



COVID-19 Whole School Risk Assessment

November 2021

Introduction

The COVID-19 outbreak is dynamic and has been changing daily since March 2020. The school takes guidance from Department for Education (DfE) and Independent Schools Association (ISA).

This COVID-19 Risk Assessment identifies and assesses risks and describes methods of controlling those risks. We recognise that this risk assessment must be a fluid process, updated whenever advice, circumstances, or any of the assessed risk factors are seen to have changed.

Rationale

The logic behind these actions, and the need for this risk assessment, is the ongoing 'duty of care' the school has for its whole community: staff, parents and pupils. With COVID-19, schools are having to make difficult and timely decisions in order to fulfil this duty to their pupils, parents and staff.

The test when considering whether a duty has been properly discharged is "what would the reasonable person have done, or not done, in the circumstances of this particular incident?".

For COVID-19 there are three important factors to take into account:

- a. *state of knowledge* - the developing knowledge of the virus itself and up-to-date government guidance at the time decisions are made.
- b. *seriousness of likely injury* – this will have to be assessed on a case by case basis. For example, if there has been a confirmed case in the school community, a proportionate risk assessment would also have to be taken to identify where the affected individual has been, with whom they had contact and areas they have used. A further concern is for pupils that may be more vulnerable to COVID-19 than others.
- c. *cost consequences of taking precautionary measures* - closing and opening of schools as well as the continual provision of education during this time has had considerable costs consequences

The School – States of Operation

For the purposes of this risk assessment a number of stages of operation for schools have been considered:

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|---|--------------|---|
| 1 | Fully Open | Business as usual: no travel or trip restrictions. |
| 2 | Open | Business as usual: with caveats – no visitors or trips. |
| 3 | Open T | In transition: some teaching in school and some remotely. |
| 4 | Open K | Key staff and vulnerable children in school. All other teaching is remote |
| 5 | Open R | Teaching is all achieved remotely. |
| 6 | Fully Closed | No one on site except security and maintenance staff. No provision of education |



Risk Assessment

Government advice states that “every setting should carry out a risk assessment before opening. The assessment should directly address risks associated with coronavirus (COVID-19), so that sensible measures can be put in place to control those risks for children and staff. All employers have a duty to consult employees on health and safety, and they are best placed to understand the risks in individual settings.”

Running the School - Assessing the Risk

Assessing COVID-19 risk is particularly awkward as the outcome of the risk assessment for one group within a school will have an impact on another: teaching staff, support staff, visitors and contractors (if these groups are allowed access) and pupils.

The overall assessment of risk will require daily revision and will include, but not be limited to, the following questions:

- A. Is government advice being regularly accessed, assessed, recorded and applied?
- B. Are changes regularly communicated to staff, pupils and parents?
- C. Are changes reviewed by the Principal?
- D. Is access to school controlled effectively and are visitor (if allowed) details recorded?
- E. Are Social Distancing (SD) and other hygiene rules communicated, understood and applied?
- F. Are staff and pupils being reminded and checked to ensure they are complying with hygiene and SD rules?
- G. Is there sufficient supplies of hygiene materials and are they well placed?
- H. What precautions are being used to keep shared teaching equipment (e.g. musical instruments) hygienic?
- I. Are high risk areas being regularly monitored for hygiene?
- J. Are contingency plans in place for the transition to full opening (or re-closing) including rapidly sharing decisions?
- K. Are all the risks identified properly mitigated and regularly re-assessed?

In addition to the above, the following will be considered for pupils, parents and staff:

- L. What SD rules has the school decided? Are they different for various activities (play, games, drama, music) and locations (classroom, playground) and have all adhered to these SD rules?
- M. What Personal Protective Equipment (PPE) has been recommended and, dependent on risk assessment, what has the school decided to equip staff and pupils? The range of PPE may include:
 - a. Masks;
 - b. Gloves;
 - c. shields (for face or lecterns, desk separators, staff desks); and
 - d. sanitisers (gel and tissues).
- N. Medical. Who has:
 - a. Pre-existing medical conditions and are they fully declared?
 - b. Been identified as a vulnerable pupil, parent or staff member and have they been recorded?
 - c. Tested positive for COVID-19 and is it recorded? (for elimination purposes)?
 - d. Come into contact with anyone tested positive to COVID-19?
 - e. Travelled where: other than home and school?
 - f. Been sent home with COVID-19 symptoms (a cough, high temperature or shortness of breath)?
- O. Are plans being considered for school events including plays, concerts, parent and teacher meetings etc?



A grid, to record the risks, control measures and outcomes, can be seen below.

Conclusion

The phrase “a lot of moving parts” has never been so correctly applied to a situation where the risk posed by the virus is dynamic and will remain so. With different stakeholders of varying ages and health, multiple shifting risks will be considered on a daily basis for the safety of pupils, staff and parents.

The Senior Leadership Team (SLT) will analyse and then co-ordinate the way ahead. To do this, information will be drawn from all relevant agencies in order to ensure informed decisions and changes that reflect a safe and secure school environment.

	Risk	Control Measures	Outcome	Remarks / Re-assessment
A	Is government advice being regularly accessed, assessed, recorded and applied?	<ul style="list-style-type: none">• Principal monitors ISA guidance, forums and recommendations• Principal and Operations Manager monitor DfE/Gov.UK guidance daily.• Principal and Operations Manager monitor Independent schools Council (ISC) guidance and Barnet Council guidance• Principal has links to MP and government leaders through a parent body.• Operation Manager monitors HSE• Whole staff team receives updates where necessary and training relating to DfE guidance	In place and on going	Reviewed and continued Nov 21
B	Are changes regularly communicated to staff, pupils and parents?	<ul style="list-style-type: none">• General announcements are communicated from the Principal via email and weekly electronic newsletters to parents and staff.• Staff team receives weekly updates and training on DfE guidance.• Past RA's and Reopening Protocol documents are available to staff via R:drive and were sent to parents via email.• Pupils receive direct updates from teaching staff directly.• COVID-19 Policy and this Risk Assessment are available on the school website.	In place and on going	Reviewed and continued Nov 21
C	Is access to school controlled effectively and are visitor (if allowed) details recorded?	<ul style="list-style-type: none">• From 1/9/2020 visitors must make a declaration of good health in advance (by a school email link or verbally).	In place and on going	Reviewed and continued Nov 21



		<p>The school asks all visitors to complete an LFD test prior to arrival.</p> <ul style="list-style-type: none">• Visitors and Volunteers Policy in place include Covid-19 protocol.• Lanyards for authorised visitors• Visitors sign in using school Visitors book.		
D	Are Social Distancing (SD) and other hygiene rules communicated, understood and applied?	<ul style="list-style-type: none">• No SD currently required.• Prospective parents are welcomed into the garden for tours, to allow for SD.• Rules and requirements are updated and communicated to parents, pupils and staff where necessary.• Pupils are advised directly by teaching staff on a daily basis.	In place and on going	Reviewed and continued Nov 21
E	Are staff and pupils being reminded and checked to ensure they are complying with hygiene and SD rules?	<ul style="list-style-type: none">• No SD currently required.• Children are supervised with hand-sanitising and hand-washing.• Posters in classrooms to remind all of the hygiene requirements.• Operations Manager completes a Daily Cleaning Programme Checklist.	In place and on going	Reviewed and continued Nov 21
F	Is there sufficient supplies of hygiene materials and are they well placed?	<ul style="list-style-type: none">• The school has ordered sufficient stocks of PPE including face masks for staff, hand sanitiser, disposable aprons, protective eye wear.• Pupils can wear masks if they wish but they are not being provided by the school.• Children have access to additional handwashing facilities.• Operations Manager completes a Daily Cleaning Programme Checklist.	In place and on going	Reviewed and continued Nov 21
G	Has the cleaning regime been regularly re-assessed and, if necessary, revised to high risk areas such as toilets, door handles, switches, hand rails and regularly used hard surfaces?	<ul style="list-style-type: none">• A deep clean of the school was undertaken prior to opening by Canon Cleaning LTD (29.8.21)• In the event of anyone presenting with symptoms, the school would consider a deep clean.• Our cleaning company comes in daily and has its own thorough risk assessment so that any risk of transmission is minimised• The school has appointed a Responsible Person to oversee a robust Daily Cleaning Programme throughout the school day. Communal areas will be part of a	In place and on going	Reviewed and continued Nov 21



		<p>regime in which we aim to wipe and clean frequently touched surfaces such as tables and equipment as well as resources, with professional antibacterial throughout the day.</p> <ul style="list-style-type: none">• Operations Manager completes a Daily Cleaning Programme Checklist.		
H	What precautions are being used to keep shared teaching equipment (e.g. musical instruments) hygienic?	<ul style="list-style-type: none">• The National Risk Assessment is low and shared resources may be considered.	In place and on going	Reviewed and continued Nov 21
I	Are high risk areas being regularly monitored for hygiene?	<ul style="list-style-type: none">• Operations Manager completes a Daily Cleaning Programme Checklist which includes high risk areas.	In place and on going	Reviewed and continued Nov 21
J	Are contingency plans in place for the transition to full opening (or re-closing) including rapidly sharing decisions?	<ul style="list-style-type: none">• The school is Fully Open.• Consideration has been made in the event of upcoming school closure or nationwide lockdowns including Home Learning Programmes.	In place and on going	Reviewed and continued Nov 21
K	Are all the risks identified properly mitigated and regularly re-assessed?	<ul style="list-style-type: none">• The Principal and Operations Manager will discuss operational risks (building/facilities/health) on a daily basis, having also consulted the staff team onsite.• Teaching staff will report concerns to the Principal who will consider/action as appropriate.• Weekly staff meetings are in place to discuss H&S matters.	In place and on going	Reviewed and continued Nov 21



Pupils, Parents and Staff Risk Assessment in the COVID-19 Environment

	Risk	Control Measures	Outcome	Remarks / Re-assessment
1	Are communication channels working and being reviewed? Email, text, online platform of the Home Learning Programme	<ul style="list-style-type: none">The school uses email and telephone in addition to its own website, and where necessary, texting channels to communicate with parents and staff. These channels are maintained and reviewed by the Principal, Administrator and Operations Manager.Regular feedback from parents and pupils through these channels is ongoing	In place and on going	These methods of communication have proven successful. Reviewed and continued Nov 21
2	Is there a robust feedback and reply system to ensure best practice and two-way communications for pupils, parents and staff?	<ul style="list-style-type: none">Pupils are currently all in school.The Principal is available by email and telephone, text, Zoom or What's App as well as via the Home Learning Programme platform (Seesaw) at all times for parents and staffIf homelearning were to begin again-pupils are directly connected each day with their class teachers by Zoom and Seesaw. Pupils have the opportunity to give feedback via Zoom and Seesaw.The Principal and Operations Manager meet daily to discuss feedback and review.	In place and on going	Reviewed and continued Nov 21
3	If there is a officer for the school nominated to be responsible for COVID-19 matters, are their contact details known and are they on call?	<ul style="list-style-type: none">The Principal remains the main contact for all COVID-19 matters. Her contact details are available to parents and staff.	In place and on going	Reviewed and continued Nov 21
4	Is there a system to communicate with parents and staff that have not returned to school for fear of infection?	<ul style="list-style-type: none">The Principal retains overall control of the communications with ALL parents.Class teachers and parents can communicate via telephone and/or the Seesaw programme.Curretly all pupils on roll attend school.Where necessary and practical, the Principal and Operations Manager make SD outdoor home visits to those pupils that cannot attend school.	In place and on going	Ongoing communication Reviewed and continued Nov 21



5	Who has travelled where: other than home and school?	<ul style="list-style-type: none">The school follows government guidance relating to travel restrictions and associated quarantines.		Reviewed and continued Nov 21
6	What are, and have the hygiene rules set by the school been adhered to by pupils, parents and staff?	<ul style="list-style-type: none">Staff received an initial induction on Friday 29th May 2020.All pupils and parents received a 'Reopening Protocol' prior to the school reopening on 1st June, including a 'Welcome Back Video' which explains hygiene rules.The hygiene rules are communicated to staff and pupils via posters displayed around the school.Teaching staff update pupils personally on a daily basis, and staff are reminded weekly by the Principal.New staff members are informed during an Induction.Operations Manager completes a Daily Cleaning Programme Checklist which includes hygiene practises.	In place and on going	Reviewed and continued Nov 21
7	Are all staff trained and regularly updated in COVID-19 symptoms, SD and how these rules apply to teaching?	<ul style="list-style-type: none">Staff are updated daily where and if necessary as well as weekly staff meetings.The Principal also informs staff in writing or verbally when necessary regarding COVID-19 related issues (e.g email of 15/6/20, 30.11.21)	In place and on going	Reviewed and continued Nov 21
8	Is school transport operating to reflect SD, hygiene, PPE and cleaning arrangements?	<ul style="list-style-type: none">There are currently no restrictions concerning transport.However, staff do not sit close to the driver on outings.Pupils do not travel by tube.	In place and on going	Reviewed and continued Nov 21
9	How is registration throughout the day managed including temperature / health checks?	<ul style="list-style-type: none">The school illness policy remains in place.No child should come to school if they are unwell or have been unwell in the previous 48 hours. The school may send a child home if there is any doubt about a child's wellness.Nobody will be allowed in school if they show signs of COVID-19.Pupils and staff are welcomed into school by the front door. They must apply hand sanitiser or wash hands upon entry to school.Pupils or staff reporting COVID-19 symptoms are to inform the Principal immediately.	In place and on going	Reviewed and continued Nov 21



		<ul style="list-style-type: none">• Staff take LFD tests twice a week.• Visitors are asked to take LFD tests prior to arrival.		
10	Are transit spaces (corridors), social zones (car parks, staff rooms, playgrounds) configured to SD rules?	<ul style="list-style-type: none">• N/A	N/A	Reviewed and continued Nov 21
11	Are learning and games spaces configured to SD rules?	<ul style="list-style-type: none">• We understand that such young children cannot be expected to fully socially distance and neither the school nor its staff can guarantee this.• SD guidelines are no longer in place.	In place and on going	Reviewed and continued Nov 21
12	Are different age groups catered for in terms of timetabling, length of the school day and exposure to other age groups.	<ul style="list-style-type: none">• Staggered morning start times and end of day times are in place, so that arrival and pick up times are not overcrowded outside the school.	In place and on going	Review in line of full reopening for September 2020. Reviewed and continued Nov 21
13	Is there a system in place to deal with bereavements, trauma, anxiety, behavioural issues?	<ul style="list-style-type: none">• School DSL and DDSL on site.• In addition to Barnet Council and ISA support services, the Principal has made contacts with outside consellers if further advice or referral is required.• The Principal/SENCO has had regular training on identifying and supporting these issues.	In place and on going	Reviewed and continued Nov 21



Pupil and Staff - Safety Risk Assessment in the COVID-19 Environment

	Risk	Control Measures	Outcome	Remarks / Re-assessment
1	Have safeguarding, code of practice, and staff handbook policies been updated, regularly reviewed and shared?	<ul style="list-style-type: none">• Safeguarding Policy remains in place.• Parent Handbook has been updated.• Amendments to staff handbook has been issued via email format during the reopening period.• COVID-19 Policy has been written.• This Risk Assessment is referred to as an 'open document'.	In place and on going	All school policies will be revised in July 2020 ready for a full reopening in September. Reviewed and continued Nov 21
2	Is the DSL and DDSL easily contacted and their contact information known to all?	<ul style="list-style-type: none">• Parent and Staff Handbooks and policy documents available on the website and a notice onsite state DSL and DDSL contact details.	In place and on going	Reviewed and continued Nov 21
3	Is there a COVID-19 specific policy that includes medical responses, SD, teaching, socialising, feeding, well-being etc?	<ul style="list-style-type: none">• The school has a COVID-19 Policy that should be read in line with other school policies including the Parent and Staff Handbook.		Reviewed and continued Nov 21
4	Are class sizes reduced and kept together in their "bubble" (minimising contact with others) and properly supervised?	<ul style="list-style-type: none">• N/A	In place and on going	Reviewed and continued Nov 21
5	Should the needs of each age group and class be considered separately in terms of support, activities and facilities?	<ul style="list-style-type: none">• Each class group has been given careful consideration when planning for re-opening.• The teacher continues to feed back to the Principal and Operations Manager daily, where necessary.	In place and on going	Reviewed and continued Nov 21
6	Are staff having sufficient down time / rest during the working day / week?	<ul style="list-style-type: none">• It is recognised that the circumstances are extremely fatiguing for all. All staff are encouraged to take their full lunch hour and take a walk or break and to communicate any concerns. The work loads, demands and deployment are under constant review		Reviewed and continued Nov 21



7	How are new staff and pupils inducted and has the registration and recruitment process been adapted to ensure compliance?	<ul style="list-style-type: none">New policies introduced during this period will be included within any induction for new staff.		Reviewed and continued Nov 21
8	Are sporting, play and SD rules clear to staff and pupils?	<ul style="list-style-type: none">N/A	N/A	Reviewed and continued Nov 21
9	Are drama, dance and music activities applying SD rules?	<ul style="list-style-type: none">No longer applicable		Reviewed and continued Nov 21
10	How are staff meetings and staff rooms regulated in terms of space, equipments, resources (copiers, kettles, biscuits etc) timings, SD and purpose?	<ul style="list-style-type: none">Staff meet and eat in the office area which is well ventilated with adequate, comfortable seating, cloakroom facilities and fully-equipped kitchen.		Reviewed and continued Nov 21
11	Are all security, CCTV and access systems regularly checked, updated and (where necessary) re-coded?	<ul style="list-style-type: none">School gates and security checks remain in place.	In place and on going	Reviewed and continued Nov 21
12	Are drop-off and pick-up procedures, in/out routes shared, understood and applied?	<ul style="list-style-type: none">Staff given full induction on Friday 29th May 2021.Parents and pupils sent Re-Opening Protocol including a pupil-friendly video with request for confirmation of receipt in writing.Principal and Operations Manager oversee the morning welcome checking sanitising prior to entering classrooms.		Reviewed and continued Nov 21
13	Are transit spaces (corridors), social zones (common rooms / playgrounds) configured to SD rules?	N/A	N/A	
14	Do classrooms reflect SD layout, PPE, screening and regular cleaning rules?	<ul style="list-style-type: none">Each classroom layout has safety in mind		Reviewed and continued Nov 21
15	Have unnecessary items been removed from classrooms and other learning environments?	<ul style="list-style-type: none">As part of the school's commitment to creating even more floor space for our pupils, we have completed a risk evaluation on all pieces of furniture. Items were removed to maximise space and to minimise the risk of		Reviewed and continued Nov 21



		contamination. These include painting easels, some tables, storage units, drawer units and book shelves as well as some resources. Some of these have been slowly reintroduced where safe from Sept 21.		
16	Are soft furnishings, soft toys and toys that are hard to clean been removed?	<ul style="list-style-type: none">• No longer applicable		Reviewed and continued Nov 2020 Rugs replaced Sept 2020 Toys and soft furnishings are back in place. Nov 21
17	Can staff manage to deliver both in-school and remote learning, whilst in the transition phase?	<ul style="list-style-type: none">• N/A		Reviewed and continued Nov 21
18	Are assemblies, break times, drop-off and collection times sufficiently well staggered?	<ul style="list-style-type: none">• S/D no longer required• Break times are staggered• Collection and drop-off is overseen in person by the Principal or Operations Manager		Reviewed and continued Nov 21
19	Are meal times de-conflicted, reflecting SD in the servery and dining hall whilst providing sufficient nourishment?	<ul style="list-style-type: none">• Children bring in independently-managed packed lunches.• S/D no longer required		Reviewed and continued Nov 21
20	What are the risks of providing breakfast and after school clubs?	<ul style="list-style-type: none">• No further risks in reintroducing clubs		Reviewed and continued Nov 21
21	What vulnerable staff and children are in school / home, is medical advice being followed and are they properly supported?	<ul style="list-style-type: none">• There are currently no vulnerable staff members.• There are currently no vulnerable pupils		Reviewed and continued Nov 21
22	Is pupil and staff mental health and wellbeing properly considered with individual needs identified and supported?	<ul style="list-style-type: none">• Principal will refer to staff mental health during staff meetings.• The COVID-19 outbreak may have caused significant mental health or wellbeing difficulties for some children. It is important to recognise that while “getting back to normal” is important and will be reassuring for many, we are	Mental Health Policy <i>September 21</i>	Reviewed and continued Nov 21



		committed to supporting the wellbeing and pastoral care of all our pupils as a priority.		
23	Where activities have been re-scheduled is SD working and are the timings sufficient?	<ul style="list-style-type: none">• N/A• From September 21 school is fully open.		Reviewed and continued Nov 21

Medical Risk Assessment in the COVID-19 Environment

	Risk	Control Measures	Outcome	Remarks / Re-assessment
1	Is the science of risk understood e.g. less severe symptoms in adults, younger children less likely to become unwell, small class sizes will help?	<ul style="list-style-type: none">• The Principal has spoken to parents of pupils with any medical conditions such as mild asthma to confirm the risks.• Staff Health Questionnaires updated May 2020.		Reviewed and continued Nov 21
2	How effective are the hygiene rules? Is "catch it, bin it, kill it" still publicised and applied?	<ul style="list-style-type: none">• Yes. Posters around the school.		Reviewed and continued Nov 21
3	Is there anyone in addition supervising the normal first aid trained staff?	<ul style="list-style-type: none">• First Aiders are the Principal, Operations Manager and members of the teaching staff.• No further medical advisors present in the building.		Reviewed and continued Nov 21
4	Are there sufficient first aid trained staff to deal with temperature testing, isolating suspect COVID-19 cases, outside appointments and normal medical issues?	<ul style="list-style-type: none">• Yes - updated April/Sept 21		Reviewed and continued Nov 21
5	If temperature testing or taking other precautions that require new equipment, do operators have the appropriate training and has it been recorded?	<ul style="list-style-type: none">• Operations Manager and the Principal are both available to offer temperature testing when and where appropriate.• Thermometers are available.		Reviewed and continued Nov 21
6	Have medical policy, procedures and appropriate response to spectrum of medical issues been revised and shared?	<ul style="list-style-type: none">• The school Illness Policy remains in place.• The Re-Opening Protocol includes Illness Policy in relation to COVID-19		Reviewed and continued Nov 21
7	Is the medical room(s) properly equipped?	<ul style="list-style-type: none">• School 'Sick Bay' is fully equipped and will be used for non-Covid 19 suspected illness		Reviewed and continued Nov 21



		<ul style="list-style-type: none">• Covid-19 symptomatic patients will be attended to in the Music Room.		
8	What has the school decided is the level of PPE required for pupils and staff and are they trained as to their purpose, use, care and disposal?	<ul style="list-style-type: none">• Staff at Annemount have been offered PPE in the form of latex gloves, disposable aprons, face masks, protective glasses and alcohol hand sanitiser. The staff team have been offered a full induction and training on the protection equipment available to them.• Face masks are available for visitors.		Reviewed and continued Nov 21
9	Do the sickness management rules need to be re-stated and the “don’t come to work if you are ill” understood.	<ul style="list-style-type: none">• Principal to regularly communicate to all by newsletter, email and staff meetings.		Reviewed and continued Nov 21
10	As different age groups have different risk profiles is each group (staff and pupils) risk assessed?	<ul style="list-style-type: none">• The guidance deems our age group to be low-risk. No clinically extremely vulnerable pupils have been identified and risk assessments for those with mild medical conditions have been assessed. All staff have completed an updated health questionnaire as part of the school’s risk assessment process.		Reviewed and continued Nov 21
11	Is the school aware of all pre-existing medical conditions?	<ul style="list-style-type: none">• Pupil medical details are updated at the beginning of every academic year.• Staff Health Questionnaires updated May 2020.		Reviewed and continued Nov 2020 Employment Health Questionnaire includes Covid-19 guidelines Reviewed and continued Nov 21
12	Who has tested positive for COVID-19 and is it recorded? (for elimination purposes)?	<ul style="list-style-type: none">• Details will be maintained on school system of staff who are off due to Covid-19		Reviewed and continued Nov 21
13	Who has come into contact with anyone tested positive for COVID-19 and is it recorded?	<ul style="list-style-type: none">• Details will be maintained on school system.	Details recorded in office.	Reviewed and continued Nov 21



14	Who has been sent home with COVID-19 symptoms (a cough, high temperature or shortness of breath)?	<ul style="list-style-type: none">• Details will be maintained on school system.		Reviewed and continued Nov 21
15	Is there regular dialogue with those that have suffered from COVID-19 and / or are isolated at home?	<ul style="list-style-type: none">• Yes with Principal		Reviewed and continued Nov 21
16	Who is shielding another family member and/or who has a condition that precludes their attendance at school?	<ul style="list-style-type: none">• This is recorded by the Principal and regular contact is made with those shielding.		Reviewed and continued Nov 21
17	Is proof required for shielding and of individual conditions?	<ul style="list-style-type: none">• Only if the pupils return to school to ascertain safety for their return.		Reviewed and continued Nov 21
18	If there is a separate area for temperature testing, holding and isolation areas and are they easily identified and regularly cleaned?	<ul style="list-style-type: none">• Covid-19 symptomatic patients will be attended to in the Music Room.• There is no temperature testing upon arrival.		Reviewed and continued Nov 21
19	Is temperature testing safe, reflecting SD rules, recorded and kept appropriately?	<ul style="list-style-type: none">• N/A		
20	If emergency services are called is there a well understood procedure?	<ul style="list-style-type: none">• There are no changes to procedures		Reviewed and continued Nov 21
21	Are staff and pupils regularly supervised and checked to ensure they are complying with hygiene rules and the use of PPE?	<ul style="list-style-type: none">• Principal and Operations Manager undertake regular checks with staff to ensure compliance where necessary		Reviewed and continued Nov 21
22	If essential work is required on site are contractors properly registered, inducted supervised and temperature checked?	<ul style="list-style-type: none">• Yes, usual access requirements undertaken.• Visitors are asked to confirm they do not have Covid-19 symptoms prior to arriving on site.		Reviewed and continued Nov 21
23	Do medical staff have the appropriate PPE, cleaning materials and training?	<ul style="list-style-type: none">• Yes• Training completed 22/5/2020, reviewed Sept 21		Reviewed and continued Nov 21
24	What is the policy on washing school clothes so as to prevent infection?	<ul style="list-style-type: none">• Pupils should continue to wear summer school uniform.• Parents and staff asked to observe excellent standards of		Reviewed and continued Nov 21



		hygiene throughout including clothing worn in school.		
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Support Staff Risk Assessment

	Risk	Control Measures	Outcome	Remarks / Re-assessment
1	Are support staff briefed on changes regularly?	<ul style="list-style-type: none">• Yes• New staff receive a full induction.		Reviewed and continued Nov 21
2	Do support staff have the appropriate PPE, cleaning materials and training?	<ul style="list-style-type: none">• Yes, all available• First Aid fully stocked• Training completed 22/5/2020		Reviewed and continued Nov 21
3	Are cleaning regimes reviewed and inspected regularly and conforming to revised hygiene rules?	<ul style="list-style-type: none">• Cleaning regimes reviewed daily by Operations Manager and Principal, and consulting Canon Cleaners Ltd.• Regimes updated in line with latest Govt advice and guidelines.		Reviewed and continued Nov 21
4	Are all security and access systems regularly checked, updated and re-coded?	<ul style="list-style-type: none">• All systems are fully maintained and working.		Reviewed and continued Nov 21
5	Have reconfigured areas, zones and routes hampered fire exits and routes?	<ul style="list-style-type: none">• N/A		
6	Are fire and other emergency procedures reconfigured, routes clear and regularly inspected?	<ul style="list-style-type: none">• Yes. No necessary changes.		Reviewed and continued Nov 21

Facilities Management Risk Assessment

	Risk	Control Measures	Outcome	Remarks / Re-assessment
1	Heating system including fuel levels sufficient?	<ul style="list-style-type: none">• Heating systems operational		Reviewed and continued Nov 21
2	Gas supply, venting and valves?	<ul style="list-style-type: none">• All in place		Reviewed and continued Nov 21
3	Have air conditioning ducts and units been checked and reviewed?	<ul style="list-style-type: none">• N/A		
4	Electrical tests up-to-date including emergency lighting and PAT?	<ul style="list-style-type: none">• Yes all up-to-date		Reviewed and continued Nov 21



5	Water testing for temperature, flow and legionella in date for test?	<ul style="list-style-type: none">• Yes		Reviewed and continued Nov 21
6	What is the status of the swimming pool and are appropriate measures in force?	<ul style="list-style-type: none">• N/A		
7	Fire alarm panel, system and extinguishers in date and serviced?	<ul style="list-style-type: none">• Yes		Reviewed and continued Nov 21
8	Laundry washers and dryers serviceable, able to cope with demand, temperature requirements and have sufficient washing products?	<ul style="list-style-type: none">• N/A		
9	Have waste procedures been reviewed?	<ul style="list-style-type: none">• Yes, all in place		Reviewed and continued Nov 21
10	Are pest control services recorded, deficiencies identified and actioned?	<ul style="list-style-type: none">• N/A at this time		
11	school vehicles fully registered, insured, maintained and stocked with appropriate hygiene materials if they are to be used?	<ul style="list-style-type: none">• N/A		