



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 Senior School from **8 March 2021** to ensure that the School continues to operate in a safe way. The re-opening for Preparatory 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](#)

[Safeguarding and Child Protection](#) Policy bus

[First Aid](#)

[Behaviour](#) Policy

Medical Policies

[Mental Health](#) 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](#)

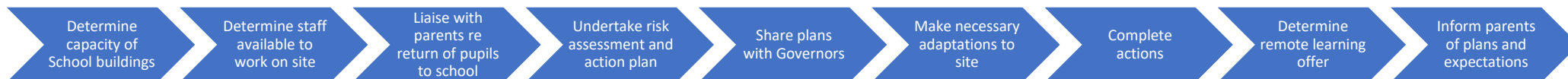
Key 'Class/group' refers to a cohort of pupils within one room.

COVID-19 Lead is Wayne Bishop (Director of Compliance/Health & Safety, Forest 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, Amber for ratings 6-8, and Red for ratings 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</p> <p>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 LT and staff where appropriate. Amendments are made to the Risk Assessment following any updates. This Risk Assessment will be reviewed daily. 	Ongoing	1 September 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 5 September. Staff and parents have the opportunity to feed into the Risk Assessment process 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 September 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 September 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 LT made by Warden's PA. 	Ongoing	1 September 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 September 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	Insufficient liaison with Local authority and health protection team and subsequent actions	<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 September 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 September 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 	New staff for weekend testing to be trained and deemed competent prior to 6 March	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	Testing Training modules and assessment not completed and recorded for specific roles	<ul style="list-style-type: none"> • Staff in the test hub have followed NHS training and in-house training • Staff are not permitted to work within Testing Hub unless they provide evidence of their certification. 	New staff for weekend testing to be trained and deemed competent prior to 6 March	1 March 2021
M	Training and testing activities insufficient to provide reassurance including feedback and Q&A?	<ul style="list-style-type: none"> • Parents and pupils will have the opportunity to provide feedback through safety@forest.org.uk 		1 March 2021
N	DfE advice to keep groups separate (in “bubbles”) not being fully implemented where appropriate.	<ul style="list-style-type: none"> • Senior 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 		1 September 2020
O	Where there is a need to mix bubbles the frequency of changes is not minimised.	<ul style="list-style-type: none"> • Any proposed activity must be full risk assessed independently and bubble integrity maintained where possible. 		22 April 2021

		<ul style="list-style-type: none"> Mixed bubbles for sport fixtures (not training) included within PE Risk Assessment (available upon request) 		
P	Those working in the Asymptomatic Testing Site (ATS) not trained and competent to do so?	<ul style="list-style-type: none"> Staff in the test hub have followed NHS training and in-house training Staff are not permitted to work within Testing Hub unless they provide evidence of their certification. Testing Hub Manager and Team leaders will be available to ensure new staff have the support they need during the testing hub weekend. 		1 March 2021
Q	Are those that are self-testing (at home and in school) trained and competent to do so?	<ul style="list-style-type: none"> Three on site tests completed for all senior pupils Parent communications include links to government guidance as well as our procedures for identifying close contacts. 		
R	Is it understood which pupils are unlikely to be able to self-swab?	<ul style="list-style-type: none"> Parents to inform the school if they feel their child will need support Testing Hub will remain in place for this term 		1 March 2021
S	Are those unable to self-swab given additional support and reasonable adjustments?	<ul style="list-style-type: none"> Qualified nurse on site as well as Testing Hub staff who can assist. 		1 March 2021
T	Each group's ("Bubble") health not properly analysed and risk assessed to consider switching to remote learning.	<ul style="list-style-type: none"> HoH and HoS 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
U	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 		1 March 2021

		well as our procedures for identifying close contacts.		
V	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. 		1 September 2020
W	Insufficient information to identify close contacts of symptomatic individuals and support contract tracing.	<ul style="list-style-type: none"> Upon notification (either through parent or the Testing Hub). 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
X	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 whilst awaiting collection The Medical Centre will be for Covid-19 related conditions or symptoms whilst awaiting collection. The Medical Centre will continue to be the sole location for the safe storage and distribution of medication and to give support and treatment to 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 run; Critical Flow chart produced and circulated 	Ongoing	1 September 2020
Y	No consideration of place markers on the floor to indicate appropriate SD, physical screens, splash barriers or “drop zones” for passing materials between people.	<ul style="list-style-type: none"> The Testing Hub and outside areas have been set up using guidance from the NHS provided to schools. Non-porous floor is in place, screens, floor signs, posters are in place. 	Ongoing. Tests to be conducted Friday 5/3/21 to ensure operations run smoothly in new testing hub	1 March 2021

		<ul style="list-style-type: none"> • Testing hub opening-up check list ensures windows are open and temperature checks of the ambient air are completed three times a day. • Procedures are in place for when a test comes back positive. • Common room testing centre was effectively signed off by LHPT. 		
Z	<p>Insufficient consideration to minimising contact and maximising distance between all those in School wherever possible.</p>	<ul style="list-style-type: none"> • Senior School children will arrive from 8.30am. Staff will be on the gates to ensure pupils maintain safe distance. • Year groups have been divided across four entrances gates to stagger cohorts. • 6th form have a later time of arrival to avoid other cohorts. • 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 used if one-way not a viable option for operations. • Lunchtimes have been staggered to reduce contact between year groups • Breaktimes for year groups 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 year groups from using the same room without a clean in between. 	<p>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</p>	<p>Ongoing</p>

		<ul style="list-style-type: none"> • Visors and Face coverings provided to staff for when 2m can not be observed • Face coverings issued to all pupils for use in areas except when eating/drinking or if teacher deems pupils can maintain 2m distance. (PE games, activities - no face coverings to be worn • 1 March 2021, staff should only wear a visor instead of a face covering when this has been individually approved by the COVID-19 lead through risk assessment 		
AA	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 has been issued with cleaning rota for when shared areas need cleaning prior to being used by another year group. • Areas such as Art, DT, Science, Drama, SLC, F&N, CCF and PE will 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). They 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 main school entrances to ensure pupils wash their hands at the beginning and the end of the day. 		1 September 2020
BB	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. sports, no inter-year group fixtures unless fixture against 	All activities to be passed by COVID-19 Lead for approval at daily RAR Meeting and inclusion within the Risk Assessment,	1 September 2020

		<p>another school played in lines with grass roots guidance, no orchestras, etc.</p> <ul style="list-style-type: none"> • Each HoD is responsible for ensuring the arrangements match the controls and these have been approved by the COVID-19 Lead. • Co-Curriculum coordinator has the list of controls per activity including rooms locating to ensure no cross-contamination 	If this has not been done, the activity will be suspended until the COVID-19 Lead is satisfied	
CC	Unsuitable enhanced cleaning regime, not regularly re-assessed or revised for high-risk areas such as toilets, door handles, keypads, switches, hand rails and frequently used hard surfaces.	<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 when areas have been cleaned. • This will be reviewed daily within the Risk Assessment meetings • Cleaning schedules In place, include Playground equipment, fountains, etc 		1 September 2020
DD	High-risk areas not being regularly monitored for hygiene.	<ul style="list-style-type: none"> • Cleaning contractor management checked: LT and COVID-19 Lead will monitor cleaning schedules to ensure they match the timetable and standards are being maintained. 	Ongoing	
EE	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 September 2020
FF	Access to School not controlled effectively and visitor (if allowed) details not recorded.	<ul style="list-style-type: none"> • Parents will not be permitted on the site without an appointment. A proposed appointment needs approval via the COVID-19 Lead using the 'visitor request form'. • All non-essential visitors have been suspended. Only essential visitors, 		

		including contractors are permitted.		
GG	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 Manager weekly to ensure we have sufficient stock of hygiene products for the following two weeks. • Fortnightly review allows time to investigate alternative purchase of items that 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. 		1 August 2020
HH	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 drawn up by Deputy Warden and Deputy Heads 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 academic standard as if pupils were taught in School. Appropriate adjustments will need to be made in practical subjects. • 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 September 2020
II	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. • Deputy Warden and Deputy Heads have contingency plans for 	Medical staff absences - nursing agency Estates - IT - H&S - (PS HEAD/DEPUTY WARDEN/BURSAR)	

		<p>continuing pupil education during self-isolation.</p> <ul style="list-style-type: none"> This includes individual pupils, groups, bubbles, year group or the whole School. 	<p>Lab technicians - Admissions - Specific teaching departments/classes Etc</p>	
JJ	<p>Risk assessments and protective measures for holiday clubs, after-school clubs and other out-of-school clubs not regularly updated and communicated.</p>	<ul style="list-style-type: none"> SLC has produced independent risk assessments in line with Sport England and out of School, holiday care guidance SLC LT, COVID-19 Lead and Designated member of LT meet daily during holiday programme to review the day before All after school clubs maintain bubbles and follow the controls within this risk assessment 		22 April 21
KK	<p>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.</p>	<ul style="list-style-type: none"> The Risk Assessment will be reviewed daily with the core LT team and COVID-19 Lead (chaired by the Warden). 	Ongoing	1 September 2020
LL	<p>All hazards identified properly mitigated and regularly re-assessed.</p>	<ul style="list-style-type: none"> The Risk Assessment follows the 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. Formal listening and recording of 'pupil voice' will filter through the HoS to the LT to ensure any concerns are addressed through the Risk Assessment review. The Risk Assessment will be reviewed daily with the core LT team and COVID-19 Lead. 	Ongoing	1 September 2020

TESTING SITE(S)

	HAZARD	FS CONTROLS IN PLACE	OTHER FS ACTIONS	COMPLETION DATE
1	Explanatory T&T letters / emails not sent to parents / pupils, staff and governors.	<ul style="list-style-type: none"> Parent communications include links to government guidance as well as our own procedures for identifying close contacts. 		26 February 2020
2	No school "COVID-19 Testing Privacy statement".	<ul style="list-style-type: none"> In place and within suite of policies 	Need to check if parent facing	1 January 2021 March 2021
3	"COVID-19 Testing Privacy statement" not communicated to staff, parents, pupils and governors.	<ul style="list-style-type: none"> In place and within suite of policies 	Need to check if parent facing	1 January 2021 March 2021
4	Separate school register not kept of those tested to inform next test date, ordering test kits etc.	<ul style="list-style-type: none"> Parents and pupils have been advised on the required three tests, where and when. Ordering kits completed by the Test Hub Manager 		1 January 2021 March 2021
5	Test data not recorded securely and kept until further guidance is given to delete the information.	<ul style="list-style-type: none"> Test data issued on NHS website for which we do not have control and are not custodians Test data also submitted to school system to track test results and action accordingly. 		1 January 2021 March 2021
6	'Test kit log' and 'test results register/log' documents not kept separately for data protection purposes.	<ul style="list-style-type: none"> Both are separate procedures and separate recording processes therefore no opportunity for error. 		1 January 2021 March 2021
7	Repeated or similar issues (e.g. multiple repeat void tests, unclear results, leaking/damaged tubes etc.) not recorded by the school and reported to DfE Helpline.	<ul style="list-style-type: none"> N/A as of 1 January 		1 January 2021 March 2021
8	Those that have had "close contact" with someone tested positive for COVID-19 do not know they must self-isolate.	<ul style="list-style-type: none"> Positive case management flow chart defines operational process 		1 January 2021 March 2021
9	Age-appropriate consent statement for testing (under / over 16) not properly completed.	<ul style="list-style-type: none"> Consent statement/form sent to parents of pupils under 16 and to pupils over 16 to consent to the test Pupils will not be able to 'register' on the test date unless they have consented. 		1 January 2021 March 2021

		<ul style="list-style-type: none"> This has been built into the system to remove human error and falsification of consent 		
10	Test instruction posters, booklets, FAQ and briefings not readily available and apparent.	<ul style="list-style-type: none"> Staff given guidance from registration desk and processors Posters and leaflets on display Nurse available to assist when required 		1 January 2021 March 2021
11	Testing Training modules and assessment not completed and recorded for specific roles.	<ul style="list-style-type: none"> Staff in the test hub have followed NHS training and in-house training Staff are not permitted to work within Testing Hub unless they provide evidence of their certification. Testing Hub Manager and Team leaders will be available to ensure new staff have the support they need during the testing hub weekend. 		1 January 2021 March 2021
12	Tests not supervised or conducted by trained staff.	<ul style="list-style-type: none"> Staff in the test hub have followed NHS training and in-house training Staff are not permitted to work within Testing Hub unless they provide evidence of their certification. Testing Hub Manager and Team leaders will be available to ensure new staff have the support they need during the testing hub weekend. 		1 January 2021 March 2021
13	Testing area not sufficiently controlled to limit access to testers, those being tested and supervisors	<ul style="list-style-type: none"> Processing desks and recording desk cordoned off by barriers 		1 January 2021 March 2021
14	Test process not maintaining social distancing where appropriate, good hand and respiratory hygiene or keeping occupied spaces well ventilated.	<ul style="list-style-type: none"> Signage in place to support social distancing, maximum number set for common room and sports hall. Queuing system set up outside, 2m markers. All doors to be kept open providing effective ventilation 		1 January 2021 March 2021

		<ul style="list-style-type: none"> • Hand sanitiser at the entrance, exit and every test bay. • Pupils must wash hands upon entry to the school 		
15	Social distancing advice between testing staff and those being tested including distances between desks, chairs etc not being observed and supervised.	<ul style="list-style-type: none"> • Testing staff will have 2m space between themselves or screen in place between those being tested. • Those being tested only inside for a very short period of time. 		1 January 2021 March 2021
16	Staff assisting with taking and processing swabs not wearing appropriated PPE.	<ul style="list-style-type: none"> • Full PPE and training has been provided • Staff will be told and uinderstand that full PPE must be worn at all times 		1 January 2021 March 2021
17	Process of swabbing not following training and / or updated guidance.	<ul style="list-style-type: none"> • Staff in the test hub have followed NHS training and in-house training • Staff are not permitted to work within Testing Hub unless they provide evidence of their certification. • Testing Hub Manager and Team leaders will be available to ensure new staff have the support they need during the testing hub weekend. 		1 January 2021 March 2021
18	Tested sample incorrectly handled safely during the process including disposal.	<ul style="list-style-type: none"> • Test will be marked as invalid and re-done 		1 January 2021 March 2021
19	Process for informing parents / pupils / staff not understood and implemented.	<ul style="list-style-type: none"> • Parent communications include links to government guidance as well as our procedures for identifying close contacts. 		1 January 2021 March 2021
20	The process of barcoding, recording and communicating test results is not accurate and supervised	<ul style="list-style-type: none"> • All recording to date has been accurate. • Testing hub Manager conducts daily quality assurance checks • Independent, unscheduled checks completed by team leaders 		1 January 2021 March 2021
21	Inadequate supervision / checking to ensure equipment handled correctly and not shared.	<ul style="list-style-type: none"> • All recording so far has been accurate. 		1 January 2021 March 2021

		<ul style="list-style-type: none"> • Testing hub Manager conducts daily quality assurance checks • Independent, unscheduled checks completed by team leaders 		
22	Process of lost LFD, failed scans or damaged barcodes not understood or properly implemented.	<ul style="list-style-type: none"> • Full training given • Supervision by Testing Hub Manager • Results received by Team leaders 		1 January 2021 March 2021
23	Extraction solution with lab test kit (there are no manufacture anticipated hazards) are inappropriately handled, stored and disposed.	<ul style="list-style-type: none"> • All test equipment stored according to manufacturer's guidance • Temperature checks completed three times-a-day and documented 		1 January 2021 March 2021
24	The training does not reflect hazards identified with testing and these are not communicated to testing and cleaning staff?	<ul style="list-style-type: none"> • Staff in the test hub have followed NHS training and in-house training • Staff are not permitted to work within Testing Hub unless they provide evidence of their certification. • Testing Hub Manager and Team leaders will be available to ensure new staff have the support they need during the testing hub weekend. 		1 January 2021 March 2021
25	Those tested positive not confirming the positive result with a Polymerase Chain Reaction (PCR) test 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 • Further information and instructions sent to pupils (w/c 15 March) and staff (8 March) 		1 January 2021 March 2021
26	Key layout requirements including staff (see next grid below) not being fully met.	<ul style="list-style-type: none"> • Sports Hall layout plans available and have been made published to staff, pupils, parents. 		1 January 2021 March 2021
27	Insufficient staff available (depending on throughput: Team Leader, Test Assistant, Processor, Coordinator, Registration Assistant, Results Recorder, Cleaner)	<ul style="list-style-type: none"> • Staffing rota appropriate to the amount of test bays in operation. • If staff not available, bay numbers will be reduced. 		1 January 2021 March 2021

28	Training time and content inadequate (3 hrs with introduction video, on-line training and assessment plus rehearsal.)	<ul style="list-style-type: none"> Completed and must be received before being permitted to work. 		1 January 2021 March 2021
29	Consent forms are not available and properly completed?	<ul style="list-style-type: none"> These have been sent to parents and are being returned with no issues reported. 		1 January 2021 March 2021
30	Test site not kept separate from other activities (where space allows)?	<ul style="list-style-type: none"> Approved by LHPT Sports Hall set up in line with national guidance and fully complies 		1 January 2021 March 2021
31	Test site flooring is not non-porous.	<ul style="list-style-type: none"> Approved by LHPT Sports Hall set up in line with national guidance and fully complies 		1 January 2021 March 2021
32	Test site is not well lit with a good airflow	<ul style="list-style-type: none"> Approved by LHPT Sports Hall set up in line with national guidance and fully complies 		1 January 2021 March 2021
33	Test site Registration, Swabbing, Recording and Processing Desks and waiting areas not on a one-way system.	<ul style="list-style-type: none"> Approved by LHPT Sports Hall set up in line with national guidance and fully complies 		1 January 2021 March 2021
34	Test chair in swabbing bay not a minimum of 2m apart.	<ul style="list-style-type: none"> Approved by LHPT Sports Hall set up in line with national guidance and fully complies 		1 January 2021 March 2021
35	Each swabbing desk and associated processing desk not more than 1m away and Recording desk not located close by.	<ul style="list-style-type: none"> Approved by LHPT Sports Hall set up in line with national guidance and fully complies 		1 January 2021 March 2021
36	No clear division and demarcation between swabbing and processing area.	<ul style="list-style-type: none"> Approved by LHPT Sports Hall set up in line with national guidance and fully complies 		1 January 2021 March 2021
37	Non-authorized people and test subjects able to enter the processing area	<ul style="list-style-type: none"> Only staff on the rotas will be permitted outside the testing bays 		1 January 2021 March 2021
38	Inadequate evidence of quality assurance, guidance and supervision.	<ul style="list-style-type: none"> Testing Hub Manager completes daily quality assurance checks which are documented 		1 January 2021 March 2021

39	Processing bays not properly cleaned, and waste (including clinical waste) is not properly disposed.	<ul style="list-style-type: none"> Testing Hub Manager completes daily quality assurance checks which are documented 		1 January 2021 March 2021
40	Disorderly entry, processing, social distancing and exit movement.	<ul style="list-style-type: none"> Fully supervised and managed in respect of numbers and social distance markers. 		1 January 2021 March 2021
41	Manual handling of testing kits, pallets, boxes, packages and waste not considered in terms of bulk, weight and access.	<ul style="list-style-type: none"> All staff have been trained in Manual Handling and Safe lifting techniques 		1 January 2021 March 2021
42	Testing kits not stored at 2 - 30°C and tests not given in the appropriate ambient temperature of 15 - 30°C.	<ul style="list-style-type: none"> All kits are stored according to manufacturers guidance and documented temperature checks are completed three times a day 		1 January 2021 March 2021
43	Inadequate provision of a quiet space to talk with the pupil mindful of the need for social distancing / PPE / wellbeing.	<ul style="list-style-type: none"> During the weekend the school will have sufficient space for quiet areas, if required During weekday, quiet space, dependent upon need will either be JHK office, medical centre, or SLC first aid room 		1 January 2021 March 2021
44	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 transferred to testing hub when required. 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
45	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 and documented temperature checks are completed three times a day Home test kits stored in school shop with windows open and thermometer in place. 		1 January 2021 March 2021 April 2021
46	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 transferred to testing hub when required. 		1 January 2021 March 2021

47	Test kit not kept away from children until needed.	<ul style="list-style-type: none"> Held within School shop, stock control checks completed, and temp checks then transferred to testing hub when required. 		1 January 2021 March 2021
48	Self-testing not conducted in accordance with guidelines and supervised where required.	<ul style="list-style-type: none"> Testing on site will be supervised by our trained staff and assisted by registered nurse Off-site home tests, awaiting further guidance 		1 January 2021 March 2021
49	Positive results not reported.	<ul style="list-style-type: none"> All positive results will be reported to COVID-19 Lead Automatic flag set up on the reporting system Regular email sent to ensure parents and staff understand importance of logging a positive result 		1 January 2021 March 2021
50	All results not reported, collated and recorded by the individual and the school.	<ul style="list-style-type: none"> On site, all tests are logged on NHS system and school's internal system. Off-site; awaiting further guidance 		1 January 2021 March 2021
51	Incidents not reported to school or reported to DfE / DHSC (to help identify emerging issues).	<ul style="list-style-type: none"> Any incidents or Near-miss reported to COVID-19 LEAD who will follow escalation procured as is required 		1 January 2021 March 2021
52	Incident protocols and feedback loop not understood and / or implemented.	<ul style="list-style-type: none"> Any incidents or Near-miss reported to COVID-19 LEAD who will follow escalation procured as is required 		1 January 2021 March 2021
53	Where appropriate test and report on children under 12 not tested by confident adult.	<ul style="list-style-type: none"> Awaiting guidance from LHPT on our Y7 cohort that are under 12 at the time of the test 	Answer received and instructions passed to parents	1 January 2021 March 2021
54	Are those unable to self-swab given additional support and reasonable adjustments?	<ul style="list-style-type: none"> Testing on site will be supervised by our trained staff and assisted by registered nurse Off-site home tests, awaiting further guidance 		1 January 2021 March 2021
55	Are there measures in place to reduce anxiety over testing and coping with a positive result?	<ul style="list-style-type: none"> Teaching staff on hand to support pupils. Teaching staff all trained in mental health awareness 		1 January 2021 March 2021

		<ul style="list-style-type: none"> Lead DSL will be contactable at all times 		
56	Clinical incident which has potential to harm not reported to https://coronavirusyellowcard.mhra.gov.uk and school.	<ul style="list-style-type: none"> Any incidents or Near-miss reported to COVID-19 LEAD who will follow escalation procured as is required 		1 January 2021 March 2021
57	Clinical incident which has led to harm and requires immediate medical care not reported to 111 or 999 and then to school.	<ul style="list-style-type: none"> Any incidents or Near-miss reported to COVID-19 LEAD who will follow escalation procured as is required 		1 January 2021 March 2021
58	Non-clinical incidents occurring at home (something damaged, or missing or difficult to use in the kit, unable to log result etc) not reported to 119.	<ul style="list-style-type: none"> Off-site home tests, instructions issued within the test kit and sent by email by the school 		1 January 2021 March 2021
59	Do not eat or drink for at least 30 minutes before doing the test to reduce the risk of spoiling the test.	<ul style="list-style-type: none"> Sent to parents 26 February 2021 Pupils asked upon arrival and asked to wait if they have eaten or drunk anything 		1 January 2021 March 2021
60	Video on how to take the swab test: www.gov.uk/covid19-self-test-help not referred to before testing.	<ul style="list-style-type: none"> Added to communication to parents 		1 January 2021 March 2021
61	Surface and hands not cleaned before test or after test (if more than one test).	<ul style="list-style-type: none"> Testing on site will be supervised by our trained staff and assisted by registered nurse 		1 January 2021 March 2021
62	Test kit not checked for damage or expiry date.	<ul style="list-style-type: none"> All test kits checked prior to be taken to the testing hub Within instructions for home test kits 		1 January 2021 March 2021 19 April 2021
63	Testing process not followed correctly for self / child including rubbing fabric tip of swab 4 x over both tonsils (or where they would have been) and then 10 complete circles of one nostril.	<ul style="list-style-type: none"> Testing on site will be supervised by our trained staff and assisted by registered nurse Pupils have been educated and now conduct home testing 		1 January 2021 March 2021 19 April 2021
64	Processing of the swab not completed in-line with guidance including transferring the sample into the liquid and the liquid then on to the well on the test strip.	<ul style="list-style-type: none"> Testing on site will be supervised by our trained staff and assisted by registered nurse Supervision in place and quality assurance checks by the Testing Hub Manager and Team Leaders 		1 January 2021 March 2021 19 April 2021

		<ul style="list-style-type: none"> • Pupils have been educated and now conduct home testing 		
65	Not waiting 30 minutes, recording the result correctly with NHS and then taking the appropriate action if positive.	<ul style="list-style-type: none"> • Testing on site will be supervised by our trained staff and assisted by registered nurse • Supervision in place and quality assurance checks by the Testing Hub Manager and Team Leaders • Pupils have been educated and now conduct home testing 		1 January 2021 March 2021
66	Soft, fabric tip of swab and fabric strip touches hands.	<ul style="list-style-type: none"> • Testing on site will be supervised by our trained staff and assisted by registered nurse • home tests • Pupils have been educated and now conduct home testing • 		1 January 2021 March 2021
67	Fabric tip of swab touches tongue, teeth, cheeks, gums, or any other surfaces.	<ul style="list-style-type: none"> • Testing on site will be supervised by our trained staff and assisted by registered nurse • Off-site home tests • Pupils have been educated and now conduct home testing 		1 January 2021 March 2021
68	Test kit not properly disposed of in waste bag provided and placed in general household waste.	<ul style="list-style-type: none"> • Yellow and Tiger bags available within common room. • Arrangement made through Chartwells for collection of yellow biological waste to be collected one a month. • Secure yellow big to hold waste for collection • DfE have changed status of what constitutes biological waste. From 24 February all swabs, etc can be placed within general waste 		1 January 2021 March 2021

69	Test on children under 12 continued despite child feeling pain.	<ul style="list-style-type: none"> • Testing on site will be supervised by our trained staff and assisted by registered nurse • Pupils have been educated and now conduct home testing • 		1 January 2021 March 2021
70	Test kit and each item in the test kit used more than once. (Do not re-use items. Each person's result must be reported).	<ul style="list-style-type: none"> • Testing on site will be supervised by our trained staff and assisted by registered nurse • Pupils have been educated and now conduct home testing • 		1 January 2021 March 2021
71	Problems with hands or vision. (May need someone to assist with the swabbing and testing process).	<ul style="list-style-type: none"> • Testing on site will be supervised by our trained staff and assisted by registered nurse • Pupils have been educated and now conduct home testing • School test hub still set up if pupils are unable to test at home 		1 January 2021 March 2021
72	No alternative measure if nose piercing (swab the other nostril or if both nostrils pierced remove one piercing before swabbing.)	<ul style="list-style-type: none"> • Testing on site will be supervised by our trained staff and assisted by registered nurse • Pupils have been educated and now conduct home testing • 		1 January 2021 March 2021
73	Nosebleed within the last 24 hours (swab other nostril or wait 24 hours).	<ul style="list-style-type: none"> • Testing on site will be supervised by our trained staff and assisted by registered nurse • Pupils have been educated and now conduct home testing • 		1 January 2021 March 2021
74	Unable to take a throat swab. (then swab both nostrils)	<ul style="list-style-type: none"> • Testing on site will be supervised by our trained staff and assisted by registered nurse • Pupils have been educated and now conduct home testing • 		1 January 2021 March 2021
75	Staff, pupils not completing tests every 3-4 days	<ul style="list-style-type: none"> • Routine monitoring is conducted of the weekly test data 		19 April 2021

		<ul style="list-style-type: none"> Reminder emails sent by JERS, GDT and DC to staff on the 6th day COVID-19 Lead sends emails weekly to remind them of the importance of regular testing and logging the result 		
76	Staff and pupils not taking PCR test for when symptoms develop	<ul style="list-style-type: none"> Regular emails sent to parents and staff to ensure they understand that LFD are purely for asymptomatic testing and PCR is for symptoms or to be used as confirmation if a positive LFD comes up 		19 April 2021
77	Staff and pupils not taking confirmation PCR within two days when a positive result is received through the LFD	<ul style="list-style-type: none"> Regular emails sent to parents and staff to ensure they understand that LFD are purely for asymptomatic testing and PCR is for symptoms or to be used as confirmation if a positive LFD comes up 		22 April 2021

PREVENTION PUPILS, PARENTS 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 accordingly. Warden's PA recording of all communications sent to parents. 		1 September 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"> The Warden will produce regular information to parents, staff and governors through email, online meetings (following the Risk Assessment). 		1 September 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 lead contact for those expressing concerns and unsafe practices with COVID-19 symptoms both in School and out of hours. Appropriate members of LT and the Warden to deal with other areas of concern within their specific remit 		1 September 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. HoS handling all communications to pupils. Warden communicating to parents and staff. • Warden supported by the COVID-19 Lead is managing practicalities of return. • Bursar is liaison for cleaning and food. • Health & Safety Director in place for compliance and monitoring. • Warden overall responsibility and chairs daily core leadership RAR meeting • Lead Governor HS&RM Committee Chair. 		2 September 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 the absence of the above, a member of the Leadership Team will fulfil this role 		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 Joe McDonnell Director of Public Health Families 		1 September 2020
7	No plan to inform local health protection team if two or more confirmed cases within 10 days or there is an overall rise in sickness absence.	<ul style="list-style-type: none"> • COVID-19 Lead has made contact with Dr Rachel Thorn Heathcock, Consultant in Communicable Disease Control, London 		10 August 2020

		<p>Coronavirus Response Cell, Public Health England</p> <ul style="list-style-type: none"> • 0300 303 0450 • LCRC@phe.gov.uk or phe.lcrc@nhs.net 		
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"> • Deputy Warden or Bursar will liaise with staff 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 to reduce fears. • Any further concerns will be addressed Deputy Warden or the Bursar 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 tutor or HoH, HoS 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. • Staff have been asked to express any concerns to the Line Manager or COVID-19 Lead. • Where appropriate individual Risk Assessments have been completed. 		1 September 2020
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"> • Parents to inform the school if they are returning from a country that is on the UK quarantine list at the time. 		March 2021

		<ul style="list-style-type: none"> • The School office will confirm receipt of the instruction and will confirm the earliest return date. This is turn is passed to the relevant Head of Section and Tutor. • Any pupil or staff who we have reason to suspect has been abroad and are in breach of the government's quarantine rules will be excluded/suspended for a 10 day period with consultation with travel guidance for the country (red list?) 		
12	Staff, parents and pupils not self-isolating after holiday and work visits to non-government agreed countries or those on red list	<ul style="list-style-type: none"> • Where the school suspects or is informed that a member of staff or pupil has returned from a quarantine country and not self-isolated, efforts will be made to establish the facts. • The school reserves the right to temporarily excluded pupils or suspend staff 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 positioned at all entrances to ensure pupils wash their hands at the beginning and the end of the day. • Hand sanitiser stations outside every building. • Portable hand sanitiser within every classroom. • Tissues within every classroom. • Catch it, bin it, kill it posters displayed. • Effective handwashing posters located at the front of School and within toilets. 		10 August 2020

		<ul style="list-style-type: none"> Alcohol free hand sanitiser within science labs and F&N rooms as recommended with CLEAPSS. 		
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. Regular updates will come from the COVID-19 Lead, Deputy Warden, Warden. 		1 September 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 issued to parents to not congregate at School entrances or enter School grounds and to disperse promptly after pupil collection Duty staff on gates to ensure compliance at the beginning and end of the day. 	To be monitored daily by LT	1 September 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 etc.	<ul style="list-style-type: none"> Information to be provided by the Warden and Deputy Warden to parents will promote and support the use of walking, cycling or driving to school to reduce demands on public transport Additional cycle racks purchased 		1 September 2020
18	Transit spaces (corridors), social zones (car parks, common rooms, playgrounds) do not support SOCIAL DISTANCING. Walk on the left protocol?	<ul style="list-style-type: none"> A one-way or keep left system has been implemented on site. This are 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 September 2020
19	Learning and recreational spaces not set or configured to SOCIAL DISTANCING rules for different groups or bubbles.	<ul style="list-style-type: none"> Zoning will assist in keeping year group bubbles separate from other year groups. Site layout of a one-way system will create a better flow around the site reducing pinch points. 		1 September 2020 1 March 2021

		<ul style="list-style-type: none"> • Any queues will be marked to help pupils maintain safe distance. • Pupils will not travel between classes for the majority of lessons (except to attend specialist subjects). • Face coverings have been provided to all pupils and staff for use in communal areas and classrooms where 2m distance cannot be maintained. • 1 March 2021, staff should only wear visors instead of a face covering when this has been approved by the COVID-19 lead through risk assessment • Teachers will be required to move to lessons to reduce movement across the site. 		
20	<p>Little consideration of different age groups in timetabling, length of the School day and exposure to other age groups.</p>	<ul style="list-style-type: none"> • Timetable produced will keep class of bubbles separate from others. • Inside classrooms bubbles will be maintained. Whilst outside classrooms, 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. • Demarcations and directional signage will be placed across the site. • No Senior School pupil access permitted on site until 8.30am unless signing in for an approved before-school club. • Records must be kept of pupil attendance to any before-school, lunchtime or after-school club to ensure track and trace information is readily available and accurate. 		1 September 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 to Prep School to ease congestion at the front of school and to protect class/year group bubbles. • 6th form have a later start to ease congestion at the front of School. • 6th form are able to leave School if they have no further lessons during the day, once tutor time has finished. • All pupils to leave school at 4pm unless attending an approved after-school club • After-school care for Y7,8 from Gilderdale (within their zone to maintain bubble integrity) 4pm - 5.30pm. 		1 September 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. • Updated Bereavement Policy launched in September 2020. • DSL and DDSLs to work closely with Lead DSL and attend weekly. Safeguarding Meeting to discuss cases. • CPOMS to be used for recording safeguarding concerns. • New Mental Health Policy to be launched in September and all staff to receive training where required. • Tutor time to be delivered for Y7,8,9,10 from 8.40 - 8.55am. • 6th form tutor time will be 1.20 - 1.40pm. 		10 August 2020

		<ul style="list-style-type: none"> Formal process in place for pupils to have a voice and express any concerns during tutor time/HoS. 		
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 training for all staff before school starts. 	Staff Code of Conduct to be updated. Supervision policy to be updated.	1 September 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. 		1 September 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 refresher for all staff on second day on INSET KCSIE quiz 2020 will be mandatory for all staff to complete within one month 		2 September 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 		1 June 2020

6	Revised fire drills, registers, routes and assembly points not rehearsed.	<ul style="list-style-type: none"> • Fire drill practised within second week of term. Houses to be separate by year groups and all staff and pupils to maintain distance. Fire drill was completed to plan. 		1 September 2020
7	Needs of each age group and class not considered discretely in terms of support, activities and facilities.	<ul style="list-style-type: none"> • Pupils will be supported through tutor time, HoH and HoS. • Place2Be available for appointments and Place2Talk open for self-referrals. • All activities have been assessed to ensure controls are suitable and sufficient for the age group and class. • Dynamic Risk Assessments completed and sessions stopped or postponed if not running in accordance to the guidance. 		
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"> • 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 School's 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 September 2020
9	Staff and pupils (where applicable) not wearing face coverings when and where appropriate.	<ul style="list-style-type: none"> • Staff are to wear facing covering in shared offices when 2m cannot be maintained and within classroom where 2m cannot be maintained. 		

		<ul style="list-style-type: none"> • Staff and pupils must wear face covering in all corridors, outside and communal areas. • Pupils also are asked to wear face coverings in classrooms (unless teacher permission given) as 2m cannot be maintained. • This is 'optional' as dictated by the government. Therefore, we are unable to make mandatory but we strongly encourage (in published communications) all pupils to wear face coverings unless medically exempt. • Exemption cards can be applied for. Available from HoS 		
10	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. • All areas must have sufficient ventilation this includes opening of windows. • 1 March 2021, staff should only wear visors instead of a face covering when this has been approved by the COVID-19 lead through risk assessment 		2 September 2020 1 March 2021
11	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 September 2020

12	The “ideal” of adults maintaining 2m distance from each other, and from pupils not realised.	<ul style="list-style-type: none"> • Training will match the guidance from the Government and the School’s operations and layout have matched the requirements. • 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. • LT enforcement and professional conversations will be had 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 coverings have been issued to all staff. • Disposable Face coverings available from Reception, School office or the COVID-19 Lead is reusable face covering has been lost or forgotten 		2 September 2020
13	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 protect classroom bubbles where possible. • Staggered entrances for pupils • Different zones and/or timings for quarter and lunch. • Pupils have been issued 2ply, reusable face coverings for use within communal areas and within classroom. 	To be continuously monitored	2 September 2020

		<ul style="list-style-type: none"> If children lose both face coverings, it will be their personal responsibility to fund replacements. 		
14	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. Shared areas such as large venues or changing rooms will be meticulously cleaned between each use 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 September 2020
15	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 September 2020
16	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
17	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 		
18	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. 		
19	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 has devised individual learning passports. Changes to venues, timings, etc have been made to work within year group bubbles and reduce cleaning. All pupils that are unwell with COVID symptoms, self-isolating as a result 		

		<p>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.</p> <ul style="list-style-type: none"> • During any period of remote learning, LS will schedule lesson accordingly to ensure support is given where required. 		
20	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	
21	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 exception of ICT labs. • In such instances, screens have been installed where pupils would have to sit face to face • All classrooms will be required to maintain effective ventilation by ensuring windows remain open in the absence of mechanical ventilation 		20 August 2020
22	ITT trainees not sufficiently briefed, hosted and integrated in their support to school.	<ul style="list-style-type: none"> • ITT Coordinator confirms any new PGCE student through the COVID-19 Lead prior to commencement • 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 • 		March 2021 April 2021
23	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 September 2020

24	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
25	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 September 2020
26	Support staff in regulated activity do not have the appropriate checks.	<ul style="list-style-type: none"> Any recruitment will follow procedures with the Recruitment Policy. This will be updated to reflect any changes associated with COVID-19 		Ongoing
27	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 dept and inspected periodically by the H&S and Compliance Director. This is subject to Governor scrutiny periodically. 		Ongoing
28	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 meeting to ensure the hierarchy of controls is followed. 		Ongoing
29	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. Contact sports permitted from 01/09/2020. Following review with DoCC and Dir of Sports, contact sports were permitted from 08/09/2020 in lines with departmental risk assessment 	Each activity will need to be approved by the COVID-19 Lead	27 August 2020

		<ul style="list-style-type: none"> • 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, cleaning of each changing room to ensure maximum occupancy not met, SOCIAL DISTANCING is maintained by pupils, no use of mixed year groups and they are cleaned after each use prior to another year group entering. 		
30	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 Director of Sport is responsible for ensuring all activities comply with the guidance and Risk Assessment • PE have produced guidelines for each sport/activity for each member of the department. These guidelines follow the overarching principles of 'full return to school' and incorporate National Governing Bodies advice specific to each sport. • 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 consistence seating plan, hand gels must be supplied by PE. Sport must follow agreed covid-secure risk assessment. • PE, Games, Activities face coverings do not need to be worn. 		27 August 2020
31	Sporting, play and SOCIAL DISTANCING rules unclear to staff, pupils, parents and visitors.	<ul style="list-style-type: none"> • INSET training for all staff, Director of Sport will hold department training with all PE staff. 		27 August 2020

		<ul style="list-style-type: none"> Generalised and local procedures will be published to all staff, pupils and parents where required within the Risk Assessment or individual department documentation/training. 		
32	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 quarantining 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. Changing rooms will not be used for games. PE will manage changing room use in accordance with the facilities procedures. Showers not permitted. 		Ongoing
33	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
34	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
35	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 	Each activity will need to be approved by the COVID-19 Lead	27 August 2020

		<p>running and the agreed controls with the lead teacher.</p> <ul style="list-style-type: none"> • 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 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 coverings. 		
36	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 • Where possible screens do not face each other or the distance is greater than 2m • All offices have natural ventilation, except Drama where the door requires a 'Dorguard' to benefit from ventilation through the main doors. • Hand sanitiser available. • No 'hot desking' permitted. • No shared equipment. 		27 August 2020
37	Staff meetings and staff rooms unregulated in terms of space, equipment, resources (copiers, kettles, biscuits tins etc) timings, SOCIAL DISTANCING and purpose.	<ul style="list-style-type: none"> • Staff meeting flow chart produced going through hierarchy of controls. • 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 meticulously cleaned between pupil meetings. 	Remove toaster	27 August 2020

38	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 LT or the COVID-19 Lead 		Ongoing
39	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
40	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 supervision should the school go into full site closure or partial. • Thus allowing teaching staff to focus on online delivery. 		Ongoing
41	Security, CCTV and access systems not regularly checked, updated and (where necessary) re-coded.	<ul style="list-style-type: none"> • Ongoing • Systems fully audited • Good and effective network support 		Ongoing
42	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. • Visitor and contractor procedure in place since Easter and will continue. 		1 September 2020
43	Appropriate safety measures not in place for wraparound childcare for both indoor and outdoor provision.	<ul style="list-style-type: none"> • For first two weeks only Y7,8 after-school care will operate. • Breakfast club will not operate for senior pupils (prep only to support working parents). 		1 September 2020

		<ul style="list-style-type: none"> • School will close at 4pm • During w/c 21 September, following the daily Risk Assessment reviews, should the school be in a position to extend resources, safely whilst complying with the latest guidance and the School's Risk Assessment, this will be judged and a decision made by the Warden, Bursar and COVID-19 Lead. 		
44	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 implemented across the site. • This are 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 September 2020
45	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 September 2020
46	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. 		1 September 2020

		<ul style="list-style-type: none"> • Handwashing (minimum frequency) displayed on published timetable • Child-friendly posters on display follow agreed published procedures. • Ensure all staff involved are aware of when handwashing needs to take place and for the twenty seconds per wash. 		
47	Insufficient hygiene stations at entrances, exits, toilets, classrooms, play areas, common rooms, staff areas etc	<ul style="list-style-type: none"> • 20 portable handwashing basins have been hired and will be placed by all entrances. 08/09/2020 additional 12 units hired. • Hand sanitising stations are located at the entrance of every building on site. • Hand sanitising pumps to be located in every classroom. • Tissues in place 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 September 2020
48	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. • New trackable and fully auditable email set up to log stocks, supplies and COVID related concerns 		1 July 2020
49	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 September 2020

50	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 furniture cannot be removed, hazard tape has been used or increased cleaning frequency 		1 September 2020
51	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. Any item shared must be appropriately cleaned. 		1 September 2020
52	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 year groups will be cleaned more frequently. Equipment to be shared between year groups must be appropriately isolated, boxed, labelled and either cleaned by department staff or Cleaning contractor staff (upon request to WB) prior to the next use. Equipment must also be boxed and clearly signed not to be used for a 72-hour quarantine period. Every department has been issued labels that can be used to indicate areas/equipment within quarantine. 		1 September 2020
53	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 year groups must be appropriately isolated, boxed, labelled and either cleaned by department staff or Cleaning contractor staff (upon request to WB) prior to the next use. 		1 September 2020
54	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. 		1 September 2020

		<ul style="list-style-type: none"> PE lessons can use changing rooms in accordance with the PE department's local procedures and management thereof Swimming pool use will follow guidance set by Swim England in relation to maximum bather load, chemical balance, ventilation and changing room use 		
55	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 where possible Communications has gone to parents to inform them of this key Government message. 		1 September 2020
56	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 co-ordinated by the individual teachers in line with equipment cleaning regimes or quarantining if taken home. 		1 September 2020
57	Outdoor playground equipment should be more frequently cleaned or left fallow.	<ul style="list-style-type: none"> Part of the cleaning schedule includes bike racks water fountains and external seating provisions. Cleaning will be documented and recorded on Teams. 		1 September 2020
58	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 Prep School and Sixth Form. Lunch times and break times staggered or in different zones. 		1 September 2020
59	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 September 2020

60	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 Food Standards Agency advice. • No shared utensils or equipment. • Tables arranged to create 2m where possible. • Tables set side by side to increase face to face distance • Only one year group in at a time. • After each sitting, Cleaning contractor will clean tables and chairs prior to the next year group coming in. • Screens for catering staff in place. • Staggered years groups • Signs in place for when a table has been cleaned but reserve for the next year group. 	Will require monitoring on day one to ensure timings are effective	1 September 2020
61	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"> • Breakfast club only for Prep children to ensure safe bubbles • Any before school or after school club has been risk assessed • Controls per club lie with the co-curriculum co-ordinator in conjunction with the timetabling to ensure no cross use of rooms. 		Ongoing
62	Pupil and staff mental health and wellbeing not considered with individual needs not identified or supported.	<ul style="list-style-type: none"> • All staff have undergone mental health first aid training • Staff wellbeing survey has been completed and will continue to be reviewed. • New mental health policy and training issued to staff during INSET • New staff wellbeing policy being produced alongside new EAP policy • Formal pupil voice system during tutor time • Chaplain is checking-in with staff that may require support. 		Ongoing

63	Insufficient pastoral and extra-curricular support for pupils to rebuild friendships and social engagement.	<ul style="list-style-type: none"> • Pupil wellbeing well managed in accordance with the new Mental Health Policy. • Pupils supported by new tutor time arrangements, HoH contact or HoS. • DSLs availability and contact details are well known and published. 		Ongoing
64	Insufficient support to address and equip pupils to respond to COVID-19 related issues.	<ul style="list-style-type: none"> • Pupil wellbeing well managed in accordance with the new Mental Health Policy • Pupils supported by new tutor time arrangements, HoH contact or HoS • DSLs availability and contact details are well known and published • New trackable and auditable email address set up for COVID supplies and observations 		Ongoing
65	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
66	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 policy owners to gather evidence and scrutinise policies ahead of the policy review morning 		Ongoing
67	Roles suitable to home working, such as administration, not considered to help reduce risks of infection in school.	<ul style="list-style-type: none"> • Each Dept is considered on a case by case basis by JERS, GDT, Bursar or Warden as appropriate 		
68	Those working / schooling at home not provided sufficient information and training to work safely.	<ul style="list-style-type: none"> • H&S office has provided training and materials to support working from home safely. 		

69	Those working / schooling at home not advised on suitable furniture and equipment.	<ul style="list-style-type: none"> • H&S office has provided training and materials to support working from home safely. • When requested, arrangements have been made to provide furniture to those that require it 		
70	Those working / schooling at home not completed a Display Screen Equipment (DSE) assessment.	<ul style="list-style-type: none"> • HSE do not require DSE assessment from those who work from home temporarily 		
71	Those working / schooling at home not able to take regular breaks, stretching exercises, avoiding eye fatigue etc.	<ul style="list-style-type: none"> • H&S office has provided training and materials to support working from home safely. • 		
72	Those working / schooling at home not kept in regular contact with the school and insufficient regard to their well-being.	<ul style="list-style-type: none"> • H&S office has provided training and materials to support working from home safely. • Line Manager check-ins have been completed to staff who work from home. 		
73	Those working / schooling at home not advised on stress and mental health.	<ul style="list-style-type: none"> • H&S office has provided training and materials to support working from home safely. • Line Manager check-ins have been completed to staff who work from home. 		

PROTECTION MEDICAL

	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 September 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. 		1 September 2020

		<ul style="list-style-type: none"> Contact will be made on the 9th day to check if symptoms have eased in line with Government guidance. 		
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 will be given to all staff, pupils and parents on when the school will be enforcing isolation of individuals or groups We are currently awaiting delivery of the home testing kits, in their absence pupils will be directed to the nearest NHS test facility as discussed with our local health protection test. 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 08/09/2020 reminders to be issued to staff and pupils on when to send to the medical centre and when to send to SLC 	Ensure staff aware of changes from 7 to 10 days isolation for symptomatic staff	1 September 2020
4	Given (Serial 1 & 2) above household or group members do not understand that they must self-isolate for 10 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-19 illnesses. All first aid will be conducted by emergency first aiders within SLC, Senior teaching staff who is qualified or PE staff. 		1 September

		<ul style="list-style-type: none"> PPE will be stored in the Medical Centre but also within the School Office. 		
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 September 2020
7	<p>Staff not aware of meaning of “close contact” i.e.:</p> <ul style="list-style-type: none"> lives in the same household as someone with COVID-19 symptoms or who has tested positive for COVID-19 had any of the following types of contact with someone who has tested positive for COVID-19 with either a PCR test or LFD test: <ul style="list-style-type: none"> face-to-face contact including being coughed on or having a face-to-face conversation within 1m been within 1m for 1 minute or longer without face-to-face contact been within 2m of someone for more than 15 minutes (either as a one-off contact or added up together over 1 day) travelled in the same vehicle or a plane 	<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 lines with the latest guidance issued to all staff. Test scenario ran through the School offices to gather information on a pupil who had tested positive. Results gathered within nine minutes with staff and pupil contacts 		1 September 2020
8	Procedures for reporting COVID-19 instances to external authorities not known or applied.	<ul style="list-style-type: none"> COVID-19 Lead with the matrons will be responsible for reporting any positive cases to the 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 September 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 the end of the day, break time and before and after eating. 		1 September 2020

		<ul style="list-style-type: none"> • 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 procedures. • Ensure all staff involved are aware of when handwashing needs to take place (for the twenty seconds per wash). 		
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 September 2020
14	Science of risk not understood e.g. less severe symptoms in adults, younger children less likely to become unwell. Consistent groups help.	<ul style="list-style-type: none"> • This will be explained during the training video for staff. • Importance of keeping children within their year group. 		1 September 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 along with isolation as a precaution. 		1 September 2020
16	Insufficient medical staff to deal with temperature testing (if used), isolating and	<ul style="list-style-type: none"> • Two registered general nurses purely for COVID-19 and medical issues. 		1 September 2020

	monitoring suspect COVID-19 cases, outside appointments and normal medical issues.	<ul style="list-style-type: none"> • 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). 		
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 September 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. • Matrons have attended specific COVID-19 training. 		1 September 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 September 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 the Medical Centre. • Isolation rooms at the rear of the Medical Centre. • All pupils will wait outside until called by the matrons in case corridor has a symptomatic child within. 		1 September 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 September 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 September 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 September 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 September 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 breaches. Pupils are encouraged through COVID-19 Rules, displayed around the School and within the Behaviour Policy to report any thing that makes them feel unsafe or uneasy. 		7 September 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. The revised procedure will be updated to all staff through the training video. 		7 September 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 by Reception and ensure fire registrations are accurate 		7 September 2020

29	Staff are not aware 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 INSET Reminder issued during staff meeting 08/09/2020 		7 September 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 mobile testing unit 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. School office will inform parents of the testing taking place. Discussions will decide any reduction in activities and review of the Risk Assessment controls whilst awaiting for results. 		24 August 2020
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"> COVID-19 Lead 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 to train staff during the term whose first aid certificate has expired since March 2020. 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 face covering, gloves apron, just in case child does become symptomatic. 		1 September 2020

		<ul style="list-style-type: none"> In the case of the casualty requiring CPR, and casualty has suspected COVID-19, hands only CPR is to be given. 		
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 September 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. 		September 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 an individual 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 coverings will be mandatory for pupils arriving on School home to bus transport and any transport used for fixtures or educational visits. (unless children are too young to wear a face covering). A small stock of Face coverings will be issued to drivers for those pupils who have forgotten a face covering. Pupils will be provided with 2 x 2ply reusable/washable Face coverings to wear in communal areas and within classrooms (at their own discretion). Staff will be issued 2 x 2ply reusable/washable Face coverings to wear in communal areas. If they would like to wear within a classroom, contact must be made 		24 August 2020

		<p>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.</p> <ul style="list-style-type: none"> • 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. Any staff meeting where 2m can not be maintained, Face coverings must be worn. 		
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. • Training refreshed 5 March 2021 		Ongoing 5 March 2021
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 September 2020
41	Measures and systems of controls in school are not sufficiently robust for extremely clinically	<ul style="list-style-type: none"> • Guidance allows for all ECV and CV to return to School so long as the School 		1 September 2020

	vulnerable (ECV) and clinically vulnerable (CV) to return to school.	<p>is adopting the measures referred to in the guidance.</p> <ul style="list-style-type: none"> Individual Risk Assessments will be completed by the COVID-19 Lead upon request. 		
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 September 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 the guidance. Staff have been encouraged by LT 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, this will include PPE provisions either as part of the risk assessment or by request by the member of staff. 		1 September 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 (020 8509 6545) to report a positive test whether in School or outside of School. This number is for use during the school day and out of hours This allows for prompt information gathering to assist track & trace. 	All activities/clubs need to keep register of attendance, including staff.	1 September 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, 		Ongoing

		positive test date and earliest return to School date		
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"> Deputy Warden for Senior School Teaching Staff and the Bursar for Support staff will be responsible for liaising with staff and pupils on a regular basis. All pupils and staff will have confirmation in writing of an earliest agreed return to work date starting from when symptoms commenced for themselves or someone in their household. School Offices have ready-to-go templates for communicating with pupils to confirm the earliest return date depending upon the circumstances for their self-isolation in lines with <i>Stay at home guidance</i>. 		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. Guidance states no additional controls are needed. To reduce the risk of transmission during 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 September 2020

PROTECTION DEDICATED TRANSPORT AND DRIVERS

	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 September 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 controls are in place in conjunction with the school and contractor. 		1 September 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. 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 September 2020
7	Fresh air (from outside the vehicle) through ventilation, is not maximised, particularly through opening windows and ceiling vents.	<ul style="list-style-type: none"> Transport Manager in regular communications with transport provided to ensure ventilation is maintained Spot checks completed by Kuras and Transport Manager 		22 April 21
8	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-19 Lead 	25/09/2020 pupils upon the buses are to be allocated individual seats rather than rows to support track and trace.	1 September 2020

		<ul style="list-style-type: none"> Pupil positive case form explores compliance issues within the bus 		
9	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 September 2020
10	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 September 2020
11	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 September 2020
12	Use of face coverings for pupils in Year 7 and above as a mitigating measure not understood by pupils and parents.	<ul style="list-style-type: none"> All children (Senior only) will be required to wear Face coverings to board the bus. A small stock 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 coverings. The transport Manager will continue to board particular buses morning and afternoons to check compliance.	1 September 2020
13	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 September 2020
14	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

PROTECTION SUPPORT STAFF

	HAZARD	FS CONTROLS IN PLACE	OTHER FS ACTIONS	COMPLETION DATE
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 24 August. The Risk Assessment will also be available to non-teaching staff to review and challenge where required. Any member of staff with a 		27 August 2020

		specific concern either medical or workspace will be asked to refer to the COVID-19 Lead where an individual Risk Assessment may be produced		
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. 	Updated 1 March 2021	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. 	Updated 1 March 2021	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 Assessment 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. Fire risk assessments reviewed Jan 21 	Ongoing

PROTECTION 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 sites 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 		27 August 2020

		planned preventative maintenance (PPM)		
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-occupying school facilities (including workshops).	<ul style="list-style-type: none"> All air conditioning units serviced in July. 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. 	Co2 detectors to be purchased to assess fringe rooms Ventilation survey completed of mechanical AHS, Jan 21	27 August 2020 1 March 2021
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. SLC ventilation increased times to improve ventilation. Martin Centre and Prep ventilation set to its maximum to bring in continuous fresh air. Science ventilation set for continuous fresh air 	Ventilation survey completed of mechanical AHS, Jan 21	27 August 2020 1 March 2021
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. Legionella sampling (random building selected completed monthly) Full building sample completed prior to June re-opening Full Risk Assessment was conducted in June 2020. Cleaning contractor/Estates complete flushing schedule that was 		Ongoing

		increased during shut down to weekly, for little or not use outlets.		
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 The COVID-19 Lead will conduct a formal inspection prior to opening on Friday 4 September 		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 'dorguards' Additional dorguards have been installed on appropriate routes to reduce touch points to preserve the School's passive fire prevention strategy. 		Ongoing

		<ul style="list-style-type: none"> The COVID-19 Lead will conduct a formal inspection prior to opening on Friday 4 September 		
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 six. Support Offices have been set up for any staff or pupil to knock before entering and only one additional person will be permitted Signage improved 24/08/2020 Additional guidance issued to support staff in shared offices March 2021 		27 August 2020 March 2021
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 Deputy Warden has devised an effective timetable to separate year group bubbles in the Dining Hall. This allows for Cleaning contractor staff to clean hard surface between each cohort. 	Strengthening completed with Dining hall to assist in social distancing.	Ongoing 1 March 2021
18	Insufficient drinking supplies and hydration available in Dining Hall and around the school.	<ul style="list-style-type: none"> Forest School has sufficient water fountains. Each fountain will be allocated for specific years groups and cleaned more frequently. Spare water fountains have been isolated. 		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 or technicians 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"> Member of staff to phone the Medical Centre first to ensure PPE can be put on by matrons and a sick bay is available. Matrons will either clean areas themselves or contact Cleaning contractor. PPE will be located within the School Office 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 the PPE. 	Walkie talkies?	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. 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 		Ongoing

		allow for safe use by the patrons of the hire as well as pupils and staff post hire.		
32	Poorly ran 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 		Ongoing
33	How often is this Risk Assessment reviewed? Daily? Weekly? Monthly? Termly? Annually?	<ul style="list-style-type: none"> • Once term starts this Risk Assessment will be reviewed daily by the Warden, Deputy Warden, Bursar, Head of PS and COVID-19 Lead. 		Ongoing

