

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	Action status	Retained Risk			
			L	S	Risk					L	S	Risk	Low / Medium / High
Regulatory Compliance, Communication, and Governance													
1	Governors insufficiently informed to make decisions regarding reopening the school	Staff Pupils Parents	1	4	4					1	1	1	L
					All risk assessments circulated to Governors for discussion and approval. Governors regularly appraised of events by Headmaster and Bursar in capacity of Clerk to the Governors.	Send updated Risk assessment for Spring Term reopening	MA	Ongoing					
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. Key Covid procedures are documented in policy or procedure notes.		SMT	As required					
					Deputy Heads available to any member of staff for individual meetings to discuss issues		DFG SG	As required					
					All communications to parents copied to staff		KB	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	Ongoing					
					Latest regulations and general advice (government, DHSC, PHE, NHS, Local Authority etc) to be monitored and this risk assessment to be updated as required.	SMT are sent all DfE Guidance updates	All	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	Complete					
					Share Risk Assessment with insurers and ensure they are informed on the school's Covid 19 procedures		MA	Ongoing					
4	Risk policies are not updated to reflect Covid-19	Staff Pupils	3	3	9					2	2	4	L
					All policies to be reviewed to see if they require updating for COVID-19 considerations	Note: Policies are reviewed to a rolling schedule. Covid-specific adaptations will be covered within instructions to be communicated at start of term.	SMT	Ongoing					
					Pupil behaviour policy /Medical / Attendance and isolation/ Child Protection / Safeguarding policies updated		CMM JCG	Complete					
5	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 Close Contacts/ close bubbles and when to engage local Health Authority clearly defined in Covid procedures	Documented in Covid-19 attendance and medical policy and in new COVID Positive Test Protocol	DG CMM	Complete					

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	Action status	Retained Risk			
			L	S	Risk					L	S	Risk	Low / Medium / High
6	Reputational risk if outbreak at school / COVID-19 procedures insufficient	Staff Pupils Parents Visitors	3	4	12	Protocols developed for reacting to a positive test, identifying close contacts and communicating to staff, parents and pupils. Covid Incident Group will review information and decide on actions and contagion mitigants.	Documented in <i>Covid-19 attendance and medical policy</i> and in new COVID Positive Test Protocol	SMT	Complete	1	3	3	L
						Robust risk management assessment and control procedures.		SMT	Ongoing				
						Remind staff and parents to refer media enquiries to the school. KB to and manage external communications.		KB	Ongoing				
						Governor approval of risk management process and framework		MA	Ongoing				
Minimise risk of infection from Covid-19													
7	Insufficient monitoring of the effectiveness of and compliance with Covid control measures	Staff Pupils Parents Visitors	3	4	12	SMT responsible for monitoring compliance, seeking feedback, and assessing compliance of control measures.	SMT to actively monitor around the site during the day. Covid 19 is standing agenda item at weekly meetings of SMT.	SMT	Ongoing	2	4	8	L
8	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				
						Pupils divided into "bubbles". In the Junior school these comprise now EYFS, KS1, Y3&4 and Y5&6, 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. Seating plans are kept and adhered to for every lesson or activity to minimise contact within bubbles.	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	Ongoing				
9	Social Distancing 2 - Room and Corridor Capacity.	Staff Pupils	4	3	12	Risk mitigated by SMT's policy of using face coverings before it was mandated by DfE guidance (in both corridors and classrooms/communal areas).	Policy on face coverings extended November 2020 to all staff and pupils in Yr 8 or above to use face coverings indoors whenever others are present.	SMT	Ongoing	2	2	4	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	Ongoing				
						Room adjustments to layout, capacity, or signage to promote safe social distancing	Seating spaced out and excess furniture removed. Room capacity signage displayed. Within classrooms pupils will not be adhering to 1m distancing - bubbles will be the control measure.	PT	Complete				

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	Action status	Retained Risk													
			L	S	Risk					L	S	Risk	Low / Medium / High										
10	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	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	Ongoing	3	2	6	L										
						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	Ongoing														
						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	Complete														
						Where possible, year groups are assigned dedicated use of a toilet facility to avoid mixing of bubbles.	Additional toilets installed for KS2 year 5&6 use. Exceptions to use policy are permitted, e.g. in Snr school, pupils will use nearest toilet during lessons for safeguarding reasons.	DFG CMM	Complete														
						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	Ongoing														
						Discrete entry points to the school assigned for each Key-stage (Jnr) or Year-Group (Snr)	Included in pupil and parent instructions	DFG CMM	Ongoing														
						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	Ongoing														
						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	Ongoing														
						11	Social Distancing 4 - Individuals not following instructions / compromising social distancing.	Staff Pupils Parents Visitors	3					4	12	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	Ongoing	2	4	8	L
																Briefings/posters displayed to remind staff that they should socially distance at all times in school.		CMM DFG	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.	Extra supervision duties to ensure that this is maintained. Sanctions for pupils who do not follow the rules.	CMM DFG	Ongoing																				

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	Action status	Retained Risk				
			L	S	Risk					L	S	Risk	Low / Medium / High	
						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	Completed					
12	Social Distancing 5 - Maintaining Social Distancing and hygiene measures at lunch and break times	Staff Pupils	4	3	12					3	2	6	L	
						Pupils in each bubble will remain together at snack / break lunch time and will not be allowed to mix with other bubbles.		CMM DFG	Ongoing					
						Designated break areas for each bubble at recreation times.		CMM DFG	Ongoing					
						Staff to remain at safe distance from each other at lunchtime/during breaks		SMT	Ongoing					
						All pupils are to bring in their own breaktime snack and named water bottles daily. These must not be shared.		CMM DFG	Ongoing					
13	Social Distancing 6 - Providing necessary intimate care (main relevance to EYFS)	Staff Pupils	3	3	9					2	2	4	L	
						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					
						Waste/nappies to be disposed in yellow bin in nurse's room	See above regarding PPE training	ZH	Ongoing					
						If shower facilities are required these must be thoroughly cleaned after use following the appropriate cleaning regime for bodily fluids.		PT	Ongoing					
							Review intimate Care Policy and adapt for COVID-19	CMM	Complete					
14	Failure to maintain hand hygiene.	Staff Pupils Parents Visitors	3	4	12					2	4	8	L	
						All entry points to school to have sanitiser available with clear signage - handwashing on entry is mandatory.		PT	Complete					
						Posters displayed around areas open in school encouraging consistency on hygiene and keeping to own bubble		PT	Complete					
						Temporary washbasin (troughs) installed to increase the number of and accessibility to hand-washing facilities.	All installed	PT	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					
15	Failure to maintain respiratory hygiene	Staff Pupils Parents Visitors	4	4	16					2	4	8	L	
						Catch it, Bin it, Kill it message promoted and regularly reinforced.		SMT	Ongoing					

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	Action status	Retained Risk			
			L	S	Risk					L	S	Risk	Low / Medium / High
16	Insufficient training on safe use of PPE	Staff Pupils Parents Visitors	4	4	16	Policy of use of face covering by all staff and all Senior school pupils in all shared use spaces. Uniform sanctions issued for breach of policy.	Use of visors alone prohibited in guidance for school reopening on 8th March - these must be worn with a face covering.	All	Ongoing	2	4	8	L
						Ventilation in all areas of the school maintained even in winter months where possible.	Importance of ventilation as a preventative measure has been stressed to staff. Guidelines on ventilation and uniform code issued.	All	Ongoing				
						Tissues provided in every classroom. These to be disposed of in provided bins to be emptied regularly.	Cleaners training on double bagging waste	PT	Ongoing				
						Staff and pupil instructions to include clear guidance on when PPE should be used and training given regarding safe use.		AH KB ZH	Ongoing				
17	PPE 1 - Insufficient availability of PPE	Staff Pupils	2	3	6	Appropriate training provided, non-surgical PPE disposed of safely in bags or lidded bins. Medical use PPE disposed of within clinical waste bins. Hands must be washed immediately upon removal of PPE.		All	Ongoing	2	2	4	L
						Schoolkeeping are responsible for ensuring supply of PPE is maintained and suitably distributed around the school: Plastic Gloves, Non-surgical face masks, Plastic aprons, Visors.	The Government have provided sufficient PPE for asymptomatic testing in school.	SMT PT	Ongoing				
						PPE, including non-surgical face masks, aprons, visors and plastic gloves are available 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				
18	Uniform requirements - risk of COVID-19 contamination from clothing	Staff Pupils	4	3	12	Cough and sneeze screens have been installed as a physical barrier to the transmission of Covid 19 throughout School and CLS	Additional screens required for Covid test site	JMS	Complete	2	3	6	L
						Pupils should wear school uniform with some modifications, e.g. wearing PE kit to school on games days to avoid use of changing rooms, or use of own clothes in Junior school.		Pupils	Ongoing				
19	Transport 1 - travelling to school	Staff Pupils	3	4	12	Staff, parents and pupils encouraged to walk, cycle or drive. Additional cycle storage facilities installed.	Transport guidance to be included in Autumn term comms.	SMT	Complete	1	3	3	L
						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	Ongoing				
						Parents and pupils encouraged not to use public transport to school, and if essential, to avoid busy times and wear face coverings.		SMT	Ongoing				
						All individuals entering the buildings must sanitise their hands. This will be reinforced for users of public transport.		SMT	Ongoing				

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	Action status	Retained Risk			
			L	S	Risk					L	S	Risk	Low / Medium / High
20	Transport 2 - use of School coach transport	Pupils	4	4	16	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 defined seating plans, use sanitiser on boarding and disembarking, and pupils >11 years will be given washable facemasks.	Centaur Coaches have agreed to operate to the Schools Covid Procedures. Centaur have their own risk assessment that is shared with the School.	MA	Ongoing	2	3	6	L
21	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. DfE guidance on school transport will be followed (as per use of Centaur Coaches).		JMS	Ongoing	1	2	2	L
22	Catering (school-provided)	Staff Pupils	3	3	9	Extended lunch service, simplified menu options, and staggered meal times will facilitate moving children through the hall in bubbles, with cleaning in between.		DFG SG	Ongoing	2	2	4	L
						Screens erected to segregate bubbles in the dining hall		PT	Complete				
						CH&CO (contract caterer) responsible for risk assessment for their staff and processes including kitchens and food production.		CH&CO	Ongoing				
23	Maintaining hygiene of resources and equipment	Staff Pupils Parents Visitors	4	3	12	Resources and equipment kept to a minimum and rotated between sessions. Any that are not easily washable or wipeable should be removed. Pupils to have individual resources (pens / pencils / rules, etc) that are not shared. Junior school bubbles are allocated their own IT equipment.		All staff	Ongoing	2	3	6	L
						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	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.		All staff	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				
24	Maintaining optimum levels of cleaning	Staff Pupils Parents Visitors	2	4	8	Cleaning methods updated in line with government guidance		JMS	Ongoing	2	3	6	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	Action status	Retained Risk			
			L	S	Risk					L	S	Risk	Low / Medium / High
						Doors to be propped open to reduce use of handles	Confirmation received from the London Fire Brigade regarding propping open doors	JMS	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				
						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				
						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	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	Ongoing				
						Deep cleaning following government guidelines in the case of suspected or confirmed case of COVID-19.		JMS	As required				
25	School sports/clubs	Staff Pupils	4	3	12					2	3	6	L
						The Sports department will undertake specific Covid Risk Assessments before recommending activities.	Junior school focus on non close contact sports e.g. netball this term. Sports which require minimum equipment .	NR	Ongoing				
						Adaptations such as wearing uniform on PE days and not using changing facilities except for swimming .	Pupils are wearing swimming costume under clothes so only use changing room once. Cleaned between uses.	DFG CMM	Ongoing				
						Clubs start after pupils settled back in school. Limited choice and in bubbles. External providers lead lower-risk outdoor clubs only.	Staff to keep seating plans, clean equipment after use.	DFG/CMM	Ongoing				
26	Trips - domestic	Staff Pupils	3	3	9					2	2	4	L
						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.	Online learning opportunities bought in instead of some trips. Local trips encouraged within walking distance.	SMT	Ongoing				
27	Water fountains and bottle fill - risk of infection	Staff Pupils	3	4	12					2	2	4	L
						All bubbler water fountains to be taken out of use. Clear signage re. safe use.		PT	Complete				
						Regular cleaning of push buttons		PT	Ongoing				
						Swan neck bottle-fillers retrofitted to all external fountains to mitigate contamination risk.		MLR	Complete				
28	Trips - international	Staff Pupils	3	4	12								
						NO INTERNATIONAL SCHOOL TRIPS WILL BE APPROVED AT PRESENT. Once permitted, a risk assessment taking account of Covid-19 will be undertaken.		SMT	Ongoing				
29	Showering facilities	Staff Pupils	3	3	9					2	3	6	L
						School activities being adapted to minimise showering and changing (e.g. wearing PE kit to/from school)		SMT	Ongoing				
						Safe-capacity restrictions and enhanced cleaning regimen for staff showers introduced.		PT	Complete				
30	Use of lifts	Staff Pupils	2	4	8					1	2	2	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	Action status	Retained Risk				
			L	S	Risk					L	S	Risk	Low / Medium / High	
						Use of lifts limited to essential use only. Capacity limits imposed		PT	Ongoing					
Risk Assessment for COVID 19 Test, Trace & Isolate Process														
31	Risk that Test and Trace process is not understood by pupils, parents or staff	Staff Pupils Visitors	3	4	12						1	2	2	L
						Information has been published by the School on Covid procedures, including protocols for reacting to a positive test, identifying close contacts and communicating to staff, parents and pupils.	Refer School Post comms. and amended <i>Covid-19 Attendance and Medical policy</i> and <i>COVID Positive Test Protocol</i> . This has now been supplemented by information on Coronavirus testing by the School.	All	Ongoing					
32	Risk of incomplete records to complete Track and Trace	Staff Pupils Visitors	3	3	9						2	2	4	L
						Pupil registrations are taken and recorded centrally. Seating plans are recorded for lessons and for other regular activities e.g. school transport. Staff and visitor sign-in procedures implemented to ensure record available during term and holidays. Records are kept of those absent with symptoms to ensure test results are received.		SMT	Ongoing					
								SMT	Ongoing					
33	Risk Guidance on Track and Trace is not implemented correctly or adhered to	Staff Pupils Visitors	3	3	9						2	2	4	L
						Dedicated reporting procedures have been set up and Staff and pupils have been updated on the return to communicated for reporting confirmed positive cases of Covid-19 school plans for 8th March with respect to Covid testing in to the school.		SMT	Ongoing					
						Designated individuals are responsible for implementing Track and Trace per the School's COVID Positive Test Protocol.		SMT	Ongoing					
						A Central register of all tests undertaken and their results is kept to ensure that isolation dates are adhered to.		SMT	Ongoing					
						Communications are sent to parents for each incidence with information on the isolation procedure and duration		SMT	Ongoing					
34	Risk of non-compliance with data protection.	Staff	2	3	6						1	2	2	L
						Test and Trace data is securely stored on a central spreadsheet with restricted access.		SMT	Ongoing					
						Covid-19 Testing privacy statement published on the legal basis for collation and use of testing data. This clearly sets out requirement for sharing data with public health authorities.		MA	Ongoing					
						Age appropriate consent statements obtained for participation in School testing		DFG, MA, CMM	Ongoing					
						Data retention policy for time-bound deletion of test results.		MA	Ongoing					
35	Risk that procedures for reporting COVID-19 instances to external authorities not known or applied.	Staff	2	3	6						1	2	2	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	Action status	Retained Risk					
			L	S	Risk					L	S	Risk	Low / Medium / High		
						Nominated individuals are responsible recording suspected Covid-19 cases and test results, with oversight of the entire school.	DG/SG/MA	Ongoing							
						Nominated individuals responsible for liaison with local public health authorities and reporting of confirmed Covid cases	DG/SG/MA	Ongoing							
Risk assessment Covid 19 pupil and staff testing															
36	Risk that the School Testing programme is not understood by those administering or participating in testing	Staff Pupils Parents	3	3	9							2	2	4	L
						Explanatory communications are being sent to those being tested and parents/ guardians	Staff and pupils have been updated on the return to school plans for 8th March with respect to Covid testing in School and at Home. - Senior pupils, 3X in school, then 2X/week at home - Staff 2X/week at home.	DFG/CMM	Ongoing						
						Test instruction posters, booklets, FAQ and briefings are readily available and apparent.	Procedures for Home testing kits are being distributed (w/c 1 March 21).	SMT	Ongoing						
						Junior School: Staff are being provided with home testing kits and asked to carry out twice weekly LF tests. All staff to get tested before return to School.	There is no testing for primary age children at present	CMM	Ongoing						
37	Risk that the testing is incorrectly administered, processed or recorded.	Pupils Staff	3	3	9							2	2	4	L
						All staff and volunteers to undertake training online training modules on testing process.		SMT	Ongoing						
						On-site training for all staff and volunteers; to include (non-exhaustive): Risks, test procedure a.k.a. swabbing, use of PPE and social distancing requirements, sample handling and record keeping.	Techniques refined for lessons learned from in-school Testing	DFG	Ongoing						
						Unique bar codes are used to register the Lateral Flow tests and reconcile to the central record of test results.		DFG	Ongoing						
						Testing roles clearly defined (Registrar, Test supervisor, Processor and recorder) and role appropriate training provided.	All sessions to be overseen by a Supervisor who is a Senior member of staff.	DFG	Ongoing						
						Clear process for informing individuals / parents of test results		DFG	Ongoing						
						Junior School: Specific instructions on administering the test, recording it with NHS Test & Trace, and protocol for a positive test result communicated to staff.		CMM	Ongoing						
						Procedures for Home testing kits are being distributed (w/c 1 March 21).		MA/CMM/DG	05/03/2021						
38	Risk of insufficient staff available to carry out the testing.	Pupils Staff	3	2	6	RISK WILL BE FURTHER MITIGATED BY MOVING TO HOME TESTING OF STAFF AND PUPILS AFTER INITIAL 3 TESTS IN-SCHOOL.						1	2	2	L
						Sufficient resources will be available by use of existing staff time, recruitment dedicated staff and parent volunteers		DFG CMM	Ongoing						
						Contingency plans established for a second testing site at Horn Park Sports Ground is required.		DFG	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	Action status	Retained Risk			
			L	S	Risk					L	S	Risk	Low / Medium / High
39	Risk Covid Test site is not suitable	Pupils Staff	2	4	8	Suitable site identified; adequate size for 2m distancing, ventilation, separate entry and exits. Test site set-up in line with guidance with Registration, Swabbing, Recording and Processing Desks and waiting areas not on a one-way system. Use of screens and workflow to maintain separation of swabbing and processing areas and promote separation of testing staff and test subjects. Suitable isolation area designated while pupils await test results.	DFG/ JMS	Complete	2	2	4	L	
40	Risks of infection during testing procedure	Pupils Staff	3	4	12	RISK WILL BE FURTHER MITIGATED BY MOVING TO HOME TESTING OF STAFF AND PUPILS AFTER INITIAL 3 TESTS IN-SCHOOL. Pre-registration of tests using unique references and NHS app minimises staff contact and time in testing centre. All involved in testing to be trained, briefed on risks and Refer also mitigation re. training, site set-up, and social acknowledge by signing participation statement Sufficient PPE of the appropriate medical grade to be available for testing. Intra-test cleaning of swabbing bays and regular test-site cleaning protocols in place. Appropriate facilities for disposal of test paraphernalia and clinical waste	DFG DFG DFG/ JMS DFG/ JMS DFG/ JMS	Ongoing Ongoing Ongoing Ongoing Ongoing	1	4	4	L	
Medical risk assessment													
41	Risk that contagious individual (symptomatic or asymptomatic) is present at School	Staff Pupils Parents Visitors	4	4	16	Covid screening of staff and pupils prior to return to school to prevent contagious individuals attending. Regular twice weekly asymptomatic testing of Snr School pupils and staff to identify and isolate contagious individuals Measures outlined to Minimise the risk of infection mitigate against contagion from an infectious individual.	Community and dedicated School testing mandated prior to return to school Note - serial testing of pupils as an alternative mitigant to self-isolation has paused (as 20/1/20)	All SMT All	As required Ongoing Ongoing	2	4	8	L
42	Risk that pupils, parents or staff do not follow national Government Covid-isolation procedures.	Staff Pupils Parents Visitors	4	3	12	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 Level of adherence to Covid safety measures monitored by SMT. Frequent reminders to follow guidance sent as communications to pupils, parents and staff.	Staff asked to acknowledge they have read and understood copy of Covid-19 Attendance and Medical policy. Central record of all testing in School used to ensure return dates comply with Covid-isolation guidance	SMT	Ongoing Ongoing	2	3	6	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	Action status	Retained Risk				
			L	S	Risk					L	S	Risk	Low / Medium / High	
43	Risk to Clinically Vulnerable (CV) or Clinically Extremely Vulnerable (CEV) individuals	Staff Parents Visitors Household		3	5	15					2	4	8	L
						Individuals in these categories should attend School (with exception CEV pupils, see below) subject to appropriate measures, communication and actions to reduce anxiety and risk. Individual risk assessments are carried where appropriate, taking into account instances whereby a pupil or staff member may live with someone in the CV or CEV categories in their household or support bubble.	Re-survey staff, including those coming off furlough for full school opening, to ascertain those with health issues or concerns. Some clinically vulnerable staff to work from home if medical advice letter received.		Ongoing					
44	New and Expectant Mothers	Staff	3	4	12	Children classed as clinically extremely vulnerable should not attend school.	We are not aware of any CEV pupil at present. Any such pupil to be supported to work remotely.	SMT DFG CMM	As required		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					
45	BAME	Staff	3	4	12						2	3	6	L
Wellbeing and safeguarding														
46	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
						Education is mandatory and all children are expected to return to school (exceptions Clinically extremely vulnerable, or where a risk assessment recommends a child remains at home).	The School is containing to listens to families' concerns, offering reassurance and encouraging return for child's benefit.	SMT	Ongoing					
						Remote teaching can continue in the case of isolation or lockdown due to investment in IT to facilitate Hybrid learning		SMT	Ongoing					
						Programme for new joiners to include substantial contact with key members of staff.		SMT	Ongoing					
47	Impact on staff and pupils with protected characteristics and SEN	Staff Pupils	2	2	4						1	2	2	L
						SEND department arranges 1:1 lessons for those pupils at risk of falling behind if they won't come into school .		SMT	Ongoing					
						Covid-19 related risk factors specific to these groups are considered on an individual basis when making decisions about a pupils attendance		SMT	Ongoing					
						Revised rules, adapted for individual key stages/SEND children, referenced in policy with sanctions.		JG CMM	Completed					
48	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	Completed					
						DSL or their deputy available on site whenever there are pupils in school.	One member of safeguarding team/SMT always on site.	DSL	Ongoing					

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	Action status	Retained Risk			
			L	S	Risk					L	S	Risk	Low / Medium / High
49	Ensuring high standards of staff and pupil welfare.	Staff Pupils	3	4	12	All staff contacted to ascertain current personal situation regarding shielding of themselves or people in their household 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 Care taken to manage workload associated with remote learning and school teaching. Availability of counsellor for all staff and pupils Usual pastoral care systems in place to deal with trauma, anxiety, behavioural issues and bereavement. Pastoral systems continue including access to pastoral staff, pastoral assemblies and regular pupil communications regarding well-being Deputy Head appointed Staff Welfare officer for the Junior school	individual risk assessments completed as required to address staff or pupil concerns. All staff given access to the risk assessment and asked to give feedback SMT review level of supply cover available. Actions taken include recruitment of additional cover teachers and bringing staff back from furlough. Number of days counsellor is available extended to provide extra capacity for staff and pupils.	SMT SMT SMT Counsellor Staff JG CMM CMM	Ongoing Ongoing Ongoing Ongoing Ongoing Ongoing Complete	2	2	4	L
50	Working from home - H&S issues	Staff Pupils	3	4	12	Staff expected to return to work in accordance with DfE guidance, unless still furloughed. Information and guidance sent to staff Office chairs, ergonomic supports and additional IT equipment is provided to staff with special requirements to create a safe home workspace 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.	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. In event of a full or partial closure these measures will be reinstated as soon as possible	SMT JMS Staff MA CMM	Ongoing 06/04/2020 As required Ongoing	2	2	4	L
Facilities and Premises													
51	Fire: real or false alarm	Staff Pupils Parents Visitors	2	4	8	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. Ascertain FLOs once all staff surveys are in. Reassign where necessary. Review fire evacuation signage in each room to ensure it reflects any revised routes.	Initial and follow-up drill incorporating lessons learned completed for Autumn term	SMT JMS JMS JMS	Ongoing Complete Ongoing Complete	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	Action status	Retained Risk			
			L	S	Risk					L	S	Risk	Low / Medium / High
						Review fire signage in assembly points to ensure that evacuees are as socially distanced	JMS	Complete					
52	Fire - regular checks	Staff Pupils	2	4	8				1	3	3	L	
						All regular fire checks and tests continuing and being documented.	Maintain regular fire practices Senior pupils reminded to wear masks during evacuation.	PT	Ongoing	1	3	3	L
53	Water quality	Staff Pupils	3	3	9				2	3	6	L	
						Weekly regular documented flushing of all water outlets in place	Flushing recommences for any prolonged period of closure	JMS	Ongoing				
						Annual water tanks cleaning & chlorination	Carried out by Thames Valley	MLR	complete				
						Carry out testing of all water outlets prior to return to school	Testing carried out by TVWS	MLR	complete				
						Treat any water tanks that produce abnormal bacterial readings		MLR	complete				
						Water fountains - clean thoroughly		PT	Ongoing				
						Water dispensers six-monthly inspections carried out.	Premises run all water dispensers during closure.	PT	Ongoing				
54	Air handling and air conditioning systems	Staff Pupils	2	4	8				1	3	3	L	
						All air-con and air-handling inspected and maintained on a six-monthly basis.		MLR	Ongoing				
						Set units to use external air where possible, and set to maximum power and runtime.		MLR	complete				
						Any units that cannot use external air to be turned off to avoid circulation of infectious particles.		MLR	complete				
55	Buildings safety inspections	Staff Pupils	2	3	6				1	3	3	L	
						Weekly building inspections being carried out and documented		PT	Ongoing				
56	Sports centre	Staff Pupils	4	4	16				1	3	3	L	
						CLS Risk Assessment prepared for opening to members or external hires under Covid restrictions		NLK	Ongoing				
						Testing / filtration / chemical treatment ongoing.		NK	Ongoing				
						Monitor school plan for school re-use		NK	Ongoing				
						Sports hall / pavilion may be used by the school - such areas to be treated consistently with other classroom spaces.		JMS	As required				
						RA's for school use of pool and other facilities		NLR	As required				
57	Contractors	Staff Pupils	3	4	12				2	3	6	L	
						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							
						Contractor visits and works reduced to essential only		MLR	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	Action status	Retained Risk			
			L	S	Risk					L	S	Risk	Low / Medium / High
58	Security	Staff Pupils	3	2	6	Contractor information form and induction form amended to cover COVID-19 guidance compliance.	MLR	Completed	2	2	4	L	
						Unused parts of the site to be kept secure, receptions staffed when school open.	PT	Ongoing					
						Holiday time: all staff not on timetable to sign in and record their working location (lone -working procedures).	All staff	Ongoing					
						Term time: all staff to register their presence in senior school by registering their staff id card on a reader	JMS SMT	Ongoing					
						Junior school - will continue to use their existing manual sign-in & out sheets, sheets to be retained .	JMS	Ongoing					