

<b>Risk Assessment</b>	<b>Covid 19 – School Operations</b>	<b>Responsible Person</b>	Bursar	<b>Next Review Date</b>	21 Jun 21
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<b>Action Plan</b>			
<b>Action Required</b>	<b>By</b>	<b>By When</b>	<b>Complete</b>
<b>ITEMS HIGHLIGHTED IN YELLOW - FOR ACTION</b>			
<b>ITEMS MARKED IN PURPLE – FOR FURTHER CONSIDERATION</b>			
<b>ITEMS HIGHLIGHTED IN BLUE – TO BE CHECKED</b>			

<b>Risk Rating</b>	
<b>1 - 4</b>	Residual risk is low
<b>5 - 10</b>	Residual risk is medium and normal risk and safety control measures should be in place
<b>12 - 16</b>	Residual risk is high but with prudent risk and safety control measures in place, the activity could be undertaken
<b>20 - 25</b>	Residual risk is very high and even with prudent risk and safety measures in place, there is an unacceptable level of risk attached to the activity

**Sources:**

DfE: Schools coronavirus (COVID-19) operational guidance - May 2021

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/985138/10\\_May\\_Schools\\_Guidance.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/985138/10_May_Schools_Guidance.pdf)

	<b>Hazard</b>	<b>Control Measures</b>	<b>Risk Rating</b>	<b>Remarks/Re-assessment</b>
	<b>Overall Risk Assessment in the COVID-19 Environment</b>			

	Hazard	Control Measures	Risk Rating	Remarks/Re-assessment
A	Safeguarding policy and procedures not updated and / or staff and pupils not feeling safe.	Safeguarding policies updated and discussed at Governor level. Staff have signed that they have read and understood the document. Policy is available on the website. Covid Appendix using WBC template. Normal safeguarding procedures are in place and the community has been advised on how to report concerns.		
B	Government advice not being regularly accessed, assessed, recorded and applied.	Yes by SLT on at least weekly basis – updates reviewed as received. Formal review 23 Feb 21 and 16 April - daily updates as required.		Updated following move to stage 3 of roadmap
C D E	Staff and parents do not know or understand the 'system of controls' and how they are applied. Changes not regularly communicated to staff, pupils, parents and governors Changes to assessments, procedures and other important matters not reviewed by Governors	No formal union representation. Update Staff Meeting 1 Mar. Quick Start Guide sent 2 Mar. Communications to parents prior to return 23 Feb onwards RA available on website		See Welcome Back to School 25 Feb 21 and communication at end of Spring Term Clarifying note re facemasks – 14 May
F	Insurers and / or brokers not consulted with school's re-opening and / or amended plans	Marsh notified 7 Sep/7 Jan. No specific requirements providing we are following Government guidelines.		
G	Local authority and health protection team not engaged prior to the beginning of term.	School Nurse in regular contact with WBC		
H	Active engagement with NHS Test and Trace and the procedures not understood by all staff and parents.	Questionnaires prior to return to school. All visitors to complete Questionnaire on entering the school. Includes sharing with NHS Test and Trace as necessary. Action Cards available with School Nurse and Bursar. Asymptomatic home testing in place for staff and Yr 7&8 pupils from 4 <sup>th</sup> March. Parents and Staff have been sent a link to fill the result of each test which is reported back to School for monitoring purposes. No sensitive data is stored.		

	Hazard	Control Measures	Risk Rating	Remarks/Re-assessment
J	Insufficient consideration to minimising contact and maximising distance between all those in school where ever possible.	Aim to minimise the number of contacts for pupils during the school day. Class groups are integral but for practical reasons, two-year group pods will operate for drop off, pick up, collects, break times, meals, games, hobbies and after school supervision.		Two-year group pods: EYFS – Nursery & Reception PP – Year 1 & 2 Juniors – Year 3 & 4 Middles – Year 5 & 6 Seniors – Year 7 & 8

K	<p>Social Distancing (SD) and other hygiene rules not communicated, understood and applied  Learning and recreational spaces not configured to SD rules  Classrooms do not have side-by-side seating or forward facing desks to reduce risks.</p>	<p>Update Staff Meeting 20 Apr. Quick Start Guide sent 2 Mar and continues to be relevant.  Pupil briefings 8 Mar/21 Apr to reinforce messages on return for Summer Term.  Classroom management –Desk spacing. Forward facing Yr 1 upwards. Safe zones outside classroom doors. Teacher safe space around desk marked. Line-up spots.  Movement around school minimised with the majority of lessons taking place in designated classroom.  Pupils to sit in consistent place – Teachers to maintain seating plans.  SEND group and 1:1 work in The Hub.  DT – pupils to only work at specified workstation – see DT RA.  One-way system in place in busy areas and stairwells. Floor markings in place.  Handwashing regime – reinforced by class teachers.  Toilets designated for year groups except for Juniors (visits staggered to avoid mix year groups)  Drop-off/Pick-up – see below  Play – designated areas on school fields.  Line-up prior to return to classrooms.  Posters and zone marking  Communal areas to display recommended maximum numbers.  Classrooms to be well ventilated where possible with windows and doors open to allow the through flow of air.  Changing rooms to be left open after use to ventilate.  Face masks to be worn by adults and in transit, in spaces where they do not</p>		<p>SLT and School Nurse to monitor and take necessary action if measures are inadequate.</p> <p>Face masks are not required in classrooms from 17 May.  Masks will continue to be worn by staff when in communal areas and social distancing can not be maintained.</p>
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	Hazard	Control Measures	Risk Rating	Remarks/Re-assessment
		normally work and areas where people congregate and cannot social distance. Parents to wear masks when outside their vehicles during drop off and pick up. Mask Zone signage.		Limited trial of spectators at home fixtures from 17 May – to be evaluated prior to half term.
L	SD rules for activities (play, games, drama, music) not understood or adhered to?	RA for sport reviewed in line with Sport England and governing bodies advice.		Monitor
M	Insufficient or unsuitable cleaning regime - lack of regularly re-assessment and revision to high risk areas such as toilets, door handles, keypads, switches, hand rails and regularly used hard surfaces etc.	Materials to be available in all classrooms and staff rooms. Hand sanitizer units by classroom doors. Cleaning routine to cover high risk areas including toilets and touch points throughout the day. Specialist rooms to be cleaned between year groups – cross year group use in a given day has been minimised. Cleaning team in place for Sports Centre/Swimming Pool and Dining Room during the school day. Emergency cleaning available by Maint Team. Staff and pupils encouraged to wipe down surfaces during the course of the day. Classrooms cleaned fully at end of day. Cleaning schedule with Maint Mgr.		
N	High risk areas not being regularly monitored for hygiene	Cleaning check sheets to be positioned in high risk areas		Maint Mgr and School Nurse to undertake spot checks.
O	Suspended services and subscriptions not re-set or updated due to new needs in time for return to school.	No issues		

	Hazard	Control Measures	Risk Rating	Remarks/Re-assessment
P	Access to school not controlled effectively and visitor (if allowed) details not recorded.	<p>Revised visitor procedures in place.</p> <p>Visits to be pre-arranged – continue with online meetings wherever possible.</p> <p>Parents to enter school by invitation only. Virtual parents evenings to continue.</p> <p>Book in at White Building and complete Covid-19 questionnaire. Entry to school only allowed if individual certifies that they are free from symptoms and are not required to self-isolate.</p> <p>Visitors to be escorted and will be asked to wear face coverings indoors.</p> <p>Guidance to be readily available and on display at flagpole.</p> <p>Games afternoons - spectators access via South Entrance only. QR code.</p> <p>Directional signage to pitches to reduce through school traffic. Toilet facilities in Sports Centre. No match teas.</p>		Limited trial of spectators at home fixtures from 17 May – to be evaluated prior to half term.
	Access for Open Days and Taster Days not controlled effectively, insufficient SD measures in place and visitor details not recorded	<p>Individual visits - Families limited to 5 (rule of 6 with escort). Families to complete Visitor questionnaire</p> <p>Masks to be worn by visitors over 11 when indoors.</p> <p>For events: Booked tours only – arrival times spaced out to minimise groups mingling. Avoid congregation of visitors. Doors to be held open wherever possible.</p>		Individual risk assessment required for such events to take into account numbers attending, routes around school, social distancing, general prevalence of Covid in community etc.
Q	Insufficient supplies of hygiene materials and not readily available, suitably stored or located.	No current issues.		

	Hazard	Control Measures	Risk Rating	Remarks/Re-assessment
R	Insufficient contingency plans in place for the transition to restricted opening or remote learning including rapidly sharing updates and decisions. Loss of catering or teachers?	Move to Teams/SeeSaw facilitates transition in terms of teaching and learning. All teaching staff aware of requirement to be prepared for change. Difficulty comes in the case of partial opening or individual teachers required to self-isolate. May necessitate use of supply staff to provide in-class supervision whilst lessons delivered remotely. Operational impact if catering or cleaning team required to self-isolate. Emergency 24hr feeding prepared to allow time to either bring in a relief team or move to bring your own lunch. Cleaning team and maintenance team working at social distance wherever possible. Breaks outside or staggered.		
T U	Are all Risk Assessments regularly reviewed and updated based on feedback and lessons identified from all those in school including pupils and support staff, visitors and contractors. All hazards identified properly mitigated and regularly re-assessed?	RA and operational plans assessed prior to start of term by SLT. Review of risk assessments – HoD prompt sent 3 Mar. External providers required to have a Covid aware risk assessment in place.		Minimal change since 8 Mar

	<b>Pupils, Parent and Staff Risk Assessment in the COVID-19 Environment</b>			
1	Communication channels not working and not being reviewed. (Email, text, etc).	Teams meetings –all staff –Monday at 4.30pm weekly. Regular updates to parents – weekly newsletter etc. Clarion call back up to school email for urgent messages See Welcome Back to School 25 Feb 21 and communication at end of Spring Term.		Updates in Newsletter as required.
2	Staff, parents and pupils returning to school not provided with full induction process or aware of changes and potential hazards.	Communication to parents 23 Feb and onwards. See Welcome Back to School 25 Feb 21 and communication at end of Spring Term		
3	Lack of a robust feedback and reply system to ensure best practice and two-way communications for pupils, parents, staff and governors	SLT engagement on individual basis where required.		
4	No Governor and / or SLT member for school / department responsible for COVID-19 matters. Governor / SLT members' contact details not known and not on call.	SLT meeting regularly to discuss. DepHd co-ordinating organisational matters and communications, DepHd (P) leading on pastoral matters, Bursar leading H&S matters. WhatsApp group for urgent comms in place.		
5	No school representative identified to liaise with local authorities and local health protection team.	School Nurse regular contact with WBC		



8	No system to communicate with staff who are unable or have not returned to school for fear of infection.	<p>HR taking lead with staff. Questionnaire for all staff re returning to work even though who have previously been in school. Covers wellbeing.</p> <p>Separate RA for new and expectant mothers in the workplace. Employers required to:</p> <ul style="list-style-type: none"> <li>• assess the workplace risks posed to new or expectant mothers;</li> <li>• alter the employee's conditions or hours to avoid any significant risk (this could include accommodating home working if possible);</li> <li>• where this is not possible, offer suitable alternative work; and</li> </ul> <p>where this is not possible, suspend the employee on full pay.</p> <p>Individual RA for those with underlying health conditions that require special consideration and work adapted accordingly. Shielding advice has been paused nationally from 31 Mar 21.</p>		
9	Lack of mechanism for parents of pupils with significant risk factors to discuss concerns and provide reassurance of the measures put in place to reduce the risk in school.	<p>Government advice is that all children should return to school. Pastoral team to take up individual cases where there is non-attendance.</p> <p>RA to be published on website.</p>		
10 11 12	<p>No staff, pupil and / or parent health declaration implemented or recorded.</p> <p>Lack of knowledge of where pupils / staff have travelled from (other than home and school) on holiday or at weekends.</p> <p>Staff, parents and pupils not self-isolating after holiday and work visits (for 2 weeks?) to non-government agreed countries.</p>	<p>Questionnaire on return to school for all pupils and staff – School Nurse to follow up on any concerns. Reinforcement of government guidelines on social distancing, overseas travel and public transport.</p> <p>Visitors to complete (at least every 2 weeks if regular visitor).</p>		

13	Lack of rules / procedures for hygiene standards for staff and pupils – and failure to adequately enforce standards	Collects and form tutor important for messaging. Behaviour Policy modified to deal with issues that put others potentially at risk.		
14	Staff not trained or regularly updated in COVID-19 symptoms, SD and how these rules apply to teaching?	Online training module completed by all staff – CPD and RoSPA accredited. Sep 20. Staff Meeting refresh 1 Mar and 20 Apr. Maint Mgr briefing Cleaning and Maint Teams		
15	At drop-off and pick-up parents remain in vehicles and SD outside gates and entrances.	Designated staff parking Drop-off is staggered 8:00 – 8:35am Nursery parents to park in Main Car Park . Queue outside gate with 2m marking in place. Staff at gate. Yr 6-8 – Kiss and drop at Main Entrance (North). Parents to stay in cars. Barriers to prevent access into Quad. SLT at Flagpole. Reception – Park in Acorns Car Park. Close Lychgate. All classes accessed direct from outside. Year 1/2 – Park in Acorns Car Park. Pupils to be taken to classroom doors. Yr 3-5 – kiss and drop at new South Entrance. Pick up after short/long stay from in designated areas enabling SD Adults to wear face masks outside of vehicles. See Welcome Back to School 25 Feb 21 and communication at end of Spring Term		Communication re face masks – 14 May

16	Staff and parents not cleaning frequently touched surfaces of bike, car, pram etc before and after journeys to school.	Green Metro have confirmed: SCAS trained drivers in the use of PPE. Coverings, gloves and hand Sanitiser are in every vehicle. Wipes to clean the door handles etc after each journey. Those with fabric seats have a spray to disinfect the vehicle. Every two days the vehicles are deep cleaned at our contracted car wash. As usual the drivers will be regular. LFD Testing in place for drivers. All children over 11 travelling in school transport to wear face coverings. Maintain close trace on pupils using school transport. Cannot maintain year group pods with transport but 4 morning routes and 2 afternoon routes will be consistent. Promote safer commuting methods, such as walking, running or bikes, where possible. All children over 11 to wear face coverings on public transport. Staggered starts and finishes.		
17	Insufficient or no guidance on safe travel to and from school (e.g. encouraging walking, cycling) or protocols at school gates etc.			
21	Insufficient consideration and alternatives to using public transport including staggering school start and finish times.			
	Parent, Pupil, Staff, Contractor, Visitor drop-off and pick-up procedures, in and out routes not shared, understood or applied.			

18	<p>Transit spaces (corridors), social zones (car parks, common rooms, playgrounds) do not support SD.</p> <p>Staff moving between classes and year groups not maintaining distance from pupils and other staff (ideally 2 m between adults)</p> <p>The “ideal” of adults maintaining 2 m distance from each other, and from pupils not realised.</p>	<p>Zoning in place and designated routes to classrooms and play spaces.</p> <p>Play equipment back in use. Risks associated low but cleaning will be carried out on Monday and midweek.</p> <p>Staff rooms. Advice is to minimise use but recognising staff will need breaks, staff to act sensibly in terms of social distancing. Rooms to display signs with recommended maximum numbers.</p> <p>Face masks to be worn by adults in transit, in spaces where they do not normally work, and areas where people congregate and cannot social distance.</p> <p>Dining Room remains greatest risk. Staff to sit in alternate seats to maintain distance from others.</p> <p>Face visors or shields should not be worn as an alternative to face coverings. They may protect against droplet spread in specific circumstances but are unlikely to be effective in reducing aerosol transmission when used without an additional face covering. They should only be used after carrying out a risk assessment for the specific situation and should always be cleaned appropriately.</p> <p>Parents to wear masks when outside their vehicles during drop off and pick up. Mask Zone signage.</p>		<p>Face masks are not required in classrooms from 17 May.</p> <p>Masks will continue to be worn by staff when in communal areas and social distancing can not be maintained.</p>
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20	<p>Lack of consideration of different age groups provided for in timetabling, length of the school day and exposure to other age groups</p> <p>Needs of each age group and class not considered discretely in terms of support, activities and facilities.</p> <p>Assemblies, break times, meals, drop-off and collection times not sufficiently well staggered.</p>	<p>School day staggered to ease arrival and collection. All pupils to have left site by 6:00.</p> <p>Collects by year groups only.</p> <p>Break time – designated areas for year groups.</p> <p>Lunch to be taken in year groups and Dining Room segregated into 2 halves.</p> <p>Queueing in distinct areas.</p> <p>Prep organised in pods.</p>		
22	<p>No system in place to deal with bereavements, trauma, anxiety,</p> <p>Staff have insufficient instruction and training on identifying and supporting vulnerable pupils, parents and other staff, behavioural issues and sleep issues.</p> <p>Pupil and staff mental health and wellbeing not considered with individual needs not identified or supported.</p>	<p>Team Pastoral in place. Dep HD(P) lead.</p> <p>Access to counsellor still in place.</p> <p>Contact through Dep HD(P) for bereavements.</p> <p>Menu of strategies designed with help from SEND team to ensure staff know what is available for different concerns.</p> <p>Behaviour Policy to include update for current situation</p> <p>Counselling available on drop in basis on return to school</p> <p>HR Manager available for staff</p>		
23	<p>Strategy to keep children safe online not re-assessed and insufficient consideration of supervising access to the internet, checking apps, websites and search results etc</p>	<p>A new BYOD policy written for Years 7&amp;8.</p> <p>E-safety training to continue with all year groups.</p>		

	<b>Pupil and Staff - Safety Risk Assessment in the COVID-19 Environment</b>			
6	Fire drills, routes and assembly points not rehearsed.	In the event of a Fire or Lockdown, preservation of life is priority. Existing procedures to be adhered to. Staff and pupils should not delay in leaving the building and should not be concerned with social distancing. Everyone should be encouraged to wash their hands as soon as practical once they have reached safety, either once back in the classroom or office. Practice fire drill – 11 Mar. 30 Apr.		
9	Supply, peripatetic and/or other temporary staff moving between schools not minimising contact or maintaining as much distance as possible from other staff.	Peripatetic staff to be Music Centre based. They will not move around school to collect pupils for lessons. LAMDA etc as above. Supply staff to receive induction briefing before starting in school. Testing to be offered if sufficient kits available. Peri staff may collect their own test kits from designated government sites or arrange a LFD test <a href="https://www.gov.uk/guidance/rapid-lateral-flow-testing-for-households-and-bubbles-of-school-pupils-and-staff">https://www.gov.uk/guidance/rapid-lateral-flow-testing-for-households-and-bubbles-of-school-pupils-and-staff</a>		
10	Roles conducive to home working and therefore helping to reduce infection (e.g. some administrative roles) not identified.	Administrative staff returning to school at the start of Summer Term. Working at Home RA re-issued 5 Jan		

12	Contact between groups or pods is not minimised or distance between individuals maintained and properly supervised.	Aim to minimise the number of contacts for pupils during the school day. Class groups are integral but for practical reasons, two-year group pods will operate for collects, break times, meals, games, hobbies and after school supervision.		To be closely monitored so that changes can be made where necessary
13	Distinct and consistent groups or 'pods' not maintained or separated and so, in the event of a positive case, difficult to identify those who may need to self-isolate.	Form Teacher to offer guidance and safe practice in the classroom.		Transport for day trips to be subject to risk assessment on an individual basis. Trip leaders should consult with their member of the SLT to make a decision over whether face masks should be worn. This will be based on time on the coach, numbers on the coach and the general picture of the disease. For adults and those over 11, the requirement will remain.
14	Insufficient controls measures for larger groups with greater risk of infection and need to all isolate.	Breaktimes to be staggered and play areas zoned. Year groups may socialise and play together. Lunch will be taken in year groups but note it will not be possible to maintain SD in Dining Room.		
15	Large gatherings such as assemblies or collective worship with more than one group not avoided.	Year group collects only		
16	Insufficient controls for those pupils allowed to mix into wider groups for specialist teaching, wraparound care and transport.	Toilet trips co-ordinated where possible.		
	Appropriate safety measures not in place for wraparound childcare for both indoor and outdoor provision.	Asymptomatic testing in place for staff and Yr 7&8 pupils from 4 Mar.		
17	Younger pupils not supported in understanding the importance of maintaining distance, not touching staff and their peers - where possible.	Message reinforced by School Nurse and Form teachers. Posters throughout school.		
18	No specific help and preparation for the changes to routine for pupils with SEND (whether education, health and care plans or on SEN support).	Hd LET to advise SENDCo and LET/form teachers have regular and updated discussions relating to all SEND children on support. Parents contacted and line of communication maintained between home and school.		
19	Where a pupil routinely attends more than one setting on a part time basis (e.g. dual registered) the system of controls not considered collaboratively to address identified risks.	Hd PP confirmed that children are only attending our setting		Note children may be accessing activities outside of school in different bubbles.

22 23 24 25 26	Volunteers not checked, left unsupervised, allowed to work in regulated activity or supported. Recruitment process and pre-appointment checks not following legal requirements. New staff and pupil registration and induction processes not adapted or compliant. Support staff and TAs in regulated activity do not have the appropriate checks. SCR not updated with DBS related issues and required documents not properly verified or recorded.	Volunteers to receive induction briefing before starting in school. New staff to be briefed individually before pupil return. Safer recruitment procedures maintained		
27	Plans to separate work, learning, meetings, activities and play outside not fully considered	Normal risk assessment apply with due regard for SD and other Covid related restrictions.		
28 29 30 31 32	Opportunities for non contact sport, adventure play, Forest School, gardening etc not regulated or considered following the measures in their system of controls. Sporting, play and SD rules unclear to staff, pupils, parents and visitors. Pupils not kept in consistent groups, maximising distance between pupils or paying scrupulous attention to cleaning and hygiene during sports activities. Sports equipment not sufficiently cleaned between each use by different individual groups.	Director of Sport to provide all Games staff with updated guidance on safe play. Forest School Co-ordinator updating risk assessments. Following ruling bodies guidance.		Separate risk assessment for fixtures at Crosfields or away by Director of Sport.
33	Risk assessment for play, drama and dance activities not re-assessed, applied or checked.	Music and drama lessons delivered in school subject to guidance.		



34 36	Added risk of infection where there is singing, chanting, playing wind or brass instruments not reviewed.	<p><a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts#arts-5-7">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts#arts-5-7</a></p> <p><a href="https://musiciansunion.org.uk/working-performing/coronavirus-guidance/workplace-advice/music-teaching-during-covid-19">https://musiciansunion.org.uk/working-performing/coronavirus-guidance/workplace-advice/music-teaching-during-covid-19</a></p> <p><a href="https://www.musicmark.org.uk/wp-content/uploads/England-Supplement-10May21.pdf">https://www.musicmark.org.uk/wp-content/uploads/England-Supplement-10May21.pdf</a></p> <p>Additional risk of infection in environments where singing, chanting, playing wind or brass instruments or shouting. This applies even if individuals are at a distance. Modifications to room layouts in place to allow safe delivery. Using larger rooms for woodwind, brass and singing peripatetic lessons to allow for required 2m distancing. Ventilation. Screens between pupil and teachers. Cleaning kits available. Second pianos on loan for piano lessons to ensure teacher and pupil use different keyboards.</p> <p>In class singing acceptable but must be in a large well-ventilated room. Similarly choirs in two year group bubbles. Live performances could happen towards the end of the Summer Term with mitigations in place.</p>		
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37 38 39	Staff not having sufficient down time / rest during the working day / week? Staff schedules do not build in the need to avoid increases in unnecessary and unmanageable workload burdens. Staff unable to manage the provision of both in school and remote learning.	Normal timetable provisions apply. Difficulty will arise if staff have to self-isolate and lessons have to be delivered remotely with other members of staff providing classroom supervision. Working at Home RA re-issued 5 Jan		Watching brief.
40	Security, CCTV and access systems not regularly checked, updated and (where necessary) re-coded.	Normal procedures apply		
45	Hand washing not part of school culture or routine e.g. no regular breaks for hand washing during the school day.	Handwashing to be enforced as Pupils enter school, at breaks, before eating, when changing classrooms, when using toilet and at the end of the day.		
46	Insufficient hygiene stations at entrances, exits, toilets, classrooms, play areas, common rooms, staff areas etc	Hand sanitiser available in and out of classrooms, staff rooms and other key areas. Sanitizer station to be set up at entrance to Quad. Wipes adjacent to photocopiers – where available Non-alcoholic sanitizer in place for Sci Labs		
47	Hygiene stations (including bins) not stocked, checked, emptied and cleaned regularly.	Responsibility of Maintenance and Cleaning Team.		
48	Unnecessary and unused items not removed from classrooms and other learning environments.	Equipment removed or made inaccessible wherever possible.		
49	Soft toys, furnishings, spare furniture and items that are hard to clean not removed and stored securely.	HD EYFS has identified unsuitable equipment and arranged for it to be put away whilst restrictions in place. Cushions and throws removed from staff rooms.		

50 51 52	<p>Individual and frequently used equipment, such as pencils and pens not shared by staff or pupils (who use their own).</p> <p>Classroom based resources, such as books and games and all frequently touched surfaces, which are used and shared within a group or pod not regularly cleaned.</p> <p>Management of resources shared between classes or pods not cleaned frequently and meticulously or rotated to be left unused and out of reach for a period of 48 hours (72 hours for plastics).</p>	<p>Cleaning kits available in classrooms</p> <p>Pupils to use own equipment where possible.</p> <p>No sharing enforced by teaching staff.</p> <p>Toys and games equipment must be easily able to be cleaned. Sanitised at the end of each day by dipping in solution of Milton fluid or similar and plastic boxes to be provided.</p> <p>Cleaning kits in situ for Science, DT, Music, IT Suite, LET and IT trolleys.</p> <p>Second piano to be borrowed for piano lessons.</p> <p>See also DT and Science RA.</p> <p>Staff have individually allocated laptops.</p> <p>Cleaning materials available in situ for desk cleaning.</p> <p>Play equipment cleaned at least weekly.</p> <p>Cookery room may be used – subject to own RA.</p> <p>Written into individual Departmental RA – Science, DT etc.</p>		
53	<p>Regulating the use and cleaning of locker, changing rooms, toilets and showers not managed and supervised.</p>	<p>Specific areas for storage of kit.</p> <p>On Fridays children in Years 3 and 4 should wear their games kit with trainers to school</p> <p>Toilets assigned to year groups</p> <p>Additional cleaning in Sports Centre and Swimming Pool to allow use by different year groups during the course of the day</p> <p>Clear markers for social distancing. For younger swimmers, changing back into sweatshirts and joggers to expedite changing and limit need for staff interaction.</p>		<p>Need to ventilate changing rooms after use by each pod – open doors and windows.</p>

54 55	Pupils not limiting the amount of equipment brought into school daily to essentials such as bags, lunch boxes, hats, coats, books, stationery and mobile phones. Pupils and staff taking necessary books and other shared resources home not sufficiently managed.	Welcome Back to School 25 Feb 21		
56	Outdoor playground equipment should be more frequently cleaned or left fallow.	Play equipment back in use. Risks associated low but cleaning will be carried out on Monday and midweek.		
58	Non-overnight educational visits not organised in line with protective measures (keeping children within consistent groups) and COVID-19 measures in place at destination.	Educational day visits can resume from 12 April 21. Pupils must remain in their two-year group pods. Trip leaders should consult with their member of the SLT to make a decision over whether face masks should be worn on transport. This will be based on time on the coach, numbers on the coach and the general picture of the disease. For adults and those over 11, the requirement will remain. Visit specific risk assessments to be undertaken including arrangements for travel and Covid secure measures at the venue.		Domestic residential educational visits may resume from 17 May in accordance with Annex C of the guidance. Individual risk assessment required.

9	<p>Meal times not de-conflicted or possible to achieve SD in the servery and dining areas whilst still providing sufficient nourishment.</p> <p>Servery and dining room rules inadequate or unsafe including wiping table, chairs and hard surfaces between sittings.</p>	<p>Snacks will be delivered to classrooms for Pre-prep or Marquee (Yr8) or outside (Yr7)</p> <p>Lunch to be delivered to Nursery (not all days)</p> <p>Year groups to queue in Quad alongside the Oaks or Memorial Garden side alongside Stillman. Pupils to enter Dining Room under supervision of member of staff and go to Servery. Catering Team will serve. Reception, Yr 1-2 will have dessert served. Yr 3 upwards, dessert will be takeaway. Each year group will be assigned a half of the Dining Room (screens in place) – will allow flow to be maintained but keeps year groups separate. Tables to fill up in order. Trays/plates to clearing station. Egress via Chestnuts door. Cleaning team to clean down tables before next year group allowed to enter.</p> <p>No fruit bar. Salad bar served.</p> <p>Social distancing not possible in Dining Room. Staff to wear face masks whilst waiting to be served.</p> <p>Keep room ventilated.</p>		
60	<p>Organisation of breakfast and after school club not revised in to small, consistent groups and maintaining year groups or pods.</p>	<p>Year group tables. No buffet.</p> <p>Tea will be delivered to classrooms or Marquee (Yr8) or Common Room (Yr7). Prep available. Pupils to leave site by 6:00.</p> <p>Short Stay, Late Stay and Prep organised on year group basis.</p>		
62	<p>Insufficient pastoral and extra-curricular support for pupils to rebuild friendships and social engagement.</p>	<p>As above</p>		
63	<p>Insufficient support to address and equip pupils to respond to COVID-19 related issues.</p>	<p>As above</p>		

64	Re-scheduling of activities not operating efficiently or safely due to SD rules and timings	As above		
65	Plans, briefing and statistics for ISI / Ofsted visit not updated.	Inspection conducted 23 Apr.		
	<b>Medical Risk Assessment in the COVID-19 Environment</b>			
1	Sickness management rules and the “don’t come to work if you are ill” not understood or observed.	Return to work letter details requirement to stay away from school if unwell. HR to follow up as necessary.		

2 4	<p>Staff and pupils who are ill or tested positive in the last 10 days do not know or are unwilling to stay at home. Household or group members do not understand that they must self-isolate for 10 days.</p>	<p>regular communication through newsletter</p> <p>Follow government guidelines. Ask anyone displaying symptoms to be tested as soon as possible. Follow “stay at home” guidance. Pupils, staff and other adults must not come into the school if:</p> <ul style="list-style-type: none"> <li>• they have one or more coronavirus (COVID-19) symptoms</li> <li>• a member of their household (including someone in their support bubble or childcare bubble if they have one) has coronavirus (COVID-19) symptoms</li> <li>• they are required to quarantine having recently visited countries outside the Common Travel Area</li> <li>• they have had a positive test</li> </ul> <p>They must immediately cease to attend and not attend for at least 10 days from the day after:</p> <ul style="list-style-type: none"> <li>• the start of their symptoms</li> <li>• the test date if they did not have any symptoms but have had a positive test (whether this was a Lateral Flow Device (LFD) or Polymerase Chain Reaction (PCR) test)</li> </ul> <p>During this period, working from home in place where possible.</p> <p>All visitors to complete Questionnaire before entering school in support of NHS Test and Trace.</p> <p>Where another member of household is self-isolating, School Nurse and HR to be informed.</p> <p>Tracking staff and pupil absence.</p>		<p>Lateral Flow Testing at home in place for staff and senior pupils from 4 Mar.</p> <p>A positive home LFD test must be confirmed by a PCR test within 2 days. If it is negative, it overrides the self-test LFD test and the pupil or member of staff can return to school.</p>
3	<p>The procedure for isolating or sending staff and pupils home for 10 days and arranging a COVID-19 test is not understood (if anyone becomes unwell in school).</p>	<p>See above – regular communication through newsletter</p>		<p>A positive home LFD test must be confirmed by a PCR test within 2 days. If it is negative,</p>

		<p>If anyone develops a new and continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), you:</p> <ul style="list-style-type: none"> <li>• must send them home to begin isolation - the isolation period includes the day the symptoms started and the next 10 full days</li> <li>• advise them to follow the guidance for households with possible or confirmed coronavirus (COVID-19) infection</li> <li>• advise them to arrange to have a test as soon as possible to see if they have coronavirus (COVID-19)</li> </ul> <p>Other members of their household (including any siblings and members of their support or childcare bubble if they have one) should self-isolate. Their isolation period includes the day symptoms started for the first person in their household, or the day their test was taken if they did not have symptoms, whether this was a Lateral Flow Device (LFD) or Polymerase Chain Reaction (PCR) test), and the next 10 full days. If a member of the household starts to display symptoms while self isolating they will need to restart the 10 day isolation period and book a test. If anyone tests positive whilst not experiencing symptoms but develop symptoms during the isolation period, they must restart the 10 day isolation period from the day they developed symptoms.</p> <p>Public transport to be avoided wherever possible.</p>		<p>it overrides the self-test LFD test and the pupil or member of staff can return to school.</p>
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		See 20201007 – Track and Trace for process See Serial 5 below		
5	<p>No contingency plans for self-isolation of individuals, groups, multiple pupils and or staff.</p> <p>Insufficient contingency plans in case of medical need for self-isolation of individuals, multiple pupils, staff or local outbreaks?</p> <p>No isolation room and separate bathroom available, inadequate signs (from reception?) for those waiting collection and no access to PPE for those attending to unwell staff and pupils.</p>	<p>Acorns Music Room to be used for suspected Covid-19 cases. Room to be ventilated and cleaned after use.</p> <p>Class to be relocated to allow for cleaning – White Building</p> <p>Isolation with School Nurse but recognise that would require support from other members of staff if multiple simultaneous cases. PPE to be available in each building being used. If used to be double bagged in yellow waste sacks and left outside the classroom for collection by Maintenance Team. To be left for 72 hrs before disposal.</p> <p>Medical Room to be used for normal medical support only – contact School Nurse prior to sending child.</p>		

<p>6 7</p>	<p>Procedure is not clear for those Staff who have helped someone with symptoms and pupils who have been in “close contact”.</p> <p>Staff not aware of meaning of “close contact” i.e.:</p> <ul style="list-style-type: none"> <li>• Direct close contacts: face-to-face contact with an infected individual for any length of time, within 1 m, including being coughed on, talking face to face, or unprotected physical contact (skin-to-skin).</li> <li>• Proximity contacts: extended close contact (within 1 to 2 m for more than 15 minutes) with infected individual.</li> </ul> <p>Sitting in a small vehicle (car) with an infected person.</p>	<p>Any member of staff who has provided close contact care to someone with symptoms, regardless of whether they are wearing PPE, and all other members of staff or pupils who have been in close contact with that person, do not need to go home to self-isolate unless:</p> <ul style="list-style-type: none"> <li>• the symptomatic person subsequently tests positive</li> <li>• they develop symptoms themselves (in which case, they should self-isolate immediately and arrange to have a test)</li> <li>• they are requested to do so by NHS Test and Trace or the Public Health England (PHE) advice service (or PHE local health protection team if escalated)</li> <li>• they have tested positive from an LFD test as part of a community or worker programme</li> </ul> <p>Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned after they have left, to reduce the risk of passing the infection on to other people. Lateral Flow testing at home in place for senior pupils and staff. See 20201007 – Track and Trace for process guidance</p>		<p>School Nurse to advise and to help SLT identify close contacts as necessary.</p> <p>DfE and PHE involved when confirmed positive case and will RA and advise</p>
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8	<p>Procedures for reporting COVID-19 instances to external authorities not known or applied.</p>	<p>Contact DfE helpline. Action Card ready. Alternatively school may be contacted by NHS Test and Trace.</p> <p>The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.</p> <p>The health protection team will work with school to guide them through the actions they need to take. Based on the advice send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Close contact means:</p> <ul style="list-style-type: none"> <li>• direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)</li> <li>• proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual</li> <li>• travelling in a small vehicle, like a car, with an infected person</li> </ul> <p>The health protection team will provide definitive advice on who must be sent home and further measures to be put in place.</p> <p>Records to be maintained – visitor log, registers and seating plans.</p>		<p>Lateral Flow Testing in school and home will be notified through NHS Test and Trace</p> <p>See 20201007 – Track and Trace for process</p>
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9	Procedure for washing hands thoroughly for 20 seconds with soap and running water or using hand sanitiser after any contact with someone who is unwell is not understood or applied.	Message reinforced by School Nurse and Form teachers. Posters throughout school. School Nurse delivered talk re importance of hand hygiene to whole school via TEAMS on 21 April		
10	Procedure for cleaning, with normal household bleach, the area around a person with symptoms after they have left (to reduce the risk of infection) is not understood or applied.	Maintenance and Cleaning Teams have appropriate PPE and method statements to address cleaning of potentially infected areas.		
11	Science of risk not understood e.g. less severe symptoms in adults, younger children less likely to become unwell. Consistent groups help.	Following government advice. School Nurse providing advisory role – access to school medical forums and professional bodies.		
18	Insufficient registration, induction, supervision of contractors working on site.	Contractors by pre-arrangement only. Essential work only to be carried out whilst pupils on site. Book-in through White Building or Oak Lodge as usual. Safe Start briefing amended to include Covid-19 measures. Questionnaires to be completed. Estate Mgr to monitor and take necessary action if measures are inadequate. Contractors – Old Swimming Pool and Beard Compound only as these are segregated areas. Emergency works only otherwise. Covid protection measures to be checked prior to start work. P16 Works to take place remotely from main school buildings.		
19	Young children not supervised using hand sanitiser (risk of ingestion). (Note: Skin friendly cleaning wipes is an alternative).	Supervision by teaching staff		
20	Young children and those with complex needs not supported in understanding importance of hygiene rules.	Supervision by teaching staff		

21 22	Lack of information on how to react to coughing and sneezing using tissues (and their disposal), crook of arm and immediately cleaning hands with soap and water or hand sanitiser. Hygiene rules not effective. "catch it, bin it, kill it" not re-publicised or applied.	Guidance provided by School Nurse and reinforced by Form teachers and Collects If pupils are unwell, they should not come to school.		
23	Pupils not aware of behaviours which may increase the risk of droplet transmission (such as biting, licking, kissing or spitting).	Guidance provided by School Nurse and reinforced by Form teachers and Collects		
24	Insufficient staff supervising and supporting normal medical staff particularly in their liaison with GPs, LA(?) etc.	1 x School Nurse. Low level first aid requirements met by staff so call on School Nurse lower than normal.		
28	Insufficient or no procedure for summoning emergency services, lack of safe RV and cleared routes in and out.	Protocol in place for summoning emergency services. Signage to be provide on P16 hoarding to direct visitors or emergency services to White Building		
30	Insufficient First Aid trained personnel (ratio) for pupils in school and on activities and sport.	Adequate trained staff ratio		
31 33	Actions for using first aid on those with no COVID-19 symptoms unclear and not briefed. Medical policy, procedures and appropriate response to spectrum of medical issues not revised or shared?	School Nurse to advise. Appendix to First Aid policy. CPR guidance(Resuscitation Council UK) states no mouth to mouth resuscitation currently		
32	Requirements for EYFS on PFA certification not identified given recent modifications and 3 month extensions.	Adequate trained staff ratio		
34	Pregnant women are not following the relevant guidance.	<a href="https://www.gov.uk/government/publications/coronavirus-covid-19-advice-for-pregnant-employees/coronavirus-covid-19-advice-for-pregnant-employees">https://www.gov.uk/government/publications/coronavirus-covid-19-advice-for-pregnant-employees/coronavirus-covid-19-advice-for-pregnant-employees</a>		
	Immunization programme puts staff and pupils at risk	Full risk assessment carried out by Berkshire Health Team for flu and HPV programme. Sports Centre to be used to allow for SD.		Complete

35	Lack of School decision or policy for level of PPE required for staff or pupils.	Following government guidance that no PPE required for normal school activities. PPE available for cleaning staff and School Nurse or others dealing with suspected Covid-19 cases. Also DT to allow pupils to be supported during practical lessons. Others will be provided with PPE as required.		
36	Insufficient training for all those that wear face coverings including fitting, storing, care and disposal arrangements.	School Nurse to advise Yr7&8 through Collect 21 Apr		
37	Different age groups with different risk profiles for each group of staff and pupils not risk assessed?	School Nurse to advise		
38	Measures in school are not sufficiently robust for extremely clinically vulnerable and clinically vulnerable to return to school. Those with particular characteristics and an increased COVID-19 risk not identified and sufficient measures taken to reduce risks Medical advice for vulnerable staff and children not being followed and insufficient support both at school and at home.	Pupil medical records. School Nurse will liaise with any child with pre-existing medical conditions. School Nurse and HR Mgr aware of staff. Return to work plan takes into account vulnerable staff members incl pregnant women. Clinically vulnerable staff and pupils identified. Risk assessment on an individual basis with HR and School Nurse and work adapted accordingly.		Shielding advice has been paused nationally from 31 Mar 21.

<p>41 42 43</p>	<p>Lack of knowledge on whom has tested positive for COVID-19 and if it is recorded (for elimination purposes). Insufficient information and / or record of who is still shielding or had contact with anyone tested positive or suspected of COVID-19 and why this may preclude their attendance at school. Lack of recording of which staff and pupils have been sent home with COVID-19 symptoms (a cough, high temperature or shortness of breath).</p>	<p>Questionnaire for pupils and staff on return to school. Visitors to also complete Questionnaire. Information held and analysed by School Nurse and HR (staff) only. May be shared with NHS Track and Trace. School Nurse to maintain records and to follow up once well enough to return to school. If a member of staff or pupil is contacted by NHS Test and Trace due to contact with a person who has tested positive they should commence 14 days self-isolation from the last point of contact with that person. Family members do not need to isolate as well unless that staff member becomes unwell with Coronavirus symptoms. Staff member to order a test if symptoms develop. School Nurse and HR to be notified. Records retained for one month. Lateral Flow Testing at home results to be provided to school and NHS Test and Trace</p>		<p>Covid-19 Register for tracking in school testing results</p>
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44	Lack of regular dialogue with those that have suffered from COVID-19 and / or are isolated at home.	<p>Keeping in touch welfare calls as necessary.</p> <p>Form Tutors to maintain contact with families if they are unable to attend school. Lessons to be provided remotely.</p> <p>When a child has been advised to self-isolate where they have come into contact with someone with suspected COVID-19, the following will apply with regards to work being sent home:</p> <ul style="list-style-type: none"> <li>• Where possible, teachers will upload in advance to Microsoft Teams/SeeSaw the class and prep work to be completed each week. Work will therefore be ready to go and this should be the first place pupils check when off school.</li> <li>• It will not usually be possible for children to join the 'live' lesson as per the normal timetable – the priority has to be the class physically in front of the teacher in school. Where a teacher is able to offer a video Teams Meeting, they will contact the pupil.</li> <li>• In the event that the work is not already set and a 'live' lesson is not offered, teachers will upload missed classwork and/or prep at their earliest convenience, certainly by the end of the day. Microsoft Teams automatically notifies pupils when activities are set.</li> </ul>		As above
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45	Policy on wearing uniform and if washing also required to prevent infection for staff and pupils not re-considered.	School uniform to be worn. On Fridays children in Years 3 and 4 should wear their games kit with trainers to school.		
	<b>Support Staff Risk Assessment in the COVID-19 Environment</b>			
1	Support staff not briefed on changes regularly.	Support Team updates to be provided.		
	Physical meetings recognise SD, hygiene arrangements including well-ventilated rooms or, if possible, outside.	Rooms have recommended numbers for SD. Face to face meetings can be held and the number of people attending should be individually risk assessed. Maintain distancing and keep room ventilated. Teams meetings are to be encouraged.		IT Room a risk and doors should be held open when occupied as much as possible.
3	Support staff have insufficient/inappropriate PPE, cleaning materials and training.	PPE available for Cleaning and Maintenance Teams as required. Cleaning materials well stocked. Training – toolbox talks to be recorded on Site Training Record. Screen provided for Reception area + telephone headsets for each Receptionist. See separate Testing Risk Assessment		
4	Cleaning regimes not reviewed or inspected regularly and not conforming to revised hygiene rules.	Following government guidance. Toilets 3 x per day. Full wipe doors, handles, touch points, hard and shiny areas – disinfectant spray or medical sanitizing spray. Disposable cloths – single space. Vacuum only at the end of day. Mopping – end of day. Specialist rooms to be cleaned between year group use. Checksheets on display.		

	Offices have insufficient space for SD	Offices to be reconfigured where possible to allow for SD or alternative spaces found. Minimise visitors to office spaces. Windows open for ventilation. Notices in place to discourage casual visits to offices		
	IT Engineer transiting from classroom to classroom providing technical support.	Where possible, devices should be taken to Network Office to resolve any problems. IT Engineer should only enter classrooms or offices when vacant or social distancing can be maintained. Devices to be wiped using appropriate disinfectant wipes before and after access. Face mask to be worn when in close proximity to other people. Remote access is to be preferred method of resolving technical issues.		
	Contact from unknown people (eg deliveries)	Deliveries to be left in White Building Lobby or outside. No deliveries to be signed for.		
6	Security and access systems not regularly checked, updated and re-coded.	Ensure direct access doors are unlocked and wedges to hold open are available. In the event of an evacuation for fire, these are to be removed. Check all windows are operable.		
7 8	Reconfigured areas, zones and routes hampering fire exits and routes. Fire and other emergency procedures not reconfigured, routes not clear or regularly inspected.	Estates Mgr to undertake Fire Marshal checks prior to 9 Sept – no changes since In the event of a Fire, preservation of life is priority. Existing procedures to be adhered to.		

7	Support staff sharing equipment, tools and vehicles.	Avoid sharing equipment such as hand tools, drills etc by using sets of equipment. Wipe down shared tools with alcohol hand gel or quarantine. Avoid sharing handheld equipment such as blowers, hedge trimmers etc Wipe down touch surfaces on mules, mowers and other grounds equipment, where this is shared using alcohol hand gel		
18	Insufficient drinking supplies and hydration available in dining room and around the school.	All water fountains operational. Staff on duty to serve water at lunch. Pupils to bring own water bottle – no water in marquee		

<b>Originator</b>	Caroline Purdom	<b>Date</b>	7 Sept
<b>Last review</b>	Caroline Purdom		11, 24 Sept. 1. 16 Oct, 3 Nov, 4 Jan
	Caroline Purdom		7 January, 20 Apr 21, 14 May
<b>Validation by SLT or other appropriate member of staff</b>	CRAIG WATSON (HEADMASTER)	<b>Date</b>	8 Sept 2020 3 Nov 2020 12 Jan 2021 5 Mar 2021 20 April 2021 17 May 2021