

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

### **Review following government guidance change 29<sup>th</sup> November 2021**

Y7 – Y11 and staff to wear face masks in communal areas: - corridors.

Visitors to wear face masks for the duration of their visit to school.

### **Review following government guidance pupil return to school – 31<sup>st</sup> August 2021**

Removal of “bubbles” within school

Pupils to return to lunch in hall and normal timetable

No contact tracing by school, rules regarding isolation of close contacts changed in line with government guidance.

Face coverings remain personal choice

Ventilation key – windows to be open in class and door where possible, air conditioning in rooms to be used only when windows open.

One-way stairs to remain in force at Causton Street

Hand sanitisation still vital and enhanced cleaning of high touch points remains in place.

Testing of all pupils Y7 – Y11 – Monday 6<sup>th</sup> Sept on return to school and then again Thursday 9<sup>th</sup> Sept.

Staff to continue twice weekly testing Monday and Thursday.

### **Review following government guidance – 14<sup>th</sup> May 2021**

Following the announcement with guidance changes 17<sup>th</sup> May pupils are no longer required to wear masks around school. Staff should continue to wear masks in corridors and communal areas and where social distance cannot be maintained.

After school clubs commenced and pupils are SD where possible.

### **Review and update 04.03.21 – overview changes in testing and rules on masks**

Introduction of testing for staff to home testing, staff have been provided with test kits and this will commence W/c 8<sup>th</sup> March, most staff have been tested within school on a regular basis and the process is the same, please refer to the blue leaflet “step by step guide “along with watching the video link mentioned below.

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

Pupils will be tested from Y7 and above, three times in school 8<sup>th</sup> Mar, Thurs 11<sup>th</sup> and Mon 15<sup>th</sup> Mar – a staggered start time on Mon 8<sup>th</sup>, SD must be maintained at all times including face masks to be worn. Following three tests on site at the end of W/c 15<sup>th</sup> March the home test kits for pupils will go home, pupils to test twice per week.

All pupils and staff to wear face masks during the day, where SD cannot be maintained this includes within the classroom and communal areas. This will be very a short period of time and we shall follow government guidance on this matter.

All other measures before the recent lockdown are in place, including bubbles, one way system, hand sanitising, SD, enhanced cleaning every Friday and high touch point cleaning by site staff regularly during the day.

### 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 encouraged to contribute	Ensure all stakeholders are updated and RA and policies reviewed and adapted as necessary	Ongoing communication required
C	Staff and parents do not know or understand the 'new control measures' (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, visitors and contractors 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	Support from governors is key to ensure that they are aware of potential areas of concern	Ongoing communication

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

		<p>Pupils have contact daily with teaching staff</p> <p>Parents receive regular email communication with the Head</p> <p>This assessment will be updated on a regular basis and available on shared drive to staff for review</p>		
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 we make changes	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), visitors and contractors 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

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

L	Testing Training modules and assessment not completed and recorded for specific roles	All staff involved in training have completed their training, certificates have been stored	No staff to test unless they have completed the training modules	
M	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
N	Those working in the Asymptomatic Testing Site ATS not trained and competent to do so?	All staff have completed training before working in the ATS	Work as a team and ensure standard are high	Ongoing training and feedback as a testing group
O	Are those that are self-testing (at home and in school) trained and competent to do so?	Staff have been tested at the ATS, therefore are familiar with the process. We have passed on the step by step guide from the government, to aid the process. We have advised staff any questions please ask	Regular communication	Ongoing
P	Is it understood which pupils may have difficulty to self-swab?	Parents have been asked if their child requires support with testing, as a specialist school we shall be guided by parents. We shall ensure that a list is compiled for testers to refer to, as to where support required, the Head will organise the support.	Only those pupils who have parents' permission will be supported	
Q	Are those unable to self-swab given additional support and reasonable adjustments?	Yes parents permission to support is requested, pupils are given help as required	Only those pupils who have parents' permission will be supported. Parents informed if unable to carry out test	
R	If notified by NHS T&T the requirement to self isolate not complied with or understood	All staff are advised of the requirements, parents are made aware, as a small school community they will speak to staff or Headmaster if unsure	Monitor situations of absence, remember to keep staff aware of guidance changes via email or staff briefing	
S	No contingency plans for self-isolation of individuals, groups, multiple pupils and or staff. Less requirement here now as rules regarding isolation have changed but if required will continue as before.	If pupils have to self-isolate then work will be sent home for them to complete.  If multiple pupils have to isolate we shall move back to our remote teaching via TEAMS.	Work to be sent if isolated case, but potential move to TEAMS remote teaching  The Head will make the final decision if required/ when appropriate	Ongoing review

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

		<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>		
T	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
U	Insufficient consideration to minimising contact and maximising distance between all those in school where ever possible – if required for a temporary period.	<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). As a result we shall:-</p> <p>Staff &amp; Pupils to wear masks in communal areas and if wish in class.</p> <p>Remind staff and pupils that social distance still plays a part if possible.</p> <p>Keep corridors moving – “keep to the left” in all common areas</p> <p>All desks to be forward facing, where possible</p> <p>Signage reminders around school</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, to wear masks at all times. 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>	Ensure all aware of the importance of minimising contact and maximising distance, where possible.	Ongoing review

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

V	Ventilation rules not sufficiently robust, understood, communicated, applied or checked.	Staff advised to keep windows and doors open during school day, to ensure shut fire doors.	Remind during assemblies to hygiene rules and importance of SD.	Ongoing review
W	Unsuitable enhanced cleaning regime, not regularly re-assessed or revised for high-risk areas such as toilets, door handles, keypads, switches, hand rails and frequently used hard surfaces.	After break time and lunch time Site staff will clean all high touch point areas to include toilets, door handles, keypads and hand rails to ensure they are kept clean.	Site staff to implement regular cleaning routine at each site they are based on	Ongoing review  To review maintenance of the of the wooden handrails to ensure smooth and enable thorough cleaning
X	High-risk areas not being regularly monitored 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	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 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.		
Z	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.		
AA	Inadequate contingency plans/outbreak management for changes to school operation: temporary 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 school timetable. If catering is not possible, we shall revert to pupils		

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

		bringing packed lunch as we did previously. 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 pupil/staff ratio		
BB	Insufficient contingency plans/outbreak management 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>		
CC	Risk assessments and protective measures for holiday clubs, after-school clubs and other out-of-school clubs, trips and visits not regularly updated and communicated.	After school clubs have commenced, pupils remain SD where possible.		
DD	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		

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

EE	All hazards identified properly mitigated and regularly re-assessed?	We carry out regular H&S walks and these are reported back to our H&S 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
FF	No formal protocol in school to ensure symptom vigilance	Staff are aware that if pupil showing symptoms they are sent to the reception, school secretary. We are small school so are familiar with pupils.	If staff unsure will liaise with Headmaster or Bursar	Ongoing review

### 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	Separate school register not kept of those tested to inform next test date ordering test kits etc	A log is kept of tests completed along with the results, to ensure that next test date is identified, monitoring the level of test kits is carried out by testing team and order placed if required	Regular monitoring	
5	Test data not recorded securely and kept until further guidance is given to delete the information	All test data is stored on our internal system, securely and will be destroyed when guidance states	Ongoing	
6	Repeated or similar issues (eg multiple repeat void tests, unclear results, leaking/damaged tubes etc) not recorded by the school and reported to DfE Helpline	If an incidence like this occurs the testing team will ensure the DfE helpline are informed	Ongoing	
7	Age-appropriate consent statement for testing (under / over 16) not properly completed.	All government guidance is being followed.		
8	Those that have been identified as a close contact via NHS T&T not self-isolating	Remind staff & parents of importance of the need to keep the school	Ongoing reminders	



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

		community safe – by following the guidance		
9	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		
10	Testing Training modules and assessment not completed and recorded for specific roles	All staff involved in testing have completed their training for the role they undertake		
11	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	
12	AST area not sufficiently controlled to limit access to testers, those being tested and supervisors	Using a room/main hall that has in/out access and is controlled environment, in use as a testing centre	Ongoing review	
13	AST 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	
14	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	
15	Staff assisting with taking and processing swabs not wearing appropriated PPE.	All testing staff are trained. Team lead regularly monitors	Ongoing review	
16	Process of swabbing not following training and / or updated guidance.	All testing staff are trained. Team lead regularly monitors	Ongoing review	
17	Tested sample incorrectly handled safely during the process including disposal.	All testing staff are trained. Team lead regularly monitors	Ongoing review	
18	Process for informing parents / pupils / staff not understood and implemented.	All testing staff are trained. Team lead regularly monitors	Ongoing review	
19	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	
20	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	
21	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	

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

22	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	
23	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	
24	Those tested positive with LFD not confirming the positive result with a Polymerase Chain Reaction (PCR) test and either failing to self-isolate pending the confirmation test.	Instruction of process is provided verbally regarding the PCR test and this is followed up by school testing staff		
25	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	

### Risk Assessment for COVID-19 AST Sites

	Hazard	Control Measures	Outcome	Remarks / Re-assessment
26	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	
27	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 team, Team lead to monitor compliance	Ongoing review	
28	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	
29	Test site not kept separate from other activities.	Test site is in the hall which is out of use during testing. If required to test during the day – treatment rooms will be used.		

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

30	Test site flooring is not non-porous.	Test centre setup in a room with non-porous floor		
31	Test site is not well lit with a good airflow	Test centre has lighting and airflow.		
32	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.		
33	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 garden/classes as holding area, if required, again with SD in place		
34	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.		
35	No clear division and demarcation between swabbing and processing area.	Room setup in accordance with the guidelines		
36	Non-authorized 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		
37	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		
38	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		
39	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		
40	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.		
41	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.		

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

42	Inadequate provision of a quiet space to talk with the pupil mindful of the need for social distancing / PPE / wellbeing.	Pupils who need will be taken aside to discuss at the time in the testing area, should they need support, this will be reviewed if we need to upscale the numbers being tested	Ongoing review	
----	---	--	----------------	--

## Risk Assessment for COVID-19 Self-Testing

	Hazard	Control Measures	Outcome	Remarks / Re-assessment
43	LFD kits not supplied and distributed in time or safely.	Kits have been named; these have been passed at the test site on school. Any left over will be given to staff upon their arrival at school. Pupil kits will be passed to them at the end of w/c 06.09 following their two tests, parents informed they are coming home via email. Again, any left will be passed on when the pupil is back in school	Regular top up's and naming of kits to ensure we are aware of those staff without. Staff and parents are to be made aware that should they require a kit they ask the Bursar/Head	
44	Test kit not stored at room temperature (2°C – 30°C) or in a cool dry place.	Test kits stored in the correct temperature within school	Site staff to ensure the temperature is correct	
45	Test kit not kept away from children until needed.	Test kits are locked away, these will be passed to pupils to take home when home testing to commence, upon the email to parents going home first, parents aware the kit will be on way		
46	Self-testing not conducted in accordance with guidelines and supervised where required.	All government guidance has been passed to parents and staff on the use of tests, all are aware that should they require help they can contact school		
47	Positive results not reported.	Any positive results will follow the government protocol, a PCR test will be required to confirm the result and the other measures followed		

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

48	All results not reported, collated and recorded by the individual and the school.	An excel log sheet is being maintained along with the reporting of the negative results using the bar code, on the test and trace system		
49	Those utilising LFD unaware that PCR test may be taken (within 2 days of the positive LFD) and overrides LFD test	Staff & pupils are advised that if positive LFD is received that the PCR test if negative overrides the LFD		
50	Incidents not reported to school or reported to DfE / DHSC (to help identify emerging issues).	School will follow all government guidance in relation to the reporting of incidents re COVID testing		
51	Incident protocols and feedback loop not understood and / or implemented.			
52	Where appropriate test and report on children under 12 not tested by confident adult.	Pupils being tested, support given with parents permission		
53	Are those unable to self-swab given additional support and reasonable adjustments?	With parents permission the Head will provide support as we are a special school		
54	Are there measures in place to reduce anxiety over testing and coping with a positive result?	Staff will be on hand to support and deal with any concerns.		
55	Clinical incident which has potential to harm not reported to <a href="https://coronavirusyellowcard.mhra.gov.uk">https://coronavirusyellowcard.mhra.gov.uk</a> and school.	Any clinical incident will be reported as required		
56	Clinical incident which has led to harm and requires immediate medical care not reported to 111 or 999 and then to school.	In the event of an emergency the school will contact 111 or 999 for assistance.		
57	Non-clinical incidents occurring at home (something damaged, or missing or difficult to use in the kit, unable to log result etc) not reported to 119.	Parents and staff will be advised that if they have any problems to report to the school and we shall inform 119.		
58	Do not eat or drink for at least 30 minutes before doing the test to reduce the risk of spoiling the test.	We shall advise staff and parents of the need to avoid eating or drinking at least 30 mins before testing.		
59	Video on how to take the swab test: <a href="http://www.gov.uk/covid19-self-test-help">www.gov.uk/covid19-self-test-help</a> not referred to before testing.	We shall share the how to link for testing to staff and parents		
60	Surface and hands not cleaned before test or after test (if more than one test).	Staff and parents are provided with the how to and the video which will ensure they follow the best practice on test completion		

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

61	Test kit not checked for damage or expiry date.	Staff and parents are provided with the how to and the video which will ensure they follow the best practice on test completion		
62	Testing process not followed correctly for self / child	Staff and parents are provided with the how to and the video which will ensure they follow the best practice on test completion		
63	Processing of the swab not completed in-line with guidance including transferring the sample into the liquid and the liquid then on to the well on the test strip.	Staff and parents are provided with the how to and the video which will ensure they follow the best practice on test completion		
64	Not waiting or recording the results correctly with NHS and then taking the appropriate action if positive.	Staff and parents are provided with the how to and the video which will ensure they follow the best practice on test completion		
65	Soft, fabric tip of swab and fabric strip touches hands.	Staff and parents are provided with the how to and the video which will ensure they follow the best practice on test completion		
66	Fabric tip of swab touches tongue, teeth, cheeks, gums, or any other surfaces.	Staff and parents are provided with the how to and the video which will ensure they follow the best practice on test completion		
67	Test kit not properly disposed of in waste bag provided and placed in general household waste.	Staff and parents are provided with the how to and the video which will ensure they follow the best practice on test completion		
68	Test on children under 12 continued despite child feeling pain.	Staff and parents are provided with the how to and the video which will ensure they follow the best practice on test completion		
69	Test kit and each item in the test kit used more than once. (Do not re-use items. Each person's result must be reported).	Staff and parents are provided with the how to and the video which will ensure they follow the best practice on test completion		
70	Problems with hands or vision. (May need someone to assist with the swabbing and testing process).	Staff and parents are provided with the how to and the video which will ensure they follow the best practice on test completion		

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

71	No alternative measure if nose piercing (swab the other nostril or if both nostrils pierced remove one piercing before swabbing.)	Staff and parents are provided with the how to and the video which will ensure they follow the best practice on test completion		
72	Nosebleed within the last 24 hours (swab other nostril or wait 24 hours).	Staff and parents are provided with the how to and the video which will ensure they follow the best practice on test completion		
73	Unable to take a throat swab. (then swab both nostrils)	Staff and parents are provided with the how to and the video which will ensure they follow the best practice on test completion		

### 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	New Staff, parents and pupils joining 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 assembly on return to school, teachers to also pass on the information during form time	Ensure that all are kept informed	Ongoing review
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	Those with responsibility are known	

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

		responsible, and staff can contact via email or phone.		
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	If required by NHS T&T insufficient information on where pupils, staff, and visitors have been located in school	Through our timetabling we can identify and provide information, we are a small school community.		
12	Staff, parents and pupils not self-isolating after holiday and work visits abroad as per -government agreed countries.	We remind staff, parents and pupils of the rules through regular communication		
13	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		
14	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	
15	Staff not trained or regularly updated in COVID-19 symptoms and how these rules apply to teaching?	Staff reminded regularly of symptoms through government advice and by school		



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

		communications, reminder of signs and SD in class where practicable		
16	At drop-off and pick-up parents not complying with school policy outside gates and entrances, if required	Parents regularly reminded of the expectations		
17	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		
18	Insufficient actions 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		
19	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 posters in kitchens		
20	Learning and recreational spaces not de-conflicted or configured as per school policy.	Where practicable classrooms are spaced, desks facing forward, areas being cleaned after each use either by teaching staff and/or supervised children		
21	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		
22	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.		
23	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.		

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

### 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	Control measures (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		
6	COVID-19 policy not updated to reflect the medical responses, teaching, socialising, feeding, hydration, well-being etc.	We have a policy in place.		
7	Revised fire drills, registers, routes and assembly points not updated or rehearsed	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 and pupils (where and if applicable) not wearing face coverings when and where recommended or appropriate.	All staff and pupils to wear masks if very close contact or dealing with somebody with symptoms.		
10	Supply, peripatetic and temporary staff not observing control and hygiene measures	Peripatetic teachers use the music room and do not move around school, advised to enhance clean and distance if able.		
11	Roles conducive to home working n (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.		

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

12	If required or appropriate 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.		
13	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		
14	Where a pupil attends more than one setting on a part-time basis (e.g. dual registered) the system of controls not considered collaboratively if they are identified risks.	N/a		
15	ITT trainees not sufficiently briefed, hosted and integrated in their support to school.	N/a		
16*	Volunteers not checked, left unsupervised, allowed to work in regulated activity or supported.	N/a		
17	Recruitment process and pre-appointment checks not following legal requirements.	HR manager following all the required process and protocols prior to appointments		
18	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.		
19	Support staff and TAs in regulated activity do not have the appropriate checks.	N/a		
20	SCR not updated with DBS related issues and required documents not properly verified or recorded.	SCR all updated		
21	Plans to separate work, learning, meetings, activities and play outside not fully considered	All activities are considered with the rules around COVID.		
22	External coaches, clubs and organisations for curricular activities not risk assessed, or systems of control measures implemented.	No external coaches, clubs organisations being used		
23	New control measures for sport, adventure play, Forest School, gardening etc not regulated or considered	PE teacher organises the sports in line with all COVID considerations		
24	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		
25	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		

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

26	Sports equipment not sufficiently cleaned between each use by different individual groups.	PE teacher will ensure equipment is cleaned prior to next group using		
27	Where appropriate guidance on <a href="#">grassroot sports for public and sport providers</a> , <a href="#">safe provision</a> and <a href="#">facilities</a> , and guidance from <a href="#">Sport England</a> , <a href="#">Association for Physical Education</a> and the <a href="#">Youth Sport Trust</a> not followed.	PE teacher to follow the guidance provided by professional bodies		
28	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		
29	If required or appropriate 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.		
30	If required or appropriate 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. We shall use TEAMS where possible to hold remote meetings. 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.		
31	If required or appropriate 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.		
32	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, but if there are concerns staff to advise Head. Staff are encouraged to raise concerns to HR or Head.		
33	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.		
34	Security, CCTV and access systems not regularly checked, updated and (where necessary) re-coded.	IT Manager maintains the Security and CCTV, policy in place		

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

35	If required or appropriate staff 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		
36	Appropriate safety measures not in place for wraparound childcare for both indoor and outdoor provision.	N/a		
37	Where required or appropriate staff 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.		
38	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.		
39	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.		
40	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.		
41	If required or appropriate staff unnecessary and unused items not removed from classrooms and other learning environments.	No spare furniture in classes.		
42	Classroom based resources, such as books and games and all frequently touched surfaces, which are shared 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.		
43	Management of resources shared between classes not cleaned.	N/a cleaning to take place after each use.  Homework should be left for each period prior to handling		
44	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.		

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

45	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.		
46	Outdoor playground equipment not frequently cleaned.	Site staff clean high touch points regularly.		
47	If required or appropriate assemblies, break times, meals, drop-off and collection times not sufficiently well staggered.	School day runs as normal, including lunch.		
48	Overnight educational visits not organised in line school policy and control measures.	Education visits coordinator to ensure risk assessment follows all guidance.		
49	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		
50	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. Introduction of a new counselling policy which supports staff on various well being matters.		
51	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		
52	Insufficient support to address and equip pupils to respond to COVID-19 related issues.	Will be discussed in forms and through assemblies		
53	Plans, briefing and statistics for ISI / Ofsted visit /inspection do not reflect new KCSiE or ISI commentary	School will be continuing with a normal timetable and all information will be updated as required		
54	Roles suitable to home working, such as administration, not reflecting new methods of operating.	Staff are given the option to work from home if appropriate		

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

55	Those working/schooling at home not provided sufficient information and training to work safely	Staff are kept informed via regular email from the Head, along with regular staff briefings, all staff are advised that if they need further support to ask		
56	Those working/schooling at home not provided sufficient furniture and equipment	Staff given a questionnaire to complete, (HR manager monitored) about working from home, where required we have organised equipment to be sent home, staff are aware to ask		
57	Those working/schooling at home not completed a DSE assessment	Staff sent the DSE for completion and reviewed by IT Manager		
58	Those working/schooling at home not able to take regular breaks, stretching exercises, avoiding eye fatigue	Staff are given the questionnaires to complete, IT Manager and HR Manager available for support		
59	Those working/schooling at home not kept in regular contact with the school and insufficient regard to their well being	Staff are working on a rota in the main and come into school once per week, this enables us to support where required. Staff not in school are contacted via the HR manager or the line manager – regular staff briefings held which allow for support as needed		
60	Those working/schooling at home not advised on stress and mental health	Recently joined AXA support line for staff, which provides various initiatives to support staff along with the well being policy introduced, we are working on other supportive options in the coming months.		
61	Those working/schooling at home do not have an emergency contact or know how to gain help if needed	Staff are aware that the Head is available via email/phone at all times should an emergency arise		

### Medical Risk Assessment in the COVID-19 Environment

	Hazard	Control Measures	Outcome	Remarks / Re-assessment
--	--------	------------------	---------	-------------------------

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

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	Staff and pupils not aware that close contacts of a positive case will be informed by NHS Test and Trace and strongly advised to take a PCR test and that self-isolation will continue for those who have tested positive for COVID-19.	Staff & pupils are advised, by school and NHS Test and Trace		
4	Staff and pupils not aware that from Monday 16 August those pupils under 18 years old and those that are double vaccinated are no longer required to self-isolate if they are identified as a close contact.	Communicated to staff and within this risk assessment, therefore will now be aware		
5	Procedure is not clear for those Staff who are not double vaccinated and have helped someone with symptoms or been in “close contact”.	Staff & pupils are advised, by school and NHS Test and Trace		
6	Those that have been identified as “close contact” via NHS T&T do not know they are advised to take a PCR test and self-isolate if tested positive for COVID-19.	Staff & pupils are advised, by school and NHS Test and Trace		
7	Those waiting the confirmatory PCR results do not know to self-isolate.	Staff & pupils are advised, by school and NHS Test and Trace		
8	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		
9	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		
10	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.		



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

11	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.		
12	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		
13	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		
14	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.		
15	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.		
16	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. Along with cleaning materials. Medical staff are first aid trained and if in doubt will call 999.		
17	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.		
18	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		

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

19	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-19 policy and RA		
20	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		
21	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		
22	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.		
23	Hygiene rules not effective. "catch it, bin it, kill it" not re-publicised or applied.	Sticker on every classroom door		
24	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.		
25	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		
26	Visits of or to GPs / nurses / dentists and local surgeries changed and not known by staff and or pupils.	N/a		
27	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.		
28	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.		

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

29	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		
30	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.		
31	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		
32	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		
33	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.		
34	Not compliant with requirements for EYFS and PFA certification.	N/a		
35	Medical policy, procedures and appropriate response to spectrum of medical issues not revised or shared?	Medical policy is updated annually.		
36	Pregnant women are in the 'clinically vulnerable' category and not following the relevant guidance.	HR Manager preparing risk assessment for individual pregnant staff		
37	Lack of School decision or policy for level of PPE required for staff or pupils.	We are following government advice wearing face masks staff when moving in communal areas, and when social distancing cannot be maintained. We have face shields and if staff wish to wear them all day, we are allowing this. All catering staff will wear face masks during service along with the peripatetic teachers.		
38	If required or appropriate 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		
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		

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

40	Clinically Extremely Vulnerable (CEV) staff and pupils have not been advised whether to work from home or go to school during period of temporary restrictions.	Staff wellbeing and health is paramount to the school, staff are supported where required		
41	Control 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.		
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		

### 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 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.		

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

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		

### 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	If required or appropriate contractor & visitor health declaration and pre-work briefings not considered or implemented.	Visitor declaration form completed		
4	If required or appropriate 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		

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

		cleaned when they have left, visitor declaration form to be completed and face coverings to be worn if possible.		
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 before building occupied	All checks up to date		
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		

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

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, pupils currently eating in classrooms		
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 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		

Date of policy: 31 August 2021

Date of policy: 31<sup>st</sup> August 2021

Date of review: Upon changes in  
guidance

Date of review: as guidance changes

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

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	<b>How often is this Risk Assessment reviewed? Daily? Weekly? Monthly? Termly? Annually?</b>	Monthly and then as per guidance changes announced		