



# 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.	<p>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.</p> <p>The school safeguarding policy has been updated inline with KCSIE 20.</p>	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	There is good knowledge within the School regarding government advice.	

		IAPS, BSA, ISC and ISBA. HM also reading bulletins from NAHT		
C	Staff and parents do not know or understand the 'system of controls' and how they are applied.	HM continues to keep staff, pupils, parents and Governors well informed of all changes either by email or in meetings. Control measures are also fully covered at the staff training day at the start of term.	Communication to all parties is strong.	
D	Changes not regularly communicated to staff, their unions, pupils, parents and governors	HM continues to keep staff, pupils, parents and governors well informed of all changes either by email or in meetings. Risk Assessment is displayed on our website and parents are directed to the location through letters from the Headmaster. All Staff will be provided the RA on the staff training days prior to the start of term.	Communication to all parties is strong.	
E	Changes to assessments, procedures and other important matters not reviewed by Governors	HM and DFO keep the 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	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. DFO has completed the insurers return to work checklist.	

G	Local authority and health protection team not engaged prior to the beginning of term.	The School Nurse has PHE: Suffolk contact details and is following their guidance.	The school will comply with any local guidance from government agencies.	
H	Active engagement with NHS Test and Trace and the procedures not understood by all staff and parents.	Headmaster will communicate via pre start of term letter to all parents and staff to ensure they are aware of their responsibility to self isolate for 10 days and be tested should pupils, parents or staff develop symptoms. Test results should be shared with the school as soon as they are received. SMT have set up the on site LFD test centre with effect from January 2021. All staff on site have been asked to undertake a weekly test.(See the separate test centre risk assessment).	All staff and parents will be fully informed of the procedure to follow.	
I	No contingency plans for self-isolation of individuals, groups, multiple pupils and or staff.	There are two sick bays (boys and girls) and a further dorm that can be utilised for self isolation of individual pupils or groups until parents can collect them.  Staff will be asked to go home for 10 days self isolation or a next of kin will be called to collect them immediately.	Adequate contingency plans in place	
J	Insufficient consideration to minimising contact and maximising distance between all those in school where ever possible.	Keep left systems in place through corridors. One metre floor markings for queues to toilets and the dining room. Desks/seating will face	Contact will be suitably minimised through the identified control measures. Therefore ensuring any	

		<p>forwards, (including the dining room) one metre apart between pupils. Start, finish, lunches will be staggered to minimise contact. Each bubble play times will be in different areas within the grounds.</p> <p>Each bubble will have designated toilets to use: Pre Prep and Nursery, Middle School to use the Covered Way. Years 5 &amp; 6 to use the Britten Hall (ground floor). Years 7 &amp; 8 to use the Britten Hall (first floor) redesignated adult toilets.</p> <p>No contact sport or fixtures to take place.</p> <p>Assemblies will be held for each bubble and pupils/staff to be seated in the Britten Hall one metre apart facing forwards. From 2021 Assemblies have been moved to a digital platform for all to access.</p> <p>Offices will also have desks placed one metre apart and staff must wear face masks in shared spaces.</p> <p>Staff advised to bring flask drinks to avoid congestion in the use of the staff room.</p> <p>Briefings to take place via zoom each morning.</p>	<p>possible infection will be contained to bubbles as much as possible.</p>	
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		Staggered lunches and breaks will reduce contact in the staffroom for staff requiring access to photocopiers or refreshments.		
K	Social Distancing (SD) and other hygiene rules not sufficiently robust, understood, communicated, applied or checked.	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 and monitored.	SD and other hygiene rules communicated, understood and applied.	
L	SD rules for activities (play, games, drama, music) not understood or adhered to?	The Headmaster will communicate SD rules for activities such as play, games, drama and music in a letter to parents and to staff during the staff training day.  There will be no contact sport.  Music lessons: choir or wind instrument lessons will be adhering to one metre distancing and facing forwards (not towards each other). Where possible lessons will be held outside. Instruments will not be shared and should be washed at home after each use.	SD rules will be clearly communicated and understood by parents, pupils and staff.	
M	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.	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.	

		Toilets will be cleaned twice each day. Teachers/Staff wipe down desks and frequently touched surfaces at the end of each session.		
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.  Boarding staff will wipe down taps and loo flushes at the end of the night.  Boarding facilities will be suspended with effect from January 2021 until further government guidance is received.	There is good monitoring of high risk areas.	
O	Suspended services and subscriptions not re-set or updated due to new needs in time for return to school.	All relevant services and subscriptions are in place.	There are no gaps in services.	
P	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. Visitors or trades will sign in and be supervised by relevant staff.  Parents have been informed that there will be no access to buildings. Children must be dropped off at the main car parks, Pre Prep pupils may be walked to the main door. SMT will be on duty to monitor the drop off and pick up times.	Access to school is controlled effectively.	

Q	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
R	Insufficient contingency plans for changes to school operation such as re-closing, loss of catering or teachers?	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.	
S	Insufficient contingency plans in case of medical need for self-isolation of individuals, multiple pupils, staff or local outbreaks?	<p>The school will not be offering long term isolation. There are rooms available to adequately self isolate pupils and/or staff until they go home.</p> <p>Medical Policy covers procedures for isolating and medical needs.</p> <p>Parents aware of plans via Head's letter. Risk Assessment and policies published on school website.</p> <p>The new test centre will identify those asymptomatic staff and Yr 7 &amp; 8 pupils (when they return to school), therefore reducing the risk of a local outbreak and also controlling the spread of covid.</p>	There is sufficient planning in place.	

T	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.	HM, DFO & Nurse/DSL regularly follow updated government guidance, Regular briefings with staff and SMT provides front line assessment of issues as they arise. Therefore we are able to amend policies & risk assessments accordingly and implement and communicate any changes in a timely manner. Updated RAs are shared on the website and with staff/parents.	Sufficient mechanism to regularly review all risks and measures in place.	
U	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. Marketing Officer and Head's PA are unfurloughed and part furloughed respectively, and continue to monitor social media and emails.	Communication to parents on wider issues by HM by email and text if necessary. All staff will continue to communicate with pupils through Teams and email. All are working. Facebook also being used to communicate.	

2	Staff, parents and pupils returning to school not provided with full induction process or aware of changes and potential hazards.	HM to continue to keep staff, pupils, parents and Governors well informed of all changes either by email, letter or in meetings. Control measures are also fully covered at the staff training days at the start of term.	Communication to all parties is strong.	
3	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. 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.	
4	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'	
5	No school representative identified to liaise with local authorities and local health protection team.	The Nurse is OBH school representative to liaise with the local authorities and the local health protection team.	There is a clear plan identified if the school needs to contact local agencies.	
6	Local authorities and health protection teams not engaged prior to re-opening (and the benefit of their services in case of infection).	The Nurse will be regularly contacting the teams either prior to the start of term or during.	There is a clear plan identified if the school needs to contact local agencies.	

7	No plan to inform local health protection team if two or more confirmed cases within 14 days or there is an overall rise in sickness absence.	The Nurse will monitor sickness absences through iSAMs and will inform the local health protection team if two or more confirmed cases.	There is a clear plan identified if the school needs to contact local agencies.	
8	No system to communicate with staff who are unable or 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.	
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.	All parents and staff will receive the link to this risk assessment with identified control measures in place. They will also receive the HM's letter explaining the procedures and local rules for the return to school. The letter will provide a contact email address for parents or staff who may have significant concerns.	Efficient communication of controls and mechanism for raising concerns.	
10	No staff, pupil and / or parent health declaration implemented or recorded.	Office will email all staff and parents before the start of term with medical and contact records held at school. All parents and staff will be required to return with any amendments necessary.	The school will hold up to date health records for all children and staff.	
11	Lack of knowledge of where pupils / staff have travelled from (other than home and school) on holiday or at weekends.	Letter to parents and staff requesting information if they have travelled from abroad	Knowledge based on self-reporting	

12	Staff, parents and pupils not self-isolating after holiday and work visits (for 2 weeks?) to non-government agreed countries.	HM has written to reconfirm the ruling with parents and staff.  School Nurse will contact the parent or staff member to inform them that they must self-isolate for 14 days.	Maintain containment and prevention of spread of the disease.	
13	Lack of robust rules 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 pupils and staff. Pupils informed by supervising staff on arrival. Posters are displayed "Catch it, bin it, kill it." Constant monitoring and reminders by HM.	Good standards of hygiene observed by both staff and pupils.	
14	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.	
15	At drop-off and pick-up parents not complying with SD policy outside gates and entrances.	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.	
16	Staff and parents not cleaning frequently touched surfaces of car before and after journeys to school.	Staff and pupils are requested to sanitise their hands immediately on entry to the school.  Staff encouraged to use hand wipes to regularly clean their laptops, desks and car doors/steering wheels.  Cleaners disinfect frequently touched surfaces e.g. light	Adequate control of internally cleaned surfaces.	

		switches, door handles, desks, toilets and hand rails on a daily basis.		
17	Insufficient or no guidance on safe travel to and from school or protocols at school gates etc.	HM to include information to parents in his guidance letter. This will include social distancing on the school buses, strict sanitisation on entry and exit, staggered drop-off and pick-up times and parents requested to not leave their vehicles. He will also request car door handles to be sanitised on a daily basis to reduce the risk of spreading the disease.	Adequate guidance on school travel and protocols	
18	Transit spaces (corridors), social zones (car parks, common rooms, playgrounds) do not support SD. Walk on the left protocol?	Corridors configured with SD labels on floor and keep left systems. There will be 3 staggered lunch time sittings to separate year group bubbles. Each bubble is assigned separate play areas at breaktime.	Common areas compliant with SD rules	
19	Learning and recreational spaces not de-conflicted or configured to SD rules for different groups or bubbles.	Recreational as above. Children remain within their bubble classroom with 1 metre spacing between desks, facing forwards. They are also allocated separate bubble outside areas for Games.	Learning and recreational spaces are configured to SD rules.	
20	Little consideration of different age groups in timetabling, length of the school day and exposure to other age groups.	Bubbles maintained: <ul style="list-style-type: none"> <li>• Nursery</li> <li>• Pre Prep</li> <li>• Middle School</li> <li>• Years 5 &amp; 6</li> </ul>	All pupils will be in a safe bubble environment	

		<ul style="list-style-type: none"> <li>• Years 7 &amp; 8</li> <li>• Boarding (Domestic bubble)</li> </ul>		
21	Insufficient consideration and alternatives to using public transport including staggering school start and finish times.	OBH will offer our 5 bus routes but adhering to SD and sanitisation rules. Children arriving on buses will be able to go straight to their bubble classroom.	Due to our remote location most parents will choose to drive their children to school.	
22	No system in place to deal with bereavements, trauma, anxiety, stress, behavioural and sleep issues.	Normal pastoral channels including staff, form tutors, the School Nurse and the School Counsellor are all available. Bereavement Policy up-to-date.	Normal strong systems are in place.	
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	We follow the School E-Safety Policy. Filters in place and workstations are monitored by Impero which tracks all apps used, websites visited and searches. All keyboard responses are monitored by Impero and the logs are checked daily. Access to computers monitored. Use of mobile phones on school wifi by boarders will be closely monitored by Head of Boarding and will only be via a special ssid available for two hours each evening. Pupils will re-sign ICT AUP at the start of the term and discuss with their Form Teachers.	Robust E-Safety measures 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 or 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 available for further advice. All update uploaded to website and ISI.	Robust safeguarding procedures in place.	
2	INSET does / did not reflect required training for COVID-19 related procedures, safeguarding, H&S, well-being etc	This Risk Assessment and OBH Covid risk control measures in place covered at start of term training days and held on the website.	Training and guidance provided at the staff training day.	
3	Staff have insufficient instruction and training on identifying and supporting vulnerable pupils, parents and other staff.	This Risk Assessment will be shared with all staff. SENCO will also provide ongoing support to staff in identifying pupils needs. Regular staff briefings to share concerns for staff, pupils an parents.	Ongoing sufficient support	
4	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	Availability of contact with DSL and DDSL is strong.	

		mobile including out of hours. HM as back up at any time too.		
5	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	
6	Fire drills, routes and assembly points not rehearsed.	Fire drills will go ahead each term when the school reopens. 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 each term to include all new pupils and staff.	
7	Needs of each age group and class not considered separately in terms of support, activities and facilities.	The needs have been carefully considered. The Learning Success team also continue to provide remote one to one support. The wide range of ability in each group for the sports sessions will be catered to by experienced and qualified PE staff.	Strong and individualised programmes are available for each class.	
8	Staff moving between classes and year groups not maintaining distance from pupils and other staff (ideally 2 m between adults)	Keep left systems introduced in appropriate areas with floor markings and wall signage. Staggered breaks should minimise the number of staff and pupils moving around site at the same time.	Enforced rules on site walking routes and staggered breaks should minimise the risk of contact.	

9	Supply, peripatetic and/or other temporary staff moving between schools not minimising contact or maintaining as much distance as possible from other staff	<p>All Peri/temporary staff to be emailed this risk assessment.</p> <p>Hand sanitisation enforced at entry to each building.</p> <p>Keep to the left hand side of paths introduced in appropriate areas with floor markings and wall signage. Staggered breaks should minimise the number of staff and pupils moving around site at the same time.</p>	Enforced rules on site walking routes and staggered breaks should minimise the risk of contact.	
10	Roles conducive to home working and therefore helping to reduce infection (e.g. some administrative roles) not identified.	<p>Estate Staff will primarily work outside on the grounds and not in the classrooms or communal areas during the school day.</p> <p>Office staff will have desks spaced one metre apart (two where possible) and ensure all rooms are well ventilated. Face masks can be worn if they prefer. Where possible will work from home.</p> <p>Estates and Office staff will take their breaks and lunches outside of the three lunch sittings and during lesson periods.</p> <p>All equipment used by the Office and Estates Teams are to be regularly cleaned after each daily use.</p>	OBH are able to manage staff working patterns to limit contact with other staff.	

		<p>Briefing meetings can be joined remotely. Staff are encouraged to bring flasked drinks to limit the use of the staffroom. Staffroom photocopiers will be accessed by office staff during lesson periods.</p> <p>Antibacterial spray and disposable tissue will be provided in each office and at photocopiers to ensure staff clean daily or after each use (photocopiers).</p>		
11	The “ideal” of adults maintaining 2 m distance from each other, and from pupils not realised.	<p>Desks in classrooms and offices spaced 1 metre apart but 2 metres where possible. Desks should not face each other.</p> <p>Keep to left hand side of paths introduced in appropriate areas with floor markings and wall signage. Staggered breaks should minimise the number of staff and pupils moving around site at the same time.</p>	Staff will be informed at the training day of the new rules to follow and enforce with pupils. Staff will monitor and advise pupils on their first day in school.	
12	Contact between groups or bubbles is not minimised or distance between individuals maintained and properly supervised.	Staff will be informed of the bubbles to maintain and areas where bubbles may travel to on site at the specific staggered times. This will be supervised by staff.	Staff will be advised on the staff training day.	
13	Distinct and consistent groups or ‘bubbles’ not maintained or separated and so, in the event of a positive case, difficult to identify those who may need to self-isolate.	There will be distinct year group bubbles including the three boarding houses and bus routes. Therefore should a positive case of	The bubbles will be supervised at all times.	

		one pupil be known we will be able to easily initiate all those in the same bubbles to self isolate at home for 14 days.		
14	Insufficient controls measures for larger groups with greater risk of infection and need to all isolate.	There will be no large group gatherings, assemblies will take place within the separate bubbles. There will also be three separate lunch sittings for each bubble.	Minimised gatherings with staff briefings preferably attended remotely.	
15	Large gatherings such as assemblies or collective worship with more than one group not avoided.	There will be no large group gatherings, assemblies will take place within the separate bubbles via digital platforms.	Minimised large group gatherings will be maintained.	
16	Insufficient controls for those pupils allowed to mix into wider groups for specialist teaching, wraparound care and transport.	Those attending wider groups e.g. specialist teaching, owls, boarding and transport will adhere to ongoing SD and hygiene rules.	Ongoing strict SD and hygiene controls will reduce the risk of spread of infection.	
17	Younger pupils not supported in understanding the importance of maintaining distance, not touching staff and their peers - where possible.	Children will be reminded about balloons being between each other; stickers will be placed on the floor to encourage social distancing when using continuous provision; children will be seated not directly facing on-another; staff will encourage different ways of greeting, supporting and play alongside children and friends.	Classrooms will be well prepared and safe places for the children. A clear awareness of SD will be in place.	
18	No specific help and preparation for the changes to routine for pupils with SEND (whether education, health and care plans or on SEN support).	Learning Success teachers to ensure SD is followed. This to apply for in-class support and support within the Learning Success area.	Robust procedures for SD in place in the Learning Success areas.	

		LS staff to ensure children understand the protocols to be followed where appropriate. Areas regularly cleaned and after each child as in the classroom environment.		
19	Where a pupil routinely attends more than one setting on a part time basis (e.g. dual registered) the system of controls not considered collaboratively to address identified risks.	Aware of only one pupil who is registered at two settings. This would only apply to Nursery children. Therefore the Nursery will be a separate bubble to reduce the risk of contamination throughout the Pre Prep.	All SD and hygiene rules will apply in the Nursery.  All duties and clubs will be amended to work with a separate N bubble.	
20	Classrooms do not have side-by-side seating or forward facing desks to reduce risks.	All classrooms can be reconfigured to face forwards, side by side.	Reduced risk of face to face in classrooms	
21	ITT trainees not sufficiently briefed, hosted and integrated in their support to school.	OBH currently does not have any ITT trainees. However, members of staff joining the teacher training scheme have been sufficiently briefed.	NA	
22	Volunteers not checked, left unsupervised, allowed to work in regulated activity or supported.	Staff are aware that all volunteers have to be checked (DBS, references and disqualification) before commencing work.	No volunteers can join OBH without undergoing the recruitment checks	
23	Recruitment process and pre-appointment checks not following legal requirements.	All new staff and appointments undergo the pre-appointment checks required before they commence work.	Robust recruitment process	

24	New staff and pupil registration and induction processes not adapted or compliant.	All new staff must be inducted by their line managers, DSL and Health and Safety Coordinator. Our Registrar has overseen induction of new pupils communicating with tutors and parents.	New staff and new pupils are well-supported and fully inducted.	
25	Support staff and TAs in regulated activity do not have the appropriate checks.	All new staff and appointments undergo the pre-appointment checks required before they commence work.	Robust recruitment process	
26	SCR not updated with DBS related issues and required documents not properly verified or recorded.	The HR Executive Assistant continues to ensure that new staff checks and documents are verified, also oversees the SCR. The HM, DFO and Safeguarding Governor continues to review the SCR.	Recruitment safeguarding procedures are adhered to. Checks are carried out and recorded appropriately.	
27	Plans to working and learning outside not fully considered	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	
28	Opportunities for non contact sport, adventure play, Forest School, gardening etc not regulated or considered	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. Non contact rugby, Hockey, Football, Cricket and Netball allowed in groups up to 30 children.	
29	Physical education, sport and physical activities not following the measures in their system of controls.	All sporting, play and SD and hygiene rules clearly communicated to SMT, staff, and pupils.	All relevant parties made aware of new rules.  All sports staff to operate with their own coaching equipment that does	

		Communicated to parents through letters	not cross over to any other bubble. A full hygiene and sanitisation regime to be in place for the start and end of every session. All sport staff have been made aware of this and it is written in the sports risk assessments for this term.	
30	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.	All parents have been notified of the sporting arrangements. Coaches will speak to all children in their bubbles in the first session to ensure pupils are aware of the new rules. Form teachers will also assist in reinforcing. Continued messaging through the OBH mail and the school website to present a clear picture to parents and other members of the school community.	
31	Pupils not kept in consistent groups, maximising distance between pupils or paying scrupulous attention to cleaning and hygiene during sports activities.	Pupils will be supervised at all times to ensure bubble integrity, SD and hygiene rules are maintained.	Pupils will be reminded of the rules	
32	Sports equipment not sufficiently cleaned between each use by different individual groups.	Equipment will be cleaned by designated coaches. Children will use their own equipment where possible and will not be permitted to share.	All sports staff to operate with their own coaching equipment that does not cross over to any other bubble. A full hygiene and sanitisation regime to be in place for the start and end of every session. All sport staff have been made aware of this and it is written in the sports risk assessments.	

33	Risk assessment for play, drama and dance activities not re-assessed, applied or checked.	Drama and dance will take place and SD rules will be maintained. Planned performances will be adjusted accordingly to meet bubble requirements and distancing rules. Any remote music lessons will apply normal SD rules.	SD rules continue to be observed in music lessons.  SD rules applied to all activities.	
34	Added risk of infection where there is singing, chanting, playing wind or brass instruments not reviewed.	Singing and wind/brass instrument lessons will take place in a space where children can adhere to SD and stand side by side. If possible lessons will take place outside.		
35	Shared staff spaces are not set up or used to allow staff to distance from each other.	Some chairs will be removed from the staffrooms (Pre Prep and main Hall) to enforce SD, ensuring 2 metres distancing. Staff breaks will be staggered to ensure limited staff in the staffrooms at any time.		
36	Staff meetings and staff rooms unregulated in terms of space, equipment, resources (copiers, kettles, biscuits tins etc) timings, SD and purpose.	Staff advised to bring in their own flasks and water bottles. Staffroom computers spaced 1 metre apart (side by side). Staggered breaks and use of resources for admin and academic staff. All staff advised that they can join briefing meetings via Zoom or Teams. Smaller meetings can be attended adhering to social distancing and hygiene rules (before and after each meeting - sanitisation of surfaces, all attendees to sanitise hands).	Robust procedures in place to comply with SD and hygiene rules	

37	Staff not having sufficient down time / rest during the working day / week?	All staff have staggered lunch times alongside their forms, therefore ensuring down time. Duties are shared on a rota.	Appropriate breaks in place for all staff.	
38	Staff schedules do not build in the need to avoid increases in unnecessary and unmanageable workload burdens.	All academic staff have the appropriate non contact time allocated to their timetable to ensure they can manage their administrative teaching duties. Other duties are shared on a rota.  SMT will assess staff absences and try to minimise the impact on other staff.  Any concerns will be raised with line managers and dealt with accordingly.	Appropriate staffing timetables in place and managed effectively with view to arising staff absences.	
39	Staff unable to manage the provision of both in school and remote learning.	OBH cannot offer both in school and remote provision to all year groups. Should a positive case be confirmed then remote learning will commence with the affected bubble only. Therefore the teachers in that bubble will revert back to remote teaching only while all pupils self isolate for 14 days.	Remote Learning contingency plan in place	
40	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.	

41	Parent, Pupil, Staff, Contractor, Visitor drop-off and pick-up procedures, in and out routes not been shared, understood or applied.	HM letter to relay information to parents before the start of term. Parents not to leave their cars. Pupils are supervised until their parent arrives. Strict drop off, pick up locations for each bubble. Visitors and contractors to report to the School Office in the normal way.	All new rules clearly communicated, and drop-off and pick-up to be monitored by SMT	
42	Appropriate safety measures not in place for wraparound childcare for both indoor and outdoor provision	SD rules to be maintained throughout wrap around care including integrity of the bubbles.		
43	Transit spaces (corridors), social zones (common rooms / playgrounds) not configured to SD rules.	Corridors configured with SD tape on floor, keep left systems, walking on the left in wider corridors. Each bubble is assigned separate play areas at breaktime, lunch and games. Common Rooms will have 1 metre distance applied between seats and sofas (3 seats will have the centre cushion removed).	Common areas now compliant with SD rules.	
44	Classrooms don't reflect SD layout, PPE, screening and regular cleaning rules.	All classes contain tables spaced at 1 metre distances, side by side 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.	

45	Hand washing not part of school culture or routine e.g. no regular breaks for hand washing during the school day.	Pupils arriving to entry points each morning must sanitise their hands before entering. 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 entry points around the school,	Robust handwashing procedures are in place and monitored by supervising staff.	
46	Insufficient hygiene stations at entrances, exits, toilets, classrooms, play areas, common rooms, staff areas etc	Hand sanitisers are provided at all relevant entry points around the school,	Robust handwashing procedures are in place and monitored by supervising staff.	
47	Hygiene stations (including bins) not stocked, checked, emptied and cleaned regularly.	Domestic Manager and cleaners check washrooms and entry point hygiene stations on a daily basis as well as overall stock levels which are currently high.	Robust checking procedures are in place	
48	Unnecessary items not removed from classrooms and other learning environments.	All unnecessary chairs and other items are removed.	Classrooms only have necessary items left in them.	
49	Soft furnishings, soft toys and items that are hard to clean not removed and stored securely.	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.	
50	Individual and frequently used equipment, such as pencils and pens not shared by staff or pupils (who use their own).	HM letter to parents recommends that all pupils bring in their own pencil case with supplies which are not shared and regularly sanitised at home.	Parents to be informed before each term begins.	

51	Classroom based resources, such as books and games and all frequently touched surfaces, which are used and shared within a group or bubble not regularly cleaned.	Cleaners and staff to clean surfaces and resources on a daily basis. Resources will not be shared with other bubbles.	Robust resources control in place.	
52	Management of resources shared between classes or bubbles not cleaned frequently and meticulously or rotated to be left unused and out of reach for a period of 48 hours (72 hours for plastics).	If resources are required in another bubble they will be cleaned before and after.	Robust resources control in place.	
53	Regulating the use and cleaning of locker, changing rooms, toilets and showers not managed and supervised.	Changing rooms are supervised by staff. Toilets and showers will be cleaned each day. We do not have lockers however the changing rooms will be cleaned every day.	Good supervision and management of changing rooms, showers and toilets.	
54	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.	HM letter to confirm items necessary for the school day e.g. pencil case, water bottles, books and sun hats.	Clear instruction from the Headmaster	
55	Pupils and staff taking necessary books and other shared resources home not sufficiently managed.	HM letter to confirm that resources taken home must be cleaned regularly before entering back into the school. E.g, laptops and book covers.	Clear instruction from the Headmaster	
56	Outdoor playground equipment should be more frequently cleaned or left fallow.	Cleaners and Pre Prep/Sports staff to ensure cleaning of equipment each day after use.	Cleaning regimes clearly relayed to staff.	
57	Assemblies, break times, drop-off and collection times not sufficiently well staggered.	There are staggered drop off, pick up locations for each bubble. Break and lunch times are also staggered Break times will be in separately allocated areas per bubble. Assemblies will be held for each	Adequately staggered times are in place for drop off and arrival.	

		bubble on different days and not altogether.		
58	Non-overnight educational visits not organised in line with protective measures (keeping children within consistent groups) and COVID-19 measures in place at destination.	All trips will be appropriately risk assessed by staff and paperwork reviewed and signed off by the DH-CoCu.	Robust measures in place to ensure trips are safely organised.	
59	Meal times not de-conflicted or possible to achieve SD in the servery and dining areas whilst still providing sufficient nourishment.	<p>There will be staggered lunch times for each bubble with seat settings/surfaces cleaned between each sitting and cutlery laid by Domestic staff, using the appropriate PPE.</p> <p>1 metre queuing markers will be laid on the floor leading up to the serveries. A supervising Domestic staff member will manage no more than two pupils waiting at each servery at any time. Servery fronts will be sanitised between sittings. Staff and pupils are not allowed to serve themselves. Mixed salads will be a side option offered at each servery.</p> <p>Children will be seated on one side only of each table to avoid facing each other and spaced 1 metre apart on a bench (3 children per bench).</p>	Robust Dining room SD and hygiene measures in place.	

60	<p>Organisation of breakfast and after school club not revised in to small, consistent groups and maintaining year groups or bubbles.</p>	<p>Smaller numbers attending breakfast and supper can be seated in one sitting.</p> <p>Cutlery laid by Domestic staff, using the appropriate PPE.</p> <p>1 metre queuing markers will be laid on the floor leading up to the serveries. A supervising staff member will manage no more than two pupils waiting at each servery at any time. Servery fronts will be sanitised between sittings. Staff and pupils are not allowed to serve themselves.</p> <p>Children will be seated on one side only of each table to avoid facing each other and spaced 1 metre apart on a bench (3 children per bench).</p>	<p>Robust Dining room SD and hygiene measures in place.</p>	
61	<p>Pupil and staff mental health and wellbeing not considered with individual needs not identified or supported.</p>	<p>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, DH, School Nurse and DFO. HM follows up with weekly SMT meetings where staff issues are discussed through feedback from other staff. Staff wellbeing is an agenda item on the staff training day.</p>	<p>Robust staff and pupil welfare procedures are in place.</p>	

62	Insufficient pastoral and extra-curricular support for pupils to rebuild friendships and social engagement.	PSHE programme incorporates, Covid related issues of isolation, wellbeing and positive engagement with friends and teachers. School Counsellor will be accessed for specific cases where it is felt prudent and in discussion with parents. HM to deliver assemblies on social reintegration.	Staff will be given guidance on monitoring pupil wellbeing and who to refer to.	
63	Insufficient support to address and equip pupils to respond to COVID-19 related issues.	The school recognises that COVID has impacted the lives of our pupils in many ways. Pupils may have suffered bereavements, experienced loneliness, have increased anxiety, fear, and witnessed abusive domestic incidents.  We are putting in place an enhanced PSHE programme to support pupils and will make use of the School Counsellor to support individuals, and refer to external agencies where appropriate. We will work closely with parents, if issues come to light.	Children will feel supported and know how to ask for help.	
64	Re-scheduling of activities not operating efficiently or safely due to SD rules and timings	Activities will be planned and risk assessed for each term with SD rules in place.	No trips were booked for Summer term and new trips will be carefully risk assessed and reviewed by SMT	
65	Plans, briefing and statistics for ISI / Ofsted visit not updated.	SMT will continue to update documents and policies in line with	SMT will review all policies and risk assessments during August each year in preparation for the year	

		compliance regulations in readiness for inspections.	ahead. Documents are shared with staff and parents through the website.	
66	Roles suitable to home working, such as administration, not considered to help reduce risks of infection in school.	Office staff can work maintaining SD rules with desks spaced at least 2 metres apart and attend briefings remotely from their desks. Where possible will work from home.  Lunch and break times can be staggered to take place during lesson time when pupils and staff are in the classroom. Therefore reducing contact.  Face masks must be worn in common areas. All offices will be well ventilated and cleaned on a daily basis.	SMT will continue to monitor staff needs and government guidance.	

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

	Hazard	Control Measures	Outcome	Remarks / Re-assessment
1	Sickness management rules and the “don’t come to work if you are ill” not understood or observed.	Rules were reiterated to staff by HM by email and letter.	Rules are widely known and respected.	
2	Staff and pupils who are ill or tested positive in the last 7 days do not know or are unwilling to stay at home.	Staff and parents will be informed via a letter from the Headmaster about the school self isolation policy in the event that they are	All staff and parents will be aware of the rule to self isolate if tested positive. SMT will monitor that this is being adhered to.	

		tested positive. All staff will be reminded on the staff training day.		
3	The procedure for isolating or sending staff and pupils home for 7 days and arranging a COVID-19 test is not understood (if anyone becomes unwell in school).	Staff and parents will be informed via a letter from the Headmaster about the school self isolation policy in the event that they are tested positive. All staff will be reminded on the staff training day.	All staff and parents will be aware of the rule to self isolate if tested positive. SMT will monitor that this is being adhered to.	
4	Given (Serial 1 & 2) above household or group members do not understand that they must self-isolate for 14 days.	Staff and parents will be informed via a letter from the Headmaster about the school self isolation policy in the event that they are tested positive. All staff will be reminded on the staff training day.	All staff and parents will be aware of the rule to self isolate if tested positive. SMT will monitor that this is being adhered to.	
5	No isolation room and separate bathroom available, inadequate signs (from reception?) for those waiting collection and no access to PPE for those attending to unwell staff and pupils.	Medical staff have access to appropriate PPE in the medical rooms (surgery and sick bays). There are plenty of medical facilities for isolation purposes.	Sufficient facilities and PPE in school	
6	Procedure is not clear for those Staff who have helped someone with symptoms and pupils who have been in "close contact".	All government guidelines will be followed and the school medical policy will reflect advice.  Staff training to be given at INSET  Immediate advice will be sought from PHE.  "close contacts" of a confirmed COVID case will need to self isolate for 14 days.	Staff fully aware	

7	<p>Staff not aware of meaning of “close contact” i.e.:</p> <ul style="list-style-type: none"> <li>• Direct close contacts: face-to-face contact with an infected individual for any length of time, within 1 m, including being coughed on, talking face to face, or unprotected physical contact (skin-to-skin).</li> <li>• Proximity contacts: extended close contact (within 1 to 2 m for more than 15 minutes) with infected individual.</li> </ul> <p>Sitting in a small vehicle (car) with an infected person.</p>	<p>Staff training to be given at INSET</p> <p>ALI staff to receive a copy of the Risk assessment and the medical policy:COVID addendum.</p>	Staff fully aware	
8	Procedures for reporting COVID-19 instances to external authorities not known or applied.	Nurse is fully aware of procedures to follow in report to external authorities.	Nurse fully aware and will report any positive tested cases.	
9	Procedure for washing hands thoroughly for 20 seconds with soap and running water or using hand sanitiser after any contact with someone who is unwell is not understood or applied.	Pupils and staff to be reminded of the importance of hand washing – via assemblies, form time, posters.	Good hand hygiene becomes second nature	
10	Procedure for cleaning, with normal household bleach, the area around a person with symptoms after they have left (to reduce the risk of infection) is not understood or applied.	Nurse and Domestic staff fully aware of the need to disinfect infected areas.	School staff fully aware	
11	Science of risk not understood e.g. less severe symptoms in adults, younger children less likely to become unwell. Consistent groups help.	Government advice read by HM and School Nurse.	Staff confident in looking after all pupils and having them in the school.	
12	Although a useful confidence measure routine temperature testing is not a reliable method to identify COVID-19 (PHE advice refers).	Temperature testing was carried out at drop off during the Michaelmas 2020; however, the temperature guns proved unreliable.	Temperature testing is not effective and therefore not carried out by staff.	
13	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.	Temperature testing is not effective and therefore not carried out by staff.	

14	No or insufficient training for those operating temperature testing or other precautions that require new equipment. Training not recorded for future reference.	<p>The School is not currently routine temperature testing as it is not a reliable effective test.</p> <p>Pupils who display symptoms will have their temperature checked.</p> <p>The school surgery has infra red and tympanic thermometers. The school nurse and matrons have received training in using the equipment.</p>	Medical staff practised in taking and recording temperatures	
15	Medical staff have insufficient or unsuitable PPE, cleaning materials and training for tasks.	The surgery and sick bay are well equipped, and are under the supervision of the School Nurse.	The medical room is well-equipped.	
16	Temperature testing undertaken using unsafe methods, not reflecting SD rules, not recorded or kept appropriately.	<p>The School Nurse will temperature check when an individual presents with symptoms and according to protocols. Records will be kept.</p> <p>The School Nurse has access to infra red and tympanic thermometers thereby ensuring SD rules are maintained.</p> <p>PPE consisting of gloves, apron and mask and or visor will be worn when temperature checking.</p>	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
17	No separate area for temperature testing, holding and isolation of pupils/staff. Areas not easily identified or regularly cleaned?	We have both a surgery and sick bays if needed, and thus regularly cleaned.	The School has separate areas for these purposes.	

18	Insufficient registration, induction, supervision (and temperature checking) of contractors working 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.	
19	Young children not supervised using hand sanitiser (risk of ingestion). (Note: Skin friendly cleaning wipes is an alternative).	Hand stations will be set up in locations around the school. A member of staff will supervise hand sanitiser when going into classrooms, before PE/sports, before mealtimes.  In Pre Prep the hand sanitiser will be kept out of the reach of small children.	Children will safely use hand sanitiser.	
20	Young children and those with complex needs not supported in understanding importance of hygiene rules.	Learning Success team to ensure that children with learning needs who may struggle with direct instruction understand the procedures in place.	Children will safely use hand sanitiser.	
21	Lack of information on how to react to coughing and sneezing using tissues (and their disposal), crock of arm and immediately cleaning hands with soap and water or hand sanitiser.	Pupils and staff to be reminded of the importance coughing into the crock of their elbows, sneezing into tissues and hand washing – via INSET, assemblies, form time, posters.	Pupils and staff have a good awareness of “catch it, bin it, kill it”	
22	Hygiene rules not effective. “catch it, bin it, kill it” not re-publicised or applied.	Posters displayed throughout the school and reinforced in the	Pupils have immediate and heightened awareness.	

		classrooms. Areas have enhanced cleaning each evening.		
23	Pupils not aware of behaviours which may increase the risk of droplet transmission (such as biting, licking, kissing or spitting).	HM to cover in assembly first week back. Posters displayed around school.	Pupils made aware immediately.	
24	Insufficient staff supervising and supporting normal medical staff particularly in their liaison with GPs, LA(?) etc.	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.	
25	Visits of or to GPs / nurses / dentists and local surgeries changed and not known by staff and or pupils.	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.	
26	Staff are not aware those with COVID-19 symptoms should not go to a GP surgery, pharmacy, urgent care centre or hospital.	Staff to read Medical Policy:COVID addendum.  Advice will be given in INSET	Staff have good understanding	
27	No procedure considered if a mobile testing unit is dispatched to test others in school. (Testing will focus on the person's class, followed by their year group, then the whole school if necessary).	At all times the school will comply with PHE advice and facilitate any testing they require.		
28	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.	
29	No early liaison with local health protection teams and LA who provide advice (and may recommend large groups self-isolate or school closure)	As soon as the school become aware of a positive COVID test the school nurse will contact the Suffolk health protection team.	Prompt communications with the health protection team	

		<p>Email  <a href="mailto:EastofEnglandHPT@phe.gov.uk">EastofEnglandHPT@phe.gov.uk</a>;  <a href="mailto:phe.EoEHPT@nhs.net">phe.EoEHPT@nhs.net</a></p> <p>Telephone 0300 303 8537</p> <p>Out of hours for health professionals only 01603 481 221</p>		
30	Insufficient First Aid trained personnel (ratio) for pupils in school and on activities and sport.	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.	
31	Actions for using first aid on those with no COVID-19 symptoms unclear and not briefed.	<p>Staff training to be given at INSET</p> <p>ALL staff to read the medical policy:COVID addendum.</p> <p>If no COVID symptoms are displayed staff will not require PPE beyond what they would normally need for their work, (eg gloves for bleeding) even if they are not always able to maintain a distance of 2 metres from others.</p>	To ensure safe practice whilst giving first aid.	
32	Requirements for EYFS on PFA certification not identified given recent modifications and 3 month extensions.	<p>Currently 9 members of staff across EYFS, Pre-Prep and Boarding (including the school nurse) have PFA. They are all in date.</p> <p>1 member of EYFS staff is due renewal once training recommences.</p>	There is adequate PFA cover in EYFS.	

33	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.	
34	Pregnant women are in the 'clinically vulnerable' category and not following the relevant guidance.	<p>Pregnant women are advised to follow the same advice, which applies to all staff in schools - enhanced handwashing, good respiratory hygiene and social distancing.</p> <p>If a member of staff is or becomes pregnant they are advised to speak to the DFO or school nurse so that a risk assessment can be drawn up, taking advice from The Royal College of Obstetrics and Gynaecology (RCOG) document <a href="#">occupational health advice for employers and pregnant women</a>.</p>	The school will support a pregnant member of staff.	
35	Lack of School decision or policy for level of PPE required for staff or pupils.	<p>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.</p> <p>All staff must wear face masks when in communal areas.</p>	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.	
36	Insufficient training for all those that wear face coverings including fitting, storing, care and disposal arrangements.	Most staff will not require PPE even if they are not always able to maintain a distance of 2 metres from others.		

		<p>PPE is only needed in a very small number of cases if:</p> <ul style="list-style-type: none"> <li>• a person becomes ill with coronavirus (COVID-19) symptoms and only then if a distance of 2 metres cannot be maintained</li> <li>• a child has routine intimate care needs that involve the use of PPE, in which case the same PPE should continue to be used</li> </ul> <p>School masks are available in the surgery and pre prep.</p> <p>Advice and training will be given at INSET</p>		
37	Different age groups with different risk profiles for each group of staff and pupils not risk assessed?	Only 3 teaching and 9 support members of staff are above the age of 55. Teachers are providing education within bubbles, although many will have to cross bubbles to deliver learning. Any staff with underlying medical conditions are closely monitored.	No member of staff or pupil at a risk level of concern.	
38	Measures in school are not sufficiently robust for extremely clinically vulnerable and clinically vulnerable to return to school.	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.	

39	Medical advice for vulnerable staff and children not being followed and insufficient support both at school and at home.	The school nurse/ DSL aware of vulnerable staff and children and will closely monitor.  The school nurse will liaise with parents and the school doctor where concerns raised.	Ensuring optimum care for the school community.	
40	Those with particular characteristics and an increased COVID-19 risk not identified and sufficient measures taken to reduce risks.	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.	
41	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.	School has asked parents of pupils to state if any pupil has been tested.  School test centre to test all staff and Year 7 & 8 pupils (when back in school) on a weekly basis.	School holds full knowledge of who has been tested and outcomes.	
42	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.	School has asked staff and parents of pupils to state if any person/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.	
43	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.	
44	Lack of regular dialogue with those that have suffered from COVID-19 and / or are isolated at home.	The school nurse will keep in close contact with any pupils or staff that	Staff and pupils feel supported by the school community	

		have suffered from COVID and / or isolated at home. She will help facilitate their return to school once they have completed their self isolation period and no longer display any symptoms.		
45	Policy on wearing uniform and if washing also required to prevent infection for staff and pupils not re-considered.	Day pupils school clothes are not to be washed on site, 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
1	Boarding policies and procedures not updated, regularly reviewed and communicated.	All boarding policies reviewed and updated for Sept 20.  Policies available on the school website  COVID addendums added to the safeguarding and medical policies.  Boarding policies and procedures to be shared at INSET	Clear guidance is available for operating the school when it re-opens	
2	Security and access systems (if now in use) not regularly checked, updated and re-coded.	There is no change to normal procedures for access to the boarding houses.	Access to the boarding house is controlled effectively.	

		<p>Spero and Lodge will use the back staircase. Merton will use the front staircase.</p> <p>No adults are allowed in the boarding house without signing in at the front office. Visitors will be supervised by boarding staff if it is necessary to access the boarding house.</p> <p>There are keypad locks on the external doors to the boarding house and at night the building is locked and alarmed.</p>		
3	Boarding staff have inappropriate PPE, cleaning materials and training for tasks.	Boarding staff have access to appropriate PPE and cleaning materials in the medical rooms (surgery and sick bays).	Sufficient PPE and cleaning materials in school	
4	Communication and procedures for welcoming back overseas pupils not applied.	<p>HM has informed all families of changes and new procedures in a welcoming letter.</p> <p>COVID risk assessment to be sent to all parents.</p> <p>Head of Boarding has contacted overseas parents to discuss all issues.</p>	Communication is strong.	
5	No plans or alternative arrangements for boarders to travel on dedicated school transport rather than public transport.	<p>Boarders do not routinely use public transport.</p> <p>Parents and guardians are encouraged to drop and collect</p>	Adequate plans in place if required.	

		<p>their children from school; however, if a pupil takes the train to London they will be accompanied by a gap student and both will be required to wear a face covering for the entire journey.</p> <p>A packed snack will be provided from the school kitchen.</p>		
6	Insufficient space and resources for isolating overseas pupils (for 2 weeks?) on their return.	N/A	N/A	
7	Insufficient controls for boarders to move between residential and school day groups.	<p>All boarders in one "household" during out of school hours.</p> <p>During the school day boarders will be in their year group bubbles.</p> <p>No access of day pupils to the boarding areas.</p> <p>Robust and increased hand washing (or hand sanitiser) will be encouraged as boarders enter the boarding houses.</p>	Controls in place	
8	SD, separation and socialising rules not adhered to in the boarding house.	<p>Boarders will sleep in year groups. There will be no bed sharing and dorm numbers limited to 4 (5 in a very large dorm)</p> <p>Each year group will have its own shower and toilet facilities. These will be clearly labelled. Boarding staff will use disinfectant wipes to</p>	<p>SD rules will be clearly communicated and understood by pupils, parents and staff.</p> <p>SD rules will be adhered to as much as is practically possible within a "household".</p>	

		<p>wipe down taps and toilet flushes at the end of every night.</p> <p>Meals will be taken in the Dining Room following the same guidelines as at lunchtime.(3 people per bench all facing in one direction)</p> <p>Numbers in the common rooms will be closely monitored and pupils will be encouraged to keep 1m apart. If necessary year groups will take it in turns to access the common rooms.</p> <p>Boarders will have regular reminders about infection control. (regular handwashing and respiratory hygiene rules – catch it, bin it, kill it)</p>		
9	<p>Rules and procedures for exeat, trips and activities out (or not!), appointments or visits from family and / or guardians not complied with or understood.</p>	<p>No pupil displaying signs of Covid will be taken out of school for an appointment. They will be isolated in sickbay and await collection by their parent/ guardian.</p> <p>All boarders trips will be appropriately risk assessed and paperwork reviewed and signed off by the DH.</p> <p>Procedures for dropping off and collecting pupils for exeats and</p>	<p>Rules and procedures in place.</p> <p>Expectations clearly communicated to parents and guardians.</p>	

		home weekends clearly set out in HM's letter to parents.		
10	Fire instructions and new procedures not reviewed, understood or rehearsed. (Fire drills, routes and assembly points)	<p>Fire drill carried out as normal each term (when the school is reopened).</p> <p>All boarders will be reminded of their individual fire escape on their first night.</p>	<p>Drills and routes already well known to pupils but will be reinforced by drills in September for new pupils and staff</p> <p>Boarding houses and dorms have clear signage indicating fire exits.</p>	
11	Are there sufficient rooms and a bathroom to isolate and supervise pupils (and staff).	<p>2 Sickbays available to isolate pupils and staff.</p> <p>Both sickbays have separate bathrooms.</p> <p>Nurse / Matron will supervise pupils until parents or guardians collect their child.</p>	Adequate provision available	
12	Do those in attending isolated cases know the procedures and have access to PPE?	<p>All procedures covered in the medical policy</p> <p>Relevant staff will be trained at INSET</p> <p>If a child is awaiting collection, they will be moved, to sickbay where they can be isolated behind a closed door. (depending on the age and needs of the child, with appropriate adult supervision if required.)</p> <p>The window will be opened for ventilation.</p>	Strong infection control measures in place.Procedures understood.	

		<p>They should only use bathroom attached to the sickbay</p> <p>PPE must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained.</p> <p>More information on PPE use can be found in the <a href="#">safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE)</a> guidance.</p>		
13	<p>Have parents been consulted prior to start of term as to where boarders will self-isolate should it be required? Advice suggests boarders should self-isolate in school (rather than go home).</p>	<p>No boarders will quarantine or self isolate in school.</p> <p>If a pupil shows symptoms of COVID they will be immediately isolated in sickbay until they can be collected.</p> <p>Parents/ guardians will be advised that they must stay at home and organise a COVID test.</p> <p>The HM's letter has explained all the above procedures to parents and guardians.</p>	Parents aware of the school's expectations	
67	<p>Laundry, bedding, furnishings, games and items that are hard to clean not removed and stored securely.</p>	<p>Pupils encouraged to bring in minimal items.</p> <p>Pupils respect other boarders' belongings and bed spaces and will</p>	Infection control measures in place as much as practically possible.	

		<p>be instructed not to touch other peoples' belongings.</p> <p>Only pupils will make and strip their own beds. If younger boarders (Yr3) require help; gloves, aprons and masks will be worn.</p> <p>Laundry baskets will be available in each dorm to limit the carrying around of dirty clothing and linen.</p> <p>Games will stay in Common rooms and only be used by members of that specific boarding house.</p> <p>Excess equipment that is surplus to requirements will be removed from the boarding areas.</p>		
14	Staff to pupil ratio does not reflect SD rules (including medical and emotional support).	<p>New boarding restructure has brought all boarders under one roof.</p> <p>The boarders will form "three households" and boarding staff will work across the households.</p>	There are adequate staff:pupil ratio	
15	Insufficient bathroom facilities if bed spaces have been reconfigured.	<p>Spero - 3 showers, 3 toilets Merton – 6 showers, 6 toilets Lodge - 4 showers, 3 toilets Sickbays – 2 bathrooms</p> <p>Year groups will be allocated specific bathroom areas</p>	There are adequate bathroom facilities for the boarders.	
16	Boarders not equipped with authorised and compliant equipment to stay-in touch with parents.	All boarders are allowed to bring in their own mobile phones to communicate with parents.	To allow communication between pupils and their families.	

		<p>They will be kept in individual zipped up bags and go home with the pupil at the weekends.</p> <p>All pupils will be made aware of rules around mobiles and if they are used outside of these parameters – the mobile will be confiscated until it can go home with the pupil.</p> <p>Parents are aware of the changes.</p>		
17	Boarders aware of global news and how it may affect them or their family.	<p>Boarders have access to newspapers, the radio, TV and the internet so will be aware of current news.</p> <p>Boarders are closely monitored and concerns shared at the weekly boarding meeting, staff briefings and SMT if necessary.</p> <p>Normal pastoral channels protocols are in place. Pupils will be encouraged to discuss any concerns with their families and supportive staff.</p> <p>An enhanced, age appropriate, PSCE programme will cover COVID topics.</p> <p>The Head of Boarding encourages close links with boarders' families and is easily available if parents have concerns.</p>	Strong pastoral care in place throughout the whole school.	

18	Boarding policies and procedures not updated, regularly reviewed and communicated.	All boarding policies reviewed and updated according to new guidance in August 2020. HM's letter explained new boarding procedures to parents. Policies available on school website Boarding staff will have updates explained at INSET All staff to read the COVID risk assessment	Communication to all parties is good.	
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#### Dedicated School Transport and Driver Risk Assessment in the COVID-19 Environment

	Hazard	Control Measures	Outcome	Remarks / Re-assessment
1	Drivers not regularly briefed on changes or included in staff briefings and revised schedules and notices.	Estates Manager and Receptionists to attend remotely to briefing meetings. Receptionists will keep up to date schedules and communicate to the Estates Manager and drivers.	Staff will be kept well informed	
2	Drivers not fully considered or supported (particularly relating to age and vulnerability).	All staff including drivers annually complete an updated medical form so that we are aware of any change in their health. We also ensure that their training is kept up to date. The Receptionists will support the drivers in managing their daily schedules. The Estates Manager will keep them informed of any developments via the daily briefings.	Drivers will continue to be fully supported.	
3	Drivers have insufficient / inappropriate PPE, cleaning materials and training.	The Estates Manager will ensure that ample stocks of face masks,	The Estates Manager will monitor stock levels through the drivers.	

		hand sanitisers, bus sanitising foggers and driving gloves are available in each bus.		
4	Drivers not protected by screens and / or procedures that should be known to parent, carers and pupils.	Parents will be informed of procedures in place to ensure SD and hygiene rules are adhered to.	Screens will not be required as up to 6 students on each bus each day.	
5	Dedicated transport not aligned with the principles underpinning the system of controls	Most of OBH Minibuses have 17 seats which will enable up to 6 students daily to sit a metre apart. Those with less seats will be allocated to routes with only 2 or 3 students per day. Drivers and pupils over the age of 11 will be required to wear face masks. All students will use hand sanitisers on entry to the bus.	Minibuses are regularly maintained and will be sanitised on a weekly basis. Hand rails and doors will be wiped before each journey.	
6	Dedicated school transport not operating to SD and hygiene rules or with sufficient PPE and cleaning arrangements.	All buses will run by the controls as listed above.	Satisfactory controls are in place.	
7	Pupils not grouped together on transport reflecting consistent bubbles or groups that are adopted within school.	Pupils will not be seated close to each other. SD and hygiene controls will be maintained at all times. Therefore limiting the risk of infection when exiting the bus.	Satisfactory controls are in place.	
8	Insufficient or no use of hand sanitiser upon boarding and/or disembarking.	Pupils will be required to use hand sanitisers when boarding the bus and also at entry locations in the school.	Satisfactory controls are in place.	
9	No additional cleaning of vehicles (all touch points) before and after each journey.	Drivers will use sanitiser foggers each week. They will also disinfect hand rails and door handles before each journey. Gloves and face masks will be provided.	Satisfactory controls are in place.	
10	Poorly organised queue and boarding process and SD not observed within vehicles wherever possible.	Parents will be asked to adhere to social distancing when waiting for the bus to arrive. Children must remain seated and belted at all	Controls will be relayed to parents	

		times and not move around the bus until the bus reaching the school or their home stop.		
11	Use of face coverings for children under (and over the age of 11) as a mitigating measure not understood by pupils and parents.	Parents will be informed that face masks must be used for all children over the age of 11 .	Controls will be relayed to parents	
12	Measures, in case of emergency, for the movement of a symptomatic pupil by school transport not considered in policy.	The driver will escort the symptomatic pupil and other travellers to the School Surgery for isolation so that the parents can be contacted immediately.	Controls will be relayed to parents and staff	
13	School vehicles not fully registered, insured, maintained and stocked with appropriate hygiene materials.	All vehicles are regularly maintained, registered and insured. The Estates Manager will ensure that hygiene materials are well stocked for each bus.	Estates Manager will monitor stock levels of hygiene materials.	

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

	Hazard	Control Measures	Outcome	Remarks / Re-assessment
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	Physical meetings recognise SD, hygiene arrangements including well-ventilated rooms or, if possible, outside.	Daily briefings can be attended remotely. Smaller senior management meetings with up to 6 staff members can take place ensuring social distancing and hygiene controls are adhered to, or held outside if possible. The room will be well ventilated.	Adequate controls will be communicated to staff.	
3	Drivers not fully considered or supported (particularly relating to age and vulnerability).	See point 2 under the Drivers' Risk Assessment above.	Drivers are fully supported.	
4	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.	

5	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.	
6	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.	
7	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.	
8	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-assessmen
1	Insufficient hand washing or hand sanitiser 'stations' for all pupils and staff to clean their hands regularly.	There will be a hygiene station to sanitise hands at the specified entry or drop off points for all year groups and staff. Staff are aware that pupils must be allowed to wash their hands regularly. Further hygiene stations will be placed in each toilet block.	Sufficient hygiene stations throughout the school.	
2	Policy and procedures for contractors including signing in and out, and badges on school sites not reviewed, and / or enforced.	Contractors are aware to sign in and out, badges must be worn and contractors escorted by Estates Team member.	Policy in place.	

3	Contractor health declaration and pre-work briefings not considered or implemented.	Pre work briefings will take place as usual. Contractors will form another separate bubble with no contact with pupils or staff. This will include separate entrance and exit points to the work location. No health declarations required.	Satisfactory bubble controls will be enforced for contractors therefore minimising the risk of infection.	
4	Contractor (and visitor) hygiene arrangements not considered including parking, guiding, supervision, breaks, meals and toilets.	No parking will be allowed in parent and pupil drop off areas. Materials can be delivered to the specific work area and a secure nearby compound will be formed. Washing hands and using hand sanitisers must be carried out regularly. Breaks and meals must be taken in the compound area and not amongst the grounds or other buildings. An allocated toilet next to the compound (outside staff toilet - covered walkway) will be the designated contractor toilet.	Satisfactory bubble controls will be enforced for contractors therefore minimising the risk of infection.	
5	Insufficient heating and/ or cooling system (including insufficient fuel levels if applicable).	All school systems are working normally. Maintained regularly.	There is sufficiency in all regards.	
6	Insufficient gas supply, venting and valves?	All school systems are working normally. Maintained regularly.	There is sufficiency in all regards.	
7	Air conditioning units, ducts not checked on re-occupying school facilities.	School facilities have been occupied at all times and normal checks made. Air conditioning units had usual 6 monthly clean and service.	Sufficient checking has taken place and units are operational.	
8	Ventalation and extraction systems not checked.	Normal checks have taken place.	All checks up to date and systems operational.	
9	Electrical tests not up-to-date including emergency lighting and PAT	Normal checks have taken place. PAT testing up to date including brought in devices.	All electrical checks are up to date.	
10	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.	

11	Insufficient arrangements for the operation, additional cleaning and security (and use) of the swimming pool.	The pool (open May – September) is internally maintained and cleaned daily by resident Estates staff. There are controls in place that only one family can swim at a time and others arriving must wait at a safe social distance until the pool is vacated,	Satisfactory controls in place.	
12	Fire alarm panel, system and extinguishers not in date and not serviced.	Normal fire checks and servicing have taken place, including weekly fire alarm tests.	All equipment is fully operational.	
13	Fire doors propped open to limit use of door handles and increase ventilation.	Fire doors should never be propped open when there is nobody present in the rooms. Teachers can increase ventilation by keeping doors open only when they are in the room teaching. Once they leave the room the door must be closed.	Staff are aware of this control.	
14	Limiting occupancy of as many rooms as possible (offices, laundry, common rooms etc) not considered.	Staff rooms will be available at set times for different groups, e.g. support staff breaks when teachers are in lessons. There will be a second room available to reduce the numbers in the staffrooms at any time.		
15	Kitchen not reconfigured, stocked and cleaned if closed over a long period.	Kitchen was closed over the holidays, but has been open and in use since the start of term. The kitchens undergo the usual Summer closure deep clean.	Kitchen stocked and cleaned as necessary. No reconfiguration necessary.	
16	Insufficient chefs, supervising staff and cleaners to maintain high standards of hygiene.	Staffing levels planned and reviewed by DFO and Catering Manager.	Staffing levels sufficient.	
17	Servery and dining room rules inadequate or unsafe including wiping table, chairs and hard surfaces between sittings.	There will be 3 lunch sittings to maintain the bubbles. All dining benches will be positioned to face forwards and observe social	Adequate safe controls are in place	

		distancing. Queuing at the serveries will be contolled to 1 metre distancing. There will be no self service. All benching, tables and serveries will be cleaned and relaid before each sitting.		
18	Insufficient drinking supplies and hydration available in dining room and around the school.	Normal drinking supplies available however all pupils and staff are instructed to bring in full water bottles.	Drinking supplies sufficient.	
19	Cleaners changed working patterns during the day not discussed or agrees to meet the revised hygiene requirements.	The timetable will be reviewed to ensure that cleaners allocated to specific bubbles can access rooms to clean during the day. Some cleaners will be asked to cover extra cleaning required at the end of each day.	Enhanced cleaning introduced for the Autumn term.	
20	Cleaners have insufficient or revised instructions and training for appropriate cleaning and the wearing and disposal of PPE.	The Domestic Manager will ensure that all domestic staff are aware of the new cleaning regime required, PPE and disinfectants to be used.	All domestic staff will be fully instructed on the new regime.	
21	New service level agreement not agreed for contract cleaners, maintenance and grounds for a new working environment.	NA  We do not have contract staff.	NA	
22	Insufficient cleaning staff for revised cleaning schedule and deep clean of each room and space daily unless left fallow.	New timetables will be drawn up after discussing with domestic staff suitable working hours during the day to fit with child care. Overtime will be offered for the evening deep clean and staff will be offered a separate bubble for their children to attend after hours child care.	Accommodating cleaners will ensure that they will be able to clean at different times to their contracted hours.	
23	Insufficient immediate procedures (quarantine and deep clean) and PPE where areas contaminated with bodily fluids.	The Surgery and sick bays will provide isolated spaces until children are collected. Medical staff fully aware of deep cleaning	Sufficient immediate procedures in place.	

		required in areas contaminated with bodily fluids. Year groups are allocated specific teaching areas which can be easily isolated and deep cleaned during the evening should a child or member of staff become ill.		
24	Cleaning staff not equipped or using appropriate PPE including aprons, gloves, face coverings and their subsequent disposal.	The Domestic Manager will ensure that the team has adequate supplies of PPE.	The Domestic Manager will monitor that staff are using PPE and also stock levels.	
25	Laundry wash and dryers not serviceable, unable to cope with demand, temperature requirements and insufficient wash products.	Laundry is fully operational and manned.	Demand is manageable and supply of wash products sufficient.	
26	Suspended services not re-set.	All suspended services have been re-set as necessary.	Re-setting has taken place, and normal school services now available.	
27	Scheduled or on-going building works not reviewed given revised school timetables, staggered drop-off / pick-ups times.	Building workers will have a scheduled timetable to ensure that their arrival is staggered to other pupils and staff arriving (before 8am and leave site between 4 – 5pm).	Risk assessment in place.	
28	Suppliers not following appropriate SD, hygiene measures and new routes, arrival details etc	Suppliers do not have access to the main buildings. Arriving and delivering onsite they must wear a face mask. Signage will be displayed at Reception main door and also at the delivery point near to Science.	SD and hygiene measures are in place, and are being followed.	
29	Waste procedures not reviewed or sufficient.	Waste procedures have been reviewed and amended as necessary.	Waste procedures are sufficient.	
30	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.	

31	<b>How often is this Risk Assessment reviewed? Daily? Weekly? Monthly? Termly? Annually?</b>	This Risk Assessment is reviewed with every new guidance distributed by Health England or the Government. A positive test confirmed would also prompt a review of controls.		
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