



## COVID-19 Risk Assessment - Dame Allan's Girls' School, Boys' School and Sixth Form 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
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	
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.  Parents - detailed letter sent out on 24th August explaining procedures.	Low risk	Refresher of rules given in w/c 1 March. Reminders also given in letter of 16 May



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D	Changes not regularly communicated to staff, their unions, pupils, parents and governors	Any changes to procedures as a result of changing guidelines are to be immediately notified to all relevant parties before being implemented.	Low risk	
E	Changes to assessments, procedures and other important matters not reviewed by Governors	All significant changes to risk assessments or procedures will be reviewed by 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.	Communicated in letter to parents (shared with staff) on 24th August. Also to be covered verbally at staff meeting in September.	Low risk	Further reminders given to staff and parents in return to school letters and briefings late February/early March.  Update briefing on key points given on 17th May
I	Record of names of pupils/staff in their groups/bubbles, locations visited, seating arrangements not updated on a regular basis	All classes have recorded seating plans from which no deviations are allowed. 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 as required by NHS Test and Trace (but are not currently ill with symptoms themselves) 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	Low risk	



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		revert to remote learning until the situation was resolved.		
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.	<p>In the senior school, each year group will be classed as a 'bubble' and kept apart from others as much as is practical. For years 7 - 11 this will include keeping DAGS and DABS separate as far as possible. Years 7 - 9 will have all non-specialised lessons in their form rooms to minimise movement around school. A one way system for walking around school will also help to minimise contact.</p> <p>A separate, temporary, Sixth Form common room has been set up in the Newsom Hall for year 13 to keep year 12 and 13 separate as far as is practical, although year 13 will have to enter the Sixth Form centre for some lessons etc.</p>	Low/Medium risk	<p>From 14.09.2020 all staff and pupils will wear masks in any communal areas.</p> <p>From 8.3.2021 pupils and staff to also wear masks in classrooms unless a 2 metre distance can be maintained from others.</p> <p>Review on 17th May - although no longer recommended by DfE, given recent rise in cases, face coverings are to remain in classrooms at this time.</p>



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		<p>The timetable has been changed slightly to allow for two separate morning breaks and, for years 7 and 8, period 3 will be split to allow them to have a slot in the dining hall to eat.</p> <p>Each 'bubble' will also have their own social space outside at break/lunchtime.</p> <p>Years 7 - 11 will each have a slot to eat in the dining hall in their groups (DAGS at one end and DABS at the other) and tables will be cleaned between groups. Years 12 and 13 will eat in the Newsom Hall - a serving station will be at one end with year 12 collecting their food and sitting to eat on the other side of the divider from year 13.</p>		
N	Social Distancing (SD), hygiene and ventilation rules not sufficiently robust, understood, communicated, applied or checked.	Initial letter/handbook sent to parents on 24th August setting out SD and hygiene rules. Staff given instructions both in writing and verbally on SD and hygiene rules	Low/Medium risk	<p>From 14.09.2020 all staff and pupils will wear masks in any communal areas.</p> <p>From 8.3.2021 pupils and staff to also wear masks in classrooms</p>



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		<p>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. A variety of mediums will be used - emails, social media and potentially text messages.</p>		<p>unless a 2 metre distance can be maintained from others.</p> <p>Staff given updated guidance on ventilation of classrooms on 02.11.20</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?	All such activities will be carried out within either classes or year group 'bubbles' to minimise the need for social distancing. Separate risk assessments have been carried out for such activities to ensure activities are done in the safest way possible.		Some after school activities from 8th March will be carried out across bubbles but only if: outside and a 2m distance between participants can be maintained.
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.	Additional two cleaners have been brought on for 4 hours per day each 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	Low/Medium risk	



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		during the day if necessary and will be encouraged to do so at the start of afternoon lessons as a minimum.		
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>DAGS 7 - 11: Girls' tunnel/Gym entrance</p> <p>DABS 7 - 11: Boys' tunnel</p> <p>Year 12: Sixth Form Centre</p> <p>Year 13: Main entrance</p> <p>No visitors are to be allowed unless previously agreed with the Principal/Bursar 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</p>	Low risk	



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		retained for Test and Trace purposes.		
T	Insufficient supplies of hygiene materials and not readily available, suitably stored or located.	<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>	Low risk	No issues sourcing stocks to date.
U	Insufficient contingency plans for changes to school operation, local or national lockdown, re-closing, loss of catering or teachers?	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	Low risk	



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		<p>revert to remote learning until the situation was resolved.</p> <p>The schools are fully prepared for a return to home learning should that be necessary.</p>		
V	<p>Insufficient contingency plans in case of medical need for self-isolation of individuals, multiple pupils, staff or local outbreaks?</p>	<p>Teaching staff who are self-isolating as instructed by NHS Test and Trace (but are not suffering with symptoms themselves) 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	
W	<p>Risk assessments and protective measures for holiday clubs, after-school clubs and other out-of-school clubs not regularly updated.</p>	<p>Regular updates carried out.</p>	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 to the Bursar as they arise for all issues to be dealt with promptly. 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**

	<b>Hazard</b>	<b>Control Measures</b>	<b>Outcome</b>	<b>Remarks / Re-assessment</b>
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	



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2	Staff, parents and pupils returning to school not provided or updated with full induction process or aware of changes and potential hazards.	<p>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.</p> <p>Parents - detailed letter sent out 24th August explaining procedures.</p> <p>Pupils - the new rules will be the focus of extended form session on first day.</p>	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 verbal briefings and to students through pastoral time.
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	Successful liaison with local health protection team has occurred whenever a positive case has arisen.



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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 10 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	
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/testing in line with government procedures after holiday and work visits.	Staff have all been made aware of the need to self-isolate after visiting certain countries through the issue of	Low/medium risk	



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		<p>a temporary amendment to the staff absence policy.</p> <p>Parents and pupils have been made aware through letters sent out before the start of term and reminders will be sent.</p>		
14	Lack of robust rules for hygiene standards for staff and pupils – and failure to adequately enforce standards	<p>Staff and pupils given information at the start of the term regarding regular hand sanitising/washing and sanitising stations provided around school and at all entrances. Poster reminders up around school.</p> <p>Behaviour policy updated to include hygiene issues.</p>	Low/medium risk	
15	Class and activity rooms not properly and regularly ventilated with fresh air	<p>All staff have been briefed on the need for natural ventilation in all rooms whilst occupied and the government guidance shared.</p> <p>Observations show that this is well complied with.</p>	Low risk	<p>Further reminders about the need to keep windows open and regularly 'purge' the room with windows fully open given on 17th May.</p>
16	Staff not trained or regularly updated in COVID-19 symptoms, SD and how these rules apply to teaching?	<p>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.</p>	Low risk	



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17	At drop-off and pick-up parents not complying with SD policy outside gates and entrances.	Parents do not come on site (or typically get out of their cars) at senior school so not particularly a risk.	Low risk	
18	Staff and parents not cleaning frequently touched surfaces of bike, car, pram etc before and after journeys to school.	All staff and pupils will be asked to wash/sanitise hands on entry to mitigate this risk.	Low/medium risk	
19	Insufficient or no guidance on safe travel to and from school (e.g. encouraging walking, cycling, minimise 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 05.11.2020 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 year group 'bubble' to be given their own social space outside.  Years 12 and 13 given separate common room spaces. Staff social spaces reconfigured to ensure chairs are socially distanced and staff told to be seated whilst in there.	Low/medium risk	From 14.09.2020 all staff and pupils will wear masks in any communal areas.  From 8.3.2021 pupils and staff to also wear masks in classrooms unless a 2 metre distance can be maintained from others.  Review on 17th May - although no longer recommended by DfE, given recent rise in cases, face coverings are to remain in classrooms at this time.



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21	Learning and recreational spaces not de-conflicted or configured to SD rules for different groups or bubbles.	<p>All desks to be arranged so that pupils are facing forwards and not each other where possible (some rooms have fixed desking which make this impossible, for example, DT). Classrooms configured to ensure that teacher can be 2 metre away from pupils wherever possible.</p> <p>Use of any other spaces will be carefully timetabled so that only one bubble uses at a time.</p> <p>Year 13 given their own common room and work space in the Newsom Hall to separate out from Year 12 in Sixth Form centre. All year groups will be allocated their own outside spaces at break and lunch.</p>	Medium risk	
22	Little consideration of different age groups in timetabling, length of the school day and exposure to other age groups.	<p>Break and lunch times amended to ensure that each year groups can be kept separate as far as possible. Start and end times not changed but different entrances/exits allocated to reduce mixing as far as possible. Breakfast/After School Club will be run in the dining hall with sufficient</p>	Low/medium risk	



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		space to keep those from different bubbles separate due to the limited numbers using this service.		
23	Insufficient consideration and alternatives to using public transport including staggering school start and finish times.	5 different dedicated school buses are available for use and the availability of Breakfast/After School Club gives opportunity for staggered arrival/departure to avoid busy public transport.	Low/Medium 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 and Chaplain remains in place to deal with such issues.	Low risk	
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**

	<b>Hazard</b>	<b>Control Measures</b>	<b>Outcome</b>	<b>Remarks /</b>
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				<b>Re-assessment</b>
1	Lack of review, update or sharing of safeguarding, code of 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	
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	
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	Low risk	



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		year groups as usual with appropriate SD between bubbles.		
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 pupils' needs.	Low risk	
8	Staff moving between classes and year groups not maintaining distance from pupils and other staff (ideally 2 m between adults)	Any staff moving around school will follow the one way system in implementation to minimise contact.  Classrooms are configured to allow a 2 metre distance between the teacher and pupils, where possible, and all staff are advised to maintain this distance between pupils and other staff as far as is practical.	Low/medium risk	
9	Staff and pupils (where applicable) not wearing face coverings (if required) whilst moving between classrooms or activities.	Staff and pupils (unless exempt) have been wearing face coverings in corridors/dining hall etc since 14.09.2020. From 06.11.2020 sixth form students must also wear face coverings whilst in the sixth form common rooms unless maintaining a 2m distance from others.	Low risk	From 8.3.2021 pupils and staff to also wear masks in classrooms unless a 2 metre distance can be maintained from others.  Review on 17th May - although no longer recommended by DfE, given recent rise in cases, face coverings are to remain in classrooms at this time.



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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 or observing hygiene rules.	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	<p>From 14.09.2020 all staff and pupils will wear masks in any communal areas.</p> <p>From 8.3.2021 pupils and staff to also wear masks in classrooms unless a 2 metre distance can be maintained from others.</p> <p>Review on 17th May - although no longer recommended by DfE, given recent rise in cases, face coverings are to remain in classrooms at this time.</p>
11	Roles conducive to home working and therefore helping to reduce infection (e.g. some administrative roles) not identified.	All support staff work spaces have been evaluated to ensure that the space is safe and sneeze guards/barriers have been added where necessary. Where spaces could not be safely reconfigured, roles are being adapted to allow homeworking on a rota basis.	Low risk	
12	The "ideal" of adults maintaining 2 m distance from each other, and from pupils not realised or insufficient mitigating measures.	Classrooms are configured to allow a 2 metre distance between the	Medium risk	



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		<p>teacher and pupils where possible and all staff are advised to maintain this distance between pupils and other staff as far as is practical.</p> <p>Chairs positioned in staff room to ensure SD is maintained and staff told to remain seated whilst in there. Middle tables of dining hall set out to allow for some staff to sit in a SD manner to eat if these spaces are full then staff will be allowed to take cold food out of the dining hall to eat elsewhere.</p>		
13	Contact between groups or bubbles is not minimised or distance between individuals maintained and properly supervised.	<p>In the senior school, each year group will be classed as a 'bubble' and kept apart from others as much as is practical. For years 7 - 11 this will include keeping DAGS and DABS separate as far as possible. Years 7 - 9 will have all non-specialised lessons in their form rooms to minimise movement around school. A one way system for walking around school will also help to minimise contact.</p>	Low/Medium risk	<p>From 14.09.2020 all staff and pupils will wear masks in any communal areas.</p> <p>From 8.3.2021 pupils and staff to also wear masks in classrooms unless a 2 metre distance can be maintained from others.</p> <p>Review on 17th May - although no longer recommended by DfE, given recent rise in cases, face coverings are to remain in classrooms at this time.</p>



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		<p>A separate, temporary, Sixth Form common room has been set up in the Newsom Hall for year 13 to keep year 12 and 13 separate as far as is practical, although year 13 will have to enter the Sixth Form centre for some lessons etc.</p> <p>The timetable has been changed slightly to allow for two separate morning breaks and, for years 7 and 8, period 3 will be split to allow them to have a slot in the dining hall to eat.</p> <p>Each 'bubble' will also have their own social space outside at break/lunchtime.</p> <p>Years 7 - 11 will each have a slot to eat in the dining hall in their groups (DAGS at one end and DABS at the other) and tables will be cleaned between groups. Years 12 and 13 will eat in the Newsom Hall - a serving station will be at one end with year 12 collecting their food and sitting to eat on the other side of the divider from year 13.</p>		
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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.	As above	Low/medium risk	
15	Insufficient controls measures for larger groups with greater risk of infection and need to all isolate.	As above	Low/medium 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.	All specialist teaching will be done within class/year group bubbles.  Those using Breakfast/After School Club will be in a sufficiently large space to allow for SD between bubbles.  School dedicated buses are being run in line with government guidelines for the usual 5 routes.	Low/Medium risk	
18	Younger pupils not supported in understanding the importance of maintaining distance, not touching staff and their peers - where possible.	Senior school pupils old enough to understand the importance and will be given guidance at the start of the term. Behavior expectations then also set in new behavior policy.	Low risk	
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).	Learning support staff/Nurse to assist where necessary.	Low risk	



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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.	Not applicable	Not applicable	
21	Classrooms do not have side-by-side seating or forward facing desks to reduce risks.	All classrooms have been reconfigured so that pupils are sat side-by-side and facing forward where possible. There are a limited number of areas where desks are fixed (e.g. DT suite) and this is not possible.	Medium risk	
22	ITT trainees not sufficiently briefed, hosted and integrated in their support to school.	No planned ITT trainees.	Not applicable	
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	



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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 regulated activity. No different process to usual.	Low risk	
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 sports/OLED risk assessments in place.	Low risk	
31	Physical education, sport and physical activities not following the measures in their system of controls.	Separate sports/OLED risk assessments in place.	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	Low risk	Further reminders about the need to keep windows open and regularly 'purge' the room with windows fully open given on 17th May.



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		the size of room, number of participants and type of activity.		
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 year group bubbles throughout with the exception of years 12 and 13 who are allowed to mix in sporting activities outdoors only. Sport risk assessments in place to ensure hygiene regime in place as appropriate.	Low/medium risk	From 14.09.2020 all staff and pupils will wear masks in any communal areas.  From 8.3.2021 pupils and staff to also wear masks in classrooms unless a 2 metre distance can be maintained from others.  Review on 17th May - although no longer recommended by DfE, given recent rise in cases, face coverings are to remain in classrooms at this time.
35	Sports equipment not sufficiently cleaned between each use by different individual groups.	Sport risk assessments in place to ensure hygiene regime in place as appropriate.	Low risk	
36	Risk assessment for play, drama and dance activities not re-assessed, applied or checked.	Separate risk assessments in place for drama and dance.	Low risk	



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37	Added risk of infection where there is singing, chanting, playing wind or brass instruments not reviewed.	Separate risk assessments in place for all musical activities.	Low risk	
38	Shared staff spaces are not set up or used to allow staff to distance from each other.	<p>Staff social spaces reconfigured to ensure chairs are socially distanced and staff told to be seated whilst in there. Only one person allowed at the tea point at a time.</p> <p>Staff will be encouraged to wash their hands before and after making drinks to reduce transmission to/from shared resources.</p> <p>Workstations in staff room have screens between them to decrease the likelihood of transmission while sitting at the computer next to another. Wipes will be left in the staffroom and staff will be encouraged to wipe down the computer keyboard and mouse before use.</p>	Low/medium risk	<p>From 14.09.2020 all staff and pupils will wear masks in any communal areas.</p> <p>From 8.3.2021 pupils to also wear masks in classrooms (and staff unless a 2 metre distance can be maintained from pupils).</p>
39	Staff meetings and staff rooms unregulated in terms of space, equipment, resources (copiers, kettles, biscuits tins etc) timings, SD and purpose.	As above	Low/medium risk	
40	Staff not having sufficient down time / rest during the working day / week?	Non-contact time remains within timetable as usual.	Low risk	



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41	Staff schedules do not build in the need to avoid increases in unnecessary and unmanageable workload burdens.	Non-contact time remains within timetable as usual. Some additional staff duties may be necessary due to staggered break and lunch times.	Low risk	
42	Staff unable to manage the provision of both in school and remote learning.	If pupils are isolating staff can continue to teach those lessons under the protocol applied to distance learning whilst teaching others physically in class.	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 clearly set out to parents and pupils before the start of term, including the allocated entrances to be used. 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.	Low risk	
45	Appropriate safety measures not in place for wraparound childcare for both indoor and outdoor provision.	Breakfast and After School Club will be held in the dining hall with sufficient space for the numbers who	Low/medium risk	



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		use it to remain in their year group bubbles.		
46	Transit spaces (corridors), social zones (common rooms / playgrounds) not configured to separate different groups.	<p>One way system in place throughout the school. Each year group 'bubble' to be given their own social space outside.</p> <p>Years 12 and 13 given separate common room spaces. Staff social spaces reconfigured to ensure chairs are socially distanced and staff told to be seated whilst in there.</p>	Low/medium risk	<p>From 14.09.2020 all staff and pupils will wear masks in any communal areas.</p> <p>From 8.3.2021 pupils and staff to also wear masks in classrooms unless a 2 metre distance can be maintained from others.</p>
47	Classrooms don't reflect recommended layout, PPE, screening, enhanced cleaning rules and timings.	<p>Classrooms reconfigured to allow all all pupils to face forwards with a 2m gap between the teacher where possible.</p> <p>Sanitiser, wipes and tissues are available for every class. An additional two cleaners have been employed for cleaning of high use areas during the day.</p>	Low/medium risk	
48	Hand washing not part of school culture or routine e.g. no regular breaks for hand washing during the school day.	Regular handwashing/sanitising to be woven into the school day with sanitiser stations at regular points around school.	Low risk	



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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	
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.	Low risk	



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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 and will be encouraged to do so at the start afternoon lessons as a minimum. Shared resources will only be used ideally if they can be cleaned or (in the case of library books, for example) can be put into 72 hour quarantine between uses. If neither of these scenarios are possible and resources must be shared then users will be instructed to wash their hands before and after use.	Low/medium risk	
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).	As above	Low/medium risk	
56	Regulating the use and cleaning of locker, changing rooms, toilets and showers not managed and supervised.	Lockers to be assigned to individuals and not touched by others. All pupils will be told that 'loitering' in toilets will not be allowed with a maximum of three individuals in a toilet block at	Low/medium risk	



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		<p>a time and no standing around. This will be monitored by staff on duty.</p> <p>Use of changing rooms will be reduced by asking children to come to school in PE kit on Games days. A rota system will operate for PE and extra curricular activities.</p>		
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 remain in their bags/lockers unless needed during the day.	Low risk	
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.	No such equipment at the senior school.		
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	Low risk	



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		have been organised so as to allow each bubble its own space.		
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	
62	Meal times not de-conflicted or possible to achieve SD in the servery and dining areas whilst still providing sufficient nourishment.	Years 12 and 13 will eat at opposite ends of the Newsom Hall. Timetable has been changed slightly to allow each of years 7 -11 a slot in the dining hall to eat in their bubble.	Low risk	
63	Organisation of breakfast and after school club not revised in to small, consistent groups and maintaining year groups or bubbles.	Breakfast and After School Club will be held in the dining hall with sufficient space for the numbers who use it to remain in their year group bubbles.	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.	There will be a particular emphasis on pastoral care and return to school returns in the first few days.	Low risk	



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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 Chaplain to help support pupil and staff mental health and wellbeing.	Low risk	
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.	Where office space is not conducive to SD, home working is in place on a rota basis. Where offices can be COVID safe, employees are being asked to come in to aid the smooth running of the school which requires most roles on site.	Low risk	

**Medical Risk Assessment in the COVID-19 Environment**

	<b>Hazard</b>	<b>Control Measures</b>	<b>Outcome</b>	<b>Remarks / Re-assessment</b>
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## COVID-19 Risk Assessment - Dame Allan's Girls' School, Boys' School and Sixth Form Updated 17.05.2021

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 absence policy and communicated to staff which makes not adhering to the rules a potential disciplinary offence.	Low/medium risk	Reminder, specifically regarding temperature, sent out by Nurse on 5.11.2020
2	Staff and pupils who are ill or tested positive in the last 10 days do not know or are unwilling to stay at home.	Rules 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.  Information given to parents and pupils and the start of term and regular reminders throughout the term.	Low/medium risk	Reminder to parents regarding isolation rules sent out by Nurse on 5.11.2020.  Self-isolation rules reiterated in return to school letter and testing letters sent late February/early March.
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	Low risk	



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		negative result is communicated or they have completed the required period of isolation.		
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 (which has attached bathroom) to be used as isolation area. PPE provided in all first aid kits.	Low risk	
6	Procedure is not clear for those Staff who have helped someone with symptoms and pupils who have been in "close contact".	Procedure developed by School Nurse and all staff informed of procedure verbally and in writing.	Low risk	
7	Staff not aware of meaning of "close contact" i.e.: <ul style="list-style-type: none"> <li>• 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).</li> <li>• Proximity contacts: extended close contact (within 1 to 2 m for more than 15 minutes) with infected individual.</li> <li>• Sitting in a small vehicle (car) with an infected person.</li> </ul>	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	



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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 procedure verbally and in writing. Nurse or on-site cleaners would carry out such cleaning with appropriate PPE.	Low/medium risk	
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	



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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 intimate care) will be provided with appropriate PPE.	Low risk	
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 as isolation/holding room.	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).	Not a significant issue at senior school.	Low risk	



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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	
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.	Nurse with support of first aiders should be sufficient and cover nurse can be called upon if necessary. 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	



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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 whichcase an ambulance would be called regardless of potential infection.	Low risk	
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.	EYFS and PFA not applicable to senior school. Emergency first aid training to be renewed for those needing it in September.	Low risk	PFA training all up to date.
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	Low risk	



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		vulnerable/shielded staff will be followed.		
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 needed - in line with government guidelines.	Low risk	
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	<p>From 14.09.2020 all staff and pupils will wear masks in any communal areas. Guidance given on use by Nurse including video instructions to all staff and pupils.</p> <p>From 8.3.2021 pupils and staff to also wear masks in classrooms unless a 2 metre distance can be maintained from others.</p> <p>Review on 17th May - although no longer recommended by DfE, given recent rise in cases, face coverings are to remain in classrooms at this time.</p>
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	



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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.  Pastoral support, including remote counselling where appropriate, will be continued with those who are unable to be in school.	Low risk	
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	Low risk	



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		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.		
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.  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.	Low/medium risk	
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.	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	



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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).	Drivers and any supporting teachers will also be asked to wear masks whilst in a minibus.  For the first half term there will be limited bus journeys with no swim runs and few, if any, trips out. The	Low/medium risk	Limited activities continue with only short journeys at present.



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		<p>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 masks.</p> <p>Risk assessment will be revisited if and when longer journeys become likely.</p>		
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	Low/medium risk	Limited activities continue with only short journeys at present.



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		<p>socially distance and journeys will be very short. Drivers to wear masks.</p> <p>Risk assessment will be revisited if and when longer journeys become likely.</p>		
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	
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	



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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.	Pupils have been advised (and parents have signed via Google form to agree to the rules) that they should queue and sit with those in their year group or household on the buses as far as possible. Queueing will be outdoors which minimises risk. As per government guidelines, buses hold a consistent group of children daily which minimises risk. Masks have also been recommended.	Low/medium risk	
12	Use of face coverings for children under (and over the age of 11) as a mitigating measure not understood by pupils and parents.	All of those signing up to the home to school transport have signed to agree to COVID 19 guidelines which include the requirement that over 11s wear face coverings.	Low risk	
13	Measures, in case of emergency, for the movement of a symptomatic pupil by school transport not considered in policy.	Symptomatic pupil unlikely to be moved on school transport - if 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	Low risk	



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		transported to hospital and staff would where the appropriate PPE supplied to all first raiders.		
14	School vehicles not fully registered, insured, maintained and stocked with appropriate hygiene materials.	School vehicles all registered, insured maintained and stocked as appropriate.	Low risk	

### Support Staff Risk Assessment in the COVID-19 Environment

	Hazard	Control Measures	Outcome	Remarks / Re-assessment
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	Low risk	



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		writing and verbally at the start of term.		
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	
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**

	<b>Hazard</b>	<b>Control Measures</b>	<b>Outcome</b>	<b>Remarks / Re-assessment</b>
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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	
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.	Most rooms in the senior school have a system that recirculates air - air conditioning not to be used in these rooms and windows to be left open instead. Computer rooms, which don't have opening windows, do have a system of bringing in fresh air and removing stale air therefore this system will be used.	Low risk	<p>After consultation with H&amp;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</p>



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				and regularly 'purge' the room with windows fully open given on 17th May.
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	
13	Fire doors improperly 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.	Maximum occupancy of each room considered and charis removed as appropriate.	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.	Lunchtime staggered so that only one year group is eating in the dining hall at a time and tables wiped down between use. Newsom Hall used as sixth form lunch space (divider separating year 12	Low/medium risk	



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		and 13 as much as possible) to ease pressure on dining hall.		
18	Insufficient drinking supplies and hydration available in dining room and around the school.	No change to usual provision needed.	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 provided with appropriate PPE by cleaning contractor.	Low risk	
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	
23	Insufficient immediate procedures (quarantine and deep clean) and PPE where areas contaminated with bodily fluids.	Procedures written and shared 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	



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27	Scheduled or on-going building works not reviewed given revised school timetables, staggered drop-off / pick-ups times.	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	
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	<b>How often is this Risk Assessment reviewed? Daily? Weekly? Monthly? Termly? Annually?</b>	<b>Periodic reviews and amendments in response to changing guidance and local prevalence of pandemic.</b>		