



# OLD BUCKENHAM HALL

## Overall Risk Assessment in the COVID-19 Environment

	<b>Hazard</b>	<b>Control measures</b>	<b>Outcome</b>	<b>Remarks / Re-assessment</b>
A	Safeguarding policy and procedures not updated and / or staff and pupils not feeling safe. (16.5.20)	A special addendum was added to the safeguarding policy to reflect remote learning and was shared with all staff. A further addendum was added to reflect a partial return to school and shared with all staff. DSL and DDSL constantly reviewing safeguarding policy to reflect changing circumstances, and safeguarding governor always available for further advice. All update uploaded to website and ISI.	Robust safeguarding procedures in place.	
B	Government advice not being regularly accessed, assessed, recorded and applied.	HM, DFO and DSL reading all government advice + digests from IAPS, BSA, ISC and ISBA. HM also reading bulletins from NAHT	There is good knowledge within the School regarding government advice.	

C	Unions not consulted over plans. (17.5.20)	HM reading bulletins from NAHT.	There is good awareness of the thoughts of unions.	
D	Changes not regularly communicated to staff, pupils, parents and governors (16.5.20)	HM continues to keep staff, pupils, parents and governors well informed of all changes either by email or in meetings.	Communication to all parties is strong.	
E	Changes to assessments, procedures and other important matters not reviewed by Governors	HM and DFO keep Chair of Governors informed of changes to procedures and all important matters. Chair of Governors keeps other governors informed. DSL keeps Governor i/c safeguarding informed of changes.	Governors are well informed of procedures and other important matters.	
F	Insurers not consulted with school's re-opening and / or amended plans (16.5.20)	DFO has received confirmation from insurers on 19 <sup>th</sup> June 2020 that insurance cover will remain in place as long as the School follows government guidelines and prepares appropriate risk assessments.	The School's insurance policies are valid for re-opening of the School.	
G	Suspended services and subscriptions not re-set. (16.5.20)	All relevant services and subscriptions are in place including.	There are no gaps in services.	
H	Access to school not controlled effectively and visitor (if allowed) details not recorded.	There is no change to normal procedures for visitors in reporting to the front office. The School office will physically remain closed; however, a Secretary is currently employed to deal with telephone and email enquiries. Parents will not be able to get out of their cars. Visitors or trades will sign in and be supervised by relevant staff.	Access to school is controlled effectively.	

I	Social Distancing (SD) and other hygiene rules not communicated, understood and applied.	SD and other hygiene rules communicated effectively through HM policies and risk assessments to parents and staff, also the supervising teacher information shared with pupils.	SD and other hygiene rules communicated, understood and applied.	
J	Staff and pupils not being reminded and checked to ensure they are complying with hygiene and SD rules.	All staff to remind and supervise the children in ensuring they comply with hygiene and SD rules.	The children are closely supervised to comply with SD and hygiene rules to minimise the risk of transmission.	
K	Insufficient supplies of hygiene materials and not being suitably placed.	There are sufficient supplies of hygiene materials and more in stock. Domestic Manager and Nurse to monitor on a daily basis.	There are sufficient supplies of hygiene materials, and in the most relevant places. Stocks of gloves, hand sanitisers, visors, goggles, masks and aprons available in the medical room.	Supplies are currently adequate, but will be kept under close review. SMT will be informed if supplies unavailable
L	Insufficient or unsuitable cleaning regime - lack of regularly re-assessment and revision to high risk areas such as toilets, door handles, keypads, switches, hand rails and regularly used hard surfaces etc. (16.5.20)	The cleaning regime has been re-evaluated to take into account the new circumstances. All appropriate measures will be implemented on a daily basis.	The cleaning regime is both sufficient and suitable.	
M	No precautions to keep shared teaching equipment (e.g. musical instruments, pens, pointers, keyboards) hygienic. (16.5.20)	Children are informed that they should not share equipment and attend with their own pencil case and materials. They will bring in their own device to use each day. For those requiring a school device, they will be assigned their own computer terminal which will be the same on each day. Each terminal, is cleaned on a daily basis. Shared sports equipment is not being used	Precautions are in place regarding the potential for shared equipment.	

		unless it is only touched by feet such as a football. Children given instruction not to handle.		
N	High risk areas not being regularly monitored (including boarding areas) for hygiene.	All high risk areas are regularly cleaned and monitored especially toilet facilities. Virus Control measures considered for boarding and as no demand given restrictions the houses will remain closed for the final two weeks of term. The school has adopted the BSA Covid-Safe Charter.	There is good monitoring of high risk areas.	
O	No contingency plans in place for the transition to full opening (or re-closing) including rapidly sharing updates and decisions.	All government updates monitored closely and plans put in place accordingly when appropriate to do so. Rapid information whether with staff or parents is possible through email and/or Teams.	The School has established procedures for rapid information sharing, and continues to plan based on up to date government advice.	
P	All hazards identified properly mitigated and regularly re-assessed?	The school is using the ISBA risk assessment document and reviewing it on a regular basis in response to both changing circumstances and experience. Updates from ISBA are also be monitored regularly and added to the risk assessment when available.	The School continues to identify hazards properly and regularly in order to mitigate them.	

### 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 being reviewed. (Email, text, facebook etc).	SMT constantly monitor computer systems. They've been available	Communication to parents on wider issues by HM by email and text if	

		remotely in first half of term and have personnel on site for the second half of term.	necessary. All staff communicating with pupils through Teams and email. All are working. Facebook also being used to communicate.	
2	Lack of a robust feedback and reply system to ensure best practice and two-way communications for pupils, parents, staff and governors	24 hour reply expectation imposed on staff regarding parent emails. Remote learning booklet sent to all parents and available via the school website.  HM and DFO communicate by phone and email to Chair of Governors on a daily basis. Chair communicates by email to other governors.	As above either through Teams or email. All staff communicating directly with parents and pupils.	
3	No Governor and / or SMT member for school / department nominated to be responsible for COVID-19 matters. Governor / SMT members' contact details not known and not on call.	HM and DFO are responsible for response on site. Chair of Governors with ultimate responsibility off-site.	Contact details for HM, DFO are known to staff. HM available 24 hours a day. Chair's details known to HM and DFO and he is always 'on call'	
4	No system to communicate with parents and staff that have not returned to school for fear of infection.	Already being done through Teams and email. HM will communicate with staff, and all parents will receive the same information whether their child has returned to school or not.	Secure communication system in place.	
5	Lack of knowledge of where pupils / staff have travelled from (other than home and school).	Letter to parents and staff requesting information if they have travelled from abroad	Knowledge based on self-reporting	
6	Lack of rules / procedures for hygiene standards for staff and pupils – and failure to adequately enforce standards	Hygiene rules as per government advice in 'Planning for primary schools' point 1. Adhered to by	Good standards of hygiene observed by both staff and pupils.	

		pupils and staff (parents not relevant as not allowed to be on site currently). Pupils informed by supervising staff on arrival. Posters are displayed. Constant monitoring and reminders by HM.		
7	Staff not trained or regularly updated in COVID-19 symptoms, SD and how these rules apply to teaching?	All staff aware of symptoms and rules of SD.	Awareness levels among staff are high.	
8	School transport not operating to reflect SD, hygiene, PPE and cleaning arrangements.	Bus transportation is currently not being offered to pupils.	No risk present and future use of buses will be explored with guidance from the Government	
9	At drop-off and pick-up parents remain in vehicles and SD outside gates and entrances. (17.5.20)	Parents informed that they may not leave their vehicles at drop-off and pick-up. Supervising staff on hand to monitor at relevant times.	High standard of SD maintained for parents.	
10	Insufficient registration throughout the day including lack of temperature / health checks.	Registration takes place on arrival and data supplied to DfE. Temperature checks not being completed inline with existing guidance. Children informed to self-declare any relevant symptoms immediately.  COVID addendum added to the medical policy outlining protocols for health checks  Isolation area for potential COVID case is available	Sufficient checks taking place throughout the date.	
11	Transit spaces (corridors), social zones (car parks, common rooms, playgrounds) not being configured to SD rules.	Corridors configured with SD tape on floor. Each 'bubble' eats separately outside in allocated	Common areas now compliant with SD rules	

		areas within the grounds, or within their own bubble classroom if inclement weather. Each bubble is assigned separate play areas at breaktime.		
12	Learning and recreational spaces not configured to SD rules.	Recreational as above. Children remain within their bubble classroom with 2 metre spacing between desks. They are also allocated separate bubble outside areas for Games.	Learning and recreational spaces are configured to SD rules.	
13	Lack of consideration of different age groups provided for in timetabling, length of the school day and exposure to other age groups.	All pupils in groups of no more than 15, and are kept separate from other year groups.	All Pre Prep and Year 6 pupils are in a safe environment	
14	No system in place to deal with bereavements, trauma, anxiety, behavioural issues.	Normal pastoral channels including staff, form tutors, the School Nurse and the School Counsellor are all available	Normal strong systems are in place.	

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

	<b>Hazard</b>	<b>Control Measures</b>	<b>Outcome</b>	<b>Remarks / Re-assessment</b>
1	Lack of review, update or sharing of safeguarding, code of practice, and staff handbook policies.	A special annex was added to the safeguarding policy to reflect remote learning and was shared with all staff. Additional training and advice delivered to staff via whole-staff meetings. DSL constantly reviewing safeguarding policy to reflect changing circumstances, and safeguarding governor always	Robust safeguarding procedures in place.	

		available for further advice. All update uploaded to website and ISI.		
2	DSL and ADSL not easily contacted and their contact information not known to all.	DSL, one of the DDSL and e-safety lead, currently operating on site. DSL lives on site. All contactable by mobile including out of hours. HM as back up at any time too.	Availability of contact with DSL and DDSL is strong.	
3	No COVID-19 specific policy that includes medical responses, SD, teaching, socialising, feeding, hydration, well-being etc.	School Nurse has produced addendums to the safeguarding and medical policies. DFO has updated the Risk Register and Crisis Management Policy. Therefore with this Covid Risk Assessment, OBH covers all relevant areas and is shared on the school website, and directly with relevant parents and staff.	Clear guidance is available for operating the school when it re-opens	
4	Fire drills, routes and assembly points not rehearsed. (16.5.20)	Fire drill planned for weeks in June when further year groups return. Outside of Britten Hall to be used as the assembly point.	Drill and routes are already well-known to pupils but will be reinforced by drills in June.	
5	Class sizes not reduced and kept together in their "bubble" (minimising contact with others) or properly supervised. (14.5.20)	Bubbles are 15 or less. Supervision by no more than two members of staff throughout the day.	Strong adherence to government guidelines.	
6	Needs of each age group and class not considered separately in terms of support, activities and facilities. (14.5.20)	The needs have been carefully considered and the children follow their 'usual' remote learning programme which is individually tailored to each class. The Learning Success team also continue to provide remote one to one support.	Strong and individualised programmes are available for each class.	



		The wide range of ability in each group for the sports sessions will be catered to by experienced and qualified PE staff.		
7	Staff not having sufficient down time / rest during the working day / week? (14.5.20)	Two members of staff are assigned to each group for the morning and afternoon sessions respectively.	Enough down time is being provided to all staff involved in looking after the bubbles.	
8	Lack of new staff and pupil induction. Registration and recruitment processes not adapted or compliant.	One new volunteer staff member was inducted by a SMT. Our Registrar has overseen induction of new pupils communicating with tutors and parents regarding remote teaching setup.	New staff and new pupils are well-supported.	
9	SCR and required documents not properly verified or recorded. (16.5.20)	The DFO continues to ensure that new staff checks and documents are verified. The HR Secretary is back on site to up date the SCR which continues to be reviewed by HM, DFO and Safeguarding Governor.	Recruitment safeguarding procedures are adhered to. Checks are carried out and recorded appropriately.	
10	Plans to working and learning outside not fully considered (17.5.20)	Pre Prep make good use of outside education with bubbles set up in the grounds.	Good use of the grounds and facilities adhering to SD rules	Outdoor classrooms used where possible, seating to be arranged according to SD rules.
11	Opportunities for non contact sport, adventure play, Forest School, gardening etc not regulated or considered (17.5.20)	We follow AfPE Guidance on Interpreting Government Guidelines in PESSPA dated 21/05/21 with regard to sport.	IAPS and NGB advice will dictate what we do – coaching sessions remains 1 coach 5 pupils. Sport department to look at provisions for September.	

12	Sporting, play and SD rules unclear to staff, pupils, parents and visitors.	All sporting, play and SD rules clearly communicated to SMT, staff, and pupils. Communicated to parents through letters. No visitors currently allowed on site.	All relevant parties made aware of new rules.	
13	Drama, dance and music activities not applying SD or hygiene rules	No drama or dance will take place. Any remote music lessons will apply normal SD rules.	SD rules continue to be observed in music lessons.	
14	Risk assessment for sport, play, drama, dance and music activities not properly formulated. (17.5.20)	We are following AfPE Guidance on Interpreting Government Guidelines in PESSPA dated 21/05/21 with regard to sport.		
15	Staff meetings and staff rooms unregulated in terms of space, equipments, resources (copiers, kettles, biscuits tins etc) timings, SD and purpose.	Staff bring in their own flasks and water bottles. Staff do not work at adjacent computers in classrooms. Only one admin staff member per office and Assistant Bursar working from home. All staff meetings conducted via zoom.	Robust procedures in place to comply with SD rules	
16	Security, CCTV and access systems not regularly checked, updated and (where necessary) re-coded.	Senior Management members and Deputy Estate Manager live on site. Regular checks of CCTV and alarm systems continue to be carried out by the Estates Manager.	Security of the school remains a priority and is robust.	
17	Parent, Pupil, Staff, Contractor, Visitor drop-off and pick-up procedures, in and out routes not been shared, understood or applied.	Parents have been told not to get out of cars. Pupils are supervised until their parent arrives. Strict times before which Children may not be dropped off in the morning. Visitors and contractors to report to	All new rules clearly communicated, and drop-off and pick-up to be monitored by SMT	

		the School Office in the normal way.		
18	Transit spaces (corridors), social zones (common rooms / playgrounds) not configured to SD rules.	Corridors configured with SD tape on floor. Each bubble is assigned separate play areas at breaktime, lunch and games.	Common areas now compliant with SD rules.	
19	Classrooms don't reflect SD layout, PPE, screening and regular cleaning rules.	All classes contain tables spaced at 2 metre distances or as far apart as possible inline with guidance. The Domestic Manager provides hand sanitisers and antibacterial wipes in each classroom. Cleaning of classrooms and computer equipment takes place each evening with enhanced regime. PPE only required if a pupil is taken ill and supplies are on site.	Classrooms do reflect SD layout and cleaning regimes have been adjusted to reflect extra need for hygiene.	
20	Minimising contact and mixing not effective in the classroom and during breaks. (17.5.20)	Bubbles are clearly separated for classes, breaks, meals and sport as above.	The non-mixing of bubbles is effective.	
21	No regular breaks for handwashing during the school day. (17.5.20)	Pupils are given guidance regarding regular handwashing. They are given time to do so before lessons, before and after breaks, before and after meals, and before and after sport. Hand sanitisers are provided at all relevant points around the school,	Robust handwashing procedures are in place and monitored by supervising staff.	
22	Insufficient hygiene stations at entrances, exits, toilets, classrooms, play areas, common rooms, staff areas etc (16.5.20)	Hand sanitisers are provided at all relevant points around the school,	Robust handwashing procedures are in place and monitored by supervising staff.	

23	Hygiene stations not stocked, checked and cleaned regularly. (16.5.20)	Domestic Manager and cleaners check washrooms on a daily basis as well as overall stock levels which are currently high.	Robust checking procedures are in place	
24	Unnecessary items not removed from classrooms and other learning environments. (14.5.20)	All unnecessary chairs and other items are removed.	Classrooms only have necessary items left in them.	
25	Soft furnishings, soft toys and items that are hard to clean not removed and stored securely. (14.5.20)	There are no soft furnishing/soft toys in the relevant rooms but all other unnecessary items have been removed and stored.	Classrooms only have necessary items left in them.	
26	Staff unable to manage, whilst in the transition phase, both in school and remote learning.	Only one programme is to be taught which is the remote programme. Blended learning will be considered if restrictions remain in place next term.	Staff are now experienced in delivering the remote programme.	
27	Assemblies, break times, drop-off and collection times not sufficiently well staggered. (14.5.20)	There are staggered drop off, pick up times for each year group. Break and lunch times are taken at separately allocated areas within the grounds. Packed lunches and snacks are delivered to the classrooms	Adequately staggered times are in place for drop off and arrival.	
28	Meal times not de-conflicted or possible to achieve SD in the servery and dining areas whilst still providing sufficient nourishment.	Packed lunches and snacks are delivered to the classrooms. Break and lunch times are taken at separately allocated areas within the grounds.	Dining room is not required for use at lunch and break times.	
29	Hazards and risks of providing breakfast and after school clubs not understood. (14.5.20)	No breakfast or after school clubs will be provided.	N/A	

30	Medical advice for vulnerable staff and children not being followed and insufficient support both at school / home. (14.5.20)	The School Nurse is being asked to work her regular hours. No staff are being forced to work at school and thus vulnerable staff may remain at home. The same applies to pupils who may learn remotely from home if they wish to do so.	Professional medical advice is available on a daily basis on site.	
31	Pupil and staff mental health and wellbeing not properly considered with individual needs not identified or support. (14.5.20)	The welfare of pupils is being constantly monitored by staff and information shared via the Virtual Staffroom, CPOMS and iSAMS systems. Staff welfare monitored at school by HM, School Nurse and DFO with a rota of staff teaching on site. HM follows up with weekly SMT meetings where staff issues are discussed through feedback from other staff and also the virtual staff room. Remote staff quiz and bingo evenings have been arranged to include all off site staff and those furloughed.	Robust staff and pupil welfare procedures are in place.	
32	Re-scheduling of activities not operating efficiently or safely due to SD rules and timings (14.5.20)	No activities are being re-scheduled.	N/A	

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

	Hazard	Control Measures	Outcome	Remarks / Re-assessment
1	Science of risk not understood e.g. less severe symptoms in adults, younger children less likely to become unwell, small class sizes will help. (14.5.20)	Government advice read by HM and School Nurse.	Staff confident in looking after all pupils and having them in the school.	

2	Hygiene rules not effective. "catch it, bin it, kill it" not re-publicised or applied. (14.5.20)	Posters displayed throughout the school and reinforced in the classrooms. Areas have enhanced cleaning each evening.	Pupils have immediate and heightened awareness.	
3	No / insufficient staff supervising / supporting normal medical staff?	School Nurse follows normal reporting lines and has direct access to School Doctor.	School Nurse well supported who in turn can support supervising staff. First aiders on site.	
4	Insufficient medical staff to deal with temperature testing, isolating and monitoring suspect COVID-19 cases, outside appointments and normal medical issues.	School Nurse on site with a well stocked surgery and other first aid trained staff within the bubbles.	There are two staff to look after each bubble of 15 pupils.	
5	Insufficient First Aid trained personnel (ratio) for pupils in school (16.5.20)	There is a large number of first aid trained personnel either living or working on site + the School Nurse working her regular hours.	Ratios are more than sufficient.	
6	No or insufficient training for those operating temperature testing or other precautions that require new equipment. Training not recorded for future reference. (14.5.20)	The School is not currently temperature testing.		
7	Medical policy, procedures and appropriate response to spectrum of medical issues not being revised or shared?	School Nurse is reviewing all policies and procedures and then share with staff.	Appropriate review and sharing taking place.	
8	Medical room(s) improperly equipped.	The surgery and sick bay are well equipped, and are under the supervision of the School Nurse.	The medical room is well-equipped.	
9	Lack of School decision regarding the level of PPE required for pupils and staff. Insufficient training, face fit testing, use, care and disposal arrangements.	The School is following government advice in 'Coronavirus: implementing protective measures in education and childcare settings', and is well-equipped to use PPE in medical situations. School Nurse has trained relevant staff.	The School decision is clear that PPE is not recommended for the majority of staff, but they may wear it should they wish, as may children. The School Nurse will wear PPE when dealing with a suspected case or when in close contact with children	

			to whom she is providing medical support.	
10	Sickness management rules and the “don’t come to work if you are ill” not understood or observed. (14.5.20)	Rules were reiterated to staff by HM by email and letter.	Rules are widely known and respected.	
11	Different age groups with different risk profiles for each group of staff and pupils not risk assessed? (14.5.20)	Only 3 members of staff (CB/RB/FL) are above the age of 55. All teachers are providing remote education to bubbles who are supervised by staff on a one week rota. Any staff with underlying medical conditions are aware that they will not be included in the rota.	No member of staff or pupil at a risk level of concern.	
12	School unaware of any staff and pupil pre-existing medical conditions.	School aware of all pre-existing conditions through medical forms submitted to the School Nurse. School aware of staff pre-existing conditions through medical form on employment.	The School is aware of pre-existing medical conditions of both pupils and staff.	
13	Lack of knowledge on whom has been tested (positive or otherwise) for COVID-19 and if it is recorded (for elimination purposes). (16.5.20)	School has asked parents of pupils to state if any pupil has been tested.	School holds full knowledge of who has been tested and outcomes.	
14	Insufficient information on which staff or pupil(s) have had contact with anyone tested positive or suspected of COVID-19 and if recorded and actioned.	School has asked parents of pupils to state if any pupil has been in contact with anyone tested positive or suspected of coronavirus.	School holds full knowledge of who has been tested and outcomes, and recorded by School Nurse.	
15	Lack of recording of which staff and pupils have been sent home with COVID-19 symptoms (a cough, high temperature or shortness of breath).	Some pupils last term were sent home when displaying some of the Covid symptoms. This was all recorded.	School Nurse holds full records of the relevant pupils.	

16	Lack of regular dialogue with those that have suffered from COVID-19 and / or are isolated at home.			
17	Inadequate information on who is shielding another family member and/or who has a condition that precludes their attendance at school. (14.5.20)	The School Nurse holds this knowledge having been informed by parents in their response to whether their child will return to school or not.	The School holds adequate information.	
18	Insufficient proof of shielding and individual conditions? (14.5.20)	The School is content to proceed on the basis of trust.	The School holds adequate information.	
19	No separate area for temperature testing, holding and isolation of pupils/staff. Areas not easily identified or regularly cleaned?	We have both surgery and sick bay if needed, and thus regularly cleaned.	The School has separate areas for these purposes.	
20	Temperature testing undertaken using unsafe methods, not reflecting SD rules, not recorded or kept appropriately.	The School Nurse will temperature check when an individual presents with symptoms and according to protocols. Records will be kept.  The School Nurse has access to infra red and tympanic thermometers thereby ensuring SD rules are maintained.  PPE consisting of gloves, apron and mask and or visor will be worn when temperature checking.	The School follows safe practice and maintains SD as far as is possible when delivering "hands on" care and first aid.	Blanket temperature checks not being completed inline with existing guidance
21	Insufficient or no procedure for summoning emergency services, lack of safe RV and cleared routes in and out.	The School has well-established procedures for summoning emergency services. Routes are clear with the School on a main road. Emergency services are also close at hand.	The School has sufficient procedures for summoning emergency services.	



22	Visits of or to GPs / nurses / dentists and local surgeries changed and not known by staff and or pupils (16.5.20)	The School Nurse would communicate directly with staff and parents in the unlikely event that such a visit is arranged.	The School Nurse will ensure all relevant parties have full knowledge.	
23	No regular supervision of staff and pupils to ensure they comply with hygiene rules (and the use of PPE where specified as needed)	The duty staff are supervising at breaks and reminding pupils of compliance with hygiene rules. The School Nurse would supervise the use of PPE should it be needed.	Pupils are reminded on a regular basis about hygiene rules.	
24	Insufficient registration, induction, supervision and temperature checking of contractors where essential work is required on site.	Contractors are registered and are subject to SD rules under supervision. They also comply with the schools' contractors risk assessment and SD rules but do not have their temperature checked.	The SD rules and the supervision of contractors ensures a safe working environment for all.	
25	Medical staff have insufficient or unsuitable PPE, cleaning materials and training for tasks.	The School Nurse is well-equipped with the suitable materials and is well trained as she is currently also working in the NHS.	The medical staff have good training and good materials.	
26	Lack of policy / procedures on washing school clothes so as to prevent infection of staff and pupils.	School clothes are not be washed on site as there is no boarding, nor changing of clothes for sport. There are well-established procedures for 'bagging up' clothing in the event of being soiled with bodily fluids.	There are well-established procedures for dealing with clothing where necessary.	

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

	Hazard	Control Measures	Outcome	Remarks / Re-assessment
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1	Boarding policies and procedures not updated, regularly reviewed and communicated.	N/A	N/A	
2	Security and access systems not regularly checked, updated and re-coded.	N/A	N/A	
3	Boarding staff have inappropriate PPE, cleaning materials and training for tasks.	N/A	N/A	
4	Procedures for welcoming back overseas pupils not applied. (16.5.20)	N/A	N/A	
5	Insufficient space and resources for isolating overseas pupils (for 2 weeks?) on their return. (16.5.20)	N/A	N/A	
6	SD, separation and socialising rules not adhered to in the boarding house.	N/A	N/A	
7	Rules and procedures for exeat, trips and activities out (or not!), appointments or visits from family and / or guardians not complied with or understood. (16.5.20)	N/A	N/A	
8	Fire instructions and new procedures not reviewed, understood or rehearsed.	N/A	N/A	
9	Fire drills, routes and assembly points not rehearsed. (16.5.20)	N/A	N/A	
10	Insufficient rooms to isolate and supervise pupils (and staff).	N/A	N/A	
33	Laundry, bedding, furnishings, games and items that are hard to clean not removed and stored securely. (16.5.20)	N/A	N/A	
11	Staff to pupil ratio does not reflect SD rules (including medical and emotional support).	N/A	N/A	
12	Insufficient bathroom facilities if bed spaces have been reconfigured.	N/A	N/A	
13	Clothes and bed linen not washed regularly and at appropriate setting (65°)	N/A	N/A	
14	Boarders not equipped with authorised equipment to stay-in touch with parents.	N/A	N/A	
15	Boarders aware of global news and how it may affect them or their family. (16.5.20)	N/A	N/A	

### Support Staff Risk Assessment in the COVID-19 Environment

	<b>Hazard</b>	<b>Control Measures</b>	<b>Outcome</b>	<b>Remarks / Re-assessment</b>
1	Support staff not briefed on changes regularly.	Detailed briefings on changes given as necessary by HM, DFO, Estates and Domestic Manager.	Support staff are well briefed on the changes.	
2	Support staff have insufficient/inappropriate PPE, cleaning materials and training.	The School has obtained sufficient PPE and cleaning materials.	Support staff have the materials to perform their jobs.	
3	Cleaning regimes not reviewed or inspected regularly and not conforming to revised hygiene rules.	Cleaning regimes were first reviewed and changed as necessary in the Lent Term, and are kept under constant review.	Cleaning regimes are up to date.	
4	Security and access systems not regularly checked, updated and re-coded.	Security and access systems have been kept in constant use at all times. With residential staff, the School has never been 'closed' as such.	Security and access systems are in normal working order.	
5	Reconfigured areas, zones and routes hampering fire exits and routes.	Checks have been made by the Estates Manager and DFO to ensure any reconfigured areas or routes do not block fire exits.	Reconfiguration has not hampered fire security.	
6	Fire and other emergency procedures not reconfigured, routes not clear or regularly inspected.	Procedures have been updated as necessary and are subject to regular review.	Reconfiguration has not hampered fire security or emergency procedures.	

## Facilities Management Risk Assessment in the COVID-19 Environment

	Hazard	Control Measures	Outcome	Remarks / Re-assessment
1	Insufficient heating and/ or cooling system (including insufficient fuel levels if applicable). (16.5.20)	All school systems are working normally.	There is sufficiency in all regards.	
2	Insufficient gas supply, venting and valves?	All school systems are working normally.	There is sufficiency in all regards.	
3	Air conditioning units, ducts not checked on re-occupying school facilities. (17.5.20)	School facilities have been occupied at all times and normal checks made..	Sufficient checking has taken place and units are operational.	
4	Ventilation and extraction systems not checked. (16.5.20)	Normal checks have taken place.	All checks up to date and systems operational.	
5	Electrical tests not up-to-date including emergency lighting and PAT	Normal checks have taken place.	All electrical checks are up to date.	
6	All electrical equipment bought in to school PAT tested? (16.5.20)	PAT testing up to date. Brought in devices PAT tested by the Estates Manager	All testing is up to date.	
7	Water testing for temperature, flow and legionella not in date for test.	Regular legionella testing has been taking place.	All testing is up to date.	
8	Water supply not tested for legionella on re-opening facilities. (16.5.20)	Regular legionella testing has been taking place.	All testing is up to date.	
9	Swimming Pool not secure or inspected regularly. (16.5.20)	Normal swimming pool rules have been in force at all times.	Swimming pool has been secure and inspected at all times.	
10	Insufficient arrangements for the operation, cleaning (and use) of the swimming pool.	Normal swimming pool cleaning and maintenance regime has been in force at all times.	Swimming pool has not been open and available for use by school.	
11	Fire alarm panel, system and extinguishers not in date and not serviced.	Normal fire checks and servicing have been taking place, including weekly fire alarm tests.	All equipment is fully operational.	
12	Kitchen not reconfigured, stocked and cleaned if closed over a long period. (16.5.20)	Kitchen was closed over the holidays, but has been open and in use since the start of term.	Kitchen stocked and cleaned as necessary. No reconfiguration necessary.	
13	Insufficient chefs, supervising staff and cleaners to maintain high standards of hygiene. (16.5.20)	Staffing levels planned and reviewed by DFO and Catering Manager.	Staffing levels sufficient.	

14	Servery and dining room rules not properly considered, inadequate or safe. (16.5.20)	Dining room and servery is not in use.	New arrangements are now in place for packed lunches and snacks delivered to individual bubbles.	
15	Insufficient drinking supplies and hydration available in dining room. (16.5.20)	Normal drinking supplies available however all pupils are staff are instructed to bring in full water bottles.	Drinking supplies sufficient.	
16	Laundry wash and dryers not serviceable, unable to cope with demand, temperature requirements and insufficient wash products.	Laundry is fully operational, although usage is fairly minimal.	Demand is manageable and supply of wash products sufficient.	
17	Suspended services not re-set. (16.5.20)	All suspended services have been re-set as necessary.	Re-setting has taken place, and normal school services now available.	
18	Approach not agreed to any scheduled or ongoing building works. (17.5.20)	Building work has commenced with a separate detailed risk assessment.	Risk assessment in place.	
19	Suppliers not following appropriate SD and hygiene measures (17.5.20)	Visits to the site are kept to a minimum and no access to school buildings is allowed.	SD and hygiene measures are in place, and are being followed.	
20	Waste procedures not reviewed or sufficient.	Waste procedures have been reviewed and amended as necessary.	Waste procedures are sufficient.	
21	Pest control services not recorded, deficiencies not identified or actioned.	Normal pest control checks by school staff and external contractor have taken place	Pest control measures in place.	
22	School vehicles not fully registered, insured, maintained and stocked with appropriate hygiene materials.	All regular checks of school vehicles have taken place, with stocking of hygiene materials as necessary.	All school vehicles are fully useable but currently not in use.	