COVID-19: Risk Assessment and Action Plan

King Edward's School and King Edward VI High School for Girls

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10 January 2021

Purpose of this document:

There was a second UK lockdown from 5 November 2020 to 2 December but during this time schools remained open. During December, the UK Government pledged to keep schools open so as to provide "a full educational experience for children" (other than the normal Christmas break). On 4 January the Government announced that secondary schools were to close to all pupils except key worker children and vulnerable children. For the remaining children (children of key workers and vulnerable children) and adults the core obligation continues to be to ensure "so far as is reasonably practicable the health, safety and welfare of staff, pupils and visitors" as does the obligation to risk assess and implement relevant control measures.

This COVID-19 Risk Assessment and Action Plan document sets out the decisions taken and measures put in place to prepare for the full re-opening of the school in September, it reflects subsequent guidance issued regarding the national lockdown commencing on 5 November 2020 and smaller changes to the guidance made subsequent to the end of the second national lockdown and finally the changes made following the closure of schools on 4 January. The objective is to ensure the school continues to operate in a safe way.

This updated Risk Assessment also aims to set out the risks associated with testing **asymptomatic** (producing or showing no symptoms) staff and pupils in secondary schools from January 2021.

- Teachers and support staff will be able to have **routine testing** once a week.
- Two tests (3 – 5 days apart: minimum 3 days) for pupils returning to school.
- Pupils and staff will undertake **'serial testing'** if one of their contacts test positive.

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

- Health and Safety Policy
- First Aid Policy
- Child Protection Policy
- DFE Guidance relating to COVID-19
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- The Health Protection (Notification) Regulations 2010
- Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'   [CYP = Children and Young People]

Risk assessment is about identifying sensible measures to control the risks in a workplace or when undertaking an activity. Each risk is scored (from 1-5) as to the probability of it happening and its impact – the score is assessed after taking into account controls in place, which is termed the residual risk.

Probability- For each issue/situation, determine the likelihood it will occur.

Impact – For each issue/situation, determine the potential impact if the risk event was to occur

1 - No injury or trivial (Minor injury) no time lost, no financial impact, no media coverage or negative parental feedback
2 - Minor injury (MI) lost time less than three days, financial impact of <£10,000, low level parental negative feedback
3 - Serious injury (SI) lost time greater than three days, financial impact of >£10,000 but<£50,000, local media coverage
4 - Major injury (MAI) lost time greater than seven days, financial impact of >£50,000 but<£100,000, extended local media coverage
5 – Fatality/Disabling injury, financial impact of >£100,000, national or international media coverage

THE SCHOOLS OF KING EDWARD VI RISK MATRIX			1 Insignificant	2 Minor	3 Moderate	4 Major	5 Severe
			Impact				
5	Highly Probable	Probability	5 Medium	10 Medium	15 High	20 High	25 High
4	Probable		4 Low	8 Medium	12 Medium	16 High	20 High
3	Possible		3 Low	6 Medium	9 Medium	12 Medium	15 High
2	Unlikely		2 Low	4 Low	6 Medium	8 Medium	10 Medium
1	Remote		1 Low	2 Low	3 Low	4 Low	5 Medium

Low Risk < 5 risk score
Medium Risk < 5 - 12 risk score
High Risk > 12 risk score

	Area of concern to be addressed	Control measures Good Practice Control Measures Adopted and Notes	In place? (Yes/No)	Further action/ Comments (incl. guidance source)	Final risk rating
	Planning for the return of pupils				
1	**Unable to assess likely numbers of pupils *returning to* school (after full lockdown)**	**Currently not applicable as the full reopening is not imminent** *Continue to assess concerns of parents and communicate with parents in order to allay any concerns.*	Yes		NA
2	**Unable to assess required staffing resource after full lockdown (scenario when schools actually close)**	**Currently not applicable as the full reopening is not imminent** *UPDATE when necessary [We will Identify staff who are unable to return to work due to sickness/a need to self-isolate or quarantine related to COVID-19* ***Staff* and *pupils* who are '*extremely clinically vulnerable*' and have been 'shielding' can:** *- Go to work, if they cannot work from home, as long as they follow strict social distancing guidelines. They should be offered jobs / workstations with the greatest Covid security and a personal risk assessment should be completed, in conjunction with the individual, to identify their particular vulnerabilities and any extra control measures that are required* *- Return to school along with their peers, as long as they follow strict social distancing guidelines. A personal risk assessment should be completed, in conjunction with the pupil's parents, to identify their particular vulnerabilities and any extra control measures that are required.* *When completing the **personal risk assessment** consider:* *- the particular vulnerability of the individual* *- where and how the work / lessons will take place (including getting to/from school, access and egress, use of toilets / lunch / rest facilities, etc.)* *- whether strict social distancing measures can be implemented at **all** times* *- specify what the social distancing measures will be* *Staff and pupils who live in a household with someone who is 'extremely clinically vulnerable' can return to work or school but they should do what they can to support the shielded person and carefully follow the guidance on social distancing*	Yes	Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19	NA

	Area of concern to be addressed	Control measures Good Practice Control Measures Adopted and Notes	In place? (Yes/No)	Further action/ Comments (incl. guidance source)	Final risk rating
		'Clinically vulnerable' pupils and members of staff, including pregnant women and new mothers can come into school / work unless they have specific advice to the contrary from their medical practitioner. However, they should take particular care and be diligent about hand washing and social distancing, staying 2 metres away from others wherever possible. *'Members of staff who do not fall into the 'clinically vulnerable' or 'extremely clinically vulnerable' categories, but who have some additional degree of vulnerability as a result of other factors, should discuss their particular concerns with their line manager and, where possible, be offered roles where they can stay 2 metres away from others.*			
3	**Number of staff available is lower than that required to supervise students attending school and operate effective home learning**	**This risk is reduced in general now that the school is in lockdown – ie. with only children of key workers and vulnerable students in the school** The key risk here is if the number of support staff or teaching staff used to supervise children of key workers or vulnerable are ill with Covid or are self-isolating, those who are extremely clinically vulnerable ECV (during national lockdown period) or ill with Covid. In this instance the following control measures should be utilised: • Full use is made of those staff who are in quarantine/self -isolating but who are well enough to work from home – via zoom lessons • Contingency planning in place at appropriate levels, e.g. LT, DSLs, first aid qualified staff • Where staffing levels are reduced due to absences, the LT will undertake an assessment of the necessary controls to operate the school safely (e.g. restrict pupil numbers) • We have asked all staff to make us aware of if they have received letters stating they are ECV – to allow us to plan/ensure they are able to work from home if all possible	Yes	The risk of this area of concern could change over time if the number of students in school becomes out of balance with the number of staff available	2 x 3=6
	Preparation of the site				
4	**Statutory compliance and appropriate maintenance of the site has not been completed during full lockdown**	Currently not applicable as the school has not recently been closed (other than in the context of normal H&S requirements for the operation of a building) • *All statutory compliance is up to date.*	Yes		N/A (now school has

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		• *Where water systems have not been maintained throughout lockdown, chlorination, flushing and certification by a specialist contractor has been arranged.* - *Air conditioning units have been serviced and filters cleaned with an antibacterial agent applied* - *Emergency lighting has been tested regularly and recently serviced* - *PAT testing records have been inspected* - *Legionella flushing has taken place on ALL taps/showers and toilets (weekly)* - *Swimming pool has been maintained (daily)* - *Swimming pool water has been tested for bacteria (monthly)* - *Fire alarm panels are checked for any errors/alarms (daily)* - *Fire testing has continued to take place (weekly)* - *Pest control services have continued to visit* - *CCTV has been inspected* - *SALTO door access controls have been inspected and tested* - *Mechanically operated gates have been inspected and tested* - *Fire doors have been checked and fully opened* - *Hygiene services have emptied sanitary bins* - *Water sampling has been undertaken* - *Water temperature testing has been undertaken* - *Grounds maintenance has continued during the lockdown period*			been open for 2 months – other than in the normal H&S context)
5	**Classroom arrangements do not allow for adequate social distancing (SD) or hygiene requirements**	Current government guidance does not require pupils to socially distance in school Ideally, adults should maintain 2 metre distance from each other, and from children Classroom layouts have been adapted so that pupils all sit facing forwards and staff are able to maintain a 2m distance between them and the pupils	Yes	Review SD guidance on an ongoing basis and adapt classroom layouts if the distance is amended	2x2=4
6	**The use of large spaces does not adhere to government guidance**	Where possible large gatherings will be avoided. There will be no large gatherings with parents and or other family members in attendance. Adults should only gather in larger numbers inside (e.g. for staff meetings) if the 2m social distancing can be maintained. • Identify reasons for large space use • Design layout and arrangements in place to enable social distancing. • Remove soft seating from staffrooms to ensure staff do not gather in these areas (particularly given the challenges of cleaning soft seating)	Yes		1x2=2

	Area of concern to be addressed	Control measures Good Practice Control Measures Adopted and Notes	In place? (Yes/No)	Further action/ Comments (incl. guidance source)	Final risk rating
	Local lockdown - Vulnerable and critical workers children				
7	**Plans to accommodate children of critical workers and vulnerable children <u>not</u> in place**	There is a national lockdown and therefore the schools are currently following Government advice and only open for priority groups - children and young people who are vulnerable, and the children of critical workers • Pastoral and SEND support is deployed wherever possible to support prioritised pupils. • Efforts continue to improve the attendance (remote or in person) of vulnerable pupils and those from disadvantaged backgrounds.	Y		1x3 = 3
8	**Insufficient support is available in school for vulnerable and/or disadvantaged children during a local lockdown**	• Support for individual pupils is planned through risk assessment and any issues addressed through Pastoral/LT discussion • Put in place provision for the return of pupils with SEND in conjunction with families • Support for pupil/parent anxiety about return to school and vulnerability to COVID-19	Yes		1x3 = 3
	Communication (including personal hygiene, travel and COVID-19 symptoms)				
9	**Staff and pupils are not aware of requirements for personal hygiene**	• Pupils and staff will be reminded that they should wash their hands on arrival at school • Staff and pupils have been advised of common control measures which include sneezing into a tissue or elbow, followed by immediate disposal of the tissue and frequent hand washing with soap and water (or sanitiser gel) for at least 20 seconds • Pupils will be reminded of these control measures on a regular basis throughout the day • All members of staff have been reminded to follow the Government's guidance on handwashing and to ensure that hands are washed on a regular basis	Yes		1x2=2
10	**Parents and carers are not fully informed of the health and safety requirements for the reopening of the school**	• As part of the overall communications strategy, parents are kept up to date with information, guidance and the school's expectations using a range of communication tools.	Yes		2x2=4

	Area of concern to be addressed	Control measures Good Practice Control Measures Adopted and Notes	In place? (Yes/No)	Further action/ Comments (incl. guidance source)	Final risk rating
11	**Staff, parents and pupils are not aware of the guidance around travel**	• Staff have been advised that wherever possible they should travel to school alone using their own transport. Where this is not possible and public transport is used, face coverings should be worn and hands should be washed on arrival at school • Communication has been made with parents and carers, encouraging young people to walk or cycle to school where at all possible. Pupils have been reminded of the need to wear face coverings on public transport and put this into a plastic bag on arrival at school	Yes		1x3=3
12	**Staff are insufficiently briefed on expectations and return to school plans (if school closure) and procedures**	• Staff receive regular briefings on day to day school matters and evolving working arrangements around pupils returning to school – via email and remote staff briefings • Support for mental health and wellbeing is communicated to all staff and there are plans in place to check on staff wellbeing regularly, including senior leaders – emails, briefings, line managers checking in with team • Schedule what staff training is needed to implement any changes that the school plans to make, either delivered remotely or in school	Yes		1x3=3
13	**Communications with students, parents/carers about expectations that must be followed to support pupils and keep the school community safe are not clear or in place**	• Communications with both pupils and parents have been sent out so that they are aware of the expectations when children are either working remotely (as now) or in school • Families have been told about available access to resources to support mental health and wellbeing, including support available to deal with any anxiety regarding the return to school • Signage around the schools for 'catch it bin it kill it' guidance as per NHS best practice. Although if students are coughing they should be sent home and told to isolate and consider calling 119 for a test	Yes		2x2=4

	Area of concern to be addressed	Control measures Good Practice Control Measures Adopted and Notes	In place? (Yes/No)	Further action/ Comments (incl. guidance source)	Final risk rating
14	**Face coverings are not worn as appropriate and/or guidance on handling these is not followed**	• Currently face coverings should be worn by adults and children aged 11 and above when moving around the premises, outside of classrooms or activity rooms, such as in corridors and communal areas where social distancing cannot easily be maintained (including when queuing for lunch – they can be removed when pupils sit down to eat). • Staff and pupils are allowed to wear face coverings if they wish to in other areas • When face coverings are worn pupils and staff should: - refrain from touching their face covering when wearing it, - (if they take it off) put it into a sealed plastic bag that they keep in their school bag, locker or pocket, and wash their hands immediately; - wash it after every use, ideally on a hot washing machine cycle (60oC). (This guidance has been communicated to families and staff)	Yes		3x2=6
	Avoiding Contact With Anyone Who is Unwell				
15	**Staff are not aware of (or do not follow) the School's procedures (including on self-isolation and testing) should anyone display symptoms of COVID-19**	• The Schools are following the government guidance on self-isolation. In the event of any staff member exhibiting symptoms they must self-isolate. • Staff have been notified that they must inform the school as soon as it is reasonably practicable in the event that they are contacted by an NHS contact tracer in respect of track and trace and **must not come into school** • Staff (including peripatetic staff, contractors' staff) are aware that if they start feeling unwell with symptoms of Covid-19 during the school day, they must make arrangements to go home as soon as possible and arrange to have a Covid-19 test as soon as possible. This will enable staff to quickly come back to school if the test proves to be negative. A positive test will ensure rapid action to protect their colleagues and pupils. • Remind all staff (including peripatetic staff, contractors staff, e.g. cleaners and supply staff), that if they have had a positive Covid-19 test in the last 10 days they must not come to school, and the must follow the government guidance • Staff should be alert for signs of pupils developing symptoms of Covid-19 - commonly a temperature (looking visibly hot for no obvious reason), feverish or developing a persistent cough	Yes		2x4=8
16	**Pupils and parents are not aware of (or do not adhere to) the school's procedures (including**	• Pupils and parents have received clear communications informing them of government guidance on the actions to take should anyone display symptoms of Covid-19 and how this will be implemented in the school.	Yes		2x4=8

		Area of concern to be addressed	Control measures Good Practice Control Measures Adopted and Notes	In place? (Yes/No)	Further action/ Comments (incl. guidance source)	Final risk rating
		on self-isolation and testing) should anyone display symptoms of COVID-19 or should there be a confirmed case of COVID-19 in the school	• There are clear procedures in place if a child falls ill whilst at school and these have been communicated to families • Pupils will be reminded that if they start feeling unwell with symptoms of Covid-19 during the school day, they must tell their teacher who will follow the school's arrangements for quarantining the pupil until they can go home • Remind all pupils, parents and carers that if they have had a positive Covid-19 test in the last 10 days they must not come to school, and the must follow the government guidance • Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders.			
17		Procedures in the event of a suspected case of COVID-19 are not followed	• School Nurses and all staff that give direct personal care to / supervise pupils who fall ill with Covid-19 symptoms whilst at school must have access to full PPE - disposable gloves & aprons, an appropriate face mask e.g. fluid resistant surgical masks or CE marked FFP2 respirator, and face visor, and wear it if a distance of 2m can't be maintained between themselves and the sick person. Face masks must: • - fit closely around the face and cover both the nose and mouth • - not be allowed to dangle around the neck • - not be touched once put on, except when carefully removed before disposal • - be changed when they become moist or damaged • - be worn once and then discarded • - hands must be washed after disposal • Training should be provided in how to safely don and doff PPE Training should be recorded • All disposable PPE used by the School Nurse / staff whilst they look after pupils who fall ill with Covid-19 symptoms whilst at all school should be carefully disposed of by double bagging it (bags tied once full). The bags should be stored securely for 72 hours then thrown away in the regular rubbish stream. • Members of staff that give direct personal care to / supervise someone who is taken unwell with symptoms of Covid-19 whilst at school should avoid touching their mouth, eyes or nose and wash their hands thoroughly for 20 seconds immediately after leaving the sick person. They do not need to go home and isolate unless they develop symptoms themselves.			3x3=9

	Area of concern to be addressed	Control measures Good Practice Control Measures Adopted and Notes	In place? (Yes/No)	Further action/ Comments (incl. guidance source)	Final risk rating
		• Pupils developing symptoms of Covid-19 whilst at school should be separated from other pupils whilst arrangements are made for them to go home as soon as possible - follow the detailed guidance in 'Coronavirus (COVID 19) - Implementing Protective Measures in Education & Childcare Settings'. • The pupil should be isolated in a room with the door closed and a window open for ventilation.. • If they need to go to the toilet whilst waiting to be collected, they should use a separate WC which must be cleaned and disinfected before being used by anyone else.			
18	**Appropriate cleaning of an area occupied by someone with suspected COVID-19 is not carried out**	• If an area can be kept closed and secure for 72 hours, wait until this time has passed before cleaning as the amount of virus living on surfaces will have reduced significantly by 72 hours - People undertaking cleaning duties should wear disposable or 'washing-up' gloves and aprons for cleaning. - Equipment - use disposable cloths, paper towels/roll, disposable mop heads - Chemicals - recommended cleaning chemicals are 'a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine' OR 'a household detergent followed by disinfection (1000 ppm available chlorine). Follow manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants' - Do not use bleach - there are serious H&S risks associated with this product - Using a disposable cloth, first clean hard surfaces with warm soapy water, then disinfect these surfaces - Wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning - All waste (gloves, aprons, paper towels etc.) should be double-bagged (bags tied once full), then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished - Follow the guidance on cleaning in the Government's document 'Covid-19- Guidance on cleaning in non-healthcare settings'- If an area has been heavily contaminated, such as with visible bodily fluids, from a person with suspected coronavirus, use protection for the eyes, mouth and nose, as well as wearing gloves and an apron - Items that cannot be cleaned using detergents or laundered, for example, upholstered furniture should be steam cleaned - Any items that are heavily contaminated with body fluids and cannot be cleaned should be disposed of			3x3=9

	Area of concern to be addressed	Control measures Good Practice Control Measures Adopted and Notes	In place? (Yes/No)	Further action/ Comments (incl. guidance source)	Final risk rating
19	**Procedures in the event of a confirmed case of COVID-19 are not followed**	• If a pupil or member of staff develops Covid-19 symptoms whilst in school they will be sent home, asked to have a Covid-19 test, and let the school know the results - If the test result is positive the school will act swiftly and follow the latest guidance (flowchart) – this will depend on the number of positive cases - The Covid-19 positive person must self-isolate for a minimum of 10 days, and all members of their household must self-isolate for 10 days (or more if they develop symptoms themselves). - The school must follow the guidance as to o they need to notify of which members of staff and pupils have been in close contact with the person during the infectious period - they will all be asked to self-isolate for 10 days. 'Close contact' means: - direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin) - proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual - travelling in a small vehicle, like a car, with an infected person • Household members of the contacts who are sent home do not need to self-isolate unless the contact subsequently develops symptoms, in which case they must isolate too, unless the contact has a negative Covid-19 test	Yes		2x4=8
	Practicalities of organising the school day				
20	**The start and end of the school day create risks of breaching social distancing guidelines**	***This risk has reduced in likelihood due the closure of the school to all apart from children of key workers and vulnerable children*** • Parents should not enter the school at the start and end of the day unless they have an agreed appointment (and the need for appointments will be on a case by case basis – where possible meeting with parents will be carried out by zoom) • Posters around the school to remind staff and students of the need for social distancing – whilst students do not need to SD from other pupils, they do with adults • 2m markers have been placed in all corridors so that everyone is aware of how far 2m is • A one way system has been introduced in the School - staff and pupils will be briefed, and signage provided to identify which circulation routes to use.			1x3=3

	Area of concern to be addressed	Control measures Good Practice Control Measures Adopted and Notes	In place? (Yes/No)	Further action/ Comments (incl. guidance source)	Final risk rating

21	Food is available for all staff and children in school	**Currently this is not relevant as no catering facilities are available (nb FSM children will be provided with a voucher)**
		• Lunch is available for all staff and students (who opt in)
		• Breakfast will not be provided initially (to help with resources)
		• Food preparation and serving areas have been adapted to follow COVID-19 guidance
		    o Year group bubbles will be preserved when serving the pupils – with different serving hatches for each year group and segregated areas for pupils to sit
		    o Food will be served to pupils rather than self service
		    o Safe food preparation space, taking account of social distancing
		    o Usual considerations in place for dietary requirements
		
		See separate section on Lunch preparation and service
			Yes		NA

	Safeguarding				
22	School safeguarding policy and procedures are not in place, including updated appendix to include arrangements for COVID-19	• Safeguarding remains highest priority and policy is updated to reflect changes – the required addendum has been added • All staff are briefed on updated safeguarding arrangements, including those contacting families of pupils that are not attending school • All DSLs have swift access to advice from LA, CSC, school nursing and police • DSL capacity is factored into staffing arrangements • Day to day health and safety policies including changes to evacuation arrangements Critical Incident and Lockdown procedures, have been amended where appropriate to reflect COVID-19 implications • Expectations shared with pupils in the event of the need to evacuate the building in an emergency	Yes		1x4=4
23	High risk of increased disclosures from returning pupils	**This issue is not significant at this time but will become more relevant after the end of the current lockdown** • DSL capacity is factored into staffing arrangements to ensure enough staff are available to deal with the potential increase in disclosures from pupils • Contact is maintained with families where there are vulnerable pupils that are not attending school due to parent/carer decision	Yes		1x3=3

	Area of concern to be addressed	Control measures Good Practice Control Measures Adopted and Notes	In place? (Yes/No)	Further action/ Comments (incl. guidance source)	Final risk rating
		• Multi-agency arrangements in place to support early help			
24	**Insufficient staff confidence or awareness of mental health, pastoral support, wider wellbeing support for pupils returning to school**	• Staff are aware of support for pupil wellbeing, including bereavement support and any changes that have occurred in children's lives during the pandemic • Staff have access to a range of support services and feel well prepared to support pupils with issues that are impacting on their health and wellbeing. This is differentiated for pupils attending school and those still at home. • Staff are aware of how to access support for issues such as anxiety, mental health, behaviour, young carers in addition to safeguarding in general.	Yes		1x3=3
	First aid				

25	**First aid procedures are not amended to recognise additional considerations related to COVID-19**	• The first aid procedure has been amended to recognise additional considerations related to COVID-19
		• PPE will be worn by staff caring for the child if a distance of 2m cannot be maintained. This will consist of a visor or fluid resistant mask, a disposable apron and disposable gloves
		• Ensure sufficient PPE for first aiders to utilise including masks, a visor, gloves and disposable aprons.
		• After first aid treatment has been given, used PPE can be disposed of with normal waste, wash your hands thoroughly with soap and water at the earliest opportunity
		• Wherever possible when giving first aid, 2m distance will be maintained
		• Pupils should be encouraged to care for their own small / superficial injuries, e.g. applying a plaster to a graze or small cut, if they are old enough and not distressed.
		• In the unlikely event of cardiac arrest, rescue breaths will not be performed
		    o Do not place face close to the casualty to hear for breathing. Watch the chest
		    o If possible, lay a towel or similar over nose and mouth
		    o Ensure CPR is performed using chest compressions and if possible a defibrillator
		• Where a pupil becomes ill on site, with COVID-19 symptoms they will be moved to a room where they can be at least 2m from other people. A window will be opened to increase ventilation. A separate bathroom will be allocated for their use, which will be cleaned and disinfected afterwards
					1x4=4

	Area of concern to be addressed	Control measures Good Practice Control Measures Adopted and Notes	In place? (Yes/No)	Further action/ Comments (incl. guidance source)	Final risk rating
	Behavioural issues				
26	**Pupils' behaviour does not comply with social distancing/'bubble' guidance**	This issue is less relevant due to the lockdown but is still important for key worker children and vulnerable children in school • Staff model social distancing consistently. • The movement of pupils around the school is minimised wherever possible • Clear messaging to pupils on the importance and reasons for social distancing (with adults) is reinforced throughout the school day by staff and through posters, and floor markings. • Break times and lunch times are structured to support the maintenance of year group 'bubbles' with designated social areas for each year group • The school's behaviour policy has been revised to include compliance with social distancing (and other relevant aspects in relation to the COVID-19 situation) and this will be communicated to staff, pupils and parents.	Yes		2x3=6
	Educational provision				
27	**Pupils may have fallen behind in their learning during school closures and achievement gaps will have widened**	• Gaps in learning were assessed during the first half of autumn term and addressed in teachers' planning. Due to the move to remote learning in the summer term there was not a significant impact of the lockdown in terms of achievement gaps	Yes		1x3=3
28	**School unable to meet full provision required in line with EHCP**	• Review individual pupil's EHCP to adapt any EHCPs impacted by the restrictions of COVID-19 • Access support where appropriate	Yes		1x3=3
29	**Operational needs of school create insufficient resource to support ongoing learning offer for eligible pupils who can't attend school**	• Provide devices for those pupils affected by ICT poverty	Yes		1x2=2

	Area of concern to be addressed	Control measures Good Practice Control Measures Adopted and Notes	In place? (Yes/No)	Further action/ Comments (incl. guidance source)	Final risk rating
30	**Department risk assessments are not updated for additional risks introduced by COVID-19**	• All Heads of Department will review the risk assessments for the areas / activities that they are responsible for to identify if Covid-19 introduces any additional risks, and if so, appropriate controls have been or will be documented and implemented	Yes		2x2=4
31	**Sports activities are not carried out in line with the relevant COVID-19 guidance**	• A separate risk assessment has been prepared for any sports (PE) activities, as a working document which will be reviewed in line with changing guidance; this stresses the requirement for pupils to remain in cohorts/ bubbles and practise social distancing. Different sports will be assessed separately and introduced in line with both government guidance and with the national body guidelines in place for each sport. • Where changing rooms are used for PE and games lessons they will only be occupied by one bubble at a time and will be cleaned regularly. This also applies to any facilities used by key worker children during lockdown.	Yes		2x3=6
32	**Year group bubbles are not maintained when older pupils are used to support younger pupils**	This issue is less relevant due to the lockdown but is still important for key worker children and vulnerable children in school • It has been decided that in certain circumstances older pupils will work with younger pupils (eg. KES, during Friday afternoon activities and KEHS where prefects support younger year groups). This has great benefits for both the older and younger pupils – older pupils develop leadership skills and younger pupils see the role models of older pupils as something to aspire to. The risk of this 'breaking' of year group models will be mitigated by the older pupils maintaining the 2m social distance at all times.	Yes		1x3=3
	Libraries/Co-curricular clubs				
33	**The use of libraries is not in line with COVID-19 guidance**	• Libraries can be used as a learning environment, provided members of different bubbles don't mix together • As it is not practical to regularly clean all the books etc. in the library, staff and pupils should be instructed to wash / sanitise their hands after handling resources in the library. • The covers of all books/resources taken out of the library should be wiped over with sanitising spray as it is issued. Returned books/resources can either be wiped over with sanitising spray or left untouched for at least 24 hours (72 hours for plastic covers) before being returned to the shelves			2x3=6

	Area of concern to be addressed	Control measures Good Practice Control Measures Adopted and Notes	In place? (Yes/No)	Further action/ Comments (incl. guidance source)	Final risk rating
34	**Operation of co- curricular clubs is not in line with COVID-19 guidance**	During the school closure (Jan 2021 onwards) this is not a risk as all clubs are being run remotely Co-curricular clubs continue to operate for all pupils. Out of school clubs are designed to support education and training. Children must stay in the year group bubbles when attending co-curricular clubs. Sports undertaken should be operated in line with the relevant national body guidance for each sport. A daily record should be kept of pupils and staff in each group, and any close contact** that takes places between children and staff in different groups, so that potentially infectious people can be quickly identified and isolated in the event that a member of the school community tests positive for Covid-19 **Close contact means: - direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin) - proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual	Yes		N/A

	Area of concern to be addressed	Control measures Good Practice Control Measures Adopted and Notes	In place? (Yes/No)	Further action/ Comments (incl. guidance source)	Final risk rating
	Social Distancing provisions				
35	**Staff do not follow government guidance on social distancing (SD)**	• Government advice is reviewed on a daily basis to ensure the latest available information is put into practice • Employees will be reminded in staff briefings, once they return, of the importance of social distancing • All meetings on site will observe the 2m social distancing rules • All appointments with external parties will be held using technology wherever possible • Non-essential physical work that requires close contact between members will not be carried out • Staff should avoid physically greeting others (eg. shaking hands and nudging elbows) – this will adhere to the 2m SD measures • Clear signage is displayed in the school promoting social distancing.	Yes		3x3=9
36	**Measures are not in place to limit risks and limit movement around the building(s).**	This issue is less relevant due to the lockdown but is still important for key worker children and vulnerable children in school • The movement of pupils around school is minimised as much as possible. Including restricting the movement of younger pupils where this is possible • One way systems have been implemented • Any pinch points/bottle necks will be identified and managed accordingly. • Students will be encouraged to 'keep left' • Signage around both schools highlights the importance of maintaining SD • Passenger lifts should not be used unless this is the only way that individual staff or pupils can move around the school site • Learning activities chosen that best promote SD where feasible	Yes		1x3=3

	Area of concern to be addressed	Control measures Good Practice Control Measures Adopted and Notes	In place? (Yes/No)	Further action/ Comments (incl. guidance source)	Final risk rating
		• Where appropriate, doors can be held open to minimise the need to touch door handles/push plates, BUT doors marked 'Fire door' should only be held open by 'dorgards' / electromagnetic door holders - never wedged or propped open, and staff should be aware of security issues with external doors NB whilst in general groups should be kept apart, brief transitory contact, such as passing in a corridor, is low risk – Govt Guidance 22 May 2020			
37	**Staff rooms and offices do not allow for observation of social distancing guidelines**	• Staff will be reminded of SD requirements and how these impact the use of shared areas such as staff workrooms • Staff have been provided with alternative working facilities to ensure that working within the staff workrooms aligns with the SD guidance • Soft seating within the staff rooms has been removed or indicated as not in use in line with social distancing guidance	Yes		1x2=2
38	**Large group gatherings of staff**	• With the exception of fire drills or emergency evacuations, large gatherings should be avoided. Group events can take place virtually using online facilities where this is appropriate. • Where larger group gatherings of staff are deemed necessary these should be held where social distancing can be maintained, face coverings should be worn and staff should sanitise on entry to and exit from the venue	Yes		2x2=4
	Hygiene/Cleaning				
39	**Students, staff and visitors are not aware of the need to wash hands in accordance with guidance**	• Hand washing guidance posters have been put on display in washrooms • The guidance has been shared (videos etc.) with students repeatedly • Everyone should wash their hands/use hand sanitiser on arrival at the school • Protective screens have been installed at reception • Staff and visitors should use their own pens to sign in (KES). Signing in/out touch screens should be wiped after each person has used them • Post deliveries should be received in a designated area, respecting social distancing, and staff should wash/sanitise hands immediately after handling items and using any signing devices	Yes		2x1=2

	Area of concern to be addressed	Control measures Good Practice Control Measures Adopted and Notes	In place? (Yes/No)	Further action/ Comments (incl. guidance source)	Final risk rating
40	**Classrooms and other areas do not have adequate ventilation**	• Windows (on restrictors) will be opened where possible to provide natural ventilation • Recognising that during the winter months the opening of windows is more problematic due to the cold, staff will be encouraged to at least open the windows for a short period at the end of the lesson to provide an opportunity for the air to circulate • Where areas of the school have air circulation systems these have been switched to provide external ventilation rather than re-circulation of existing air	Yes		2x2=4
41	**Queues for toilets and handwashing risk non-compliance with social distancing measures**	• Additional (external) hand-basins have been installed • Sanitising units have been installed throughout the School – particularly by entrances and exits and by classrooms • Basins have been taped off in staff toilets to promote social distancing – staff numbers using toilets at one time have been limited • The toilets in use are cleaned frequently. • Monitoring ensures a constant supply of soap, sanitiser and paper towels.	Yes		3x1=3
42	**Cleaning capacity is reduced so that an initial deep-clean and ongoing cleaning of surfaces and touch points are not undertaken to the standards required**	• Enhanced cleaning schedule implemented throughout the site, ensuring that contact points, work-surfaces, door handles, taps etc. are all thoroughly cleaned regularly. • Hand towels and hand-wash are to be checked and replaced as needed by cleaning supervisor and cleaning staff • Enhanced cleaning regime for toilet facilities particularly door handles, locks and toilet flush. • Enhanced cleaning regime for testing site/area including process for spillages and waste disposal • Working hours for cleaning staff have been adapted. Day cleaners are now in place to enable the required cleaning of toilet facilities, high touch areas and areas where different year group bubbles are using the same spaces Bins, with bags that can tied off at the top, will be provided in every teaching and office area to allow immediate disposal of tissues, and these will be emptied regularly • A return-to-work plan for cleaning staff (including deep cleans of all areas) will be implemented ahead of the re-opening of the schools when this happens	Yes		2x3=6

	Area of concern to be addressed	Control measures Good Practice Control Measures Adopted and Notes	In place? (Yes/No)	Further action/ Comments (incl. guidance source)	Final risk rating
43	**Procedures are not in place for Covid-19 clean following a suspected or confirmed case at school**	• The Cleaning team is aware of the guidance for cleaning of non-healthcare settings COVID-19: cleaning of non-healthcare settings guidance • Plans are in place to identify and clean all areas with which the symptomatic person has been in contact • Sufficient and suitable equipment is available for the required clean – this will be with bleach not the normal Covid solution. Cleaner will wear appropriate PPE (gloves, mask, apron) • Adequate waste disposal arrangements are in place to dispose of contaminated equipment • Alternative arrangements are in place for vulnerable pupils and key worker families in case the school needs to close for a Covid-19 clean	Yes		1x4=4
44	**Inadequate supplies of soap and hand sanitiser mean that regular hand washing routines cannot be established**	• Hand sanitiser available at the school entrance and in many places around the school (including outside classrooms) • An audit of handwashing facilities and sanitiser dispensers is undertaken regularly and additional supplies are purchased if necessary. • Monitoring arrangements are in place to ensure that supplies of soap, hand towels and sanitiser are maintained throughout the day • Posters throughout the school reinforce the need to wash hands regularly and frequently.	Yes		2x2=4
45	**Inadequate supplies and resources mean that shared items are not cleaned after each use**	This issue is less relevant due to the lockdown but is still important for key worker children and vulnerable children in school • Stationery and other equipment should not be shared. Where there is a requirement to share equipment this will be cleaned following use • Musical instruments will not be shared • Shared materials and surfaces cleaned and disinfected more frequently • Practical lessons can go ahead if equipment can be cleaned thoroughly and the classroom or other learning environment is occupied by the same young people in one day, or properly cleaned between year group bubbles • All soft furnishings (other than curtains) have been removed	Yes		2x2=4

	Area of concern to be addressed	Control measures Good Practice Control Measures Adopted and Notes	In place? (Yes/No)	Further action/ Comments (incl. guidance source)	Final risk rating
46	**Equipment is used by multiple staff or pupils**	• Staff should not user other staffs' phones, work tools and equipment, cups and drinking/eating vessels when possible. If necessary, clean and disinfect them before and after use • Staff should use the dishwashers provided when washing crockery and cutlery. This will ensure correct water temperatures have been met and dried without the use of drying up towels (soft furnishings) • Keyboards and computer mice are to be cleaned by staff or pupils before use • Staff have been provided with a cleaning pack (sanitiser, wipes, cloth, board pens and board cleaner) and each classroom has a supply of cleaner and blue roll/kitchen roll	Yes		1x2=2
	Lunch Preparation				

47	**Catering staff do not adhere to COVID-19 guidance**	Currently this is not relevant as no catering is being provided (from 11 Jan 2021)
		is likely that the information in italics below will apply again once lockdown is over (but will be amended if required):
		
		• *The catering staff must comply with the "Guidance for food businesses on coronavirus (COVID-19) during food preparation and service"*
		  - *restrict access to the catering department to as few as people as possible and strictly maintain social distance with all delivery staff*
		  - *staff involved in food preparation and service should maintain social distancing - 2m (or '1m plus') at all times*
		  - *maintain good ventilation in all parts of the catering department by keeping doors and windows open (fly screening must be in place)*
		  - *hold meetings in well ventilated rooms with plenty of space*
		  - *Staff changing rooms / toilets / locker rooms / rest rooms should be cleaned more regularly and thoroughly with emphasis on hand-contact surfaces*
		• *Additional control measures include:*
		  - *having a one-way system in the food preparation/ service areas*
		  - *using screens or barriers to separate people from each other*
		  - *using back-to-back and side-to-side working (rather than face-to-face)*
		  - *reducing the number of people each person has contact with by using 'fixed teams' or 'partnering'*
		  - *increased hand-contact surface cleaning and handwashing*
			Yes		2x2=4

	Area of concern to be addressed	Control measures Good Practice Control Measures Adopted and Notes	In place? (Yes/No)	Further action/ Comments (incl. guidance source)	Final risk rating
		- specifying the maximum number of people that can be in small rooms, e.g. changing rooms or store rooms at the same time - only 1 person to enter walk-in fridges or freezer at any one time			
	Lunch Service				
48	Catering staff do not adhere to COVID-19 guidance	*Currently this is not relevant as no catering is being provided (from 11 Jan 2021)* • *The catering staff must comply with the "Guidance for food businesses on coronavirus (COVID-19) during food preparation and service"* • *Steps have been taken to keep staff and pupils in different bubbles / groups separate from each other during lunch service. Including:* *- Staggering the lunch service* *- Reducing the number of tables and chairs in the dining rooms to enable greater spacing between them* *- Allocating specific tables to specific bubbles* *- Thoroughly cleaning tables and chairs between use by different bubbles* *- Self-service should be limited to prevent the shared use of serving spoons / utensils etc.* *- Where face-to-face contact between catering staff and pupils/teaching staff cannot be avoided, eg.at the food service counter screens have been installed* *- Shared containers, e.g. drinking water jugs or condiment dispensers should be removed or thoroughly cleaned after each use* *- Crockery and eating utensils should not be shared* *- Remind everyone to wash their hands immediately before and after eating their lunch* *- Ensure the dining room is well ventilated by keeping doors and windows open*			2x2=4
	Medical provision and PPE				
49	**Arrangements to isolate individuals displaying symptoms of COVID-19 are not in place**	• School's medical room/space has been assessed to ensure social distancing and isolation measures are not compromised • Additional rooms are designated for pupils with suspected COVID-19 whilst collection is arranged. • Procedures are in place for medical rooms or other spaces to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets.	Yes		2x2=4

	Area of concern to be addressed	Control measures Good Practice Control Measures Adopted and Notes	In place? (Yes/No)	Further action/ Comments (incl. guidance source)	Final risk rating
50	**Provision of PPE for staff where required is not in line with government guidelines**	• Sufficient PPE has been procured through normal stockist (disposable face masks are available — see guidance below*) • Single use PPE will be disposed of so that it cannot be reused • Those staff required to wear PPE (e.g. school first aider, testing team) will have training in how to put on and remove PPE carefully to reduce contamination and how to dispose of them safely. • Staff and pupils will be reminded that wearing of gloves is not a substitute for good handwashing on reopening, thus wearing of gloves will be discouraged *Wearing a face covering or face mask in schools or other education settings is not recommended Face coverings may be beneficial for short periods indoors where there is a risk of close social contact with people you do not usually meet and where social distancing and other measures cannot be maintained, for example on public transport or in some shops. This does not apply to schools or other education settings - 22-May 2020	Yes Yes		2x2=4
	External parties (contractors/external hirers/parents/open days)				
51	**There is no agreed approach to any scheduled or ongoing building works therefore contractors on-site whilst school is in operation may pose a risk to social distancing and infection control**	• In addition to arrangements for COVID-19, normal contractor procedures are being applied and have been updated in light of COVID-19 (including contractor risk assessments and method statements, and contractor induction). • An assessment has been carried out to see if any additional control measures are required to keep staff, pupils and contractors safe. • Assurances have been sought from the contractors that all staff attending the setting will be in good health (symptom-free) and that contractors have procedures in place to ensure effective social distancing is always maintained. • Alternative arrangements have been considered such as using a different entrance for contractors and organising classes so that contractors and staff/pupils are kept apart. • Social distancing is being maintained throughout any such works and where this is not possible arrangements are reviewed.	Yes	Ongoing monitoring of works undertaken	1x3=3
52	**External hirers of facilities do not adhere to Covid-19 guidance**	*During the current national lockdown period there will be no external lettings* *It is likely that the information in italics below will apply again once lockdown is over (but will be amended if required):* • *External lets can take place providing they fully comply with the relevant Government guidance and any relevant National Governing Body guidance, and strict controls are in*	Yes		1x3=3

	Area of concern to be addressed	Control measures Good Practice Control Measures Adopted and Notes	In place? (Yes/No)	Further action/ Comments (incl. guidance source)	Final risk rating
		place to minimise the risk of transmission of Covid-19 to the school community, e.g. separation by time and distance, cleaning regimes of areas / equipment used, and the steps that the let takes to ensure that they know who their participants are at each session. *The schools will assess at what stage external lettings will return – this decision will depend on our assessment of whether cleaning needs can be resourced and is likely to be phased, with external sports first and internal sports and swimming to follow once the resources to deal with increased cleaning have been sourced (and dependent on the government guidance in operation at the time.* • *The hirer must complete a risk assessment / protocol to indicate how the risks of Covid-19 infection will be controlled during the let. The factors that will be considered are:* *- How the let checks the health status of their customers* *- How the let records which customers attends each of their sessions, and the process for notifying the school in the event that any of them subsequently test positive for Covid-19 (temporary records of customers should be kept for 21 days)* *- How the let will discourage spectators and non-participating children in indoor facilities* *- How the let will ensure social distancing, regular handwashing / hand sanitisation, and if indoors, good ventilation during the let* *- When and where the lets customers will enter the school site / buildings* *- Any facilities / equipment that will not be available, e.g. if it is not possible to clean effectively between use by different groups* *- Where relevant, use of changing rooms (NB the lets customers and staff should be encouraged to change and shower at home wherever possible)* *- Any overlap with school staff / other lets* *- Responsibilities for monitoring to ensure controls identified in the risk assessment are being complied with* *- Responsibilities for cleaning of facilities before / after the let*			
53	**Parents and other visitors do not adhere to Covid-19 guidance**	This likelihood of this issue is reduced given the closure of the schools to all but key worker children and vulnerable children – for example visiting speakers will be online • Parents and contractors will not be allowed into the school buildings unless it is an emergency, essential to the safe operation of the school or there are safeguarding implications. Meetings will be arranged via remote means wherever possible	Yes		1x2=2

	Area of concern to be addressed	Control measures Good Practice Control Measures Adopted and Notes	In place? (Yes/No)	Further action/ Comments (incl. guidance source)	Final risk rating
		• Visitors (e.g. visiting speakers, peripatetic staff, and coaches) should only come onto site where there is significant benefit to the pupils. They should only attend if strict social distancing can be maintained at all times. They should be reminded that under no should they come to school if they are showing even the mildest of Covid-19 symptoms			
54	Holding open days will not allow social distancing guidance to be adhered to	• Schools should undertake open days, meetings with the prospective pupils and parents, and school tours virtually. • If there is a significant benefit to individual families having a face-to-face visit / meeting, a specific risk assessment / protocol should be completed that explains why the visit / meeting has to take place and includes the following controls: - Meetings / visits should take place at a time when pupils aren't present on the school site, e.g. after 'normal' school day has finished, and when prospective parents can arrive at a different time to when other pupils are arriving / leaving the school site - Each prospective pupil's meeting / visit should be undertaken at a separate time to all other prospective pupils - The accompanying parent should confirm 24hrs in advance of the visit that they and the prospective pupils are all free from Covid-19 symptoms and are not required to isolate, and be reminded that under no circumstances should they come to school if they are showing even the mildest of Covid-19 symptoms - Strict social distancing should be followed, hand washing on arrival / departure encouraged, and shaking hands avoided - All rooms used for meetings should be thoroughly cleaned before and after the assessment / meeting			2x2=4
55	Admission exams will lead to mixing of primary school children with KES/KEHS pupils	• There are no admissions exams planned until the Autumn term 2021	Yes		N/A
	Fire and evacuation provisions				
56	Fire procedures are not appropriate to cover new arrangements	• Fire procedures have been reviewed – the main change is that year groups and staff should maintain a 2m distance from other year groups/adults when gathering at the muster points – fire drills have taken place and went smoothly • If staff assigned to support individuals with reduced mobility were suddenly not in school due to sickness, self-isolation or quarantine, reassignment would be necessary. • Usual testing of the fire alarm/emergency lighting has continued throughout lockdown	Yes		1x3=3

	Area of concern to be addressed	Control measures Good Practice Control Measures Adopted and Notes	In place? (Yes/No)	Further action/ Comments (incl. guidance source)	Final risk rating
		• Fire doors will not be propped open, even as a measure to minimise surface contact. • Staff and pupils will be encouraged to use hand sanitiser or wash hands using soap and water when re-entering the building after an evacuation *NB In the event of emergency the priority is getting out of the building calmly regardless of social distancing.*			
	Cost implications				
57	**The costs of additional measures and enhanced services to address COVID-19 when reopening puts the school in financial difficulty**	• Additional cost pressures due to COVID-19 are being monitored and an end-of-year forecast which factors them in has been produced. • Additional COVID-19 related costs are under monitoring and options for reducing costs over time and as guidance changes are under review. • The school's projected financial position has been shared with governors	Yes		3x1=3
	Risk Assessments				
58	**Measures have not been put in place to protect staff and pupils with underlying health issues, BAME staff, and those who are shielding**	• All members of staff and parents of pupils classed as clinically vulnerable and clinically extremely vulnerable and those with underlying health issues, and those who were shielding have been instructed to make their condition or circumstances known to the school. Records are kept of this and regularly updated. • Staff with risk factors (including BAME staff) should complete the COVID-19 HR risk assessment document upon return to work • Members of staff and parents of pupils with underlying health conditions have been asked to seek and act on the advice of their GP/consultant/midwife or current government advice. • Current government guidance is being applied. • Staff are encouraged to focus on their wellbeing.	Yes		2x2=4
59	**Parents, particularly those from BAME heritage, are reluctant to send their children to school due to the media coverage on deaths linked to COVID-19**	• There are sufficient numbers of trained staff available to support pupils and parents with these anxieties. • There is access to designated staff for all pupils and parents who wish to talk to someone about their wellbeing and anxieties about attending school	Yes		1x2=2

	Area of concern to be addressed	Control measures Good Practice Control Measures Adopted and Notes	In place? (Yes/No)	Further action/ Comments (incl. guidance source)	Final risk rating
		• Resources/websites to support parent and pupil anxiety are provided.			
60	**Existing policies on safeguarding, health and safety, fire evacuation, medical, behaviour, attendance and other policies are no longer fit for purpose in the current circumstances**	• All relevant policies have been revised to take account of government guidance on social distancing and COVID-19 and its implications for the school • Staff, pupils, parents and governors will be briefed accordingly	Yes		1x2=2
61	**Risks are not comprehensively assessed in every area of the school, in light of COVID-19**	• Overview risk assessments related to COVID-19 have been reviewed and amended. This risk assessment has been presented and ratified by the Governors • Subject Leaders and others with responsibility for H&S, have updates RAs for their subjects • A risk assessment for non-specialist subject areas has been created	Yes		2 x 2=4
	Governance				
62	**Governors are not kept informed and the governance process is not followed**	• Regular COVID-19 Working Group meetings on Zoom to discuss all aspects of the COVID-19 pandemic and its impact on the Schools over the summer and during September and October. If required further meetings will be convened • Governors are clear on their role in the planning and re-opening of the school, including support to leaders. • Approach to communication between leadership team and governors is clear and understood.	Yes	Ongoing	1x3=3
	School trips				
63	**School trips go ahead against COVID-19 guidance or parents are unclear about what is happening with trips**	**During national lockdown school trips are not taking place** *It is likely that the information in italics below will apply again once lockdown is over (but will be amended if required):*	Yes		N/A

	Area of concern to be addressed	Control measures Good Practice Control Measures Adopted and Notes	In place? (Yes/No)	Further action/ Comments (incl. guidance source)	Final risk rating
		School trips are subject to a robust system of approval and checks. All trips receive initial approval from a named member of the leadership team. All trips, regardless of scope, have a detailed risk assessment tailored to the planned activity and the group involved. Risk assessments will include measures to prevent transmission of disease and manage any unwell pupils or staff. Before a trip finally goes ahead they are subject to a second approval process whereby a named senior member of staff checks the plan for the trip including its risk assessment. *In planning trips the school will pay attention to latest government advice together with developing best practice in schools both in the UK and abroad. This will also include consideration of the financial aspects of booking trips – including the insurance aspects (with close liaison with the insurance contact at the Foundation Office as appropriate).* *Specific measures for trips are likely to include:* • *Pupils and staff reminded not to travel if they feel unwell on the day of the trip* • *Hand sanitiser will be brought, either collectively or individually, or basins provided with soap and water* • *Trips normally to be within year group bubbles only, unless measures are in place to keep year groups apart* • *Transport to be exclusive use, or if public transport has to be used then face coverings to be worn* • *Parents reminded that if their child develops symptoms of the virus they will need to collect their child rather than the pupil returning in school transport* • *Providers to be compared to find those who offer the most favourable terms if individuals or the whole group have to cancel due, for example, to having to self-isolate* • *Relevant teaching staff and the finance team maintain contact with both trip suppliers and parents to keep them informed about the plan for cancelling trips if this becomes relevant*			

	Area of concern to be addressed	Control measures Good Practice Control Measures Adopted and Notes	In place? (Yes/No)	Further action/ Comments (incl. guidance source)	Final risk rating
	Test and Trace Process (T&T)				
64	Insurers and / or brokers not updated with school's amended plans	Details on the proposed testing process (including those to be tested, who is carrying out the testing, adherence to testing guidance) has been provided to the Foundation Office who have liaised with our insurance company.	Y		1x3=3
65	Insufficient liaison with local authority and health protection team over testing and actions.	The guidance, including the webinars produced have been watched by at least 2 people in each School. We have also consulted with our School Doctor when we have had queries. The recording of the results will use the appropriate systems so that the health protection team is aware of the outcomes of the testing	Y		1x3=3
66	Insufficient (or inappropriately trained) staff to support undertake the testing process (including organisation of this)	In each School a 'Testing process coordinator' has been assigned. This role is supported by a member of SLT as well as a number of support staff who are allocated roles within the testing team Testing team consists of: (depending on throughput): Team Leader, Test Assistant, Processor, Coordinator, Registration Assistant, Results Recorder, Cleaner All staff involved in the process appropriately trained (using webinars provided by Government/NHS) – minimum 3 hrs with introduction video, on-line training and assessment plus rehearsal. Undertake assessment of competence of the testing team to carry out the testing (once staff involved have been trained)	Y		2x3=6
67	Active engagement with NHS Test and Trace procedures/guidance and appropriate implementation of the guidance on Lateral Flow Testing	• Testing area controlled to limit access to testers, those being tested and supervisors (non-authorised people and test subjects will not be able to enter the processing area) • The testing kits, boxes and waste will be handled with consideration of manual handling safety considerations • Testing kits will be stored at 2 - 30°C and tests given in the appropriate ambient temperature of 15 - 30°C. • Test process organised to ensure appropriate social distancing, good hand and respiratory hygiene and keeping occupied spaces well ventilated. • Test site flooring is non-porous, test site is well lit with good airflow	Y		3x3=9

	Area of concern to be addressed	Control measures Good Practice Control Measures Adopted and Notes	In place? (Yes/No)	Further action/ Comments (incl. guidance source)	Final risk rating
		• Test site Registration, Swabbing and Processing Desks and waiting areas should be on a one way system • Social distancing advice regarding distance between testing staff and those being tested including distances between desks, chairs etc. is observed and supervised. Test chairs in the swabbing bay are a minimum of 2m apart, each swabbing desk and associated processing desk are more than 1m away and Recording desk located close by. There should be a clear division between the swabbing and processing area. • A quiet space will be provided so that there is the ability to talk with a student if required – mindful of the need for social distancing, PPE and wellbeing • Entry and exit from the testing area will be appropriately supervised to ensure orderly movement around the area and to ensure social distancing guidance is adhered to • Staff assisting with taking and processing swabs wear appropriate PPE. • Swabbing process undertaken in accordance with the process guidance • Tested sample handled in accordance with the process guidance (including disposal) • The process of barcoding, recording and communicating test results is appropriately carried out (including supervision) in accordance with the guidance • There will be evidence of quality assurance, guidance and supervision. Supervision / checking to ensure equipment is handled correctly and not shared. • Process of lost Lateral Flow Device (LFD), failed scans or damaged barcodes not understood and implemented. • Extraction solution with lab test kit (there are no manufacture anticipated hazards) are locked away between testing sessions and are appropriately disposed of • Processing bays will be thoroughly cleaned and waste will be appropriately disposed of			
68	Staff, parents (and pupils) do not understand and follow NHS Test and Trace procedures.	• Explanatory letters/emails sent to parents, pupils and staff • Age-appropriate consent statement for testing (under / over 16) obtained before allowing testing to happen • Parents made aware that those students who have had "close contact" with someone tested positive for COVID-19 are only able to return to school if they agree to a test once a day for 7 days, and the test is negative. • Parents made aware of the process for informing parents/students/staff of a positive result			2x2=4

	Area of concern to be addressed	Control measures Good Practice Control Measures Adopted and Notes	In place? (Yes/No)	Further action/ Comments (incl. guidance source)	Final risk rating
		• Those tested positive notified that they should confirm the positive result with a Polymerase Chain Reaction (PCR) test and that they should self-isolate pending the confirmation test outcome. Also communicated importance of taking a confirmatory PCR test so as to avoid self-isolating unnecessarily if the Lateral Flow Test was false positive.			
69	Data protection aspects of testing are not considered or acted upon	• The Foundation Office has published a COVID-19 Testing Privacy statement • COVID-19 Testing Privacy statement communicated to parents and staff ahead of the testing • T&T data recorded securely with consideration given to deletion after 14 days	Y		1x2=2