

COVID-19 RISK ASSESSMENT (Dated 1 September 2021)

	RISK	MITIGATING CONTROL	OWNER & STATUS
A	Policies, planning and compliance		
1	Key policies not updated to reflect changes resulting from COVID-19 measures.	<ul style="list-style-type: none"> a. Review of key policies to assess what revisions need to be made. b. COVID Secure Policy to be documented reflecting the key operating areas of the school which are affected by COVID measures. c. Amendments to key policies to be captured as an annex to each policy where needed. 	<ul style="list-style-type: none"> a. Complete b. Complete c. Complete
2	Government advice not being monitored on a daily basis meaning that the School is not compliant.	<ul style="list-style-type: none"> a. Updates from DfE emailed to SMT. b. Daily monitoring of news by members of the SMT. c. This risk assessment reflects DfE operational guidance issued 17 August 2021 	SMT / Ongoing
3	Insurers not consulted sufficiently regarding COVID measures meaning that the School's insurance is invalid.	<ul style="list-style-type: none"> a. Regular dialogue with School's brokers. b. Risk assessment shared with brokers and underwriters. 	<ul style="list-style-type: none"> a. Complete b. Complete
4	Risk assessment is not complete and all risks not therefore identified or mitigated appropriately.	Risk assessment based on multiple sources to ensure completeness, including ISBA templates, NEU guidance, DfE guidance, BSA guidance and MOSA.	Bursar / Ongoing
5	Individual risk assessments for activities not updated or revised to take account of risks associated with virus transmission or social distancing measures.	All individual risk assessments to be updated by Department Heads or activity leaders.	Deputy Bursar, Estates / Ongoing
B	Communication & awareness		
1	Changes to policies and methods of working not adequately communicated to staff, pupils, parents and governors.	<ul style="list-style-type: none"> a. Full risk assessment by SMT prior to the start of term in September 2021. b. Risk assessment shared with staff and parents prior to the start of term. c. A summary of the risk assessment focussed on the mitigating control measures to be shared with parents via COVID Secure Policy. 	<ul style="list-style-type: none"> a. Complete b. Complete c. Complete
2	COVID measures not communicated, understood and applied.	<ul style="list-style-type: none"> a. COVID Secure Policy to include detail key measures required of all staff, parents and pupils. b. Awareness to be raised through staff briefings, both academic and bursarial. 	<ul style="list-style-type: none"> a. Complete b. Complete

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3	Communication channels with staff, parents and pupils not effective.	<ul style="list-style-type: none"> a. COVID page to be set up on School website setting out key documents and points of communication. b. Regular update letters from Head Master to parents and staff where significant changes are made. c. Common Room Briefings by SMT. d. Health & Safety Committee meeting to be asked to feedback on risk assessment. 	<ul style="list-style-type: none"> a. Complete b. Head Master / Ongoing c. SMT / Ongoing d. Bursar / Ongoing
C	Physical measures		
1	Classrooms not set up or configured to adequately reduce the risk of transmission.	<ul style="list-style-type: none"> a. Classroom layout to ensure that all pupils face the front with no layouts which mean that pupils are facing each other (eg. horseshoes, rectangles and longitudinal desk layouts). b. Additional mitigating measures to be adopted in classroom environment – Pupils to sanitise hands on entry, pupils to wipe down chair and desk at start of lessons, lidded bins provided, tissues available in each classroom, additional disinfectant spray available in classroom. c. Teachers to be made aware of revisions to COVID Secure Policy and mitigating measures to be adopted in classroom environment. d. Perspex screens to be available for staff if needed. e. Appropriate measures (eg. screens and ventilation) to be put in place in smaller teaching spaces in consultation with relevant teaching staff (eg. Music rooms, Learning Support and EAL). f. The school will follow government guidelines in respect of mask wearing in classrooms and communal spaces. 	<ul style="list-style-type: none"> a. Complete b. Complete c. Complete d. Complete e. Complete f. Complete
2	Corridors and other high-traffic areas not cleaned with sufficient frequency to reduce transmission.	Cleaning routines to be adapted to ensure that high-traffic areas and frequent touch points are cleaned regularly.	Deputy Bursar, Estates / Ongoing
3	Gatherings of the school community (eg. assemblies, music performances, staff meetings) facilitate the transmission of COVID.	<ul style="list-style-type: none"> a. Whole school assemblies will go ahead as permitted in government guidelines. Assemblies to be limited to 15 minutes and delivered in ventilated hall. 	<ul style="list-style-type: none"> a. Ongoing b. Ongoing c. Ongoing d. Ongoing

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		<ul style="list-style-type: none"> b. Adequacy of ventilation to be considered where gatherings are held. c. School to follow government testing advice for staff and pupils so that positive and asymptomatic cases can be identified at an early stage. d. Musical and drama performances to follow specific guidance on the performing arts (where available). Parents attending these events will be encouraged to test using a lateral flow test prior to attending. e. Parents' Evening to continue to be delivered online if levels of COVID in the community remain high. 	e. Ongoing
5	Staff office accommodation not set up or configured appropriately.	<ul style="list-style-type: none"> a. Academic Staff members to address any concerns they have regarding office accommodation to their Head of Department who will feedback to the Deputy Bursar, Estates where additional measures are requested. b. Bursarial department heads to identify what changes to their own departmental areas are required to comply (eg. ventilation, desk layout, screening). Individual Heads of Department to review their own departments. 	<ul style="list-style-type: none"> a. Head of Departments & Deputy Bursar, Estates / Ongoing b. Head of Departments Deputy Bursar, Estates / Ongoing
6	Inadequate ventilation in meeting rooms or staff offices	<ul style="list-style-type: none"> a. Staff to be encouraged ventilate offices and meeting rooms by keeping windows or doors open. b. Face to face meetings to be kept short or with minimal attendees if they cannot be held in a well-ventilated space. c. Teams to be considered as an alternative to face to face meetings where practical. 	<ul style="list-style-type: none"> a. Heads of Departments / Ongoing b. Heads of Departments / Ongoing c. Heads of Departments / Ongoing
D	Staff		
1	Staff not adequately consulted over plans	<ul style="list-style-type: none"> a. Full risk assessment by SMT prior to the start of term in September 2021. Risk assessment shared with staff and parents prior to the start of term. b. Health & Safety Committee meeting to be convened very early at the start of term for members to feedback on risk assessment. 	<ul style="list-style-type: none"> a. Complete b. Complete

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2	Lack of knowledge if staff have been on holiday overseas whether they may have been exposed to the virus in a high-risk area.	Staff to be briefed that they must not come to work if they are in breach of the Government's quarantine rules.	Complete
3	Staff not feeling adequately supported over changes resulting in higher workloads and potential for stress or anxiety.	a. Staff to be consulted over changes resulting from this risk assessment. b. Staff to be encouraged to use existing communication channels through SMT, Department Heads, Line Managers, HR etc where stress and anxiety increases.	a. Complete b. Deputy Bursar, HR / Ongoing
4	New staff not adequately inducted in new protocols.	All staff, current and new joiners, to be advised where they can find the COVID Secure Policy.	Complete
5	Staff fail to follow medical advice if they are in a clinically vulnerable or clinically extremely vulnerable category.	All staff asked to inform HR if they are considered clinically vulnerable or clinically extremely vulnerable so that the School can take the appropriate measures.	Complete
6	Failure of staff to understand isolation rules that if they are symptomatic they should not come to work.	a. COVID Secure Policy to lay out expressly that staff should not come to School if they have symptoms, have had a positive test result or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (for example, they are required to quarantine). b. All staff told to follow Government guidance regarding Test and Trace and to self isolate if contacted.	a. Complete b. Complete
7	Staff numbers are significantly reduced either because staff are ill or isolating.	a. Isolating staff to continue to deliver lessons via Teams and Firefly to pupils unless they are ill. b. Arrange cover arrangements for staff not able to come to School. c. Pupil numbers to be reduced or school temporarily closed if staffing levels are not sufficient to operate safely.	a. Complete b. Senior Deputy Head / Ongoing c. SMT / Ongoing
8	Staff may not feel comfortable in returning to School unless they are able to wear masks.	The school will follow government guidelines in respect of mask wearing in classrooms and communal spaces. Staff and pupils will have the option to wear masks if they choose.	Complete
E	All pupils		

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1	Lack of knowledge of where pupils have travelled from and whether they may have been exposed to the virus.	<ul style="list-style-type: none"> a. All pupils arriving from overseas to comply with current quarantine requirements. b. Parents to be told that they must not send their children to school if they are in breach of the Government's quarantine rules. 	<ul style="list-style-type: none"> a. SMT / Ongoing b. Complete
2	Pupils (or their parents) follow medical advice if they are in a clinically vulnerable or clinically extremely vulnerable category.	Parents asked to contact the Medical Centre if their children are clinically vulnerable or clinically extremely vulnerable category.	Complete
3	Failure of pupils to understand isolation rules that if they are symptomatic they should not come to School.	<ul style="list-style-type: none"> a. COVID Secure Policy to lay out expressly that pupils should not come to School if they have symptoms, have had a positive test result or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (for example, they are required to quarantine). b. All parents / pupils asked to follow Government guidance regarding Test and Trace and to self isolate if contacted. c. All pupils to be given clear guidance on the symptoms and asked to speak to nursing staff or another member of staff if they exhibit any of them. d. Staff to be asked to remain alert for pupils displaying symptoms. e. Should a day pupil display symptoms then they report to the Medical Centre and their parents will be informed and asked to collect the pupil as soon as possible. f. Boarding pupils displaying symptoms to be sent immediately to Medical Centre. 	<ul style="list-style-type: none"> a. Complete b. Complete c. Complete d. Ongoing e. Complete f. Ongoing
4	Pupils may not feel comfortable in returning to School unless they are able to wear masks.	The school will follow government guidelines in respect of mask wearing in classrooms and communal spaces. Staff and pupils will have the option to wear masks if they choose.	Complete
5	Chewing gum left by pupils transmits the virus.	School rules already forbid chewing gum although many pupils break this rule. Rule to be reinforced by communication to parents.	Complete
F	Day pupils		

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1	Parents dropping off their children congregate at drop off points in breach of social distancing requirements.	Parents to be asked to be mindful of the risk transmission when they are visiting the school site.	Complete
2	Day pupils arrive on site displaying symptoms of COVID-19 with the potential to spread it to others.	<ul style="list-style-type: none"> a. COVID Secure Policy shared with parents to underline the requirement that symptomatic pupils must not come to School and must follow the government's self-isolation guidance. b. The School will follow the government guidelines with respect to lateral flow testing and pupils will therefore be encouraged to test regularly. 	<ul style="list-style-type: none"> a. Complete b. Complete
3	Day pupils arrive on site with no symptoms but carrying the virus.	<ul style="list-style-type: none"> a. All pupils arriving on site will be asked to use hand sanitiser. b. The School will follow the government guidelines with respect to lateral flow testing and pupils will therefore be encouraged to test regularly. 	<ul style="list-style-type: none"> a. Complete b. Complete
G	Boarding pupils		
1	Social distancing not adhered to in the boarding houses.	School to follow DfE and BSA guidance in respect of social distancing requirements. Current government guidelines do not require bubbles or social distancing within the school environment. Some of these measures may be introduced as a part of an Outbreak Contingency Plan.	SMT / Ongoing
2	Bathroom facilities may be insufficient if their usage is limited to comply with social distancing requirements.	Bathrooms to be allocated to specific year groups where practicable.	Complete
3	House staff could be exposed to virus if one of their pupils becomes unwell.	Staff briefed on what symptoms to look out for and to be provided with PPE in case they are in contact with ill pupils before they are isolated in the Medical Centre.	Complete
4	Visitors to boarding houses (eg. parents, other pupils) encourage the transmission of the virus	Parents to be asked to be mindful of the risk of transmission when they are visiting the school site and consider wearing masks or testing themselves with a lateral flow test prior to coming on site. Pupils to be allowed to visit other boarding houses so long as government guidance does not require bubbles or similar restrictions. Some of these restrictions may be introduced as a part of an Outbreak Contingency Plan.	Complete

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5	Boarding staff numbers could be significantly reduced either because house staff fall ill or are isolating.	Boarding staff contingency plan to be developed in case boarding staff numbers are insufficient.	Deputy Head Pastoral / Ongoing
H	Hygiene arrangements including cleaning		
1	Insufficient or unsuitable cleaning regime which fails to address higher risk areas such as toilets, door handles, keypads, switches, photocopiers, hand rails and other frequent touch points.	<ul style="list-style-type: none"> a. Revised cleaning regimes to be implemented to address higher risk areas. b. Third Party contractor to provide specialist cleaners for supplementary sanitisation of frequent touch points as part of Outbreak Contingency Plan. 	<ul style="list-style-type: none"> a. Complete b. Deputy Bursar, Estates / Ongoing
2	Insufficient supplies of hygiene materials	Identify the critical hygiene materials (eg. cleaning products, hand sanitisers, hand soap, hand towels, alcohol wipes, PPE, masks, tissues). Monitor stocks going forward.	Deputy Bursar, Estates / Ongoing
3	Use of shared teaching equipment could transmit the virus between staff members.	<ul style="list-style-type: none"> a. Staff issued with own laptops which limits the need to share computer keyboards etc. b. Sanitising wipes are available in every classroom so staff can wipe down pens etc before use if needed. c. All classrooms to be provided with a bucket of sanitising wipes, tissues and sanitiser spray so that staff and pupils can wipe down desks, chairs and equipment before use if needed. 	<ul style="list-style-type: none"> a. Complete b. Complete c. Complete
4	Hygiene supplies not adequately or suitably placed around the School site	<ul style="list-style-type: none"> a. Hand sanitisers are in place around the site with one next to the door of every classroom. b. Hand-washing sites are available around the site (eg. outside squash courts, under the Pavilion and Awdry Sports Centre) in addition to basins in every lavatory block. c. Paper towel dispensers are used in place of hot-air driers. 	<ul style="list-style-type: none"> a. Complete b. Complete c. Complete
5	Hygiene supplies not replenished when they run out	<ul style="list-style-type: none"> a. A member of the Facilities Team will monitor usage of products and replenish as needed. b. Staff to be told that may replenish their own products in the classroom by visiting the Facilities Manager. 	<ul style="list-style-type: none"> a. Deputy Bursar, Estates / Ongoing b. Complete
6	Use of water fountains encourages spread of the virus	<ul style="list-style-type: none"> a. Water fountains to be disconnected and can only be used to refill water bottles. 	<ul style="list-style-type: none"> a. Complete b. Complete

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		b. Pupils are able fill up water bottles from the dining room water taps and the hand-wash stations that will be sanitised on a regular basis.	
I	Safeguarding		
1	The changes to the School's working practices have a negative impact on the School's ability to safeguard its pupils.	The risk assessment and the COVID Secure Policy to be reviewed by the SMT (including the DSL) to ensure that any safeguarding implications are understood and addressed appropriately.	Complete
2	School not able to identify and help pupils suffering from anxiety, behavioural issues or other trauma arising from the consequences of lockdown, social distancing or the virus itself.	Guidance to be given to staff on how to identify pupils in need of support and then how to support them.	Deputy Head Pastoral / Ongoing
3	Safeguarding leads not easily contacted or their contact information not known to all if some pupils or staff are not present on the School premises.	a. DSL and DDSL landline phone numbers and email addresses are published on the School website. DSL and DDSLs all able to access email and landline remotely if they are not at School. b. DSL's mobile phone number will be published on the reception voicemail when reception is not manned and also separately to all parents.	a. Complete b. Complete
4	Single Central Register and required documents not adequately updated or checked prior to new staff joining.	No changes to be made or required to existing procedures. All new staff will be required to present verifiable hard copies of documents as is currently the case.	Complete
J	Learning environment		
1	Movement of pupils around the School site increases the risk of transmission.	As part of the Outbreak Contingency Plan, the timetable may be revised to allow for slower transition of pupils around the site in the one-way system.	Complete
2	Insufficient ventilation and air flow in classrooms.	Each classroom to be checked to ensure that there is a sufficient number of opening windows in each one.	Complete
3	Marking of exercise books and sharing of paper worksheets increases the risk of transmission between staff and pupils.	Academic staff to be offered PPE (eg. gloves) if requested or to be asked to consider submission of work electronically instead.	Complete
4	Parents' evenings not adequately controlled to enforce social distancing and hygiene measures.	Parents' evenings may be carried out remotely if the number of COVID cases is high. Alternatively, parents may be asked to test themselves using a lateral flow test before coming on site for a parents' evening.	Complete

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K	Music & Performing Arts		
1	Drama, dance and music activities fail to apply social distancing rules.	Government guidance for schools and also for the performing arts will be monitored and followed.	Complete
2	Use of shared instruments could transmit the virus between staff and pupils.	a. All music rooms to be provided with a bucket of sanitising wipes so that staff and pupils can wipe down instruments before use if needed. b. Woodwind and Brass instruments will not be shared.	a. Complete b. Complete
3	Use of woodwind or brass instruments or singing leads to spread of virus due to expulsion of infected air and droplets.	a. Teaching of woodwind, brass and singing to follow government guidance. b. Ensembles, choir or band practice will follow government guidance.	a. Complete b. Complete
4	Music lessons cannot not be taught in music rooms due to size of rooms making social distancing or good ventilation difficult to achieve.	Perspex screens installed in rooms where social distancing is not otherwise possible.	Complete
L	Sport		
1	Sporting activities offered by the School are restarted in contravention of guidance issued by relevant sporting bodies resulting in unsafe	Monitoring of advice from sporting bodies to ensure that all sports are undertaken in line with their guidance.	Director of Sport / Ongoing
2	Risk assessments for each sporting activity not properly formulated to take account of risk of virus transmission.	Risk assessments for sports to be revised where necessary.	Complete
3	Parents and other spectators congregate on site to watch fixtures resulting in higher risk of transmission.	The school will follow government guidance with respect to gatherings on site. Visting parents will be encouraged to test using a lateral flow test prior to attending. Where large numbers of parents and / or pupils gather indoors, then these spaces will be well-ventilated. These measures may be stepped-up as part of the Outbreak Contingency Plan.	Complete
5	Use of activities within the Sports Centre encourages spread of the virus.	a. Swimming pool to operate in line with the guidelines from the relevant sporting body. b. Sporting facilities will be available for external hire provided that the organisation hiring the facilities can provide a COVID risk assessment for their activity. Use of the facilities by third parties may be	a. Complete b. Sports Centre Manager / Ongoing c. Complete

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		<p>restricted as the part of the Outbreak Contingency Plan.</p> <p>c. Gym to operate in line with the guidelines from the relevant sporting body.</p>	
M	School transport		
1	School transport not operating in accordance with government guidance to minimise the risk of transmission.	<p>a. All bus companies expected to follow government guidance and advice from the Confederation of Passenger Transport.</p> <p>b. Government guidelines state that it is expected and recommended that masks are worn when travelling on dedicated transport. Parents and pupils to be advised of this requirement.</p> <p>c. Hand-sanitisation points available when pupils embark at school and disembark at school.</p> <p>d. Minibuses to be stocked with a supply of appropriate PPE (eg. face masks and sanitiser).</p> <p>e. Up to date register of all pupils travelling on the bus to be maintained for track and trace purposes.</p>	<p>a. No further action</p> <p>b. Complete</p> <p>c. Complete</p> <p>d. Complete</p> <p>e. Complete</p>
2	Pupils arriving from overseas will not be able transit safely to School.	The School will arrange collection of pupils from airports on school transport and will provide appropriate PPE for the journey to school (eg. face masks, hand sanitiser).	Complete
N	Visitors, contractors and reception		
1	Access to School not controlled effectively and visitor details not recorded.	<p>a. Visitor details logged through InVentry system.</p> <p>b. InVentry system asks visitors to make a health declaration when signing in.</p>	<p>a. Complete</p> <p>b. Complete</p>
2	Insufficient induction or supervision of contractors coming on site meaning that symptomatic visitors come on site.	<p>a. All visitors and contractors to complete a health declaration as part of sign in process.</p> <p>b. All visitors asked to use hand sanitisers on arrival.</p>	<p>a. Complete</p> <p>b. Complete</p>
3	Social distancing and other hygiene precautions are not observed by visitors arriving at the School reception.	<p>a. Glass screen to be installed on reception desk.</p> <p>b. Every visitor to be asked to use hand-sanitiser.</p>	<p>a. Complete</p> <p>b. Complete</p>
4	Visits by prospective parents or for other marketing activities are not controlled effectively increasing the risk of transmission.	a. Mercers' Lectures to separately risk assessed and ticketed to restrict numbers to a safe level. Other precautions such ventilation and pre-arrival testing to be considered.	<p>a. Registrar / Ongoing</p> <p>b. Registrar / Ongoing</p> <p>c. Registrar / Ongoing</p>

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		<p>b. Prospective parent visits will be permitted subject to completing the health declaration on arrival at school. As part of the Outbreak Contingency Plan, visiting parents may be unable to access classrooms or boarding houses or may be asked to take additional precautions such as wearing masks.</p> <p>c. For wider events, such as new pupil's day or whole school open days, parents will be asked to test themselves with a lateral flow test before coming on site.</p>	
O	Fire safety and emergency procedures		
1	Fire drills and emergency evacuation procedures not rehearsed properly.	Full fire drill may need to be rehearsed more than once if pupils attend School on a rotational basis.	No further action
2	Fire doors wedged open to increase ventilation and reduce touch points are not closed leading to spread of fire and invalidation of insurance.	Staff to be told not to wedge open fire doors unless absolutely necessary to increase ventilation in the rooms and only while they are occupied.	Complete
3	Inadequate number of fire marshals on site due to higher levels of staff absence.	Review the number of trained fire marshals to ensure sufficient coverage. Consider training more fire marshals if needed.	Deputy Bursar, Estates / Ongoing
4	Inadequate number of first aiders on site due to higher levels of staff absence.	Review the number of trained first aiders to ensure sufficient coverage. Consider training more if needed.	Deputy Bursar, Estates / Ongoing
5	Increased fire risk due to the flammability of hand sanitiser.	Fire risk assessment to be reviewed and updated.	Complete
P	Medical provision		
1	Insufficient medical staff to deal with isolating and monitoring suspected COVID-19 cases, outside appointments and other medical issues.	Staffing levels to be kept under review by the Senior Nurse and agency staff or overtime to be authorised where necessary.	Senior Nurse / Ongoing
2	Medical centre procedures and risk assessments not suitably revised to respond to COVID-19 issues.	Medical centre procedures and risk assessments to be updated by the Senior Nurse and reviewed by Deputy Bursar, Estates.	Complete
3	Medical centre staff not properly protected from the risk of virus transmission.	PPE provision, in-accordance with NHS guidance for health care staff, to be reviewed to ensure that appropriate and sufficient PPE is held on site in the Medical Centre to deal with a potential outbreak.	Complete
4	Medical centre staff not properly trained in how to put on and dispose of PPE safely.	Training on how to wear and dispose of PPE to be provided.	Complete

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5	School unaware of any pupils with pre-existing medical conditions.	Senior Nurse to ensure that the medical forms have been received for all pupils.	Complete
6	Medical staff unable to access testing facilities for boarding pupils who are symptomatic.	On hand supplies of PCR and lateral flow test kits to be kept under review.	Deputy Bursar Estates / Ongoing
7	Inadequate facilities to isolate pupils who are symptomatic – either boarders in the medical centre or day pupils awaiting collection by parents.	Isolation areas to be identified with a contingency for overflow if required. Contingency plan in case additional bed spaces were needed would be to use additional beds in Evans or Awdry House.	Complete
8	Boarding pupils unable to access routine dental or medical appointments due to restrictions imposed by the relevant surgeries.	Appointments will be made to the extent they are available and emergency medical care will continue regardless.	Complete
9	Cross contamination of clothing worn by Nursing Staff	<ul style="list-style-type: none"> a. Nurses to arrive wearing civilian clothes and change in the Medical Centre. b. Nurses have the option to have their uniforms washed in Medical Centre. c. In the event of any infection, medical staff to change into alternative uniform prior to entering other areas of the school. 	<ul style="list-style-type: none"> a. Ongoing b. Ongoing c. Ongoing
Q	Facilities		
1	Inadequate or infrequent laundry regime fails to reduce risk of transmission from clothing or bedding from boarding pupils.	<ul style="list-style-type: none"> a. Laundry capacity increased to facilitate more frequent washing routine for boarding houses. b. Laundry procedures to be revised (temperature and detergents) to ensure it is effective. 	<ul style="list-style-type: none"> a. No further action b. Complete
2	Boarding house domestic staff or laundry staff exposed to virus from inappropriate handling of laundry items.	Boarding house domestic staff and laundry staff to be provided with PPE (ie. gloves and masks) when handling dirty laundry.	Complete
3	Washing machines or dryers fail due to service or maintenance issue meaning that dirty laundry cannot be processed fast enough.	Laundry contingency plan to be put in place either by sourcing replacement parts or changing shift pattern of laundry operatives.	Deputy Bursar, Estates / Ongoing
4	Waste handling procedures not sufficient for dealing with potentially contaminated waste streams thereby increasing the risk of infection.	<ul style="list-style-type: none"> a. Waste management protocol to be developed and staff handling waste to be issued with appropriate PPE. b. Lidded pedal bins to be provided in classrooms where needed. 	<ul style="list-style-type: none"> a. Deputy Bursar, Estates / Ongoing b. Complete c. Deputy Bursar, Estates / Ongoing

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		c. Waste to be double bagged from the Medical Centre during quarantine period and if there is an outbreak.	
R	IT		
1	The use of IT equipment (eg. computers, printers, photocopiers) may increase the risk of virus transmission due to frequent touching.	<ul style="list-style-type: none"> a. Staff have their own laptops which reduces the risk of shared devices. b. Staff can use sanitising wipes to clean equipment before use. c. Shared keyboards in IT rooms and libraries to be wiped down by pupil using sanitising wipes before they use them. 	<ul style="list-style-type: none"> a. Complete b. Complete c. Complete
S	Catering		
1	Insufficient chefs or other catering staff available to prepare food and maintain high standards of hygiene.	Agency chefs available if needed.	Catering Manager / Ongoing
2	Kitchen not appropriately stocked or cleaned having been closed for a period of time.	<ul style="list-style-type: none"> a. Catering Manager to organise a deep clean prior to re-start. b. Catering Manager to restock in August ahead of re-start. c. Stores Manager to check whether food is in date. 	<ul style="list-style-type: none"> a. Complete b. Complete c. Complete
3	Kitchen equipment no longer functioning when turned back on.	Catering Manager to run test in August so that equipment can be repaired before September if needed.	Complete
4	Lack of appropriate precautions in the kitchens or Dining Hall leads to the transmission of the virus.	<ul style="list-style-type: none"> a. Food preparation risk assessment to be revised and a COVID-19 kitchen and serving protocol to be developed. b. Chefs and kitchen staff to be issued with appropriate PPE. c. Additional restrictions may be introduced as a part of an Outbreak Contingency Plan which could include providing staff with a take-away lunch and serving meals in bubbles. d. Tables and chairs to be wiped down regularly. e. Staff canteen to be cleaned on a regular basis. 	<ul style="list-style-type: none"> a. Ongoing b. Ongoing c. As needed d. Ongoing e. Ongoing
T	Buildings and maintenance		
1	Air-conditioning or air-handling units continue to be used allowing the virus to circulate in the air.	a. Staff to be advised not to turn on air conditioning units.	<ul style="list-style-type: none"> a. Deputy Bursar, Estates / Ongoing b. Complete

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		b. Chimneys in Olive Building to be assessed to ensure it does not increase the risk.	
2	Windows do not open sufficiently to encourage the flow of fresh air into classrooms.	Maintenance staff to carry out a window audit to ensure that all classroom windows can be opened.	Complete
3	Water supplies not tested for legionella or other bacteria prior to re-opening.	Testing regime already in place.	Complete
4	Critical safety checks and maintenance not up to date due to the temporary closure of the School (eg. gas, fire, kitchens, security, accessibility).	Critical safety checks continued throughout the period of closure.	Complete
U	Library		
1	Use of shared spaces in the library leads increases risk of virus transmissions from desks, keyboards or books.	<ul style="list-style-type: none"> a. The number of pupils in the library to be monitored to prevent over-crowding. b. Pupils to be told to wipe down desks and keyboards before and after use with a sanitising wipe. c. Screens to remain in place in the Library. d. Pupils to be reminded to sanitise hands after using books from library. 	<ul style="list-style-type: none"> a. Head Librarian / Ongoing b. Head Librarian / Ongoing c. Complete d. Complete
V	School Shop		
1	Lack of social distancing and hygiene measures increases the risk of virus transmission.	<ul style="list-style-type: none"> a. The number of pupils in the shop to be monitored to prevent over-crowding. b. Shop staff to be issued with appropriate PPE and sanitisers etc. 	<ul style="list-style-type: none"> a. Deputy Bursar, Estates / Ongoing b. Complete
2	Lost property is contaminated with the virus which leads to the onward transmission to shop staff or other items of lost property.	<ul style="list-style-type: none"> a. All staff handling lost property will be given PPE. b. All lost property to be returned to the Houses for House Staff to distribute. c. Lending of items to pupils will be temporarily stopped. 	<ul style="list-style-type: none"> a. Complete b. Complete c. Complete
W	On-site COVID-19 Testing		
1	No school 'COVID-19 Testing Privacy Statement in place. COVID-19 Testing Privacy Statement not communicated to staff, parents, pupils and governors	<ul style="list-style-type: none"> a. Dauntsey's School has a dedicated COVID-19 Testing Privacy Statement in place. b. The COVID-19 Testing Privacy Statement has been communicated to staff, parents, pupils and governors. 	Bursar/Ongoing
2	Insufficient staff available to undertake testing.	<ul style="list-style-type: none"> a. Review of available academic and bursarial staff to undertake roles of Team Leader, Test Assistant, 	Bursar/Ongoing

	RISK	MITIGATING CONTROL	OWNER & STATUS
		<ul style="list-style-type: none"> Processor, Coordinator, Runner, Registration Assistant, Results Recorder, Cleaner. b. Trained Test Assistants to supervise all tests. Majority of the Dauntsey's Test assistant are fully trained nurses. c. All staff identified to be informed by HR Department. d. Increase in nursing staff to act as Test Assistants. e. Agency Nurse to be asked to come in if needed. f. Use of additional staff with current DBS. g. Academic Member of staff to control pupils. 	
3	Training of personnel inadequate	<ul style="list-style-type: none"> a. Team Leaders to view on-line training. b. Staff to be sent link to view training material. 	Complete
4	Consent Forms not available and properly completed	<ul style="list-style-type: none"> a. Dedicated consent form created on 'Firefly' and sent to each parent. b. Consent form designed so that active consent is obtained, it requires an answer either yes/no which is communicated electronically to the School. c. Parents to be chased up by Registration Assistant. 	Complete
5	Test site not kept separate from other activities	<ul style="list-style-type: none"> a. Pavilion is a separate building with a dedicated parking area b. The Pavilion is sited on the edge of the campus away from other buildings. 	Complete
6	Test site does not have non-porous floor and lacks the light and ventilation	<ul style="list-style-type: none"> a. The Pavilion has a sealed polished floor making the area non-porous. b. The Pavilion is well lit at all times. c. Fully automated windows and additional doors. 	Complete
7	The process barcoding, recording and uploading to NHS Digital not properly implemented	<ul style="list-style-type: none"> a. Each pupil will have a designated card and a unique bar code. b. Only those pupils who have consented will have their details uploaded to the NHS site. c. The card will contain the following information: name, house, gender, DoB, Age on 4 Mar 2021, unique bar code and the results of each test. d. The data will be pre-registered and uploaded to NHS Digital. 	Deputy Bursar Estates/Ongoing

	RISK	MITIGATING CONTROL	OWNER & STATUS
8	Not interpreting the LFD Results correctly	<ul style="list-style-type: none"> e. The results will be collected by bar code reader. a. The results from the device will be recorded by the staff member after 30 minutes. The timing is critical, as leaving the test for longer can lead to false positive results and the test will need to be repeated. b. Results should be recorded in line with the following: Negative: The presence of only the control line (C) and no test line (T) within the result window indicating a negative result. Positive: The presence of the test line (T) and the control line (C) within the result window, regardless of which line appears first, indicating a positive result. The presence of any test line (T), no matter how faint, indicates a positive result. Invalid result: If the control line (C) is not visible within the result window after performing the test, the result is considered invalid. c. When an invalid result is observed, the test will be repeated with a new test kit. 	Deputy Bursar Estates/Ongoing
9	Test Site Registration, Swabbing, recording and Processing desks and waiting areas not on a one- way system	<ul style="list-style-type: none"> a. The Pavilion has a dedicated and well signed one-way system which starts with the waiting area, registration desk, 6 designated swabbing zones separated by screens, and departure door. b. The test assistants to operate swabbing desks and are separated from the pupils by a screen in order to maintain social distancing. c. Test assistants advise pupils on how to take the swab who will then place swab into the dedicated test tube and squeeze the liquid. d. Test Assistants will then take test tube and place 2 drops into the test slide and record time. e. The test card will be taken by the runner to the analysis desk. Once a negative or positive tick is recorded at the 30-minute interval the results card is 	Deputy Bursar, Estates/ Ongoing

	RISK	MITIGATING CONTROL	OWNER & STATUS
		<p>then taken to the recording desk for inclusion on to the NHS template.</p> <p>f. There is a clear demarcation between the swabbing and processing area.</p> <p>g. Non-authorised personnel are unable to enter the processing area.</p> <p>h. The Team leaders provide evidence of quality assurance.</p> <p>i. The dedicated cleaners will clean all areas where the pupils have sat, seats, swabbing desk a, mirror and screen.</p> <p>j. Pupils leave swabbing area and follow one-way system.</p> <p>k. For first test the pupils return to parent's car to await result. Boarders will be unable to enter the Boarding House until a negative result is received.</p>	
10	Testing kits not stored at ambient temperature	<p>a. All tests stored between 2 and 30 degrees C.</p> <p>b. Tests given at ambient temperature of 15 to 30 degrees C.</p>	Deputy Bursar, Estates/ Ongoing
11	Communication of the result not communicated properly	<p>a. The result will be communicated to the parent/pupil by email confirming either negative or positive result.</p> <p>b. Boarding House staff will only be informed of a positive test result.</p>	Bursar/Deputy Bursar Estates/ Ongoing
12	Inadequate disposal of waste material.	<p>a. All waste to be disposed of in sealed bags using the dedicated foot pedal bins.</p> <p>b. Waste material can then be treated a normal waste and placed into black bin bags and disposed of accordingly.</p>	Deputy Bursar Estates/ Ongoing