



The Kingsley School COVID-19 Risk Assessment – November 2020

Our core obligation is to ensure “so far as is reasonably practicable the health, safety and welfare of children and staff” and our obligation to risk assess and implement relevant control measures where the risk concerned cannot be mitigated. As per government expectations, as The Kingsley School has more than 50 employees, this COVID-19 risk assessment will be published on our website. It is intended that this will generate confidence across the school community that we have done our best endeavours to ensure the safety of all. Under current circumstances, this risk assessment will remain dynamic and be updated as soon as possible whenever advice, circumstances, or any of the assessed risk factors change as fits our ongoing legal obligation for our ‘duty of care’ for the whole community.

To do this we have asked - “what would the reasonable person do, or not do, in the circumstances of this particular incident”, taking into account two important factors about COVID-19: 1. the developing knowledge of the virus itself and up-to-date government guidance at the time decisions are made; 2. the possibility of infection - this will be assessed on a case by case basis. For example, if there is a confirmed case in the school population. A proportionate further risk assessment would also have to be taken to identify where the affected individual has been, with whom they had contact and areas they have used. A further concern is for pupils that may be more vulnerable to COVID-19 than others.

The phrase “a lot of moving parts” has never been so correctly applied to a situation where the risk posed by the virus is dynamic and will remain so. Many different stakeholders of varying ages and health will bring a multiple of shifting risks that must be considered on a daily basis for the safety of pupils, staff, parents and visitors. SLT will co-ordinate the way ahead by following government guidance and using our knowledge of the school and its size and community and make informed decisions and changes that reflect a safe and secure school environment.

Ultimately, it is the Governing Body that carry the responsibility for ensuring, so far as is reasonably practicable, the health and wellbeing of their staff, pupils, and others on site, including visitors. Our health and safety advisers have approved this RA and our insurers has been consulted and both will be consulted again before full opening. **In the current circumstances COVID-19 infection is high risk to health but these control measures below reduce the likelihood to low.** Whilst it is clear zero risk is not possible, there is agreement that the school is taking all precautionary measures, in some cases, such as the provision of PPE, over and above government guidelines.

The COVID-19 outbreak is dynamic, changing daily, if not hourly, and there are many agencies providing information almost to the point of information overload. In putting together this risk assessment, Senior Leadership Team (SLT) the Nurse and the Site Manager have used the following government guidance:

<https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works>

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

Working safely during Coronavirus

<https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19>

Coronavirus – Safer Travel Guidance for Passengers

<https://www.gov.uk/guidance/travel-advice-novel-coronavirus>

Early Years Foundation Stage: Coronavirus Disapplication

<https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2/early-years-foundation-stage-coronavirus-disapplications#staffratios>

Coronavirus: (COVID-19) Safeguarding in Schools, Colleges and other Providers

<https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers/coronavirus-covid-19-safeguarding-in-schools-colleges-and-other-providers>

NHS Coronavirus information and guidance updates

<https://www.nhs.uk/conditions/coronavirus-covid-19/>

Assessing COVID-19 is particularly difficult as the outcome of the risk assessment for one group within the school will have an impact on another: teaching staff, support staff, visitors and pupils of varying age groups and class size.

The overall assessment of risk includes but is not limited to what follows and SLT are aware that this will require regular revision:

- A. Update Safeguarding Policy and procedures and ensure staff and pupils feel safe

- B. Access, assess and apply latest government advice
 - C. As far as is reasonably practicable, continue to consult staff on plans for re-opening and any changes to operation
 - D. Communicate any changes to staff, pupils, parents and governors
 - E. Consult with insurers before reopening
 - F. Reset suspended services and check services – such as water usage, including testing for legionnaires
 - G. Control access effectively and record visitor details
 - H. Communicate, understand and apply Social Distancing (SD) and other hygiene rules
 - I. Remind and check staff and pupils are complying with hygiene and SD rules
 - J. Obtain and make available sufficient supplies of hygiene materials
 - K. Revise the cleaning regime especially high risk areas
 - L. Take precautions to keep shared teaching equipment (e.g. keyboards, pens, musical instruments) hygienic
 - M. Regularly monitor the most used areas for hygiene
 - N. Plan for contingency for the transition to full opening (or re-closing)
 - O. Mitigate and reassess all the identified risks or hazards
- In addition to the above, the following have been considered for pupils, parents and staff:*
- P. SD rules will be followed, as much as is reasonably possible given the age of some of the children and in the various activities and locations (classroom, playground)
 - a. Although currently the Government does not recommend wearing a face covering or face mask in schools or other education settings, The Kingsley School will equip staff and pupils with PPE if required - masks; gloves; aprons; shields (desk separators); sanitisers (gel and tissues) and antiviral wipes
 - Q. Regular cleaning to:
 - a. Toilets, door handles, door locks, door entry devices, switches, hand rails and regularly used hard surfaces.
 - b. Keyboards, pens, copiers, kettles, biscuits tins etc.
 - c. Towels (if used) cloths, mops etc
 - d. Soft toys, furnishings and items that are hard to clean have been removed.
 - R. Contact and mixing will be minimised by:
 - a. Using outdoor space.
 - b. Altering classroom layout as far as possible
 - c. Small consistent groups (bubbles) of pupils. Pupils to remain in “bubbles” as much as possible for good learning and wellbeing at all times during the day.
 - d. Spaces such as halls and dining areas will have pupils staggered through these spaces.

- S. Medical. The Nurse will identify who has:
- a. Pre-existing medical conditions
 - b. Vulnerable pupils, parents and staff been identified and recorded
 - c. Tested positive for COVID-19 and is it recorded
 - d. Come into contact with anyone tested positive to COVID-19
 - e. Been sent home with COVID-19 symptoms (a cough, high temperature or shortness of breath)
 - f. Has adhered to the external socialising rules set by the school and government guidance

All overnight school trips and events have been cancelled or postponed if they cannot be done remotely or with social distancing.

SLT, the Site Manager and Nurse will act as a Health Protection Team (HPT) to monitor and review all the following daily to start with. Then once we have established school routines we will change this to weekly.

This Risk Assessment is an ongoing working document to which we adhere and regularly review.

Overall Risk Assessment in the COVID-19 Environment

	Potential Risk/ Hazard	Control measures/Mitigation actions	Comments
A	Safeguarding policy and procedures not updated and / or staff and pupils not feeling safe.	Designated Safeguarding Lead (DSL) deputy DSLs following guidance; DSL Liaison forums meetings via Teams; liaison with Nurse; daily check ins with groups of the community; Safeguarding Addendum written and reviewed. Safeguarding reminders addressed in Staff Training Briefings and any changes to be communicated via emails. New Safeguarding Policy written for whole school (August 2020). New Home Learning expectations written August 2020	Staff to sign that they have read both these policies.

		Pupils to receive advice in Form Time on return – age appropriate guidance and instructions at the start of each half term	
B	Government advice not being regularly accessed, assessed, recorded and applied.	Health Protection team to meet regularly following GOV.UK COVID-19 guidance updates.	
C	Changes not regularly communicated to staff, pupils, parents and governors.	Weekly bulletins and instant messaging available if urgent updates deemed necessary on reopening. Letter sent to parents 24.8.2020. Live staff briefing held weekly on Teams (minutes circulated). Weekly Cornflower communicate changes to parents.	Governors to receive all communications re reopening.
D	Changes to assessments, procedures and other important matters not reviewed by Governors.	Governors kept informed via Chair and Chair of Welfare, Health and Safety Committee.	Governors' meeting called 29/5/20 to approve risks and mitigating actions. Governors to receive new copy of Risk Assessment and Safeguarding Policy on 18/8/2020. Updated RA on 2/11/2020, 09/11/2020 following updated guidance on 05/11/2020
E	Health advisers and insurers not consulted with school's re-opening and / or amended plans	Finance Manager actioned Insurance Broker already notified, but to follow up once risk assessment has been completed. Ellis Whittam consulted re September opening on 17.8.2020 and insurers after EW approval.	Insurer - 18/5/20 Ellis Whittam, Health and Safety advisers, consulted 26/5/20

F	Suspended services and subscriptions not re-set or updated due to new needs in time for return to school.	Legionnaires tests carried out – results due 27/5/20. Waste collection and Sanitary waste services reinstated again w/c 26/5/20	Time to action if results indicate problem.
G	Access to school not controlled effectively and visitor (if allowed) details not recorded.	Office staff and Nurse monitor – temperature checks - essential visitors only. Parents not to come on site (unless for a pre-arranged meeting)– drop off at different entrances. All guidance states this. Access to site via main entrance to sites. During November lockdown parents meetings will be held on Teams	See letter to parents sent 24/8/2020 Guidance to staff sent 20/8/2020.
H	Is there 'active' engagement with NHS Test and Trace and are the procedures understood by all staff.	School Nurse to outline NHS Test and Trace procedures at September Inset training. All visitors complete a track and trace form which is stored for 21 days	
I	Social Distancing (SD) and other hygiene rules not communicated, understood and applied.	Written instructions from SLT; staff meetings; pastoral and teaching staff to remind each lesson and at breaks and lunches. Signage to Bubble spaces, wherever possible. One way systems and signage. Use of bubbles – max 15 in Prep. Staff move to the pupils rather than vice versa wherever possible to minimise contact. Extra supervision at arrival and departures and at social and movement time. Classroom layouts changed as per DfE guidance. Pupils and staff to receive training on first day back and repeated at the start of each half term.	Bubbles: Sixth Form = Sixth Form building Prep = Prep School KS3 = 2 nd floor Senior School KS4 = 3 rd floor and Common Room Senior School
J	Social Distancing rules for activities (play, games, drama, music) not understood or adhered to?	HODs for practical subjects to be up to date with subject specific pedagogy issued by DfE and other government bodies. Exam Board changes to practical learning	

		expectations. HODs to communicate those to their staff in department meetings.	
K	Insufficient consideration of how to reduce contact and maximise distancing between those in school wherever possible and minimise potential contamination.	Timetable rewritten to accommodate bubbles and minimise pupil movement. Separate wrap around provision for Prep, KS3 and 4. All classrooms arranged to maximise distancing from teacher especially.	Pupils will need regular reminders of how vital this is.
L	Staff and pupils not being reminded and checked to ensure they are complying with hygiene and SD rules.	Regular walkabout by SLT and Nurse to monitor – reminders each lesson. Basic reminders to reduce risk of contracting and spreading infection – catch it, kill it, bin it reminders and signs around the buildings.	Acknowledged difficulty of SD with youngest pupils who are extremely tactile.
M	Insufficient supplies of hygiene materials and not being suitably placed – or stocks run out.	Antibac/ gloves/ tissues/ disinfectant and anti-viral wipes/ masks/ visors/ aprons ordered in advance and supply available. All staff to notify site manager of any shortage immediately. Stock take by housekeeping staff daily.	There is a risk of running out as supplies deplete. This will be monitored and year groups kept at home, if necessary.
N	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.	Deep clean of all high contact areas daily. Site team and housekeepers to check after break, after lunch and at the end of the day. All have disinfectant / antiviral wipes or disposable cloths with disinfectant. Teaching staff also to have wipes for equipment and door key pads.	Cleaning checks will be documented by date and time
○	Insufficient ventilation of occupied spaces	Internal doors kept open (with the exception of Fire Doors). Open windows while spaces are occupied. Advise pupils to wear additional layers under their uniform.	Instructions about additional layers sent out in Cornflower.
P	No precautions to keep shared teaching equipment (e.g. musical instruments, pens, pointers, keyboards) hygienic.	Labels and wipes used. Individual equipment to be used by staff and students e.g. pens, pencils (everyday equipment). Minimal movement and sharing of classrooms to reduce this.	Resources can be shared between bubbles if quarantined

		Staff, pupils and parents informed of this before school opens via information letters.	for 48 hours or 72 hours for plastics.
Q	High risk areas not being regularly monitored for hygiene	Toilets, most frequently used rooms and dining area to be monitored by site manager regularly throughout the day. Number of pupils in the toilets at any one time corresponds to the number of sinks available – increased supervision – rota to be in place. Liaison with chef and catering contractors.	Cleaning checks will be documented by date and time
R	Insufficient contingency plans for changes to school operation such as re-closing, loss of catering or teachers.	SLT to monitor local and national news. Microsoft Teams in place ready to implement if required.	Regular reviews by HPT – constant review of all
S	Insufficient contingency plans in case of medical need for self-isolation of individuals, multiple pupils, staff or local outbreaks?	Isolation rooms identified as required. School Nurse to coordinate. All isolation rooms contain a secure box with essential PPE instructions to deal with a suspected COVID case. HPT to review at meetings as required.	
T	All hazards identified properly mitigated and regularly re-assessed	Site team taping areas and increased signage. Site team alerting staff and cascading to students.	

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

	Potential Risk/ Hazard	Control measures/Mitigation actions	Remarks / Re-assessment
1	Lack of a robust feedback and reply system to ensure best practice and two-way communications for pupils, parents and staff	SLT always responsive to emails and comments and also to be even more visible. All issued with walkie talkies for even greater accessibility. Staff questionnaire conducted October 2020.	Any significant operational changes to be communicated to governors

2	No Governor and / or SLT member for school / department nominated to be responsible for COVID-19 matters. Governor / SLT members' contact details not known and not on call.	SLT close team working together in person/ TEAMS or WhatsApp in emergency. The Chair of Governing Body and has approved of this.	
3	No system to communicate with parents and staff that have not returned to school for fear of infection.	Use ClassCharts / Microsoft Teams for learning. Nurse, pastoral and LS team to contact. General absence followed up by Admin team throughout the lockdown. Emails for updates re any changes.	
4	Lack of knowledge of where pupils / staff have travelled from (other than home and school).	Nurse google survey prior to re-entry to establish COVID-19 contact and recent travel – sent out 27/5/20 and again in August 2020. Again October 2020 (half term). Nurse to review results and readmission of staff and pupils reliant upon this. Small school means personal circumstances known and teaching staff can ask regularly that social distancing rules have been adhered to outside school. Nurse surveying parents and staff. Staff to sign they have had training and accept the school has put control measures in place and taken actions to mitigate risk.	Watching brief on Mobile Tracker App when approved by the Government and amend School mobile phone policy using Safeguarding Addendum.
5	Lack of rules / procedures for hygiene standards for staff and pupils – and failure to adequately enforce standards	HPT remind re list of clear rules based on combined guidance – Department for Education, Independent Schools' Bursars' Association and Ellis Whittam guidance on handwashing, SD etc. for compulsory training sessions. Staff to read and sign COVID Education Policy which outlines expectations.	

6	Staff not trained or regularly updated in COVID-19 symptoms, SD and how these rules apply to teaching.	Nurse to have input at mandatory staff training and September inset and share information updates with staff and rest of community as required. Staff updated 2/11/2020.	
7	At drop-off and pick-up parents remain in vehicles and SD outside gates and entrances.	Will be asked of Senior School parents but Prep parents will be kept off the main site by leaving children at one of 3 doors. No parents on site unless for a pre-arranged appointment. When pupils at Sandy Lane fields, parents to drop off there from vehicles and then leave.	Different year groups to access building by different doors
8	Insufficient registration throughout the day including lack of temperature / health checks.	Registration twice a day. Small classes so girls known and monitored by teachers – any concerns to be referred immediately to Nurse or First Aider in her absence.	As well as Nurse we have an unregistered nurse and approx. 8-10 first aiders on site.
9	Transit spaces (corridors), social zones (car parks, common rooms, playgrounds) not being configured to SD rules.	Desks reconfigured for side by side and face forwards learning. Staff bases are socially distanced. Staff instructed at Staff Training Briefing. School corridors divided with tape. Pupils have designated areas outside for lunch break.	
10	Learning and recreational spaces not configured to SD rules.	As above. Site team reconfiguring outdoor benches and dining area.	
11	Lack of consideration of different age groups provided for in timetabling, length of the school day and exposure to other age groups.	Use of all 3 sites enables minimal exposure to other year groups	
12	No system in place to deal with bereavements, trauma, anxiety, behavioural issues.	Nurse bereavement trained. Counsellor available by telephone or on TEAMs. Strong pastoral and LS support, strong links with parents. Contact phone for staff. First day of return will start with pastoral time to begin to address this,	Use Medical room if necessary for private individual support

		then registration and enrichment time will offer daily support twice per day.	
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Pupil and Staff - Safety Risk Assessment in the COVID-19 Environment

	Potential Risk/ Hazard	Control measures/Mitigation actions	Remarks / Re-assessment
1	Lack of review, update or sharing of safeguarding, code of practice, and staff handbook policies.	PowerPoint slides re Health & Safety and expectations to be issued. School Safeguarding Addendum reviewed and policy updates and shared with staff.	
2	Inset does not reflect required COVID-19 training for related procedures, safeguarding, health & safety, wellbeing etc.	All staff, teaching and non-teaching to attend Inset COVID training and sign COVID education Policy. All received our initial training for June 1 st 2020 re opening which is still relevant and will receive updated training in September inset and November INSET.	SLT and School Nurse to deliver training.
3	DSL and deputy DSLs not easily contacted and their contact information not known to all.	Contact details clear. All will be in school. All staff issued with DSL's mobile number when Safeguard trained at start of school year or at start of working at the Kingsley School. Front office able to call/ walkie talkie DSLs at any time.	
4	No COVID-19 specific policy that includes medical responses, SD, teaching, socialising, feeding, hydration, well-being etc.	Guidance issued covering all these 22/5/20 and in staggered training sessions and will be updated and explained at Inset 1.9.2020 and updated 2.11.2020. In addition wipes to be used when moving from desks and deep clean at the end of each day. Wellbeing Committee to meet and feedback concerns to SLT if required.	Anyone displaying symptoms to see Nurse and isolate immediately. Action plan in place to cover advise all those in contact with infected person.

5	Fire drills, routes and assembly points not rehearsed	Fire drill to take place in Autumn term. Two drills conducted (September 2020 and October 2020)	Will review before start of term
6	Contact between pupils and staff is not sufficiently managed or reduced or properly supervised.	1. Bubbles follow separate timetables, have their own toilets, break time and dining area routine. Changing rooms not used in short term. Staff rooms: clear guidance given on use of these at staff training. 2. HOYs to explain to each bubble on first day of term.	
7	Needs of each age group and class not considered separately in terms of support, activities and facilities.	Timetable written to accommodate all bubbles so we can deliver on ambitious curriculum.	
8	Lack of new staff and pupil induction.	New staff induction to take place on 28.8.2020. Y7 Induction day trip planned for second week and virtual moving up day offered 26.6.2020. Y7 attending school day before reopening to the rest of the school on Sept 2 nd .	
9	Single Central Register (SCR) and required documents not properly verified or recorded.	As above – admin i/c SCR worked throughout the lockdown and has kept record up to date	
10	Plans to working and learning outside not fully considered	New Prep timetable includes working outdoors – all staff used to this due to regular outdoor learning.	New activities to have new Risk Assessment and all to have SD added in current RAs.
11	Opportunities for non-contact sport, adventure play, Forest School, gardening etc. not regulated or considered	As above. Increased time given to outdoor learning in new timetable. Forest School area, school playing fields, playground and garden all available as outdoor classrooms.	

		Sports staff to limit activities which comply with Governing Body advice.	
12	Sporting, play and SD rules unclear to staff, pupils, parents and visitors.	Assistant Head working with Head of Physical Education on plans and DfE guidance – no fixtures and contact sport until further notice. Limited changing facilities so pupils to come in kit for sport sessions and reminded re no sharing of water bottles.	Await further information from sporting governing bodies.
13	Drama, dance and music activities not applying social distancing or hygiene rules	Music – Drama lessons – possible with pupils wearing a face mask. Both departments to follow guidance issued by DfE and music advisory bodies.	
14	Risk assessment for sport, play, drama, dance and music activities not properly formulated.	HODs have adjusted department Risk Assessments September 2020.	
15	Staff meetings and staff rooms unregulated in terms of space, equipment, resources (copiers, kettles, fridges) timings, SD and purpose.	Training given to all staff in June, September and November. To take place on Teams. Socially distanced queueing and wipes for after use for copiers, advised. Minimal sharing of paper advised. Books go between home and school only if necessary. If laptops/ mobile devices/ phones used, wipes to be provided.	Bring your Own Device encouraged but hygiene rules to be emphasised if using kettles & coffee facilities + fridges etc.
16	Security and access systems not regularly checked, updated and (where necessary) re-coded.	All door codes changed for return in Autumn term.	
17	Parent, Pupil, Staff, Contractor, Visitor drop-off and pick-up procedures, in and out routes not been shared, understood or applied.	Office team to be trained regarding procedures. SLT available if any difficulties.	
18	Transit spaces (corridors), social zones (common rooms / playgrounds) not configured to SD rules.	Site monitoring this. Checked by SLT. Playground equipment to be used with hand washing and hygiene rules.	Staff room reconfigured.

			One way system in corridors.
19	Classrooms do not reflect SD layout, PPE, screening and regular cleaning rules.	As above along with all class teachers.	
20	Minimising contact and mixing not effective in the classroom and during breaks.	All staff trained and supernumerary supervision at social times. Pupils reminded regularly. Each bubble has it's own allocated area.	
21	No regular breaks for handwashing during the school day.	Sinks in all Prep classrooms. All will be asked to do this at each movement time or use hand sanitiser. Queueing at 2ms. Each year groups s to be allocated specific toilets.	
22	Insufficient hygiene stations at entrances, exits, toilets, classrooms, play areas, common rooms, staff areas etc	Site, housekeeping team and SLT to monitor.	
23	Hygiene stations not stocked, checked and cleaned regularly.	Site manager, housekeeping staff to check any depleted stock and replenish.	
24	Unnecessary items not removed from classrooms and other learning environments.	Site team to do this and review regularly.	
25	Soft furnishings, soft toys and items that are hard to clean not removed and stored securely.	Done – May 2020	
26	Assemblies, break times, drop-off and collection times not sufficiently well staggered.	Different sites and entry points used. Kingsley's being a small school means this is not high risk. Full assemblies will take place remotely. Prep to eat in Prep Hall until reviewed. Assemblies to take place in bubbles.	Small numbers make staggering less of an issue than in larger schools.

27	Large gatherings such as assemblies with more than one group not avoided.	Assemblies to happen in bubbles only. Prep to host assemblies separating KS1 and KS2. Whole school assembly to be done via Microsoft Teams. Staff meetings to be held on Microsoft Teams. Meetings of 6 staff or less can be face-to-face but socially distanced.	
28	Insufficient controls for those pupils allowed to mix into wider groups for specialist teaching, wraparound care and transport.	Anti-bac stations in all rooms and on buses for pupils entering and exiting wider groups. Wraparound only offered to Kingsley pupils at present. Transport groups to be small and consistent with all over 11s wearing masks.	
29	Younger pupils not supported in understanding the importance of maintaining distance, not touching staff and their peers – where possible.	All prep pupils did return to school in June and July and therefore already have established routines to minimise risk. Staff to remind classes regularly.	
30	Classrooms do not have side by side seating or forward facing desks to reduce risks.	All rooms adapted as per guidance as far as possible.	
31	Management of classroom based resources shared between classes or bubbles not cleaned frequently or rotated to be left unused and out of reach for 48 hours (72 hours for plastics).	SLT to monitor. HODs to communicate and oversee. Lab technicians to ensure this is done correctly for science.	
32	Pupils not limiting the amount of equipment brought into school daily to essentials.	Communicated to parents in letter 24.8.2020. Parents reminded about stationery 16.10.2020.	
33	Non-overnight educational visits not organised in line with protective measures (keeping children within consistent groups) and COVID-19 measures in place at destination.	EVC to agree non-overnight trips on a case by case basis. Small consistent groups to be maintained and wearing PPE as required.	
34	Those with particular characteristics and an increased COVID-19 risk not identified and sufficient measure taken to reduce risks.	School Nurse and Pastoral team have knowledge of this and school will work with staff and families as required.	Pupils of high concern highlighted at staff inset September 2020.

35	Insufficient pastoral and extra-curricular support for pupils to rebuild friendships and social engagement.	Pastoral team planned for first day of term and all Enrichment time available to use as required.	
36	Meal times not de-conflicted or possible to achieve SD in the dining area whilst still providing sufficient nourishment.	As above. HPT review regularly with catering.	
37	Hazards and risks of after school clubs not understood.	Enrichment to take place in bubbles. EYFS and KS1 to leave at 3.20pm.	
38	Medical advice for vulnerable staff and children not being followed and insufficient support both at school / home.	Nurse and strong pastoral team aware of all considerations and follow up robustly. Vulnerabilities considered on case by case basis and flexibilities applied.	
39	Pupil and staff mental health and wellbeing not properly considered with individual needs not identified or support.	As above. Vulnerable identified and supported. See C in overview section re staff support. Also Wellbeing Committee meetings. Learning Support and pastoral team to address usual pupils but with additional vigilance as throughout lockdown.	Training to reassure staff- contact by HPT Use Dr Dog guidance for younger pupils.
40	Re-scheduling of activities not operating efficiently or safely due to SD rules and timings	Constant review – to amend and adapt and respond to change. Flexible and adaptable team with relatively small numbers. Mean that we can communicate new plans and procedures quickly and efficiently should change be needed.	

Medical Risk Assessment in the COVID-19 Environment

	Potential Risk/ Hazard	Control measures/Mitigation actions	Remarks / Re-assessment
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1	<p>Science of risk not understood e.g. less severe symptoms in adults, younger children less likely to become unwell, small class sizes will help.</p>	<p>Nurse to advise and sharing guidance– very thorough updates as prior and during lockdown</p> <p>Employees to comply with quarantine and self-isolation restrictions if symptoms shown. Handwashing and sneezing regime to be emphasised.</p>	
2	<p>Hygiene rules not effective. “catch it, bin it, kill it” not re-publicised or applied. Staff not aware of meaning of the ability to distance.</p>	<p>All reminded as per previous training and contamination control measures in reopening training. Signage already in place and will form part of training and first form time. Basic infection controls as recommended by the government:</p> <ul style="list-style-type: none"> • Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze. • Put used tissues in the bin straight away. • Wash your hands with soap and water often – use hand sanitiser gel if soap and water are not available. • Try to avoid close contact with people who are unwell, and isolate as appropriate • Clean and disinfect frequently touched objects and surfaces. • Do not touch your eyes, nose or mouth if your hands are not clean. • Wash hand thoroughly for 20 seconds with soap and running water. 	

		Persons worried about symptoms should see the Nurse whilst in school or call NHS 111 and NOT go to their GP or pharmacy.	
3	No/insufficient staff supervising/supporting normal medical staff	Isolation room and immediate sending home if any symptoms	1 registered Nurse and 26 First Aiders, 7 paediatric first aiders and all bus drivers first aid trained.
4	Insufficient medical staff to deal with temperature testing, isolating and monitoring suspect COVID-19 cases, outside appointments and normal medical issues.	Numbers manageable in small setting	.
5	Insufficient First Aid trained personnel (ratio) for pupils in school	As above	
6	No or insufficient training for those operating temperature testing or other precautions that require new equipment. Training not recorded for future reference.	Registered nurse and unregistered nurse, and approx. 8-10 first aiders on site	
7	Medical policy, procedures and appropriate response to spectrum of medical issues not being revised or shared	Daily updates from Nurse to keep all informed and any revisions to practice implemented by SLT or site team	
8	Medical room(s) improperly equipped.	Specialist area.	

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.	Offering PPE as per DfE recommendations. Training for all to be given by HPT before re-opening and again at September Staff Inset. Staff and pupils to wear face covering in corridors.	Site manager to distribute as per staff requests.
10	Sickness management rules and the “don’t come to work if you are ill” not understood or observed.	Nurse’s instructions are clear and to be emphasised by SLT at training. Employees to follow strict self-isolation and quarantine rules. Parents reminded 30.10.2020 in Cornflower.	
11	Different age groups with different risk profiles for each group of staff and pupils not risk assessed	Expert confidential knowledge of nurse to advise individuals. Individuals to be contacted re shielding or personal circumstances. Some statistics already shared. To continue in order to reassure.	
12	School unaware of any staff and pupil pre-existing medical conditions.	Nurse already aware of staff and student issues. Survey sent out to find out about COVID-19 contact. New survey sent August 2020 again October half term.	
13	Lack of knowledge on whom has been tested (positive or otherwise) for COVID-19 and if it is recorded (for elimination purposes).	As above	
14	Lack of recording of which staff and pupils have been sent home with COVID-19 symptoms (a cough, high temperature or shortness of breath).	Full time Nurse will record this accurately, as prior to lockdown - see 6 above	
15	Lack of regular dialogue with those that have suffered from COVID-19 and / or are isolated at home.	As above	
16	Inadequate information on who is shielding another family member and/or who has a	Prior knowledge of Nurse and SLT. Staff and parents surveyed as stated.	

	condition that precludes their attendance at school.		
17	Insufficient proof of shielding and individual conditions	Small setting means strong knowledge of personal circumstances – GP confirmation requested where ambiguity. Strong trust of staff professional integrity.	
18	No separate area for temperature testing, holding and isolation of pupils/staff. Areas not easily identified or regularly cleaned	Medical room and overspill isolation room identified. COVID box of essential equipment in all isolation rooms.	
19	Temperature testing undertaken using unsafe methods, not reflecting SD rules, not recorded or kept appropriately.	Robust records by medical professional.	
20	No procedure considered if a mobile testing unit is despatched to test others in school. (Testing will focus on the person's class, followed by their year group, then the whole school if necessary). No links with local health protection teams who provide advice (and may recommend large groups self-isolate or school closure).	Liaising with HPT (Health Protection Team) to organise an appropriate site. Off-site playing fields and pavilion is an option for large, open space if required. Registered Nurse will liaise with local health protection team and inform SLT as required if needed.	
21	Insufficient or no procedure for summoning emergency services, lack of safe RV and cleared routes in and out.	Usual procedures and routes to be followed.	
22	No regular supervision of staff and pupils to ensure they comply with hygiene rules (and the use of PPE where specified as needed)	SLT/ HPT and staff monitoring by walkabouts and drop-ins. Staff Duty of Care protect themselves and others.	
23	Insufficient registration, induction, supervision and temperature checking of contractors where essential work is required on site.	Only essential work to be carried out. Site Manager to book contractors out of school hours as often as possible.	
24	Medical staff have insufficient or unsuitable PPE, cleaning materials and training for tasks.	All available.	

1	Procedures for welcoming back overseas pupils not applied.	Nurse to follow Foreign Office and Commonwealth Office and latest government guidance. Up to date information collected via August 2020 and October 2020 questionnaire to all families.	
2	Fire instructions and new procedures not reviewed, understood or rehearsed.	Fire practices held each term – reminders to staff at inset training. Fire muster point to move temporarily from tennis courts to grass behind tennis courts. Staff and senior school pupils to wear face coverings if possible.	
3	Fire drills, routes and assembly points not rehearsed.	As above	
4	Insufficient rooms to isolate and supervise pupils (and staff).	As above	
5	Laundry, furnishings, games and items that are hard to clean not removed and stored securely.	Actioned	
6.	Trace and Trace record of pupils in bubble for HPT	Registers taken twice daily in school and on buses. Timetable set and class groups kept as consistent as possible.	

Dedicated School Transport and Driver Risk Assessment

	Hazard	Control Measures	Remarks/Re-assessment
1.	Drivers not regularly briefed on changes or included in staff briefings and revised schedules and notices.	All attend Inset in September.	
2.	Drivers not fully considered or supported (particularly relating to age and vulnerability).	Drivers are Kingsley employees and supported as per normal staff procedures.	
3.	Drivers have insufficient / inappropriate PPE, cleaning materials and training.	All offered.	

4.	Dedicated transport not aligned with the principles underpinning the system of controls.	System of control: bus bubbles will be kept consistent and small	
5.	Dedicated school transport not operating to SD and hygiene rules or with sufficient PPE and cleaning arrangements	https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools transport section followed.	
6.	Pupils not grouped together on transport reflecting the bubbles that are adopted within school	Pupils in Senior School to wear masks, face forwards, hand sanitizer available on bus. SD where possible.	
7.	Insufficient or no use of hand sanitiser upon boarding and/or disembarking.	Driver to monitor.	
8.	No additional cleaning of vehicles (all touch points) before and after each journey.	Site manage to oversee.	
9.	Poorly organised queue and boarding process and SD not observed within vehicles wherever possible.	Small school so not usually an issue but SLT HPT to monitor.	

Support Staff Risk Assessment in the COVID-19 Environment

	Hazard	Control Measures	Remarks / Re-assessment
1	Support staff not briefed on changes regularly.	Support staff weekly meetings and all staff guidance shared to whole school. Live staff briefing weekly which is minuted and shared with all staff. All to have same training as teaching staff. Support Staff to sign COVID Education Policy.	Head of Finance, Nurse and Site Manager hold daily meetings with teams
2	Support staff have insufficient/inappropriate PPE, cleaning materials and training.	Surveyed and offered, as per teaching staff above	
3	Cleaning regimes not reviewed or inspected regularly and not conforming to revised hygiene rules.	Site manager and SLT to do this as previously stated following current workplace guidance.	Check list and date, time, signed

4	Security and access systems not regularly checked, updated and re-coded.	As above – termly.	
5	Reconfigured areas, zones and routes hampering fire exits and routes.	All fire practices and protocols will continue as normal with regular checks by site team.	
6	Fire and other emergency procedures not reconfigured, routes not clear or regularly inspected.	As above – regular fire practices held and usual procedures in place. Use of signing in and out vital.	

Facilities Management Risk Assessment in the COVID-19 Environment

	Potential Risk/ Hazard	Control measures/Mitigation actions	Remarks / Re-assessment	
1	Insufficient heating and/ or cooling system (including insufficient fuel levels if applicable).	Checked by Site team a/c Gov.uk checklist for school premises		
2	Insufficient gas supply, venting and valves	As above	26/5/20	17/8/2020
3	Air conditioning units, ducts not checked on re-occupying school facilities.	As above	27/5/20	18/8/2020
4	Ventilation and extraction systems not checked.	As above	28/5/20	5/8/2020
5	Electrical tests not up-to-date including emergency lighting and PAT	Usual checks apply – currently compliant	August 2020	
6	All electrical equipment bought in to school PAT tested	As above		
7	Water testing for temperature, flow and legionella not in date for test.	Carried out May 2020 – flush throughout August	24.8.2020	
8	Water supply not tested for legionella on re-opening facilities.	As above	13/5/20	July 2020
9	Fire alarm panel, system and extinguishers not in date and not serviced.	Usual checks apply		
10	Kitchen not reconfigured, stocked and cleaned if closed over a long period.	Site manager, chef and Deputy Head overseeing		

		Robust measures recommended by catering company in place	
11	Insufficient chefs, supervising staff and cleaners to maintain high standards of hygiene.	Deep clean before the start of term. Catering to follow guidance provided for the catering industry. If catering asked to self isolate company to supply replacement staff and cold food offering in place for first few days while deep clean carried out.	
12	Servery and dining room rules not properly considered, inadequate or safe.	As above	
13	Insufficient drinking supplies and hydration available in dining room.	Hydration stations and water fountains around run daily; will they be regularly sanitised as per government guidance. School-issue water bottles to be brought in and cleaned daily	
14	Laundry wash and dryers not serviceable, unable to cope with demand, temperature requirements and insufficient wash products.	Only a small amount of laundry likely.	
15	Suspended services not re-set.	All services reinstated	
16	Suppliers not following appropriate SD and hygiene measures	Catering team and site manager to check with catering contractors	
17	Waste procedures not reviewed or sufficient.	Usual procedures apply. If any waste potentially contaminated by someone with COVID-19 symptoms, these will be double-bagged and stored in safe area until result of tests known. If positive will follow guidance by HPP.	
18	Pest control services not recorded, deficiencies not identified or actioned.	Site team have checked – no deficiencies; usual procedures apply	
19	School vehicles not fully registered, insured, maintained and stocked with appropriate hygiene materials.	All buses checked and in good order; drivers to take responsibility for cleaning and hygiene.	
20	Contact with packages	Not perceived high risk but control measures in place following daily guidance. Regular handwashing / gloves etc..	

NB All current risk assessments continue to apply and will be maintained.

This document was produced 26/5/20 taking into consideration DfE guidance. This document works alongside the school Safeguarding and Child Protection Policy and the COVID Education Policy.

Updated 18.08.2020

Updated 02.11.2020

This document was updated on 09/11/2020 following additional guidance from DfE during November restrictions.

Updated 09.11.2020 & again 23.11.20



C J McCullough – Acting Headteacher



M Hicks – Chair of Governing Body