



Date of RA review: 05/03/2021
Date of RA: 21/05/2020

Risk Assessment - Overall Risk Assessment of School Operations 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. A. Updating Safeguarding policies and procedures and ensuring staff and pupils feel safe.	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. Actions for early years and childcare providers during the coronavirus (COVID-19) outbreak Actions for schools during the coronavirus outbreak https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works https://www.gov.uk/guidance/new-national-restrictions-from-5-november	Safety of staff and pupils compromised by not following current Government guidance in respect of returning to schooling	
C	Staff not consulted over plans. Staff and parents do not know or understand the 'system of controls' (see explanation above) and how they are applied.	The Headmaster shared the detailed planning arrangements for September on 20/08/20 Deputy Head Clement Donegan letter and FAQ's to parents 24/08/20	Potential for Unions to advise/instruct members at RC not to return to school.	There is ongoing dialogue with staff including online meetings as well as staff inset days.

		Following the reopening of the school, any changes will be regularly communicated to staff, pupils, parents and governors.		
D	Changes not regularly communicated to staff, pupil parents and governors.	All staff are keeping up to date with weekly meetings with SLT via Google meet. Ensure all understand the NHS Test & Trace procedures. https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works	Risk of 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.	Governors receive regular communications from Headmaster. The Governors approved the plans for the return to school in September 2020.	Governors not involved in planning process or familiar with measures implemented to ensure safe re-opening of the school.	Termly documented Governors meetings.
F	Insurers not consulted with school's re-opening and / or amended plans.	Bursar maintained regular communication with insurers. The Insurers maintain a stance, where all school operations remain insurable, so long as all are consistent with the Government guidelines with regard to COVID-19.	Any future C-19 related claim potentially challenged by insurer if not informed prior to re-opening of PS & N.	
G	Not appreciating that Secretary of State has a statutory power to order schools to remain open.	This is understood and appreciated by all the SLT.	This is understood and appreciated by all the SLT.	This is understood and appreciated by all the SLT.
H	Insufficient liaison with local authority and health protection team over testing and actions.	School has a covid tracker of all covid related matters and a communications log.	School has a clear process of recording covid related matters and follows government guidance.	Ongoing dialogue depending on the College situation.
I	Active engagement with NHS Test and Trace not implemented and the procedures not understood by all staff and parents.	School is actively engaging in regular communication with parents regarding test and trace and the operational logistics within the school.	School staff members fully understand the test and trace procedures for Schools.	School SLT and Head of Health & Safety meet regularly to

				review latest guidance and School procedures.
J	Insufficient systems and staff to support training, testing and contact tracers.	School has a medical provision as well as other staff members being trained to deliver covid testing in the School and clarity over training requirements for the different roles.	School has staffing, space and operational procedures to deliver covid testing in the School.	
K	Staff, parents (and pupils) do not understand and follow NHS Test and Trace procedures.	Ongoing government guidance is well advertised and School Head of Health & Safety is available to support parents with any questions.	Test and Trace procedures are being adhered to.	
L	Training and testing activities insufficient to provide reassurance including feedback and Q&A?	The College has an SLT focus on this as well as the Head of Health & Safety, the professional medical team as well as other staff members involved. The NHS online training is excellent and there is support for anyone concerned.	The College has sufficient training & testing in place for both staff and pupils.	
M	DfE advice to keep groups separate (in “bubbles”) not being fully implemented where appropriate.	The College has a robust year group bubbles system in place which is understood and followed by all staff and pupils.	The bubble system is in place and the risk of covid spread is minimised.	
N	Each group’s (“Bubble’) health not properly analysed and risk assessed to consider switching to remote learning.	The College has moved to remote learning for all pupils except for key workers and borders as per current guidance.	School is following current government guidance regarding bubbles and remote learning.	
O	The definitions of “close contact” and the trigger for a pupil/staff to self-isolate not understood.	The School is in regular communication with parents and anyone testing positive for covid has “close contact” clearly explained for test and trace purposes.	Ensures that anyone in close contact with a positive case is contacted and advised accordingly.	

P	Record of names of pupils / staff in their groups / bubbles, locations visited, seating arrangements (via App / spreadsheet etc) not updated on a regular basis.	This is all recorded on College systems with the Deputy Head (pastoral) the lead for this.	The College has clear records of who has had close contact in each lesson	
Q	Insufficient information to identify close contracts of symptomatic individuals and support contract tracing.	College follows all government guidance for Schools. Should a positive case be identified the School has detailed information for each pupil of year group bubbles, seating arrangements and all close contact opportunities.	The School is able to identify quickly any close contacts of a positive case of covid.	
R	No contingency plans for self-isolation of individuals, groups, multiple pupils and or staff.	College has designated isolation areas for both day and borders if required.	The School is able to quickly isolate staff and pupils if required	
S	Insufficient preparation (letters, Whatsapp etc) to communicate with parents, carers, staff and pupils in case of infection and groups needing to self-isolate.	The College has a range of communication methods that are regularly used to communicate with parents & carers.	The School is able to quickly and efficiently communicate with parents and carers when necessary.	
T	Insufficient consideration to minimising contact and maximising distance between all those in school where ever possible.	The School has a range of measures in place to minimise contact and maximise social distancing following government guidance. We have specific risk assessments for the nursery, prep school and secondary school, we have year group bubbles, our catering provision has been adapted to separate the nursery, prep, secondary and sixth form. We are keeping as much fresh air ventilation as possible, we have a large number of hand sanitiser units across the School as well as covid signage and the compulsory wearing of face coverings in the secondary school transit areas.	The School has fully considered minimising contact and maximising social distancing in the School.	
U	Social Distancing (SD), hygiene and ventilation rules not sufficiently robust, understood, communicated, applied or checked.	The College has a range of measures in place including floor markings, an increased cleaning regime, hand sanitisation and year group bubbles.	The risk of the spread of covid is minimised.	

V	SD rules and safety precautions for activities (play, games, drama, music) not understood or adhered to?	As well as school specific risk assessments there are also specific department risk assessments and activity risk assessments completed by the heads of department with support from the Head of Health & Safety.	The College has fully considered the risks and control measures for specific activities.	
W	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 Head of Domestic Services has a robust cleaning regime and no restrictions on the purchasing of cleaning products.	The College has a robust cleaning regime to minimise the spread of covid.	
X	High-risk areas not being regularly monitored (including boarding areas) for hygiene.	The School is deep cleaned every morning and touch points throughout the day as part of the enhanced cleaning regime.	The College cleaning regime reduces the risk of covid spread.	
Y	Contract providers and services suspended or unable to attend school.	The College Head of Department are in regular contact with service providers to ensure services run as normal.	The service provision is able to continue in the current covid environment.	
Z	Access to school not controlled effectively and visitor (if allowed) details not recorded.	The College has a specific visitor policy during covid as well as the general site security measures.	Access to the School is tightly controlled.	
AA	Insufficient supplies of hygiene materials and not readily available, suitably stored or located.	The College has a healthy supply of cleaning materials managed by the Head of Domestic Services and there are no restrictions to what can be ordered.	The School has a plentiful supply of cleaning materials to help reduce the spread of covid and keep the School well sanitised.	
BB	Inadequate contingency plans for changes to school operation: local or national lockdown, re-closing, loss of catering or teachers?	The School has specific contingency plans for various situations including School closure or the loss of services.	The School is able to deal with changes in the School operation because of covid.	
CC	Insufficient contingency plans in case of medical need for self-isolation of individuals, multiple pupils, staff or local outbreaks?	The School has its own medical team as well as isolation areas for staff and pupils.	The School has sufficient contingency plans in place.	
DD	Risk assessments and protective measures for holiday clubs, after-school clubs and other out-of-school clubs not regularly updated.	The School has specific risk assessments for activities including co-curricular which are signed off by the Head of Health & Safety.	The College has risk assessed all activities and put necessary control measures in place.	

EE	Are all Risk Assessments regularly reviewed and updated based on feedback and lessons identified from all those in school including pupils and support staff, visitors and contractors.	As well as the overall covid risk assessment there are also school specific risk assessments for the nursery prep school and secondary school. There are also specific activity based risk assessments which are regularly reviewed by staff and updated where necessary.	The School has a risk assessment library for all School activities.	
FF	All hazards identified properly mitigated and regularly re-assessed?	As part of the risk assessment process risks are identified and control measures put in place before the activity can take place.	The activities of the School are risk assessed and appropriate control measures put in place.	