COVID-19 Risk Assessment for Schools

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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 caveats – no visitors or trips.
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 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.

Risk Assessment

Government advice states that "every setting should carry out a risk assessment before opening. The assessment should directly address risks associated with coronavirus (COVID-19), so that sensible measures can be put in place to control those risks for children and staff. All employers have a duty to consult employees on health and safety, and they are best placed to understand the risks in individual settings."

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.

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There is a legal requirement for schools to revisit and update their risk assessments, building on the learning to date and the practices already developed, and to consider the additional risks and control measures to enable a return to full capacity in the autumn term. Some risk assessments may require daily revision and should include but not be limited to answering questions relating to:

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A. Updating Safeguarding policy and procedures and ensuring staff and pupils feel safe.
B. Is government advice being regularly accessed, assessed, recorded and applied?
C. Are changes regularly communicated to staff, their unions, pupils, parents and governors?
D. Are changes and the testing training, process and details reviewed by governors?
E. Are changes and the testing training, process and details shared with insurers?
F. Is it understood that the Secretary of State has a statutory power to order schools remain open?
G. Is there active engagement with the local Health Protection Team (HPT).
H. Is the advice of HPT sought and implemented?
I. Are there sufficient systems and staff in place to support training, self-testing, the Asymptomatic Testing Site (ATS)?
J. Do staff, parents (and pupils) understand and follow NHS Test and Trace procedures?
K. Are testing activities sufficient to provide reassurance including feedback and Q&A?
L. Are those that are self-testing (at home and in school) trained and competent to do so?

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M.   Are those working in the Asymptomatic Testing Site (ATS) trained and competent to do so?
N.   Is it understood which staff and pupils may be unable to self-swab?
O.   Are those unable to self-swab given additional support and reasonable adjustments?
P.   Are there measures in place to reduce anxiety over testing and coping with a positive result?
Q.   Is an outbreak management plan prepared and:
   - a. Ready to be deployed if necessary?
   - b. Only considered if advised on public health advice?
   - c. Includes advised thresholds of those testing positive within a 10 day period?
   - d. kept to the minimum of groups possible?
   - e. for the shortest time possible?
   - f. include details for switching to remote learning?
R.   Is there a plan, if it is necessary, to reintroduce "bubbles" for a temporary period?
S.   Are there plans to minimise contact and maximise distance between all those in school if required?
T.   Are occupied spaces well ventilated?
U.   If notified by NHS Test & Trace is the requirement to self-isolate understood?
V.   Are control and hygiene rules regularly communicated, understood, applied and checked?
W.   Is the cleaning regime regularly re-assessed and if necessary revised?
X.   Is PHE advice on testing, self-isolation and managing confirmed COVID-19 cases understood?
Y.   Is access to school controlled effectively and are visitor details recorded?
Z.   Are there sufficient supplies of hygiene materials and are they well placed?
AA.   Are outbreak management/contingency plans in place for operational changes such as re-closing, loss of catering or teaching staff, local tier lockdown?
BB.   Are all the hazards identified properly mitigated and regularly re-assessed?
CC.   If substantial risks or concerns identified are there mitigating measures in place for:
   - a. Elimination: stop an activity that is not considered essential if there are risks attached.
   - b. Substitution: replace the activity with another that reduces the risk. Care is required to avoid introducing new hazards due to the substitution.
   - c. Engineering controls: design measures that help control or mitigate risk.
   - d. Administrative controls: identify and implement the procedures to improve safety.
   - e. Is PPE used in circumstances where the measures suggest PPE use

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

DD.   Is there a protocol in school to ensure symptom vigilance?

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EE. No active arrangements in place to monitor whether the controls are effective and working as planned.

FF. Are face coverings being worn, stored and disposed of appropriately according to age and circumstances?

GG. Dependent on risk assessments staff (and pupils) may be equipped with PPE for certain activities including Testing. PPE may include:
   a. Face coverings.
   b. Gloves.
   c. Eye protection.
   d. Aprons.
   e. Shields (for lecterns, desk separators, staff desks, reception, servery).
   f. Sanitisers (gel and tissues).

HH. Enhanced cleaning arrangements to:
   a. Toilets, door handles, knobs, locks, entry devices, taps, plugs, switches, handrails and regularly used hard surfaces.
   b. Shared teaching equipment: keyboards, pens, remotes, copiers, printers
   c. Musical instruments, balls, bats, bails, batons etc
   d. Kettles, biscuits tins, milk containers, Aprons, towels (if used) cloths, mops etc
   e. Note: remove where possible soft toys, spare furniture and items that are hard to clean.
   f. Testing site / area including process for spillages and waste disposal.
   g. Consider limiting the amount of time cleaners spend on specific tasks.

II. Consideration of how to.
   a. Ensure good hygiene for everyone.
   b. Maintain appropriate hygiene regimes
   c. Keep occupied spaces well ventilated.
   d. Implement PHE advice on testing, self-isolation and managing COVID-19 cases

JJ. Medical.
   a. Are ill staff and pupils or those tested positive in the last 10 days staying at home?
   b. Pre-existing medical conditions are fully declared?
   c. Have all vulnerable pupils, parents and staff been identified and recorded?
   d. Are extremely clinically vulnerable and clinically vulnerable able to return to school?
   e. Are those that have tested positive for COVID-19 recorded? (for elimination purposes)
   f. Who has come into contact with anyone tested positive to COVID-19?
   g. Who has travelled where (and when): other than home and school?
   h. Have those who have been abroad self-isolated / quarantined for 10 days: if required?

KK. Have all adhered to the external socialising rules set by the school for shopping, parties, day trips, games, play, activities and travel (other than home to school and return)?

LL. Are plans for school events including plays, parent and teacher meetings appropriate?

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MM.   Educational Day Visits.
   a. Has the school undertaken full and thorough risk assessments for all educational visits to ensure they can be undertaken safely?
   b. Are consistent groups and COVID-secure measures required during the visit?
   c. Are transport details including seating, ventilation and the cleaning regime in place?
   d. Are the Step 4 control measures understood and implemented?
   e. Does the school risk assessment consider the control measures required at venues?
   f. Has the school consulted the health and safety guidance on educational visits?
   g. Is there a requirement to consider overnight sleeping arrangements in groups (of 6?) and for adults to have separate rooms?
   h. Is there a requirement to limit the use of shared facilities (bathrooms, kitchens etc)?
   i. Are the shared facilities effectively and frequently sanitised and cleaned?
   j. Are there contingency plans and rapid response protocols for individuals developing symptoms and needing to self-isolate?
   k. Are drivers (and escorts) where appropriate:
   l. included in staff briefings, regularly briefed on changes and revised schedules
   m. have sufficient and appropriate PPE and cleaning materials
   n. protected by screens and / or procedures that are known to all those on the trip
   o. Are accommodation providers (where appropriate) implementing the control measures including hygiene and the HSE standards on ventilation?
   p. Is there sufficient COVID-19 cancellation, travel insurance and adequate financial protection.

Test and Trace (T&T) process

NN. Has a revised communications (T&T letters / emails) be sent to parents / pupils, staff and governors?
OO. Has the school a "COVID-19 Testing Privacy statement" and is it fully communicated to staff, parents, pupils and governors?
PP. Has T&T data been recorded securely, and consideration been given to deletion after 14 days?
QQ. Do those that have had "close contact" with someone tested positive for COVID-19 know they must be tested.
RR. Have all those tested completed an age-appropriate consent statement (under / over 16)?
SS. Are test instruction posters, booklets, FAQ and briefings readily available and apparent?
TT. Is the test supervised by trained staff?
UU. Do those self-testing have the testing kits, instructions and advice to ensure the proper testing procedures, result records and information to take the appropriate actions depending on result.
VV. Are those pupils and staff unable to self-swab given additional help and support?
WW. Is the AST testing area controlled to limit access to testers, those being tested and supervisors?

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XX. Is the AST process maintaining social distancing where appropriate good hand and respiratory hygiene and keeping occupied spaces well ventilated?

YY. Where applicable is the social distancing advice between testing staff and those being tested including distances between desks, chairs etc being observed or supervised?

ZZ. Are the key layout requirements including staff (see grid below) met?

AAA. Are those staff assisting with taking the swab wearing appropriate PPE?

BBB. Has the process of swabbing followed the guidance and training?

CCC. Is the tested sample handled safely throughout the process and disposed of correctly?

DDD. Is the process for informing parents / pupils / staff understood and implemented?

EEE. Is the process of barcoding, recording and communicating test results accurate and supervised?

FFF. Is there adequate supervision / checking to ensure equipment handled correctly and not shared?

GGG. Is the process of lost LFD, failed scans or damaged barcodes understood?

HHH. Whilst the extraction solution with lab test kit does not have a hazard label (there are no manufacture anticipated hazards) are they appropriately handled, stored and disposed?

III. Does the training reflect hazards identified with testing and are these communicated to testing and cleaning staff?

JJJ. If a test is positive are those waiting for a Polymerase Chain Reaction (PCR) test self-isolating?

Working / Schooling at Home

KKK. Are those working / schooling at home:
   a. provided sufficient information and training to work safely?
   b. Advised on suitable furniture and equipment?
   c. Able to take regular breaks, stretching exercises, avoiding eye fatigue etc?
   d. Completed a Display Screen Equipment (DSE) assessment?
   e. Kept in regular contact with the school and there is sufficient regard to their well-being?
   f. Advised on stress and mental health?
   g. Have an emergency point of contact and know how to gain help if needed?

Lateral Flow Devise (LFD) Testing (See LFD Testing Risk Log Template)

LLL. Are LFD Kits:
   a. Supplied and distributed to school in time?
   b. Stored between 2 – 30^{0}C?
   c. Management and tracked?

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        d. Distributed safely?

        e. Kept away from children

MMM. Are:

        a. Positive results reported?

        b. All results properly reported and recorded by the individual and the school?

        c. Incidents reported to help school identify emerging issues and these are reported to DfE / DHSC?

        d. The incident protocols and feedback loop understood and implemented?

A grid, to record the hazards, control measures and outcomes, is at Annex A.

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Overall Risk Assessment in the COVID-19

Last Revised 17 December 2021

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Environment

	Risk	Control Measures	Outcome	Remarks / Re-assessment
A	Safeguarding policy and procedures are not updated and / or staff and pupils are not feeling safe.	Safeguarding policy is reviewed by SLT and the safeguarding of pupils is a standing item on the SLT agenda. Staff wellbeing is also on the SLT agenda.	Risk acceptable	
B	Is government advice being regularly accessed, assessed, recorded and applied?	SLT are monitoring the following sources DfE ISC AGBIS ISBA IAPS Cheshire East BSA School is in contact with the COVID 19 unit at Cheshire East and regularly seeks advice.	Risk acceptable	Much information is being accessed but advice can vary according to source. Risk assessments have been regularly updated as the pandemic has gone through its different phases and regulations have changed. The Bursar receives regular updates from ISBA and joins webinars. The Head also receives regular updates from IAPS and Cheshire East

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C	Staff and parents do not understand the controls and protocols	The system of controls has been in operation since the end of the first lockdown in June 2020. Parents are regularly reminded by the Head of the need to maintain the protocols. Pupils are very familiar with the controls and monitored by teaching staff	Risk acceptable	The protocols have been changed as the School has monitored how pupils/parents behave.
D	Are changes regularly communicated to staff, pupils, parents, visitors, contractors and governors?	Head regularly updates staff on changes and reminds them of procedures Pupils are informed by teaching staff and are being kept up to date Parents receive regular updates from the Head. Parents also updated on Covid confirmations in Year groups. Visitors and contractors have to register at Reception and are informed on procedures Governors receive regular updates Governors are kept informed by the Head and hold online meetings on a regular basis,	Risk acceptable	Communication processes in place and need to be maintained. Staff and parents have been contacted and updated with changes.

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E	Are changes reviewed by governors?	Regular online meetings are being held with governors. These are minuted so decisions are evidenced. Covid issues discussed at H & S Committee which has Governor present	Risk acceptable	The Chair is regularly consulted/updated by the Head.
F	Insurers are not kept informed of procedures or changes	Bursar is keeping Hettle Andrews updated by email as things change	Risk acceptable	
G	Failure to understand that Secretary of State has the power to keep schools open	Governors are aware	Risk acceptable	
H	Insufficient liaison with local authority and health protection team over testing and actions.	Head/Bursar are in regular contact with Covid team at Cheshire East and take advice frequently. School receives regular updates from Cheshire East team	Risk acceptable	Cheshire East Covid team have been excellent in providing advice
I	Active engagement with NHS Test and Trace not implemented and the procedures not understood by all staff and parents.	School is now part of testing regime and has linked with the NHS Test & Trace team. Staff and parents have been briefed on Test & Trace since its initial roll-out. Staff are engaged with the testing regime introduced in January 2021.	Risk acceptable	Staff testing twice weekly.

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J	Insufficient systems and staff to support training, testing.	School has endeavoured to make sure that the test and trace operation works. The Head and SLT have been supported by the School Medical Officer and her husband, both GPs, and a number of staff and volunteers have been trained. School Medical Officer has retired but School now has a qualified nurse to assist with any support.	Risk acceptable	
K	Staff, parents, pupils, visitors and contractors do not understand and follow NHS Test and Trace procedures.	School has briefed staff, pupils and parents. All contractors and visitors have to register in Reception and are informed on procedures	Risk acceptable	The media carry much advice about Test and Trace
L	Testing Training modules and assessment not completed and recorded for specific roles	Process has been overseen by School Medical Officer who has ensured training has been thorough	Risk acceptable	
M	Training and testing activities insufficient to provide reassurance including feedback and Q&A?	Parents, staff and pupils have been well informed and there has been no adverse feedback	Risk acceptable	

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N	No contingency or outbreak management plan in case of an outbreak in school or local area?	The School has contingency plans and has built up expertise in many covid issues	Risk acceptable	
O	Those working in the Asymptomatic Testing Site (ATS) not trained and competent to do so?	Process has been overseen by School Medical Officer and supervised by her in operation. School Nurse now in place as Medical Officer has retired	Risk acceptable	
P	Are those that are self-testing (at home and in school) trained and competent to do so?	Staff have been shown how to self test using the LfD tests by the School Medical Officer while undergoing testing in School Advice available online	Risk acceptable	
Q	Is it understood which pupils may have difficulty to self-swab?	Only Years 7 and 8 required to self test. Staff have excellent knowledge of pupils abilities and those likely to need extra support	Risk acceptable	
R	Are those unable to self-swab given additional support and reasonable adjustments?	School is able to provide well trained support	Risk acceptable	

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S	No contingency plan, if it is necessary, to switch to remote learning for a temporary period.	School has built up excellent expertise in remote learning and can implement a changeover to online teaching very quickly	Risk acceptable	
T	If notified by NHS T&T the requirement to self-isolate not complied with or understood	Staff pupils and parents have been briefed on requirements	Risk acceptable	
U	Control and hygiene measures not regularly communicated, understood, applied and checked	Staff pupils and parents are regularly informed on all measures	Risk acceptable	
V	Deleted			
W	No contingency plans for self-isolation of individuals, groups, multiple pupils and or staff.	Support plans are in place if individual pupils, groups of pupils or staff have to self isolate. These include remote learning for pupils. The School has a Cover Supervisor to ensure staff who self isolate can be covered.	Risk acceptable	
X	Insufficient preparation (letters, Whatsapp etc) to communicate with parents, carers, staff and pupils in case of infection and groups needing to self-isolate.	The School has very good communications through iSAMS and if necessary social media. Parents have been informed of positive tests in their child's year group.	Risk acceptable	

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Y	Insufficient consideration to minimising contact and maximising distance if required for a temporary period.	Classroom layouts have been altered, catering arrangements changed in the past and new layouts can be used if necessary. The School has small class sizes and open layouts both of which help social distancing and most classrooms exit to the outside. Few corridors or staircases.	Risk acceptable	
Z	Ventilation rules not sufficiently robust, understood, communicated, applied or checked.	Staff have been briefed on maintaining good ventilation. The School's open layout facilitates good ventilation.	Risk acceptable	
AA				
BB				
CC	Unsuitable enhanced cleaning regime, not regularly re-assessed or revised for high-risk areas such as toilets, door handles, keypads, switches, hand rails and frequently used hard surfaces.	The cleaning regime has been monitored throughout the pandemic. When necessary staff have been seconded from the Kitchen to augment the regime and in November 2020 an extra member of staff was appointed to the cleaning team. Recent research	Risk acceptable	

		indicating that virus is rarely picked up through surfaces.		
DD	High-risk areas not being regularly monitored (including boarding areas) for hygiene.	All areas are monitored. Scientific evidence that the virus is spread by aerosols rather than solid surfaces	Risk acceptable	
EE				
FF	Is access to school controlled effectively and are visitor (if allowed) details recorded?	The School has an entry logging system for staff and visitors (including contractors). Parents are able to enter the School grounds to drop off and collect their children.	Risk acceptable

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| GG | Is there sufficient supplies of hygiene materials and are they well placed? | The school has a substantial supply of hygiene materials including soap, hand sanitiser and commercial cleaning materials. Hand sanitiser dispensers have been installed around the School and a contract for sanitiser put in place. Bottles have been distributed to toilets, eating spaces and classrooms. There has been no problem sourcing materials. Assistant Bursar, Headmaster's PA and Catering | Risk acceptable | Regular review of inventory levels to ensure that stock is maintained. |

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		Manager (responsible for cleaning) regularly assess stock		
HH	Are contingency plans/ outbreak management plans adequate for changes to school operation: local or national lockdown, re-closing, loss of catering or teachers?	The School has now experienced various phases of the pandemic and has built up its expertise in reacting to the changes	Risk acceptable	The School has moved through a number of changes to lockdowns and guidelines and has responded rapidly on every occasion.
II	Are there contingency plans in case of medical need for self-isolation of individuals, multiple pupils, staff or local outbreaks?	Yes. Online learning can be made available for individuals or groups of pupils who have to self isolate. There are also contingency plans for staff cover should teachers need to self isolate.	Risk acceptable	The School has provided excellent online tuition when in full lockdown and as individuals or groups of pupils have had to work from home
JJ	Risk assessments and protective measures for holiday clubs, after-school clubs, trips, visits and other out-of-school clubs not regularly updated.	Risk assessments are reviewed regularly. The same protocols have been used for all School activities including wrap around care and out of school clubs.	Risk acceptable	
KK	Are all Risk Assessments regularly reviewed and updated based on feedback and lessons identified from all those in school	Risk assessments are regularly reviewed in the light of advice from ISBA or other sources of information. Procedures and the risk assessments	Risk acceptable	

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	including pupils and support staff, visitors and contractors	which underpin them have been regularly modified as experience has been assimilated.		
LL	Are all the risks identified, properly mitigated and regularly re-assessed?	The procedures that have or will be put in place will be monitored constantly through SLT and adjusted as necessary	Risk acceptable	
MM	No formal protocol in school to ensure symptom vigilance	Regular briefing by SLT/Nurse. Staff briefed to monitor pupils' health.	Risk acceptable	
NN	No active arrangements in place to monitor whether the controls are effective and working as planned.	Covid arrangements are a standing agenda item for weekly SLT meetings. The arrangements are also reviewed by the H & S Committee which meets termly.	Risk acceptable	

Risk Assessment for COVID-19 Test and Trace Process

	Hazard	Control Measures	Outcome	Remarks /

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				Re-assessment
1	Explanatory T&T letters / emails not sent to parents / pupils, staff and governors.	First letter 22/12/2020. Staff & Governors updated by Head	Risk acceptable	
2	No school "COVID-19 Testing Privacy statement".	In place	Risk acceptable	
3	"COVID-19 Testing Privacy statement" not communicated to staff, parents, pupils and governors.	On website	Risk acceptable	
4	Separate school register not kept of those tested to inform next test date, ordering test kits etc.	Full records being kept of testing in School. Home tests not recorded	Risk acceptable	
5	Test data not recorded securely and kept until further guidance is given to delete the information.	System in place for recording and reporting test results	Risk acceptable	
6	'Test kit log' and 'test results register/log' documents not kept separately for data protection purposes.	Records are being kept in accordance with recommendations. The issue of test kits is no longer being logged.	Risk acceptable	
7	Repeated or similar issues (e.g. multiple repeat void tests, unclear results, leaking/damaged tubes etc.) not recorded by the school and reported to DfE Helpline.	Testing process is closely monitored.		

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8	Those that have been identified as "close contact" via NHS T&T not self-isolating	Staff pupils and parents regularly reminded of protocols		
9	Age-appropriate consent statement for testing (under / over 16) not properly completed.	All necessary consents will be obtained	Risk acceptable	
10	Test instruction posters, booklets, FAQ and briefings not readily available and apparent.	Information downloaded and available	Risk acceptable	
11	Testing Training modules and assessment not completed and recorded for specific roles.	The training process was supervised by the School Medical Officer and the Head	Risk acceptable	
12	Tests not supervised or conducted by trained staff.	Process overseen by School Medical Officer. Government training requirements followed.	Risk acceptable	
13	AST area not sufficiently controlled to limit access to testers, those being tested and supervisors	Testing was done in dedicated room with access to one person to be tested at a time. Small numbers being tested . SD rules being followed	Risk acceptable	
14	AST process not maintaining social distancing where appropriate, good hand and respiratory hygiene or keeping occupied spaces well ventilated.	Initial Testing area set out to specification from School Medical Officer. Staff testing in separate room and small numbers	Risk acceptable	
15	Social distancing advice between testing staff and those being tested including distances between desks,	Staff are fully familiar with SD advice and School Medical Officer monitors protocols	Risk acceptable	

	chairs etc not being observed and supervised.			
16	Staff assisting with taking and processing swabs not wearing appropriate PPE.	Staff will be required to wear PPE and stock will be kept in testing area	Risk acceptable	
17	Process of swabbing not following training and / or updated guidance.	Process is overseen by School Nurse. Staff carrying out tests have been trained.	Risk acceptable	
18	Tested sample incorrectly handled safely during the process including disposal.	Staff carrying out testing procedures have been trained.	Risk acceptable	
19	Process for informing parents / pupils / staff not understood and implemented.	Head steering process.	Risk acceptable	
20	The process of barcoding, recording and communicating test results is not accurate and supervised	Clear procedures have been laid down, testing staff trained and procedure is monitored.	Risk acceptable	
21	Inadequate supervision / checking to ensure equipment handled correctly and not shared.	Nurse will supervise each session.	Risk acceptable	
22	Process of lost LFD, failed scans or damaged barcodes not understood or properly implemented.	Staff involved in testing have been trained.	Risk acceptable	

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23	Extraction solution with lab test kit (there are no manufacture anticipated hazards) are inappropriately handled, stored and disposed.	All testing equipment has been stored properly	Risk acceptable	
24	The training does not reflect hazards identified with testing and these are not communicated to testing and cleaning staff?	Training properly supervised.	Risk acceptable	
25	Those tested positive with LFD not confirming the positive result with a Polymerase Chain Reaction (PCR) test and failing to self-isolate pending confirmation.	Instructions will be passed on.	Risk acceptable	
	Key layout requirements including staff (see next grid below) not being fully met.	Layouts requirements have been followed.	Risk acceptable	
	Risk Assessment for COVID-19 AST Sites			
	Hazard	**Control Measures**	**Outcome**	**Remarks / Re-assessment**

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1	Insufficient staff available (depending on throughput: Team Leader, Test Assistant, Processor, Coordinator, Registration Assistant, Results Recorder, Cleaner)	Sufficient staff have been trained in the separate functions.	Risk acceptable	
2	Training time and content inadequate (3 hrs with introduction video, on-line training and assessment plus rehearsal.)	Training requirements have been followed.	Risk acceptable	
3	Consent forms are not available and properly completed?	Consent forms available and checked on completion	Risk acceptable	
4	Test site not kept separate from other activities (where space allows)?	Separate room which is not being used for any other activity. Room has been kept locked		
5	Test site flooring is not non-porous.	Varnished wooden flooring	Risk acceptable	
6	Test site is not well lit and has a good airflow	Room is well ventilated and door kept open so very good airflow. Lighting is good quality (LED)	Risk acceptable	
7	Test site Registration, Swabbing, Recording and Processing Desks and waiting areas not on a one-way system.	Layout in accordance with recommendations.	Risk acceptable	
8	Test chair in the swabbing bay not a minimum of 2m apart.	Only one person tested at a time	Risk acceptable	
9	Each swabbing desk and associated processing desk not more than 1m away and Recording desk not located close by.	Only one person tested at a time	Risk acceptable	

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10	No clear division and demarcation between swabbing and processing area.	Area has been laid out correctly	Risk acceptable	
11	Non authorised people and test subjects able to enter the processing area	Testing in separate room with entry controlled.	Risk acceptable	
12	Inadequate evidence of quality assurance, guidance and supervision	Processes well understood.	Risk acceptable	
13	Processing bays not properly cleaned and waste (including clinical waste) is not properly disposed.	Full cleaning procedure in place. Waste is not classified as medical waste so no issues.	Risk acceptable	
14	Disorderly entry, processing, inappropriate SD and exit movement apparent.	Access and throughput well controlled. One person at a time.	Risk acceptable	
15	Manual handling of testing kits, pallets, boxes, packages and waste not considered in terms of bulk, weight and access	Movement of material to be carried out y site team who have appropriate training	Risk acceptable	
16	Testing kits not stored at 2 - 30°C and tests not given in the appropriate ambient temperature of 15 - 30°C.	Storage is in accordance with recommendations1	Risk acceptable	
17	Inadequate space to talk with a pupil mindful of the need for social distancing / PPE / wellbeing	Quiet space is available	Risk acceptable	

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Risk Assessment for COVID-19 Self-Testing

1	LFD kits not supplied and distributed in time or safely.	Supply lines operating satisfactorily . School has adequate supply	Risk acceptable	
2	Test kit not stored at room temperature (2^0C – 30^0C) or in a cool dry place.	Storage complies with recommendations	Risk acceptable	
3	LFD Testing kits not properly managed and tracked	SLT supervising process with help of Assistant Bursar	Risk acceptable	
4	Test kit not kept away from children until needed.	Kits are stored safely	Risk acceptable	
5	Self-testing not conducted in accordance with guidelines and supervised where required.	Staff have been instructed. Staff now very familiar with testing.	Risk acceptable	
6	Positive results not reported.	Staff and pupils encouraged to report	Risk acceptable	
7	All results not reported, collated and recorded by the individual and the school.	Staff and pupils encouraged to report	Risk acceptable	
8	Incidents not reported to school or reported to DfE / DHSC (to help identify emerging issues).	School has established a reliable reporting system	Risk acceptable	

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9	Incident protocols and feedback loop not understood and / or implemented.	School Nurse supervising processes and protocols	Risk acceptable	
10	Where appropriate test and report on children under 12 not tested by confident adult.	Clear instructions will be given to parents Online instruction available	Risk acceptable	
11	Are those unable to self-swab given additional support and reasonable adjustments?	School able to identify any staff/pupils who may have difficulty. Expert advice available	Risk acceptable	
12	Are there measures in place to reduce anxiety over testing and coping with a positive result?	SLT monitors wellbeing of staff and pupils School counsellor available for pupils School Nurse available for advice Employee Assistance Programme available	Risk acceptable	
13	Clinical incident which has potential to harm not reported to https://coronavirus-yellowcard.mhra.gov.uk and school.	Staff have been through recommended training	Risk acceptable	
14	Clinical incident which has led to harm and requires immediate medical care not reported to 111 or 999 and then to school.	School Nurse supervising	Risk acceptable	

15	Non-clinical incidents occurring at home (something damaged, or missing or difficult to use in the kit, unable to log result etc) not reported to 119.	Difficult for School to monitor home issues Parents and staff will be informed (and reminded) of procedures	Risk acceptable	
16	Do not eat or drink for at least 30 minutes before doing the test to reduce the risk of spoiling the test.	Parents and staff will be informed (and reminded) of procedures	Risk acceptable	
17	Video on how to take the swab test: www.gov.uk/covid19-self-test-help not referred to before testing.	Parents and staff will be informed (and reminded) of procedures	Risk acceptable	
18	Surface and hands not cleaned before test or after test (if more than one test).	Parents and staff will be informed (and reminded) of procedures	Risk acceptable	
19	Test kit not checked for damage or expiry date.	Parents and staff will be informed (and reminded) of procedures School Nurse available for advice	Risk acceptable	
20	Testing process not followed correctly for self / child	Parents and staff will be informed (and reminded) of procedures School Nurse available for advice	Risk acceptable	
21	Processing of the swab not completed in-line with guidance	Parents and staff will be informed (and reminded) of procedures	Risk acceptable	

	including transferring the sample into the liquid and the liquid then on to the well on the test strip.	School Nurse available for advice		
22	Not waiting or recording the result correctly with NHS and then taking the appropriate action if positive.	Parents and staff will be informed (and reminded) of procedures School Nurse available for advice	Risk acceptable	
23	Soft, fabric tip of swab and fabric strip touches hands.	Parents and staff will be informed (and reminded) of procedures School Nurse available for advice	Risk acceptable	
24	Fabric tip of swab touches tongue, teeth, cheeks, gums, or any other surfaces.	Parents and staff will be informed (and reminded) of procedures School Nurse available for advice	Risk acceptable	
25	Test kit not properly disposed of in waste bag provided and placed in general household waste.	Parents and staff will be informed (and reminded) of procedures School Nurse available for advice	Risk acceptable	
26	Test on children under 12 continued despite child feeling pain.	Parents and staff will be informed (and reminded) of procedures School Nurse available for advice	Risk acceptable	
27	Test kit and each item in the test kit used more than once.	Parents and staff will be informed (and reminded) of procedures	Risk acceptable	

COVID-19 Risk Assessment for Schools

	Risk	Control Measures	Outcome	Remarks / Re-assessment
	(Do not re-use items. Each person's result must be reported).	School Nurse available for advice		
28	Problems with hands or vision. (May need someone to assist with the swabbing and testing process).	Parents and staff will be informed (and reminded) of procedures School Nurse available for advice	Risk acceptable	
29	No alternative measure if nose piercing (swab the other nostril or if both nostrils pierced remove one piercing before swabbing.)	Parents and staff will be informed (and reminded) of procedures School Nurse available for advice	Risk acceptable	
30	Nosebleed within the last 24 hours (swab other nostril or wait 24 hours).	Parents and staff will be informed (and reminded) of procedures School Nurse available for advice	Risk acceptable	
31	Unable to take a throat swab. (then swab both nostrils)	Parents and staff will be informed (and reminded) of procedures School Nurse available for advice	Risk acceptable	

Pupils, Parent and Staff Risk Assessment in the COVID-19 Environment

	Risk	Control Measures	Outcome	Remarks / Re-assessment

29

COVID-19 Risk Assessment for Schools

1	Are communication channels working and being reviewed? Email, text, facebook etc	The communication channels are working and there have been no issues raised so far.	Risk acceptable	The School has been communicating with staff and parents for the duration of the pandemic
2	New Staff, parents and pupils joining the school not provided or updated with full induction process or aware of changes and potential hazards.	The School has good communication with parents and staff (iSAMS, social media) to ensure that all necessary updates are fully briefed	Risk acceptable	
3	Is there a robust feedback and reply system to ensure best practice and two-way communications for pupils, parents, staff and governors?	Teachers are talking and listening to pupils. Parents can email or phone the School and there has been regular feedback through the crisis. The School has listened to parental concerns and made adjustments. Regular meetings (online and socially distanced) are taking place with staff including monitoring of their wellbeing. Governors are being kept informed with regular online meetings	Risk acceptable	
4	If there is a governor and / or officer for the school / department nominated to be responsible for COVID-19 matters, are their	The Head is leading on managing the School through the crisis but has the assistance of a "Crisis" group made up of the Deputy Head, Head of Boarding	Risk acceptable	

COVID-19 Risk Assessment for Schools

	contact details known and are they on call?	and the Bursar. A management group has also been set up which includes the Chair and Vice Chair of Governors, the Head and the Bursar. The School website has contact details.		
5	No school representative identified to liaise with local authorities and local health protection team.	The Head and Bursar have taken on the role of liaising with the local authority Covid team	Risk acceptable	
6	Local authorities and health protection teams not engaged prior to re-opening (and the benefit of their services in case of infection).	The Cheshire East HPT have been regularly consulted	Risk acceptable	
7	No plan to inform local health protection team if two or more confirmed cases within 10 days or there is an overall rise in sickness absence.	Good links with local health team have been established and the need to keep them informed clearly understood.	Risk acceptable	
8	Is there a system to communicate with parents and staff that have not returned to school for fear of infection?	Parents can be mass emailed via the iSAMS management system. There are also Twitter and Facebook channels. The communication channels with staff and parents include everyone whether they are in school or not.	Risk acceptable	

COVID-19 Risk Assessment for Schools

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.	Parents have been asked to liaise with Head if they have any Covid concerns or issues. School Nurse available for advice	Risk acceptable	
10	No staff, pupil and / or parent health declaration implemented or recorded	Health declarations were requested when the School resumed after the first lockdown	Risk acceptable	
11				
12	If required by NHS T &T insufficient information on where pupils, staff and visitors have been located in school	The School is small and as most of the pupils are at the primary stage there is not much movement around school. The School's management system retains accurate data of where pupils and teaching staff are located.	Risk acceptable	
13	Staff, parents and pupils not self-isolating after holiday and work visits (for 10 days?) to non-government agreed countries.	Parents have been reminded of the rules. The School endeavours to monitor parents' and staff members' overseas visits.	Risk acceptable	
14	What are, and have the hygiene rules set by the school been adhered to by pupils, parents and staff?	Pupils have been requested to wash their hands frequently (at breaks, after visits to the toilet and before meals. Teaching staff have monitored this as best they can. There are many	Risk acceptable	

COVID-19 Risk Assessment for Schools

		sanitiser dispensers distributed throughout the School Staff are advised to wash their hands frequently and use the sanitiser placed around the school. Additional sanitisers have been purchased and installed around the school.		
15	Class and activity rooms not properly and regularly ventilated with fresh air.	Staff are aware of the need to keep classrooms and other areas ventilated. Most classrooms open to the outside so it is not difficult to carry out.	Risk acceptable	
16	Are all staff trained and regularly updated in COVID-19 symptoms, and how these rules apply to teaching?	Staff are updated via emails from the Head and advice from the School Nurse Government advice through the media has been available for some time	Risk acceptable	
17	At drop-off and pick-up parents not complying with School policy outside gates and entrances.	Parents have generally followed the drop off and collection protocols when they have been applied.	Risk acceptable	A control that need to be constantly monitored
18	Staff and parents not cleaning frequently touched surfaces of bike, car, pram etc before and after journeys to school.	With parents this risk is largely out of the control of the School but as parents access is limited and pupils wash their hands when they arrive the risk will be mitigated. Scientific evidence now	Risk acceptable	

		highlighting that touch surfaces are relatively low risk. Staff are requested to wash their hands and/or use sanitiser when they arrive		
19	Insufficient or no guidance on safe travel to and from school (e.g. encouraging walking, cycling, minimise car sharing) or protocols at school gates etc.	The School is in a rural location and therefore travel options are limited. Most staff drive to School unaccompanied	Risk acceptable	
20				
21				
22	Are learning and games spaces configured to school rules?	Yes. Classrooms have been re-configured and games sessions amended to reflect safety considerations	Risk acceptable	
23				
24	Is there a system in place to deal with bereavements, trauma, anxiety, behavioural issues?	The School has excellent pastoral provision for pupils together with a part time School Counsellor. Teaching staff monitor pupils when they are online. Staff have regular online meetups, a staff member who leads on wellbeing	Risk acceptable	

COVID-19 Risk Assessment for Schools

		and access to an Employee Assistance Programme. Pupils have a Counsellor		
25	Strategy to keep children safe online not re-assessed and insufficient consideration of supervising access to the internet, checking apps, websites and search results etc	An online learning risk assessment has been prepared. In addition the School has a Pupil Acceptable Use Policy	Risk acceptable	

Pupil and Staff - Safety Risk Assessment in the COVID-19 Environment

	Risk	Control Measures	Outcome	Remarks / Re-assessment
1	Have safeguarding, code of practice, and staff handbook policies been updated, regularly reviewed and shared?	Yes. The School's DSL with the assistance of the Governor who leads on safeguarding has ensured that the School's safeguarding procedures are up to date. Staff handbook and policies are available on the staff Google Drive	Risk acceptable	
2	Inset does / did not reflect required training for COVID-19 related procedures, safeguarding, H&S, well-being etc	Training and guidance on Covid 19 issues has been incorporated into the School's training regime.	Risk acceptable	

COVID-19 Risk Assessment for Schools

3	Staff have insufficient instruction and training on identifying and supporting vulnerable pupils, parents and other staff.	The School has excellent systems for ensuring that vulnerable individuals are identified and supported. The Schools pastoral system supports pupils and the weekly SLT agenda includes the monitoring of vulnerable pupils and their parents. The School also takes the wellbeing of staff very seriously with the HR Officer acting as a lead on wellbeing. In addition members of SLT monitor colleagues within their teams and the issue is a standing agenda item at SLT meetings	Risk acceptable	
4	Control measures (see explanation above) not understood and / or properly implemented.	The controls have been in operation for a long time and are well understood. Staff and parents are regularly reminded of the need to comply with distancing and hygiene requirements. Pupils are very familiar with hand washing and sanitising.		
5	Is the DSL and ADSL easily contacted and their contact information known to all?	Yes. Contact details are widely distributed.	Risk acceptable	

COVID-19 Risk Assessment for Schools

6	Is there a COVID-19 specific policy that includes medical responses, teaching, socialising, feeding, well-being etc?	Yes. Covid 19 Policy is in place	Risk acceptable	
7	Revised fire drills, registers, routes and assembly points not rehearsed (to ensure where safe to include SD)	Fire evacuation routines needed little modification because of the open nature of the site. Fire drills have been held under Covid regulations and have worked well	Risk acceptable	
8	Needs of each age group and class not considered discretely in terms of support, activities and facilities.	The requirements of different age groups have been factored into the Schools operations during the pandemic. Covid 19 risk assessments have been prepared for the different age groups. The curriculum has been modified in some cases and facilities adjusted	Risk acceptable	
9				
10	Staff and pupils (where applicable) not wearing face coverings (if required) whilst moving between classrooms or activities	Staff members have been requested to wear masks when in circulation areas.	Risk acceptable	
11				

COVID-19 Risk Assessment for Schools

12	Supply, peripatetic and/or other temporary staff moving between schools not minimising contact, maintaining as much distance as possible from other staff or observing hygiene rules	Visiting staff have had a separate Covid 19 risk assessment prepared. They are included on all staff emails and inset day training and are therefore receiving updates and reminders on procedures	Risk acceptable	
13	Roles conducive to home working (e.g. some administrative roles) not identified.	All staff who are able to work from home have been requested to do so.	Risk acceptable	
14	The "ideal" of adults maintaining 2m distance from each other, and from pupils not realised or insufficient mitigating measures.	SD not obligatory at this time but the nature of the School means that most staff are separated from colleagues by being in their classroom. Staff are aware of the laid down protocols whilst in their classrooms. Other rooms within School have the specified maximum number of staff allowed in on the door.	Risk acceptable	
15				
16	In the event of a positive case, difficult to identify those who may need to self-isolate.	Small size of school and scientifically acknowledged lower risk with young pupils mitigate

Parents of children in the same year group as a child who tested positive are informed. | Rsk acceptable | |

COVID-19 Risk Assessment for Schools

17				
18				
19				
20	New controls measures and safety precautions not understood or implemented.	Staff regularly updated on changes		
21	No specific help and preparation for the changes to routine for pupils with SEND (whether education, health and care plans or on SEN support).	The School's dedicated SEND team have ensured that pupils using their service have been properly looked after.	Risk acceptable	
22	Where a pupil attends more than one setting on a part-time basis (e.g. dual registered) the system of controls not considered collaboratively if there are identified risks	The School has been liaising with other settings for multi setting pupils. The number is very small however. A specific risk assessment has been prepared.	Risk acceptable	
23				
24	ITT trainees not sufficiently briefed, hosted and integrated in their support to school.	Not applicable at this time	Risk acceptable	

COVID-19 Risk Assessment for Schools

25	Volunteers not checked, left unsupervised, allowed to work in regulated activity or supported.	The School's safeguarding disciplines have not been changed during the pandemic	Risk acceptable	
26	Recruitment process and pre-appointment checks not following legal requirements.	The School's safeguarding disciplines have not been changed during the pandemic	Risk acceptable	
27	New staff and pupil registration and induction processes not adapted or compliant.	All aspects of the School's operation have been amended to reflect Covid protocols.	Risk acceptable	
28	Support staff and TAs in regulated activity do not have the appropriate checks.	The School's safeguarding disciplines have not been changed during the pandemic	Risk acceptable	
29	SCR not updated with DBS related issues and required documents not properly verified or recorded.	The School's safeguarding disciplines have not been changed during the pandemic. The SCR is maintained to its normal standard.	Risk acceptable	
30	Plans to separate work, learning, meetings, activities and play outside not fully considered	All aspects of the School's operation have been considered and evaluated in the context of Covid protocols	Risk acceptable	
31	External coaches, clubs and organisations for curricular activities not risk assessed, or systems of control measures implemented.	A risk assessment covering outside coaches and visiting teachers has been prepared. Outside clubs using the School facilities have been asked to supply a risk assessment or details of the precautions they are taking	Risk acceptable	

COVID-19 Risk Assessment for Schools

32	New control measure for sport, adventure play, Forest School, gardening etc not regulated or considered	All aspects of the School's operation have been considered and evaluated in the context of Covid protocols	Risk acceptable	
33	Physical education, sport and physical activities not following the measures in their guidance.	All aspects of the School's operation have been considered and evaluated in the context of Covid protocols	Risk acceptable	
34	Indoor sports and activity areas not sufficiently well and regularly ventilated with fresh air.	Limited risk as the School's facilities have only one area (PAC) that can be used. The PAC does have doors that open to the outside so ventilation is not a problem Marquee hired for the winter but large space and can be easily ventilated.	Risk acceptable	
35	Where appropriate guidance on grassroot sports for public and sport providers, safe provision and facilities, and guidance from Sport England, Association for Physical Education and the Youth Sport Trust not followed..	The protocols have been clearly defined and made clear to staff pupils and visitors. Staff are well briefed and parents receive regular reminders of distancing and hygiene rules. Visitors (if allowed) are informed of social distancing requirementsYes. The Director of Sport has laid down guidelines.	Risk acceptable	
36				

COVID-19 Risk Assessment for Schools

37	Sports equipment not sufficiently cleaned between each use by different individual groups.	Cleaning materials are available and protocols require equipment to be cleaned.	Risk acceptable	
38				
39	Added risk of infection where there is singing, chanting, playing wind or brass instruments not reviewed.	Rooms are well ventilated	Risk acceptable	
40	If required or appropriate shared staff spaces are not set up or used to allow staff to distance from each other.	Capacities have been assigned to rooms and can be put in place when required.	Risk acceptable	
41	If required or appropriate staff meetings and staff rooms unregulated in terms of space, equipment, resources (copiers, kettles, biscuits tins etc) timings, SD and purpose.	See above regarding the regulation of space. Staff meetings were mainly held online but meetings are held with regard to distancing	Risk acceptable	
42	If required or appropriate are staff having sufficient down time / rest during the working day / week?	Yes. Refreshment facilities and sanitiser provided.	Risk acceptable	
43	Staff schedules do not build in the need to avoid increases in unnecessary and unmanageable workload burdens	Timetabling has been carefully managed during the pandemic during both the periods when the school was open and periods when it was closed.	Risk acceptable	

		A close watch is kept on staff to monitor wellbeing and monitor stress.		
44	Staff unable to manage the provision of both in school and remote learning.	See above. The School has invested a lot of time in resource is its teaching resources throughout the pandemic and has developed a successful e-learning platform. Nevertheless as noted above teaching staff are closely observed to monitor their wellbeing.	Risk acceptable	
45	Are all security, CCTV and access systems regularly checked, updated and (where necessary) re-coded?	Yes.	Risk acceptable	
46	Parent, Pupil, Staff, Contractor, Visitor drop-off and pick-up procedures, in and out routes not shared, understood or applied.	Rules have been drawn up and the pick up/drop off areas will be marshalled if appropriate.	Risk acceptable	
47	Appropriate safety measures not in place for wraparound childcare for both indoor and outdoor provision.	Hygiene rules are in place. Wrap around care will be operated with regard to pupil and staff safety both indoors and outdoors.	Risk acceptable	
48				

COVID-19 Risk Assessment for Schools

49	Where required or appropriate classrooms don't reflect recommended layout, enhanced cleaning rules and timings.	Small class sizes mean teaching spaces can be configured to comply with recommended guidelines	Risk acceptable	
50	Hand washing not part of school culture or routine e.g. no regular breaks for hand washing during the school day.	The School has operated hand washing routines throughout the pandemic and they have become part of the routine. Additional sanitising has been installed to add an extra layer of hygiene.	Risk acceptable	
51	Insufficient hygiene stations at entrances, exits, toilets, classrooms, play areas, common rooms, staff areas etc	Additional portable washstations were purchased when schools reopened in June and also some water fountains converted to washstations. These can be brought into use when appropriate Automatic sanitising dispensers have also been installed in a number of locations e.g. the entrance to the Dining Room	Risk acceptable	
52	Hygiene stations (including bins) not stocked, checked, emptied and cleaned regularly.	The various washstations and sanitising dispensers have been well stocked and the cleaning team have made sure that they are kept clean and bins emptied.	Risk acceptable	

COVID-19 Risk Assessment for Schools

53	If required or appropriate have unnecessary items been removed from classrooms and other learning environments?	Yes. Early years have had many loose toys furnishings etc removed and new furniture installed	Risk acceptable	
54				
55				
56	Classroom based resources, such as books and games and all frequently touched surfaces, which are used not regularly cleaned.	A strong cleaning regime has been maintained throughout the pandemic assisted by teacher staff who have helped to sanitise materials.	Risk acceptable	
57	Resources shared between classes not cleaned frequently	Separate risk assessments have been prepared for those subjects which involve the sharing of resources (DT, Music, Science, PE).	Risk acceptable	
58	Regulating the use and cleaning of locker, changing rooms, toilets and showers not managed and supervised.	The strong cleaning regime has been maintained throughout the pandemic. Additional cleaning resources have been brought in.	Risk acceptable	
59	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.	Parents have been requested to limit the materials brought into School.	Risk acceptable	
60				

COVID-19 Risk Assessment for Schools

61	Outdoor playground equipment should be more frequently cleaned or left fallow.	The outdoor play equipment is used mainly by the youngest children who are the lowest risk. In addition the frequent washing and sanitising routines mitigate the risk	Risk acceptable	
62	If required or appropriate assemblies, break times, drop-off and collection times not sufficiently well staggered?	All managed and planned	Risk acceptable	
63	Overnight educational visits not organised in line with School policy and control measures.	These have been kept to a minimum. Those that have taken place have been separately risk assessed and the correct protocols put in place.	Risk acceptable	
64				
65	Catering staff rota not configured to avoid all catering staff having to self-isolate in case of infection and kitchen closing.	Catering staff are employed by the catering contractor Sodexo who have done their own risk assessments. They are able to bring resources in from other schools if the need arises.	Risk acceptable	
66	Organisation of breakfast and after school club not revised to support new control and hygiene measures	Numbers are small and limited.	Risk acceptable	

COVID-19 Risk Assessment for Schools

67	Is pupil and staff mental health and wellbeing properly considered with individual needs identified and supported?	Yes. Staff are monitoring the wellbeing of their pupils and the School Counsellor is assisting when necessary. Staff are also being monitored weekly SLT meetings. The School has its own wellbeing co-ordinator and there is support from an outside Employment Assistance Programme (EAP)	Risk acceptable	
68	Insufficient pastoral and extra-curricular support for pupils to rebuild friendships and social engagement.	The School has provided very good support throughout the pandemic both when it has been open and when it has been closed. The small class sizes and ethos of the School means that staff are very involved with pupils and their wellbeing. It has been more difficult to do that through online learning but it is still an important part of the teacher's role	Risk acceptable	
69	Insufficient support to address and equip pupils to respond to COVID-19 related issues.	The Schools focus on support for pupils through a difficult time remains strong. The strong caring ethos of teaching and pastoral staff is augmented by the School's Counsellor	Risk acceptable	
70	Re-scheduling of activities not operating efficiently or safely for new control measures	The School has adapted timetables and activities as it has learnt from	Risk acceptable	

COVID-19 Risk Assessment for Schools

		experience as the pandemic has progressed		
71	Plans, briefing and statistics for ISI / Ofsted visit / inspection do not reflect new KCSiE or ISI Commentary.	SLT have maintained progress on key issues that come up for inspection. The School has had a material change inspection recently and passed on all counts	Risk acceptable	
72	Roles suitable to home working, such as administration, not reflecting new methods of operating.	Most of the admin staff have worked from home through the pandemic. Since the vaccination regime most staff who could work at home have preferred to come into School	Risk acceptable	
73	Those working / schooling at home not provided sufficient information and training to work safely.	HSE guidance on working from home has been sent to all staff Pupils are monitored by teaching staff	Risk acceptable	
74	Those working / schooling at home not advised on suitable furniture and equipment.	HSE guidance on working from home has been sent to all staff Pupils are monitored by teaching staff	Risk acceptable	
75	Those working / schooling at home not completed a Display Screen Equipment (DSE) assessment.	Staff have been sent the assessment	Risk acceptable	
76	Those working / schooling at home not able to take regular breaks,	HSE guidance on working from home has been sent to all staff	Risk acceptable	

COVID-19 Risk Assessment for Schools

	stretching exercises, avoiding eye fatigue etc.	Pupils are monitored by teaching staff		
77	Those working / schooling at home not kept in regular contact with the school and insufficient regard to their well-being.	School is keeping in touch with staff via regular online session e.g. PL, staff meetings.	Risk acceptable	
78	Those working / schooling at home not advised on stress and mental health.	Staff and pupil wellbeing is being monitored Employee Assistance Programme available for staff Wellbeing (staff and pupil) standing item on SLT agenda	Risk acceptable	
79	Those working /schooling at home do not have an emergency point of contact or know how to gain help if needed.	Employee Assistance Programme available for staff and contact number given to staff Pupils have their teachers	Risk acceptable	

Trip Risk Assessment in the Step 4 COVID-19 Environment

	Hazard	Control Measures	Outcome	Remarks / Re-assessment
1	School not undertaken full and thorough risk assessments for all educational visits to ensure they can be undertaken safely	School Educational Visit Policy requires risk assessments to be prepared for all visits.	Risk acceptable	

COVID-19 Risk Assessment for Schools

2	Insufficient information and detailed itinerary for parents, pupils and accompanying staff.	Educational Visit Policy details requirements for trip organiser All outside visits are reviewed by either the External Visits Co-ordinator (EVC) or Headmaster	Risk acceptable	
3	Children and staff do not understand or not implementing new control measures during visit or at their destination.	Trips managed by leader and well staffed	Risk acceptable	
4	Insufficient transport details including seating, queuing, boarding, ventilation and cleaning regime	Hygiene procedures are being maintained and are understood by staff. Staff experienced at organising trips	Risk acceptable	
5				
6	School risk assessment does not consider what control measures required or follow wider advice on visiting venues.	EVC will supervise planning and risk assessment and ensure that appropriate procedures are followed	Risk acceptable	
7	School not consulted the health and safety guidance on educational visits when considering visits.	EVC will keep up to date on guidance	Risk acceptable	

COVID-19 Risk Assessment for Schools

8	If required or appropriate overnight sleeping arrangements not properly considered with regard to control measures	EVC will ensure that full consideration is given	Risk acceptable	
9	If required or appropriate adults not accommodated (ideally) in their own separate rooms.	EVC will ensure that full consideration is given	Risk acceptable	
10	Shared facilities (bathrooms, kitchens etc) not effectively and frequently cleaned	School mainly uses accredited providers for residential trips and good quality educational visit organisers Educational Visits Policy requires organiser to obtain providers risk assessments	Risk acceptable	
11	No contingency plans and rapid response protocols for those developing symptoms and needing to self-isolate	Contingency plans and emergency procedures incorporated into Educational Visits Policy	Risk acceptable	
12	Drivers (and escorts) insufficiently briefed on implementing control and hygiene measures (PPE, cleaning materials etc).	School employees are well briefed regarding control measures.	Risk acceptable	
13	Accommodation providers (where appropriate) not compliant with control measures and school requirement e.g. hygiene and HSE standards on ventilation.	School mainly uses accredited providers for residential trips and good quality educational visit organisers	Risk acceptable	

COVID-19 Risk Assessment for Schools

		Educational Visits Policy requires organiser to obtain providers risk assessments		
14	Insufficient COVID-19 cancellation, travel insurance and adequate financial protection.	School has adequate cover.	Risk acceptable	

Medical Risk Assessment in the COVID-19 Environment

	Risk	Control Measures	Outcome	Remarks / Re-assessment
1	Sickness management rules and the "don't come to work if you are ill" not understood or observed.	Staff have been well briefed on the Covid rules. This has included guidance on a number of occasions. Staff Absenteeism policy recently updated	Risk acceptable	
2	Staff and pupils who are ill or tested positive in the last 10 days do not know or are unwilling to stay at home.	Clear guidance has been given from the School as well as the guidance regularly coming from the government through the media	Risk acceptable	

COVID-19 Risk Assessment for Schools

3	The procedure for isolating or sending staff and pupils home for 10 days and arranging a COVID-19 test is not understood (if anyone becomes unwell in school).	The Covid 19 Policy provides a procedure for staff or pupils feeling unwell.	Risk acceptable	
4	Staff and pupils not aware of most recent guidance on testing and isolating.	Staff and parents are kept updated on most recent guidance.	Risk acceptable	
5	Staff and pupils not aware that close contacts of a positive case will be informed by NHS Test and Trace and strongly advised to take a PCR test and that self-isolation will continue for those who have tested positive for COVID-19.	Staff and parents are kept updated on most recent guidance.	Risk acceptable	
6	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.	Isolation room has been designated. Staff have easy access to PPE	Risk acceptable	
7	Procedure is not clear for those Staff who are not fully vaccinated and who have helped someone with symptoms or who has been in "close contact".	Covid 19 Policy lays down procedure for staff after helping a pupil with symptoms.	Risk acceptable	

COVID-19 Risk Assessment for Schools

8	Those that have been identified as "close contact" via NHS T&T do not know they are advised to take a PCR test and self-isolate if tested positive for COVID-19.	Staff have been briefed on guidelines.		
9	Those waiting the confirmatory PCR results do not know to self-isolate.	Staff have been briefed on guidelines	Risk acceptable	
10	Procedures for reporting COVID-19 instances to external authorities not known or applied.	The School has developed a good relationship with the local authority HPT and has also linked in to NHS Test & Trace	Risk acceptable	
11	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.	The washing rules have been in operation for some time and are well understood by all staff.	Risk acceptable	
12	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.	The School's cleaning procedures are strong.	Risk acceptable	
13	Science of risk not understood e.g. less severe symptoms in adults, younger children less likely to	Staff have been briefed regularly. Media briefings have also covered this and the fact that there are many	Risk acceptable	

			Risk acceptable	
	become unwell. Consistent groups help.	asymptomatic carriers is well understood.		
14	Although a useful confidence measure routine temperature testing is not a reliable method to identify COVID-19 (PHE advice refers).	The School has ceased using temperature testing as a matter of course. The introduction of LFD testing to Schools has relegated its importance	Risk acceptable	
15	Insufficient medical staff to deal with temperature testing (if used), isolating and monitoring suspect COVID-19 cases, outside appointments and normal medical issues.	The School has no issues with staffing	Risk acceptable	
16	Has there been sufficient training for those operating temperature testing or other precautions that require new equipment. Training not recorded for future reference.	Yes. Simple handheld digital thermometer in use.	Risk acceptable	
17	Medical staff have insufficient or unsuitable PPE, cleaning materials and training for tasks.	The School has ensured that there is plenty of PPE available	Risk acceptable	
18	Temperature testing undertaken using unsafe methods, not reflecting appropriate procedures, not recorded or kept appropriately.	Temperature testing no longer being carried out routinely	Risk acceptable	

COVID-19 Risk Assessment for Schools

19	No separate area for temperature testing, holding and isolation of pupils/staff. Areas not easily identified or regularly cleaned?	A separate space has been designated for holding and isolation of pupils suspected to have symptoms. The area is part of the cleaning routine	Risk acceptable	
20	Insufficient registration, induction, supervision (and temperature checking) of contractors working on site.	Contractors' access to School is limited and controlled so that other than an emergency they come in only in holidays.	Risk acceptable	
21	Young children not supervised using hand sanitiser (risk of ingestion). (Note: Skin friendly cleaning wipes is an alternative).	Cleaning wipes are available as part of the hygienic materials. Children are supervised properly when in School	Risk acceptable	
22	Young children and those with complex needs not supported in understanding importance of hygiene rules.	The School has good support in Early Years and those with more complex needs are known and well supported	Risk acceptable	
23	Lack of information on control measure e.g. how to react to coughing and sneezing using tissues (and their disposal), crock of arm and immediately cleaning hands with soap and water or hand sanitiser.	Staff have informed pupils on good hygiene and monitor their behaviour	Risk acceptable	

COVID-19 Risk Assessment for Schools

24	Hygiene rules not effective. "catch it, bin it, kill it" not re-publicised or applied.	These will be monitored. There is publicity around the school for the "catch it….." advice.	Risk acceptable	
25	Pupils not aware of behaviours which may increase the risk of droplet transmission (such as biting, licking, kissing or spitting).	Staff have informed pupils on good hygiene and monitor their behaviour	Risk acceptable	
26	Insufficient staff supervising and supporting normal medical staff particularly in their liaison with GPs, LA(?) etc.	The SLT provide support and the Head of Boarding looks after boarders	Risk acceptable	
27	Visits of or to GPs / nurses / dentists and local surgeries changed and not known by staff and or pupils.	Only affects boarders. Limited impact and School Nurse is on hand to assist	Risk acceptable	
28	Staff are not aware those with COVID-19 symptoms should not go to a GP surgery, pharmacy, urgent care centre or hospital.	Staff have been provided with guidelines.	Risk acceptable	
29	No procedure considered if a mobile testing unit is dispatched to test others in school. (Testing will focus on the person's class, followed by their year group, then the whole school if necessary.	Testing regime has changed and testing procedures are understood by School staff. Facilities are also available	Risk acceptable	

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30	Testing equipment (such a Samba 2) not operated by trained staff or not compliant with CQC and GDPR rules.	Staff have been fully trained to operate the NHS LFD equipment as part of the school's testing procedures. The School has no other equipment	Risk acceptable	
31	Insufficient or no procedure for summoning emergency services, lack of safe RV and cleared routes in and out.	School has procedures for staff to contact emergency services.	Risk acceptable	
32	No early liaison with local health protection teams and LA who provide advice (and may recommend large groups self-isolate or school closure)	The School has established a good relationship with Cheshire East and has used their expertise frequently.	Risk acceptable	
33	Insufficient First Aid trained personnel (ratio) for pupils in school and on activities and sport.	The School monitors First Aid training requirements and keeps staff up to date. A first aid training session is to be held in the School as part of INSET training	Risk acceptable	
34	Actions for using first aid on those with no COVID-19 symptoms unclear and not briefed.	The hygiene protocols have been well briefed and are now well understood by all School staff.	Risk acceptable	
35	Not compliant with requirements for EYFS and PFA certification.	The First Aiders in Early Years have received specialist training in	Risk acceptable	

		paediatric first aid and are aware of the requirements		
36	Medical policy, procedures and appropriate response to spectrum of medical issues not revised or shared?	The School can obtain advice from the School Nurse on the whole spectrum of medical issues in the context of the pandemic. Advice is regularly given to staff	Risk acceptable	
37	Pregnant women are in the 'clinically vulnerable' category and not following the relevant guidance.	A full risk assessment, including Covid aspect, is prepared for pregnant staff members	Risk acceptable	
38	Lack of School decision or policy for level of PPE required for staff or pupils.	Bursary staff have supervised the purchase and control of PPE. Stock levels are closely monitored and short supply times (typically 24 hours) means that stock can be replenished easily.	Risk acceptable	
39	If required or appropriate insufficient training for all those that wear face coverings including fitting, storing, care and disposal arrangements.	Staff were given training initially and have substantial experience of wearing PPE. Dedicated bins were purchased for use with discarded PPE and have been distributed around the School.	Risk acceptable	
40				

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41	School unaware of those that have been identified as Clinically Extremely Vulnerable (CEV) via a letter to the individual from NHS or their GP.	The School has identified one member of staff who is CEV and a risk assessment prepared.	Risk acceptable	
42	Clinically Extremely Vulnerable (CEV) staff and pupils have not been advised whether to work from home or go to school during period of temporary restrictions.	The School has liaised closely with the CEV staff member who has received regular advice on when to shield/unshield.	Risk acceptable	
43	Control measures in school are not sufficiently robust for clinically vulnerable staff and pupils.	Risk assessments have been prepared for clinically vulnerable staff and also staff with medical issues	Risk acceptable	
44	Medical advice for vulnerable staff and children not being followed and insufficient support both at school and at home.	The School monitors the wellbeing of staff and pupils closely. Medical details are retained for pupils with health conditions and the School Nurse is able to advise as necessary	Risk acceptable	
45	Those with particular characteristics and an increased COVID-19 risk not identified and sufficient measures taken to reduce risks.	Risk assessments have been prepared for staff members with an increased risk. A record of staff who are either clinically vulnerable or clinically extremely vulnerable has been established	Risk acceptable	

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46	Lack of knowledge on who has tested positive for COVID-19 and if it is recorded (for elimination purposes). Evidence of negative result should not be requested.	The School is aware of those staff and pupils who have tested positive.	Risk acceptable	
47	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.	The School records (Cover Manager for staff, iSAMS for pupils) records reasons for absence from School	Risk acceptable	
48	Lack of recording of which staff and pupils have been sent home with COVID-19 symptoms (a cough, high temperature or shortness of breath).	The School records (Cover Manager for staff, iSAMS for pupils) records reasons for absence from School	Risk acceptable	
49	Lack of regular dialogue with those that have suffered from COVID-19 and / or are isolated at home.	The School has good communications routines and keeps in touch with staff and parents	Risk acceptable	

Boarding Risk Assessment in the COVID-19 Environment

	Risk	Control Measures	Outcome	Remarks / Re-assessment
1	Are boarding policies and procedures updated, regularly reviewed and communicated?	Yes	Risk acceptable	

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		The School acts on advice from the BSA. Procedures are reviewed regularly e.g. when flexi boarding was stopped. The Head of Boarding is in regular communication with other School staff and parents		
2	Are all security and access systems regularly checked, updated and re-coded?	Yes	Risk acceptable	
3	Do boarding staff have the appropriate PPE, cleaning materials and training?	Yes	Risk acceptable	
4	Communication and procedures for welcoming back boarders and part-time boarders not applied.	The Head of Boarding has ensured that parents and pupils have been well informed on procedures for receiving boarders.	Risk acceptable	
5	Insufficient consideration of control measures and precautions for flexi and weekly boarders.	The School's hygiene and control measures have been included in Boarding procedures	Risk acceptable	
6	If required or appropriate insufficient efforts by school and parents to reduce travel between	The School has ensured that boarding pupils are required to carry out the minimum amount of travelling	Risk acceptable	

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	home and school to reduce risk of infection.			
7	If required or appropriate no plans or alternative arrangements for boarders to travel on dedicated school transport rather than public transport.	The School has attempted to minimise travelling requirements for boarders and has provided a School minibus to transport a number of pupils to and from London. Boarders only travel at the start and finish of each half term.	Risk acceptable	
8	If required or appropriate guidance on the quarantine arrangements for boarding school students travelling to attend a boarding school not known or implemented.	Boarding staff are familiar with arrangements and follow BSA advice	Risk acceptable	
9	If required or appropriate insufficient space and resources for isolating overseas pupils on their return.	Only a small number of boarders so space is not a problem.	Risk acceptable	
10				
11				
12	Rules and procedures for exeat, trips and activities out (or not!), appointments or visits from family	These are kept to a minimum. In general exeats parental visits are not allowed. Covid 19 protocols take precedence.	Risk acceptable	

	and / or guardians not complied with or understood.			
13	Are fire instructions and new procedures reviewed, understood and rehearsed?	Yes	Risk acceptable	
14	Are there sufficient rooms to isolate pupils (and staff)?	Yes	Risk acceptable	
15				
16	Do those attending cases in isolation know the procedures and have access to PPE?	Yes. Staff are totally familiar with the protocols	Risk acceptable	
17	Have parents been consulted prior to start of term as to where boarders will self-isolate should it be required? Advice suggests boarders should self-isolate in school (rather than go home).	Yes. Pupils have self isolated at School	Risk acceptable	
18	Laundry, bedding, furnishings, games and items that are hard to clean not removed and stored securely	Procedures are in place.	Risk acceptable	
19	If bed space has been reconfigured are there still sufficient bathroom facilities?	Yes	Risk acceptable	

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| 20 | Are boarders equipped with authorised equipment to stay-in touch with parents? | Yes | Risk acceptable | |
| 21 | Boarders aware of global news and how it may affect them or their family. | Boarders do have access to TV and world events. The boarding team is available to provide support | Risk acceptable | |

Support Staff Risk Assessment

	Risk	**Control Measures**	**Outcome**	**Remarks / Re-assessment**
1	Are support staff briefed on changes regularly?	Yes	Risk acceptable	
2	Physical meetings recognise hygiene arrangements including well-ventilated rooms.	Meetings are held in well ventilated room and appropriate distancing in operation	Risk acceptable	
3	Support staff and cleaners not fully considered or supported (particularly relating to age and vulnerability).	All staff have been supported through the pandemic including all those classed as support. Risk assessments have been prepared covering the support functions e.g. cleaning, site maintenance.	Risk acceptable	

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4	Do support staff have the appropriate PPE, cleaning materials and training?	Yes. They have access to visors, face masks, gloves and aprons. Good quality cleaning materials are in stock The Reception desk, Bursar's Office and AMC office have had perspex screens installed.	Risk acceptable	
5	Are cleaning regimes not enhanced, reviewed and inspected regularly or conforming to revised hygiene rules?	Yes. Regimes will be constantly monitored to ensure best results Staffing has been increased to improve the regime	Risk acceptable	
6	Are all security and access systems regularly checked, updated and re-coded?	Yes	Risk acceptable	
7	Have reconfigured areas, zones and routes hampered fire exits and routes?	Minimal adjustment to School spaces so no disruption to fire exits or routes	Risk acceptable	
8	Are fire and other emergency procedures reconfigured, routes clear and regularly inspected?	Yes	Risk acceptable	

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Dedicated School Transport and Driver Risk Assessment in the COVID-19 Environment

	Hazard	Control Measures	Outcome	Remarks / Re-assessment
1	Pupils do not know to board dedicated transport or public transport if they have symptoms or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (e.g. if they are required to quarantine).	Most pupils are delivered to School by parents. No public transport to School	Risk acceptable	
2	Drivers not regularly briefed on changes or included in staff briefings and revised schedules and notices.	Bus drivers not separate employees and are School staff and so automatically included briefings and communications	Risk acceptable	
3	Drivers not fully considered, supported or rostered (particularly relating to age and vulnerability).	As members of staff drivers are included is any risk assessments or staffing issues arising out of the pandemic	Risk acceptable	
4	Drivers have insufficient / inappropriate PPE, cleaning materials and training.	The full range of PPE is available as well as cleaning materials. Staff have been involved in briefings/training on Covid	Risk acceptable	
5	Inappropriate cleaning schedule that does not focus on control measures	Only limited use of transport	Risk acceptable	

	particularly frequently touched surfaces.			
6	Pupils not encouraged to switch to active travel (e.g. walk, cycle) and help to reduced journeys where possible.	Rural location makes thai extremely difficult	Risk acceptable	
7	Not implementing 'safe streets' policies outside schools.	Rural location	Risk acceptable	
8	Vehicles not well ventilated when occupied, particularly by opening windows and ceiling vents (with a balance between increased ventilation and maintaining a comfortable temperature).	Vehicles are well ventilated	Risk acceptable	
9	If required or appropriate insufficient or no use of hand sanitiser upon boarding and/or disembarking.	Hand sanitiser has been put in buses	Risk acceptable	
10	Pupils aged 11 and over are unaware that a face covering, is not necessary on transport unless they wish to wear one	Pupils briefed	Risk acceptable	
11	Pupils and parents unaware that use of face coverings and other control measures may be necessary temporarily.	Parents and pupils have been briefed	Risk acceptable	

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12	Unnecessary risks such as poorly organised queue and boarding process and overcrowding not minimised.	Only two minibuses used and not fully occupied	Risk acceptable	
13	No plan for measures, in case of emergency, for the movement of a symptomatic pupil by school transport.	Contingency plan in place	Risk acceptable	
14	No contingency plans outlining how to operate if there were an outbreak in their school or local area. The contingency framework refers.	Contingency plans are in place	Risk acceptable	
15	School vehicles not fully registered, insured, maintained and stocked with appropriate hygiene materials.	Vehicles are properly registered, regularly maintained and have sanitiser	Risk acceptable	
16	Public transport capacity continues to be constrained. Use by pupils, particularly in peak times, should be kept to an absolute minimum.	Rural location means public transport is not an option		

Facilities Management Risk Assessment

	Risk	Control Measures	Outcome	Remarks / Re-assessment

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1	Insufficient hand washing or hand sanitiser 'stations' for all pupils and staff to clean their hands regularly.	The School has purchased a number of sanitiser dispensers which have been installed across the site. a stock of sanitiser has also been purchased which is available for staff to use in classrooms, offices, toilets etc	Risk acceptable	
2	If required or appropriate contractor health declaration and pre-work briefings not considered or implemented	Contractors entry to School is restricted as far as possible to holiday periods. All contractors are instructed to follow the Schools Covid protocols. Contractors have to register during term time	Risk acceptable	
3	Policy and procedures for contractors including signing in and out, and badges on school sites not reviewed, and / or enforced	Contractors entry to School is restricted as far as possible to holiday periods. All contractors are instructed to follow the Schools Covid protocols. Contractors have to register during term time	Risk acceptable	
4	Contractor (and visitor) hygiene arrangements not considered including parking, guiding, supervision, breaks, meals and toilets.	The School has a formal sign-in procedure for visitors. Every effort is made to ensure that contractors are only onsite during holiday periods. The School has separate toilets for visitors.	Risk acceptable	
5	Heating system including fuel levels sufficient?	Yes. The School has additional portable heating (calor gas and electric oil filled). Boilers have annual	Risk acceptable	

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		maintenance. Kerosene levels are monitored regularly.		
6	Gas supply, venting and valves?	Yes. The School uses LPG as it is not on the gas mains.	Risk acceptable	
7	Have air conditioning ducts and units been checked and reviewed?	Maintenance regime is in place	Risk acceptable	
8	Electrical tests up-to-date including emergency lighting and PAT?	Up to date on both FET and PAT.	Risk acceptable	
9	Water testing for temperature, flow and legionella in date for test?	Weekly checks/ procedures have been done including during lockdown. Annual bacterial testing done during summer break	Risk acceptable	
10	Risk assessment of reinstated water and air conditioning systems not reviewed before building occupied	Inspection and maintenance regime in place	Risk acceptable	
11	Reinstated water and air conditioning systems not cleaned and disinfected, if required, by a competent person before building occupied.	Inspection and maintenance regime in place	Risk acceptable	
12	Insufficient arrangements for the operation, additional cleaning and security (and use) of the swimming pool	Inspection and testing regime in place		

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13	Fire alarm panel, system and extinguishers in date and serviced?	Yes. Usual maintenance work carried out.	Risk acceptable	
14	Fire doors improperly propped open to limit use of door handles and increase ventilation.	The School has encouraged better ventilation but staff have been made aware that wedges etc must be removed during a fire evacuation.	Risk acceptable	
15	Kitchen not reconfigured, stocked and cleaned if closed over a long period.	Catering is contracted out to Sodexo who have amended their working practices to facilitate a safer environment. Cleaning to a high standard has been maintained	Risk acceptable	
16	Insufficient chefs, supervising staff and cleaners to maintain high standards of hygiene.	The cleaning team has been increased to provide more manpower.	Risk acceptable	
17	Servery and dining room rules inadequate or unsafe including wiping table, chairs and hard surfaces between sittings.	The rules for the Dining Room are rigorous with demarcated space at the servery, good cleaning regime	Risk acceptable	
18	Insufficient drinking supplies and hydration available in dining room and around the school.	Water is available in the Dining Room and at a number of locations around the School. However some water facilities have been converted temporarily into wash stations.	Risk acceptable	

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19	Cleaners changed working patterns during the day not discussed or agreed to meet the revised hygiene requirements.	Any alterations to work routines have been discussed with and agreed by cleaning staff.	Risk acceptable	
20	Cleaners have insufficient or revised instructions and training for appropriate cleaning and the wearing and disposal of PPE.	The Cleaning staff have been involved in choosing and using their PPE from the start of the pandemic procedures in School.	Risk acceptable	
21	New service level agreement not agreed for contract cleaners, maintenance and grounds for a new working environment.	Not applicable	Risk acceptable	
22	Insufficient cleaning staff for revised cleaning schedule and deep clean of each room and space daily unless left fallow.	The cleaning team has been increased to provide more manpower. In addition staff have been seconded from the Sodexo catering team to augment the inhouse team.	Risk acceptable	
23	Insufficient immediate procedures (quarantine and deep clean) and PPE where areas contaminated with bodily fluids.	The School has purchased bodily fluid clean up kits.	Risk acceptable	
24	Cleaning staff not equipped or using appropriate PPE including aprons, gloves, face coverings and their subsequent disposal.	The Cleaning staff have been involved in choosing and using their PPE from the start of the pandemic procedures in School.	Risk acceptable	

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25	Laundry washers and dryers serviceable, able to cope with demand, temperature requirements and have sufficient washing products?	Yes.New laundry equipment installed summer 2021	Risk acceptable	
26	Suspended services not re-set or reviewed to cater for current school operation including waste disposal.	No services have been fully suspended although contract catering has been cut back.	Risk acceptable	
27	Scheduled or on-going building works not reviewed given revised school timetables, staggered drop-off / pick-ups times.	Work on the fabric of the School is very rarely carried out during term time. Emergency work would be organised so as to minimise Covid risk	Risk acceptable	
28	Suppliers not following appropriate hygiene measures and new routes, arrival details etc	Suppliers deliver to the Main Building which is out of the way of the main parent drop off. Food suppliers usually deliver before the school day starts.	Risk acceptable	
29	Have waste procedures been reviewed?	Yes. A service to safely dispose of waste from testing has been put in place. Waste bins for PPE have been situated around the School	Risk acceptable	
30	Are pest control services recorded, deficiencies identified and actioned?	Regular checks in place and visits recorded	Risk acceptable	
31	How often is this Risk Assessment reviewed or update	Regularly reviewed and updated a s advice or regulations change	Risk acceptable	

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