![Royal Russell School logo]

At the start of the Spring Term 2022 the School will open for on-site learning for all pupils. Following the guidance issued above the School will open with all Senior School pupils and adults wearing masks and all pupils required to complete a lateral flow test before their return. The School will continue focus on the four key control measures, hygiene, cleaning, ventilation and testing which were successfully implemented through the Autumn Term 2021.

Introduction

This COVID-19 risk assessment provides advice and guidance in identifying, assessing and describing methods of controlling risks. It aims to prompt the thought and decision-making processes but with the normal caveat: that it is only as good as for the minute it is published. It therefore remains dynamic and will be updated when advice, circumstances, or any of the assessed risk factors are seen to have changed.
The Headmaster and the School Leadership Team have the responsibility to analyse and then co-ordinate the way ahead, seeking Governing Board approval for any significant changes that may be required.

Guidance from UK Government on this Risk Assessment can be found here: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/annex-a-health-and-safety-risk-assessment

Rationale

The logic behind these actions, and the need for this note, is the ongoing 'duty of care' that Royal Russell School has for the whole School community: pupils, staff, parents and governors.
A 'duty of care' means a legal obligation to ensure the safety and well-being of others. Some duties are established, such as "the teacher and pupil relationship", and "the employer and employee relationship". With COVID-19 schools are having to make difficult and timely decisions in order to fulfil this duty to their pupils, parents and staff.
The test when considering whether a duty has been properly discharged is "what would the reasonable person have done, or not done, in the circumstances of this particular incident?"

For COVID-19 there are three important factors to take into account:
   a. state of knowledge - the developing knowledge of the virus itself and up-to-date government guidance at the time decisions are made.
   b. seriousness of likely injury – this will have to be assessed on a case by case basis. For example, if there has been a confirmed case in the school population. A proportionate risk assessment would also have to be taken to identify where the affected individual has been, with whom they had contact and areas they have used. A further concern is for pupils that may be more vulnerable to COVID-19 than others.
   c. Cost and difficulty of taking precautionary measures - closing schools has had considerable costs and difficulties from furloughing staff, ensuring the provision of education remotely to school fees and examinations.

The School – States of Operation

For the purposes of this risk assessment a number of stages of operation for schools have been considered:

1. Fully Open   Business as usual: no travel or trip restrictions.
2. Open   Business as usual: with some caveats.
3. Open T   In transition: some teaching in school and some remotely.
4. Open B   In transition: with boarders and Open K (below).
5. Open K   Key staff, key worker and vulnerable children in school. All other teaching remote.
6. Open R   Teaching is all achieved remotely.
7. Fully Closed   No one on site except residents, security and maintenance staff.

From Tuesday 4 January 2022 – we will operate the Junior School as 'Open' and the Senior School as 'Open T', as some international boarding pupils will be unable to return immediately at the start of term.

Running the School - Assessing the Risk

Assessing COVID-19 is particularly awkward as the outcome of the risk assessment for one group within a school will have an impact on another: teaching staff, support staff, visitors and contractors (if these groups are allowed access) and pupils of varying age groups and class size.

The overall assessment of risk will require daily revision and should include but not be limited to:

A. Is government advice being regularly accessed, assessed, recorded and applied?
B. Are changes regularly communicated to staff, pupils, parents and governors?
C. Are changes reviewed by governors?
D. Is access to school controlled effectively and are visitor (if allowed) details recorded?
E. Are Social Distancing (SD) and other hygiene rules communicated, understood and applied?
F. Are staff and pupils being reminded and checked to ensure they are complying with hygiene and SD rules?
G. Is there sufficient supplies of hygiene materials and are they well placed?
H. Has the cleaning regime been regularly re-assessed and, if necessary, revised to high risk areas such as toilets, door handles, switches, hand rails and regularly used hard surfaces?
I. What precautions are being used to keep shared teaching equipment (e.g. musical instruments) hygienic?
J. Are high risk areas being regularly monitored (including boarding areas) for hygiene?
K. Are contingency plans in place for the transition to full opening (or re-closing) including rapidly sharing decisions?
L. Are all the risks identified properly mitigated and regularly re-assessed?

In addition to the above, the following will need to be considered for pupils, parents and staff:

M. What SD rules have the school decided? Are they different for various activities (play, games, drama, and music) and locations (classroom, playground, boarding house) and have all adhered to these SD rules?
N. What PPE has been recommended and, dependent on risk assessment, what has the school decided to equip staff and pupils? The range of PPE may include:
    a. Masks;
    b. Gloves;
    c. shields (for face or lecterns, desk separators, staff desks);
    d. Sanitisers (gel and tissues).
O. Medical. Who has:
    a. Pre-existing medical conditions and are they fully declared?
    b. Have all vulnerable pupils, parents and staff been identified and recorded?
    c. Tested positive for COVID-19 and is it recorded? (for elimination purposes)?
    d. Come into contact with anyone tested positive to COVID-19?
    e. Travelled where: other than home and school? (via app or written diary).
    f. Been sent home with COVID-19 symptoms (a cough, high temperature or shortness of breath)?
P. Have all adhered to the external socialising rules set by the school such as:
    a. shopping;
    b. parties;
    c. games and play;
    d. travel (other than home to school and return).
Q. Are plans being considered for school events including plays, concerts, parent and teacher meetings etc?

A grid, to record the risks, which is RAG rated in terms of risk, control measures and outcomes, is at Annex A.

Risks are RAG rated against the mitigated risk, using the following criteria:

Red – There are insufficient measure in-place, or planned to ensure that this risk is appropriately mitigated.
Amber – This risk has adequate mitigation in-place and planned, but further work is reduced to provide a greater level risk reduction.
Green – Sufficient mitigation exits to treat/tolerate/transfer/terminate this risk to an appropriate level.

Conclusion

The phrase "a lot of moving parts" has never been so correctly applied to a situation where the risk posed by the virus is dynamic and will remain so. So many different stakeholders of varying ages and health will bring multiple shifting risks which must be considered on a daily basis for the safety of pupils, staff and parents.

Section 1
Overall Risk Assessment

Section and RAG Rating	Risk	Control Measures	Outcome	Remarks / Re-assessment
1.1	Is government advice being regularly accessed, assessed, recorded and applied?	As the pandemic evolves together with scientific knowledge of the virus, advice is being issued and amended almost daily. It is imperative that we keep up to date with the latest advice on Coronavirus (COVID-19) available at websites including: • https://www.gov.uk/coronavirus • https://www.nhs.uk/conditions/coronavirus-covid-19/ • Actions for Schools during the coronavirus outbreak Updated 2 January 2022 • Actions for early years and childcare providers during the coronavirus (COVID19) outbreak Updated 14 December 2021 • What parents need to know about early years providers, schools and colleges during COVID-19 Updated 2 January 2022 • Guidance on the use of personal protective equipment (PPE) in education, childcare and children's social care settings Updated 20 July 2021 • COVID-19: cleaning in non-healthcare settings Updated 19 July 2021 • Coronavirus: how to stay safe and help prevent the spread Updated 24 December 2021 • Association of School and College Leaders available at: https://www.ascl.org.uk/Help-and-Advice/Leadership-and-governance/Health,-safety-and-safeguarding/Coronavirus-essential-information • Boarding Schools' Association latest COVID-19 update at: https://www.boarding.org.uk/467/safeguarding/-covid-19#Covid • Nominated member of staff (Headmaster and Director of Operations) to complete a daily review of the above and any other key information channels and feedback key points to the School Leadership Team (SLT); • SLT to review key points and decide on any actions required; • Develop action plans with SMART targets to implement any changes to school operations, with periodic monitoring by SLT; and • Ensure that this risk assessment is reviewed and updated in line with any changes to the guidance.	Advice and guidance is followed to ensure robust compliance Compliance is seen within SS & JS Operation Plans (OPs)	Scrutiny and agreement needed if & when government guidance appears ambiguous Once initial RA is established, a designated person/persons is responsible for amendments in the light of discussions and decisions by the School Leadership Team (SLT) **Our operational plan for the Spring Term will be very similar to that established in 'normal operation' of the School, with the additional control of mask wearing throughout the Senior School and by all adults in the Junior School.** **In the Senior School, Lateral Flow Testing (LFT) will be completed by each pupil at our on-site testing centre in the Sports Hall, before the start of Spring Term and during the first week.** **Thereafter all pupils will be issued with (LFT) kits for regular home testing.**

1.2	Are changes regularly communicated to staff, pupils, parents and governors?	The School has a robust communication strategy that communicates to pupils, parents and other members of the School community, including: Social Media Posts Emails to staff, pupils and parents Headmaster's weekly updates and newsletter Virtual assemblies Board Meeting Staff Briefings via Teams JS Form Times		Communication on SS & JS OPs is shared with parents, pupils and staff at regular intervals and always ahead of any key transitions. Regular communications from Headmaster and Headmaster of Junior School to all staff, parents and pupils via, email, newsletters and assemblies. The latest changes to operating plans have been communicated to staff and parents in briefings and letters during the week commencing Monday 23 August and Monday 30 August.
1.3	Are changes reviewed by governors?	The School has a comprehensive Governing Board process that is integral to the decision making around this Risk Assessment and the safe return of the community to the School. The Headmaster and Chair of Governors speak at least weekly about the evolving situation, with decisions communicated to the remainder of the Board by the Headmaster or Clerk. Safeguarding Addendum and other policies related to Safeguarding have been sent to the Safeguarding Governor and approved at the Education and Welfare Committee.		This document was shared with governors in August 2021 and will be discussed at the Education and Welfare Committee (EWC) Meeting on Wednesday 6 October 2021.
1.4	Is access to school controlled effectively and are visitor (if allowed) details recorded?	Visitors need to sign in and out at reception. Visitors are to confirm that they do not have Covid-19 symptoms, in-line with Government guidelines and adults will be asked to complete a Lateral Flow test before their visit. Contractors to sign in at the Estates Office		Visitors to the School site will be allowed from the start of the Spring Term 2022 and will be welcomed in line with the national guidelines in Coronavirus: how to stay safe and help prevent the spread Updated 24 December 2021
1.5	Are Social Distancing (SD) and other hygiene rules communicated, understood and applied?	• Inform Staff/Parents/Students or any visitors, such as suppliers, not to visit the school if they are displaying any symptoms of Coronavirus (COVID-19); • Brief staff and pupils regularly on the recommended social distancing measures available here. • Large staff meetings take place on TEAMS and limiting the number of attendees and holding meetings in a large well-ventilated room. • Ensure that class sizes reflect the numbers of teaching staff available and are kept as small as possible. • Stagger lunch times, break times, and the movement of pupils around the school to reduce large groups of pupils gathering. • Avoid the sharing of equipment between staff and/or pupils such as keyboards, phones, musical instruments etc., or where this is not possible, ensure that suitable cleaning and disinfection methods are employed between uses. • Ensuring that staff, pupils/students, visitors and contractors have access to suitable hand washing facilities (i.e. either hot running water and hand soap or alcohol-based hand gel);		This section is RAG rated amber, due to the inability to ensure that all measures are understood and applied by all. The population 'at risk' includes very young children, which makes SD and regular and routine handwashing more difficult than with older pupils.

		• Providing alcohol-based hand gel and tissues in prominent places and ensure that staff are charged with topping these up regularly.		
1.6	Are staff and pupils being reminded and checked to ensure they are complying with hygiene and SD rules?	• Brief staff and pupils/students on the need to wash their hands regularly (and after using the toilet, before eating or handling food, and after blowing their nose/sneezing/coughing) and on the correct handwashing technique (NHS advice on handwashing, including a video, is available here); • Regularly brief staff and pupils/students on good respiratory hygiene practices (i.e. covering your mouth and nose with your bent elbow or tissue when you cough or sneeze, 'catch it, bin it, kill it); • Regularly brief staff and pupils/students on the need to avoid touching their face (and especially the eyes, nose and mouth); • Display posters in key locations to remind staff, pupils/students and others of good hand and respiratory hygiene practices; • Where necessary (e.g. for young children and/or pupils/students with special educational needs), staff should supervise pupils/students to ensure they wash their hands for 20 seconds more often than usual (and after using the toilet, before eating, and after blowing their nose/sneezing/coughing) with soap and water or alcohol-based hand gel and catch coughs and sneezes in tissues • Increase supervision of times where school gets together in larger numbers. e.g. at break and lunch.	Refer to OPs	**From the start of the Spring Term 2022, face coverings are compulsory in classrooms and in corridors and communal areas of the Senior School.** **All pupils and staff in the Senior School will be expected to carry a face covering with them and use it as required.** **From the start of the Spring Term 2022, face coverings will be expected to be worn by all adults indoors. This includes staff in the Junior School and in Operations and Support teams.**
1.7	Are there sufficient supplies of hygiene materials and are they well placed?	• Review stocks of cleaning substances equipment, and PPE weekly and purchase additional stocks if required; • Review location of hygiene materials • The Estates Team will review daily the supply of handwashing and drying facilities, also deploying hand sanitising gel to suitable areas around the site. • Staff will be asked to ensure that they are washing their hands, in-line with Government guidance, throughout the day.		
1.8	Has the cleaning regime been regularly re-assessed and, if necessary, revised to high risk areas such as toilets, door handles, switches, hand rails and regularly used hard surfaces?	• Review cleaning regime (e.g. consider areas of the school remaining in use, location of frequently touched objects and surfaces, suitability of existing cleaning substances and equipment used etc.), with a view to improving the frequency and intensity of cleaning; • Ensure that COSHH assessments are completed for any new cleaning substances introduced as a result of your review; • Ensure routine cleaning and disinfection of frequently touched objects and surfaces (e.g. door handles, handrails, tables etc.); • Cleaning staff to be provided with suitable PPE (i.e. disposable gloves and aprons as a minimum); • Keep up to date on the latest Government guidance COVID-19: cleaning in non-healthcare settings (available here) • Refresher training will need to be provided to cleaning staff following any changes to the guidance. (HR records to be updated) • Teachers should be given the ability and option to be able to wipe desks/surfaces if they feel it necessary. Each classroom will be cleaned thoroughly before the start of each day.		Cleaning regime is now well established and includes specific cleaning of hard surfaces and 'touch points' in high traffic areas. The School has purchased its own 'fogging' machines which are used regularly to disinfect high traffic areas and also following specific use of a room or building, e.g. following the assessment of external pupils for entry to the school.

		• Each classrooms to have hand gel if there are no hand washing facilities within the classroom. • Follow guidance on Primary and Early Years regarding materials and resources		
1.9	What precautions are being used to keep shared teaching equipment (e.g. musical instruments) hygienic?	Shared items should only be considered where absolutely necessary. Teaching equipment should only be used by designated groups and not shared between groups/PODS and then cleaned after each use in accordance with guidance. Extra equipment ordered where practical or needed.		Specific assessments will be made for practical subjects. Music lessons will be conducted under guidance from MusicMark: https://www.musicmark.org.uk/resources/music-unlocked-guidance-for-schools-and-music-providers/ and https://www.musicmark.org.uk/wp-content/uploads/England-Supplement-for-Plan-B-09Dec21.pdf Which was last updated on 9 December 2021
1.10	Are high risk areas being regularly monitored (including boarding areas) for hygiene?	In the Spring Term 2022, boarding houses will be monitored by House and cleaning staff taking considered view about the situation at the time. Medical Centre: Strict hygiene rules applied and monitored by medical staff		Procedures for an isolation and quarantine area are set up in a separate document. This will be made available in the 'Old Queen's' building, should this be necessary.
1.11	Are contingency plans in place for the transition to full opening (or re-closing) including rapidly sharing decisions?	SLT whatsapp group created. School now fully open Virtual staff briefing and emails to staff Social media platform and website ISAMS communication to parents, pupils and guardians		
1.12	Are all the risks identified properly mitigated and regularly re-assessed?	This RA provides the basis for identifying risks and the mitigation measures put in-place.		
1.13	Non-essential persons attending site	Review of persons expected to attend site and determine those that are non-essential (e.g. visitors, contractors, lettings etc.). Entry to the site controlled via reception/security etc. whereby any non-essential persons can be denied access.		

| 1.14 | Heightened infection risk to those travelling to and from the school on public transport. | All travellers on Public Transport and on School Transport should, as much as possible, observe social distancing, wear a face covering and wash their hands as soon as possible after using the bus/tram/coach/train etc. Sanitising hand gel should be used before boarding/alighting the vehicle.

The Government guidance here, last updated on 21 December 2021, should be followed for those using public transport.

PPE disposal bin provided on main entrance path | | Regular reminders have been issued to staff and pupils regarding the wearing on face coverings on public transport and daily School Transport. |

Section 2
Pupils, Parent and Staff Risk Assessment

	Risk	Control Measures	Outcome	Remarks / Re-assessment
2.1	Are communication channels working and being reviewed? Email, text, Facebook etc	All communications are regularly reviewed by the SLT, with HM and JS HM managing communications with parents and staff.		Communications have been regularly sent to all members of the Royal Russell Community.
2.2	Is there a robust feedback and reply system to ensure best practice and two-way communications for pupils, parents, staff and governors?	Pupils are in regular contact with tutors Staff can easily contact each other and senior staff SLT meet regularly with Governors Regular communications from HM to RR Community.		Regular, informal feedback is provided by parents and staff on covid communications.
2.3	If there is a governor and / or officer for the school / department nominated to be responsible for COVID-19 matters, are their contact details known and are they on call?	Governing Board are responsible for the safe management of Covid-19, through the Chair. The Chair delegates the executive responsibility for covid decision making to the Headmaster. Contact details widely circulated and known by Board and SLT.		Governors are kept informed of covid management through the regular cycle of Governor meetings and through direct contact between the Headmaster and the Chair of Governors. Whole Board involved in decision taking/making.
2.4	Is there a system to communicate with parents and staff that have not returned to school for fear of infection?	Survey to specified year groups' parents will elicit this information Regular emails and newsletters continue weekly		
2.5	Who has travelled where: other than home and school?	When students return to onsite teaching, parents will be asked to confirm any recent travel and should they be suffering from Covid-19 symptoms then they are to self-isolate.	This will seek to minimise any infection from potential Covid-19 carriers through strict isolation and non-return to school.	
2.6	What are, and have the hygiene rules set by the school been adhered to by pupils, parents and staff?	Ongoing practice and checks undertaken by all staff throughout each day.		Effective measures are in-place and communicated. RAG remains amber pending review of the physical return of pupils and their response to SD and hygiene needs.
2.7	Are all staff trained and regularly updated in COVID-19 symptoms, SD and how these rules apply to teaching?	Regular updates given at staff briefing and weekly newsletter Plans give clear instructions to staff following THIS guidance.		On site briefing given to all staff on 04.01.2022 as part of INSET, before pupils returned. Reminders have been shared at weekly briefings and practices amended as required.
2.8	Is school transport operating to reflect SD, hygiene, PPE and cleaning arrangements?	Daily School buses are provided by contracted supplier, Mayday Travel.		Pupils using School Transport will be required to wear face coverings/masks
2.9	How registration throughout the day is managed including temperature / health checks?	Registration will take place in tutor groups/classes. Process outlined in individual JS and SS plans There is no plan to take temperature of pupils or staff, in-line with the current guidance. The School will		This course of action was endorsed by Dr Agnelo Fernandes, the Croydon CCG Chair and Governor. There is no need to temp check staff/pupils, so long as it's well know that you should not attend site if you have any Covid-19 symptoms, including a temperature.

		remind parents that pupils should not attend school if they have any Covid-19 symptoms, including a high temperature.		
2.10	Are transit spaces (corridors), social zones (car parks, common rooms, and playgrounds) configured to SD rules?	Signage/one way systems in corridors and on stairs/1 person in lift at a time Areas, movement to and from and supervision/monitoring thereof addressed in JS and SS plans. Zoning of open spaces by year group in Senior School – this is already in place but will need close monitoring by staff on duty.		Transit spaces remain an area of potential compromise in social distancing and regular reminders to pupils continue.
2.11	Are learning and games spaces configured to SD rules?	Social distancing applied as is practical for primary age pupils, following the Actions for Schools guidance		
2.12	Are different age groups catered for in terms of timetabling, length of the school day and exposure to other age groups?	A full curriculum is planned for Junior School and Senior School		Teaching has been successfully delivered across the entire school age range in line with the planned curriculum. There is good separation between Junior and Senior School pupils.
2.13	Clothing contamination	The School will advise that both pupils and staff should wear 'fresh' clothes daily.		
2.14	Is there a system in place to deal with bereavements, trauma, anxiety, behavioural issues?	Strong system of pastoral care continues through the whole school. Medical centre available throughout the day. School counsellors available weekly. CYP program and support also available. Firefly page created and regularly updated with websites and advice. Staff trained in MHFA.		
2.15	Higher Risk Staff Groups	It has been highlighted that BAME, Health Vulnerable and Pregnant Staff could be at higher risk of Covid-19. Therefore, each member of BAME, Vulnerable and Pregnant Staff will be individually reviewed to ensure that they are appropriately protected. The School will use the following process: A Workplace Assessment A Workforce Assessment and then consideration of: Age Ethnicity Sex Any underlying health conditions Pregnancy Combining this information will allow line-managers to determine whether there is the appropriate level of		

		mitigation in-place to protect the individual member of staff.		
2.16	The Government has introduced NHS Track and Trace. Risk is that RR community do not follow the Government Track and Trace service.	All members of the RR Community should be aware of this and follow the guidelines here. Communications to staff and parents will be explicit about the Government guidelines for all Covid-19 matters, including T&T.		

Section 3
Pupil and Staff - Safety Risk Assessment

	Risk	Control Measures	Outcome	Remarks / Re-assessment
3.1	Have safeguarding, code or practice, and staff handbook policies been updated, regularly reviewed and shared?	Safeguarding policy adjusted and circulated to staff Remote Learning Handbook JS created and updated		The addendum to the Safeguarding policy was reviewed by Governors at their meeting in December 2021 and is published on the School Website
3.2	Is the DSL and DDSL easily contacted and their contact information known to all?	DSL and DDSL available throughout the term and holiday periods. Contact details are known and widely publicised. DSL or Headmaster on call for safeguarding matters during holiday period.		
3.3	Is there a COVID-19 specific policy that includes medical responses, SD, teaching, socialising, feeding, well-being etc?	There is not a specific Covid-19 safeguarding policy, but this RA works alongside the separate Medical Centre Risk Assessment and JS and SS Operational Plans specific to Covid-19 – this makes up the Covid-19 operational plan for the School.		
3.4	How are new staff and pupils inducted and has the registration and recruit process been adapted to ensure compliance?	Induction taking place for staff and students in August and September. Daily registration managed by the Admission officer and the ISAMs Manager. Registration document sent to DfE		
3.5	Are sporting, play and SD rules clear to staff and pupils?	Play guidelines will be reinforced with pupils on return to site.		School sports fixtures will continue in the Spring Term following Sport England and National Governing Body guidelines.
3.6	Are drama, dance and music activities applying SD rules?	Elements of drama/music part of the September timetable, with suitable measures for all subjects in-line with current guidance.		Drama and Music activities will be reintroduced in the Autumn Term following general guidance and guidance from MusicMark: https://www.musicmark.org.uk/resources/music-unlocked-guidance-for-schools-and-music-providers/ and

				https://www.musicmark.org.uk/wp-content/uploads/England-Supplement-for-Plan-B-09Dec21.pdf
				Which was last updated on 9 December 2021
3.7	How are staff meetings and staff rooms regulated in terms of space, equipment's, resources (copiers, kettles, etc) timings, SD and purpose?	Normal SD rules apply throughout the School. Cleaning of communal areas is carried out in twilight hours to further enforce SD. Larger meetings (greater than 10 staff) to take place on MS Teams where possible or in suitably ventilated large venues. Face to face meetings, if needed, should be held with SD rules in well ventilated spaces. Copiers will be cleaned daily as part of Covid-19 process. School will be cleaned using a safe 'fogging' technique that remains persistent for up to 7 days.		Extensive use of MS Teams as the main communication method for staff meetings and briefings has been made, reducing the requirement for large groups of staff to gather. Smaller group meetings are managed in a socially distanced setting.
3.8	Are all security, CCTV and access systems regularly checked, updated and (where necessary) re-coded?	Security is managed by the Operations Manager (Mr Leggatt) with access granted to the IT Manager (Mr Hayden).		
3.9	Are drop-off and pick-up procedures, in/out routes shared, understood and applied?	A separate review has been undertaken by a team from the SLT and Operations Staff to consider drop off and pick up of children at the start and end of the day.		
3.10	Are transit spaces (corridors), social zones (common rooms / playgrounds) configured to SD rules?	Zoning of open spaces by year group in Senior School – this is in place but will need careful monitoring by staff on duty.		Zoning of open spaces by year group in Senior School has been successfully established with the use of classrooms for wet days. Movement around the site will need to be assessed with pupils and staff back to site, amending the practices if necessary.
3.11	Do classrooms reflect SD layout, PPE, screening and regular cleaning rules?	Classrooms in the Junior and Senior Schools are already set up.		All classrooms and teaching spaces have been suitably adapted to create appropriate social distance between pupils and staff as far as possible.
3.12	Can staff manage, whilst in the transition phase, both in school and remote learning?	All teaching staff have a device from which to deliver remote learning, either within school broadcasting out, or outside school broadcasting to students on site. Dual Teaching approach trialled during last academic year will be used to ensure access for all pupils.		Successful models for dual teaching and broadcasting to pupils have been trialled and established. This has helped significantly in providing continuity of teaching for pupils. This risk is now considered as 'green' Some overseas pupils have remained as remote learners with full support from staff at the School.
3.13	Are mealtimes de-conflicted, reflecting SD in the servery and dining hall whilst providing sufficient nourishment?	Full plans are in place for the safe serving of food to staff and pupils.		The addition of a new temporary dining hall helps to ensure the continued safe service of the appropriate food to all pupils.

				This facility will remain in operation through to February half-term, pending review.
3.14	Offsite trips/educational visits	These will be limited in first half of Autumn Term and subject to separate risk assessment. No overnight trips are currently planned		
3.15	Lack of risk assessments for any new/adapted teaching activities	Overarching concept should be that there are no new teaching activities. Ensure that staff are briefed on the need to complete risk assessments prior to the introduction of any new/adapted teaching activities; and Ensure that any other staff involved in the new/adapted activity are briefed on the content of the risk assessment.		Mode of on-site teaching means that a standard classrooms will be used. Added RA considerations will need to occur for Art/DT/Food & Nutrition and other practical classes.
3.16	Increase in staff lone/remote working whilst on site	Consider lone/remote working activities being undertaken across the site and ensure that risk assessments are completed (or that any existing risk assessments are reviewed and updated). Guidance on lone/remote working is available from the HSE here; Ensure that staff undertaking lone/remote working activities are briefed on the content of the risk assessments and provided with training where necessary (N.B. any training should be recorded).		The School lone working policy should not change under the Covid-19 environment.
3.17	Staff working from home – risks associated with use of Display Screen Equipment (DSE) and mental health/emotional wellbeing	We have provided employees working from home with guidance on the safe use of DSE and ways in which they can maintain physical and emotional wellbeing We have provided working from home information on who staff can speak to if they need help/support (e.g. Line Manager, HR, IT support etc.) and provide details of any external resources they have access to (e.g. confidential helpline, occupational health, Employee Assistance Programme,); We have provided the homeworker checklist to assist in identifying any individual issues; We have considered any employees with disabilities whereby reasonable adjustments may be required (e.g. provision of equipment etc.); Line Managers to communicate regularly with employees working from home (e.g. weekly check-ins as a minimum) to make sure that they are coping with their home working arrangements, their workload, and to answer any questions or concerns that they may have; Line Managers to keep their teams up to date on any changes that may impact them; and	WFH (working from home) guidance and checklist is available for those staff who may consider this. Confirmed by Hettle Andrews and advised to staff in WFH guidance	A small number of staff have been working from home where their particular role allows this. The majority of the operational and classroom staff are working on site as we will have a full pupil roll to support.

		Liaise with your broker/insurer to check that any school-owned equipment provided is covered when in the employee's home.		
3.18	Impact on staff and pupils with protected characteristics and SEN	Take into consideration that there is some evidence to show that these groups may be at greater risk of serious COVID-19 related health issues. Consider individual circumstances and review with this in mind		

Section 4
Medical Risk Assessment

	Risk	Control Measures	Outcome	Remarks / Re-assessment
4.1	Is there anyone in addition supervising the normal medical staff?	The medical team are managed by Director of Operations and supervised by the DHP.		A new School Doctor, Dr Hannah Harris from Selsdon Park Medical Practice has been appointed, providing additional support for the School Medical Team. **In addition, Governor Dr Agnelo Fernandez provides weekly updates on the local Croydon covid position.**
4.2	Are there sufficient medical staff to deal with temperature testing, isolating suspect COVID-19 cases, outside appointments and normal medical issues?	The School has three trained nurses and a team of bank nurses to be able to call on, should their support be needed.		
4.3	Have medical policy, procedures and appropriate response to spectrum of medical issues been revised and shared?	Covid-19 medical procedures reviewed and shared with medical staff		A separate Medical Risk Assessment for the Health and Wellbeing Centre is available.
4.4	Is the medical room(s) properly equipped?	PPE available at the medical centre and set up in isolation area		The PPE available at the Medical Centre has been successfully tested when we have needed to isolate suspected Covid-19 cases.
4.5	What has the school decided is the level of PPE required for pupils and staff and are they trained as to their purpose, use, care and disposal?	PPE is available should it be needed.		At the start of the Spring Term senior pupils and staff will be required to provide and wear a face covering.
4.6	Is the school aware of all pre-existing medical conditions?	Parents complete medical form before start of term to update medical records.		Staff inform their line manager of any existing conditions and if they are considered to be clinically vulnerable or clinically extremely vulnerable. Individual risk assessments are made for these staff.
4.7	Who has tested positive for COVID-19 and is it recorded? (for elimination purposes)?	A list of staff and pupils who have been tested in held by DHP in JS and SS.		This list now also includes staff who have been vaccinated.

4.8	Who has come into contact with anyone tested positive to COVID-19 and is it recorded?	Those known have been recorded.		
4.9	Who has been sent home with COVID-19 symptoms (a cough, high temperature or shortness of breath?	Record kept of pupils and staff sent home by DHP		
4.10	Is there regular dialogue with those that have suffered from COVID-19 and / or are isolated at home?	Regular contact made by HoMs, tutors, HoYs, SLT with pupils and staff		This has been tested where pupils have been required to self-isolate.
4.11	If there is a separate area for temperature testing, holding and isolation areas and are they easily identified and regularly cleaned?	Designated Isolation Area is currently the Old Queen's building. A separate RA for this area has been written.		
4.12	Is temperature testing safe, reflecting SD rules, recorded and kept appropriately?	Should a pupil present with Covid-19 symptoms whilst on-site, then they will be isolated in medical centre isolation room and then sent home and asked to self-isolate.		
4.13	If emergency services are called is there a (revised?) well understood procedure, RV and cleared routes in and out?	The same emergency routes would apply as currently and would be coordinated through the Medical Centre		
4.14	Are staff and pupils regularly supervised and checked to ensure they are complying with hygiene rules and the use of PPE?	Teaching staff to ensure that any pupils entering classroom have washed or sanitised their hands. Staff and pupils to be reminded regularly undertake '20 second' hand wash.		
4.15	If essential work is required on site are contractors properly registered, inducted and supervised	All contractors are signed in with Estates Office and escorted to working areas. Building sites operate separately from main school site.		
4.16	Do medical staff have the appropriate PPE, cleaning materials and training?	Medical staff have appropriate PPE material and training.		

Section 5
Boarding Risk Assessment in the COVID-19 Environment

		Risk	Control Measures	Outcome	Remarks / Re-assessment
5.1		Are boarding policies and procedures updated, regularly reviewed and communicated?	All boarding policies are reviewed annually and addendum added as and when necessary. Specific policy for the return of boarders has been created, alongside the Boarders Handbook in Covid-19 environment. All policy updates discussed at HoMs and then cascaded. Registration of all boarding pupils daily by tutors. Tutors will contact parents if they cannot contact the pupil.	Sent to all boarding students, parents, guardians and agents. Pupils, parents and guardians will be surveyed to ensure that free communication of opinions can be made.	**Pupils arriving from overseas will complete a quarantine period in the boarding houses or in an isolation wing in Old Queen's as necessary.** DHP and AHP have list of pupils requiring isolation on their return and will make arrangements as required.
5.2		Are all security and access systems regularly checked, updated and re-coded?	Systems are checked by maintenance/security. Yearly change of door code.	Separation of day and boarding students reinforces SD to prevent any spread of Covid-19 between the student population.	
5.3		Do boarding staff have the appropriate PPE, cleaning materials and training?	The boarding staff will be provided with face masks for routine working within the Boarding Houses. More regular cleaning of the boarding environment will take place, including virucidal 'fogging' of communal areas and high-risk touch points.	Should staff need to be in close proximity to a boarding student then they will be issued PPE (for example if the student is expected to be Covid-19+).	Ensure supply of PPE is maintained and suitably distributed around the school: Plastic Gloves, Non-surgical face masks, Plastic aprons, Visors.
5.4		Are separation and socialising rules adhered to in the boarding house?	Day students and boarding students will be separated, day students will not be allowed into the boarding part of houses. There will be one-way systems where possible and doors and high risk touch points such as internal doors will be propped open.	Initially we intend to allocate boarders to set corridors and facilities. Staff will be on duty during the free times throughout the day to monitor the students' interactions and ensure that they are respecting the social distance guidelines.	
5.5		Are fire instructions and new procedures reviewed, understood and rehearsed?	Fire practice sessions at beginning of first week back Review fire evacuation procedures in light of changing pupil numbers and new one way systems. Walk through of drills and then practice.	Review fire evacuation signage in each room to ensure it reflects any revised routes.	
5.6		Are there sufficient rooms to isolate pupils (and staff)?	Staff can self isolate in their own accommodation Pupils to be isolated in Latessa Wing, if needed		Isolation rooms will be provided Old Queen's if needed.
5.7		Does the staff to pupil ratio reflect SD rules? This should include medical and emotional support.	Follow guidelines as published by the Government.		

		It will also be reinforced that pupils and staff should follow strict hygiene and handwashing protocols and maintain adequate ventilation throughout the buildings.		
5.8	If bed space has been reconfigured are there still sufficient bathroom facilities?	There are sufficient bathroom facilities to allow for SD to take place.	Number of pupils in bedrooms has been reviewed	Bathroom facilities are adequate for the number of pupils
5.9	Are all clothes and bed linen washed regularly and at appropriate setting (65°)?	Guidelines to be followed
Clothes will be washed at high-temperature and collected in individual linen bags from students to be laundered in the on-site laundry.	Special training provided to the domestic team and assistant housemistresses to ensure that clothing is washed at the right temperature.	Full Uniform has been worn successfully be all pupils with some local arrangements in place for PE and Games.
5.10	Are boarders equipped with authorised equipment to stay-in touch with parents?	Pupils have their own mobiles devices. Wi-Fi in place to ensure that pupils are able to keep in touch.		
5.11	Clinically vulnerable boarding students	Those students who are at high risk of clinical vulnerability should not return to the boarding environment – each student will be taken on a case-by-case basis, taking medical advice from the School Doctor.		
5.12	Boarder returns to campus with Covid-19 or suspected Covid-19.	All boarding pupils will be reminded about Covid-19 symptoms and told not to attend if they feel unwell.

There will strict SD and hygiene in place, and reminders from staff about physical wellbeing.

Any student presenting with Covid-19 symptoms will be placed into isolation in Old Queen's (set up for isolation).

Isolation areas will be provided at the School from 6 January 2022, if needed.

Encourage staff to seek immunization for seasonal influenza

Encourage the community to access the PHE and WHO Website prior to international travel being undertaken by the school and incorporate this advice into travel risk assessment and mitigation strategies for pandemic. | | This procedure was successfully established and run for all returning pupils.

New quarantine and testing arrangements have been implemented for the beginning of the Spring Term 2022.

150 staff were vaccinated for influenza in November 2021 |
| 5.13 | Trips – the additional risk from any trips, either day or residential | A small number of external trips are planned for the first half of the Spring Term 2022. | | Each trip will be carefully risk assessed according to our Trips and Visits Policy |

Section 6
Support Staff Risk Assessment

	Risk	Control Measures	Outcome	Remarks / Re-assessment
6.1	Are support staff briefed on changes regularly?	The school has the most recent information from the Government, and this is distributed throughout the school community Regular meetings with all Heads of Department Regular briefing of all support staff by Heads of Department Headmaster regular video message Display posters informing of symptoms in prominent locations		Existing communication channels have been used successfully
6.2	Do support staff have the appropriate PPE, cleaning materials and training?	Review suitability of existing cleaning substances, equipment, and PPE Cleaning staff to be provided with suitable PPE (i.e. disposable gloves and aprons as a minimum); and Cleaning staff to be provided with training on any changes to the cleaning regime, including any new cleaning substances/equipment and/or PPE (N.B. all training should be recorded). Ensure that COSHH assessments are completed for any new cleaning substances introduced as a result of our review; Review stocks of cleaning substances, equipment, and PPE and purchase additional stocks if required;		
6.3	Are cleaning regimes reviewed and inspected regularly and conforming to revised hygiene rules?	Keeping up to date on the latest Government guidance COVID-19: cleaning in non-healthcare settings (available here) as this may be subject to change. Refresher training will need to be provided to cleaning staff following any changes to the guidance. Disposable cloths & PPE to be double bagged after use and stored in a secure location for 72hrs (minimum.) Then put into general waste. Cleaners to wash their hands after disposing of PPE. See (above) guidance for cleaning arrangements in an area where a suspected COVID-19 case has been identified. Cleaning procedures sheet published for cleaners.	School will be using 'fog' cleaning in all classrooms, communal spaces and offices. The process provides immediate Covid-19 disinfectant that is persistent for up to 7 days through fog spraying of all areas, including high risk locations.	
6.4	Are all security and access systems regularly checked, updated and re-coded?	Security – safeguard the building and put all protective locks (time zone updated), and alarm protection (Intruder Alarms and CCTV) into function. Where feasible, contents should be moved from empty premises, especially combustible objects		

		and high value or business critical objects/equipment; Ensure that the building is inspected internally and externally at least once a week where possible Liaise with our broker/insurer to determine any terms/conditions of your insurance policy relating to unoccupied buildings and ensure that any measures required are implemented where possible. Increase the number of Security shifts day cover for weekends Ensure perimeter signage is in place		
6.5	Have reconfigured areas, zones and routes hampered fire exits and routes?	Staff working in areas of the school site that are not familiar to them to complete a walkthrough to identity escape routes, fire exits and assembly points; and Ensure that pupils/students learning in areas of the school site that are not familiar to them are briefed on escape routes, fire exits and assembly points.		Fire evacuation routes have remained unchanged.
6.6	Are fire and other emergency procedures reconfigured, routes clear and regularly inspected?	Review list of managers and other staff with key roles in your fire procedures (e.g. responsible persons, etc.) to determine who is available; Identify further key persons required, together with deputies/cover, and provide training accordingly Review fire assembly points to ensure that they are conducive with social distancing advice where possible (i.e. that building occupants will not be required to congregate in small areas);		Fire evacuation routes have remained unchanged.
6.7	Spread of infections through multi touch-points	Review and identify multi-touch points of such as doors handles reduce use where possible, wedge doors open Review and identify multi-touch points of such as water drinks stations eliminate or reduce where possible See cleaning regime which details cleaning process for all areas in use.		Regular 'touch point' cleaning regime is now in place.
6.8	Increase in staff lone/remote working while on site	Consider lone/remote working activities being undertaken across the site and ensure that risk assessments are completed (or that any existing risk assessments are reviewed and updated). Guidance on lone/remote working is available from the HSE here; and Ensure that staff undertaking lone/remote working activities are briefed on the content of the risk assessments and provided with training		

		where necessary (N.B. any training should be recorded).		

Section 7
Facilities Management Risk Assessment

	Risk	Control Measures	Outcome	Remarks / Re-assessment
7.1	Heating system including fuel levels sufficient?	Meter readings taken each month		
7.2	Gas supply, venting and valves?	Boilers in non-domestic residences serviced, Sept. 20, and in domestic residents April 21		
7.3	Have air conditioning ducts and units been checked and reviewed?	A/C units serviced April '21		
7.4	Electrical tests up-to-date including emergency lighting and PAT?	Fixed wiring inspection completed Sept. '19 PAT Testing undertaken Jan. '21 Em. lighting tested Oct. '20		
7.5	Water testing for temperature, flow and legionella in date for test?	Weekly flushing of little used outlets. Showers cleaned, quarterly. Water temps tested monthly. Annual calorifier cleaning. Annual cold water storage tank check/clean.		
7.6	What is the status of the swimming pool and are appropriate measures in force?	JS - see Sports & Leisure section below		
7.7	Fire alarm panel, system and extinguishers in date and serviced?	Fire Extinguisher serviced Oct 20 Fire alarm panel serviced May 20		
7.8	Laundry washers and dryers serviceable, able to cope with demand, temperature requirements and have sufficient washing products?	Laundry equipment on a service contract.		
7.9	Have waste procedures been reviewed?	Waste collection contractors have been contacted and collection dates arranged.		
7.10	Are pest control services recorded, deficiencies identified and actioned?	The School has a nominated pest controller who visits the school on a regular basis.		
7.11	School vehicles fully registered, insured, maintained and stocked with appropriate hygiene materials if they are to be used?	All vehicles maintained and insurance all in place. School minibus taken out of use		
7.12	Estates Team contractors	Consideration given to staggering the days/times contractors are on site. Contractors reminded to adhere to social distancing procedures, frequent hand washing etc.		
7.13	Estates Team working arrangements	Start, finish & break times staggered. WC area to be occupied by one person only. Hand sanitiser to be used on entering and existing the tea rooms and Estates Office.		

Section 8
IT Risk Assessment

		Risk	Control Measures	Outcome	Remarks / Re-assessment
8.1		Has the number (#) of IT staff required on site been assessed?	Team size #5 Team split across 3 locations on site	On-site team split across 3 locations	**Team now split across 3 locations on site**
8.2		Has the make-up of IT staff been assessed	Following Govt guidelines for SD, then we would limit it to those who can travel independently to site by car (= #5 staff) Also need to allow for staff childcare situation so may need flex for work from home as per now, and also family health	As above, the on-site team can flex in numbers where appropriate	
8.3		IT office room layout suitable	Consider how many can fit into IT office, likely space for max #3 staff with desk turning Create an extra aisle for traffic flow Base #1 staff in Junior School?	The IT office has been re-configured to adhere to SD guideline and to seat 3 people The Junior School has allocated the Year 5 breakout area as a base for another member of the team	**Further rearrangement of the working spaces for the IT team was made in January 2021.**

8.4		How would non-IT staff visit the IT office	Where possible resolve issues remotely
			The IT office adheres to SD guidelines and
			    Only 1 person at a time, just inside the door
			    Problem to be explained verbally and/ or screen mirrored to TV
			Install a drop off/ collection zone for iPads
			Install a laptop for manual password changes
			Sanitising wipes to be providing for use of laptop/ other devices before/ after use
			Review whether staff and students be coming into the IT office as freely as before lockdown?
				Drop off/ collection zone installed
				Laptop setup for manual password changes
				TV setup to allow screen mirroring
				Sanitising wipes provided
					The number of visitors to the main IT room will still be limited

8.5		IT staff fault finding	Where possible resolve issues remotely or provide a workaround
			Determine how critical the issue is:
			    If Critical, then visit the area/ classroom, adhering to SD guidelines
			    If not critical, visit area/ classroom out of lesson time or out of hours
				1 member of the IT team will be based in the Junior School	

8.6		Spread of infections through IT equipment multi touch-points	Class set iPads/ Chromebooks
			    Is there a need for these?
			    If Yes
			        A small team is responsible for the devices
			        Clean before/ after use
			        Designated person delivers and collects to a pre-defined area
			
			Hot-desking
			    Will hot-desking be used:
			    If Yes.
				Outcomes as per control measures	Specific cleaning needed in Computer suite rooms. Sanitisers and wipes available in these rooms and pupils to wipe down keyboards.

		Mark out areas as per Govt SD guidelines, e.g. in common rooms for example
		Provide sanitising wipes/ facilities to allow teachers to clean before/ after
		
		Printers
		  Operational
		    The default should be not to print
		    If there is a need to print
		    switch off printers that are close together
		    Provide sanitising wipes to allow for cleaning before and after use
		    Paper needs to be delivered and installed by IT Team
		  Faults
		    Use another printer as a workaround
		    Fault-find and resolve remotely
		    Visit the printer at a quiet time for that area
		    Invoke Engineer call-out		

8.7	Is the IT provision suitable for the phase of hybrid/ remote learning	A combination of desktop PCs and school provided iPads will be needed for staff to 'run' their lessons PC for driving and sharing, iPads for Sound and Vision. A **gooseneck flexi holder** has been purchased for all classrooms **Purchase extension leads** with USB sockets for constant power to iPads Teachers may want to **use their own headphones** Students using school iPads may want to **use their own headphones** Determine how much access is needed to display screens/ interactive boards (e.g. for JS registration) Review external Wi-Fi in relation to likely outside spaces	Flexi-holders provided in the teaching rooms Longer USB leads to be provided for teaching iPads USB charging points to be provided for JS iPad pods Sanitising wipes to be provided near display screen/ interactive boards	MH has included explanation to staff in a separate guideline sheet Avoid the sharing of equipment between staff and/or pupils such as keyboards, phones, musical instruments etc., or where this is not possible, ensure that suitable cleaning and disinfection methods are employed between uses.

Section 9
Sports & Leisure Risk Assessment

		Risk	Control Measures	Outcome	Remarks / Re-assessment
9.1		Normal Operation Procedures to be updated with Covid-19 information and Gov guidance (at present the swimming pool/leisure facilities are open with some restrictions in place). Spread of infection through access – egress	- Pool water testing in place throughout the day (3 hours per day during opening hours) - All staff should maintain social distancing in the facility - Staff to be wearing face covering at all times apart from when lifeguarding. - Teachers do not have to wear visors when teaching - One member of staff in pool office at a time - Opening times to be changed to meet business needs - Pool Hygiene – Enhanced disinfection procedures. Staff trained on this. - Constant cleaning of door handles, taps and surfaces and poolside should be in place - Hand sanitiser to be placed at entry point - Users guidelines for use of pool – Toilet use before swim, no coughing, spitting, nose blowing. - Bather load as per guidelines for each session – limit to amount of users in the building. - Changing rooms – Are now in full use - No sharing of equipment - No loitering in reception and foyer areas - Showers are now in use - Daily matrix to be in place for extra cleaning - Backwashing to be carried out at least once a week on each filter, when pool is closed. - Pool times to be split – giving staff time to clean between users and groups		**When pupils return on Friday 3 September, a full curriculum PE and sport programme will restart.** **A successful pre-season football programme has been running through August.** **The focus will be on outdoor games for pupils as much as possible.** **Fixtures against other schools are now possible.** **The Swimming Pool has reopened for lessons, members and pupils and is operating within these guidelines.**
9.2		Layout of changing rooms and changing (School use)	- All swimmers will arrive in classes with teachers - User changes and clothes should be place in a bag and left on coat hook - Toilets to be used before swimming - Changing rooms cleaned and fogged after use		
9.3		School swimming lessons -	- Lessons have started with some restrictions in place - Swim teachers can now teach in the water - All year groups allocated swim time as per Royal Russell swim programme - All year groups will come in their classes.		

		• Nursery/Reception/Year 1/Year 2 to change in party room on coloured seats provided • Nursey/Reception will come for test at the start of each academic year • Nursey/Reception will have 2 lifeguards and 2 swim teachers. • Year 1+2 ability levels will be tested on first week to assess which classes/pool they need to swim in. Low ability swimmers will be in the small pool. Swimmers of the higher ability will swim in the main pool with the aid of teaching platforms in the water. Swim teachers will be in the water as and when necessary. • Years 3,4,5,6 to change in main changing rooms • Years 3,4,5,6 ability levels will be tested on first week to assess which classes/pool they need to swim in. Low ability swimmers will be in the small pool. Swimmers of the higher ability will swim in the main pool with the aid of teaching platforms in the water. Swim teachers will be in the water as and when necessary. • Senior School new timetable • Allocation of time slot for swimmers to change • Personal hygiene to be reinforced • No sharing of equipment • Class teacher to have control of access and egress of pupil numbers in building • Showers are now in full use. Changing areas cleaned and fogged after use
9.4	Members swimming	• Opening times to be changed to covid timetable. • Car parking is only in the main car park, no vehicle access for members beyond barrier. • Bather load – limited to amount of users in the building - control entry point, limit access numbers to the pool 12 per session (6 per lane). • First come first serve entry system (2m markings outside) • Session time entry door open for 5 minutes with member of pool staff to close doors after time has passed or when 12 swimmers are inside. • Users guidelines for use of pool – ,Toilet use before swim, No coughing, spitting, nose blowing and other personal hygiene • Changing rooms – Are now in full use.

	Risk	Control Measures	Outcome	Remarks / Re-assessment
		• Enter the pool at the shallow end • 15 minutes to change as quick as possible and exit pool hall via main reception • Staff to clean changing areas between sessions and bucket poolside with pool water • Showers are now in use • No sharing of equipment • No socialising in the building, leave site promptly		
9.5	Sports hall Date TBC	• Social distancing should be in place at all times • Users should come to the facility ready to use the facilities • Changing rooms are now in use • Only enter the building if there is a known booking • Group leaders to take overall responsibility of users in the building • Make all users aware of new procedures in place • Hygiene – Enhanced disinfection procedures • Regular cleaning of door handles, taps and higher risk areas		
9.6	Outside Lets	• Return in line with governing body guidelines and type of use.		

Section 10
Catering Risk Assessment

	Risk	Control Measures	Outcome	Remarks / Re-assessment
10.1	Catering provision Spread of infection through multi touch-points at drinks machines, salad bars and serveries	Drinks machines in Drapers' and the Dining Hall will be sanitised between lunch sittings. Some food items will be served with individual portions of condiments etc. Dispensing and self service equipment will be sanitised between sittings. All dining tables will be sanitised between sittings. Sanitiser and cloths will be available should anyone wish to clean an area themselves e.g. staff seating on the dais. Where self-serve drinks are made, there will be regular (daily) cleaning of machines. Staff will be encouraged to use their own mugs and cutlery and crockery. Continue increase cleaning regimes for areas where food is prepared and consumed;	Stop virus spreading through frequent use by multiple users	An additional temporary dining facility (Ascot Marquee), will be in operation to provide Covid-safe hot meals for all pupils and staff.

| | | Ensure that any refreshments for events (e.g. team meetings) are served rather than self-service where possible (i.e. buffets should be avoided, unless food items are individually wrapped). Hand sanitise will always be available where food & beverages are served

Regularly remind staff and pupils of the need to wash their hands thoroughly before and after meals;

Provide staff responsible for preparing food with refresher training in personal hygiene and correct handwashing techniques;

Ensure that staff responsible for preparing food are aware of and follow the latest Government guidance by providing regular refresher training (N.B. all training should be recorded); | | All staff will be reminded of hand washing requirements and the use of PPE to ensure a COVID safe work environment. |
|---|---|---|---|---|
| 10.2. | Threat of spread of virus through cross-contamination due to frequent use of items and self-serve lunch system. | All supplies & ingredients will be procured from suppliers who are certified and provide evidence that their manufacturing hygiene is robust and thorough.

Staff and pupils will be reminded about thorough personal hygiene at all times, especially so when eating.

Most meals will be served (limited self service). Hand sanitiser will be available at self serve locations. | | |
| 10.3 | PPE for catering staff | Provided and worn as per standard operating procedures in the kitchen, including regular hand washing, gloves and face masks. | | |

Section 11
Admissions Risk Assessment

	Risk	Control Measures	Outcome	Remarks/Re-assessment
11.1	Visitors touring the school	All visitors must report to main reception where they are briefed on covid-safe measures whilst in site. Visitors on Open Day and Admissions Tours will be briefed on covid-safe measures whilst in site.	Visitors to the School will operate within our covid-safe guidelines.	**Prospective Parent tours and visits can restart from Tuesday 31 August 2021 following guidance in:** Coronavirus: how to stay safe and help prevent the spread **All visits will be conducted in a socially distanced manner and will avoid close contact with pupils and staff**