



Date of RA: 21 May 2020
Date of last review: 22 June 2020

COVID-19 – RISK ASSESSMENT FOR PHASED RE-OPENING OF RATCLIFFE COLLEGE PREP SCHOOL & NURSERY

Risk Assessment - Overall

Risk Assessment in the COVID-19 Environment

	Hazard	Control measures	Outcome	Remarks / Re-assessment
A	Safeguarding policy and procedures not updated and / or staff and pupils not feeling safe.	DSL's to update the Safeguarding addendum with regard to COVID-19.	Safeguarding risk to pupils by staff not following current policies and procedures.	Individual RAs regarding safeguarding in place
B	Government advice not being regularly accessed, assessed, recorded and applied.	SLT monitors and shares relevant Government advice, that is discussed on a regular basis. https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-early-years-and-childcare-settings-from-1-june https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-secondary-schools ADD other gov links	Safety of staff and pupils compromised by not following current Government guidance in respect of returning to schooling.	
C	Unions not consulted over plans.	The Head Teacher of the Prep School has liaised weekly with his staff team to address any questions regarding the safe re-opening of the School. Nursery Manager has held individual meetings with Nursery team.	Potential for Unions to advise/instruct members at RC not to return to school.	

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		<p>Prep School Deputy Head and Nursery Manager met on site with all staff prior to the planned re-opening on June 1.</p> <p>Head established a senior school working party to establish plans for a senior school for yer 10 and 12.</p>		
D	Changes not regularly communicated to staff, pupils, parents and governors	<p>All staff are keep up to date with weekly meetings with SLT via Google meet.</p> <p>The Head of Prep School sent out weekly letters to parents updating on return to school arrangements.</p> <p>Governors carried out site visit on 21/05/20.</p> <p>Recommended senior school plans to be shared with Governors at earliest opportunity.</p>	Incorrect information circulated in the schools wider community on the return to schools safety measures.	
E	Changes to assessments, procedures and other important matters not reviewed by Governors	<p>Governors receive regular communications from Headmaster, additional meetings held where specific details require approval.</p> <p>Governors visiting Prep School Friday 22/05/20, to review all arrangements for reopening.</p> <p>A meeting will follow to approve the phased reopening plans.</p> <p>The Governing Body met on Tuesday 26/05/20 and have approved the re-opening of the Nursery and Prep School as per the guidance documentation and Risk Assessments.</p>	Governors not involved in planning process or familiar with measures implemented to ensure safe re-opening of the school.	
F	Insurers not consulted with school's re-opening and / or amended plans	<p>Bursar maintained regular communication with insurers.</p> <p>Email to Gallagher on 21/05/20 to inform insurer of plans to reopen the prep School & Nursery on 01/06/20.</p>	Any future C-19 related claim potentially challenged by insurer, if not informed prior to re-opening of PS & N.	Update with Ecclesiastical back to work guidance..
G	Suspended services and subscriptions not reset	The school continues to operate a skeleton administration function to ensure the continuity of essential services.	All relevant subscriptions that fall for renewal during C-19 shut down, have been renewed as per contract conditions.	Under weekly review.

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H	Access to school not controlled effectively and visitor (if allowed) details not recorded.	<p>The existing security arrangements remain in place.</p> <p>The campus is currently closed to all visitors.</p> <p>Heightened awareness of staff on-site to challenge any visitors who should not be on the School campus.</p>	Visitors on to the school site during school hours, not following return to school guidelines in terms of C-19.	
I	Social Distancing (SD) and other hygiene rules not communicated, understood and applied.	<p>The school has communicated the planned SD measures to all staff, parents and governors prior to reopening.</p> <p>The Deputy Head of the Prep School invited all Year 6 students online to outline the expectations on their return to school.</p> <p>Daily updates provided by Prep School Head and SLT member and supervising member of staff with reference to Key Worker provision.</p> <p>Ref: Nursery & Prep School</p>	Specific arrangements reference RA for Nursery & Prep School:	
J	Staff and pupils not being reminded and checked to ensure they are complying with hygiene and SD rules.	<p>All staff to remind pupils to wash hands on a regular basis throughout the day.</p> <p>Ref: Children returning to Nursery RA – RG</p> <p>Ref: Staff returning to Nursery RA – RG</p> <p>Ref: Return to Prep School RA - JC</p> <p>Ref: Phased Reopening Plan for Senior School - CD</p>	Specific arrangements will be communicated to all staff to ensure compliance with PS & N specific RAs.	
K	Insufficient supplies of hygiene materials and not being suitably placed.	Bursar & Head of Domestic Services in regular communication on sourcing sufficient hygiene materials and supplies. The market is changing daily and the school is ensuring that items such as hand sanitiser are a priority purchase.	Hand sanitiser is more available in the foam form for use in existing wall mounted dispensers. Existing dispensers have been relocated to the key locations identified in the PS & N RAs.	

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L	Insufficient or unsuitable cleaning regime - lack of regular reassessment and revision to high risk areas such as toilets, door handles, keypad switches, hand rails and regularly used hard surfaces etc.	The Head of Domestic Services has produced specific cleaning routines for each of the PS & N buildings in accordance with current Government hygiene advice on C-19. Ref: C-19 specific cleaning Schedules for PS & N. https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-secondary-schools	Risk that a pupil or member of staff becomes unwell from lack of a focused C-19 cleaning regime.	
M	No precautions to keep shared teaching equipment (e.g. musical instruments, pens, pointers, keyboards) hygienic.	Shared equipment will be kept to a minimum, where necessary TAs & Teaching staff will ensure equipment is cleaned if used by more than one bubble. Disinfectant spray and wipes in every classroom and area designated for use. Specific arrangements reference RA for Nursery & Prep School:	Risk that a pupil or member of staff becomes unwell from lack of a suitable equipment cleaning regime.	
N	High risk areas not being regularly monitored for hygiene.	All high risk areas identified within C-19 specific cleaning schedules. No boarding pupils in the first phase of re-opening. Ref; Cleaning Schedules for PS & N - MP	Risk that a pupil or member of staff becomes unwell from lack of a focused C-19 cleaning regime.	Cleaning operations monitored on a weekly basis by SLT agenda.
O	No contingency plans in place for the transition to full opening (or re-closing) including rapidly sharing updates and decisions.	The SLT will monitor the phased re-opening of the PS and N, the experience of which will assist form decisions on the opening of the remainder of the PS and SS. Review of re-opening arrangements weekly item on SLT agenda.	Ensure the school retains sufficient flexibility to make adjustments to current return to school practises, to improve both the PS & N provision, and help form the wider return to school.	Add as a standing item to the SLT/SMT agenda. First reviewed 01/06/20
P	All hazards identified properly mitigated and regularly re-assessed?	Specific arrangements have been risk assessed, and recorded in RA for Nursery & Prep School: Ref: Children returning to Nursery RA – RG	Prevent any future Health & Safety risks by monitoring current provision weekly, and making	H & S standing item on SLT/SMT agenda

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		Ref: Staff returning to Nursery RA – RG Ref: Return to Prep School RA - JC Ref: COVID-19 Response Policy Keyworker/SEND/EHCP R included	appropriate adjustments to future provision.	Fire Drills in Prep & Nursery 2/06 & 3/0 respectively.
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Pupils, Parent and Staff Risk Assessment in the COVID-19 Environment

	Hazard	Control Measures	Outcome	Remarks / Re-assessment
1	Communication channels not working and not being reviewed. (Email, text, facebook etc).	<p>Website: hosted on dedicated server with office hours support from Website agency.</p> <p>Ratcliffe App: hosted and supported by Weduc with office hours support</p> <p>Email: Anything sent out via school email uses SIMS Intouch only barrier would be a spam filter on recipient's email settings.</p> <p>Social Media: We have no control over this channel working or not of user preferences</p>	<p>Marketing Team and Website Agency alerted when there is an issue with the website so fix can be deployed.</p> <p>The Technical Team at Weduc can troubleshoot any issues with individuals not receiving information and any software downtime.</p> <p>Reviewed on a daily basis by the Marketing Team.</p> <p>College IT Team can fix anything email-related</p> <p>Marketing Team have access to all accounts to maintain control</p>	

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			of outbound messaging, and audience targeting	
2	Lack of a robust feedback and reply system to ensure best practice and two-way communications for pupils, parents, staff and governors	<p>All parent communications sent out via the App. Users have three ways to ask for help:</p> <p>1 – email help@ratcliffecollege.com</p> <p>2 – Send an in-app message to Marketing Team members directly</p> <p>3 – contact the Development Team at Weduc in app.</p> <p>4 - parents can telephone the School's Reception</p> <p>Website, email and social media just as a back-up where appropriate.</p>	<p>Marketing Team pick up help@inbox messages daily and in-app messages also daily. Usually responding within 24 hours (Mon-Fri) as per SLA.</p> <p>Weduc Team take a little longer but respond directly to user and Marketing Team with solution as quickly as possible.</p> <p>When Reception is unmanned voicemail messages are forwarded by email to the Marketing Team who check messages daily.</p>	
3	No Governor and / or SLT member for school / department nominated to be responsible for COVID-19 matters. Governor / SLT members' contact details not known and not on call.	The Chair of Governors has been designated to deal with all C-19 matters together with the Headmaster, Bursar, Head of Prep School and Head of EYFS.	Governors detached from planning process and not informed of arrangements for the return to the PS & N.	
4	No system to communicate with parents and staff that have not returned to school for fear of infection.	<p>School maintains regular communication with all employees both those involved in remote learning and those of Furlough leave.</p> <p>Ref: Phased return to school proposal – JC</p> <p>Ref: Phased re-opening plan for senior school - CD</p>	Parents and staff feel detached from school.	
5	Lack of knowledge of where pupils / staff have travelled from (other than home and school). (via app or written diary?)	School has detailed knowledge of all pupils and staff.	Staff, parents or pupils putting the safety and welfare of others in school at risk by not adhering	

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		FAQs document sent to families prior to opening, reinforces the requirement to follow current Government guidance on C-19. https://www.vwv.co.uk/images/documents/independent-schools/Coronavirus-schools-re-opening-questionnaire-15May-VWV.pdf	to current SD rules or other C-19 Guidance.	
6	Lack of rules / procedures for hygiene standards for staff and pupils – and failure to adequately enforce standards	FAQs document sent to families prior to opening, reinforces the requirement to follow current Government guidance on C-19. Update behaviour, rewards and sanctions policy and share with students, parents, staff and on the website.	Staff, parents or pupils putting the safety and welfare of others in school at risk by not adhering to current SD rules or other C-19 Guidance	
7	Staff not trained or regularly updated in COVID 19 symptoms, SD and how these rules apply to teaching?	Medical staff will provide guidance and support to staff with regard to C-19.	Risk that a pupil or member of staff becomes unwell, by another person in school showing symptoms of C-19.	
8	School transport not operating to reflect SD, hygiene, PPE and cleaning arrangements.	No transport being provided.	NA	
9	At drop-off and pick-up parents remain in vehicles and SD outside gates and entrances.	Drop off arrangements communicated to parents in FAQs document. Site staff in High Vis to assist PS SLT, in providing direct guidance to parents at Drop Off & Pick Up times.	Parents not observing SD rules, by getting out of cars to speak to other parents at DO & PU times.	
10	Insufficient registration throughout the day	Registration will be undertaken in accordance with usual practices.	Attendance of pupils not accurately recorded each day.	
11	Transit spaces (corridors), social zones (car parks, common rooms, playgrounds) not being configured to SD rules.	Specific arrangements for SD, detailed in the: Ref: Children returning to Nursery RA – RG Ref: Staff returning to Nursery RA – RG Ref: Return to Prep School RA - JC	Staff, parents or pupils putting the safety and welfare of others in school at risk by not adhering to current SD rules or other C-19 Guidance.	

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		Ref: Phased re-opening plan for senior school - CD		
12	Learning and recreational spaces not configured to SD rules.	Specific arrangements for SD, detailed in the: Ref: Phased return to school proposal - JC https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-secondary-schools	Staff, parents or pupils putting the safety and welfare of others in school at risk by not adhering to current SD rules or other C-19 Guidance.	
13	Lack of consideration of different age groups provided for in timetabling, length of the school day and exposure to other age groups.	Specific arrangements for the onsite educational provision for each age group,detailed in the: Ref: Phased return to school proposal - JC Ref: Phased re-opening plan for senior school - CD	Risk that the planned provision for all does not retain the 'bubbles' principle of Government guidance.	
14	No system in place to deal with bereavements, trauma, anxiety, behavioural issues.	The school pastoral support system is ready for such an eventuality. PS has experience of supporting families through C-19 related illness and bereavement.	Inadequate pastoral system places welfare of pupils and staff at risk in the event of a C-19 related bereavement.	

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

	Hazard	Control Measures	Outcome	Remarks / Re-assessment
1	Lack of review, update or sharing of safeguarding, code of practice, and staff handbook policies.	Staff handbook available to all employees on electronic shared area. Safeguarding policy compliant with KCSIE guidelines. Regularly reviewed by Governors. All employees receive regular safeguarding training consistent with KSCIE guidelines.	Safeguarding risk to pupils as a result of staff not following safeguarding policy and procedures.	Regular review by DSL

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2	DSL and ADSL not easily contacted and their contact information not known to all.	The DSL and ADSL will be onsite during the return to schooling.	Safeguarding risk to pupils as a result of staff not following safeguarding policy and procedures.	
3	No COVID-19 specific policy that includes medical responses, SD, teaching, socialising, feeding, hydration, well-being etc.	Medical centre on site, to provide advice and guidance on all C-19 related health matters.	Staff, parents or pupils putting the safety and welfare of others in school at risk by not adhering to current SD, teaching, catering rules or other C-19 Guidance	
4	Fire drills, routes and assembly points not rehearsed.	Specific Fire Alarm procedures contained in: Ref: Children returning to Nursery RA – RG Ref: Staff returning to Nursery RA - RG Ref: Return to Prep School RA - JC Ref: Phased re-opening plan for senior school - CD Fire Drill planned for first week of return to onsite schooling	Health & Safety risk to pupils and staff by not being aware of revised procedures for Fire evacuation.	Fire Drill for Nursery carried out on Wednesday 3/06/20. Fire activation on 2/06/20 in Prep School.
5	Class sizes not reduced and kept together in their “bubble” (minimising contact with others or properly supervised.	Specific arrangements for SD, detailed in the: Ref: Children returning to Nursery RA – RG Ref: Staff returning to Nursery RA – RG Ref: Return to Prep School RA - JC Ref: Phased re-opening plan for senior school - CD	Risk that the planned provision for all does not retain the ‘bubbles’ principle of Government guidance.	
6	Needs of each age group and class not considered separately in terms of support, activities and facilities.	Specific arrangements for the onsite educational provision for each age group,detailed in the: Ref: Phased return to school proposal - JC Ref: Phased re-opening plan for senior school - CD	Staff, parents or pupils putting the safety and welfare of others in school at risk by not adhering to curent SD rules or other C-19 Guidance.	

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7	Staff not having sufficient down time / rest during the working day / week?	School has welfare support in place for all staff, either on site or involved in remote learning provision.	Staff not coping with new arrangements for schooling and falling unwell.	
8	Lack of new staff and pupil induction. Registration and recruitment processes not adapted or compliant.	All staff involved in provision are existing employees familiar with school policies and procedures.	Safeguarding risk to pupils as a result of staff not following safeguarding policy and procedures.	
9	SCR and required documents not properly verified or recorded.	SCR managed by HR manager and reviewed regularly by Bursar and termly by the designated Safeguarding Governor	Safeguarding risk to pupils as a result of not following ISI regulatory practice and procedures with regard to the safer recruitment of staff.	
10	Plans to working and learning outside not fully considered	Specific arrangements for the on-site educational provision for each age group, included the use of external areas detailed in the: Ref: Phased return to school proposal - JC Ref: Phased re-opening plan for senior school - CD	Staff, parents or pupils putting the safety and welfare of others in school at risk by not adhering to current SD rules or other C-19 Guidance.	
11	Opportunities for non contact sport, adventure play, Forest School, gardening etc not regulated or considered.	Specific arrangements for the onsite educational provision for each age group, included the use of external areas detailed in the: Ref: Children returning to Nursery RA – RG Ref: Staff returning to Nursery RA – RG Ref: Return to Prep School RA - JC	Staff, parents or pupils putting the safety and welfare of others in school at risk by not adhering to current SD rules or other C-19 Guidance	
12	Sporting, play and SD rules unclear to staff, pupils, parents and visitors.	Specific arrangements for the onsite educational provision for each age group, including sporting and play based activities detailed in the: Ref: Phased return to school proposal - JC	Staff, parents or pupils putting the safety and welfare of others in school at risk by not adhering to current SD rules or other C-19 Guidance	

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		Ref: Phased re-opening plan for senior school - CD		
13	Drama, dance and music activities not applying SD or hygiene rules	Specific arrangements for the onsite educational provision for each age group, including all other activities detailed in the: Ref: Phased return to school proposal - JC Ref: Phased re-opening plan for senior school - CD	Staff, parents or pupils putting the safety and welfare of others in school at risk by not adhering to current SD rules or other C-19 Guidance	
14	Risk assessment for sport, play, drama, dance and music activities not properly formulated.	Specific arrangements for the onsite educational provision for each age group, including all other activities detailed in the: Ref: Phased return to school proposal - JC Ref: Phased re-opening plan for senior school - CD	Staff, parents or pupils putting the safety and welfare of others in school at risk by not adhering to current SD rules or other C-19 Guidance	
15	Staff meetings and staff rooms unregulated in terms of space, equipments, resources (copiers kettles, biscuits tins etc) timings, SD and purpose.	The principle of 'bubbles' restricts opportunities to leave designated classrooms. Staff will plan breaks, etc to be staggered if necessary.	Staff, parents or pupils putting the safety and welfare of others in school at risk by not adhering to current SD rules or other C-19 Guidance	
16	Security, CCTV and access systems not regularly checked, updated and (where necessary) re-coded.	All security systems remain monitored daily by onsite residential security officer.	Health & safety of staff and pupils put at risk by unauthorised visitors or intruders to site.	
17	Parent, Pupil, Staff, Contractor, Visitor drop-off and pick-up procedures, in and out routes not been shared, understood or applied.	Specific arrangements for SD, detailed in the: Ref: Children returning to Nursery RA - RG Ref: Staff returning to Nursery RA - RG Ref: Return to Prep School RA - JC Ref: Phased re-opening plan for senior school - CD	Parents, contractors not observing SD rules, by not following guidance of staff at DC & PU times.	

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		Site staff in High Vis to assist PS SLT, in providing direct guidance to parents at Drop Off & Pick Up times		
18	Transit spaces (corridors), social zones (common rooms / playgrounds) not configured to SD rules.	Specific arrangements for the onsite educational provision for each age group, included the use of external areas detailed in the: Ref: Phased return to school proposal – JC Ref: Phased re-opening plan for senior school - CD	Staff, parents or pupils putting the safety and welfare of others in school at risk by not adhering to current SD rules or other C-19 Guidance	
19	Classrooms don't reflect SD layout, PPE, screening and regular cleaning rules.	Specific arrangements for the layout of classrooms detailed in the: Ref: Children returning to Nursery RA – RG Ref: Staff returning to Nursery RA - RG Ref: Return to Prep School RA - JC Ref: Phased re-opening plan for senior school - CD C-19 PPE supplied to staff including face visors, face coverings, gloves, etc. for use at the discretion of individual members of staff. Unnecessary furniture to be removed from each room to allow cleaners to focus the cleaning and hygiene procedures only on furniture in use daily.	Safety and Welfare of staff and pupils put at risk by not planning the layout of classrooms and other areas utilised for onsite provision, without regard for SD measures.	
20	Minimising contact and mixing not effective in the classroom and during breaks.	The principle of 'bubbles' restricts opportunities to leave designated classrooms. Staff will plan breaks, etc to be staggered if necessary.	Staff or pupils putting the safety and welfare of others in school at risk by not adhering to current SD rules.	
21	No regular breaks for handwashing during the school day.	Handwashing guidelines included in the; Ref: Children returning to Nursery RA – RG Ref: Staff returning to Nursery RA - RG Ref: Return to Prep School RA - JC	Staff or pupils putting the safety and welfare of others in school at risk by not adhering to guidelines for regular washing of hands.	

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		Ref: Phased re-opening plan for senior school - CD Handwashing sinks are available in all classrooms so no-one required to leave classrooms to hand wash.		
22	Insufficient hygiene stations at entrances, exits toilets, classrooms, play areas, common rooms, staff areas etc	Hygiene stations in each classroom at handwashing sink, with addition of sanitising gel, tissues and a bin. All external entrances to be fitted with wall mounted hand sanitising units.	The safety and welfare of all pupils and staff in school at risk by not providing adequate facilities for hand sanitation.	
23	Hygiene stations not stocked, checked and cleaned regularly.	The school has C-19 specific cleaning schedules produced on 21/05/20, That detail all daily arrangements for cleaning and hygiene, including restocking of hygiene stations. Ref; Cleaning Schedules for PS & N – MP	The safety and welfare of all pupils and staff in school at risk by not checking hygiene stations on a daily basis.	
24	Unnecessary items not removed from classrooms and other learning environments.	Unnecessary furniture to be removed from each room to allow cleaners to focus the cleaning and hygiene procedures only on furniture in use daily.	Not carry out effective daily cleaning operations, by unnecessary cleaning of items not being utilised for onsite teaching and learning.	
25	Soft furnishings, soft toys and items that are hard to clean not removed and stored securely.	All soft items removed from classrooms.	The safety and welfare of all pupils and staff in school at risk by use of soft items that cannot be effectively disinfected on a single use or daily basis.	
26	Staff unable to manage, whilst in the transition phase, both in school and remote learning.	Parents made aware in FAQs document, of the effect on ongoing remote learning provision once onsite T&L is in operation. Ref: Phased return to school proposal - JC Ref: Phased re-opening plan for senior school - CD	Risk of dissatisfaction of fee paying parents with reduced online learning provision.	

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27	Assemblies, break times, drop-off and collection times not sufficiently well staggered.	<p>All arrangements for DO & PU communicated to parents in FAQs document.</p> <p>Site staff in High Vis to assist PS SLT, in providing direct guidance to parents at Drop Off & Pick Up times</p> <p>The school day has been staggered to allow year groups to remain in 'bubbles'.</p> <p>Ref: Children returning to Nursery RA – RG Ref: Staff returning to Nursery RA – RG</p> <p>Ref: Return to Prep School RA - JC</p> <p>Ref: Phased re-opening plan for senior school - CD</p>	Staff, parents or pupils putting the safety and welfare of others in school at risk by not adhering to current SD rules or other relevant C-19 Government and Schools Guidance.	
28	Meal times not de-conflicted or possible to achieve SD in the servery and dining areas whilst still providing sufficient nourishment.	<p>Cygnets, Swans and Year 6 will remain in bubbles during lunchtime, and will eat parents provided packed lunch. Year 1 will have hot meals provided for in the Newman Hall.</p> <p>Ref: Children returning to Nursery RA – RG Ref: Staff returning to Nursery RA – RG</p> <p>Ref: Return to Prep School RA - JC</p> <p>Ref: Phased re-opening plan for senior school - CD</p>	Staff, parents or pupils putting the safety and welfare of others in school at risk by not adhering to current SD rules or other relevant C-19 Government and Schools Guidance.	
29	Hazards and risks of providing breakfast and after school clubs not understood.	No co-curricular provision planned from 1 June to 3 July 2020.	NA	
30	Medical advice for vulnerable staff and children not being followed and insufficient support both at school / home.	On-site medical team provide guidance to parents, staff and pupils on C-19 related matters.	Staff, parents or pupils putting the safety and welfare of others in school at risk by not adhering to current SD rules or other relevant C-19 Government and Schools Guidance.	

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31	Pupil and staff mental health and wellbeing not properly considered with individual needs not identified or support.	PS SMT monitor the health and wellbeing of pupils and staff during return to schooling, as per current safeguarding policy and procedures. DSL C-19 Safeguarding RA – CD	Failure to follow existing guidelines within Staff handbook, leads to welfare issues for staff. Safeguarding risk to pupils if school policy not followed correctly.	
32	Re-scheduling of activities not operating efficiently or safely due to SD rules and timings	Specific arrangements for SD, detailed in the: Ref: Children returning to Nursery RA – RG Ref: Staff returning to Nursery RA – RG Ref: Return to Prep School RA - JC Ref: Phased re-opening plan for senior school - CD	Staff, parents or pupils putting the safety and welfare of others in school at risk by not adhering to current SD rules or other relevant C-19 Government and Schools Guidance.	

Medical Risk Assessment in the COVID-19 Environment

	Hazard	Control Measures	Outcome	Remarks / Re-assessment
1	Science of risk not understood e.g. less severe symptoms in adults, younger children less likely to become unwell, small class sizes will help.	The school has and continues to follow Government advice on arrangements for onsite provision in the context of the restrictions of C-19. The school medical centre provides specific medical expertise in the treatment of unwell pupils and staff.	Safety and welfare of pupils and staff put at risk by not following medical staff guidance, for the treatment of unwell children and adults.	
2	Hygiene rules not effective. “catch it, bin it, kill it” not re-publicised or applied.	The school has specific signs in place for a. “catch it, bin it, kill it”, with tissues, bins and hand sanitisers in each classroom.	Safety and welfare of pupils and staff put at risk by not following guidance with regard to “catch it, bin it, kill it”	

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3	No / insufficient staff supervising / supporting normal medical staff?	The school nurse team have a rota in place to provide medical cover for the entirety of onsite provision on a daily basis.	Safety and welfare of pupils and staff put at risk by not having medically trained staff available to treat unwell adults or children.	
4	Insufficient medical staff to deal with temperature testing, isolating and monitoring suspect COVID-19 cases, outside appointments and normal medical issues.	The school nurse team have a rota in place to provide medical cover for the entirety of onsite provision on a daily basis.	Safety and welfare of pupils and staff put at risk by not having medically trained staff available to treat unwell adults or children.	
5	Insufficient First Aid trained personnel (ratio) for pupils in school (16.5.20)	The school nurse team have a rota in place to provide medical cover for the entirety of onsite provision on a daily basis.	Safety and welfare of pupils and staff put at risk by not having medically trained staff available to treat unwell adults or children.	
6	No or insufficient training for those operating temperature testing or other precautions that require new equipment. Training not recorded for future reference.	The school nurses are sufficiently qualified to operate specific medical equipment purchased to assist with C-19, including new higher specification temperature testing equipment.	Safety and welfare of pupils and staff put at risk by not having medically trained staff available to treat unwell adults or children.	
7	Medical policy, procedures and appropriate response to spectrum of medical issues not being revised or shared?	Head Nurse has produced a C-19 specific RA and procedure, shared with all other nurses on duty rota. Ref Medical RA – DB/CD	Safety and welfare of pupils and staff put at risk by not having medically trained staff available to treat unwell adults or children.	
8	Medical room(s) improperly equipped.	The Head Nurse has purchased new equipment to add to the current medical centre's extensive equipment inventory.	Lack of suitable medical equipment leads to welfare and safety risk to pupils and staff falling unwell.	
9	Lack of School decision regarding the level of PPE required for pupils and staff. Insufficient training, face fit testing, use, care and disposal arrangements.	The school will continue to follow Government advice of PPE and face coverings in particular.	Safety and welfare of pupils and staff put at risk by not having appropriate PPE available to	

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		https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-secondary-schools Each member of staff in the PS & N, will have a set of PPE available including; face covering, face shield, disposable gloves & disposable apron.	staff, or PPE is not worn correctly.	
10	Sickness management rules and the “don’t come to work if you are ill” not understood or observed.	The PS & N FAQs include guidance and advice to parents and staff, to explain when not to come into school due to illness. Ref: Phased return to school proposal - JC	Safety and welfare of pupils and staff put at risk by members of staff or pupils coming into school when unwell.	
11	Different age groups with different risk profiles for each group of staff and pupils not risk assessed?	The PS SMT have undertaken specific RAs for each age group and produced guidance to manage the phased return to school education offering by age group. Ref: Children returning to Nursery RA – RG Ref: Staff returning to Nursery RA – RG Ref: Return to Prep School RA - JC Ref: Phased re-opening plan for senior school - CD	Inadequate assessment of risk carried out prior to phased re-opening, for each of Cygnets, Swans, Yr 1 & Yr 6 leading to Safety and welfare of pupils and staff.	
12	School unaware of any staff and pupil pre-existing medical conditions.	The school undertakes confidential medical screening as part of the safer recruitment process. All staff engaged in the phased re-opening required to complete a further confidential medical declaration, to be reviewed by school nurses. Any staff with high risk underlying medical conditions will not return to work at this stage. Pupils required to fill in regular health declarations as part of the schools annual data check, parents required to provide any new information on diagnosis of any medical conditions for pupils.	Safety and welfare of members of staff and pupils put at serious risk, by insufficient information on pre-existing medical conditions, preventing medical team from having access to this information prior to undertaking any treatment of pupils or staff.	

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		Ref: Returning to school medical declaration form - JC Ref: Phased re-opening plan for senior school - CD		
13	Lack of knowledge on whom has been tested (positive or otherwise) for COVID-19 and if it is recorded (for elimination purposes).	At present testing or screening is available only to staff or pupils that are showing C-19 symptoms. Any pupil or member of staff showing C-19 symptoms will be referred for testing.	Staff, parents or pupils putting the safety and welfare of others in school at risk by not adhering to current C-19 Government and Schools Guidance.	
14	Insufficient information on which staff or pupil(s) have had contact with anyone tested positive or suspected of COVID-19 and if recorded and actioned.	The school will follow Government advice on introduction of the contact tracing measures to be implemented in the UK. https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-secondary-schools	Staff, parents or pupils putting the safety and welfare of others in school at risk by not adhering to current C-19 Government and Schools Guidance.	
15	Lack of recording of which staff and pupils have been sent home with COVID-19 symptoms (a cough, high temperature or shortness of breath).	Medical staff will record in detail all members of staff and pupils, that have been sent home with C-19 symptoms.	Staff, parents or pupils putting the safety and welfare of others in school at risk by not adhering to current C-19 Government and Schools Guidance.	
16	Lack of regular dialogue with those that have suffered from COVID-19 and / or are isolated at home.	School medical staff to ensure that regular communication exists and is recorded, between school and any member of staff or pupils that are currently isolated at home following displaying C-19 symptoms.	Staff, parents or pupils putting the safety and welfare of others in school at risk by not adhering to current C-19 Government and Schools Guidance.	
17	Inadequate information on who is shielding another family member and/or who has a condition that precludes their attendance at school.	The PS & N return to school guidelines, reinforce the requirement for parents to follow current Government advice on shielding family members at home. Ref: Returning to school medical declaration form - JC	Staff, parents or pupils putting the safety and welfare of others in school at risk by not adhering to current C-19 Government and Schools Guidance.	
18	Insufficient proof of shielding and individual conditions?	If the school medical team and SLT believe there is evidence that current C-19 Government guidance, with regard to	Staff, parents or pupils putting the safety and welfare of others	

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		shielding is not being followed, that family will be required to remain at home.	in school at risk by not adhering to current C-19 Government and Schools Guidance.	
19	No separate area for temperature testing, holding and isolation of pupils/staff. Areas not easily identified or regularly cleaned?	The school has a specific medical centre, supplied with appropriate equipment. The VI Form flat has been equipped to serve as a medical isolation room for holding pupils or staff showing C-19 symptoms.	Safety and welfare of pupils and staff put at risk by not following Government C-19 guidance, for the treatment of unwell children and adults.	
20	Temperature testing undertaken using unsafe methods, not reflecting SD rules, not recorded or kept appropriately.	Appropriate new temperature testing equipment has been added to medical centre inventory	Lack of suitable medical equipment including suitable temperature testing equipment, leads to welfare and safety risk to pupils and staff falling unwell	
21	Insufficient or no procedure for summoning emergency services, lack of safe and cleared routes in and out.	The school medical team will be responsible for any communication with the ambulance service, and will provide access information. Fire services communication and access will be the responsibility of the Estates Supervisor, in the capacity of Fire Warden.	Lack of preparedness leads to delays and confusion for emergency services called to attend an incident on the school site, leading to a safety and welfare issue for pupils or staff. Inadequate planning results in a communication delay with emergency services, resulting in unnecessary damage to property.	
22	Visits of or to GPs / nurses / dentists and local surgeries changed and not known by staff and or pupils	The school has a long term agreement with local GP practise Syston Medical Centre, for advice or the direct treatment of pupils and staff.	Safety and welfare of pupils and staff put at risk by not following Government C-19 guidance, for the treatment of unwell children and adults.	

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23	No regular supervision of staff and pupils to ensure they comply with hygiene rules (and the use of PPE where specified as needed)	<p>The guidelines for PS & N staff and pupils is detailed in the return to school guidance document.</p> <p>Ref: Children returning to Nursery RA – RG Ref: Staff returning to Nursery RA - RG</p> <p>Ref: Return to Prep School RA - JC</p> <p>Ref: Phased re-opening plan for senior school - CD</p> <p>Head of PS will monitor the implementation of safety and hygiene during schools operating hours.</p>	Safety and welfare of pupils and staff put at risk by not following Government C-19 guidance, for the treatment of unwell children and adults.	
24	Insufficient registration, induction, supervision and temperature checking of contractors when essential work is required on site.	<p>School office staff on site during the schools opening hours, to carry out registration and attendance procedures.</p> <p>All contractors required to visit site for essential work, have been required to provide the school with an appropriate C-19 scope of works plan. The information is currently being collated by the Assistant to the Bursar.</p>	Safety and welfare of pupils and staff put at risk by essential contractors carrying out works on the school site, not following Government C-19 guidance, for social distancing and wearing of PPE.	
25	Medical staff have insufficient or unsuitable PPE, cleaning materials and training for tasks.	<p>The medical team are qualified medical staff, who have taken steps to ensure the medical centre is ready for the phased re-opening of the PS & N.</p> <p>Sufficient stocks of medical supplies and PPE have been purchased to enable the phased return of the school.</p>	Lack of suitable medical supplies including suitable, PPE and materials leads to welfare and safety risk to pupils and staff falling unwell.	
26	Lack of policy / procedures on washing school clothes so as to prevent infection of staff and pupils.	<p>The return to school document provides guidance to parents and staff for the washing of clothes.</p> <p>The school uniform has been reduced to assist cleaning of clothes, in that blazers and ties are not to be worn for these reasons.</p> <p>Ref: Phased return to school proposal - JC Ref: Phased re-opening plan for senior school - CD</p>	Pupils and staff welfare and safety compromised by inadequate cleaning of clothes during the school week.	

Support Staff Risk Assessment in the COVID-19 Environment

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	Hazard	Control Measures	Outcome	Remarks / Re-assessment
1	Support staff not briefed on changes regularly.	Support staff team leaders briefed at weekly diary meeting, on arrangements for return to school. Return to school guidelines document distributed to the appropriate staff for dissemination of information. Prep School SMT undertaken online briefings for teaching assistants, prior to the planned return to school.	Support staff not familiar with the arrangements for the planned phased return to school, present a safety and welfare risk to themselves and all others.	
2	Support staff have insufficient/inappropriate PPE, cleaning materials and training.	Appropriate PPE has been purchased for use by support staff Each classroom to be supplied with an appropriate PPE pack disinfectant and clothes for hygiene between scheduled cleaning operations. Sufficient Cleaning materials are in stock and are regularly re-stocked to ensure cleaning staff have the required equipment to maintain high levels of hygiene. All support staff briefed on cleaning and hygiene arrangements.	Staff welfare and safety put at risk by inadequate supplies and easy access to of cleaning and hygiene equipment/materials.	
3	Cleaning regimes not reviewed or inspected regularly and not conforming to revised hygiene rules.	Domestic services manager briefed cleaning staff on the C-19 specific cleaning and hygiene regime, planned for the phased return of the PS & N. Ref; Cleaning Schedules for PS & N - MP	Welfare and safety of pupils and staff, put at risk by inadequate implementation of appropriate cleaning and Hygiene schedules.	
4	Security and access systems not regularly checked, updated and re-coded.	The coded door access controls managed under current school security protocols.	Security of pupils and staff compromised by compromised door access codes.	
5	Reconfigured areas, zones and routes hampering fire exits and routes.	Fire evacuation procedures are detailed in the Prep School return to school document. All arrangements for fire safety are uncompromised by the phased return to the school.	Health and safety of pupils and staff put at risk by inadequate fire safety procedures, during phased return to school.	

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		Fire alarm systems are maintained to the required schedules and tested weekly as per requirements of the school Fire Risk Assessment.		
6	Fire and other emergency procedures not reconfigured, routes not clear or regularly inspected.	All arrangements for Fire safety are consistent with the schools Fire risk assessment. Testing and maintenance regimes remain as per the requirements of the regulatory Fire Services Order.	Health and safety of pupils and staff put at risk by inadequate fire safety procedures, during phased return to school.	

Facilities Management Risk Assessment in the COVID-19 Environment

	Hazard	Control Measures	Outcome	Remarks / Re-assessment
1	Insufficient heating and/ or cooling system (including insufficient fuel levels if applicable).	All school classrooms, and facilities have sufficient heating and ventilation services. Fuel levels have been restocked during the shut down to allow for the return to school on the date agreed.	Inadequate hot water supplies, present a welfare and safety risk to pupils and staff by inhibiting the recommended regular washing of hands regime.	
2	Insufficient gas supply, venting and valves?	The school has sufficient access to gas supply services and estates staff to monitor gas safety devices on the site, via existing regime for; inspection and recording.	Health and safety of pupils and staff put at risk by inadequate management of gas supply and safety, during phased return to school.	
3	Air conditioning units, ducts not checked on re-occupying school facilities.	All Air conditioning and ventilation systems, inspected and maintained to the required schedules.	Health and safety of pupils and staff put at risk by insufficient management of air conditioning and ventilation systems, during phased return to school.	
4	Ventilation and extraction systems not checked	Ventilation and extraction systems, inspected and maintained to the required schedules.	Health and safety of pupils and staff put at risk by insufficient management of ventilation and extraction systems, during phased return to school.	
5	Electrical tests not up-to-date including emergency lighting and PAT	Mains electrical circuits tested and certificated in accordance with required standards.	Health and safety of pupils and staff put at risk by inadequate	

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		Emergency lighting systems maintained and tested as per Fire Risk Assessment requirements. PAT testing carried out every 12 months, as per current schools risk assessment.	management of mains electrical and emergency lighting, during phased return to school.	
6	All electrical equipment bought in to school PA tested?	No requirement for electrical equipment to be brought in to school for the planned phased re-opening. Any equipment required in the future wider re-opening, will be required to be either new or have certificate of PAT testing.	Health and safety of pupils and staff put at risk by inadequate management of portable electrical appliances, during phased return to school	
7	Water testing for temperature, flow and legionella not in date for test.	All water systems tested and maintained to the requirement of the schools annual legionella risk assessment.	Health and safety of pupils and staff put at risk by inadequate management of the requirements of the legionella RA, during phased return to school	
8	Water supply not tested for legionella on reopening facilities.	All water systems have been maintained during shut down to ensure all water outlets are regularly flushed, as per water management schedules.	Health and safety of pupils and staff put at risk by inadequate management of the requirements of the legionella RA, during phased return to school	
9	Swimming Pool not secure or inspected regularly.	The swimming pool is currently closed, and will not be used during the summer term.	NA	
10	Insufficient arrangements for the operation, cleaning (and use) of the swimming pool.	The swimming pool is currently closed, and will not be used during the summer term.	NA	
11	Fire alarm panel, system and extinguishers not in date and not serviced.	All fire alarm systems are maintained to the requirements of the schools Fire Risk Assessment.	Health and safety of pupils and staff put at risk by inadequate fire safety procedures, during phased return to school.	
12	Kitchen not reconfigured, stocked and cleaned closed over a long period.	Kitchen prepared, cleaned and made ready for the for reopening. The kitchens have remained open throughout the school closure period, for catering requirement of the essential worker provision.	The kitchen not clean and prepared and consequently ready for reopening.	

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		<p>Kitchen prepared with safe 2m distancing floor markings and PPE provided for staff.</p> <p>Stock levels checked and goods ordered if required. Contact suppliers to ensure deliveries</p>	<p>Safety and welfare of all compromised by not following current guidance on social distancing.</p> <p>Insufficient stock levels to meet the increased demand of phased reopening whilst maintain the current essential worker catering requirements.</p>	
13	Insufficient chefs, supervising staff and cleaner to maintain high standards of hygiene.	<p>Increase catering staffing levels as necessary to meet all catering requirements.</p> <p>Staff will be unfurloughed and return to work as required dependant on student numbers and cleaning/sanitising requirements.</p> <p>Cleaning and sanitising the dining rooms before service, between servings and after meal service.</p> <p>Meal time supervising staff should require students to keep to the distance markings on the floor and to use revised seating arrangements in the dining rooms to help maintain safe social distancing.</p> <p>Lunch time supervisors maintain safe distancing during meals.</p>	Health and safety of pupils and staff put at risk by inadequate management of food safety and hygiene standards, during phased return to school.	
14	Servery and dining room rules not properly considered, inadequate or safe.	<p>A one way system with appropriate floor signage in place to encourage safe distancing.</p> <p>Limited numbers entering the service area to encourage safe distancing with floor signage.</p>	Health and safety of pupils and staff put at risk by inadequate management of the dining room to current Government guidelines on social distancing,	

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		<p>Meals to be served on ready prepared trays with all accompaniments.</p> <p>Water stations will be manned and water poured ready for service.</p> <p>A revised seating plan in the dining rooms to ensure safe distancing during meals with a maximum of 63 seats at one time in the senior school refectory, and maximum of 23 seats in prep school hall.</p> <p>Appropriate floor markings to assist with self distancing through entrance to exit of the dining facility.</p> <p>The return to school document details which year groups will have home provided packed lunches, and those such as Year 1 who will have a hot catered lunch.</p> <p>All 'bubbles' will be maintained throughout lunchtime periods.</p>	during the planned phased return to school.	
15	Insufficient drinking supplies and hydration available in dining room.	Water stations will be staffed and ready to provide sufficient water to staff and pupils as required.	Health and safety of pupils and staff put at risk by inadequate management of drinking water, during phased return to school.	
16	Laundry wash and dryers not serviceable, unable to cope with demand, temperature requirements and insufficient wash products.	No requirement for laundry service before boarders return to school for the Autumn term.	NA	
17	Suspended services not reset.	All essential maintenance scheduled work has been or will be carried out in accordance with the required standards.	Health and safety of pupils and staff put at risk by the suspension of equipment or installation testing regimes.	
18	Approach not agreed to any scheduled or ongoing building works.	<p>The school has suspended the annual capital expenditure programme.</p> <p>There are no construction or refurbishment projects on the site, that have not been completed prior to shut down.</p>	Incomplete construction projects, present a Health and Safety risk to pupils and staff.	
19	Suppliers not following appropriate SD and hygiene measures	The school has a list of regular and approved contractors, that carry out regular works on site.	External contractors behaviour, puts the safety and welfare of all	

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		<p>These contractors are familiar with safeguarding and site rules for arriving and carrying out works on the school site.</p> <p>All contractors required to visit site for essential work, have been required to provide the school with an appropriate C-1 scope of works plan. The information is currently being collated by the Assistant to the Bursar.</p>	<p>staff and pupils at risk, by not adhering to agreed working practices.</p> <p>Risk presented by contractors not working to Government C-1 guidelines.</p>	
20	Waste procedures not reviewed or sufficient.	<p>The school waste contractor will resume contractual service on site, to current specified schedule of visits.</p> <p>All waste disposal work can be carried out without impacting on all staff and pupils.</p>	<p>Build up of waste on site presents a Health and Safety risk to all.</p> <p>External contractors behaviour, puts the safety and welfare of all staff and pupils at risk, by not adhering to agreed working practices.</p>	
21	Pest control services not recorded, deficiencies not identified or actioned.	The school appointed pest control contract to be reinstated, and visits carried out as required.	Health and safety of pupils and staff put at risk by the suspension of the schools pest control contract and loss of the ability for emergency call outs.	
22	School vehicles not fully registered, insured, maintained and stocked with appropriate hygiene materials.	<p>The school vehicles are fully expected and maintained on a termly basis via contractual agreement with fleet maintenance operatives.</p> <p>The vehicles have been cleaned in readiness for any future requirement to support the return to school.</p>	No school vehicles required to carry staff or pupils in the summer term.	