



This COVID-19: Risk Assessment and Action Plan document sets out the decisions taken, and measures put in place to prepare for the re-opening of Forest Preparatory School from **8 March 2021** to ensure that the school continues to operate in a safe way. The re-opening for Senior School children will be risk assessed independently.

22 April 2021. This risk assessment reflects the latest update to guidance (6 April) including the national lockdown guidance.

Existing policies and guidance continue to apply alongside the actions within this document, including but not limited to the following School policies:

[Health and Safety](#) Policy
[Safeguarding and Child Protection](#) Policy
[First Aid](#)
Medical Policies
[Behaviour](#) Policy

Forest is implementing a range of approaches and actions to ensure it provides a safe environment for the Forest community. These mirror Government guidance and are based on its strategy for infection prevention and control. It also takes account of the Independent Schools' Bursars Association's COVID-19 risk assessment for schools, whose role in this present crisis is to supply current advice and guidance to the independent school community.

[SAGE interdisciplinary Task and Finish Group on the Role of Children in Transmission](#)
[DfE Explanatory note on SAGE Modelling](#)
[Guidance for Schools: coronavirus \(COVID-19\)](#)
[Guidance: Guidance for full opening of schools](#)
[Guidance; Getting tested](#)
[Guidance; Supporting pupil wellbeing](#)
[Guidance: NHS Track and Trace and how it works](#)

Key 'Class/group/bubble' refers to a cohort of pupils within one room. TO be kept separate where possible from other pupils within different classes and different year groups

COVID-19 Lead is Wayne Bishop (Director of Compliance/Health & Safety, Forest School)

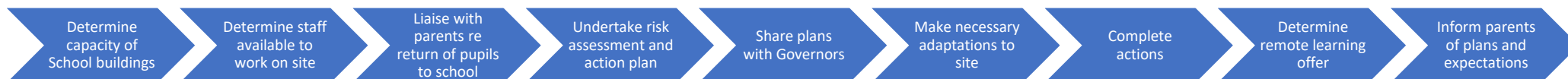
PS Head is James Sanderson, Head of the Preparatory School

Please note this a dynamic document and will update in response to daily risk assessments and Government/external agency advice. The risk assessment will be reviewed daily by the Core Leadership team and COVID-19 Lead.

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Steps of re-opening preparation



Government controls for infection prevention (System of Controls)

MINIMISING CONTACT WITH INDIVIDUALS WHO ARE UNWELL by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend childcare settings, schools or colleges	CLEANING HANDS MORE OFTEN THAN USUAL and washing thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered	ENSURING GOOD RESPIRATORY HYGIENE by promoting the ‘catch it, bin it, kill it’ approach	CLEANING FREQUENTLY TOUCHED SURFACES often, using standard products, such as detergents and bleach	MINIMISING CONTACT AND MIXING by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times)	PERSONAL PROTECTIVE EQUIPMENT (PPE)
Response to an infection:					
ENGAGE with the NHS Test and Trace process	MANAGE confirmed cases of COVID-19 amongst the school community	CONTAIN any outbreak by following local health protection team advice			

Guide to Assessing Risk

Impact: This is the potential impact of the risk on the organisation should it materialise. You can use a scale between 1 and 4 to rate the impact.

Likelihood: This is the probability of the risk occurring. You can rate the likelihood of the risk using a scale of between 1 and 4.

Risk Rating: The current risk rating is worked out by multiplying the impact and likelihood ratings of the risk. You should then use this rating to prioritise the risk.

A risk assessment matrix with 'Impact' on the vertical axis and 'Likelihood' on the horizontal axis. The vertical axis has four levels: Major, Serious, Significant, and Minor. The horizontal axis has four levels: Remote, Unlikely, Likely, and Very Likely. The matrix cells contain risk ratings (1-16) and are color-coded: Green for ratings 1-4, Orange for 6-8, and Red for 9-16.

	Remote	Unlikely	Likely	Very Likely
Major	4	8	12	16
Serious	3	6	9	12
Significant	2	4	6	8
Minor	1	2	3	4

High Level Risks are risks rated 9-16 are coded RED. You should prioritise and manage these risks first.

Medium Level Risks are risks rated 6 - 8 are coded AMBER. These risks need to be managed and continually reviewed to ensure they are not posing any significant threats.

Close monitoring is essential to avoid them developing into red/ high risks where possible.

Low Level Risks are the risks with the risk rating of 1 - 4 are coded GREEN. These risks require limited action, but they need to be reviewed regularly to ensure they are not posing any threats.

PREVENTION GENERAL

	HAZARD	FS CONTROLS IN PLACE	OTHER FS ACTIONS	COMPLETION DATE
A	Safeguarding Policy and procedures not updated and / or staff and pupils not feeling safe.	<ul style="list-style-type: none"> Safeguarding Policy will be reviewed to include changes within 'Keeping Children Safe In Education 2020' as well as Covid-19 arrangements from September 2020. Staff will receive training. Staff will be set a safeguarding quiz to ensure understanding is achieved by all staff. 	<p>Policy to be ratified by JHK and the Governors. Once ratified, the Policy will be published and placed upon the website.</p> <p>Safeguarding policy has been updated since KCSIE update, Jan 21</p>	<p>1 September 2020 1 March 2021</p>
B	Government advice not being regularly accessed, assessed, recorded and applied.	<ul style="list-style-type: none"> COVID-19 Lead accessing Government guidance daily. All guidance is shared with PSLT and staff where appropriate. Amendments are made to the Risk Assessment following any updates. This Risk Assessment will be reviewed daily. 	Ongoing	1 Sept 2020
C	Staff and parents do not know or understand the 'system of controls' (see explanation above) and how they are applied.	<ul style="list-style-type: none"> Communications to staff and parents will be sent w/c 23rd August explaining the arrangements that can be expected on site and for pupil's arrival. Training will be delivered to staff during INSET, along with a compliance quiz to confirm understanding. Pupils will be trained during P1&2 on Monday 5th September. Staff have the opportunity to feed into the Risk Assessment through the above communication and through their Line Managers once school starts if any practical issues arise. 	Compliance process needed for ensuring all staff complete the Covid-19 quiz.	5 Sept 2020
D	Changes not regularly communicated to staff, their unions, pupils, parents and governors	<ul style="list-style-type: none"> The Risk Assessment will be published to all staff and parents. 	Ongoing	1 Sept 2020

		<ul style="list-style-type: none"> Any updates will be made accordingly and re-circulated if appropriate 		
E	Changes to assessments, procedures and other important matters not reviewed by Governors	<ul style="list-style-type: none"> Information communicated to Governors as appropriate via the Clerk to the Governors. Ongoing recording of why/when decisions made by the PSLT. 	Ongoing	1 Sept 2020
F	Insurers and / or brokers not consulted with School's re-opening and / or amended plans	<ul style="list-style-type: none"> Insurers are informed and consulted as appropriate 	Ongoing	1 Sept 2020
G	Not appreciating that Secretary of State has a statutory power to order schools to remain open.	<ul style="list-style-type: none"> School is advised accordingly in lines with nationally published guidance 	Ongoing	1 March 2021
H	Local authority and health protection team not engaged prior to the beginning of term.	<ul style="list-style-type: none"> WB has made contact with Dr Rachel Thorn Heathcock, Consultant in Communicable Disease Control, London Coronavirus Response Cell, Public Health England 0300 303 0450 LCRC@phe.gov.uk or phe.lcrc@nhs.net Additional contact made with Gerry Kemble (assistant director of PH, WF and Joe McDonnell Director of Public Health Families 	Ongoing	1 Sept 2020
I	Active engagement with NHS Test and Trace and the procedures not understood by all staff and parents.	<ul style="list-style-type: none"> WB has made contact with Dr Rachel Thorn Heathcock Consultant in Communicable Disease Control London Coronavirus Response Cell Public Health England 0300 303 0450 LCRC@phe.gov.uk or phe.lcrc@nhs.net Additional contact made with Gerry Kemble (assistant director of PH, WF and Joe McDonnell Director of Public Health Families 	Ongoing	1 Sept 2020

J	Insufficient systems and staff to support training, testing and contact tracers.	<ul style="list-style-type: none"> • Systems set up to manage appropriate resources in lines with the hierarchy of controls. Staff and set responsibilities for prevention, cleaning, management of social distancing and response to infection. • Training is given to staff at the beginning of term and will be reminded to all staff through FAO and INSET prior to 8th March • Staff in the test hub have followed NHS training and in-house training 		1 March 2021
K	Staff, parents (and pupils) do not understand and follow NHS Test and Trace procedures.	<ul style="list-style-type: none"> • Parent communications include links to government guidance as well as our procedures for identifying close contacts. 		1 March 2021
L	Training and testing activities insufficient to provide reassurance including feedback and Q&A?	<ul style="list-style-type: none"> • Prep School staff will have the opportunity to provide feedback through safety@forest.org.uk 		1 March 2021
M	DfE advice to keep groups separate (in “bubbles”) not being fully implemented where appropriate.	<ul style="list-style-type: none"> • Prep school bubble will be maintained in lines with government guidance • Movement around the site has been restricted to only moving for specialist subjects. • Each group allocated a zone • Different break zones and staggered lunchtimes 	With the Prep School completed, Reception will be one bubble due to the layout of the Reception classrooms with adjoining doors.	1 September 2020 1 March 2021
N	Are those that are self-testing (at home and in school) trained and competent to do so?	<ul style="list-style-type: none"> • Yes, Prep staff only 		8 March 2021
O	Each group’s (“Bubble’) health not properly analysed and risk assessed to consider switching to remote learning.	<ul style="list-style-type: none"> • Form teachers have been in continual communication with pupils to ensure they are ready for the start of term and ensure they understand the controls in place. • This includes potential to go back to remote education through a school-based decision (close contact) local or national guidance. 		1 March 2021

P	The definitions of “close contact” and the trigger for a pupil/staff to self-isolate not understood.	<ul style="list-style-type: none"> Parent communications include links to government guidance as well as our procedures for identifying close contacts. 		1 March 2021
Q	Record of names of pupils / staff in their groups / bubbles, locations visited, seating arrangements (via App / spreadsheet etc) not updated on a regular basis.	<ul style="list-style-type: none"> Staff are aware of the need to record activities outside of the ISAMs register to ensure close contacts can be managed. 	Wraparound care has been updated. March 2021	1 September 2020 March 2021
R	Insufficient information to identify close contacts of symptomatic individuals and support contact tracing.	<ul style="list-style-type: none"> Upon notification. The COVID-19 Lead will form the critical incident team. The published positive case flow chart will be followed. 		1 September 2020 1 March 2021
S	No contingency plans for self-isolation of individuals, groups, multiple pupils and or staff.	<ul style="list-style-type: none"> Pupils will be isolated within the medical centre. The medical centre will be for Covid related conditions or illness whilst awaiting collection. The medical centre will continue to be the sole location for the safe use and storage of medication and for pupils with medical conditions Staff will be asked to immediately go home upon becoming symptomatic. Child or adult case must be reported to Wayne Bishop (020 8509 6545, on divert to mobile, 24/7). Test cases have been ran, critical flow chart produced and circulated 	Ongoing	1 Sept 2020
T	Insufficient consideration to minimising contact and maximising distance between all those in School wherever possible.	<ul style="list-style-type: none"> Pre-Prep and Prep will arrive between 07.45 / 08.15. Staff will be on the gate to supervise maintaining safe distance. Classrooms have been set out so children all face forwards. 2m demarcation has been laid out for the teacher/teacher desk. Corridors have either been made one-way or a ‘keep left’ system is 	Lessons, activities, site layout, other arrangements are all subject to LT walk around visits to ensure support can be offered and that SOCIAL DISTANCING measures reflect that within the risk assessment	Ongoing

		<p>used if one-way is not a viable option for operations.</p> <ul style="list-style-type: none"> • Lunchtimes have been staggered to reduce contact between year groups. • Breaktimes have been staggered to reduce contact between year groups. • PE, activities, music, drama - will all follow local department procedures that reflect Government guidance. • Room booking system disabled to prevent different year group using the same venue without a clean in between. 		
U	Social Distancing (SOCIAL DISTANCING) and other hygiene rules not sufficiently robust, understood, communicated, applied or checked.	<ul style="list-style-type: none"> • As above • Cleaning contractor have a cleaning rota for when shared areas need cleaning prior to being used by another year group. • Areas such as Art, DT, Science, Drama, SLC, and PE may be responsible for cleaning facilities or equipment prior to being used by another year group. Technicians within these areas have been issued with correct equipment and where required (sanitising extinguisher) that have been issued with correct PPE and watched a training video on the correct operation of the extinguisher. • Portable handwashing stations will be placed at all entrances to ensure pupils wash their hands at the beginning and the end of the day. 		1 Sept 2020
V	SOCIAL DISTANCING rules for activities (play, games, drama, music) not understood or adhered to?	<ul style="list-style-type: none"> • Each department will produce a set of acceptable activities that can operate and follow Government guidance. i.e. no contact sports, no 	All activities to be sent to COVID-19 Lead for approval and inclusion within the Risk Assessment.	1 Sept 2020

		<ul style="list-style-type: none"> inter-year group fixtures, no orchestras, etc. Each HoD is responsible for ensuring the arrangements match the controls and these have been approved by the COVID-19 Lead. 	If this has not been done, the activity will be suspended until the COVID-19 Lead is satisfied.	
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.	<ul style="list-style-type: none"> Cleaning contractor use approved products suitable for disinfection against Covid-19. Cleaning regime is in place to clean all areas within the School and areas of shared use. Documentation is received from Cleaning contractor to evidence areas that have been cleaned and when. This will be reviewed daily within the Risk Assessment meetings Cleaning schedules in place, include Playground equipment, fountains, etc 		1 Sept 2020
X	High-risk areas not being regularly monitored for hygiene.	<ul style="list-style-type: none"> Cleaning contractor management, LT and COVID-19 Lead will monitor cleaning schedules to ensure they match the timetable and standards are being maintained. 	Ongoing	
Y	Suspended services and subscriptions not re-set or updated due to new needs in time for return to school.	<ul style="list-style-type: none"> These have been reviewed by HoDs and will be ready for September. 		1 Sept 2020
Z	Access to School not controlled effectively and visitor (if allowed) details not recorded.	<ul style="list-style-type: none"> No parents will not be permitted on to site without an appointment. A proposed appointment needs approval from the COVID-19 Lead using the 'visitor request form'. All non-essential visitors have been suspended. Only essential visitors, including contractors are permitted. 		
AA	Insufficient supplies of hygiene materials and not readily available, suitably stored or located.	<ul style="list-style-type: none"> COVID-19 Lead will meet with Cleaning contractor General 		1 August 2020

		<p>Manager, weekly to ensure we have sufficient stock of hygiene materials for the next two weeks.</p> <ul style="list-style-type: none"> • Fortnightly review allows time to investigate alternatives if items are in high demand. • High risk items such as alcohol hand gels, are to be stored in the approved cupboard within the Tuck Shop. This has been added to our fire map and Fire Risk Assessment. 		
BB	Insufficient contingency plans for changes to School operation such as re-closing, loss of catering or teachers.	<ul style="list-style-type: none"> • Contingency plans are being drawn up by JERS/TM to provide remote education for individuals, groups, classes or bubbles should they be absent from school due to COVID-19 self-isolation. • Remote Learning must be to the same standard as if pupils were in School. • All pupils that are unwell with COVID symptoms, self-isolating as a result of a member of household having symptoms or confirmed case or by being recognised as a close contact of a positive case will have access to the full remote learning education. 		1 Sept 2020
CC	Insufficient contingency plans in case of medical need for self-isolation of individuals, multiple pupils, staff or local outbreaks.	<ul style="list-style-type: none"> • Each HoD should have in place contingency plans for staff absences or department local isolation. • JRWC/TM has contingency plans for continuing pupil education during self-isolation. • This includes individual pupils, groups, bubbles, year group or the whole School. 		

DD	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.	<ul style="list-style-type: none"> • The Risk Assessment will be reviewed daily with the core LT team and COVID-19 Lead. • Teachers and PSLT will feed information to the PS Head or COVID-19 Lead 	Ongoing	1 Sept 2020
EE	All hazards identified properly mitigated and regularly re-assessed.	<ul style="list-style-type: none"> • The Risk Assessment follows Government guidance and in particular the hierarchy of controls. • Each control has been made site specific to ensure the School can significantly reduce the rate of transmission for staff and pupils. • The Risk Assessment will be reviewed daily with the core LT team and COVID-19 Lead. 	Ongoing	1 Sept 2020

Home Testing for Staff

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	HAZARD	FS CONTROLS IN PLACE	OTHER FS ACTIONS	COMPLETION DATE
1	Consent forms are not available and properly completed?	<ul style="list-style-type: none"> These have been sent to staff and are being returned with no issues reported. 		1 January 2021 March 2021
2	LFD kits not received, supplied and distributed in time or safely.	<ul style="list-style-type: none"> Held within School shop, stock control checks completed, and temp checks then staff collect when required. Log book updated accordingly with serial numbers Stock not received in timely fashion from DHSC. If this occurs staff will be asked to order their own in time so that they don't run out. 		1 January 2021 March 2021 April 2021
3	Test kit not stored at room temperature (2°C - 30°C) or in a cool dry place.	<ul style="list-style-type: none"> All kits are stored according to manufacturers guidance Home test kits stored in school shop with windows open and thermometer in place. 		1 January 2021 March 2021 April 2021
4	LFD Testing kits not properly managed and tracked	<ul style="list-style-type: none"> Held within School shop, stock control checks completed, and temp checks then staff collect when required. Logbook updated accordingly with serial numbers 		1 January 2021 March 2021
5	Test kit not kept away from children until needed.	<ul style="list-style-type: none"> Held within School shop, stock control checks completed. 		1 January 2021 March 2021
6	Are those unable to self-swab given additional support and reasonable adjustments?	<ul style="list-style-type: none"> Any staff unable to conduct test themselves are advised to speak to COVID-19 Lead for reasonable adjustments or signposting. 		1 January 2021 March 2021
7	Are there measures in place to reduce anxiety over testing and coping with a positive result?	<ul style="list-style-type: none"> Staff wellbeing policy published and in circulation. COVID-19 Lead can assist with specific COVID concerns. All other concerns can be addressed through PS Head/Deputy Head 		1 January 2021 March 2021

8	Those tested positive not confirming the positive result with a Polymerase Chain Reaction (PCR) test within 2 days and either failing to self-isolate pending the confirmation test or self-isolating unnecessarily after a confirmatory PCR test might have cleared them as having a false positive.	<ul style="list-style-type: none"> • Only required for those home testing • Information and instructions sent to pupils (w/c 15 March) and staff (8 March) • Re-stocking of test kits has been made once deliveries received 		1 January 2021 March 2021
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• **PREVENTION PUPILS, PARENT AND STAFF**

	HAZARD	FS CONTROLS IN PLACE	OTHER FS ACTIONS	COMPLETION DATE
1	Communication channels not working and not reviewed. (Email, text, facebook etc).	<ul style="list-style-type: none"> All appropriate communication channels in place and functioning. PS Head keeping record of all communications sent and received. 		1 Sept 2020
2	Staff, parents and pupils returning to school not provided with full induction process or aware of changes and potential hazards.	<ul style="list-style-type: none"> PS Head has and will produce regular information to parents and staff through email, Gloucester and meetings (following the RA). 		1 Sept 2020
3	Lack of a robust feedback and reply system to ensure best practice and two-way communications for pupils, parents, staff and Governors.	<ul style="list-style-type: none"> COVID-19 Lead will be the contact for those expressing concerns and unsafe practices with COVID-19 symptoms both in School and out of hours. Appropriate members of PSLT and PS Head to deal with other areas of concern within their specific remit 		1 Sept 2020
4	No Governor and/or LT member for school/ department responsible for COVID-19 matters. Governor/LT members' contact details not known and not on call.	<ul style="list-style-type: none"> School COVID-19 Lead in place PS HEAD handling all communications to parents and staff. PS HEAD managing practicalities of return. Bursar is liaison for cleaning and food. Health & Safety Director in place. Warden overall responsibility. Lead Governor HS&RM Committee Chair. 		2 Sept 2020
5	No School representative identified to liaise with local authorities and local health protection team.	<ul style="list-style-type: none"> COVID-19 Lead/H&S Assistant In either absence, contact details included within the risk assessment for a member of LT to make contact 		10 August 2020
6	Local authorities and health protection teams not engaged prior to re-opening (and the benefit of their services in case of infection).	<ul style="list-style-type: none"> COVID-19 Lead has made contact with Dr Rachel Thorn Heathcock, Consultant in Communicable Disease Control, London Coronavirus Response Cell, Public Health England. 0300 303 0450 LCRC@phe.gov.uk or phe.lcrc@nhs.net Additional contact made with Gerry Kemble (assistant director of PH, WF and 		1 Sept 2020 Nov 2020

		<p>Joe McDonnell Director of Public Health Families</p> <ul style="list-style-type: none"> • 		
7	No plan to inform local health protection team if two or more confirmed cases within 14 days or there is an overall rise in sickness absence.	<ul style="list-style-type: none"> • COVID-19 Lead has made contact with Dr Rachel Thorn Heathcock, Consultant in Communicable Disease Control, London Coronavirus Response Cell , Public Health England. • 0300 303 0450 • LCRC@phe.gov.uk or phe.lcrc@nhs.net • Additional contact made with Gerry Kemble (assistant director of PH, WF and Joe McDonnell Director of Public Health Families • 		10 August 2020 Nov 2020
8	No system to communicate with staff who are unable or have not returned to school for fear of infection.	<ul style="list-style-type: none"> • PS Head will liaise with staff on working remotely if purely in self-isolation or returning to work once fit from confirmed or suspected case of COVID-19. • Staff communications prior to re-opening and shared access to the Risk Assessment will reduce fears. • Any further concerns will be addressed by PS Head and if an individual Risk Assessment is needed, they'll be directed to the COVID-19 Lead. 		10 August 2020
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.	<ul style="list-style-type: none"> • Pupils and parents have the ability to communicate through their teacher, PSLT, PS Head or the COVID-19 Lead. • Pupil and parent communication will reassure those concerned that sufficient action has been taken and will continue to be reviewed to allow pupils to return to School safely. 		10 August 2020
10	No staff, pupil and / or parent health declaration implemented or recorded.	<ul style="list-style-type: none"> • All pupils complete a medical declaration and pupil/parent letters ask for any concerns ahead of the return to be raised. 		1 Sept 2020

		<ul style="list-style-type: none"> • Staff have been asked to express any concerns to their Line Manager or COVID-19 Lead. • Where appropriate individual Risk Assessments have been completed. 		
11	Lack of knowledge of where pupils / staff have travelled from (other than home and school) on holiday or at weekends.	<ul style="list-style-type: none"> • At the beginning of term parents have informed the school if they have visited a country on the current UK quarantine list. School offices will confirm receipt and confirm the return date. • Any pupil or staff who we have reason to suspect they have been abroad and are in breach of the governments quarantine rules will be excluded/suspended for a 10 day period with consultation with travel guidance for the country (red list?) 		March 2021
12	Staff, parents and pupils not self-isolating after holiday and work visits to non-government agreed countries or those on red lists	<ul style="list-style-type: none"> • At the beginning of term parents have informed the school if they have visited a country on the current UK quarantine list. School offices will confirm receipt and confirm the return date. • Any pupil or staff who we have reason to suspect they have been abroad and are in breach of the governments quarantine rules will be excluded/suspended for a 10 day period with consultation with travel guidance for the country (red list?) 		March 2021
13	Lack of robust rules for hygiene standards for staff and pupils - and failure to adequately enforce standards	<ul style="list-style-type: none"> • Portable handwashing stations will be in position at all entrances to ensure pupils wash their hands at the beginning and the end of the day. • 20 second handwash poster located next to every basin. • Hand sanitiser stations outside every building. • Portable hand sanitiser within every classroom. • Tissues within every classroom. • Catch it, bin it, kill it posters displayed. 		10 August 2020

		<ul style="list-style-type: none"> Effective handwashing posters located at the front of school and within toilets. 		
14	Staff not trained or regularly updated in COVID-19 symptoms, SOCIAL DISTANCING and how these rules apply to teaching.	<ul style="list-style-type: none"> Included within training video and compliance quiz. 		1 Sept 2020
15	At drop-off and pick-up parents not complying with SOCIAL DISTANCING policy outside gates and entrances.	<ul style="list-style-type: none"> Instructions to be issued to parents to not congregate at school entrances or to enter school grounds. Duty staff on gates to ensure compliance. 	To be monitored daily by LT	1 Sept 2020
16	Staff and parents not cleaning frequently touched surfaces of bike, car, pram etc before and after journeys to school.	<ul style="list-style-type: none"> Outside of the School's control. 		
17	Insufficient or no guidance on safe travel to and from school (e.g. encouraging walking, cycling) or protocols at School gates.	<ul style="list-style-type: none"> Information to be provided by the PS Head to parents will promote and support the use of walking, cycling or driving to school to reduce demands on public transport Additional bike racks purchased 		1 Sept 2020
18	Transit spaces (corridors), social zones (car parks, common rooms, playgrounds) do not support SOCIAL DISTANCING.	<ul style="list-style-type: none"> A one-way or keep left system has been implemented on site. This is clearly indicated through floor or wall signage as well as maps sent to all pupils and staff in advance and individual building maps within the buildings. Playgrounds have been divided to be used by either one or two year groups. Low risk of transmission outside. Children in different year groups will not be able to play together. Supervision provided by Playground Assistants and Teachers. Top of Martin centre to be used by Y2. Barriers to be placed around the edge. 		1 Sept 2020
19	Learning and recreational spaces not configured to SOCIAL DISTANCING rules for different groups or bubbles.	<ul style="list-style-type: none"> Zoning will assist in keeping bubbles and year group bubbles separate from other groups. Main field has been marked out with a 'no go zone' to separate year groups Duty staff assigned to each year/class group bubble 	Use of walkie talkies at play times.	1 Sept 2020

20	Little consideration of different age groups in timetabling, length of the school day and exposure to other age groups.	<ul style="list-style-type: none"> • Timetable produced will keep class of bubbles separate from others. • Inside classes bubbles will be maintained. Whilst outside, year groups will operate as a bubble due to the lower risk of transmission outside. • Pupils must maintain a safe distance and this will be the subject of increased teacher supervision. • See PS duty rotas. • Records must be kept of pupil attendance to any before, lunchtime or after school club to ensure track and trace information is readily available and accurate. 	As far as is possible the School will reduce mixing of class bubbles when outside or taking part in activities, PE, break times and lunchtimes.	1 Sept 2020
21	Insufficient consideration and alternatives to using public transport including staggering school start and finish times.	<ul style="list-style-type: none"> • Information to parents will promote and support the use of walking, cycling or driving to School to reduce demands on public transport • Arrival times are different from Senior School to ease congestion at the front of School and to protect class/year group bubbles. 		1 Sept 2020
22	No system in place to deal with bereavements, trauma, anxiety, stress, behavioural and sleep issues.	<ul style="list-style-type: none"> • Robust safeguarding and support systems already in place. • Bereavement Policy in place in Prep School. • Prep School DDSLs to work closely with Lead DSL and attend weekly Safeguarding Meeting to discuss cases. • CPOMS to be used for recording safeguarding concerns. 		10 August 2020
23	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	<ul style="list-style-type: none"> • Robust safeguarding, pupil education, network monitoring, filters and support systems already in place. 		10 August 2020

PREVENTION PUPILS AND STAFF

	HAZARD	FS CONTROLS IN PLACE	OTHER FS ACTIONS	COMPLETION DATE
1	Lack of review, update or sharing of safeguarding, code of practice, and staff handbook policies.	<ul style="list-style-type: none"> • Policy has been updated. • Pupils sent regular communications through wellbeing survey. • DSL check-ins with vulnerable children in place. • Mandatory INSET training for all staff before School starts. 	Staff Code of Conduct to be updated Supervision policy to be updated	1 Sept 2020
2	Inset does / did not reflect required training for COVID-19 related procedures, safeguarding, H&S, well-being.	<ul style="list-style-type: none"> • Training video will include all site operations, KCSIE 2020, H&S and wellbeing. • COVID-19 operations quiz to be mandatory for all staff, and to score 90%. 		1 Sept 2020
3	Staff have insufficient instruction and training on identifying and supporting vulnerable pupils, parents and other staff.	<ul style="list-style-type: none"> • Safeguarding level one for all staff on second day on INSET. • KCSIE quiz 2020 will be mandatory for all staff to complete within one month. 		2 Sept 2020
4	DSL and DDSL not easily contacted and their contact information not known to all.	<ul style="list-style-type: none"> • DSL names and contacts widely published on prompt cards and Safeguarding Policy. • Lead DSL mobile phone is published and widely available. 		1 June 2020
5	No COVID-19 specific policy that includes medical responses, SOCIAL DISTANCING, teaching, socialising, feeding, hydration, well-being etc.	<ul style="list-style-type: none"> • Risk Assessment document/controls in place and monitored, linked to pupil/parents/staff communications. • Covid-19 rules to be displayed across site, complemented by regular parent, pupil and staff communication. • Water fountains have been allocated to set groups • Toilers have also been allocated to set groups 		1 June 2020
6	Revised fire drills, registers, routes and assembly points not rehearsed.	<ul style="list-style-type: none"> • Fire drill to be practiced within second week of term. Houses to be separate by year groups and all staff 		1 Sept 2020

		and pupils will maintain social distance.		
7	Needs of each age group and class not considered discretely in terms of support, activities and facilities.	<ul style="list-style-type: none"> • Every pupil and class will be supervised by one consistent teacher/TA allowing for relationships to be built and support to be effectively tailored and issued to all pupils. 		27 August 2020
8	Staff moving between classes and year groups not maintaining distance from pupils and other staff (ideally 2 m between adults) .	<ul style="list-style-type: none"> • School site will be set up with clear one-way or keep left management system. This will be communicated to staff through published maps, supplemented by floor and wall signage and barriers where appropriate (but not breaching the schools fire risk assessment). • 2m demarcation is clearly defined in every classroom. • To be included within training video. • Staff offices have been set up to ensure 2m distance or screens have been positioned to mitigate the risk if less than 2m. • All areas must have sufficient ventilation this includes opening of windows. 	Site routes and operations will be a critical part of the daily Risk Assessment review. Enforcement of the site rules will also be a crucial part of all staff roles to support and ensure pupils adhere appropriately.	2 Sept 2020
9	Supply, peripatetic and/or other temporary staff moving between schools not minimising contact or maintaining as much distance as possible from other staff.	<ul style="list-style-type: none"> • 2m demarcation is clearly defined in every classroom • To be included within training. • Offices have been set up to ensure 2m distance or screens have been positioned to mitigate the risk if less than 2m • Staff visors and 2ply reusable face masks have been issued to all staff upon request or outcome of individual Risk Assessments • All areas must have sufficient ventilation this includes opening of windows. 		2 Sept 2020

10	Roles conducive to home working and therefore helping to reduce infection (e.g. some administrative roles) not identified.	<ul style="list-style-type: none"> • Vast majority of staff will return to work. Any staff to remain working from home should be directed to the H&S and Compliance Director to ensure compliance with the H&S & Welfare regulations and DSE regulations. 		2 Sept 2020
11	The “ideal” of adults maintaining 2m distance from each other, and from pupils not realised.	<ul style="list-style-type: none"> • School’s operations and training will match guidance from the Government. • Maximum occupancy has been set per venue to support maintaining distance. • Every classroom will have a 2m demarcation taped around the desk to support the teacher and pupils to adhere to this guideline. • PSLT enforcement and professional conversations will be hand with staff who, for no apparent reason are not maintaining distance. This could lead to disciplinary action leading up to and including dismissal as it may constitute gross misconduct for breaches of health and safety. • Staff visors and 2ply reusable face masks have been issued to all staff upon request or outcome of individual Risk Assessments. • Disposable masks available from Reception, School office or the COVID-19 Lead is reusable mask has been lost or forgotten 		2 Sept 2020
12	Contact between groups or bubbles is not minimised or distance between individuals maintained and properly supervised.	<ul style="list-style-type: none"> • Pupil and staff instructions will follow COVID-19 rules. • Timetables and site operations will be to protect classroom bubbles where possible. • Staggered entrances. 	To be continuously monitored	2 Sept 2020

		<ul style="list-style-type: none"> • Different zones and/or timings for quarter and lunch. 		
13	Distinct and consistent groups or 'bubbles' not maintained or separated and so, in the event of a positive case, difficult to identify those who may need to self-isolate.	<ul style="list-style-type: none"> • Pupil and staff instruction and associated timetables and site operations will be to protect and preserve classroom bubbles where possible. • Any activity involving one or more group where distance was not maintained will be recorded to ensure accurate information can be given to NHS track and trace teams. 	To be continuously monitored Any activity involving one or more group where distance was not maintained will be recorded to ensure accurate information can be given to NHS track and trace team.	1 Sept 2020
14	Insufficient controls measure for larger groups with greater risk of infection and need to all isolate.	<ul style="list-style-type: none"> • All events and assemblies have been cancelled. • There will no year group events to ensure we adhere to the guidance fully and support the track and trace teams effectively. 		1 Sept 2020
15	Large gatherings such as assemblies or collective worship with more than one group not avoided.	<ul style="list-style-type: none"> • All events and assemblies have been cancelled. 		20 August 2020
16	Insufficient controls for those pupils allowed to mix into wider groups for specialist teaching, wraparound care and transport.	<ul style="list-style-type: none"> • Wrap around care to be done within bubbles once risk assessed and approved • Transport procedures see below. 		
17	Younger pupils not supported in understanding the importance of maintaining distance, not touching staff and their peers - where possible.	<ul style="list-style-type: none"> • Pupil education will form part of the induction process as well as continuous support, education and monitoring. 		
18	No specific help and preparation for the changes to routine for pupils with SEND (whether education, health and care plans or on SEN support).	<ul style="list-style-type: none"> • Learning Support to provide 1-to-1 support or training in class-based pairs. 		
19	Where a pupil routinely attends more than one setting on a part time basis (e.g. dual registered) the system of controls not considered collaboratively to address identified risks.	<ul style="list-style-type: none"> • n/a 	n/a	
20	Classrooms do not have side-by-side seating or forward facing desks to reduce risks.	<ul style="list-style-type: none"> • All classes have been set up to ensure pupils sit side by side with the 		20 August 2020

		exception of ICT labs. In such instances, screens have been installed where pupils would have to sit face to face.		
21	ITT trainees not sufficiently briefed, hosted and integrated in their support to school.	<ul style="list-style-type: none"> Any room where a member of staff + PGCE student must have sufficient space to allow both adults 2m distance from the children or they wear masks where SD cannot be maintained 		Sept 2020 March 2021
22	Volunteers not checked, left unsupervised, allowed to work in regulated activity or supported.	<ul style="list-style-type: none"> Recruitment of volunteers to follow procedures within the Recruitment Policy. This will be updated to reflect any changes associated with COVID-19. 		1 Sept 2020
23	Recruitment process and pre-appointment checks not following legal requirements.	<ul style="list-style-type: none"> Any recruitment will continue to follow procedures with the Recruitment Policy. This will be updated to reflect any changes associated with COVID-19. 		1 June 2020
24	New staff and pupil registration and induction processes not adapted or compliant.	<ul style="list-style-type: none"> All inductions completed or to be completed have been compliant to ensure ultimate preparation in advance of September return. The Risk Assessment for full School return commenced within the second week of July and will continue to be reviewed and monitored throughout. 		1 Sept 2020
25	Support staff and TAs in regulated activity do not have the appropriate checks.	<ul style="list-style-type: none"> Any recruitment will follow procedures within the Recruitment Policy. This will be updated to reflect any changes associated with COVID-19. 		Ongoing
26	Single Central Register (SCR) not updated with DBS related issues and required documents not properly verified or recorded.	<ul style="list-style-type: none"> SCR continues to be managed and updated by HR department and inspected periodically by the H & S & Compliance Director. This is subject to Governor scrutiny periodically. 		Ongoing

27	Plans to separate work, learning, meetings, activities and play outside not fully considered	<ul style="list-style-type: none"> Flowcharts have been produced to give staff guidance on meetings within departments or pupil-based meetings to ensure the hierarchy of controls is followed. 		Ongoing
28	Opportunities for non-contact sport, adventure play, Forest School, gardening etc not regulated or considered	<ul style="list-style-type: none"> PE and activities, under current guidance can provide contact sport/play. Follow PE separate risk assessment per sport Any equipment used will need to be cleaned before use by another cohort or quarantined for 72 hours. PE have produced guidelines for each sport/activity for each member of the department. Each activity will need to be approved by the COVID-19 Lead. PE Department will manage the rotation, use and cleaning of each changing room to ensure maximum occupancy not met, SOCIAL DISTANCING is maintained by pupils, not used of mixed year groups and rooms are cleaned after each use prior to another year group entering. 	Each activity will need to be approved by the COVID-19 Lead.	27 August 2020
29	Physical education, sport and physical activities not following the measures in their system of controls.	<ul style="list-style-type: none"> Each activity will need to be approved by the COVID-19 Lead. The Deputy Head Co-Curriculum in conjunction with PE staff and the Director of Sport is responsible for ensuring all activities comply with the guidance and Risk Assessment. PE have produced set of guidelines for each sport/activity for each member of the department. These guidelines follow the overarching principles of 'full return to school' (updated 22/10/2020) and incorporate National Governing Bodies advice specific to each sport. 		27 August 2020

		<ul style="list-style-type: none"> As of 02/11/2020 PE will use off-site facilities so long as: each venue has been visited to check they are covid-19 secure. Any transport use must follow agreed and consistency seating plan, hand gels must be supplied by PE as well as spare face masks. Sport must follow agreed covid-secure risk assessment. 		
30	Sporting, play and SOCIAL DISTANCING rules unclear to staff, pupils, parents and visitors.	<ul style="list-style-type: none"> INSET training for all staff, Head of PS Sport will hold department training with all PE staff. No contact sports permitted but football and hockey practice drills are permitted. Changing room use will be managed by PE. Maximum occupancy will not be exceeded nor will groups from different bubbles use the same room. Local procedures will be published to all staff and parents within the Risk Assessment. 		27 August 2020
31	Pupils not kept in consistent groups, maximising distance between pupils or paying scrupulous attention to cleaning and hygiene during sports activities.	<ul style="list-style-type: none"> All timetables and activities set up will be produced to ensure groups are kept separate where possible. Equipment will be divided and labelled for specific year groups. PE will be responsible for the cleaning or quarantine of equipment. Changing room use restricted to maximum occupancy per room, only agreed classes to use Pupils to arrive in kit to reduce changing room use. Showers not permitted Most classes will either arrive changed, with blazer over the top of change within their classroom which keeps the bubble together. 	Activities, PE will need monitoring	Ongoing

32	Sports equipment not sufficiently cleaned between each use by different individual groups.	<ul style="list-style-type: none"> Equipment will be divided and labelled for specific year groups. PE will be responsible for the cleaning or quarantine of equipment. Wipes and sanitising extinguisher have been issued and staff trained. 		27 August 2020
33	Risk Assessment for play, drama and dance activities not re-assessed, applied or checked.	<ul style="list-style-type: none"> Each activity will need to be approved by the COVID-19 Lead. Spreadsheet of activities contains any timetabled activities that are running and the agreed controls with the lead teacher. 	Each activity will need to be approved by the COVID-19 Lead.	27 August 2020
34	Added risk of infection where there is singing, chanting, playing wind or brass instruments not reviewed.	<ul style="list-style-type: none"> Each activity will need to be approved by the COVID-19 Lead. Spreadsheet of activities contains any timetabled activities that are running and the agreed controls with the lead teacher Singing and musical instruments are subject to stringent controls in line with Government guidance. Director of Music to produce clear protocols on what can be played, how, (controls), where (suitably room/ventilation). Cleaning will be managed by the Music Department. Rooms will have an X to indicate where pupils and staff stand to maintain a safe distance. Where this is not 2m or more, screens will be provided along with visor and 2ply reusable face masks for the member of staff. 	Each activity will need to be approved by the COVID-19 Lead.	27 August 2020
35	Shared staff spaces are not set up or used to allow staff to distance from each other.	<ul style="list-style-type: none"> Where desks cannot be distanced, screens have been put in place. Hand sanitiser available. 'Hot desking' will not be permitted. 		27 August 2020
36	Staff meetings and staff rooms unregulated in terms of space, equipment, resources	<ul style="list-style-type: none"> Staff meetings flow chart produced going through hierarchy of controls. 	Remove toaster	27 August 2020

	(copiers, kettles, biscuits tins etc) timings, SOCIAL DISTANCING and purpose.	<ul style="list-style-type: none"> • Common room closed except as a takeaway facility for coffee. • One-way system in place • Booking system to be supervised by the Director of Operations to ensure it is not used by different year groups and cleaned between pupil meetings meticulously. 		
37	Staff not having sufficient down time / rest during the working day / week.	<ul style="list-style-type: none"> • Timetable produced gives staff sufficient free time for prep and time for rests. • Two-way feedback encouraged once staff have received their timetables through HoDs. • Staff with specific concerns can raise these through the PSLT or the COVID-19 Lead. 		Ongoing
38	Staff schedules do not build in the need to avoid increases in unnecessary and unmanageable workload burdens.	<ul style="list-style-type: none"> • A new timetable and duties rota have been produced. Both include scheduled breaks for staff. • Post School events/clubs have either been cancelled or significantly reduced. • Post School meetings will, where practical, be held online to allow staff to leave site early/on time. 	To be reviewed as part of the Risk Assessment process	Ongoing
39	Staff unable to manage the provision of both in School and remote learning.	<ul style="list-style-type: none"> • SLC staff to be used for any keyworker camp should the school go into full site closure or partial thus allowing teaching staff to focus on online delivery. 		Ongoing
40	Security, CCTV and access systems not regularly checked, updated and (where necessary) re-coded.	<ul style="list-style-type: none"> • Ongoing. 		Ongoing
41	Parent, Pupil, Staff, Contractor, Visitor drop-off and pick-up procedures, in and out routes not shared, understood or applied.	<ul style="list-style-type: none"> • Full operational procedures will be shared through parental letters, pupil and staff training. • Signage will support a one-way system and the need to wash hands upon entry and exit. 		1 Sept 2020

		<ul style="list-style-type: none"> • Visitor and contractor procedure in place since Easter and will continue. 		
42	Appropriate safety measures not in place for wraparound childcare for both indoor and outdoor provision.	<ul style="list-style-type: none"> • All wraparound care will follow bubble protection measures. All care will be assessed and approved by PS Head and the COVID-19 Lead 		1 Sept 2020
43	Transit spaces (corridors), social zones (common rooms / playgrounds) not configured to separate different groups.	<ul style="list-style-type: none"> • A one-way or keep left system has been introduced across the site. • This is clearly indicated through floor or wall signage as well as maps sent to all pupils and staff in advance and individual building maps within the buildings. 		1 Sept 2020
44	Classrooms don't reflect recommended layout, PPE, screening, enhanced cleaning rules and timings.	<ul style="list-style-type: none"> • All classes have been set up to ensure pupils sit side by side with the exception of ICT labs. In such instances, screens have been installed where pupils would have to sit face to face. • Classrooms will have a tub of wipes, tissues and hand sanitiser to support hygiene measures. • Any classroom to be used by different bubbles, will be cleaned prior to use. • Cleaning will either be by Cleaning contractor staff or by a Forest School member of staff who has been appropriately trained in accordance with CoSHH regulations. 		1 Sept 2020
45	Hand washing not part of School culture or routine e.g. no regular breaks for hand washing during the school day.	<ul style="list-style-type: none"> • Hand washing will be compulsory at the beginning and the end of the day, break time and before and after eating. • Younger children will be supervised and educated continuously throughout the day. • Handwashing (minimum frequency) displayed on published timetable. • Child-friendly posters on display follow agreed published procedure. 		1 Sept 2020

		<ul style="list-style-type: none"> • Ensure all staff involved are aware of when handwashing needs to take place (for the twenty seconds per wash). 		
46	Insufficient hygiene stations at entrances, exits, toilets, classrooms, play areas, common rooms, staff areas etc	<ul style="list-style-type: none"> • 20 additional portable sinks have been hired and will be placed by all entrances. • Hand sanitising stations are located at the entrance of every building on site. • Hand sanitising pumps to be located in every classroom. • Sanitising wipes in all high risk/high equipment use areas and throughout the School. • Lidded bins have been stationed around the School. 		1 Sept 2020
47	Hygiene stations (including bins) not stocked, checked, emptied and cleaned regularly.	<ul style="list-style-type: none"> • Cleaning contractor to be made aware of hygiene station locations for re-stocking/monitoring purposes. • COVID-19 Lead to send list to cleaning contractor general manager. • Staff informed on how to report any empty or faulty stations. 		1 July 2020
48	Unnecessary and unused items not removed from classrooms and other learning environments.	<ul style="list-style-type: none"> • Where practical, items have either been removed or covered to reduce touch points. • Sanitising extinguishers will be used as a last control where the School is unable to relocate/store equipment. 		1 Sept 2020
49	Soft toys, furnishings, spare furniture and items that are hard to clean not removed and stored securely.	<ul style="list-style-type: none"> • All non-essential items have been removed where possible • Where furniture cannot be removed, hazard tape has been used or items covered with sheeting 		1 Sept 2020
50	Individual and frequently used equipment, such as pencils and pens not shared by staff or pupils (who use their own).	<ul style="list-style-type: none"> • Pupils informed to bring their own equipment and devices and not to share. • Classroom/PE, etc equipment cannot be used between different bubbles 		1 Sept 2020

		<p>without being cleaned meticulously first. This is the responsibility of the teacher</p> <ul style="list-style-type: none"> • Equipment that remains within a bubble is required to be cleaned at the end of the day. This is the responsibility of the Teacher 		
51	Classroom based resources, such as books and games and all frequently touched surfaces, which are used and shared within a group or bubble not regularly cleaned.	<ul style="list-style-type: none"> • Equipment not shared between bubbles will be cleaned more frequently. • Equipment to be shared between bubbles must be appropriately isolated, boxed, labelled and either cleaned by department staff or Cleaning contractor staff. • Equipment must also be boxed and clearly signed not to be used for a 72 hours quarantine period. • Every department has been issued labels that can be used to indicate areas/equipment within quarantine. 		1 Sept 2020
52	Management of resources shared between classes or bubbles not cleaned frequently and meticulously or rotated to be left unused and out of reach for a period of 48 hours (72 hours for plastics).	<ul style="list-style-type: none"> • Equipment to be shared between bubbles must be appropriately isolated, boxed, labelled and either cleaned by department staff or Cleaning contractor staff prior to the next use. 		1 Sept 2020
53	Regulating the use and cleaning of locker, changing rooms, toilets and showers not managed and supervised.	<ul style="list-style-type: none"> • Changing rooms will either be locked where too small or set out to ensure distancing can be adhered to through demarcations on the floor. • All changing rooms will be ventilated appropriately. • Pupils will either arrive changed or go home in their kit to reduce changing room use. • For swimming pools, pupils will change in their classroom and then walk to the pool wearing appropriate footwear and a bath robe. 		1 Sept 2020

54	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.	<ul style="list-style-type: none"> Any pupil bringing excess equipment will be asked to reduce. Communications has gone to parents to inform them of this key Government message. 		1 Sept 2020
55	Pupils and staff taking necessary books and other shared resources home not sufficiently managed.	<ul style="list-style-type: none"> This will be managed and coordinated by the individual teachers in line with equipment cleaning regimes or quarantining if taken home. 		1 Sept 2020
56	Outdoor playground equipment should be more frequently cleaned or left fallow.	<ul style="list-style-type: none"> Part of the cleaning schedule will include bike racks, water fountains and external seating provisions. Cleaning will be documented and recorded on Teams. 		1 Sept 2020
57	Assemblies, break times, meals, drop-off and collection times not sufficiently well staggered.	<ul style="list-style-type: none"> Assemblies cancelled. Drop off and collection times staggered from Senior School. Lunch times and break times staggered or held or in different zones. 		1 Sept 2020
58	Non-overnight educational visits not organised in line with protective measures (keeping children within consistent groups) and COVID-19 measures in place at destination.	<ul style="list-style-type: none"> Implemented and will continue to follow Government guidance. For the foreseeable future no day trips will be taking place. If approved, each visit's Risk Assessment will include COVID-19 controls for the transportation and venue, to include mandatory staff pre-visit. 		1 Sept 2020
59	Meal times not thought through or possible to achieve SOCIAL DISTANCING in the servery and dining areas whilst still providing sufficient nourishment.	<ul style="list-style-type: none"> Food offerings reduced but maintain nutritional value in lines with FSA advice. No shared utensils or equipment. Tables arranged per class bubble, year groups separated by a distance greater than 2m. Staggered entrances of set year groups. 	Will require monitoring on day one to ensure timings and cleaning standards are safe and effective	1 Sept 2020

		<ul style="list-style-type: none"> Dynamic cleaning by cleaning contractor staff will allow for set areas that have been emptied before the rest of the hall to be cleaned and used to allow for swift return to the zone/classroom Screens for catering staff in place. 		
60	Organisation of breakfast and after school club not revised in to small, consistent groups and maintaining year groups or bubbles.	<ul style="list-style-type: none"> Booking information sent to parents Numbers have been restricted Areas used will be consistent with the bubbles 		Ongoing
61	Pupil and staff mental health and wellbeing not considered with individual needs not identified or supported.	<ul style="list-style-type: none"> Pupil wellbeing well managed by teachers due to only having the one consistent teacher and TA All staff have undergone mental health first aid training New staff wellbeing policy being produced alongside new EAP policy Staff wellbeing survey has been completed and will continue to be reviewed. Chaplain is checking-in with staff that may require support. 		Ongoing
62	Insufficient pastoral and extra-curricular support for pupils to rebuild friendships and social engagement.	<ul style="list-style-type: none"> Pupil wellbeing well managed by teachers due to only having the one consistent teacher and TA. 		Ongoing
63	Insufficient support to address and equip pupils to respond to COVID-19 related issues.	<ul style="list-style-type: none"> Pupil wellbeing well managed by teachers due to only having the one consistent teacher and TA. 		Ongoing
64	Re-scheduling of activities not operating efficiently or safely due to SOCIAL DISTANCING rules and timings.	<ul style="list-style-type: none"> All activities have been risk assessed. Once term commences and pupils and staff settle in to the new normal, additional activities will be discussed and if they can be incorporated safely they will be. 		Ongoing
65	Plans, briefing and statistics for ISI / Ofsted visit not updated.	<ul style="list-style-type: none"> Compliance work will continue to ensure the school is always inspection ready Meeting set for the first two weeks in September with policies owners to 		Ongoing

		gather evidence and scrutinise policies ahead of the policy review morning.		
	HAZARD	FS CONTROLS IN PLACE	OTHER FS ACTIONS	COMPLETION DATE
1	Sickness management rules and the “don’t come to work if you are ill” not understood or observed.	<ul style="list-style-type: none"> • Staff have previously received Government guidance on self-isolation and this will be reaffirmed during INSET and throughout the term. • Posters on display at the front of School. • Staff briefing document will direct staff to the Government guidance on staying at home, self-isolation, symptoms and household self-isolation. • Training video will echo the Government message of stay at home if you are symptomatic and follow the stay at home guidance, notifying the COVID-19 Lead and supporting any contact from the NHS track and test team. 		1 Sept 2020
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.	<ul style="list-style-type: none"> • As above. • Records of communication will be made with staff and pupils. • Within the communication a confirmed date of return will be given. • Contact will be made on the 9th day to check if symptoms have eased in line with Government guidance. 		1 Sept 2020
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).	<ul style="list-style-type: none"> • Clear guidance given to all staff, pupils and parents on when the School will be enforcing isolation of individuals or bubbles. • Pupils sent to the triage tent where practical and Medical Centre informed to ensure Nurses can put on PPE in advance • COVID-19 Lead available for assistance in removing symptomatic children from buildings • Test kits have been delivered (10) 	Ensure staff aware of changes from 7 to 10 days isolation for symptomatic staff	1 Sept 2020

		<ul style="list-style-type: none"> • If home testing kits are available they will be given to parent/carer collecting the child who has developed symptoms. • If no home test kits are available the parent or staff member must book a test through the NHS website. • Any proposed return to school/work must be in conjunction with the COVID-19 Lead, who in conjunction with the latest guidance will ensure the right amount of self-isolation has been achieved. 		
4	Given (number 1 & 2) above household or group members do not understand that they must self-isolate for 14 days.	<ul style="list-style-type: none"> • All guidance issued will include hyperlinks to the Government guidance for staying at home and ending self-isolation. 		Ongoing
5	No isolation room and separate bathroom available, inadequate signs for those waiting collection and no access to PPE for those attending to unwell staff and pupils.	<ul style="list-style-type: none"> • The Medical Centre will have four individual sick bays designed for COVID illnesses. • All first aid will be conducted by paediatric first aiders within Prep School. • Prep School has two allocated first aid bays • Prep School staff will use walkie talkies to aid in communication • PPE will be stored in the Medical Centre but also in the Prep School Office. 		1 Sept
6	Procedure is not clear for those staff who have helped someone with symptoms and pupils who have been in “close contact”.	<ul style="list-style-type: none"> • To be included within training videos and all staff have been sent links to the Government guidance and informed that it is their professional duty to be familiar with the content and requirements. 		1 Sept 2020
7	Staff not aware of meaning of “close contact” i.e.: <ul style="list-style-type: none"> • Direct close contacts: face-to-face contact with an infected individual for any length of time, within 1 m, including being coughed on, talking face to face, or unprotected physical contact (skin-to-skin). 	<ul style="list-style-type: none"> • To be included within training videos and all staff have been sent links to the Government guidance and informed that it is their professional duty to be familiar with the content and requirements. • PPE provided in line with the latest guidance issued to all staff 		1 Sept 2020

	<ul style="list-style-type: none"> Proximity contacts: extended close contact (within 1 to 2 m for more than 15 minutes) with infected individual. Sitting in a small vehicle (car) with an infected person. 			
8	Procedures for reporting COVID-19 instances to external authorities not known or applied.	<ul style="list-style-type: none"> COVID-19 Lead will be responsible for reporting any positive cases to the DfE, local health protection team, contact details included within this risk assessment Staff and parents will be informed to report any positive cases in School and outside School hours to the COVID-19 Lead on 020 8509 6545 		1 Sept 2020
9	Procedure for washing hands thoroughly for 20 seconds with soap and running water or using hand sanitiser after any contact with someone who is unwell is not understood or applied.	<ul style="list-style-type: none"> Hand washing will be compulsory at the beginning and end of the day, break time and before and after eating. Younger children will be supervised and educated continuously throughout the day. Handwashing (minimum frequency) displayed on published timetable. Child-friendly posters on display follow agreed published procedure. Ensure all staff involved are aware of when handwashing needs to take place and for the twenty seconds per wash. 		1 Sept 2020
10	School unaware of those that have been identified as Clinically Extremely Vulnerable (CEV) via a letter to the individual from NHS or their GP.	<ul style="list-style-type: none"> Email sent to all staff asking that if anyone has received a ECV letter to bring it to COVID-19 Leas ASAP 		5 th November
11	Clinically Extremely Vulnerable (CEV) staff and pupils have not been advised whether to work from home or go to school during period of national restrictions.	<ul style="list-style-type: none"> Those that have brought in the letter have been told to work from home or remain at home in lines with government guidance, VWV interpretation and insurers views 		5 th November
12	Measures in school are not sufficiently robust for clinically vulnerable staff and pupils.	<ul style="list-style-type: none"> HSE advise that no additional controls are required Individual pregnancy risk assessment assess covid-29 independently 		Ongoing

13	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.	<ul style="list-style-type: none"> • Cleaning contractor have been issued the revised guidance on cleaning within non-health care settings. 		1 Sept 2020
14	Science of risk not understood e.g. less severe symptoms in adults, younger children less likely to become unwell.	<ul style="list-style-type: none"> • This will be explained during the training video for staff. • Importance of keeping children within their class bubble stated within timetables and staff communications. 		1 Sept 2020
15	Although a useful confidence measure routine temperature testing is not a reliable method to identify COVID-19 (PHE advice refers).	<ul style="list-style-type: none"> • Matrons and first aiders may use temperature checking along with checking for any other signs and symptoms. 		1 Sept 2020
16	Insufficient medical staff to deal with temperature testing (if used), isolating and monitoring suspect COVID-19 cases, outside appointments and normal medical issues.	<ul style="list-style-type: none"> • Two registered general nurses purely for COVID-19 and medical issues. • First aid will be picked up by first aiders • Staff will be notified of who the first aiders are through training and regular communication (SLC 6526 and Wayne Bishop 6545) 		1 Sept 2020
17	No or insufficient training for those operating temperature testing or other precautions that require new equipment.	<ul style="list-style-type: none"> • Training has been given to any staff required to use thermometers. 		1 Sept 2020
18	Medical staff have insufficient or unsuitable PPE, cleaning materials and training for tasks.	<ul style="list-style-type: none"> • Matrons are responsible for sourcing their own PPE. • COVID-19 Lead has purchased additional supplies of suitable equipment. 		1 Sept 2020
19	Temperature testing undertaken using unsafe methods, not reflecting SOCIAL DISTANCING rules, not recorded or kept appropriately.	<ul style="list-style-type: none"> • All staff using thermometers will be trained in the correct use and appropriate PPE provided and trained. 		1 Sept 2020
20	No separate area for temperature testing, holding and isolation of pupils/staff. Areas not easily identified or regularly cleaned?	<ul style="list-style-type: none"> • Temperature will be taken within bay opposite to the office. • Isolation rooms at the rear of the medical centre. 		1 Sept 2020
21	Insufficient registration, induction, supervision (and temperature checking) of contractors working on site.	<ul style="list-style-type: none"> • Continued use of the visitor/contractor procedure that includes only essential visits permitted, authorisation system in place to ensure controls are sufficient, medical declaration and temperature screening completed upon arrival. 		Ongoing

22	Young children not supervised using hand sanitiser (risk of ingestion). (Note: Skin friendly cleaning wipes is an alternative).	<ul style="list-style-type: none"> Children will be shown how to use hand sanitiser, especially those new to the School and very young children supervised to ensure appropriate use . 		1 Sept 2020
23	Young children and those with complex needs not supported in understanding importance of hygiene rules.	<ul style="list-style-type: none"> Children will be shown how to use hand sanitiser, especially those new to the School and very young children supervised to ensure appropriate use. 		1 Sept 2020
24	Lack of information on 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.	<ul style="list-style-type: none"> 'Catch it, bin it, kill it', hand washing and 2 metre SOCIAL DISTANCING posters displayed across the site Tissues within all classrooms. Pupils will be educated on how to catch sneeze without tissues (crock of arm). 		1 Sept 2020
25	Hygiene rules not effective. "catch it, bin it, kill it" not re-publicised or applied.	<ul style="list-style-type: none"> 'Catch it, bin it, kill it', hand washing and 2 metre SOCIAL DISTANCING posters displayed across the site. Tissues within all classrooms. 		1 Sept 2020
26	Pupils not aware of behaviours which may increase the risk of droplet transmission (such as biting, licking, kissing or spitting).	<ul style="list-style-type: none"> Children will be educated on transmission routes and the Behaviour Policy has been updated to reflect possible sanctions for any serious breaches. 		7 Sept 2020
27	Insufficient staff supervising and supporting normal medical staff particularly in their liaison with GPs, LA(?) etc.	<ul style="list-style-type: none"> Forest School has sufficient first aiders and mental health first aiders to support them in their roles. 		7 Sept 2020
28	Visits of or to GPs / nurses / dentists and local surgeries changed and not known by staff and or pupils.	<ul style="list-style-type: none"> Appointment procedures will continue as necessary pupils will sign out from School Office to reduce congestion at Reception and ensure fire registers are accurate. 		7 Sept 2020
29	Staff are not aware that those with COVID-19 symptoms should not go to a GP surgery, pharmacy, urgent care centre or hospital.	<ul style="list-style-type: none"> This will be explained during the training video for staff. 		7 Sept 2020
30	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).	<ul style="list-style-type: none"> The van will be able to park at the front of School, power accessible from accounts. Class(es) will be taken across to the van in accordance with the public health team procedures, SOCIAL DISTANCING in place whilst testing takes place. 		24 August 2020

		<ul style="list-style-type: none"> • Prep School Office will inform parents of the testing taking place. • Discussions will decide any reduction in activities whilst awaiting for results 		
31	Insufficient or no procedure for summoning emergency services, lack of safe RV and cleared routes in and out.	<ul style="list-style-type: none"> • Tried and tested through keyworker camp and typical School day. 		1 June 2020
32	No early liaison with local health protection teams and LA who provide advice (and may recommend large groups self-isolate or school closure)	<ul style="list-style-type: none"> • Wayne Bishop has made contact with local health protection team. • Medical Centre would also work in close liaison in the event of a confirmed case 		20 August 2020
33	Insufficient First Aid trained personnel (ratio) for pupils in school and on activities and sport.	<ul style="list-style-type: none"> • Plenty of first aid cover for PE, sport. • Additional courses will be organised during the term to catch up on those that expired • Staff and pupils to be notified of changes to first aid through ISAMs bulletin and email communication 		Ongoing
34	Actions for using first aid on those with no COVID-19 symptoms unclear and not briefed.	<ul style="list-style-type: none"> • Follow guidance, that no additional precautions would be required. However, all first aid kits will be provided with additional PPE of mask, gloves apron, just in case child does become symptomatic. • In the case of the casualty requiring CPR, and casualty has suspected COVID-19, hands only CPR is to be given. 		1 Sept 2020
35	Requirements for EYFS on paediatric first aider certification not identified given recent modifications and 3 month extensions.	<ul style="list-style-type: none"> • These have been identified and highlighted on the staff register. • Paediatric first aider courses to be organised for this term to catch up. 		1 Sept 2020
36	Medical Policy, procedures and appropriate response to spectrum of medical issues not revised or shared.	<ul style="list-style-type: none"> • Revised and will be available to all staff in September. • Addendums to policies will be issued to ensure the updated policies and procedures are fully understood • These will form part of the compliance quiz to ensure staff understanding 		Sept 2020
37	Pregnant women are in the 'clinically vulnerable' category and not following the relevant guidance.	<ul style="list-style-type: none"> • All pregnant women should be directed to the COVID-19 Lead in order to complete a Risk Assessment. 		Ongoing

38	Lack of School decision or policy for level of PPE required for staff or pupils.	<ul style="list-style-type: none"> • PPE levels will follow Government guidance and be issued accordingly. • Face masks will be not be required for pupils for year 6 and below • Staff have been issued 2 x 2ply reusable/washable face masks to wear in communal areas including Prep School corridors. If they would like to wear a mask within a classroom, contact must be made with the COVID-19 Lead to ensure PPE within classroom is viewed as an additional control and not because they feel the controls in place are not suitable and sufficient • These will be provided by the COVID-19 Lead. Any staff meeting must happen remotely in first instance, if needs to be face-to-face, then outdoors is required where weather and condition permits. If it has to be inside, then the room must be of a suitable size, adequate ventilation, less than 15 minutes where possible. Where 2m cannot be maintained, masks must be worn. 		August 2020 1 March 2021
39	Insufficient training for all those that wear face coverings including fitting, storing, care and disposal arrangements.	<ul style="list-style-type: none"> • Training will be provided during INSET or during individual Risk Assessment meetings. 		Ongoing
40	Different age groups with different risk profiles for each group of staff and pupils not risk assessed?	<ul style="list-style-type: none"> • All pupils and staff have been consulted and risk assessed as part of the return to School process. • Local rules will reflect any variations needed per department or class. • Learning Support has been consulted on any children with specific education, physical or sensory needs. • DSLs are aware of children that may require additional emotional support during transition in returning to School. • DSLs will be given more time to support vulnerable pupils where required. 		1 Sept 2020

41	Measures in School are not sufficiently robust for extremely clinically vulnerable (ECV) and clinically vulnerable (CV) to return to School.	<ul style="list-style-type: none"> Guidance allows for all ECV and CV to return to School so long as the school is adopting the measures referred to in the guidance. 		1 Sept 2020
42	Medical advice for vulnerable staff and children not being followed and insufficient support both at School and at home.	<ul style="list-style-type: none"> Staff - new Employee Assistance Programme commences in September to offer counselling and support to staff. Place2Be offer services for pupils on site and online to support vulnerable pupils. 		1 Sept 2020
43	Those with particular characteristics and an increased COVID-19 risk not identified and sufficient measures taken to reduce risks.	<ul style="list-style-type: none"> Guidance allows for those with particular characteristics to return to School so long as the School is adopting the measures referred to in Government guidance. Staff have been encouraged by PSLT to ensure that if they have any concern to discuss this with their Line Manager. Individual Risk Assessments can be completed by the COVID-19 Lead upon request. 		1 Sept 2020
44	Lack of knowledge on whom has tested positive for COVID-19 and if it is recorded (for elimination purposes). Evidence of negative result should not be requested.	<ul style="list-style-type: none"> All parents, pupils and staff will be issued the COVID-19 Lead phone number to report a positive test whether in School or outside of School. This allows for prompt information gathering to assist track & trace. 	All activities and clubs need to keep register of attendance, including staff.	1 Sept 2020
45	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.	<ul style="list-style-type: none"> This will be recorded on the incident log sheet held on Teams (Cobra) to include date symptoms started, positive test date and earliest return to school date. 		Ongoing
46	Lack of recording of which staff and pupils have been sent home with COVID-19 symptoms (a cough, high temperature or shortness of breath).	<ul style="list-style-type: none"> This will be recorded on the incident log sheet held on Teams (Cobra) to include date symptoms started, positive test date and earliest return to school date. 		Ongoing
47	Lack of regular dialogue with those that have suffered from COVID-19 and / or are isolated at home.	<ul style="list-style-type: none"> PS Head (Deputy Warden for Senior Teaching staff and Bursar for Support Staff) will be responsible for liaising with staff, pupils on a regular basis. 		Ongoing

48	Policy on wearing uniform and if washing also required to prevent infection for staff and pupils not re-considered.	<ul style="list-style-type: none"> Uniform has been considered as part of the Risk Assessment. Government guidance states no additional controls are needed. To reduce the risk of transmission during PE and Games, pupils will come to School in their PE kit when they have this scheduled. Contingencies for if pupils get wet and muddy will be devised by Director of Sport. 		1 Sept 2020
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PREVENTION DEDICATED SCHOOL TRANSPORT AND DRIVER

	HAZARD	FS CONTROLS IN PLACE	OTHER FS ACTIONS	COMPLETION DATE
1	Drivers not regularly briefed on changes or included in staff briefings and revised schedules and notices.	<ul style="list-style-type: none"> Kura/Transport2 (previously Coachhire) manage all drivers and ensure they have up to date and accurate information. 	Drivers need to be issued with Safeguarding FAQ's (WB / JHK)	1 Sept 2020
2	Drivers not fully considered or supported (particularly relating to age and vulnerability).	<ul style="list-style-type: none"> This is the responsibility of the individual coach company in liaison with Kura. 		Ongoing
3	Drivers have insufficient / inappropriate PPE, cleaning materials and training.	<ul style="list-style-type: none"> This is the responsibility of the individual coach company in liaison with Kura 		Ongoing
4	Drivers not protected by screens and / or procedures that should be known to parent, carers and pupils.	<ul style="list-style-type: none"> This is the responsibility of the individual coach company in liaison with Kura. 		Ongoing
5	Dedicated transport not aligned with the principles underpinning the system of controls	<ul style="list-style-type: none"> COVID 19 safety discussed with Kura. The Transport Manager will ensure the controls in place in conjunction with the school and contractor match those stated within the government guidance and that this is continually reviewed. 		1 Sept 2020
6	Dedicated school transport not operating to SOCIAL DISTANCING and hygiene rules or with sufficient PPE and cleaning arrangements.	<ul style="list-style-type: none"> COVID 19 safety discussed with Kura, Transport Manager will ensure controls in place in conjunction with the School and contractor. 		1 Sept 2020

7	Pupils not grouped together on transport reflecting consistent bubbles or groups that are adopted within School.	<ul style="list-style-type: none"> • Kura producing layouts per bus to group year groups together. This will be monitored by the Transport Manager and supported by the COVID-Lead • Pupil positive case form explores compliance issues within the bus 	25/09/2020 pupils upon the buses are to be allocated individual seats rather than rows to support track and trace.	1 Sept 2020
8	Insufficient or no use of hand sanitiser upon boarding and/or disembarking.	<ul style="list-style-type: none"> • Alcohol based hand gels provided to all buses by Transport Manager 		1 Sept 2020
9	No additional cleaning of vehicles (all touch points) before and after each journey.	<ul style="list-style-type: none"> • All vehicles cleaned by operators and confirmed in writing to Kura 		1 Sept 2020
10	Poorly organised queue and boarding process and SOCIAL DISTANCING not observed within vehicles wherever possible.	<ul style="list-style-type: none"> • Transport Manager to assist with boarding whilst at School. • Information sent to parents on pupil expectations when waiting and boarding a bus 		1 Sept 2020
11	Use of face coverings for children (over the age of 11) as a mitigating measure not understood by pupils and parents.	<ul style="list-style-type: none"> • Senior school children only will be required to wear masks to board the bus. • A small stock of masks will be issued to drivers by the Transport Manager for when a pupil forgets 	All pupils travelling by buses have been reminded on the importance of wearing face masks. The transport Manager will continue to board particular buses morning and afternoons to check compliance.	1 Sept 2020
12	Measures, in case of emergency, for the movement of a symptomatic pupil by School transport not considered in policy.	<ul style="list-style-type: none"> • If a child becomes symptomatic on the bus, depending upon the location, the child could either be returned to school or it may be closer to the parents. The driver must contact the Health & Safety Officer on 020 8509 6545 who will lead on the incident. 		1 Sept 2020
13	School vehicles not fully registered, insured, maintained and stocked with appropriate hygiene materials.	<ul style="list-style-type: none"> • This is the responsibility of the individual coach company in liaison with Kura. 		Ongoing

PREVENTION SUPPORT STAFF

	HAZARD	FS CONTROLS IN PLACE	OTHER FS ACTIONS	COMPLETION DATE
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1	Support and contract staff not regularly briefed on changes.	<ul style="list-style-type: none"> All non-teaching staff will be informed of the School's controls w/c 24th August. The Risk Assessment will also be available to non-teaching staff to review and challenge where required. Any member of staff with a specific concern either medical or workspace will be asked to refer to the COVID-19 Lead where an individual Risk Assessment may be produced. 		27 August 2020
2	Physical meetings recognise SOCIAL DISTANCING, hygiene arrangements including well-ventilated rooms or, if possible, outside.	<ul style="list-style-type: none"> All meetings will follow the approved flow chart. This ensures the necessary hierarchy of controls have been properly considered and recorded. 		27 August 2020
3	Drivers not fully considered or supported (particularly relating to age and vulnerability).	<ul style="list-style-type: none"> Forest School will not be driving children for the foreseeable future. Any driving is only done by Estates with one or two members of staff only. 		27 August 2020
4	Support staff have insufficient/inappropriate PPE, cleaning materials and training.	<ul style="list-style-type: none"> PPE will form part of any individual Risk Assessment and training given where required. The COVID-19 Lead will be responsible for ordering, stocking and training for any PPE request. 		27 August 2020
5	Cleaning regimes not enhanced, regularly reviewed, inspected or conforming to revised hygiene rules.	<ul style="list-style-type: none"> Regular cleaning schedules will be produced and documented by Cleaning contractor. Individual or specific areas of high risk or use by different cohorts will be the responsibility of the staff members. Wipes have been issued to specific areas where equipment needs to be cleaned. Hand sanitisers are located throughout the School. 		27 August 2020
6	Security and access systems not regularly checked, updated and re-coded.	<ul style="list-style-type: none"> Ongoing. 		Ongoing
7	Reconfigured areas, zones and routes hampering fire exits and routes.	<ul style="list-style-type: none"> All routes have been designed to ensure fire safety is not breached. The routes and Risk Assessments will be reviewed daily to ensure it meets the requirements of the COVID-19 risk assessment and ensures everyone has a safe means of escape. 		

8	Fire and other emergency procedures not reconfigured, routes not clear or regularly inspected.	<ul style="list-style-type: none">• As above		Ongoing
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PREVENTION FACILITIES MANAGEMENT

	HAZARD	FS CONTROLS IN PLACE	OTHER FS ACTIONS	COMPLETION DATE
1	Insufficient hand washing or hand sanitiser 'stations' for all pupils and staff to clean their hands regularly.	<ul style="list-style-type: none"> Hand sanitising stations are located on the external wall of every building including reception and routes in for staff. Whitmore and Prep have them located within corridors on second floor. Every classroom will have two push-down hand sanitising gels. Each entrance will have hand washing stations. This will be supervised by a member of staff to ensure hands are washed upon entry. Posters on display showing the correct technique to hand washing. 		27 August 2020
2	Policy and procedures for contractors including signing in and out, and badges on School site not reviewed, and / or enforced.	<ul style="list-style-type: none"> Visitors procedure enforced for contractors as well. This has been in operation since March. 		27 March 2020
3	Contractor health declaration and pre-work briefings not considered or implemented.	<ul style="list-style-type: none"> All contractors must be approved before arrival through the visitor request form. If approved and on arrival, they complete a medical declaration and have their temperature taken. 		27 August 2020
4	Contractor (and visitor) hygiene arrangements not considered including parking, guiding, supervision, breaks, meals and toilets.	<ul style="list-style-type: none"> Contractors not permitted to park on site unless approved by the Bursar. Only use the toilets by Estates, breaks and meals will need to be off site. 		27 August 2020
5	Insufficient heating and/ or cooling system (including insufficient fuel levels if applicable).	<ul style="list-style-type: none"> All heating systems serviced in August 2020. Part of the Schools planned preventative maintenance (PPM) 		27 August 2020
6	Insufficient gas supply, maintenance, checks, venting and valves.	<ul style="list-style-type: none"> All gas has been serviced and checked in accordance with the Gas Safety Policy. 		27 August 2020
7	Air conditioning units, ducts, ventilation and extraction systems not checked on re-	<ul style="list-style-type: none"> All air conditioning units serviced in July. 	Co2 detectors to be purchased to assess fringe rooms	27 August 2020

	occupying school facilities (including workshops).	<ul style="list-style-type: none"> Buildings with mechanical air ventilation have been inspected. Areas found to be insufficient will not be used unless sufficient ventilation can be achieved through windows. 		
8	Centralised ventilation system that removes and circulates air to different rooms is not using a fresh air supply.	<ul style="list-style-type: none"> Areas found to be insufficient will not be used unless sufficient ventilation can be achieved through windows. 		27 August 2020
9	Electrical tests not up-to-date including emergency lighting and PAT including electrical equipment bought in to School.	<ul style="list-style-type: none"> Fixed electrical testing completed July-August 2020. Annual PAT programme due for October half term and this has been agreed with Ph Limited 		20 August 2020
10	Water testing for temperature, flow and legionella not in date, recorded or tested on re-opening facilities.	<ul style="list-style-type: none"> Evolution conduct monthly temperature checks, six monthly calorifier checks, water tank checks. Full Risk Assessment was conducted in June 2020. Cleaning contractor/Estates complete flushing schedule that was increased during shut down to weekly, for little or no use outlets. 		Ongoing
11	Insufficient arrangements for the operation, additional cleaning and security (and use) of the swimming pool.	<ul style="list-style-type: none"> Swimming pool closure followed PWTAG procedure and has been subject to daily checks during closure. Pools have continued to have monthly micro-biological sample taken and tested by Evolution. Pools have been in operation since 25 July and following Swim England guidance, supplemented by STA guidance for swimming lessons. Swimming pool and associated areas are subject to increased frequency of cleaning and this is documented. Lifeguards clean changing rooms more frequently. 		Ongoing

12	Fire alarm panel, system and extinguishers not in date and not serviced.	<ul style="list-style-type: none"> Fire alarm service resumed in May following the furloughing of the alarm company. Extinguishers have seen the completion of a three year programme to remove traditional extinguishers, swapped for P50's. This will be checked by a competent person in August 	Ongoing
13	Fire doors propped open to limit use of door handles and increase ventilation.	<ul style="list-style-type: none"> Fire doors should not be propped open unless by an approved fire door automatic closing device such as 'door guards' Additional door guards have been installed on appropriate routes to reduce touch points to preserve the School's passive fire prevention strategy. 	Ongoing
14	Limiting occupancy of as many rooms as possible (offices, laundry, common rooms etc) not considered.	<ul style="list-style-type: none"> Staff Common Room furniture will either be removed or taped up. Access to drinks only, the Common Room will have a maximum occupancy of 6. Support Offices have been set up for any staff or pupil to knock before entering and only one additional person will be permitted. 	27 August 2020
15	Kitchen not reconfigured, stocked and cleaned if closed over a long period.	<ul style="list-style-type: none"> Kitchen has been incorporated in to Cleaning contractor Risk Assessment. 	Ongoing
16	Insufficient chefs, supervising staff and cleaners to maintain high standards of hygiene.	<ul style="list-style-type: none"> This is Cleaning contractor responsibility and features within their Risk Assessment that has been scrutinised by the COVID-19 Lead. 	Ongoing
17	Servery and dining room rules inadequate or unsafe including wiping table, chairs and hard surfaces between sittings.	<ul style="list-style-type: none"> This is Cleaning contractor responsibility and features within their Risk Assessment that has been scrutinised by the COVID-19 Lead. In conjunction with the above. The PS Head has devised an effective timetable to keep separate year group bubbles during the Dining Hall. This allows for Cleaning contractor staff to clean hard surfaces between each cohort. 	Ongoing

18	Insufficient drinking supplies and hydration available in dining room and around the school.	<ul style="list-style-type: none"> • Forest School has sufficient water fountains. Two within the Pre-Prep Playground and two within the new prep School. • Each fountain will be allocated for specific years groups and cleaned more frequently. 		Ongoing
19	Cleaners changed working patterns during the day not discussed or agrees to meet the revised hygiene requirements.	<ul style="list-style-type: none"> • This is Cleaning contractor responsibility and features within their Risk Assessment that has been scrutinised by the COVID-19 Lead. 		Ongoing
20	Cleaners have insufficient or revised instructions and training for appropriate cleaning and the wearing and disposal of PPE.	<ul style="list-style-type: none"> • This is Cleaning contractor responsibility and features within their Risk Assessment that has been scrutinised by the COVID-19 Lead. 		Ongoing
21	New service level agreement not agreed for contract cleaners, maintenance and grounds for a new working environment.	<ul style="list-style-type: none"> • The Bursar manages the Cleaning contractor contracts as well as grounds maintenance services. All contractors must follow the visitor request form procedure. 		Ongoing
22	Insufficient cleaning staff for revised cleaning schedule and deep clean of each room and space daily unless left fallow.	<ul style="list-style-type: none"> • This is Cleaning contractor responsibility and features within their Risk Assessment that has been scrutinised by the COVID-19 Lead. • Within specific departments, teachers will be responsible for cleaning surfaces or equipment between year group lessons. 		Ongoing
23	Insufficient immediate procedures (quarantine and deep clean) and PPE where areas contaminated with bodily fluids.	<ul style="list-style-type: none"> • The Prep school is very close to the Medical centre that will house the isolation rooms. • PPE will be located within the Prep School as well as the medical centre to ensure that if a teacher or member of staff cannot keep 2m away from a symptomatic child, they have easy access to PPE. • Walkie talkies can be used to communicate to matrons • 		Ongoing

24	Cleaning staff not equipped or using appropriate PPE including aprons, gloves, face coverings and their subsequent disposal.	<ul style="list-style-type: none"> This is Cleaning contractor responsibility and features within their Risk Assessment that has been scrutinised by the COVID-19 Lead. 		Ongoing
25	Laundry wash and dryers not serviceable, unable to cope with temperature requirements and insufficient wash products.	<ul style="list-style-type: none"> This is Cleaning contractor responsibility and features within their Risk Assessment that has been scrutinised by the COVID-19 Lead. 		Ongoing
26	Suspended services not re-set or reviewed to cater for current school operation including waste disposal.	<ul style="list-style-type: none"> This is Cleaning contractor responsibility and features within their Risk Assessment that has been scrutinised by the COVID-19 Lead. 		Ongoing
27	Scheduled or on-going building works not reviewed given revised school timetables, staggered drop-off / pick-ups times.	<ul style="list-style-type: none"> All works have been reviewed to ensure that it complies with the COVID-19 Risk Assessment whilst maintaining compliance with all other associated regulations such as CDM '15. 		Ongoing
28	Suppliers not following appropriate SOCIAL DISTANCING, hygiene measures and new routes, arrival details etc	<ul style="list-style-type: none"> All suppliers have been informed of the contractor procedures and will be temperature screened and complete a medical declaration upon arrival. 		Ongoing
29	Waste procedures not reviewed or sufficient to cater for increase in waste measures.	<ul style="list-style-type: none"> This is Cleaning contractor responsibility and features within their Risk Assessment that has been scrutinised by the COVID-19 Lead 		Ongoing
30	Pest control services not sufficiently regular, recorded or deficiencies identified and actioned.	<ul style="list-style-type: none"> Pest control services have been maintained during lock down and subject to regular review 		Ongoing
31	No control or poor control of any external hirers using the school facilities	<ul style="list-style-type: none"> Events Manager to run any new request past the COVID-19 Lead All external hirers must produce a COVID-19 Risk Assessment as well as the usual booking information The risk assessment must include cleaning arrangements, access, social distancing and medical. 		

		<ul style="list-style-type: none"> • No hirer will take place during the school day or after where their maybe interaction with our pupils. • Controls will be approved by the COVID-19 Lead. These controls must mirror the Government advice and allow for safe use by the patrons of the hire as well as pupils and staff post hire. 		
32	Poorly run activities held by the Sylvestrian Leisure Centre	<ul style="list-style-type: none"> • Sylvestrian Leisure Centre (SLC) has produced their own risk assessment in lines with Swim England guidance, UKActive Guidance, NGB guidance for specific sports • Risk Assessments have been reviewed by the COVID-19 Lead and ratified by the Governors before resumption of activities (June/July 20) • Activities will be monitored by the COVID-19 Lead for SLC as well as the School • This risk assessment will be reviewed every other day by Members of the Leadership Team and the COVID-19 Lead 		
33	How often is this Risk Assessment reviewed?	<ul style="list-style-type: none"> • Once term starts this Risk Assessment will be reviewed daily by the Warden, Bursar, Head of the Prep School, Deputy Warden and COVID-19 Lead. 		Ongoing