

Hazard Number	Hazard Description (Where / When)	Applicable to				People who are at Risk	Inherent Risk			Description of preventative measures / actions	Status of Operation/ Additional Comments	By Whom	Action status	Retained Risk			
		Junior	Senior	Staff	Facilities		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	Y	Y	Y	Y	Staff Pupils Parents	1	4	4					1	1	1	L
		Y	Y	Y	Y					All risk assessments circulated to Governors for discussion and approval. Governors regularly apprised of events by Headmaster and Bursar and copied into Head's weekly letter to parents.		MA	Ongoing				
2	Communication	Y	Y	Y		Staff Pupils Parents Governors	3	3	9					2	2	4	L
		Y	Y	Y						Regular updates to all key stakeholders on school operations and Covid control measures. Key Covid procedures are documented in policy or procedure notes.	January 2022: Full programme of communications to pupils, staff and parents to explain Covid-19 procedures being put in place to manage the risk from Omicron variant.	SMT	As required				
		Y	Y	Y						Deputy Heads available to any member of staff for individual meetings to discuss issues		DFG SG	As required				
		Y	Y	Y						All communications to parents copied to staff		KB	As required				
3	Regulatory Compliance	Y	Y	Y	Y	Staff Pupils Governors	2	4	8					1	3	3	L
		Y	Y	Y	Y					Nominated individuals responsible for monitoring and ensure compliance with regulatory guidance		SMT	Ongoing				
		Y	Y	Y	Y					Latest regulations and general advice (government, DfE, 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				
		Y	Y	Y	Y					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	Y	Y	Y		Staff Pupils	3	3	9					2	2	4	L
		Y	Y	Y						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				
		Y	Y	Y						Pupil behaviour policy /Medical / Attendance and isolation/ Child Protection / Safeguarding policies updated		LR JCG	Complete				
5	Reputational risk if outbreak at school / COVID-19 procedures insufficient	Y	Y	Y	Y	Staff Pupils Parents Visitors	3	4	12					1	3	3	L
				Y						The School always looks to follow the relevant guidance. 'Grey' areas are risk assessed and documented, and in general the school has followed a more cautious approach throughout the pandemic.	January 2022: Procedures revised for Guidance for Schools and Government's Plan B in response to Omicron variant.						
		Y	Y	Y	Y					Robust risk management assessment and control procedures.		SMT	Ongoing				
				Y						Remind staff and parents to refer media enquiries to the school. Communications team have oversight of external communications.		KB	Ongoing				
		Y	Y	Y	Y					Governor approval of risk management process and framework		MA	Ongoing				
Minimise risk of infection from Covid-19																	

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6	Insufficient monitoring of the effectiveness of and compliance with Covid control measures	Y	Y	Y	Y	Staff Pupils Parents Visitors	3	4	12	SMT responsible for monitoring compliance, seeking feedback, and regularly 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
7	Social Distancing - Site capacity. More pupils return to school than can be safely accommodated on the site.	Y	Y	Y		Staff Pupils	5	4	20	Planning follows the Government's Operational guidance for schools and EYFS settings	January 2022: "Bubbling" of students is not mandated, however, precautions are being taken in the Jnr School to prevent mixing of staff and pupils between "bubbles" comprising 2 year-groups in EYFS, Y1-2, Y3-4, Y5-6. In the Senior School, appropriate consideration is given to the format of assemblies, visits and vertical tutoring. The level of Covid is monitored through case statistics, the self-isolation list and reporting of positive cases.	SMT	Ongoing	3	2	6	L
		Y	Y	Y					CONTROL OPTION: Per the Coronavirus Outbreak Management Plan, Bubbles or other precautions such as social distancing and mask use can be reintroduced if the School's or local Covid-19 infection status warrants this.		DFG LR	Ongoing					
		Y	Y						CONTROL OPTION - If full "Bubbling" is implemented, seating plans are kept and adhered to for every lesson or activity to minimise contact within them.		SMT	Ongoing					
8	Social Distancing - Room and Corridor Capacity.	Y	Y	Y	Y	Staff Pupils	4	3	12	CONTROL OPTION: Risk can be mitigated by SMT's policy of using face coverings in communal areas and classrooms for Senior pupils	January 2022: All Senior School pupils and staff continue to wear masks at School. Junior School: Staff to wear facemasks and are being reminded of their recommend use in a teaching setting. Pupils are encouraged to wear a facemask in KS2, and mandatory facemask wearing will be reviewed as a contingency measure if Covid infection levels are high.	SMT	Ongoing	2	2	4	L
		Y	Y	Y	Y				CONTROL OPTION: Adjustments to room layout, one way systems and signage to promote social distancing.	January 2022: The guidance on strict Social distancing restrictions has eased therefore signage has been removed. Staff are reminded to socially distance where possible.	PT	Ongoing					
9	Social Distancing - Congestion at pupil arrival and pick up time meaning that social distancing is not conformed to	Y	Y	Y	Y	Staff Pupils Parents Visitors	4	3	12	CONTROL OPTION: Staggered drop off and pick up times for each year group in the Junior school involving collection from individual classrooms. One way system in operation at the Junior school site. Mask use mandated for parents at this time.	January 2022: Staggered drop off times are not required for safe access to the site. Parents at the Junior school are requested to socially distance and use face masks.	LR DFG	Ongoing	3	2	6	L
10	Social Distancing - Individuals not following instructions / compromising social distancing.	Y	Y	Y	Y	Staff Pupils Parents Visitors	3	4	12					2	4	8	L

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		Y	Y	Y					Instructions on changes to 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, assemblies, form tutor sessions. Parents: Details in welcome letters and ongoing communications	DG LR	Ongoing						
		Y	Y	Y					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	LR JG	Completed						
11	Social Distancing - Providing necessary intimate care (main relevance to EYFS)	Y		Y		Staff Pupils	3	3	9						2	2	4	L
		Y		Y					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						
		Y								Review intimate Care Policy and adapt for COVID-19	LR	Complete						
12	Failure to maintain hand hygiene.	Y	Y	Y	Y	Staff Pupils Parents Visitors	3	4	12						2	4	8	L
		Y	Y	Y	Y				All entry points to school to have sanitiser available with signage promoting use	January 2022: Communications to staff and pupils to emphasise the importance of hand sanitation. All sanitation points replenished.	PT	Complete						
		Y	Y	Y	Y				Temporary washbasin (troughs) installed to increase the number of and accessibility to hand-washing facilities.		PT	Complete						
13	Failure to maintain respiratory hygiene	Y	Y	Y	Y	Staff Pupils Parents Visitors	4	4	16						2	4	8	L
									CONTROL OPTION: Policy of use of face covering by all staff and all Senior school pupils in all shared use spaces, and Senior pupils in classrooms. Uniform sanctions issued for breach of policy.	January 2022: Facemasks continue to be mandated in the senior school and are encouraged in the Junior School for KS2 pupils. Use of visors alone prohibited in Operating guidance; these must be worn with a face covering.	All	Ongoing						
		Y	Y	Y	Y				Ventilation in all areas of the school maintained even in winter months where possible.	January 2022: Importance of ventilation as a preventative measure reiterated in communications to staff. Guidelines on ventilation and uniform code issued.	All	Ongoing						
14	Insufficient training on safe use of PPE	Y	Y	Y	Y	Staff Pupils Parents Visitors	4	4	16						2	4	8	L
				Y					Staff and pupil instructions to include clear guidance on when PPE should be used and training given regarding safe use.	PPE is available for use in medical situations or where the school has requested its use	AH SBL ZH	Ongoing						
				Y					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						
15	PPE 1 - Insufficient availability of PPE		Y	Y		Staff Pupils	2	3	6						2	2	4	L

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				Y					School keeping 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 to undertake pupil LF testing in school.	SMT PT	Ongoing					
				Y					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					
				Y					CONTROL OPTION: Cough and sneeze screens are available to instal as a physical barrier to the transmission of Covid 19.	January 2022: DfE guidance does not mandate social distancing. Screens reintroduced into offices in Oct. 2021 to accompany policy of mask wearing by staff and senior pupils	JMS	Complete					
16	Uniform requirements - risk of COVID-19 contamination from clothing	Y	Y	Y		Staff Pupils	4	3	12					2	3	6	L
		Y	Y	Y					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.	January 2022: Changing facilities can be used by pupils but Junior school pupils continue to wear PE or Games kit to school on active days to minimise risk and disruption.	Pupils	Ongoing					
17	Transport 1 - travelling to school	Y	Y	Y	Y	Staff Pupils	3	4	12					1	3	3	L
		Y	Y	Y	Y				Staff, parents and pupils encouraged to walk, cycle or drive. Additional cycle storage facilities installed.		SMT	Complete					
									All individuals entering the buildings must sanitise their hands.		SMT	Ongoing					
18	Transport 2 - use of School coach transport	Y	Y			Pupils	4	4	16					2	3	6	L
		Y	Y						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 are required to wear facemask.	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					
19	Transport 3 - use of the school minibuses	Y	Y	Y	Y	Staff Pupils	3	4	12					1	2	2	L
		Y	Y	Y	Y				DfE guidance on school transport will be followed; use of minibuses is permitted. Covid is a consideration in risk assessing travel for sporting events and trips.	January 2022: Trips and fixtures will be considered on a case by case basis. Pupils and staff are required to wear face masks on our mini buses as per government guidance. Policy of mask wearing on transport for KS2 pupils.	JMS	Ongoing					
20	Catering (school-provided)	Y	Y	Y	Y	Staff Pupils	3	3	9					2	2	4	L
		Y	Y	Y					CONTROL OPTION: If Bubbling is adopted, extended lunch service, simplified menu options, and staggered meal times facilitate moving children through the hall, with cleaning in between.	January 2022; Operating guidance for schools and easing of social distancing restrictions has allowed normal operation of the servery and mealtime to resume.	DFG SG	Ongoing					
				Y	Y				Thomas Franks (contract caterer) responsible for risk assessment for their staff and processes including kitchens and food production.		Thomas Franks	Ongoing					
21	Maintaining hygiene of resources and equipment	Y	Y	Y	Y	Staff Pupils Parents Visitors	4	3	12					2	3	6	L

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		Y	Y	Y	Y					CONTROL OPTION: Shared resources and equipment kept to a minimum and rotated between sessions. Any that are not easily washable or wipeable should be removed.	January 2022; Operating guidance for schools makes greater provision for use of shared resources. This position to be reviewed in line with changes to infection rates in the school and local area.	All staff	Ongoing					
		Y	Y	Y						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					
		Y	Y	Y						CONTROL OPTION: 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.	January 2022; Operational guidance means lockers can be used. This position to be reviewed in line with changes to infection rates in the school and local area.	All staff	Ongoing					
22	Maintaining optimum levels of cleaning	Y	Y	Y	Y	Staff Pupils Parents Visitors	2	4	8						2	3	6	L
		Y	Y	Y	Y					All frequently touched surfaces, door handles, light switches, toilets used during the day are regularly cleaned by a pool of cleaners operating through the school day.	January 2022: Routine of intra-day cleaning to continue and reviewed ongoing in recognition of the increased transmissibility of the Omicron Covid variant.	PT	Ongoing					
		Y	Y	Y	Y					CONTROL OPTION: Wipes are provided in every classroom and office for individuals to wipe down their desks, chairs and equipment before and after use.	January 2022: All cleaning and sanitation resources replenished to promote good hygiene practices and mitigate the increased transmissibility of the Omicron variant. In the Junior School, a procedure of wiping down surfaces between lessons is being implemented in KS2.	PT	Ongoing					
		Y	Y	Y	Y					Deep cleaning following government guidelines in the case of suspected or confirmed case of COVID-19.		JMS	As required					
23	School sports/clubs	Y	Y	Y		Staff Pupils	4	3	12						2	3	6	L
		Y	Y	Y						CONTROL OPTION: Follow DfE and Sporting association guidance whether to allow games, clubs and/or intra-school fixtures. Decision may also be made by SMT taking into account School's and local Covid infection rates. Individual sports and certain trips are subject to a risk assessment by the Sports Department including consideration of Covid 19 risks.	January 2022: Guidance permits intraschool sports. Fixtures will be considered on an individual basis with the same mitigations as last term and dependent on review of case numbers at Colfe's and at the other schools. This position is regularly reviewed by SMT.	NR	Ongoing					
										Adaptations such as wearing uniform on PE days and not using changing facilities except for swimming .		DFG LR	Ongoing					
24	Trips - domestic	Y	Y	Y		Staff Pupils	3	3	9						2	2	4	L
		Y	Y	Y		Staff Pupils				CONTROL OPTION: Follow DfE Schools' guidance on domestic trips. Decision may also be made by SMT taking into account School's and local Covid infection rates. Individual trips are subject to the completion of a risk assessment taking account of Covid-19.	January 2022; Guidance allows for Domestic trips, including residential ones. The Covid situation is continually monitored with decisions reached on a case by case basis. This position is regularly reviewed by SMT.	SMT	Ongoing					
25	Water fountains and bottle fill - risk of infection	Y	Y	Y	Y	Staff Pupils	3	4	12						2	2	4	L
										Swan neck bottle-fillers retrofitted to all external fountains to mitigate contamination risk. Pupils encouraged to bring their own bottles to school.		MLR	Complete					
26	Trips - international	Y	Y	Y		Staff Pupils	3	4	12	NO INTERNATIONAL SCHOOL TRIPS ARE BEING APPROVED AT PRESENT.								

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		Y	Y	Y					Once permitted, a risk assessment taking account of Covid-19 will be undertaken.	January 2022: The situation on overseas residential trips was reviewed in the Autumn and a decision made not to plan any before end Q1 2022.	SMT	Ongoing					
27	Showering facilities	Y	Y	Y	Y	Staff Pupils	3	3	9					2	3	6	L
		Y	Y						School activities being adapted to minimise showering and changing (e.g. wearing PE kit to/from school)	January 2022 -Junior school Pupils are wearing sports kit to school, Senior pupils do not use showering facilities after games.	SMT	Ongoing					
Risk Assessment for COVID 19 Test, Trace & Isolate Process																	
28	Risk that the school's Covid procedures are not understood by pupils, parents or staff	Y	Y	Y	Y	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. This is communicated to staff, pupils and parents whenever guidance changes.	January 2022: Schools are no longer responsible for tracing of close contacts. Close contacts advised by NHS Track and Trace are now advised to continue attending their setting and take a daily lateral flow test each day for 7 days. This revised guidance has been communicated to staff and pupils in January 2022.	All	Ongoing					
29	Risk of non-compliance with data protection.					Staff	2	3	6					1	2	2	L
									Record of Suspected and confirmed Covid tests is securely stored on a central spreadsheet with restricted access.	January 2022: Covid vaccinations were offered in school to 12 to 15 year olds in Autumn 2021. Medical consent requested from parents directly by the Health team; contact information was shared securely with them for the purposes of obtaining consent only.	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.	January 2022: This is not currently relevant as school contract tracing has paused and is the responsibility of NHS Test and Trace.	MA	Ongoing					
Risk assessment Covid 19 pupil and staff testing																	
30	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 sent to those being tested and parents/ guardians when guidance changes or in advance of in-school testing	January 2022: All Staff and Snr school pupils continue to receive sufficient tests to carry out 2X tests/week at home. Jnr School pupils will be required to test prior to return to school.	DFG/LR	Ongoing					
									Test instruction posters, booklets, FAQ and briefings are readily available and apparent.	Self-isolation period is reduced from 10 to 7 days if a negative LF test result is obtained on days 6 and 7.		Ongoing					
									All staff and volunteers involved in the in-school testing undertake the NHS online training modules on testing process before participating in testing. A record is kept of the training certification	This information is being communicated to staff and pupils in January 2022.		Ongoing					
31	Risk that the testing is incorrectly administered, processed or recorded.					Pupils Staff	3	3	9					2	2	4	L
									All staff and volunteers involved in the in-school testing undertake the NHS online training modules on testing process before participating in testing. A record is kept of the training certification	January 2022: Start of term testing is primarily self-administered LF tests. Trained and experienced staff are All test subjects experience at least 3X supervised Lateral Flow testing in school before home testing implemented.	SMT	Ongoing					

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Medical risk assessment																	
32	Risk that contagious individual (symptomatic or asymptomatic) is present at School	Y	Y	Y	Y	Staff Pupils Parents Visitors	4	4	16					2	3	6	L
			Y	Y	Y				Senior school and staff - risk mitigated by the national vaccination programme to ages 12 and above	September 2021: Local Authority health teams have given vaccinations to children ages 12-15, parental consent required. Vaccination remains a personal choice and vaccination status is not tracked. January 2022: Vaccination offered to clinically vulnerable children aged 5-11.	Staff, Snr	Ongoing					
			Y	Y	Y				Senior school and staff: Risk mitigated by asymptomatic Lateral Flow testing. CONTROL OPTION: We will follow Public Health advice on the potential introduction of more frequent Lateral Flow testing for certain groups within the school in response to infection levels.	January 2022: Staff and Senior school pupils are required to take 2X LF tests per week. Results are registered with NHS track and trace, School is only notified of a positive test.	Staff, Snr	Ongoing					
		Y	Y		Y				Everyone in the school community is advised to follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.	January 2022: Schools are no longer responsible for tracing of close contacts. Updated guidance and school procedures are being communicated to staff and pupils in January 2022.	All	Ongoing					
				Y					Level of adherence to Covid safety measures monitored by SMT. Frequent reminders to follow guidance sent as communications to pupils, parents and staff.								
33	Risk to Clinically Vulnerable (CV) or Clinically Extremely Vulnerable (CEV) individuals	Y	Y	Y	Y	Staff Parents Visitors Household	3	5	15					2	4	8	L
									Individuals in these categories should attend School subject to appropriate measures, communication and actions to reduce anxiety and risk. Individual risk assessments are carried out 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.	We are not aware of any CEV pupil at present. Staff are encouraged to discuss health issues or concerns with their line managers or a member of SMT. Some clinically vulnerable staff to work from home if medical advice letter received.	SMT	Ongoing					
34	New and Expectant Mothers			Y		Staff	3	4	12					2	3	6	L
									Pregnant staff and new mothers are classified as higher risk and should follow government guidance.	Whilst government guidance is not for pregnant mothers to shield, a more precautionary approach is advised. 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 LR	As required					
35	BAME			Y		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 LR JMS	As required					

Wellbeing and safeguarding

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36	Risk that pupils or parents elect not to return and miss out on education and development opportunities	Y	Y			Pupils	3	3	9					3	2	6	L
		Y	Y							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				
		Y	Y	Y	Y					Remote teaching can continue in the case of isolation or lockdown due to investment in IT to facilitate Hybrid learning		SMT	Ongoing				
37	Impact on staff and pupils with protected characteristics and SEN	Y	Y			Staff Pupils	2	2	4								
		Y	Y							Programme for new joiners to include substantial contact with key members of staff.		SMT	Ongoing				
		Y	Y	Y						Covid-19 related risk factors specific to these groups are considered on an individual basis when making decisions about a pupils attendance or the provision of catch-up learning.		SMT	Ongoing				
38	Inadequate safeguarding procedures.	Y	Y	Y		Staff Pupils Parents Visitors	2	4	8								
		Y	Y	Y						Revised rules, adapted for individual key stages/SEND children, referenced in policy with sanctions.		JG LR	Completed				
		Y	Y	Y						Safeguarding policy updated in line with COVID-19 advice from government.	Policy available on website and in documents.	JG	Completed				
39	Ensuring high standards of staff and pupil welfare.	Y	Y	Y		Staff Pupils	3	4	12								
		Y	Y	Y						All staff contacted as required to ascertain current personal situation regarding shielding of themselves or people in their household. Individual risks assessments completed as necessary		SMT	Ongoing				
		Y	Y	Y						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	SMT consider staff and pupil wellbeing in decision making at the weekly SMT meeting.	SMT	Ongoing				
		Y	Y	Y						Care taken to manage workload associated with remote learning and school teaching.	All staff given access to the risk assessment and asked to give feedback	SMT	Ongoing				
		Y	Y	Y						Availability of counsellor for all staff and pupils; number of counselling sessions extended.		Counsellor	Ongoing				
		Y	Y							Usual pastoral care systems in place to deal with trauma, anxiety, behavioural issues and bereavement.		Staff	Ongoing				
		Y	Y							Pastoral systems continue including access to pastoral staff, pastoral assemblies and regular pupil communications regarding well-being		JG LR	Ongoing				
40	Working from home - H&S issues	Y	Y	Y		Staff Pupils	3	4	12								
		Y	Y	Y						Deputy Head appointed Staff Welfare officer for the Junior school		LR	Complete				

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				Y					CONTROL OPTION: The School follows DfE and national Coronavirus guidance regarding working from home. The suitability of a role for home working is situation dependent and is assessed on individual basis.	January 2022: Guidance is for all staff to return to work and work from home where possible. The majority of teaching and non-teaching roles need to be physically on site and adaptations to routine, social-distancing measures and virtual meetings are being used to mitigate the risks.	SMT	Ongoing					
				Y					H&S risks mitigated by making office chairs, ergonomic supports and additional IT equipment available 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					
		Y	Y						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 LR	Ongoing					
Facilities and Premises																	
41	Fire: Adaptation of alarm response for Covid	Y	Y	Y	Y	Staff Pupils Parents Visitors	2	4	8					1	3	3	L
		Y	Y	Y	Y				Fire practice sessions whenever a new group of pupils / staff return so as to incorporate staggered starters/staff	Initial and follow-up drill incorporating lessons learned completed for Autumn term	SMT	Ongoing					
									Review fire evacuation procedures in light of changing pupil numbers and new one way systems.		JMS	Complete					
					Y				Ascertain FLOs once all staff surveys are in. Reassign where necessary.		JMS	Ongoing					
					Y				Review fire evacuation signage in each room to ensure it reflects any revised routes.		JMS	Complete					
					Y				Review fire signage in assembly points to ensure that evacuees are as socially distanced		JMS	Complete					
42	Fire - management of risks arising from periods of school closure.				Y	Staff Pupils	2	4	8					1	3	3	L
					Y				All regular fire checks and tests continuing and being documented.		PT	Ongoing		1	3	3	L
43	Water quality - heightened risks arising from periods of school closure.				Y	Staff Pupils	3	3	9					2	3	6	L
					Y				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					
					Y				Carry out testing of all water outlets prior to return to school	Testing carried out by TVWS	MLR	complete					
					Y				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					
44	Air handling and air conditioning systems - heightened risks arising from periods of school closure.				Y	Staff Pupils	2	4	8					1	3	3	L
					Y				All air-con and air-handling inspected and maintained on a six-monthly basis.		MLR	Ongoing					
					Y				Set units to use external air where possible, and set to maximum power and runtime.		MLR	complete					
					Y				Any units that cannot use external air to be turned off to avoid circulation of infectious particles.		MLR	complete					

Hazard Number	Hazard Description (Where / When)	Applicable to				People who are at Risk	Inherent Risk			Description of preventative measures / actions	Status of Operation/ Additional Comments	By Whom	Action status	Retained Risk			
		Junior	Senior	Staff	Facilities		L	S	Risk					L	S	Risk	Low / Medium / High
45	Buildings safety inspections				Y	Staff Pupils	2	3	6					1	3	3	L
					Y					Weekly building inspections being carried out and documented		PT	Ongoing				
46	Sports centre					Staff Pupils	4	4	16					1	3	3	L
										Government guidance for the operation of Gyms and Leisure Centres during Covid-19 is being followed. This is supplemented by Association guidance on the use of facilities for specific sports		NLK	Ongoing				
										Testing / filtration / chemical treatment ongoing.		LA	Ongoing				
										Monitor school plan for school re-use		LA	Ongoing				
47	Contractors				Y	Staff Pupils	3	4	12					2	3	6	L
					Y					Contractor information form and induction form amended to cover COVID-19 guidance compliance. Use of advance Lateral flow testing and masks are mandated in line with the school's policy at the time of the site visit. Works are planned to minimise interaction with staff and pupils.		JMS MLR	Completed				