

Fairley House School Risk Assessment: Testing for COVID-19 in Schools

Overall Risk Assessment in the COVID-19 Environment

	Hazard	Control measures	Outcome	Remarks / Re-assessment
A	Safeguarding policy and procedures not updated and / or staff and pupils not feeling safe.	Safeguarding is updated every Sept, upon any changes and in line with KCSIE.	Safeguarding policy – changes highlighted at Inset and training of staff carried out. Policy approved by BOG at first meeting	Annual review every Sept followed by training at Autumn inset
B	Government advice not being regularly accessed, assessed, recorded and applied.	ISBA bulletins monitored regularly along with attendance at forums, government updates reviewed as published. H&S consultants provide support and advice. Staff responsible for review MT, LB and SF, with all staff encourage to contribute	Ensure all stakeholder are updated and RA and policies reviewed and adapted as necessary	Ongoing communication required
C	Staff and parents do not know or understand the 'system of controls' (see explanation above) and how they are applied.	Reference to the attached Appendix A lists the system of controls, these are reflected within the control measures we have in place	Stakeholders are aware of the Risk Assessment and the appendices	Ongoing communication
D	Changes not regularly communicated to staff, their unions, pupils, parents and governors	Governors meet on a regular basis to discuss the current situation Staff are receiving emails from the Head along with regular staff meetings Pupils have contact daily with teaching staff Parents receive regular email communication with the Head This assessment will be updated on a regular basis and available on shared drive to staff for review	Support from governors is key to ensure that they are aware of potential areas of concern	Ongoing communication

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E	Changes to assessments, procedures and other important matters not reviewed by Governors	All areas that are not normal school day will be risk assessed ahead of the event and the Head will sign off. The Head will report back to the governors with any matters arising	Risk Assessments to be carried out and signed off by Head	Ongoing review
F	Insurers and / or brokers not updated with school's amended plans	Will send copy of our RA to our insurers for review and comment	As updates are received new RA to be prepared and sent for review, ensure continuous updates	Ongoing review
G	Not appreciating that Secretary of State has a statutory power to order schools to remain open.	School is aware of this and we shall be following government guidance and following all their advice.	Governors will make decisions in conjunction with government advice,	
H	Insufficient liaison with local authority and health protection team over testing and actions.	School will follow advice and call LA and Health Protection team as necessary. Many of our pupils have an EHCP and the LA's are in contact for our RA. We follow the Department for Education advice in all areas	Advice sought as required	Ongoing review
I	Active engagement with NHS Test and Trace not implemented and the procedures not understood by all staff and parents.	Staff and parents are advised of the process of contacting NHS Test and Trace	Regular communication with all to remind of the process	Ongoing review
J	Insufficient systems and staff to support training, testing and contact tracers.	All staff complete the training and as a group we practice procedures and review the process. The team leader reviews the process and ensures we are meeting the requirements.	Ongoing review and all staff to be trained, ensure guidance updated.	Ongoing review
K	Staff, parents (and pupils) do not understand and follow NHS Test and Trace procedures.	Staff and parents are advised of the process of contacting NHS Test and Trace	Regular communication with all to remind of the process	Ongoing review
L	Training and testing activities insufficient to provide reassurance including feedback and Q&A?	We are following the government guidance and will ensure that this is passed onto all those relevant	Regular communication with all to remind of the process	Ongoing review
M	DfE advice to keep groups separate (in "bubbles") not being fully implemented where appropriate.	With smaller numbers in school our bubbles will change, and we shall limit contact and arrange groups accordingly	Regular review	Ongoing review
N	Each group's ("Bubble") health not properly analysed and risk assessed to consider switching to remote learning.	Our pupil numbers are small and we therefore always operate in small groups	Regular review	Ongoing review

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O	The definitions of "close contact" and the trigger for a pupil/staff to self-isolate not understood.	All staff are aware of the process and the final decision is cleared with senior management	Regular communication	Ongoing review
P	Record of names of pupils / staff in their groups / bubbles, not updated on a regular basis.	Our small school ensures that we are aware of pupils groups and staff to ensure can monitor any close contacts	Reviewed regularly	Ongoing review
Q	Insufficient information to identify close contacts of symptomatic individuals and support contract tracing.	All staff are aware of the process and the final decision is cleared with senior management	Regular communication	Ongoing review
R	No contingency plans for self-isolation of individuals, groups, multiple pupils and or staff.	<p>If pupils have to self-isolate then work will be sent home for them to complete.</p> <p>If multiple pupils have to isolate we shall move back to our remote teaching via TEAMS.</p> <p>If staff have to self-isolate, they shall set work where possible.</p> <p>The Head will make decision regarding remote teaching via TEAMS. The normal timetable will be taught via</p>	<p>Work to be sent if isolated case, but potential move to TEAMS remote teaching</p> <p>The Head will make the final decision if required/ when appropriate</p>	Ongoing review
S	Insufficient preparation to communicate with parents, carers, staff and pupils in case of infection and groups needing to self-isolate.	The Head sends email updates to parents, following the decision made	Regular communication	Ongoing review
T	Insufficient consideration to minimising contact and maximising distance between all those in school where ever possible.	<p>As a small school with a complex timetable due to the specialist nature of our teaching and workplace restrictions (due to security access and safeguarding), it is not possible to create bubbles of classes and year groups at all times. As a result we shall:-</p> <p>Remind staff and pupils to social distance</p>	Ensure all aware of the importance of minimising contact and maximising distance, where possible.	Ongoing review

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		<p>Keep corridors moving – “keep to the left” in all common areas</p> <p>As a priority, all desks to be forward facing</p> <p>Signage reminders around school</p> <p>Stagger start times and monitor moving classrooms to minimise the numbers of pupils/staff in the common areas at any one time.</p> <p>Allow pupils to visit the toilet during class time to avoid queues at break times</p> <p>External visitors not to move around school freely. They should wear masks where SD not possible, and in the event of a visit, site staff to clean areas they have visited and the usual hand sanitiser to be used before and after visit</p>		
U	Social Distancing (SD), hygiene and ventilation rules not sufficiently robust, understood, communicated, applied or checked.	<p>Hand sanitiser station at entrance/exit of buildings, Head on door duty and will enforce sanitiser and hand washing on entry</p> <p>Signage around school to remind along with sanitiser on each floor.</p> <p>Each classroom has hand sanitiser and the teacher to instruct use at start and end of lesson, or for pupils to wash hands.</p>	Remind during assemblies to hygiene rules and importance of SD.	Ongoing review
V	SD rules and safety precautions for activities (play, games, drama, music) not understood or adhered to?	Staff to monitor the lessons for drama, music and play to encourage SD	Staff to implement	Ongoing review
W	Unsuitable enhanced cleaning regime, not regularly re-assessed or revised for high-risk areas such as toilets,	After break time and lunch time Site staff will clean all high touch point	Site staff to implement regular cleaning routine at	Ongoing review

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	door handles, keypads, switches, hand rails and frequently used hard surfaces.	areas to include toilets, door handles, keypads and hand rails to ensure they are kept clean.	each site they are based on	To review maintenance of the of the wooden handrails to ensure smooth and enable thorough cleaning
X	High-risk areas not being regularly monitored (including boarding areas) for hygiene.	As stated above, high risk areas will be additionally cleaned twice during the school day and then by our contract cleaners at the start or end of day depending on the site, along with the usual clean		
Y	Contract providers and services suspended or unable to attend school.	The school has been open during the pandemic to keyworker/vulnerable pupils and therefore all contract providers and services necessary have continued, following the strict protocol. During lockdown this will be for urgent matters only, or transferred to when open		
Z	Access to school not controlled effectively and visitor (if allowed) details not recorded.	All visitors are to report to reception, they will complete a visitor declaration form and then they will be taken to the designated waiting areas. Movement around school will be limited, masks to be worn and maintain SD and when they leave site staff to be notified by reception for the areas to be cleaned. Hand sanitiser to be used on entry and when leave. Record of this to be kept by school secretary.		
AA	Insufficient supplies of hygiene materials and not readily available, suitably stored or located.	Site staff to monitor the stock levels and place order as required, external cleaning contractors monitor cleaning products stock and have access to larger stock as part of their business.		
BB	Inadequate contingency plans for changes to school operation: local or national lockdown, re-closing, loss of catering or teachers?	If we close we shall move to our successful remote learning, via TEAMS, which follows the usual		

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		school timetable. If catering is not possible we shall revert to pupils bringing packed lunch as we did via the summer term. Our pupil/staff ratio is high due to the nature of our specialist teaching, therefore if staff need to isolate we shall be able to cover in house as we have a higher ratio		
CC	Insufficient contingency plans in case of medical need for self-isolation of individuals, multiple pupils, staff or local outbreaks?	<p>If during the school day we need to isolate an individual, they shall be moved to the treatment room. A call to collect the individual will be made and if they should be accompanied while they wait full PPE should be worn, including plastic apron, gloves and mask. To be disposed in a double bagged bin liner after use, follow the COVID policy.</p> <p>A test to be arranged and follow government guidance regarding isolation.</p> <p>If larger outbreak of several pupils, the Head's office at CS will be used as a holding area and the meeting room at LR will be used.</p> <p>If local outbreak we shall have to liaise with the LA as to whether school should be closed.</p>		
DD	Risk assessments and protective measures for holiday clubs, after-school clubs and other out-of-school clubs not regularly updated.	There are no after school clubs or out of school clubs taking place during this period		
EE	Are all Risk Assessments regularly reviewed and updated based on feedback and lessons identified from all those in school including pupils and support staff, visitors and contractors.	Risk assessments in general are reviewed annually, this RA is reviewed monthly or in line with government guidance changes		

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FF	All hazards identified properly mitigated and regularly re-assessed?	We carry out regular H&S walks and these are reported back to our committee for discussion. Staff are encouraged to report any matters immediately via the phone if urgent or the ticketing system if it can wait. H&S is everybody's responsibility.		Ongoing review
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Risk Assessment for COVID-19 Test and Trace Process

	Hazard	Control Measures	Outcome	Remarks / Re-assessment
1	Explanatory T&T letters / emails not sent to parents / pupils, staff and governors.	Email and consent has been passed to all	All information sent out via email	
2	No school "COVID-19 Testing Privacy statement".	The privacy notice was sent along with the other information		
3	"COVID-19 Testing Privacy statement" not communicated to staff, parents, pupils and governors.	This has been sent along with the other information and is on the website	Regular communication	
4	T&T data not recorded securely with consideration given to deletion after 14 days.	Our data is saved on an excel spreadsheet, which is secure within our IT system. This is destroyed in 14 days.		
5	Those that have had "close contact" with someone tested positive for COVID-19 do not know they are able to return to school if they agree to a test once a day for 7 days, and the test is negative.	All information has been sent to parents and staff; we shall communicate regularly	Ensure that all are informed	
6	Age-appropriate consent statement for testing (under / over 16) not properly completed.	All government guidance is being followed.		
7	Test instruction posters, booklets, FAQ and briefings not readily available and apparent.	Posters and information is displayed in the newly constructed test centre within school		
8	Tests not supervised or conducted by trained staff.	All staff are trained, we shall monitor the number of staff trained and increase if necessary	Ongoing review	
9	Testing area not sufficiently controlled to limit access to testers, those being tested and supervisors	Using a room that has in/out access and is controlled environment, in use as a testing centre	Ongoing review	

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10	Test process not maintaining social distancing where appropriate, good hand and respiratory hygiene or keeping occupied spaces well ventilated.	All staff are following the strict protocol and the guidance provided by the government. Training is in place and the team lead is monitoring regularly	Ongoing review	
11	Social distancing advice between testing staff and those being tested including distances between desks, chairs etc not being observed and supervised.	All testing staff are trained, room is setup in accordance with guidelines. Team lead regularly monitors	Ongoing review	
12	Staff assisting with taking and processing swabs not wearing appropriated PPE.	All testing staff are trained. Team lead regularly monitors	Ongoing review	
13	Process of swabbing not following training and / or updated guidance.	All testing staff are trained. Team lead regularly monitors	Ongoing review	
14	Tested sample incorrectly handled safely during the process including disposal.	All testing staff are trained. Team lead regularly monitors	Ongoing review	
15	Process for informing parents / pupils / staff not understood and implemented.	All testing staff are trained. Team lead regularly monitors	Ongoing review	
16	The process of barcoding, recording and communicating test results is not accurate and supervised	All testing staff are trained. Team lead regularly monitors	Ongoing review	
17	Inadequate supervision / checking to ensure equipment handled correctly and not shared.	The testing process is in line with government guidance and all staff are trained the team lead regularly monitors	Ongoing review	
18	Process of lost LFD, failed scans or damaged barcodes not understood or properly implemented.	The testing process is in line with government guidance and all staff are trained the team lead regularly monitors	Ongoing review	
19	Extraction solution with lab test kit (there are no manufacture anticipated hazards) are inappropriately handled, stored and disposed.	The testing process is in line with government guidance and all staff are trained the team lead regularly monitors	Ongoing review	
20	The training does not reflect hazards identified with testing and these are not communicated to testing and cleaning staff?	The testing process is in line with government guidance and all staff are trained the team lead regularly monitors	Ongoing review	
21	Those tested positive not confirming the positive result with a Polymerase Chain Reaction (PCR) test and either failing to self-isolate pending the confirmation test or self-isolating unnecessarily after a confirmatory PCR test might have cleared them as having a false positive.	Instruction of process is provided verbally regarding the PCR test and this is followed up by school testing staff		

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22	Key layout requirements including staff (see next grid below) not being fully met.	The testing room is setup in accordance with guidelines. Team lead regularly monitors	Ongoing review	
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Risk Assessment for COVID-19 Test Sites

	Hazard	Control Measures	Outcome	Remarks / Re-assessment
23	Insufficient staff available (depending on throughput: Team Leader, Test Assistant, Processor, Coordinator, Registration Assistant, Results Recorder, Cleaner)	We have trained many staff in most roles, and this will be monitored and shall ask further staff to train if required	Ongoing review	
24	Training time and content inadequate (3 hrs with introduction video, on-line training and assessment plus rehearsal.)	We have followed the government guidance and then carried out a small testing practice of the process, following this we identified points to improve, working as a team. Reviews of the process will be discussed regularly by testing term, Team lead to ensure compliance	Ongoing review	
25	Consent forms are not available and properly completed?	Consent forms sent via MS Forms, this results in a spreadsheet being created with data for ease of management. Available at a click.	Ongoing review	
26	Test site flooring is not non-porous.	Test centre setup in a room with non-porous floor		
27	Test site is not well lit with a good airflow	Test centre has lighting and airflow.		
28	Test site Registration, Swabbing, Recording and Processing Desks and waiting areas not on a one-way system.	We have a one way area created for the testing centre.		
29	Test chair in the swabbing bay not a minimum of 2m apart.	Those waiting for testing are being staggered with the help of a staff member, creating a line with SD in place and using the hall as holding area again with SD in place		
30	Each swabbing desk and associated processing desk not more than 1m away and Recording desk not located close by.	Room setup in accordance with the guidelines.		

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31	No clear division and demarcation between swabbing and processing area.	Room setup in accordance with the guidelines		
32	Non-authorised people and test subjects able to enter the processing area	Room setup in accordance with the guidelines and only testing staff able to access the processing area		
33	Inadequate evidence of quality assurance, guidance and supervision.	Team leaders in charge of the quality assurance, a brief write up of the whole process to be written up, reviews to take place every two weeks. Data to be stored and feedback provided to the team		
34	Processing bays not properly cleaned, and waste (including clinical waste) is not properly disposed.	Testing staff are fully trained and team lead will monitor regularly		
35	Disorderly entry, processing, social distancing and exit movement.	Created a one way system in the room, as before we have a holding room in hall while people waiting for testing		
36	Manual handling of testing kits, pallets, boxes, packages and waste not considered in terms of bulk, weight and access.	Site staff are moving the boxes in accordance with manual handling protocols.		
37	Testing kits not stored at 2 - 30°C and tests not given in the appropriate ambient temperature of 15 - 30°C.	All staff are aware of the conditions that testing kits are required to be stored at.		
38	Inadequate provision of a quiet space to talk with the pupil mindful of the need for social distancing / PPE / wellbeing.	Only one pupil at a time is in the testing area, this will be reviewed if we need to upscale the numbers being tested	Ongoing review	

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

	Hazard	Control Measures	Outcome	Remarks / Re-assessment
1	Communication channels not working and not reviewed. (Email, text, facebook etc).	We use a VLE to communicate to parents, along with email and letters. Staff have regular briefings and inset training.	Ensure that all are kept informed	Ongoing review
2	Staff, parents and pupils returning to school not provided or updated with full induction process or aware of changes and potential hazards.	Continuous training planned, communications to staff and letter to go to all parents. Pupils will have an	Ensure that all are kept informed	Ongoing review

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		assembly on return to school, teachers to also pass on the information during form time		
3	Lack of a robust feedback and reply system to ensure best practice and two-way communications for pupils, parents, staff and governors	Risk Assessment is drafted and then sent to staff for review and feedback. Governors also sent the RA for feedback and comments,	Ensure that all are kept informed	
4	No Governor and / or SLT member for school / department responsible for COVID-19 matters. Governor / SLT members' contact details not known and not on call.	The governing body appointed a governor responsible for COVID 19 matters, the chair is another point of contact. The Head, Bursar and HR Manager along with the SLT are all responsible, and staff can contact via email or phone.	Those with responsibility are known	
5	No school representative identified to liaise with local authorities and local health protection team.	The Head will liaise with the LA and the health protection team as required		
6	Local authorities and health protection teams not engaged prior to re-opening (and the benefit of their services in case of infection).	The LA and Health Protection Team will be engaged as required.		
7	No plan to inform local health protection team if two or more confirmed cases within 10 days or there is an overall rise in sickness absence.	If we have two or more confirmed cases the local health protection team will be informed, the attendance will be monitored for staff and pupils and the Head informed of concerns		
8	No system to communicate with staff who are unable or have not returned to school for fear of infection.	We have private contact numbers for all staff, HR Manager is in contact with staff to ensure they are being supported in the return to school		
9	Lack of mechanism for parents of pupils with significant risk factors to discuss concerns and provide reassurance of the measures put in place to reduce the risk in school.	The Head liaises with all parents and provides assurance as necessary.		
10	No staff, pupil and / or parent health declaration implemented or recorded.	A health declaration for all staff to complete has been sent		
11	Lack of knowledge of where pupils / staff have travelled from (other than home and school) on holiday or at weekends.	Staff have been asked to inform HR manager, if they have been away. HR Manager liaise with staff regarding the isolation periods if abroad and the importance of such.		

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		Parents have been asked via a letter from the Head.		
12	Insufficient information on where pupils, staff and visitors have been located in school including the make-up of bubbles and activity groups.	The government advertising has made it very clear that if visit a country with higher levels of infection you must quarantine, or if travel even allowed, we have also reminded our parents and staff to follow this protocol		
13	Staff, parents and pupils not self-isolating after holiday and work visits (for 2 weeks?) to non-government agreed countries.	We remind staff, parents and pupils of the rules through regular communication		
14	Lack of robust rules for hygiene standards for staff and pupils – and failure to adequately enforce standards	Constant reminder of the expectations and posters to reinforce around school		
15	Class and activity rooms not properly and regularly ventilated with fresh air.	All staff are advised of the importance of keeping the rooms well ventilated.	Ongoing reminders	
16	Staff not trained or regularly updated in COVID-19 symptoms, SD and how these rules apply to teaching?	Staff reminded regularly of symptoms through government advice and by school communications, reminder of signs and SD in class where practicable		
17	At drop-off and pick-up parents not complying with SD policy outside gates and entrances.	Parents regularly reminded of the expectations		
18	Staff and parents not cleaning frequently touched surfaces of bike, car, pram etc before and after journeys to school.	Parents regularly reminded of the expectations		
19	Insufficient or no guidance on safe travel to and from school (e.g. encouraging walking, cycling, minimise car sharing) or protocols at school gates etc.	We have school buses which many pupils use, they have in place SD and hygiene processes for pupils to follow		
20	Transit spaces (corridors), social zones (car parks, common rooms, playgrounds) do not support SD. Walk on the left protocol?	Corridors and staircases have signage reminder to walk on the left and SD reminders, the staff room has spacing with identified non-use areas. Limited numbers posted in kitchens		

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21	Learning and recreational spaces not de-conflicted or configured to SD rules for different groups or bubbles.	Where practicable classrooms are spaced, desks facing forward, areas being cleaned after each use either by teaching staff and/or supervised children		
22	Little consideration of different age groups in timetabling, length of the school day and exposure to other age groups.	As a small school where possible we bubble school year groups, we limit interaction where practicable.		
23	Insufficient consideration and alternatives to using public transport including staggering school start and finish times.	Due to most of our pupils going home via school bus, they leave at the same time, this will be done in phases per bus from their classrooms		
24	No system in place to deal with bereavements, trauma, anxiety, stress, behavioural and sleep issues.	We have an EP that would support pupils/staff as required with matters of this nature.		
25	Strategy to keep children safe online not re-assessed and insufficient consideration of supervising access to the internet, checking apps, websites and search results etc	Our policy on IT acceptable use is reviewed on a regular basis.		

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

	Hazard	Control Measures	Outcome	Remarks / Re-assessment
1	Lack of review, update or sharing of safeguarding, code or practice, and staff handbook policies.	Inset training covers the safeguarding updates and new policy in place every September		
2	Inset does / did not reflect required training for COVID-19 related procedures, safeguarding, H&S, well-being etc	Staff receive training in September INSET regarding Covid and H&S, use of our consultants training to support.		
3	Staff have insufficient instruction and training on identifying and supporting vulnerable pupils, parents and other staff.	As a specialist school, all our staff are highly trained to identify needs along with our SENCO and EP.		
4	System of controls (see explanation above) not understood and / or properly implemented.	Staff are trained and the Head oversees		
5	DSL and ADSL not easily contacted and their contact information not known to all.	DSL is Head and ADSL is Deputy – all staff have their contact details		

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6	No COVID-19 specific policy that includes medical responses, SD, teaching, socialising, feeding, hydration, well-being etc.	We have a policy in place.		
7	Revised fire drills, registers, routes and assembly points not rehearsed (to ensure where safe to include SD)	In the event of a fire, we would practice SD were possible, although quick safe evacuation is most important. The cage and park where congregate is very spacious so SD possible		
8	Needs of each age group and class not considered discretely in terms of support, activities and facilities.	Our specialist school ensures we cater to all needs of age groups to a high standard.		
9	Staff moving between classes and year groups not maintaining distance from pupils and other staff (ideally 2 m between adults)	Staff are reminded that they should maintain SD from other adults, ideally 2m if possible, when moving around school.		
10	Staff and pupils (where applicable) not wearing face coverings (if required) whilst moving between classrooms or activities.	All staff and pupils in Y7 above wear masks around communal areas, and when not sitting at their desks. Reminders given.		
11	Supply, peripatetic and/or other temporary staff moving between schools not minimising contact, maintaining as much distance as possible from other staff or observing hygiene rules.	Peripatetic teachers use the music room and do not move around school, all measures to include face shields, hand sanitiser and distance to be in place during lessons. Long term supply being used but following the usual SD and mask wearing in communal areas.		
12	Roles conducive to home working and therefore helping to reduce infection (e.g. some administrative roles) not identified.	As a small admin team, it is difficult to maintain cover at school if staff work remotely, this to be reviewed continuously.		
13	The "ideal" of adults maintaining 2m distance from each other, and from pupils not realised or insufficient mitigating measures.	We will where possible remain 2 m apart at all times, along with other measures stated within document.		
14	Contact between groups or bubbles is not minimised or distance between individuals maintained and properly supervised.	Our pupils move around school due to the nature of our specialist teaching and therefore we shall create year group bubbles we are around 190 pupils. We shall where		

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		possible limit interaction as much as possible.		
15	Distinct and consistent groups or 'bubbles' not maintained or separated and so, in the event of a positive case, difficult to identify those who may need to self-isolate.	Close contact is specified by attached Appendix 2, we will be able to identify those that have been classed as close contact using the school timetable.		
16	Insufficient controls measures and safety precautions for larger groups with greater risk of infection.	As above we maintain year group bubbles but will be able to identify close contact information to identify those that should self-isolate		
17	Large gatherings such as assemblies or collective worship with more than one group not avoided.	We shall reduce the size of the assembly groups to allow more spacing between pupils and limit contact		
18	Insufficient controls for those pupils allowed to mix into wider groups for specialist teaching, wraparound care and transport.	As a small school we do mix pupils on the buses by location of address and therefore we shall be able to identify close contact through the use of the bus lists		
19	Younger pupils not supported in understanding the importance of maintaining distance, not touching staff and their peers - where possible.	Staff to speak to younger pupils during lessons to highlight importance of SD but not to a level which will cause stress.		
20	No specific help and preparation for the changes to routine for pupils with SEND (whether education, health and care plans or on SEN support).	Our pupils have SEND and we work with them to explain the changes within school, our specialist teachers are trained to explain matters to ensure they are understood		
21	Where a pupil attends more than one setting on a part-time basis (e.g. dual registered) the system of controls not considered collaboratively to address identified risks.	N/a		
22	Classrooms do not have side-by-side seating or forward facing desks to reduce risks.	Most classes have forward facing desks & side by side desks, if this is not possible we have ensured there is a 2m space between each pupil		
23	ITT trainees not sufficiently briefed, hosted and integrated in their support to school.	N/a		

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24*	Volunteers not checked, left unsupervised, allowed to work in regulated activity or supported.	N/a		
25	Recruitment process and pre-appointment checks not following legal requirements.	HR manager following all the required process and protocols prior to appointments		
26	New staff and pupil registration and induction processes not adapted or compliant.	New staff will be provided with an inset induction ahead of the whole school inset, the new procedures will be discussed at this point.		
27	Support staff and TAs in regulated activity do not have the appropriate checks.	N/a		
28	SCR not updated with DBS related issues and required documents not properly verified or recorded.	SCR all updated		
29	Plans to separate work, learning, meetings, activities and play outside not fully considered	All activities are considered with the rules around COVID.		
30	External coaches, clubs and organisations for curricular activities not risk assessed, or systems of control measures implemented.	No external coaches, clubs organisations being used		
31	Opportunities for non contact sport, adventure play, Forest School, gardening etc not regulated or considered	PE teacher organises the sports in line with all COVID considerations		
32	Physical education, sport and physical activities not following the measures in their system of controls.	PE teacher to review the sports offer and adapt the RA to incorporate the measures needed		
33	Indoor sports and activity areas not sufficiently well and regularly ventilated with fresh air.	Windows in hall are open when pupils are using the room		
34	Sporting, play and SD rules unclear to staff, pupils, parents and visitors.	Once the risk assessment has been finalised, confirm to all groups the proposed arrangements		
35	Pupils not kept in consistent groups, maximising distance between pupils or paying scrupulous attention to cleaning and hygiene during sports activities.	Staff oversight at all times, with feedback to the Bursar if changes to policy/arrangements may need to be considered.		
36	Sports equipment not sufficiently cleaned between each use by different individual groups.	PE teacher will ensure equipment is cleaned prior to next group using		
37	Risk assessment for play, drama and dance activities not re-assessed, applied or checked.	New RA for drama, play and dance activities which incorporate required measures		
38	Added risk of infection where there is singing, chanting, playing wind or brass instruments not reviewed.	As above the risks reviewed in a new RA		

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39	Shared staff spaces are not set up or used to allow staff to distance from each other.	Staff prep room will be set up to allow for SD and will be limited to max four people in the room at one time.		
40	Staff meetings and staff rooms unregulated in terms of space, equipment, resources (copiers, kettles, biscuits tins etc) timings, SD and purpose.	All staff meeting take place in hall where SD can be implemented, or large classrooms if not whole school. Shared resources copier, kettle and biscuits – Staff are responsible for self-clean - wipes to be provided and before/after use staff to clean down equipment touched.		
41	Staff not having sufficient down time / rest during the working day / week?	Staff will be able to have lunch as usual with the rota in place, or in their classroom.		
42	Staff schedules do not build in the need to avoid increases in unnecessary and unmanageable workload burdens.	Work load increase due to COVID should not become an issue for staff, if there are concerns staff to advise Head		
43	Staff unable to manage the provision of both in school and remote learning.	We will work in school only, or if required to work remotely then the HEAD will review the process to ensure that we are not increasing workload and will be remote learning or in school not both.		
44	Security, CCTV and access systems not regularly checked, updated and (where necessary) re-coded.	IT Manager maintains the Security and CCTV, policy in place		
45	Parent, Pupil, Staff, Contractor, Visitor drop-off and pick-up procedures, in and out routes not shared, understood or applied.	Yes refer to COVID policy		
46	Appropriate safety measures not in place for wraparound childcare for both indoor and outdoor provision.	N/a		
47	Transit spaces (corridors), social zones (common rooms / playgrounds) not configured to separate different groups.	Keep moving and keep to left, one way system in place is the process for moving around school communicated at meetings and through visual poster reminders/floor stickers.		

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48	Classrooms don't reflect recommended layout, PPE, screening, enhanced cleaning rules and timings.	All classes follow the required SD and have been given all the necessary cleaning and PPE, staff to advise if any concerns.		
49	Hand washing not part of school culture or routine e.g. no regular breaks for hand washing during the school day.	Pupils will wash their hands before break and lunch, along with entry to school and when they leave. They will also sanitise when moving from one class to another.		
50	Insufficient hygiene stations at entrances, exits, toilets, classrooms, play areas, common rooms, staff areas etc	We have hygiene stations at entrance and toilets have soap for washing of hands along with hand sanitiser in classrooms.		
51	Hygiene stations (including bins) not stocked, checked, emptied and cleaned regularly.	Site staff will monitor these areas when doing their regular clean of high touch point areas.		
52	Unnecessary and unused items not removed from classrooms and other learning environments.	No spare furniture in classes.		
53	Soft toys, furnishings, spare furniture and items that are hard to clean not removed and stored securely.	All soft furnishings have been removed from the classes		
54	Individual and frequently used equipment, such as pencils and pens not shared by staff or pupils (who use their own).	Pupils to bring own stationery, reminder letter sent to parents. Staff to have their own equipment and no sharing.		
55	Classroom based resources, such as books and games and all frequently touched surfaces, which are used and shared within a group or bubble not regularly cleaned.	Staff to arrange to clean equipment as required before/after each group use, wipes and cleaning materials are provided in each room.		
56	Management of resources shared between classes or bubbles not cleaned frequently and meticulously or rotated to be left unused and out of reach for a period of 48 hours (72 hours for plastics).	N/a cleaning to take place after each use. Homework should be left for each period prior to handling		
57	Regulating the use and cleaning of locker, changing rooms, toilets and showers not managed and supervised.	Site staff will clean as part of their routine after break and lunch and then cleaners as per the usual process.		

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58	Pupils not limiting the amount of equipment brought into school daily to essentials such as bags, lunch boxes, hats, coats, books, stationery and mobile phones.	Pupils advised that they must not bring unnecessary items to school via letter home and assembly New process to be introduced for mobile phones brought to site. Teaching staff to offer a zippy bag to pupils to store their mobile phones. Teacher to collect/handle only.		
59	Pupils and staff taking necessary books and other shared resources home not sufficiently managed.	Staff to monitor the use of any shared resources going home, to ensure cleaned upon return.		
60	Outdoor playground equipment should be more frequently cleaned or left fallow.	N/a		
61	Assemblies, break times, meals, drop-off and collection times not sufficiently well staggered.	School day runs as normal, lunch staggered to allow for bubbles to be seated as a group		
62	Non-overnight educational visits not organised in line with protective measures (keeping children within consistent groups) and COVID-19 measures in place at destination.	No visits to take place		
63	Meal times not de-conflicted or possible to achieve SD in the servery and dining areas whilst still providing sufficient nourishment.	Lunch is staggered to allow for bubbles to be seated as a group, and the area to be cleaned.	Regular monitoring	
64	Catering staff rota not configured to avoid all catering staff having to self-isolate in case of infection and kitchen closing.	Catering is outsourced and they have measures in place to deal with these matters		
65	Organisation of breakfast and after school club not revised in to small, consistent groups and maintaining year groups or bubbles.	N/a		
66	Pupil and staff mental health and wellbeing not considered with individual needs not identified or supported.	HR manager in constant communication with staff and Head with pupils, have an open door policy and are a supportive school		
67	Insufficient pastoral and extra-curricular support for pupils to rebuild friendships and social engagement.	Head and teaching staff are highly skilled specialist and FHS is a close school community		
68	Insufficient support to address and equip pupils to respond to COVID-19 related issues.	Will be discussed in forms and through assemblies		
69	Re-scheduling of activities not operating efficiently or safely due to SD rules and timings	Meeting are conducted via TEAMS or Zoom.		

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70	Plans, briefing and statistics for ISI / Ofsted visit not updated.	School will be continuing with a normal timetable and all information will be updated as required		
71	Roles suitable to home working, such as administration, not considered to help reduce risks of infection in school.	Staff are given the option to work from home if appropriate		

Medical Risk Assessment in the COVID-19 Environment

	Hazard	Control Measures	Outcome	Remarks / Re-assessment
1	Sickness management rules and the “don’t come to work if you are ill” not understood or observed.	HR Manager is clear via her communication with staff along with the Head emails, that staff must not come to school if unwell or have symptoms.		
2	Staff and pupils who are ill or tested positive in the last 10 days do not know or are unwilling to stay at home.	The inset training and emails and letters will act as reinforcement of the process.		
3	The procedure for isolating or sending staff and pupils home for 10 days and arranging a COVID-19 test is not understood (if anyone becomes unwell in school).	This is communicated to all staff Parents will receive reminders via the newsletter of the process		
4	Given (Serial 1 & 2) above household or group members do not understand that they must self-isolate for 10 days.	As above constant reminders		
5	No isolation room and separate bathroom available, inadequate signs (from reception?) for those waiting collection and no access to PPE for those attending to unwell staff and pupils.	Treatment room is the isolation room, all staff aware and toilets are located next to each room for ease. School secretary will arrange for the pupils to be collected and HR manager if a staff member. PPE provided in all treatment rooms. Open window to increase ventilation		
6	Procedure is not clear for those Staff who have helped someone with symptoms and pupils who have been in “close contact”.	See Appendix 2, this is communicated to all staff		
7	Staff not aware of meaning of “close contact” i.e.: <ul style="list-style-type: none"> Direct close contacts: face-to-face contact with an infected individual for any length of time, within 1 m, including being coughed on, talking face to face, or unprotected physical contact (skin-to-skin). 	See Appendix 2, this is communicated to all staff		

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	<ul style="list-style-type: none"> Proximity contacts: extended close contact (within 1 to 2 m for more than 15 minutes) with infected individual. Sitting in a small vehicle (car) with an infected person. 			
8	Procedures for reporting COVID-19 instances to external authorities not known or applied.	The DfE guidance has been shared with reception staff to follow, as they will deal with pupils leaving school along with the Head		
9	Procedure for washing hands thoroughly for 20 seconds with soap and running water or using hand sanitiser after any contact with someone who is unwell is not understood or applied.	Every toilet has a poster showing how to wash hand effectively.		
10	Procedure for cleaning, with normal household bleach, the area around a person with symptoms after they have left (to reduce the risk of infection) is not understood or applied.	Cleaning products are provided to staff for use after an area, site staff will clean areas following someone with symptoms leaving the building.		
11	Science of risk not understood e.g. less severe symptoms in adults, younger children less likely to become unwell. Consistent groups help.	Communication via inset training Childhood symptoms added to the COVID-19 policy		
12	Although a useful confidence measure routine temperature testing is not a reliable method to identify COVID-19 (PHE advice refers).	We have a contactless thermometer to check temperatures, this will be undertaken on a random basis only. But also communicate the other symptoms to watch for A procedure should be established if an unexpectedly high reading is recorded. Take person to the treatment room, ask them to sit and wait 15 minutes and take temperature again, the Head will take temperatures		
13	Insufficient medical staff to deal with temperature testing (if used), isolating and monitoring suspect COVID-19 cases, outside appointments and normal medical issues.	We have many first aiders for our pupil/staff nos.		
14	No or insufficient training for those operating temperature testing or other precautions that require new equipment. Training not recorded for future reference.	Non-contact thermometer, temperatures not being recorded. If temperature high parents will be called to take pupil home.		
15	Medical staff have insufficient or unsuitable PPE, cleaning materials and training for tasks.	PPE is in each room, mask, gloves and apron, Face shields if required.		

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		Along with cleaning materials. Medical staff are first aid trained and if in doubt will call 999.		
16	Temperature testing undertaken using unsafe methods, not reflecting SD rules, not recorded or kept appropriately.	We have non-contact thermometers, these are not being recorded anywhere on file.		
17	No separate area for temperature testing, holding and isolation of pupils/staff. Areas not easily identified or regularly cleaned?	As above to be isolated in treatment room, cleaning will be as required when used, site staff to be informed		
18	Insufficient registration, induction, supervision (and temperature checking) of contractors working on site.	Site manager will liaise with the contractors on site, take temperatures and ensure that they complete the required forms and show their covid policy and RA		
19	Young children not supervised using hand sanitiser (risk of ingestion). (Note: Skin friendly cleaning wipes is an alternative).	Hand sanitiser is given by Head or Deputy at the door on entry and leaving school. The classroom hand sanitiser is with the teachers, it is on the wall in areas which are monitored by staff and pupils are aware this should not be taken without staff member present		
20	Young children and those with complex needs not supported in understanding importance of hygiene rules.	Specialist teachers are able to communicate the need for high levels of hygiene to the pupils		
21	Lack of information on how to react to coughing and sneezing using tissues (and their disposal), crock of arm and immediately cleaning hands with soap and water or hand sanitiser.	Sticker catch it, bin it and kill it on every classroom door as a reminder. Head to remind pupils during assembly.		
22	Hygiene rules not effective. "catch it, bin it, kill it" not re-publicised or applied.	Sticker on every classroom door		
23	Pupils not aware of behaviours which may increase the risk of droplet transmission (such as biting, licking, kissing or spitting).	Pupils reminded during assembly. Where behaviours such as spitting, dribbling, etc cannot be avoided, consideration should be given to the need for additional precautions such as PPE and additional cleaning.		

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24	Insufficient staff supervising and supporting normal medical staff particularly in their liaison with GPs, LA(?) etc.	We do not liaise with GPs on a normal basis, our SENCO deals with the LA as necessary		
25	Visits of or to GPs / nurses / dentists and local surgeries changed and not known by staff and or pupils.	N/a		
26	Staff are not aware those with COVID-19 symptoms should not go to a GP surgery, pharmacy, urgent care centre or hospital.	Staff are told to follow government advice regarding testing for COVID.		
27	No procedure considered if a mobile testing unit is dispatched to test others in school. (Testing will focus on the person's class, followed by their year group, then the whole school if necessary.	If mobile testing unit dispatched the Head shall arrange a process for all to be checked, we shall liaise with the LA and relevant parties.		
28	Testing equipment (such a Samba 2) not operated by trained staff or not compliant with CQC and GDPR rules.	N/.a only the lateral flow tests being carried out reference RA section above		
29	Insufficient or no procedure for summoning emergency services, lack of safe RV and cleared routes in and out.	First aid policy states the process, all staff aware to dial 999 if required. Treatment located on ground floor in both schools.		
30	No early liaison with local health protection teams and LA who provide advice (and may recommend large groups self-isolate or school closure)	Head to liaise with the LA and health protection teams in the first instance		
31	Insufficient First Aid trained personnel (ratio) for pupils in school and on activities and sport.	We have a high ratio of staff/pupil who are first aid trained		
32	Actions for using first aid on those with no COVID-19 symptoms unclear and not briefed.	Full PPE is provided and will arrange staff training for the Head to deal with these pupils.		
33	Not compliant with requirements for EYFS and PFA certification.	N/a		
34	Medical policy, procedures and appropriate response to spectrum of medical issues not revised or shared?	Medical policy is updated annually.		
35	Pregnant women are in the 'clinically vulnerable' category and not following the relevant guidance.	HR Manager preparing risk assessment for individual pregnant staff		
36	Lack of School decision or policy for level of PPE required for staff or pupils.	We are following government advice wearing face masks staff and Y7 pupils and above when moving in communal areas, we have face shields and if staff wish to wear them all day we are allowing		

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		this. All catering staff will wear face masks during service along with the peripatetic teachers.		
37	Insufficient training for all those that wear face coverings including fitting, storing, care and disposal arrangements.	Training provided during inset regarding face coverings and use. Poster on how to put on & take off a face covering		
38	Different age groups with different risk profiles for each group of staff and pupils not risk assessed?	HR Manager will risk assess different age groups and share with individual staff. Pupils will be assessed by SENCO, mainly those with EHCP		
39	School unaware of those that have been identified as Clinically Extremely Vulnerable (CEV) via a letter to the individual from NHS or their GP.	HR manager has a record of staff following conversations with staff members		
40	Clinically Extremely Vulnerable (CEV) staff and pupils have not been advised whether to work from home or go to school during period of national restrictions.	Staff wellbeing and health is paramount to the school, staff are supported where required		
41	Measures in school are not sufficiently robust for clinically vulnerable staff and pupils.	We are following all the measures that the DfE has specified where practicable, for the size of our school and the specialist nature to allow us to open with a normal timetable.		
42	Medical advice for vulnerable staff and children not being followed and insufficient support both at school and at home.	All advice being followed for vulnerable staff and children.		
43	Those with particular characteristics and an increased COVID-19 risk not identified and sufficient measures taken to reduce risks.	List of all those that are at higher risk maintained by HR Manager		
44	Lack of knowledge on whom has tested positive for COVID-19 and if it is recorded (for elimination purposes). Evidence of negative result should not be requested.	This data is being recorded		
45	Insufficient information and / or record of who is still shielding or had contact with anyone tested positive or suspected of COVID-19 and why this may preclude their attendance at school.	All staff who were shielding documented by HR and pupils by school secretary		
46	Lack of recording of which staff and pupils have been sent home with COVID-19 symptoms (a cough, high temperature or shortness of breath).	All staff absence is recorded by HR Manager including the reason and Pupils by school secretary, previous records are on file.		

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47	Lack of regular dialogue with those that have suffered from COVID-19 and / or are isolated at home.	Head in communication with the pupils and school secretary, HR manager liaises with staff		
48	Policy on wearing uniform and if washing also required to prevent infection for staff and pupils not re-considered.	Uniform being worn		

Support Staff Risk Assessment in the COVID-19 Environment

	Hazard	Control Measures	Outcome	Remarks / Re-assessment
1	Support and contract staff not regularly briefed on changes to school operation.	All staff have training via inset, can attend briefings and notes are emailed to all staff		
2	Physical meetings recognise SD, hygiene arrangements including well-ventilated rooms or, if possible, outside.	During meetings, ensure where practicable SD and that there is hand sanitiser along with a well ventilated room.		
3	Support staff and cleaners not fully considered or supported (particularly relating to age and vulnerability).	N/a		
4	Support staff have insufficient/inappropriate PPE, cleaning materials and training.	All staff have access to face shields, masks, gloves and plastic aprons.		
5	Cleaning regimes not enhanced, regularly reviewed, inspected or conforming to revised hygiene rules.	Site staff cleaning regular high touch point areas and contract cleaners carrying out the usual clean with enhanced focus on high touch points		
6	Security and access systems not regularly checked, updated and re-coded.	IT team manage the access to school and this is very secure with card fobs allowing entry		
7	Reconfigured areas, zones and routes hampering fire exits and routes.	No changes to fire exits		
8	Fire and other emergency procedures not reconfigured, routes not clear or regularly inspected.	No changes to fire exits		

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Facilities Management Risk Assessment in the COVID-19 Environment

	Hazard	Control Measures	Outcome	Remarks / Re-assessment
1	Insufficient hand washing or hand sanitiser 'stations' for all pupils and staff to clean their hands regularly.	Hand sanitiser in every classroom, exit and entry and in corridors, along with hand washing facilities in toilets		
2	Policy and procedures for contractors including signing in and out, and badges on school sites not reviewed, and / or enforced.	All visitors to enter and leave via reception, sign in, must complete COVID-19 visitor declaration form.		
3	Contractor health declaration and pre-work briefings not considered or implemented.	Visitor declaration form completed		
4	Contractor (and visitor) hygiene arrangements not considered including parking, guiding, supervision, breaks, meals and toilets.	Ideally no contractors on site during term time, unless emergency. They will then be accompanied, and the area cleaned when they have left, visitor declaration form to be completed and face coverings to be worn.		
5	Insufficient heating and/ or cooling system (including insufficient fuel levels if applicable).	Various installed across site.		
6	Insufficient gas supply, maintenance, checks, venting and valves.	All checks up to date		
7	Air conditioning units, ducts, ventilation and extraction systems not checked on re-occupying school facilities (including workshops).	All checks up to date		
8	Centralised ventilation system that removes and circulates air to different rooms is not using a fresh air supply.	Cooling system cannot be set to refresh, only circulate. Windows should be opened even if the cooling system is turned on to provide optimum ventilation.		
9	Electrical tests not up-to-date including emergency lighting and PAT including electrical equipment bought in to school.	All checks up to date		
10	Water testing for temperature, flow and legionella not in date, recorded or tested on re-opening facilities.	All checks up to date		

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11	Insufficient arrangements for the operation, additional cleaning and security (and use) of the swimming pool.	N/a		
12	Fire alarm panel, system and extinguishers not in date and not serviced.	All checks up to date		
13	Fire doors improperly propped open to limit use of door handles and increase ventilation.	Fire doors are automatically released on the alarm sounding and open where possible		
14	Limiting occupancy of as many rooms as possible (offices, laundry, common rooms etc) not considered.	Most offices contain one person, where two share they are aware of limiting sharing of resources and well ventilated rooms		
15	Kitchen not reconfigured, stocked and cleaned if closed over a long period.	No kitchen on site, servery only		
16	Insufficient chefs, supervising staff and cleaners to maintain high standards of hygiene.	No kitchen on site, servery only		
17	Servery and dining room rules inadequate or unsafe including wiping table, chairs and hard surfaces between sittings.	Staff will clean the dining area between sittings		
18	Insufficient drinking supplies and hydration available in dining room and around the school.	Water available from coolers, all pupils to have own water bottles, foot pump operated		
19	Cleaners changed working patterns during the day not discussed or agrees to meet the revised hygiene requirements.	Cleaners will carry out an additional 2 hour clean at CS site on Fridays to provide an enhanced clean in high touch point areas due to the site and numbers of pupils, site staff to clean high touch point areas after break and after lunch. Staff to vacate the premises by 4pm on Fridays to enable enhanced cleaning to take place.		
20	Cleaners have insufficient or revised instructions and training for appropriate cleaning and the wearing and disposal of PPE.	Contract cleaners are aware of the protocol, double bag PPE and dispose in rubbish along with our site staff. PPE		

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		provided for all, including eye shields.		
21	New service level agreement not agreed for contract cleaners, maintenance and grounds for a new working environment.	Contract cleaners are in place		
22	Insufficient cleaning staff for revised cleaning schedule and deep clean of each room and space daily unless left fallow.	N/a – cleaning taken place during school closure as normal		
23	Insufficient immediate procedures (quarantine and deep clean) and PPE where areas contaminated with bodily fluids.	Contract cleaners will support should deep clean be required		
24	Cleaning staff not equipped or using appropriate PPE including aprons, gloves, face coverings and their subsequent disposal.	Contract cleaners provided with required PPE		
25	Laundry wash and dryers not serviceable, unable to cope with temperature requirements and insufficient wash products.	N/a		
26	Suspended services not re-set or reviewed to cater for current school operation including waste disposal.	N/a		
27	Scheduled or on-going building works not reviewed given revised school timetables, staggered drop-off / pick-ups times.	N/a		
28	Suppliers not following appropriate SD, hygiene measures and new routes, arrival details etc	Supplier will deliver packages to holding area at CS and main lobby at LR, then leave building.		
29	Waste procedures not reviewed or sufficient to cater for increase in waste measures.	N/a – plenty of refuse bins		
30	Pest control services not sufficiently regular, recorded or deficiencies identified and actioned.	Rolling plan currently in place		
31	How often is this Risk Assessment reviewed? Daily? Weekly? Monthly? Termly? Annually?	Monthly and then as per guidance changes announced		