&S advisor, and in line with recent government guidance, heating/air con allowed on low setting as long as windows remain open for fresh air ventilation.</p> <p>Further reminders about the need to keep windows open and regularly 'purge' the room with windows fully open given on 17th May.</p> |
| 9 | Electrical tests not up-to-date including emergency lighting and PAT including electrical equipment bought in to school. | Normal procedures in operation and all checks carried out as appropriate. | Low risk | |
| 10 | Water testing for temperature, flow and legionella not in date, recorded or tested on re-opening facilities. | Normal procedures in operation and all checks carried out as appropriate. | Low risk | |
| 11 | Insufficient arrangements for the operation, additional cleaning and security (and use) of the swimming pool. | Not applicable | | |
| 12 | 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 | |



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| 13 | Fire doors propped open to limit use of door handles and increase ventilation. | Fire doors to remain closed in line with guidance. | Low risk | |
| 14 | Limiting occupancy of as many rooms as possible (offices, laundry, common rooms etc) not considered. | School office to only have one member of staff working in at a time, staff workroom to be limited to 5 members of staff. | Low risk | |
| 15 | Kitchen not reconfigured, stocked and cleaned if closed over a long period. | Kitchen was in operation right up until summer holidays and has been through summer deep clean. | Low risk | |
| 16 | Insufficient chefs, supervising staff and cleaners to maintain high standards of hygiene. | Sufficient staff in place, some increased hours to cover longer lunchtime provision. | Low risk | |
| 17 | Servery and dining room rules inadequate or unsafe including wiping table, chairs and hard surfaces between sittings. | Room dividers purchased so that multiple groups can eat in the dining hall whilst maintaining a social distance from other bubbles. Lunch times also staggered to assist this and EYFS groups eating in the small hall. Tables will also be wiped down between groups. | Low/medium risk | |
| 18 | Insufficient drinking supplies and hydration available in dining room and around the school. | No need to change usual facilities. | Low risk | |
| 19 | Cleaners changed working patterns during the day not discussed or agrees to meet the revised hygiene requirements. | Additional onsite cleaner during the school day to clean high use areas. | Low risk | |
| 20 | Cleaners have insufficient or revised instructions and training for appropriate cleaning and the wearing and disposal of PPE. | Cleaning contractors instructed as to new cleaning requirements and will be monitored. Cleaners have been | Low risk | |



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| | | provided with appropriate PPE by cleaning contractor. | | |
| 21 | New service level agreement not agreed for contract cleaners, maintenance and grounds for a new working environment. | As above - only contractors are cleaners. | Low risk | |
| 22 | Insufficient cleaning staff for revised cleaning schedule and deep clean of each room and space daily unless left fallow. | Additional onsite cleaner during the school day to clean high use areas. All rooms to be cleaned at the end of the day as usual. If a deep clean is required, extra resource will be directed. | Low risk | Further additional cleaner to be added into EYFS from 5th January. |
| 23 | Insufficient immediate procedures (quarantine and deep clean) and PPE where areas contaminated with bodily fluids. | Procedures written and circulated by school nurse | Low risk | |
| 24 | Cleaning staff not equipped or using appropriate PPE including aprons, gloves, face coverings and their subsequent disposal. | Cleaners have been provided with appropriate PPE by cleaning contractor. | Low risk | |
| 25 | Laundry wash and dryers not serviceable, unable to cope with temperature requirements and insufficient wash products. | Washing machines on site only used to clean kitchen cloths which are always done at 90 degrees. | Low risk | |
| 26 | Suspended services not re-set or reviewed to cater for current school operation including waste disposal. | All services either continued throughout or have been re-set. | Low risk | |
| 27 | Scheduled or on-going building works not reviewed given revised school timetables, staggered drop-off / pick-ups times. | Not applicable | Not applicable | |
| 28 | Suppliers not following appropriate SD, hygiene measures and new routes, arrival details etc | Food and other deliveries to operate as normal with receiving staff to wash hands immediately after touching deliveries. | Low risk | |
| 29 | Waste procedures not reviewed or sufficient to cater for increase in waste measures. | In line with government guidelines, waste disposed of as normal with any potentially contaminated materials 'double bagged'. | Low risk | |



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| 30 | Pest control services not sufficiently regular, recorded or deficiencies identified and actioned. | Normal procedures in operation and all checks carried out as appropriate. | Low risk | |
| 31 | How often is this Risk Assessment reviewed? Daily? Weekly? Monthly? Termly? Annually? | Periodic reviews and amendments in response to changing guidance and local prevalence of pandemic. | Low risk | |