

Area of Risk: Overall	Assessment conducted by: Joseph Wailes	Job Title: Head of School Services
People Involved: Staff, Pupils, Parents, Visitors	Assessment approved by: Richard Poffley	Job Title: Director of Finance and Administration
	Date of assessment: 02/11/2021	Date of next review: 01/02/2022

Risk Rating			Likelihood of occurrence					
			Probable		Possible	Remote		
Severity	Major		High			High	Medium	
	Severe		High			Medium	Low	
	Minor		Medium			Low	Low	
Hazard	Likelihood of risk prior to action	Severity prior to action	Risk rating prior to action	Recommended Controls		Likelihood of risk post action	Severity post action	Risk Rating post action
During period of increase pressure safeguarding procedures are not followed	Probable	Major	High	Head of School will continue to lead safeguarding team and procedures within the school, Deputy Head Pastoral will promote pupil welfare. Staff are reminded of safeguarding practices during weekly staff briefing and bulletin.		Remote	Major	Medium
Government advice not being regularly accessed, assessed, recorded and applied	Probable	Major	High	Head of School Services appointed as COVID Co-ordinator, responsible for reviewing and communicating government advice. COVID senior team structure in place to discuss guidance as it comes in and changes. Recieve support and bulletins from The School Bus, ISBA, BSA		Remote	Major	Medium
Staff and parents do not know or understand the new system of controls within the school.	Possible	Major	High	All staff (and pupils) receive an induction at the start of the academic year which outlines the procedures that are in place.		Remote	Major	Medium
Changes not regularly communicated to staff, pupils, parents, visitors, contractors and council.	Probable	Severe	High	All changes in guidance is discussed at the Senior Team meeting with updates provided by the Head of School Services and Director of Finance and Administration. Changes to the school's system of control is then communicated via the weekly staff, parents and student bulletin. If an urgent or significant change is required a letter will be sent via email to all parties affected. Visitors and Contractors get a briefing when arriving at reception		Remote	Severe	Low
Changes to assessments, procedures and other important matters not reviewed by Trustees	Probable	Severe	High	Once changes have been agreed at Senior Team, the Director of Finance & Administration will advise the Council at the next Estates meeting. If a more urgent update is required this will be communicated by email.		Remote	Severe	Low

Hazard	Likelihood of risk prior to action	Severity prior to action	Risk rating prior to action	Recommended Controls	Likelihood of risk post action	Severity post action	Risk Rating post action
Insurers not updated with school's amended plans	Probable	Severe	High	Once changes have been agreed at Senior Team, the Director of Finance & Administration will advise the insurers via email. Any updated documentation completed by the Head of School Services should be sent to the insurers via the Director of Finance and Administration	Remote	Severe	Low
Insufficient liaison with local health protection team over testing & actions	Probable	Severe	High	The Head of School Services all have direct contacts with the local health protection team (HPT). The Head of School Services reviews all updated guidance when released resulting in being ahead of any advice from local HPT.	Remote	Minor	Low
Negative Mental Health conditions developed from remote learning due to self isolation	Probable	Severe	High	The Head of Year / House will make daily contact with those pupils who are learning remotely to actively engage them in the school life. Safeguarding procedures are still followed even with remote pupils and any issues should be passed along to the Designated Safeguarding Lead at the earliest opportunity thus reducing the severity of any problems if they occur	Remote	Minor	Low
No contingency or outbreak management plan in place	Probable	Major	High	The school has produced a detailed outbreak management framework which is reviewed by the COVID committee.	None	Major	None
Pupils & Staff unsure if they should isolate	Probable	Severe	High	The Head of School services is available for consultation at all times. Pupils will only isolate if they have the virus. Staff will only need to isolate if they have not been double jabbed (+14 days).	Remote	Severe	Low
Transmission of infection to staff or pupils from Admissions visitors.	Probable	Major	High	Entry to school controlled through Reception. Visitors will arrive at a stated time, and will complete a verbal self-declaration that they are symptom free at Reception. Pupil tour guides instructed that they should not be in busy areas at transition points. Visitors, pupils and staff may use hand sanitiser stations when they pass a unit around the school site and after touching surfaces and doors	Remote	Major	Medium
Enhanced cleaning regime not being followed and high-risk areas not being frequently cleaned.	Probable	Severe	High	Additional domestic support has been provided supporting touch point cleaning throughout the school day. The Domestic supervisors check all points daily and the Head of School Services completed spot checks each week.	Remote	Severe	Low
Insufficient supplies of hygiene materials, not readily available, not suitably stored or located	Probable	Severe	High	All COVID supplies are kept at the main Domestic store in Main School. This is ordered centrally by the procurement officer. The Domestic supervisor is responsible for the movement of supplies to other areas around the school. A 3 week base stock is always kept in place in order to cover any supply shortages	Remote	Severe	Low

Hazard	Likelihood of risk prior to action	Severity prior to action	Risk rating prior to action	Recommended Controls	Likelihood of risk post action	Severity post action	Risk Rating post action
Inadequate contingency plans for changes to the school operation - Forced closure, loss of catering, loss of teachers	Probable	Major	High	The Head of School Services is reviewing all current operations. The school has produced an outbreak management plan that has been accepted by the local Health Protection Team	Possible	Major	Medium
Inadequate classroom set up resulting in spread of infection	Possible	Severe	Medium	Each classroom has gone through a layout analysis in order to find the optimum layout for social distancing and remove the need for students to sit face to face. All unnecessary items and furniture has been removed and teachers are instructed to keep clutter to a minimum. Teachers are advised to open windows to promote ventilation	Remote	Severe	Low
Transmission from pupil to pupil within the classroom	Probable	Severe	High	Sanitising stations available at every entrance to the classroom.	Remote	Severe	Low
Classroom failed to be cleaned after a suspected case	Probable	Major	High	If a case is confirmed the test and trace system is ran. This produces a list of classrooms that the subject has been in during the potential infectious period. The Head of School Services co-ordinates this to be cleaned at the next gap with the Domestic Team. The room is then also cleaned using electrostatic equipment that evening.	Remote	Major	Medium
Transmission of infection to pupils and staff as a result of gatherings	Probable	Major	High	As Large gatherings are now permitted the school will look to provide distancing wherever possible. Ventilation will be used as a key mitigation in all large spaces.	Remote	Major	Medium
Transmission due to contamination of large, multi-use spaces	Possible	Major	High	Room is cleaned before and after use. Large spaces are cleaned every term by Electrostatic cleaning equipment.	Remote	Major	Medium
The School mismanages an outbreak of Covid-19	Possible	Major	High	Clear written protocols which are understood by all key members of staff in how to respond to a case of Covid-19, including seeking medical support and testing, contacting parents, transferring to self-isolation and decontamination of affected areas. Business continuity plan for management of on-site personnel and pupils, and off-site learning.	Remote	Major	Medium
Lack of trust from all external stakeholders regarding the School's ongoing response to Covid-19	Probable	Severe	High	Communications with all parents regarding the measures being put in place, sustained or relaxed in response to the pandemic. Ensure publications, social media images and videos do not show content which gives rise for concern regarding social distancing and hygiene measures. Frequent communication with parents regarding the positive and educational aspects of school life to act as a counter-balance to information relating to the pandemic.	Remote	Severe	Low

Hazard	Likelihood of risk prior to action	Severity prior to action	Risk rating prior to action	Recommended Controls	Likelihood of risk post action	Severity post action	Risk Rating post action
Poor use of resources during the pandemic	Possible	Severe	Medium	Revised budget / forecast in place agreed by Trustees allowing for Covid-19 impact. Thorough review and use of furlough scheme in line with government guidelines during a pandemic period. Careful use of resources to aid parents in financial difficulties due to CV-19 Contributions by the School to aid key workers, particularly NHS Charitable donations by staff to the NHS and other charities during the pandemic. Use of school buildings & vehicles to support the key workers during the pandemic	Remote	Severe	Low
Poor and incorrect communications during the pandemic	Possible	Severe	Medium	PR agency used working closely with the Senior Team and Marketing Dept. Strong internal communication network between Marketing Dept. and Senior Team	Remote	Severe	Low
Transmission through lack of hygiene measures for visitors	Probable	Severe	High	Visitors are advised to wash their hands and use hand sanitiser on arrival at school and wait in the main reception area, visitors room or outside. Signage, Staff, parents and visitors will not be required to shake hands, bump elbows or other greeting which requires physical contact. Visitors may use hand sanitiser when moving between rooms and buildings.	Remote	Severe	Low

Area of Risk: Self Testing	Assessment conducted by: Joseph Wailes	Job Title: Head of School Services
People Involved: Staff, Pupils, Contractors	Assessment approved by: Richard Poffley	Job Title: Director of Finance and Administration
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Risk Rating			Likelihood of occurrence				
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Hazard	Likelihood of risk prior to action	Severity prior to action	Risk rating prior to action	Recommended Controls	hood of risk post a	Severity post action	Risk Rating post action
Lack of supply of LFD kits	Probable	Severe	High	A four week supply of LFD tests are stored on site at any one time. Based on the government two week delivery lead time the school should not be short of tests.	Remote	Severe	Low
All results not reported	Probable	Major	High	The school has created a Wufoo form system to track results. Compliance is monitored with Senior Team intervention if uptake is low.	Remote	Major	Medium
Those under 12 not tested by an adult.	Probable	Severe	High	Schools have written to all parents to advise them that they must conduct the test on the pupil if they are under 12. Boarders under 12 will attend the health centre in order to complete the twice weekly testing.	Remote	Severe	Low
Incorrect instructions issued in testing kit	Probable	Major	High	The school will review all instructions from a sample box of each batch. These will be checked as valid by the DfE document sharing platform.	Remote	Major	Medium
Not waiting or recording the result correctly with NHS and then taking the appropriate action if positive.	Probable	Major	High	Pupils & Staff are reminded weekly about the importance of testing and doing their part to protect others.	Remote	Major	Medium

Area of Risk: Testing			Assessment conducted by: Joseph Wailes				Job Title: Head of School Services		
People Involved: Staff, Pupils, Contractors			Assessment approved by: Richard Poffley				Job Title: Director of Finance and Administration		
			Date of assessment: 02/11/2021				Date of next review: 01/02/2022		
NOTE: ONSITE Testing facility currently closed. Risk Assessment must be reviewed prior to re-opening									
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	Severe		High			Medium		Low	
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Tests are not supervised or conducted by trained staff	Probable	Severe	High	The Head of School Services is the Team Lead for testing. They will produce a rota of staff to ensure the site is fully staffed when needed. A cover rota is also produced outlining who can cover roles if someone is not able to fulfil their duties. All staff have completed the required DfE training and records of these are kept with the Senior Deputy Head. The Team leader will co-ordinate accuracy checks throughout each shift. All voids will be investigated.			Remote	Severe	Low
Social distancing advice between testing staff and those being tested not being observed and supervised	Probable	Major	High	Physical barriers provide a safe distance line between the testing subjects and the processing, registration, recording teams. Those working as Testing assistants are in full PPE kit in order to ensure a safe operation. Those managing lines and waiting rooms are told to observe social distancing and this will be monitored regularly by the Team Lead.			Remote	Major	Medium
Staff not wearing the appropriate PPE for their role	Probable	Severe	High	Information sheets are placed at the PPE donning station outlining what is the minimum PPE to be worn. We encourage all staff to wear the full PPE kit. Once staff have donned their PPE they are to register with the Team Lead who will confirm they are wearing the appropriate amount of PPE for their scheduled role			Remote	Severe	Low
Consent is not received from those participating in testing	Probable	Major	High	Master copy of those consented is kept at the registration desk and this is consulted each time a person arrives for testing. If someone who has not given consent turns up to be tested they can complete the consent form at the testing centre however if underage they will need to have this signed by a parent.			Remote	Major	Medium
Test site has poor airflow	Probable	Severe	High	The venue has been allocated as C-Hall as this has a high ceiling and windows at the upper level to generate air flow. In addition if temperature allows the fire escape doors are to be open to provide more enhanced air flow in the building.			Remote	Severe	Low
Transmission between Test Subjects while at the testing site	Probable	Severe	High	The venue operates a one way system. Social distancing stickers are placed throughout the process and all testing stations are socially distanced.			Remote	Severe	Low

Hazard	Likelihood of risk prior to action	Severity prior to action	Risk rating prior to action	Recommended Controls	hood of risk post a	Severity post action	Risk Rating post action
Testing and processing bays not cleaned down	Probable	Severe	High	Testing assistants request that the testing booth is cleaned down by the person using it once they have finished taking the swab, this is observed and guidance is given by the testing assistant. The processing booths are cleaned down by the processor every 30 minutes using the disinfectant wipes. In addition to this the domestic team will deep clean all areas in the testing centre at the end of each session, this is then signed off by the team lead	Remote	Severe	Low
Back or other MH injury from carrying Testing Equipment	Probable	Severe	High	Items are brought over by Housemen team who are all fully trained. Boxes are then sized down into more manageable loads before being transported to the dedicated working area	Remote	Minor	Low
Testing kits not kept at the appropriate levels	Probable	Minor	Medium	Testing take place in C-Hall which has heating on constantly. Team leader has a air temperature reading and will close testing site if the temperature drops below 17 degrees Celsius. Temperature is recorded hourly.	Remote	Minor	Low
Shortage of LFD kits available for the ATC	Possible	Major	High	The school has a system where we always have three weeks of supply available and will order stock when we expect to be using the safeguarded stock	Remote	Major	Medium
Contact between subjects increasing the risk of transmission of COVID19	Possible	Major	High	All subjects are to be advised in advance not to attend if they have any symptoms of COVID 19, or live with someone who is showing symptoms of COVID 19. Face coverings/masks to be worn by subjects at all times whilst on the premises except for brief lowering at time of swabbing. Compliance with wearing of face covering/mask of all subjects to be visually checked on arrival by staff. All subjects to use hand sanitiser provided on arrival & adherence to this enforced by reception staff. Social distancing: Two metre social distancing to be maintained between subjects with measured floor markings in place to ensure compliance in addition to verbal reminders if necessary from reception, queue management & sampling staff. A one-way flow of subjects through the building is to be initiated and maintained at all times. Compliance with this is to be ensured by queue management staff. Cleaning: Regular cleaning of the site including wipe down of all potential touchpoints in accordance with PHE guidance.	Remote	Major	Medium
Incorrect result communication	Possible	Severe	High	2 identical barcodes are provided to subject at check in, The subject registers their details to a unique ID barcode before conducting the test Barcodes are attached by trained staff at the sample collection bay, Barcodes are checked for congruence at the analysis station 1 and applied to Lateral Flow Device at this station	Remote	Severe	Low
Damaged barcode, lost LFD, failed scan of barcode	Possible	Major	High	Subjects receive their test result prior to leaving the venue	None	Major	None

Hazard	Likelihood of risk prior to action	Severity prior to action	Risk rating prior to action	Recommended Controls	Likelihood of risk post action	Severity post action	Risk Rating post action
Extraction solution which comes with the lab test kit contains the following components: Na_2HPO_4 (disodium hydrogen phosphate), NaH_2PO_4 (sodium phosphate monobasic), NaCl (Sodium Chloride)	Probable	Minor	Medium	Nitrile gloves which meet the Regulation (EU) 2016/425 to be used at all times when handling the extraction solution. Safety glasses with side shields which are tested and approved under appropriate government standards to be worn at all times when handling the extraction solution. Impervious clothing to be worn to protect the body from splashes or spillages. Do not let product enter drains. Wipe surfaces which the solution has been spilt on and dispose of cleaning material in line with the lab's waste disposal procedures	Remote	Minor	Low
Unauthorised access to the testing site	Probable	Severe	High	C-Hall doors locked when space not occupied by a team lead. C-Hall code is changed. PE Staff office to relocated to main school. Changing rooms are closed.	Remote	Severe	Low
Inclement weather - Slips & falls	Probable	Severe	High	Horizons to be used as an waiting area if the weather is extremely poor	Possible	Severe	Medium
Use of Shared Equipment	Probable	Severe	High	PPE to be worn by all staff members. Surfaces to be cleaned down in-between each shift. Shifts to not be shared between staff members	Remote	Severe	Low

Area of Risk: Pupil, Parents & Staff	Assessment conducted by: Joseph Wailes	Job Title: Head of School Services
People Involved: Staff, Pupils, Parents	Assessment approved by: Richard Poffley	Job Title: Director of Finance and Administration
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Risk Rating			Likelihood of occurrence					
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Severity	Major		High			High	Medium	
	Severe		High			Medium	Low	
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Hazard	Likelihood of risk prior to action	Severity prior to action	Risk rating prior to action	Recommended Controls	Good of risk post	Severity post action	Risk Rating post action	
Lack of provision for feedback on the COVID secure operation	Probable	Severe	High	All staff receive details of key staff members leading the COVID response via the staff bulletin and INSET. In addition a COVID mailbox has been set up that staff, parents and pupils can email and the comments will be passed to the relevant member of staff. The mailbox is managed by the Head of School PA who will co-ordinate the responses	Remote	Severe	Low	
Lack of structure to deal with local authorities and local health protection team	Probable	Minor	Medium	Clear structure has been produced within the COVID School plan. The COVID co-ordinator will be the prime day to day contact while the Deputy Head Pastoral will conduct communication with the teams if a major situation develops. The Director of Finance & Administration will be the deputy to both roles	Remote	Minor	Low	
Lack of knowledge of where pupils / staff have travelled from on holiday or at weekends	Probable	Severe	High	Pupils are required to alert their head of house to their travel plans over school closure periods. Staff are instructed to inform the school if they go into an area of concern as identified in the staff bulletins.	Possible	Severe	Medium	

Hazard	Likelihood of risk prior to action	Severity prior to action	Risk rating prior to action	Recommended Controls	Good of risk post	Severity post action	Risk Rating post action
Poor Hygiene standards for staff and pupils	Probable	Severe	High	Staff and pupils receive a COVID Inset each year outlining and reminding them what is expected from a hygiene perspective. Posters are placed throughout the school with reminder to wash hands at every sink. Hand sanitiser is available throughout the school in all communal areas, entry lobbies, classrooms and offices.	Remote	Severe	Low
Classrooms not properly and regularly ventilated with fresh air	Probable	Severe	High	Staff are reminded that windows should be left open in classrooms throughout the day. If bad weather results in the window not being able to be open then the member of staff should ensure the window is at least open for a minimum of 5 minutes every half an hour to promote fresh air flow.	Remote	Severe	Low
No system in place to deal with bereavements, trauma, anxiety, stress, behavioural and sleep issues.	Probable	Severe	High	Staff are instructed to report any concerns via the safeguarding procedure. Pastoral managers are on hand to deal with any urgent issues that arise. The school has a team of councillors and independent listeners available to support staff, pupils and parents if needed.	Remote	Severe	Low
Systems of control are not understood and or properly implemented	Probable	Major	High	Staff are reminded of the safe systems of control at the start of each term. The COVID Co-ordinator will complete walk rounds each department over the course of the year to confirm the procedures are being followed. Reminders are issued in person or via staff briefing.	Remote	Major	Medium
Children related to key workers experience difficulties	Possible	Severe	Medium	Pastoral Staff will continue to support the children of key workers as term commences. The family member's role and the health risks involved are considered when organising support for the pupil. Possible effects on the pupil are also considered, such as: Fear for the family member's safety. Issues with family separation. Concerns about lack of PPE. Reports of deaths of those working in the same sector. Death or illness of a family member's friend or colleague.	Remote	Severe	Low

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Pupils who have experienced bereavement experience ongoing difficulties	Probable	Severe	High	Heads of Year will be proactive in trying to identify pupils who may have experienced bereavement. The circumstances of the death and any funeral and memorial arrangements are considered. The impact on pupils of non-coronavirus deaths, disruption to mourning processes and funeral arrangements, and concerns about individuals dying alone is considered. The Bereavement Policy is followed when offering support to pupils who have experienced loss.	Remote	Severe	Low
Pupils who face vulnerability online	Probable	Severe	High	The Online Safety Policy and ICT Acceptable Use Policy is adhered to at all times and updated as necessary, adequately reflecting the needs of all pupils. Heads of Year and HMs to be proactive in identifying pupils who are likely to be vulnerable online and provide advice to pupils and parents. All staff are aware of the signs that a vulnerable pupil, either in school or working remotely, is unsafe, being abused or being exploited online. A members of the IT team is available at all times during the school day to maintain safe IT arrangements, e.g. filtering and monitoring systems. Concerns over the online safety of vulnerable pupils are managed in line with the Child Protection and Safeguarding Policy and Online Safety Policy.	Possible	Severe	Medium
Lack of trust from School staff regarding planning and ongoing response to Covid-19.	Possible	Severe	Medium	Communicate frequently and clearly with staff to ensure they understand their safety is a key priority. Ensure all decisions have a clear rationale and have been risk assessed prior to their implementation. Provide frequent opportunities, through welfare checks and open dialogue with senior staff, to ensure staff have a voice and feel listened to.	Remote	Severe	Low
Lack of trust from pupils regarding ongoing response to Covid-19	Possible	Major	High	Communicate frequently and clearly with pupils to ensure they understand their safety is a key priority. Ensure all decisions have a clear rationale and have been risk assessed prior to their implementation. Explain all decisions to pupils clearly using established channels of communication e.g. Heads of Year and Heads of Key Stage. Provide frequent opportunities, through pupil voice activities, to ensure pupils have a voice and feel listened to.	Remote	Major	Medium

Area of Risk: Medical	Assessment conducted by: Joseph Wailes	Job Title: Head of School Services
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Don't come to work if you are ill' rule not understood	Possible	Major	High	All staff members have had training at the start of the year. Staff have contacts of COVID Leads & HR to ask if they have any questions. If members of the community show signs of being ill they are asked to go home	Remote	Major	Medium
Pupil showing symptoms while awaiting to be picked up	Probable	Major	High	Isolation room is available in the Health Centre. Pupil to leave the building by the most direct exit and walk the exterior route to the Health Centre. If the pupil is feeling well enough they can wait outside to be collected.	Remote	Major	Medium
Insufficient training for those conducting temperature checking	Probable	Minor	Medium	House staff completed a short induction on how to use the equipment	Remote	Minor	Low
Medical staff have insufficient PPE and cleaning materials	Probable	Major	High	Daily checks of stock, Minimum store levels of 1 week supplier. 3x weekly delivers to the site. The school stores 4 weeks worth of supplies at all times	Remote	Major	Medium
Hygiene rules not effective. 'catch it, bin it, kill it'	Probable	Major	High	The school has incorporated signage around the site along with training on personal hygiene to the COVID induction for staff and pupils	Remote	Major	Medium
Performing First Aid during the COVID Pandemic	Probable	Major	High	A new first aid policy has been created in order to follow recommendations provided by HSE. First aid in serious situations is still the priority.	Remote	Major	Medium

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Insufficient training for the use of face coverings	Probable	Severe	High	Staff & Pupils are able to request training and guidance on the safe use of a face covering.	Remote	Severe	Low
Lack of recording of which staff and pupils have been sent home with COVID Symptoms	Probable	Severe	High	All staff who go home report this to the HR who will inform the COVID Co-ordinator. The School office will record all absence of pupils and inform the COVID Co-ordinator if these are COVID related	Remote	Severe	Low
Transmission of infection to pupils visiting the H/C without Covid-19-related illness or symptoms	Probable	Severe	High	Day pupils are not to come to school if they are unwell. HC waiting room will have a maximum capacity of 3 people to enable social distancing. Isolation facility is in use for those with COVID symptoms. When the isolation facility is in use the H/C will notify houses who should keep ill students with them. Day pupils will be instructed to visit the pastoral managers who will send the pupils home if the illness can not easily be managed. A triage room has been created in order to reduce the risk of contaminating the treatment room. The health centre has had an increased cleaning plan put in place	Remote	Severe	Low
Transmission of infection to staff visiting the H/C without Covid-19-related illness or symptoms	Probable	Major	High	Staff are advised to contact the Health Centre to confirm space is available before making their way to the facility	Remote	Major	Medium

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Transmission of infection to H/C staff when managing a suspected case of Covid-19 in the Health Centre	Probable	Major	High	Clear protocols have been put in place in the event of a suspected case. Pupils will head to the HC using an exterior route and a staff member will inform the HC that the pupil is on their way. The pupil will go directly to the isolation facility. Communication with the pupil will occur through a closed door or via Microsoft teams. Day pupil parents will be contacted so they can be picked up, boarders guardians will be contacted to see if isolating off site is an option. Medically graded PPE is available to all staff in the Health Centre. A test is booked for the pupil.	Remote	Major	Medium
Transmission of infection to H/C staff when managing a non-suspected (asymptomatic) case of Covid-19 in the Health Centre	Possible	Major	High	The HC has a stock of LFD kits. If a pupil is attending the HC and is required to stay for treatment the nurse may issue a test to rule out they are positive.	Remote	Major	Medium
Transmission to H/C staff when overseeing PCR tests for pupils returning to home countries	Possible	Major	High	Pupils taking the PCR test are unlikely to have symptoms as they are completing a fit to fly test. The staff member will be on hand to guide and instruct the pupil. The staff member will have full PPE at all times.	Remote	Major	Medium

Area of Risk: Boarding	Assessment conducted by: Joseph Wailes	Job Title: Head of School Services
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Boarding staff have inappropriate PPE & cleaning materials	Probable	Major	High	A checklist has been produced for each house with a stock requirement this is checked daily by the domestics team. PPE and cleaning equipment is purchased from a trusted supplier	Remote	Major	Medium
Weekly boarders using pupil transport	Probable	Severe	High	The school has changed the weekly Victoria escort to be a dedicated school only coach service. Non-users of the service are encouraged to use the service during the time of the pandemic with an additional stop at Clapham now part of the offer.	Remote	Severe	Low
Boarders unaware of global news and how it may affect them or their family	Probable	Minor	Medium	House staff review news that would affect pupils in their house. Major impacts are identified by the COVID Co-ordinator who informs the Director of Boarding/Senior Boarding Mistress.	Remote	Minor	Low
Transmission of infection between pupils in the boarding houses during term time	Probable	Severe	High	Hand washing/sanitising stations are available in every communal room and corridor. Non fire doors will be opened to avoid touch points. Boarders who become unwell will be isolated in their room with a dedicated toilet kept from them.	Remote	Severe	Low
Spread of infection due to animals in the boarding house	Possible	Severe	Medium	Staff should take the most direct route when accessing outdoor spaces. Pupils should wash hands before and after contact with a house pet.	Remote	Severe	Low

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Discrimination and bullying related to the pandemic	Probable	Severe	High	Issues to be addressed by the bullying policy. Reminders are notified to pupils during bulletins and house meetings.	Remote	Severe	Low
Containing the spread of the virus following a suspected or confirmed case in boarding.	Probable	Major	High	The pupil will isolate in their room with other students completing a PCR test if they are identified as a close contact from PHE. In addition close contacts will complete a LFD test each morning before coming into school for 10 days. Boarding areas will be electrostatically cleaned.	Remote	Major	Medium
Suspected/Confirmed case of COVID-19 within the boarding community when the Health Centre is closed	Probable	Severe	High	In the event of a suspected case the house staff are trained to isolate pupil in their boarding room and allocate a private wash space (toilet/shower) available to them. In the event of a confirmed case within boarding the school will aim to isolate the pupil at the guardian. If isolating at the guardian is not possible then the pupil will isolate on site and this will be risk assessed separately by a member of the COVID Committee.	Remote	Severe	Low

Area of Risk: School Transport	Assessment conducted by: Joseph Wailes	Job Title: Head of School Services
People Involved: Staff, Pupils	Assessment approved by: Richard Poffley	Job Title: Director of Finance and Administration
	Date of assessment: 02/11/2021	Date of next review: 01/02/2022

Risk Rating			Likelihood of occurrence				
			Probable		Possible	Remote	
Severity	Major		High		High	Medium	
	Severe		High		Medium	Low	
	Minor		Medium		Low	Low	
Hazard	Likelihood of risk prior to action	Severity prior to action	Risk rating prior to action	Recommended Controls	Likelihood of risk post action	Severity post action	Risk Rating post action
Drivers have insufficient PPE/Cleaning materials	Probable	Major	High	A checklist has been produced for each bus with a stock requirement this is checked daily by the driver of the bus. PPE and cleaning equipment is purchased from a trusted supplier	Remote	Major	Medium
Poorly organised boarding process at the end of the school day	Probable	Severe	High	Senior members of staff are on duty at the end of the school day in order to ensure the boarding of buses is in a calm and efficient manner.	Remote	Severe	Low
Transmission of infection between pupils using school minibuses	Probable	Severe	High	Parents to be made aware that pupils must not use the service if they are unwell. Pupils should use the hand sanitiser available on boarding and disembarking. Face masks to be worn whenever they are on the bus. Signage is available on the bus re-enforcing the safety messages. Drivers will ensure the buses are well ventilated during service. Minibuses are cleaned and disinfected after each journey.	Remote	Severe	Low
Transmission of infection to pupils from minibus drivers	Probable	Severe	High	As per actions above plus staff are required to wear masks at all times. Additional PPE is available to staff if they wish to use it.	Remote	Severe	Low
Transmission of infection to minibus drivers from pupils	Probable	Major	High	As per actions above.	Remote	Major	Medium

Hazard	Likelihood of risk prior to action	Severity prior to action	Risk rating prior to action	Recommended Controls	Likelihood of risk post action	Severity post action	Risk Rating post action
Transmission of infection to pupils or staff using public transport	Probable	Major	High	Staff & Pupils are encouraged to follow social distancing where possible and advised to locate themselves as close to a source of fresh air as possible.	Remote	Major	Medium

Area of Risk: Support Staff	Assessment conducted by: Joseph Wailes	Job Title: Head of School Services
People Involved: Staff	Assessment approved by: Richard Poffley	Job Title: Director of Finance and Administration
	Date of assessment: 02/11/2021	Date of next review: 01/02/2022

Risk Rating			Likelihood of occurrence				
			Probable		Possible	Remote	
Severity	Major		High		High	Medium	
	Severe		High		Medium	Low	
	Minor		Medium		Low	Low	
Hazard	Likelihood of risk prior to action	Severity prior to action	Risk rating prior to action	Recommended Controls	Likelihood of risk post action	Severity post action	Risk Rating post action
Transmission to domestic staff while conducting their cleaning duties	Possible	Major	High	The domestic team have a base level of PPE that they use at all times. If the domestic is to work in an area of suspected case they are informed prior to entry and they proceed to put their full PPE kit on. This is then disposed of as 'red' waste when leaving the area. A record of who has dealt with suspected cases is kept by the Covid Co-ordinator for 21 days.	Remote	Major	Medium
Transmission of infection to support staff during corridor movement and lesson transition	Probable	Major	High	Support staff are instructed not to use the school corridors during peak transition times. Staff are instructed to use outside routes where possible.	Remote	Major	Medium
Support staff are not informed of changes to school operation	Probable	Severe	High	Support staff receive an induction at the start of the year. All staff are issued with the weekly staff bulletin via email or notice board. Support staff are invited to join the weekly Heads Briefing for school news updates. Support managers are part of the schools operation team who will then feedback to their teams	Remote	Severe	Low

Area of Risk: Facilities	Assessment conducted by: Joseph Wailes	Job Title: Head of School Services
People Involved: Staff, Pupils, Contractors	Assessment approved by: Richard Poffley	Job Title: Director of Finance and Administration
	Date of assessment: 02/11/2021	Date of next review: 01/02/2022

Risk Rating			Likelihood of occurrence					
			Probable		Possible	Remote		
Severity	Major		High			High	Medium	
	Severe		High			Medium	Low	
	Minor		Medium			Low	Low	
Hazard	Likelihood of risk prior to action	Severity prior to action	Risk rating prior to action	Recommended Controls		Likelihood of risk post action	Severity post action	Risk Rating post action
Transmission of infection to staff and pupils through contaminated surfaces including toilets	Possible	Severe	Medium	Modified cleaning strategy which prioritises disinfecting. School rooms are on a termly electrostatic cleaning plan. Regular toilet cleaning operation during the school day. We have appointed an additional member of the domestic team to support.		Remote	Severe	Low
Classrooms, toilets and communal areas run out of sanitisation supplies	Probable	Major	High	Checklists for each area in the school have been produced and domestic staff have been trained to assess stock levels in their area each day and if less than 3 days worth of supplies are left the stock is topped up.		Remote	Major	Medium
Improper waste management after a suspected case	Probable	Severe	High	All waste produced from a person of or dealing with a potential case is placed into red bin bags and labelled with the date it was secured. The bag is then put into isolation within the estates department for 72 hours before being disposed of in the normal waste procedure.		Remote	Severe	Low
Spreading of infection due to shared water machines	Possible	Major	High	The school has implemented a water bottle only policy on all its water machines across the site.		Remote	Major	Medium

Hazard	Likelihood of risk prior to action	Severity prior to action	Risk rating prior to action	Recommended Controls	Likelihood of risk post action	Severity post action	Risk Rating post action
Transmission of infection from contaminated waste.	Possible	Severe	Medium	<p>When handling any waste in the school, staff should wear disposable gloves and ensure they wash their clothing at the end of their shift. When handling waste which is associated with a suspected or confirmed case, they must follow the advice contained in the following link and wear the recommended PPE. decontamination-in-non-healthcare-settings Waste from possible cases and cleaning of areas where possible cases have been (including disposable cloths and tissues): Should be put in a red plastic rubbish bag and tied when full. The plastic bag should then be placed in a second red bin bag and tied. It should be put in a suitable and secure place and marked for storage until the individual's test results are known. Waste should be stored safely and kept away from pupils. Staff should not put your waste in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours. If the individual tests negative, this can be put in with the normal waste if the individual tests positive, then store it for at least 72 hours and put in with the normal waste If storage for at least 72 hours is not appropriate, arrange for collection as a Category B infectious waste. Regular training and updates by various communication methods.</p>	Remote	Severe	Low