



Date of RA review: 21/07/2021  
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 policy and procedures and ensuring staff and pupils feel safe.	No 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.  <a href="#">Actions for early years and childcare providers during the coronavirus (COVID-19) outbreak</a>  <a href="#">Actions for schools during the coronavirus outbreak</a>  <a href="https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works">https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works</a>  <a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/999602/Schools_guidance_Step_4_updated.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/999602/Schools_guidance_Step_4_updated.pdf</a>	Safety of staff and pupils not compromised by not following current Government guidance in respect of returning to schooling and keeping the school operational..	

C	Staff and parents do not know or understand the 'system of controls' (see explanation above) and how they are applied.	Any changes will be regularly communicated to staff, pupils, parents and governors.	All stakeholders are aware of plans in place	There is ongoing dialogue with staff including online meetings as well as staff inset days.
D	Changes not regularly communicated to staff, pupils, parents, visitors, contractors and governors.	<p>All staff are keeping up to date with staff briefing meetings with SLT via Google meet.</p> <p>School has a range of communication tools to ensure messages are transmitted to staff, pupils, parents, visitors, contractors and governors</p> <p><a href="https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works">https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works</a></p>	Correct information circulated in the schools wider community on the school safety measures.	<i>This worked well for the 20/21 academic year and will continue for academic year 21/2</i>
E	Changes to assessments, procedures and other important matters not reviewed by Governors.	Governors receive regular communications from the Headmaster.	Governors are kept informed of any changes to assessments, procedures and other important matters.	Termly documented Governors meetings.
F	Insurers not consulted with school's re-opening and / or amended plans.	Director of Operations & Finance maintains 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 the 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.	

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 procedures in place which includes communication with the HP team.	School has a clear process of recording covid related matter 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 and testing	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.	School is now a registered testing centre, is able to order kits and has all necessary training materials as well as experience from 20/1 academic year.
K	Staff, parents, visitors, contractors (and pupils) do not understand and follow NHS Test and Trace procedures	Ongoing government guidance is well advertised and the School Head of Health & Safety is available to support parents with any questions	Test and Trace procedures are being adhered to.	
L	Testing training modules and assessment not completed and recorded for specific roles	School medical staff and designated support staff have all completed NHS online training	Testing is completed correctly	Staff training all within date and refresher training can be carried out when required.

M	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 School 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.	
O	No contingency or outbreak management plan in case of an outbreak in school or local area	College has designated isolation areas for both day and borders if required.	The School is able to quickly isolate staff and pupils if required.	School has an operational plan of the steps to follow if there is an outbreak
P	Those working in the asymptomatic testing site (ATS) not trained and competent to do so?	School has a dedicated medical team who are fully trained and experienced as well as support staff who have also completed the NHS online training modules.	All staff are able to complete the covid testing process correctly	
Q	Are those that are self testing (at home and in school) trained and competent to do so?	During the 20/21 academic year pupils took part in onsite covid testing and were shown how to self test.	School has done all it can to ensure pupils are able to self test.	
R	Is it understood which pupils may have difficulty to self swab?	School has a dedicated medical team who have good relationships with pupils known to them.  School has strong pastoral management in place to identify any pupils who may need assistance.	School has done all it can to ensure pupils are able to self test.	
S	Are those unable to self swab given additional support and reasonable adjustments?	School medical staff are able to support pupils who are unable to self swab.	Pupils unable to self swab are given support to enable testing to take place.	
T	No contingency plan, if necessary, to switch to remote learning for a temporary period	School has a robust remote learning policy and procedure.	Pupil teaching and learning not affected if remote learning policy and procedure is instigated.	
U	If notified by NHS test and trace the requirement to self isolate not complied with or understood.	School SLT will ensure all NHS test and trace requests are actioned.	Requirements to self isolate are understood.	

V	Where appropriate a record to support NHS T&T close contacts not updated on a regular basis.	All teachers complete seating plans for pupils.  This is reinforced by the school SLT	School has accurate close contact information if required	
W	Control and hygiene measures not regularly communicated, understood, applied and checked.	School has daily staff briefings, tutor times with pupils, assemblies and the Headmaster regularly communicates with parents.  School has robust cleaning measures in place, staff dedicated to this task and no limits regarding the ordering of supplies	The School has robust control and cleaning measures.	
X	No contingency plans for self isolation of individuals, groups, multiple pupils and or staff if required by NHS T&T/HPT	School has designated isolation areas if needed.	Individuals, groups, multiple pupils and or staff are able to isolate if required to do so.	
Y	Insufficient updated information (letters, Whatsapp etc) to communicate with parents, carers, staff and pupils if required to self isolate by NHS T&T	The College has a range of communication methods that are regularly used to communicate with parents & carers and the school regularly communicates with all stakeholders. .	The School is able to quickly and efficiently communicate with parents and carers when necessary.	
Z	Insufficient consideration to minimising contact and maximising distance - if required for a temporary period.	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 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.	The School has fully considered minimising contact and maximising social distancing in the School.	
AA	Ventilation rules not sufficiently robust, understood, communicated, applied or checked.	The School has carried out numerous communications regarding the measures in place to reduce the spread of covid including keeping areas well ventilated.	The risk of the spread of covid is minimised.	

DD	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.	
EE	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.	
GG	Access to school is 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.	
HH	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.	
II	Inadequate contingency/outbreak plans for changes to school operation: temporary 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.	
JJ	Insufficient contingency/ outbreak 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.	
KK	Risk assessments and protective measures for holiday clubs, after-school clubs, trips, visits and other out-of-school clubs not regularly updated and communicated.	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.	
LL	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.	

MM	All hazards identified not 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.	
NN	No formal protocol in school to ensure symptom vigilance	School has a dedicated medical team who are well established in the school community.  Regular communication from the school to parents includes school covid updates.  Covid symptoms are well known and publicised	School does what is reasonably practicable to ensure symptom vigilance.	