

Hazard Number	Hazard Description (Where / When)	People who are at Risk	Inherent Risk			Description of preventative measures / actions	Further Actions required / Additional Comment	By Whom	By When	Date Action completed	Retained Risk						
			L	S	Risk						L	S	Risk	Low / Medium / High			
<b>Regulatory Compliance, Communication, and Governance</b>																	
1	Governors insufficiently informed to make decisions regarding reopening the school	Staff Pupils Parents	1	5	5							1	1	1	L		
						All risk assessments circulated to Governors for discussion and approval.	School reopening on Sep 2nd dependent on approval of the risk assessment by governors.	MA	25/08/2020								
2	Communication	Staff Pupils Parents Governors	3	3	9							2	2	4	L		
						Regular updates to all key stakeholders on school operations and Covid control measures – we recognise that detailed communication is of the utmost importance.	Communications to staff, pupils and parents on revised Covid procedures and school operations	KB MA CMM DG	Ongoing 28/09/2020								
						Deputy Heads available to any member of staff for individual meetings to discuss issues		DFG SG	As required	As required							
						Communications will encourage questions and feedback, to ensure concerns are addressed.		DFG CMM	As required	Completed							
						All communications to parents will be copied to staff		KB	As required	As required							
3	Regulatory Compliance	Staff Pupils Governors	2	4	8							1	3	3	L		
						Nominated individuals responsible for monitoring and ensure compliance with regulatory guidance	SMT subscribe to and monitor DfE Guidance updates	SMT	Ongoing	Ongoing							
						Latest regulations and general advice (government, PHE, NHS, HSE, Local Authority etc) to be monitored and this risk assessment to be updated as required.		All	Ongoing	Ongoing							
						COVID-19 five point certificate to be completed, signed and uploaded to school internal website / staff directory along with risk assessments	Confirm school's compliance once risk assessments finalised then sign and upload	JMS	28/08/2020								
						Share Risk Assessment with insurers and ensure they are informed on the school's Covid 19 procedures		MA	25/08/2020								
4	Update of policies	Staff Pupils	3	3	9							2	2	4	L		
							Medical policies to be reviewed to appropriately cross-refer to new policies. Updated COVID appendix to Child Protection Policy communicated to all staff as part of KCSIE update INSET training, beginning of term. Note: Policies are reviewed to a rolling schedule. Covid-specific adaptations will be covered within instructions to be communicated at start of term.	SMT	02/09/2020								
						Pupil behaviour policy / attendance and isolation/ Safeguarding policies updated		CMM JCG	28/08/2020								
5	NEW CATEGORY: Risk of inadequate decision making and procedures for when to close bubbles / school	Staff Pupils Parents Visitors	2	5	10							1	3	3	L		
						Decision making criteria for when to isolate or close bubbles and when to engage local Health Authority clearly defined.	Addressed in Covid-19 attendance and medical policy	DG CMM	25/08/2020	19/08/2020							

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6	Reputational risk if outbreak at school / COVID-19 procedures insufficient	Staff Pupils Parents Visitors	3	5	15	In the event of school closure due to a recommendation by local Health Authority , local lockdown, or Government enforced closure, school to follow procedures and lessons learned from the closure in March		SMT	As required	As required	1	3	3	L					
															Robust risk management assessment and control procedures.	MA	Ongoing	Ongoing	
															Training of staff and pupils	SMT	Ongoing	Ongoing	
															Governor approval of risk management process and framework	MA	Ongoing	Ongoing	
<b>Minimise risk of infection from Covid-19</b>																			
7	NEW CATEGORY: Insufficient training on safe use of PPE, sanitary and respiratory hygiene, and other Covid control measures	Staff Pupils Parents Visitors	5	4	20	Instructions on Covid control and social distancing procedures are a key feature of communications to staff, pupils, and parents.	Communicated via: Staff emails and Training days Pupils: Designated sessions on first day of term. Parents: Details in welcome letters and ongoing communications	DG CMM	On or before the first day of term		2	4	8	L					
															Staff and pupil instructions to include clear guidance on when PPE should be used and training given regarding safe use.	Training required for staff on the safe use of PPE.	AH KB ZH	Ongoing	Ongoing
															All PPE (non-surgical) should be suitably disposed of safely. For medical use PPE this should be disposed of within clinical waste bins. Hands must be washed immediately upon removal of PPE.		All	Ongoing	Ongoing
																SMT responsible for monitoring compliance, seeking feedback, and assessing compliance of control measures.	SMT	Ongoing	Ongoing
8	NEW CATEGORY: Insufficient monitoring of the effectiveness of and compliance with Covid control measures	Staff Pupils Parents Visitors	3	4	12					2	4	8	L						
														SMT to actively monitor around the site during the day. Weekly meetings of SMT; standing agenda item. Weekly liaison meeting of CMM with DFG to ensure consistency between the two schools	SMT	Ongoing	Ongoing		
9	PPE 1 - Insufficient availability of PPE	Staff Pupils	2	3	6	Gov guidance: staff and pupils are not required to wear face coverings except for intimate care needs and where child/adult becomes unwell with COVID 19 symptoms. (an exception is school transport for children over the age of 11).	Ensure supply of PPE is maintained and suitably distributed around the school: Plastic Gloves, Non-surgical face masks, Plastic aprons, Visors.	PT	Ongoing	Ongoing	2	2	4	L					
															The school has elected to make available a supply of PPE, including non-surgical face masks, aprons, visors and plastic gloves for all staff to wear if this is their personal preference.	Ensure supply of fluid resistant surgical face masks (kept in Medical Rooms).	Staff	Ongoing	Ongoing

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						Install cough / sneeze screens in: - Senior reception - Junior reception - Sports centre reception - Senior Library - Canteen servery and school hall - Music practice rooms - Between desktop PCs	Most were installed for 1st Lockdown. Dining hall and PC screens on order for September. Screens to be installed in music practice rooms prior to teaching.	JMS	26/08/2020						
						PPE levels monitored and proactively reordered ahead of supplies getting low.		PT	Ongoing	Ongoing					
10	Social Distancing 1 - Site capacity. More pupils return to school than can be safely accommodated on the site whilst following "bubble" and social distancing guidelines.	Staff Pupils	5	4	20							3	2	6	L
						Planning follows the Government's guidance on Full school opening, ensuring that contact between bubbles is kept to a minimum.		SMT	Ongoing	Ongoing					
						Pupils divided into "bubbles". In the Junior school these typically comprise a form, who remain in their classroom as much as possible. In older year groups, bubbles sizes of up to one year-group to accommodate taking different classes.	A limited amount of mixing between bubbles will inevitably take place. E.g. in high transit areas e.g. corridors, toilets (can be assigned to more than one bubble), extended day (assigned groupings will be consistent) and dedicated school transport.	DFG CMM	28/08/2020	Complete					
						Review union guidance and include as appropriate.		SMT	Ongoing	Ongoing					
11	Social Distancing 2 - Room and Corridor Capacity. Too many individuals per area.	Staff Pupils	4	3	12							3	2	6	L
						Staff reminded to maintain social distancing where possible by encouraging pupils to spread out and maximising use of outside space.	Signage at main entrance gates and entrances to buildings.	PT	02/09/2020						
						Room adjustments to layout, capacity, or signage to promote safe social distancing	Seating spaced out and excess furniture removed. Room capacity signage to be updated for new 1m+ rule in offices and staff areas. Within classrooms pupils will not be adhering to 1m distancing - bubbles will be the control measure.	PT	28/08/2020	19/08/2020					
						Rooming schedule substantially altered to reduce movement between lessons. Most lessons will take place in Year Group areas and teachers will move around the site rather than pupils. NB As per Government guidance this is not possible for subjects using specialist equipment		DFG	09/02/2020						
						DfE Planning Guide for Primary Schools recognises that EY and primary age children cannot be expected to social distance. Mitigated by adjusting layout and maximising use of outside spaces.		CMM	02/09/2020	19/08/2020					
						One way systems to be implemented for corridors and staircases where practical. Government advice states that the risk associated with passing briefly in the corridor is very low.	Internal areas will be marked with wall and floor arrows	PT	02/09/2020	19/08/2020					

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12	Social Distancing 3 - Congestion at pupil arrival and pick up time meaning that social distancing is not conformed to	Staff Pupils Parents Visitors	4	3	12	Where possible, year groups are assigned dedicated use of a toilet facility to avoid mixing of bubbles.	Additional outdoor toilets ordered for KS2 year 5&6 use - enabling works commenced 17.08.2020. Exceptions to use policy are permitted, e.g. in Snr school, pupils will use nearest toilet during lessons for safeguarding reasons.	DFG CMM	28/08/2020						
						Staggered drop off and pick up times each year group involving collection from individual classrooms.	Communicate to parents the drop off / pick up details and the importance of maintaining appropriate social distance.	CMM DFG	28/08/2020	19/08/2020					
						Discrete entry points to the school assigned for each Key-stage (Jnr) or Year-Group (Snr)	Included in pupil and parent instructions	DFG CMM	28/08/2020	19/08/2020					
						No parents will be permitted to drive onto site.		DFG CMM PT	01/06/2020	Complete					
						Define areas as waiting zones. Parents reminded to socially distance whilst on site. Senior parents only allowed on site if they have an appointment.	Route markings per year group are marked at 2m. No changes proposed	BA	01/06/2020	Complete					
						Creation of a one way system around the school where paths are narrower than 2m. This is predominantly the junior school exterior.	Pedestrian route to be marked on road at Upwood Road entrance. Prepare a one way system for the senior school where needed.	JMS JMS	01/06/2020 10/06/2020	Complete					
13	Social Distancing 4 - Individuals not following instructions / compromising social distancing.	Staff Pupils Parents Visitors	3	4	12	Briefings/posters displayed to remind staff that they should socially distance at all times in school.		CMM DFG	02/09/2020	Complete					
						Create outside play zones (inside as well for EYFS) for all year groups. Groups within bubbles can rotate round and resources can be wiped down / cleaned in between groups. Rooms can be zoned if necessary.		CMM DFG	28/08/2020	Ongoing					
						Extra supervision duties to ensure that this is maintained. Sanctions for pupils who do not follow the rules.		CMM DFG	28/08/2020	Ongoing					
						Junior and Senior School Behaviour Policy updated to reflect new rules and routines	Updated Behaviour Policy communicated to children/staff/parents: - Reinforcing daily to children - Reinforcing at regular intervals to staff. - Communicate to parents new expectations / rules	CMM JG	01/06/2020	Completed					
14	Social Distancing 5 - Maintaining Social Distancing and hygiene measures at lunch and break times	Staff Pupils	4	3	12	Pupils in each bubble will remain together at snack / break lunch time and will not be allowed to mix with other bubbles.	Bubbles can be year groups	CMM DFG	01/06/2020 15/06/2020	Ongoing					
						Designated break areas for each bubble at recreation times.		CMM DFG	05/08/2020	Ongoing					

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15	Social Distancing 6 - Providing necessary intimate care (main relevance to EYFS)	Staff Pupils	3	3	9	Staff to remain at safe distance from each other at lunchtime/during breaks		SMT	Ongoing	Ongoing	2	2	4	L
						All pupils are to bring in their own breaktime snack and named water bottles daily. These must not be shared.		CMM DFG	28/08/2020	Ongoing				
						Where children have wet/soiled themselves, staff should wear disposable gloves/apron and mask	Ensure that there is a good supply of gloves, aprons, masks/visors and cleaning materials in the EYFS Wet Room	AH	Ongoing	Ongoing				
						Waste/nappies to be disposed in yellow bin in nurse's room	See above regarding PPE training	ZH	Ongoing	Ongoing				
						If shower facilities are required these must be thoroughly cleaned after use following the appropriate cleaning regime for bodily fluids.	Per cleaning policy 29.05.2020 'not confirmed case of covid-19' section	PT	Ongoing	Ongoing				
16	Failure to maintain hand hygiene.	Staff Pupils Parents Visitors	4	4	16		Review Intimate Care Policy and adapt for COVID-19	CMM	05/06/2020	Complete 17/08/20	2	4	8	L
						All entry points to school to have sanitiser available with clear signage - handwashing on entry is mandatory.		PT	28/08/2020	Complete				
						Posters displayed around areas open in school encouraging consistency on hygiene and keeping to own bubble		PT	02/09/2020	Complete				
						Temporary washbasin (troughs) installed to increase the number of and accessibility to hand-washing facilities.	All installed	PT	01/06/2020	Complete				
						Staff on a daily basis: explicitly teach and model good hand/respiratory hygiene and supervise health and hygiene arrangements such as handwashing/tissue disposal and toilet flushing		Staff	Ongoing	Ongoing				
17	Uniform requirements - risk of COVID-19 remaining on clothes for several days.	Staff Pupils	4	3	12						2	3	6	L
						Pupils should wear school uniform but with some modifications, including wearing PE kit to school on days when they have Games or other physical activity to avoid use of changing rooms.	No Blazers or ties (infrequently washed)	Pupils	Ongoing	Ongoing				
18	Transport 1 - travelling to school	Staff Pupils	3	4	12						1	3	3	L
						Staff, parents and pupils encouraged to walk, cycle or drive.	Transport guidance to be included in Autumn term comms.	SMT	28/08/2020	Complete				
						Staff who need to use public transport encouraged to travel at off-peak times and will be provided with a mask if requested.	Provide staff who need to use public transport with facemasks and gloves	JMS	28/08/2020	Ongoing				
						Parents and pupils encouraged not to use public transport to school, and if essential, to avoid busy times and wear face coverings.		SMT	28/08/2020	Complete				

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						All individuals entering the buildings must sanitise their hands. This will be reinforced for users of public transport.	SMT	28/08/2020	Ongoing						
						A cycle to work scheme has been introduced to allow staff to purchase a bike to commute in a tax efficient way and via a 12 month loan.	MA	Completed	Completed						
19	Transport 2 - use of Centaur coaches (school coaches)	Pupils	4	4	16							2	3	6	L
						DfE Guidance on running school transport in "Guidance for full opening: schools" being followed. Drivers will use PPE, sanitation and screening. Pupils will board and sit in their bubbles, use sanitiser on boarding and disembarking, and pupils >11 years will be given washable facemasks.	Coaches are an area where bubbles are in close contact. Centaur Coaches to agree to revised processes and risk assessment	MA	28/08/2020						
20	Transport 3 - use of the school minibuses	Staff Pupils	3	4	12										
						Use of minibuses will be limited due to fewer day trips and no sports fixtures. These will be within bubbles.		JMS	Ongoing	Ongoing		1	2	2	L
						DfE guidance on school transport will be followed (as per use of Centaur Coaches).		JMS	Ongoing	Ongoing					
21	Catering (school-provided)	Staff Pupils	3	3	9							2	2	4	L
						Extended lunch service, simplified menu options, and staggered meal times will facilitate moving children through the hall in bubbles, with cleaning in between.	Agree timings for extended lunch service and simplified menus.	DFG SG	Ongoing	Ongoing					
						Screens being erected to segregate bubbles in the dining hall		PT	26/08/2020						
						CH&CO (contract caterer) responsible for risk assessment for their staff and processes including kitchens and food production.		CH&CO	Ongoing	Ongoing					
22	Maintaining hygiene of resources and equipment	Staff Pupils Parents Visitors	4	3	12							2	3	6	L
						Resources and equipment kept to a minimum and rotated between sessions. Any that are not easily washable or wipeable should be removed.		All staff	Ongoing	Ongoing					
						Each pupil to have their own individual resources (pens / pencils / rules etc) that they are responsible for and are not shared.		All staff	Ongoing	Ongoing					
						Resources and equipment to be cleaned throughout each session and at the end of each session.	Communicate to staff expectations about cleaning and hygiene with regard to indoor/outdoor resources and equipment.	CMM DFG	28/08/2020	Ongoing					
						Resources should not be shared with pupils before cleaning (i.e. reading books, rulers, art materials etc) Materials that are not easily washable or wipeable should not be used.	Reading books need to be available for all pupils in the junior school. Extra ordered so they can be quarantined if required.	All staff	Ongoing	Ongoing					
						Snr school - no lockers being used to reduce pupil movement on site. In Jnr school, these are in classrooms and being used for personal belongings.		All staff	Ongoing	Ongoing					

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23	Maintaining optimum levels of cleaning	Staff Pupils Parents Visitors	2	4	8	Communicate with parents new rules regarding items from home.	Guidance to be included in Autumn term comms.	DFG CMM	28/08/2020						
						Cleaning methods updated in line with government guidance	Especial consideration given to soft furnishing cleaning (Beardwood) and use of foggers (not preferred over surface cleansing). Plastic covers ordered (easily cleaned)	JMS	28/08/2020	Ongoing					
						Internal doors to be propped open to reduce use of handles	Confirmation received from the London Fire Brigade re propping open doors	JMS	Ongoing	Ongoing					
						External doors to be propped open to reduce use of handles	Staff to close their own doors when they leave	All	Ongoing	Ongoing					
						All frequently touched surfaces, door handles, light switches, toilets used during the day will need to be cleaned at least twice each day.	Schoolkeeper to prop open internal doors at the start of the day.	PT	Ongoing	Ongoing					
						A pool of cleaners will be on site during the day to provide intra-day cleaning	Schoolkeeper to check all doors are closed at the end of day	PT	Ongoing	Ongoing					
						Normal out of hours cleaning times rescheduled so to avoid overlap with pupils in school	Earliest shifts to start at 15.45 not 15.30	PT	28/08/2020	Ongoing					
						Majority of lights are on sensors so eliminates light switch cleaning. Where switches remain investigate installation of sensors.	Brief all cleaners on Covid-19 regimen.	PT	28/08/2020	Ongoing					
						Wipes provided in every classroom and office for pupils to wipe down their desks and chairs and equipment and for staff to do similarly.	Ensure sufficient supply of cleaning products/wipes for sanitising equipment	PT	28/08/2020	Ongoing					
						Bins in every classroom for disposal of tissues and other waste. These need to be double bagged and emptied regularly	New lidded bins ordered. Ensure received and installed	PT	28/08/2020						
Tissues provided in every classroom. These to be disposed of in lidded bins to be emptied regularly.	Double bagging - include on cleaning briefing note.	PT	28/08/2020												
24	School sports	Staff Pupils	4	3	12	Deep cleaning following government guidelines in the case of suspected or confirmed case of COVID-19.		JMS	As required	As required					
						The Sports department will undertaken specific Covid Risk Assessments before recommencing activities.		NR	02/09/2020	Ongoing					
25	Trips - domestic	Staff Pupils	3	4	12	Adaptations such as wearing uniform on PE days and not using changing facilities		DFG CMM	28/08/2020	Ongoing					
						NO RESIDENTIAL SCHOOL TRIPS WILL BE APPROVED AT PRESENT. Day trips within bubbles will be considered on an individual basis, subject to the completion of a risk assessment taking account of Covid-19.		SMT	Ongoing	Ongoing					
26	Water fountains and bottle fill - risk of infection	Staff Pupils	3	4	12										

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						All bubbler water fountains to be taken out of use.	Signage already on junior school water fountains - confirm still in place. Signage to be placed on senior and sports centre water fountains	PT	21/05/2020	17/08/2020				
						Regular cleaning of push buttons		PT	15/06/2020	ongoing				
						Retrofit swan neck bottle-fillers to all external fountains	PO issued 04.08.2020.	MLR	28/08/2020					
						Bring forward service of all water dispensers	Service visit carried out by Waterlogic 15.06.2020	MLR	01/06/2020	complete				
27	Trips - international	Staff Pupils	3	5	15						NO INTERNATIONAL SCHOOL TRIPS WILL BE APPROVED.			
						NO INTERNATIONAL SCHOOL TRIPS WILL BE APPROVED AT PRESENT. Once permitted, a risk assessment taking account of Covid-19 will be undertaken.		SMT	Ongoing	Ongoing				
28	Showering facilities	Staff Pupils	3	4	12						2	3	6	L
						School activities being adapted to minimise showering and changing (e.g. wearing PE kit to/from school)		SMT	Ongoing	Ongoing				
						Safe-capacity restrictions and enhanced cleaning regimen for staff showers introduced.		PT	Ongoing	Complete				
29	Use of lifts	Staff Pupils	2	4	8						1	2	2	L
						Monthly service visits reinstated but BES six-monthly inspection overdue. Lifts out of service till then	Signage on lifts re out of use. When in use signage maximum occupants one	PT	Ongoing	Ongoing				
<b>Medical risk assessment</b>														
30	Incomplete registration records to know who has been on site and when (fire / safeguarding / tracking)	Staff Pupils Visitors	4	3	12						2	2	4	L
						The school will adhere to the latest government guidance regarding the national track and trace scheme. Sufficient details of visitors to the school will be recorded to enable tracing if required.		SMT	Ongoing	Ongoing				
						Pupils will be registered in their classrooms on arrival	Registration groups created, either on SIMS or on Excel spreadsheets. Data returned to office in the usual timescales. All co-curricular activities will be registered.	Teaching staff	Ongoing	Ongoing				
						All visitors (excluding parents) will be required to sign in / out of the school including contact details.		Office staff	Ongoing	Ongoing				
31	NEW CATEGORY: Sickness, isolation and testing procedures not understood or observed.	Staff Pupils Parents Visitors	4	4	16						2	4	8	L
						Updated policy on reporting symptoms, Test and Trace, isolation and return to school developed and communicated to staff, pupils and parents as part of training and communication		SMT	28/09/2020					
32	NEW CATEGORY: Procedures for reporting COVID-19 instances to external authorities not known or applied.	Staff	3	3	9						2	3	6	L



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						Nominated school representative responsible recording suspected Covid-19 cases and test results, with oversight of the entire school.	MA	28/09/2020							
						Nominated individual responsible for liaison with local public health authorities and reporting of confirmed Covid cases	MA	28/09/2020							
33	Risk of adults of contracting COVID-19 on school site / passing to a vulnerable household member.	Staff Parents Visitors Household	3	5	15							2	4	8	L
						Follow current Government Guidance regarding social distancing, self-isolation, PPE and cleaning regimes.	All	Ongoing	Ongoing						
						Ensure that all staff have read and understood copy of Covid-19 attendance and medical policy .	SMT	Ongoing	Ongoing						
						Staff contacted to ascertain which fall into the vulnerable categories. Staff advised to update the Head/Deputy Head (teaching) / Bursar (support) immediately if their situation changes.	SMT	28/09/2020	Re-survey staff, including those coming off furlough for full school opening, to ascertain those with health issues or concerns. This will be an explicit question start of term briefings.						
						Clinically extremely vulnerable staff should now attend work subject to appropriate measures, communication and actions to reduce anxiety and risk. Individual risk assessment where appropriate.	SMT	28/09/2020	Ongoing						
						Clinically vulnerable staff should now attend work subject to appropriate measures, communication and actions to reduce anxiety and risk. Individual risk assessment where appropriate.	SMT	28/09/2020	Ongoing						
						Members of staff who are living with someone who is clinically vulnerable or clinically extremely vulnerable should now attend work subject to appropriate measures, communication and actions to reduce anxiety and risk.	SMT	28/09/2020	Ongoing						
						Staff should maintain social distancing of 2m (or 1m+, with PPE) from other people as far as is practicable.	All	Ongoing	Ongoing						
						Provision of appropriate PPE to staff undertaking higher risk tasks e.g. personal care, cleaning bodily fluids or areas of suspected contamination, or if COVID-19 is suspected.	PT	Ongoing	Ongoing						
						<i>Please refer to other Hazards such as PPE / social distancing / hygiene for further details</i>	n/a	n/a	n/a						
34	Risk of child contracting COVID-19 on school site / passing to a vulnerable household member.	Pupils Household	3	3	9							2	3	6	L
						Follow current Government Guidance regarding social distancing, self-isolation, PPE and cleaning regimes.	All	Ongoing	Ongoing						
						Children classed as clinically extremely vulnerable should not attend school.	We are not aware of any clinically extremely vulnerable pupil at present. Any such pupil to be supported to work remotely.	DFG CMM	As required	As required					

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						A small minority of pupils are classed as clinically vulnerable and parents should follow medical advice if their child is in this category.	A specific risk assessment required per individual pupil must be completed before any clinically vulnerable child returns to school. If the parent wishes the pupil to remain at home, or if the risks cannot be reduced a mutually acceptable level the pupil will be supported to work remotely.	DFG CMM	As required	As required				
						Pupils living with someone who is extremely clinically vulnerable should only attend school if the pupil is able to adhere to strict social distancing.	A specific risk assessment required per individual pupil must be completed before any pupil living with someone who is extremely clinically vulnerable returns to school. If the parent wishes the pupil to remain at home, or if the risks cannot be reduced an acceptable level the pupil will be supported to work remotely.	DFG CMM	As required	As required				
						Pupils living with someone who is clinically vulnerable (but not clinically extremely vulnerable), including those that are pregnant, can attend school.		DFG CMM	As required	As required				
						Pupils should maintain social distancing of 2m from adults as far as is practicable. This is emphasised in training, signage and classroom layout.	Pupils, particularly in the younger year groups, will struggle to maintain social distancing boundaries.	SMT	Ongoing	Ongoing				
						Staff members will wear appropriate PPE when close contact is required with a pupil i.e. if providing intimate care or if COVID-19 is suspected.		Staff	Ongoing	Ongoing				
						<i>Please refer to other Hazards such as PPE / social distancing / hygiene for further details.</i>		n/a	n/a	n/a				
35	Individual arrives to site displaying symptoms of COVID-19 or develops them whilst at school.	Staff Pupils Visitors	3	5	15						3	2	6	L
						Follow the detailed procedures as outlined in <i>Covid-19 attendance and medical policy</i> .	SMT keep themselves updated with provisions of COVID-19 and NHS guidance for households with possible coronavirus infection	MA DFG CMM	Ongoing	Ongoing				
							Ensure operations staff are aware of symptoms - include in 'operations staff return to work briefing note' and <i>Covid attendance and medical policy</i> . Support Staff to sign a copy of the briefing note.	PT	28/08/2020					
							Ensure that all staff have read and understood copy of <i>Covid-19 attendance and medical policy</i> and refer to these in briefings.	DFG CMM	Ongoing	Ongoing				
36	Individual with confirmed case of coronavirus	Staff Pupils Visitors	3	5	15						3	2	6	L
						Follow the detailed procedures as outlined in <i>Covid-19 attendance and medical policy</i> .	Ensure that all staff have read the <i>Covid-19 attendance and medical policy</i> .	All	Ongoing	Ongoing				
						All individuals aged over 5 have access to a COVID-19 test if they are symptomatic. Results should be received within a few days.		All	Ongoing	Ongoing				
						If test results are positive, all members of the bubble(s) the pupil has been in / staff members who have been in close contact with the individual must self-isolate for 14 days if this is advised by local Health Authority's local health protection team who should be informed immediately.		SMT	As required	As required				

Hazard Number	Hazard Description (Where / When)	People who are at Risk	Inherent Risk			Description of preventative measures / actions	Further Actions required / Additional Comment	By Whom	By When	Date Action completed	Retained Risk				
			L	S	Risk						L	S	Risk	Low / Medium / High	
						If other cases of COVID-19 are detected within the school community through the national test and trace programme, local Health Authority's local health protection teams will conduct a rapid investigation and will advise the School on the most appropriate action to take.	SMT	As required	As required						
						SMT keep themselves updated with provisions of COVID-19 guidance in the case of those with positive test results.	SMT	Ongoing	Ongoing						
37	New and Expectant Mothers	Staff	3	4	12						2	3	6	L	
						Pregnant staff and new mothers are classified as higher risk and should follow government guidance.	A risk assessment will be made of returning to work for pregnant staff and new mothers, in conjunction with medical advice from the employee's doctor	DFG CMM	As required	As required					
38	BAME	Staff	3	4	12						2	3	6	L	
						There is evidence black, Asian and minority ethnic (BAME) people are disproportionately affected by COVID-19, particularly those with comorbidities. Where staff have specific concerns, a risk assessment will be made for their returning to work in conjunction with medical advice from the employee's doctor.	Identify BAME individuals with concerns as part of the return to work briefings and staff discussions. Appropriate consideration should be given to wellbeing for individuals who are at higher risk if they contract Covid-19.	DFG CMM JMS	As required	As required					
<b>Wellbeing and safeguarding</b>															
39	Risk that pupils or parents elect not to return and miss out on education and development opportunities	Pupils	3	3	9						3	2	6	L	
						Guidance is that all children are expected to return to school (exceptions Clinically extremely vulnerable, or where a risk assessment recommends a child remains at home).		SMT	Ongoing	Ongoing					
						Remote teaching can continue in the case of isolation or lockdown due to investment in IT to facilitate Hybrid learning		SMT	Ongoing	Ongoing					
						Programme for new joiners to include substantial contact with key members of staff. This is already taking place.	Programmes for well-being being introduced in September to help staff and pupils return safely.	SMT	Ongoing	Ongoing					
40	Impact on staff and pupils with protected characteristics and SEN	Staff Pupils	2	2	4						1	2	2	L	
						Take into consideration that there is some evidence to show that these groups may be at greater risk of serious COVID-19 related health issues. Consider individual circumstances and review with this in mind		SMT	Ongoing	Ongoing					
						Revised rules, adapted for individual key stages/SEND children, referenced in policy with sanctions.		JG CMM	Completed	Completed					
41	Inadequate safeguarding procedures.	Staff Pupils Parents Visitors	2	4	8						1	3	3	L	
						Safeguarding policy updated in line with COVID-19 advice form government.	Policy available on website and in documents .	JG	01/06/2020	Completed					

Hazard Number	Hazard Description (Where / When)	People who are at Risk	Inherent Risk			Description of preventative measures / actions	Further Actions required / Additional Comment	By Whom	By When	Date Action completed	Retained Risk			
			L	S	Risk						L	S	Risk	Low / Medium / High
42	Ensuring high standards of staff and pupil welfare.	Staff Pupils	3	4	12	DSL or their deputy available on site whenever there are pupils in school.	One member of safeguarding team always on site.	DSL	Ongoing	Ongoing	2	2	4	L
						All staff contacted to ascertain current personal situation regarding shielding of themselves or people in their household	Give staff an opportunity to talk through arrangements/concerns with member of SMT – document all concerns and deal with as necessary/appropriate	SMT	28/08/2020					
						All rotas designed to ensure that ratios are maintained, work hour expectations are reasonable and there is always: - Access to school nurse - Access to DSL - Member/s of SMT available at all times	All staff given access to the risk assessment and asked to give feedback	SMT	Ongoing	Ongoing				
						Care taken to manage workload associated with remote learning and school teaching - expectations of remote learning are diminished once pupils return to school.	Extra staff brought back from furlough.	SMT	Ongoing	Ongoing				
						Availability of counsellor for all staff and pupils	Expectations of remote teaching diminished once back in school teaching.	Counsellor	Ongoing	Ongoing				
						Usual pastoral care systems in place to deal with trauma, anxiety, behavioural issues and bereavement.		Staff	Ongoing	Ongoing				
						Pastoral systems continue including access to pastoral staff, pastoral assemblies and regular pupil communications regarding well-being		JG CMM	Ongoing	Ongoing				
							Create a staff welfare officer role for the junior school	CMM	done	Ongoing				
43	Working from home - H&S issues	Staff Pupils	3	4	12	Additional training for staff given when requested or considered helpful		SMT	Ongoing	Ongoing	2	2	4	L
						Staff expected to return to work in accordance with DfE guidance, unless still furloughed.	Concerns to be addressed on a case by case basis. Where possible, an increased level of home working can be accommodated if this is not detrimental to school operations.	SMT	Ongoing	Ongoing				
						Information and guidance sent to staff		JMS	06/04/2020	06/04/2020				
						Office chairs, ergonomic supports and additional IT equipment is provided to staff with special requirements to create a safe home workspace	In event of a full or partial closure these measures will be reinstated as soon as possible	Staff	As required	As required				
						iPads made available for junior pupils for loan. Senior school pupils in receipt of high percentage fee remission offered a school surface / laptop on loan.		MA CMM	Completed	Completed				
<b>Facilities and Premises</b>														
44	Fire: real or false alarm	Staff Pupils Parents Visitors	2	4	8						1	3	3	L

Hazard Number	Hazard Description (Where / When)	People who are at Risk	Inherent Risk			Description of preventative measures / actions	Further Actions required / Additional Comment	By Whom	By When	Date Action completed	Retained Risk				
			L	S	Risk						L	S	Risk	Low / Medium / High	
						Fire practice sessions whenever a new group of pupils / staff return so as to incorporate staggered starters/staff	Review fire evacuation procedures in light of changing pupil numbers and new one way systems.	JMS	28/08/2020						
							Ascertain FLOs once all staff surveys are in. Reassign where necessary.	JMS	28/08/2020						
							Review fire evacuation signage in each room to ensure it reflects any revised routes.	JMS	28/08/2020						
							Review fire signage in assembly points to ensure that evacuees are as socially distanced as possible	JMS	28/08/2020						
45	Fire - regular checks	Staff Pupils	2	4	8						1	3	3	L	
						All regular fire checks and tests continuing and being documented.		PT	ongoing	ongoing	1	3	3	L	
46	Water quality	Staff Pupils	3	4	12						2	3	6	L	
						Weekly regular documented flushing of all water outlets in place	Last visit 1st AP 24.08.2020, longer flush-through	JMS	ongoing	ongoing					
						Annual water tanks cleaning & chlorination	Carried out by Thames Valley July & August	MLR	14/08/2020	complete					
						Carry out testing of all water outlets prior to return to school	Testing carried out by TVWS	MLR	15/07/2020	complete					
						Treat any water tanks that produce abnormal bacterial readings	Results received - all clear	MLR	15/07/2020	complete					
						Water fountains - clean thoroughly		PT	25/08/2020						
						Water dispensers six-monthly visit carried out May	Premises run all water dispensers	PT	25/08/2020						
47	Air handling and air conditioning systems	Staff Pupils	2	4	8						1	3	3	L	
						Bring forward service visits to all air handling units in junior and senior schools	Six-monthly visit May 2020	MLR	29/05/2020	complete					
							Sports centre six-monthly visit May 2020	MLR	29/05/2020	complete					
							Set units to use external air where possible, and set to maximum power and runtime.	MLR	29/05/2020	complete					
							Any units that cannot use external air to be turned off.	MLR	29/05/2020	complete					
							Encourage staff to open external windows - include in briefing note.	PT	18/08/2020	18/08/2020					
48	Buildings safety inspections	Staff Pupils	2	3	6						1	3	3	L	
						Weekly building inspections being carried out and documented	Until full re-occupation 2nd September	PT	Ongoing						
49	Sports centre	Staff Pupils	4	4	16						1	3	3	L	
						Centre re-opened to members - separate RA prepared	No issues during member use	NLK	Ongoing	Ongoing					
						Testing / filtration / chemical treatment ongoing.		NK	Ongoing	Ongoing					
						Monitor school plan for school re-use		NK	Ongoing	Ongoing					
						Sports hall / pavilion may be used by the school - such areas to be treated consistently with other classroom spaces.		JMS	As required	As required					
						RA's for school use of pool and other facilities		NLR	26/08/2020	As required					
50	Contractors	Staff Pupils	3	4	12						2	3	6	L	

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			L	S	Risk						L	S	Risk	Low / Medium / High
						Contractor visits and works reduced to essential only	Essential continuing includes but not limited to: - pest control - emergency light testing - initial equipment servicing - high wire testing - engineering inspections - lift repairs - plumbing repairs - electrical repairs	MLR	As required	As required				
51	Security	Staff Pupils	3	3	9	Contractor information form and induction form amended to cover COVID-19 guidance compliance.		MLR	Completed	Completed	2	2	4	L
						Unused parts of the site to be kept secure.		PT	ongoing	ongoing				
						Holiday time: all staff not on timetable to sign in and record their working location (lone -working procedures).		All staff	ongoing	ongoing				
						School-days: all staff to register their presence in senior school by registering their staff id card on a reader. Daily reports saved for future reference. Reminder signage by readers, reminder in daily staff email.	Advise staff in advance - include in return to work email	JMS SMT	26/08/2020					
						Junior school - will continue to use their existing manual sign-in & out sheets, sheets to be retained .	Confirm procedures with JS office	JMS	19/08/2020	ongoing				