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| **Likelihood** | **Severity of impact on School** | **Likelihood multiplied by Severity** |
| 1 = highly unlikely to ever occur | 1 = very slight impact | 1-5 The risk is low and risks are controlled |
| 2 = may occur but rarely | 2 = slight impact  | 6-12 The risks are medium and further precautions are needed |
| 3 = may occur rarely | 3 = moderate impact | 13-25 The risks are high and immediate action is required |
| 4 = may occur from time to time | 4 = serious impact |  |
| 5 = likely to occur often | 5 = Major impact  |  |

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| **COVID 19 RETURN TO SCHOOL****RISK ASSESSMENT****17th May 2021** |

This latest edition of the COVID 19 risk assessment has been updated in line with the latest DfE guidelines

It seeks to:

* Provide more advice on risk management
* Provide clarification on age requirements
* Confirm revised guidance on cleaning
* Sets out how we will be communicating with all stakeholders
* Give more information about managing contractors including immunisation programs
* Provide additional advice on staff who are clinically vulnerable
* Expand on use of space and ventilation
* Provide links to webinars and available resources

It is our plan that all pupils in all year groups will return to school full time from the beginning of the Autumn term.

Having assessed risks in school we have been asked to work through a series of controls, adopting measures to the fullest extent possible which seeks to:

* Minimise contact with individuals who are unwell by ensuring unwell pupils do not attend school
* Clean hands thoroughly and more often than usual
* Ensure good respiratory hygiene by promoting the , “catch it, bin it, kill it” approach
* Introduce enhanced cleaning routines on frequently touched surfaces using standard products such as bleach
* Minimise contact between individuals and maintain social distancing where possible
* Where necessary, wear appropriate PPE

Our response to infection will be to:

* Engage with the NHS Test and Trace process
* Manage confirmed cases amongst our community
* Contain any outbreak by following local health protection team advice

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| **Overall Assessment in the COVID-19 Environment March 2021** |
|  | **Risk** | **Control Measures** | **i/c** | **Outcome** | **Likelihood****1-5** | **Severity of impact** | **LxS** | **Response** |
|  | Government advice not being regularly accessed, assessed, recorded and applied | Daily bulletins being received by Head & Bursar from DfE, IAPS, ISBA Information is shared with members of the SLT and relevant parts disseminated with staff Current procedures updated where necessary  | EANSESLTGovernors | The school is keeping up to date with current guidelinesAll information is stored in a central COVID-19 file held by the Bursar | 1 | 4 | 4 | With the horizon changing on a near daily basis, time must be allocated for familiarisation of new documentation and implementation of new procedures |
|  | Procedures not followed correctly in the event of a suspected/confirmed case of COVID-19 | The measures to be taken are posted in every classroom and all employees are very clear of the actions to be takenLocal Health Protection team can be reached on 0300 303 8162We have COVID test kits from the NHS for emergencies. | EANSE | The school is fully prepared for a suspected or confirmed case.  | 4 | 5 | 20 | If there is a symptomatic case in school we will isolate the adult or child in the medical roomTemperature to be taken by a qualified first aider wearing PPE, which consists of gloves, mask, eye protection and an apron. The ear thermometer must be used.If there is no temperature, normal first aid procedures will continueIf there is a temperature greater than 37.5°C in an adult or a child call 111 and ask for further adviceOnce a confirmed high temperature has been recorded an emergency SLT meeting with be convened to make sure the correct protocol is followedSLT will consider the correct form of communication with our extended community using one of three pre-produced letters to be sent home via School PingThe child or adult should be sent home at the very earliest opportunity and the medical room should receive a full deep clean using full PPEThe person involved and their families should be tested as soon as possible booked via the gov.uk website.The school should make a list of all children and adults who have come into close contact with the suspected case in preparation for contact from PHE should they be tested positive  |
|  | Changes not regularly communicated to staff, pupils, parents and governors | Headmaster communicates regularly with staff and parents via School Ping**.**A quick reference guide on how to deal with symptoms has been prepared and sent to all parents and is available in all classroomsRegular virtual meetings held with GovernorsTeaching staff ensure pupils are kept up to date with any changes in school. | EANSE | All members of the school community are kept up to date  | 1 | 4 | 4 | With the horizon changing on a near daily basis, time must be allocated for familiarisation of new documentation and implementation of new proceduresAll communication will be signposted with dedicated subject title |
|  | **Risk** | **Control Measures** | **i/c** | **Outcome** | **Likelihood****1-5** | **Severity of impact** | **LxS** | **Response** |
|  | Failure to prepare for non-routine inspections | Preparations for inspection remain ongoing.The new 2019 SEF has been completed in draft form | All | Governors are kept fully informed. | 3 | 4 | 12 | Whilst routine ISI inspections have been temporarily suspended it is still possible that a non-routine DFE/ISI visits the school It is not clear yet when routine inspections will resume  |
|  | Changes to assessments, procedures and other important matters not reviewed by governors | Regular virtual meetings are held with Governors, Head & Bursar to approve any changes and to keep them informedChair of Governors reviews important communications to parentsChair of Governors to sit in on whole school virtual meetings relating to COVID-19 | EA NSE Governors | Governors are kept fully informed.  | 1 | 4 | 4 | With the horizon changing on a near daily basis, time must be allocated for familiarisation of new documentation and implementation of new proceduresAll communication will be signposted with dedicated subject title |
|  | Insurers not updated with school’s amended plans. | Plans advised to Marsh when changes made  | EA | Insurers aware of what is happening in school | 2 | 4 | 8 |  |
|  | Insufficient liaison with local authority and health protection team over testing and actions | Our first contact for COVID-19 advice is Mark Blackman, Corporate Director – Education & Learning, Dorset Council, who will liaise with HPE on confirmation of a positive case | NSE/EA | The school will be guided by Mark Blackman and HPE when a positive case is identified. | 2 | 3 | 6 |  |
|  | Insufficient systems and staff to support training, testing and contact tracers | Allocated staff have been appointed to the testing regime. All have undertaken NHS COVID testing training. LG/SBa/JW | EA/NSE | Qualified staff undertake testing | 1 | 4 | 5 |  |
|  | Are those that are self-testing at home competent to do so? | Staff who do not come into school (furloughed) are not tested.Self-testing kits which are provided to staff and pupils contain full instructions. Pupils who are tested at home can either self-test or parents are able to carry out the test | LG/EA | Staff are self-testing as well as Form 7 & 8 pupils. From Tuesday 27th April Forms 5 & 6 will also home test twice weekly. | 1 | 4 | 5 |  |
|  | The definitions of “close contact” and the trigger for a pupil/staff to self-isolate not understood. | Appropriate staff aware of the change in advice for close contacts, for pupils/staff to self-isolate for 10 days. | LG/SBa/JW/EA/NSE | Close contact procedures fully understood | 2 | 4 | 8 |  |
|  | Insufficient information to identify close contacts of symptomatic individuals and to support contact tracing. | Contact information held on 3Sys for pupils (at least 2 per child) and information on staff files. | MJ/LG | Communication channels prepared | 3 | 3 | 9 |  |
|  | **Risk** | **Control Measures** | **i/c** | **Outcome** | **Likelihood****1-5** | **Severity of impact** | **LxS** | **Response** |
|  | DfE advice to keep groups separate (in “bubbles”) not being fully implemented where appropriate. | From the start of Summer term (19th April 2021) pupils will be separated into 2 bubbles: Junior Prep (Forms 1-4) and Senior Prep (Forms 5-8). | NSE | Pupils kept in bubbles. | 2 | 5 | 10 | To remain in bubbles from 8.3.2021.Reminder sent to all staff by the Bursar |
|  | Insufficient preparation (Letters, School Ping) to communicate with parents, staff, and pupils in case of infection and bubbles needing to isolate. | Template letters available and ready, School Ping to be used. | NSE/EA | Communication channels prepared | 3 | 3 | 9 |  |
|  | Access to school controlled effectively and visitor (if allowed) details recorded | Visitors within school (including parents) are restricted to emergencies only and are required to sign in at Reception and give their mobile number and wear a face covering and lanyard. They will be asked to wear PPE and where possible remain isolated from staff and children.Visits for prospective parents are carried out during out of school hours. Taster days have begun. Pupils are given a lateral flow test kit to carry out home prior to joining a class.Parents of children in nursery who are settling in are not allowed in the classroom.Details concerning parental access to the site have been sent home | EA | All persons in school are accounted forTransmission risks are reduced to a minimum | 2 | 5 | 10 | If procedures are not followed by suppliers EA will contact the companies warning their future business will be terminated |
| 17. | Social Distancing (SD) and other hygiene and ventilation rules not communicated, understood and applied | All staff and children (where appropriate) are advised of 1+m SD rules and maintain SDSD markings in place around school **All Staff to wear face coverings whilst moving around school, to lunch and on the minibuses**.Bursar reminds all staff of current rules every week | All staff | SD remains in placePPE rules followedTransmission risks are reduced to a minimum | 1 | 5 | 5 | Best practice hand washing video link sent to all staffPosters on hand washing technique available next to sinks and sanitisers Currently not part of formal sanctions in behaviour Policy but will be reviewed if thought necessary |
| 18. | Staff and pupils not being reminded and checked to ensure they are complying with hygiene and SD rules | Bursar monitors and reminds all staff of current rules every week.Teaching staff to monitor and remind pupils regularly  | SLT | SD remains in place | 1 | 4 | 4 |  |
|  | **Risk** | **Control Measures** | **i/c** | **Outcome** | **Likelihood****1-5** | **Severity of impact** | **LxS** | **Response** |
| 19. | Insufficient supplies of hygiene materials and not being suitably placed. | Stocks of hygiene materials and PPE are monitored and maintained by the Head of HousekeepingExtra sanitising stations at entrance to School, outside Nursery and in drawing room for lunchtimesMaterials available around school; in classrooms, staffroom, toilets and all public areas  | EA | Sufficient stock of appropriate cleaning and hygiene supplies in school  | 2 | 5 | 10 | Should the school run out of PPE, cleaning or sanitising solution there would be serious consequences and an emergency SLT meeting would be needed to agree the outcomeThe outcome would be communicated to Chair of Governors for approval |
| 20. | Insufficient or unsuitable cleaning regime - lack of regular re-assessment and, if necessary, revised to high risk areas such as toilets, door handles, switches, hand rails and regularly used hard surfaces etc. | The cleaning provision has been increased to twice a day from March 2020. Cleaning regime is monitored by the BursarAll areas of high traffic are sanitised during the lunch breakA deep clean of areas if a child or member of staff is confirmed as having the virus | EA | Enhanced cleaning procedures in place. | 4 | 5 | 20 | Reviewed regularly by the BursarMaintain compliance with PHE guidelines on products and methods High touch items are cleaned more than twice per dayShould there be a significance absence of cleaning staff an outside Cleaning company will be used. EA contacted Ten Three cleaning at Yeovil who are on standby.If they were unavailable there would be serious consequences and an emergency SLT meeting would be needed to agree the outcome which would most likely be a temporary closure to schoolThe outcome would be communicated to Chair of Governors for approval |
| 21. | Exposure to new hazardous substances | COSHH assessment to be carried out for new sanitising products. Cleaning staff to be made aware of COSHH risk assessment. Substances to be stored appropriatelyMaterial data sheets to be made available for new and existing products | EA | Existing products remain in use as sufficient to combat the virus | 1 | 5 | 5 |  |
| 22. | Inadequate contingency plans for changes to school operation: local or national lockdown, re-closing, loss of catering or teachers? | A two week work book has already been sent home in anticipation of those isolating.  | NSE//LM | The school will continue to provide education either in situ or remotely | 3 | 4 | 12 | The school must continue to evolve it’s online platform, purchase more ICT resources and encourage further upskilling of teachers |
| 23. | Risk assessments and protective measures for holiday clubs, after-school clubs and other out-of-school clubs not regularly updated. | The same measures for school apply whether we are in school or running a holiday club For the time being no children will be admitted to holiday club from external families. This will be reviewed for the Summer Holiday Club. | EA/NSE | The threat of transmission of the virus has been reduced | 2 | 4 | 8 |  |
|  | **Risk** | **Control Measures** | **i/c** | **Outcome** | **Likelihood****1-5** | **Severity of impact** | **LxS** | **Response** |
| 24. | No precautions to keep shared teaching equipment (e.g. musical instruments, pens, pointers, keyboards) hygienic | Children in each bubble may share resources and equipment within their bubble e.g. only the senior prep bubble may use the IT room at present. | EANSE | The threat of transmission of the virus has been reduced | 1 | 5 | 5 | Further thoughts will be given to other areas of the curriculum. Consideration will be given to purchasing keyboard covers to allow wiping |
| 25. | Changes effect normal safety procedures | A fire evacuation prevents more threat than the risk of transmission. Therefore, in the event of a fire children must exit the school quickly and quietly using the normal procedures and exit routes. Children and staff should line up using SD rules | EANSE | The current fire procedures stay in place and override SD | 2 | 5 | 10 | Pupils and staff made aware  |
| 26. | High risk areas not being regularly monitored for hygiene | All high risk areas are checked twice daily Medical room and toilets cleaned regularly and a cleaning schedule in place on the back of each door | EA SS | The threat of transmission of the virus has been reduced | 1 | 5 | 5 | Avoid unnecessary contacts, doors open and unlocked. Coded locks will be cleaned regularly if in use NSE to deputise in EA’s absence |
| **Risk Assessment for COVID-19 Self- Testing from 18th March 2021** |  |
|  | LFD kits not supplied and distributed in time or safely. | Test kits received in school. Instructions for additional supplies also received. LG & SBa to monitor supplies | EA/LG/SBa | Sufficient supplies held and distributed in a timely manner | 2 | 3 | 6 |  |
|  | Test kit not stored at room temperature (20C – 300C) or in a cool dry place. | Test kits stored at room temperature  | LG/SBa | Kits stored safely | 2 | 4 | 8 |  |
|  | LFD Testing kits not properly managed and tracked | Test kits managed by EA/LG/SBa. Tracking information kept on file  | EA/LG/SBa | Effective management of test kits | 2 | 4 | 8 |  |
|  | Test kit not kept away from children until needed. | Test kits will be handed to Forms 5- 8 pupils in a sealed box. Parents advised when kits will be sent home to ensure safe receipt. Parents to be responsible for kits at home. | EA/LG/SBa | Kits only available when needed | 4 | 3 | 12 | Specific instructions given to parents to keep test kits away from children contained in NHS instruction booklet. |
|  | Self-testing not conducted in accordance with guidelines and supervised where required.  | Parents & Staff provided with NHS instruction booklet. Parents to supervise their children or conduct the test as necessary | EA/LG/SBa | If proper guidance is followed by parents the tests will be carried out correctly | 4 | 4 | 16 |  |
|  | Positive results not reported to NHS | The information on how to report a positive test will be included in the NHS guidance. LG to reiterate in her instructions to parents to report to both NHS & School | EA/LG | Positive tests reported | 3 | 5 | 15 |  |
|  | All results not reported to School, collated and recorded by the individual and the school. | Parents are instructed to report all results to LG. These results will be collated and recorded by LG | EA/LG | Results recorded | 3 | 5 | 15 |  |
|  | **Risk** | **Control Measures** | **i/c** | **Outcome** | **Likelihood****1-5** | **Severity of impact** | **LxS** | **Response** |
|  | Are those unable to self-swab given additional support and reasonable adjustments? | Staff and pupils unable to self swab will be able to have a test in school by LG/SBa but this will not be encouraged | EA/LG/SBa | Support provided  | 2 | 4 | 8 |  |
|  | Clinical incident at home which has potential to harm not reported to <https://coronavirusyellowcard.mhra.gov.uk> and school. | Information on what to do in the event of a clinical incident included in the NHS guide which is given to all staff & parents. | EA/LG/SBa | Clinical incidents reported in accordance with guidelines | 3 | 3 | 9 |  |
|  | Clinical incident which has led to harm and requires immediate medical care not reported to 111 or 999 and then to school.  | Information on what to do in the event of a clinical incident included in the NHS guide which is given to all staff & parents. | EA/LG/SBa | Clinical incidents reported in accordance with guidelines | 3 | 4 | 12 |  |
|  | Non-clinical incidents occurring at home (something damaged, or missing or difficult to use in the kit, unable to log result etc) not reported to 119. | Information on what to do in the event of a clinical incident included in the NHS guide which is given to all staff & parents. | EA/LG/SBa | Non clinical incidents reported to 119 | 3 | 3 | 9 |  |
|  | Do not eat or drink for at least 30 minutes before doing the test to reduce the risk of spoiling the test. | Information on what to do in the event of a clinical incident included in the NHS guide which is given to all staff & parents. | EA/LG/SBa | Correct procedure followed | 4 | 3 | 12 |  |
|  | Video on how to take the swab test: [www.gov.uk/covid19-self-test-help](http://www.gov.uk/covid19-self-test-help) not referred to before testing. | Parents & Staff will be provided with NHS instruction booklet and details of the video. Parents to supervise their children. | EA/LG/SBa | Correct procedure followed | 3 | 4 | 12 |  |
|  | Surface and hands not cleaned before test or after test (if more than one test). | Parents & Staff will be provided with NHS instruction booklet. Parents to supervise their children. | EA/LG/SBa | Correct procedure followed | 3 | 4 | 12 |  |
|  | Test kit not checked for damage or expiry date. | All kits will be checked before distribution |  LG/SBa | All kits will distributed will be in date and undamaged | 2 | 4 | 8 |  |
|  | Testing process not followed correctly for self / child including rubbing fabric tip of swab 4 x over both tonsils (or where they would have been) and then 10 complete circles of one nostril. | Parents & Staff provided with NHS instruction booklet. Parents to supervise their children. |  LG/SBa | Correct procedure followed | 3 | 4 | 12 |  |
|  | Processing of the swab not completed in-line with guidance including transferring the sample into the liquid and the liquid then on to the well on the test strip. | Parents & Staff provided with NHS instruction booklet. Parents to supervise their children. |  LG/SBa | Correct procedure followed | 3 | 4 | 12 |  |
|  | **Risk** | **Control Measures** | **i/c** | **Outcome** | **Likelihood****1-5** | **Severity of impact** | **LxS** | **Response** |
|  | Not waiting 30 minutes, recording the result correctly with NHS and then taking the appropriate action if positive. | Parents & Staff provided with NHS instruction booklet. Parents to supervise their children. |  LG/SBa | Correct procedure followed | 3 | 4 | 12 |  |
|  | Soft, fabric tip of swab and fabric strip touches hands. | Parents & Staff provided with NHS instruction booklet. Parents to supervise their children. |  LG/SBa | Correct procedure followed | 3 | 4 | 12 |  |
|  | Fabric tip of swab touches tongue, teeth, cheeks, gums, or any other surfaces. | Parents & Staff provided with NHS instruction booklet. Parents to supervise their children. |  LG/SBa | Correct procedure followed | 3 | 4 | 12 |  |
|  | Test kit not properly disposed of in waste bag provided and placed in general household waste. | Parents & Staff provided with NHS instruction booklet.  |  LG/SBa | Correct procedure followed | 3 | 4 | 12 |  |
|  | Test kit and each item in the test kit used more than once. (Do not re-use items. Each person’s result must be reported). | Information included in the NHS guide which is given to all staff & parents. |  LG/SBa | Correct procedure followed | 3 | 4 | 12 |  |
|  | Nosebleed within the last 24 hours (swab other nostril or wait 24 hours). | Parents & Staff provided with NHS instruction booklet. Use other nostril or wait 24 hours |  LG/SBa | Correct procedure followed | 3 | 4 | 12 |  |
|  | Unable to take a throat swab. (then swab both nostrils) | Parents & Staff provided with NHS instruction booklet.  |  LG/SBa | Correct procedure followed | 3 | 4 | 12 |  |
|  | **Pupils, Parent and Staff Risk Assessment in the COVID-19 Environment** |
| 1. | Failure to have contingency plans in the event of a local outbreak | If the local area sees a spike in infection rates appropriate measures will be put in place by Dorset Council, Public Health Dorset and the DFE | All | The risk is minimised | 3 | 5 | 15 | The school has produced a template for education, which will cover the eventuality of a localized outbreak.This new risk assessment will be sent to our insurers to get their permission to remain open in such circumstancesContingency plans are in place to support a small group of children who may need to temporarily isolate if they have come into contact with someone who has tested positive for COVID 19 |
|  | **Risk** | **Control Measures** | **i/c** | **Outcome** | **Likelihood****1-5** | **Severity of impact** | **LxS** | **Response** |
| 3. | Lack of robust feedback and reply system to ensure best practice and two-way communications for pupils, parents, staff and governors | Parents are encouraged to contact the school and hold virtual meetings with the SLTVirtual meetings with governors | NSEEA | Communication channels remain open to all | 3 | 3 | 9 |  |
| 4. | No Governor and / or SLT member for the school / department nominated to be responsible for COVID-19 matters. Governor/safeguarding/SLT members contact details not known and not on call | The nominated officer in the school is the Bursar and Head and for the governors David Brugge, Chair of the Estates, Risk & Compliance committee.The nominated officer for safeguarding is Dr Hay-Ming BluntThe above are contactable via email | NSEEA | Senior personnel available at all times | 2 | 5 | 10 |  |
| 5. | No system to communicate with parents and staff that have not returned to school for fear of infection | School Ping is our method of communicating with parents | NSEEA | Communication being maintained | 2 | 4 | 8 | Should School ping crash for a period of time beyond 24 hrs alternative channels of communication would be via email |
| 6. | Insufficient safeguarding procedures for pupils in school | There is a full safeguarding team on site at all times and the Safeguarding policy has been updated to include a COVID-19 addendum which is available to all members of the community | SSm ISHB | Safeguarding remains an utmost priority for the school | 1 | 5 | 5 |  |
| 7. | Insufficient support provided to employees either physically or emotionally | At the outset, the wellbeing of all our employees has been of the highest priority. Regular reviews are carried out to keep updating thisThe whole school timetable has been revisited in November and staff non-contact time has been amalgamated to allow teachers to work from home for half a day per week.A pro-rata arrangement is being organsied with PT teachersNon-academic staff are encouraged to work from home as much as possibleJan 2021A new revised teacher timetable has been put in place to teach in school and remotely following the lockdown on 6th January 2021. The previous arrangements have been put on hold for the time being | NSEEANSE | Staff absence has been minimal and their welfare highReduced risk of infection | 3 | 4 | 12 | This needs to be regularly re-assessed due to the increased stress as the pandemic continues and the worry deepensConsider anonymised staff survey |
|  | **Risk** | **Control Measures** | **i/c** | **Outcome** | **Likelihood****1-5** | **Severity of impact** | **LxS** | **Response** |
| 8. | Lack of rules/procedures for hygiene standards for staff and pupils and failure to adequately enforce standards | Entry and exit to and from school is supervised by members of SLTTeachers and pupils enter, socially distanced and all sanitise their handsParents have been discouraged from entering school unless in an emergencyAdvisory posters placed in washroom and key areas of trafficOne way arrows placed in schools. Teachers supervise to enforce one way trafficCoats and bags to kept in classrooms and not in the communal changing areas which are not being used.Only small numbers allowed in toilets at any one timeStaggered lunches in place | SLT | The spread of infection is reduced wherever possible. | 2 | 4 | 8 | With the horizon changing on a daily basis we continue to be proactive and integrate best practice into daily routines |
| 9. | Staff not trained or regularly updated in COVID-19 symptoms, SD and how these rules apply to teaching | Staff are aware of symptoms, an accurate thermometer has been purchased to support identifying a temperature above 37.6°CThis issue was covered at the start of year staff INSET on Tuesday 1st September | EA NSEIS | The spread of infection is reduced wherever possible | 3 | 5 | 15 | As medical advice changes so do our proceduresCommunicate PHE broader symptoms to all staff and stress importance of staying at home and getting a testPosters available in Medical room from PHEAny suspected case in school will be discussed with PHE unless there is a national recommendation on what to do in this scenarioContact number for local Local Health Protection team can be reached on 0300 303 8162Training for staff given on use of thermometer |
| 10. | Staff and pupils (where applicable) not wearing face coverings (if required) whilst moving between classrooms or activities | Staff are reminded to wear face coverings when in communal areas. From 17th May 2021 Form 7 & 8 pupils will not be required to wear face coverings whilst in their classrooms. Form 7 & & Staff will no longer be required to wear face coverings in the classroom. Staff and visitors must continue to wear face coverings when moving around school in the corridors and going into lunch. Visors are not recommended during school hours | EA/NSE | The risk of transmission is reduced. | 2 | 4 | 8 |  |
| 11. | Supply, peripatetic and/or other temporary staff moving between schools not minimising contact, maintaining as much distance as possible from other staff or observing hygiene rules. | For the time being the school is dealing with non-compliance in an educational and supportive manner | EA/NSE |  |  |  |  |  |
|  | **Risk** | **Control Measures** | **i/c** | **Outcome** | **Likelihood****1-5** | **Severity of impact** | **LxS** | **Response** |
| 12. | School transport now operating  | From 8th March 2021 school minibuses will run into school each morning, Pupils are socially distanced and have named seats. Masks must be worn.From 19th April 2021 a few journeys for sports and outdoor education will resume. Pupils will remain in their bubbles for the journeys.The buses are disinfected after each journey | EA | The risk of transmission is reduced. | 3 | 4 | 12 |  |
| 13. | Insufficient registration throughout the day  | Registration takes place twice a day, once first thing in the morning and again after lunch.  | EAISES | Government guidelines have been followed | 3 | 4 | 12 | All children and adults (must return to school otherwise their absence will be considered as unauthorizedThose unable to attend because they are complying with clinical and/or public health advice should be offered access to remote education. In this case absence will be authorizedIf parents of pupils with significant risk factors are anxious about returning to school we will discuss their concerns personally and provide reassurance of the measures put in place to reduce risksShielding was officially paused on 1.8.20  |
| 14. | Transit spaces (corridors), social zones (car parks, common rooms, playgrounds) not being configured to SD rules | A one-way system has been introduced into school and transit spaces around school have been marked to meet current rules.Transmission between groups has been mitigated by keeping teaching groups largely isolated from each other | SLT | There have been no recorded cases of COVID-19 in school | 3 | 4 | 12 | Start and finish times have all been staggeredBreaks for Junior and Senior prep are staggeredLunches for Junior and Senior Prep are staggeredLarge gatherings such as assemblies or church services will not take placeClasses will remain fixed in their rooms and specialist teachers will teach their subject in each form room. This will minimise movement around school |
| 15. | Insufficient information where pupils and staff have been located in school including the makeup of bubbles and activity groups. | Classroom plan showing the position of all bubbles is maintained by the Bursar and updated when any changes are made.Whole school timetable in place | EA | Location of pupils and their teachers are known and at times when in school. | 2 | 3 | 6 |  |
|  | **Risk** | **Control Measures** | **i/c** | **Outcome** | **Likelihood****1-5** | **Severity of impact** | **LxS** | **Response** |
| 16. | Learning and recreational spaces not configured to SD and “bubble” organisation | Each form returning to school will remain within their isolated bubbles The IT suite may be use so long as adequate cleaning measures are in place and there is 72 hrs between the lessonsForm 8s to be moved to the old Fledglings classroom on 12.11.20 to further improving social distancing and isolating them from the Main BuildingThe play zones have been reviewed and improved November 2020Jan 2021: New bubbles created to allow for children of key workers only, in each year groupApril 2021: 2 new bubbles have been created, Junior Prep & Senior Prep. | NSENSeIS | There is less chance of transmission of the virus between different groups | 3 | 4 | 12 | Natural ventilation is very important. Keep windows open to improve air changes. Discourage portable fans. Use outdoors as much as possible for learning, and playing.Classrooms assigned have been reviewed on 4.11.20.Form 7 will move to the Science Lab.Form 8 will move to Fledglings |
| 17. | Numbers of parents and children at entrances and exits impede SD | Parents requested to wear face coverings when dropping off and not to congregate.Instructions given to parents with staggered start and finish times in place.Markers on floor to ensure SDUse of different entrances and exitsStaff on duty to superviseOlder children dropped off in car park | NSENSeIS | Risk minimised | 3 | 4 | 12 | No parents will be allowed onsite other than parents dropping off Nursery aged children. These parents have been advised to wear a mask and follow social distancing guidelines.  |
| 18. | Changes to school routine cause vehicular management issues | Staggered drop off and pick up timesCar park supervised by SLT member | EANSE | Risk minimised | 2 | 3 | 6 | Parking within school grounds to be terminated if there is a failure to follow correct procedures |
| 19 | No system in place to deal with staff or pupil bereavements, trauma, anxiety, behavioural issues | One member of staff is a specialist well-being coordinator with bereavement trainingOutstanding pastoral care runs deeply in the schoolOur Deputy Head (pastoral) and DSL are in school  | ISSSmKK | Pupil and staff well-being is monitored and considered very healthyStaff available to help at all times. | 2 | 5 | 10 | This will need to be carefully monitoredA staff questionnaire will be produced to make sure staff have the opportunity to document their welfare**Contact details for DSL**07923 227703**Deputy DSL**07851 094841 |
|  | **Pupil and Staff - Safety Risk Assessment in the COVID-19 Environment** |
|  | **Risk** | **Control Measures** | **i/c** | **Outcome** | **Likelihood****1-5** | **Severity of impact** | **LxS** | **Response** |
|  | Lack of review, update or sharing of safeguarding, code or practice, and staff handbook policies | A COVID- 19 addendum has been added to the safeguarding policy and approved by governors. This is available on the School’s website | SSmHB | It has been shared with all members of the community | 2 | 5 | 10 | The school will revise the safeguarding policy to reflect the return of all children |
|  | No COVID-19 specific policy that includes medical responses, SD, teaching, socialising, feeding, well-being etc. | A rigorous first aid policy is in place, which has a COVID- 19 section added.The First Aid policy is available to all members of the community on the school’s website  | EA | Staff have up to date information on how to deal with the current situation | 2 | 4 | 8 | Resuscitation Council’s advice included in the First Aid COVID- 19 addendum |
|  | Fire drills, routes and assembly points not rehearsed | Fire drill carried out each term with all staff and pupils. New one way system in school will not affect our normal evacuation procedure. Staff and pupils advised that evacuation in the event of a fire takes precedence over COVID- 19 risks | EA | All pupils and staff aware of fire procedures | 2 | 3 | 6 | Fire safety policy updated  |
|  | New bubble groups not kept together (minimising contact with others) or properly supervised | Each new bubble will remain intact throughout lessons and lunches | ESISNSe | Transmission of the virus between peer groups is a reduced risk | 2 | 4 | 8 |  |
|  | Inadequate SD in classrooms | Excess furniture has been reduced to extend useable spaceDesks to be spaced out as far as possible, facing forwards and side by sideChildren to remain at their desks whilst in roomsTeachers to regularly explain SD rulesSignage placed in each roomSchool grounds used where possible to extend SD  | ISNSeES | Risk of transmission is reduced | 2 | 4 | 8 | Reviewed and reassessed 4.11.20 with Form 7 & 8 moving to other classrooms  |
|  | Lack of new staff and pupil induction. Registration and recruitment process not adapted or compliance | Induction for new staff and pupils will continue with SDThe website explains how to submit enquires and these are followed up remotely.Staff recruitment continues and is compliant | NSEEA | Recruitment process still in place | 1 | 3 | 3 | Prospective new parents will be invited to visit the school and meet the Head out of school hours following the correct social distancing, protective measures and hygiene measuresOpen Days will not take place until further notice. |
|  | **Risk** | **Control Measures** | **i/c** | **Outcome** | **Likelihood****1-5** | **Severity of impact** | **LxS** | **Response** |
|  | Poor hygiene due to constraints of uniform | During summer term 2020, no blazers were allowed as they are unable to be cleaned as regularly as needed to minimize risk of infectionSports uniform is being worn until further notice as the changing rooms are not in use. | NSE | The risk of transmission is reduced | 1 | 3 | 3 | Uniforms no longer have to be cleaned more often than usual so we can return to full uniform |
|  | Mixing bubbles during extra-curricular provision | Children to remain in their bubbles for after school provision  | NSE | The risk of transmission is reduced | 2 | 4 | 8 |  |
|  | SCR and required documents not properly verified or recorded | Safer recruitment processes remain in place even during lockdown | EA | Safer recruitment is being maintained | 1 | 4 | 4 | Chairman of Governors checks carried out |
| 10. | Opportunities for non-contact sport, adventure play, Forest School, gardening etc. not regulated or considered | Separate risk assessments have taken place for each of the above activities. There are separate sets of equipment for each of the two bubbles. | ESIS | The risk of transmission is reduced | 2 | 4 | 8 | For the foreseeable future no fixtures will take place with other schoolsBoys and girls will have their PE and Games lessons in their bubbles with mixed gender activities taking placeSports equipment must be thoroughly cleaned between each use by different groups and contact sports avoidedOutside activities should be prioritised where possible and the hall used where not maximizing distance between pupils.  |
| 11. | Restricted curriculum minimizes learning opportunities | Jan 2021:A new timetable will be in place for the spring term to ensure that key worker children in school and children learning remotely have the best opportunities available.April 2021A new timetable is in place reflecting the 2 new bubbles. Access to specialist teaching rooms now possible for senior prep bubble only (F5-8). | All | The risk is minimised | 3 | 3 | 9 | In some cases, particularly with practical subjects, teachers will not be able to deliver their full range of opportunities due to working in a non-specialist room. This said our delivery will still be ambitious and the curriculum broadIt is intended that we will return to our full curriculum by the autumn term 2021.The new Relationship and Health education for Primary pupils and RSHE for KS3 pupils has been postponed until the beginning of the summer term in line with government recommendations |
|  | **Risk** | **Control Measures** | **i/c** | **Outcome** | **Likelihood****1-5** | **Severity of impact** | **LxS** | **Response** |
| 12. | Failure to provide catch up support particularly for disadvantaged, SEND and vulnerable pupils | Teachers have been using in-class assessments to ascertain what gaps in learning exist. If any gaps have been identified for a child, an appropriate programme of support will be put in place. Our 1-1 learning provision has restarted Summer Term. | SLTCTLM | The risk is minimised | 3 | 3 | 9 | Additional advice and support provided by school SENCO to all staff. |
| 14. | Failure to provide individual support for children with learning difficulties or those with welfare issues | The school’s SEN continues to support those with SEND in school  | CTHL | The risk is minimised | 2 | 3 | 6 |  |
| 15 | Failure to provide pupil wellbeing and support | Regular discussions with parents and pupils will take place with tutors as some children may need support readjusting to school | TutorsKK | Full support remains in place via our DSL and well-being coordinator | 2 | 3 | 6 | There may be an increase in social, emotional and mental health concerns. Staff will be urged to share these concerns via logging data on 3sys |
| 16. | Failure to uphold behavioural expectations | Behaviour policy to be updated to reflect new rules and policies and ensure consistency across the community | NSE/IS |  | 2 | 4 | 8 |  |
| 17. | Sporting, play and SD rules unclear to staff and pupils | Rules are clear although for the younger children this can be difficult to maintain | All | There is a higher risk of exposure in the EYFS | 2 | 4 | 8 |  |
| 18. | Drama, dance and music activities not applying SD or hygiene rules | These lessons will take place in form rooms and be less practically based | All | Risk of exposure has been eliminated | 0 | 3 | 0 |  |
| 19. | External coaches, clubs and organisations for curricular activities not risk assessed, or systems of control measures implemented. | Visiting sports coaches will remain outside following school protocols and are offered self-testing kits. | EA | The risk of transmission is reduced | 2 | 4 | 8 |  |
| 20. | Indoor sports and activity areas not sufficiently well ventilated with fresh air. | Staff ensure fire doors are kept open at all times | EA | The risk of transmission is reduced | 2 | 3 | 6 |  |
| 21. | Security, CCTV and access systems not regularly checked, updated and (where necessary) re-coded | We are continuing to maintain our normal operating procedures | EA | Site security remains a priority  | 2 | 3 | 6 | Coded entry pads will be sanitised on a twice daily basis |
|  | **Risk** | **Control Measures** | **i/c** | **Outcome** | **Likelihood****1-5** | **Severity of impact** | **LxS** | **Response** |
| 22. | Parent, pupil , staff, contractor, visitor drop-off and pick-up procedures, in/out routes not been shared, understood and applied | Parents understand they must follow SD rules and wait in line to drop off and pick up their childrenParents requested to wear face coverings when dropping off and not to congregate in the school grounds.Visitors & contractors are reminded to wear face masks and sanitise their hands before entering the school | NSE | The risk of transmission is reduced | 3 | 3 | 9 |  |
|  | Transit spaces (corridors), social zones (playgrounds) not configured to SD rules. | A one way system has been devised to avoid children crossing in opposite directionsSeparate play zones have been configured  | NSEIS | Risk of exposure has been reduced | 3 | 4 | 12 | Transit outside, open corridor windows |
|  | Classrooms do not reflect SD layout, PPE, screening and regular cleaning rules | Classrooms have relatively effective SD though certainly cannot be considered foolproof given the narrow width of our corridors | NSEIS | It is impossible to maintain safe SD of 2m at all times, due to the nature of the building | 2 | 4 | 8 |  |
|  | No regular breaks for handwashing during the school day | Each room has its own sanitising fluid for when children leave and re-enter the roomStaff scrutinise hand sanitising before lunch | Teachers | Risk of exposure has been reduced | 2 | 4 | 8 | Pupils to wash hands before any snacks |
|  | Hygiene stations not stocked, checked and cleaned regularly | The school has ample supplies of hand wash and each station is checked regularly | EA | Risk of exposure has been reduced | 2 | 4 | 8 |  |
|  | Soft furnishings, soft toys and items that are hard to clean not removed and stored securely | Measures have been put in place to minimise the number of soft toys in the Early Years | ES | Risk of exposure has been reduced | 2 | 4 | 8 | The latest scientific research suggests risk of exposure via soft furnishing is not a high risk |
|  | Assemblies, break times, drop off and collection times not sufficiently well staggered | Communal gatherings outside each bubble have been commuted until further notice with services and other events taking place virtuallyDrop offs and picks up are staggered each day. | NSEIS | Risk of exposure has been reduced | 2 | 3 | 6 |  |
|  | **Risk** | **Control Measures** | **i/c** | **Outcome** | **Likelihood****1-5** | **Severity of impact** | **LxS** | **Response** |
|  | Meal times not de-conflicted, reflecting SD in the servery and Dining Hall whilst providing sufficient nourishmentCatering staff bubble to self isolate and kitchen closes. | Meal times are currently staggered and staff and pupil collect their lunches at the servery in the drawing . The dining hall is desanitised after each sitting.Parents will be asked to provide their children with packed lunches until staff return. | NSEISEAKDNSE/EA | Risk of exposure has been reducedLunches provided | 1 | 3 | 3 |  |
|  | **Medical Risk Assessment in the COVID-19 Environment** |
|  | Hygiene rules not effective. ‘Catch it, bin it, kill it’ not republicised or applied | Notices around school have and will remain in place.‘Hands Face Space’ posters added around schoolTo be reinforced by teaching staffRubbish bins will be emptied on a twice daily basis | All | The risk of transmission is reduced | 2 | 3 | 6 |  |
|  | Science of risk not understood e.g less severe symptoms in adults, younger children less likely to become unwell, small class sizes will help | SLT closely follows scientific updates on rates of transmission.Weekly updates received from Dorset Council on recent infections | SLT | As more is known about the virus we become better informed | 2 | 3 | 6 | Regular reassessment of data provided by DfE, AGBIS and ISBA will be closely scrutinised |
|  | The procedure for isolating or sending staff and pupils home for 10 days and arranging a COVID-19 test is not understood (if anyone becomes unwell in school). | Al members of staff and parents are aware of the correct procedures to follow | EA | The risk of transmission is reduced | 2 | 4 | 8 |  |
|  | Parents failing to observe self-quarantine regulations having recently travelled abroad during the summer holidays | Parents have been written to reminding them on the regulations |  | The risk of transmission is reduced | 4 | 4 | 16 | If the school is aware that self-quarantine regulations have not been followed these particular children will be temporarily excluded from school for the full quarantine procedureThe Chair of Governors will be made aware of this immediatelyCountries entering and joining the list is changing regularly so the school must keep up to date on these changes |
|  | **Risk** | **Control Measures** | **i/c** | **Outcome** | **Likelihood****1-5** | **Severity of impact** | **LxS** | **Response** |
|  | No/insufficient staff supervising/supporting the normal medical staff | The Bursar oversees this area of welfare | EA | The risk of transmission is reduced | 3 | 4 | 12 |  |
|  | Insufficient medical staff to deal with temperature testing, isolating suspect COVID-19 cases, outside appointments and normal medical issues. | This is yet to be fully tested and would be dependent on the number of cases in school in any one day. | EA | This area of school life would be vulnerable in the event of a serious outbreak and the school would have to consider closing | 3 | 4 | 12 | At the moment this does not seem to be likely but may become more relevantPHE would most likely offer guidelines to follow |
|  | Insufficient First Aid trained staff (ratio) for pupils in school | Most staff in school have had first aid training especially those who teach sport and who go on trips | EA | Sufficient First Aid trained staff | 3 | 4 | 12 | Further training on various aspects of the COVID-19 pandemic is underway with first aid staff. This will be ongoing as the situation develops. The First Aid policy has been updated with the latest guidance |
|  | Medical policy, procedures and appropriate response to spectrum of medical issues not being revised and shared | The first aid policy has been up dated with current guidelines and is available to the whole community | EA | Awareness of how to deal with medical issues when they arise | 2 | 3 | 6 |  |
|  | Medical room not properly equipped | At the moment the space available would only allow one child or adult to be isolated in the Medical Room.The appropriate PPE as advised by Dorset Council has been sourced | EANSE | The school is looking to identify extra spaces in the event of a serious outbreak | 2 | 4 | 8 | Staffing of these casualties will be particularly difficult given the low number of children in schoolHot water available in the medical room |
|  | Lack of School decision regarding the level of PPE required for pupils and staff. Insufficient training, face fit testing, use, care and disposal arrangements. | No PPE is given to staff or pupils in line with current government advice though staff may wear PPE if they feel vulnerableIf there is a medical issue, PPE is available in the form of gloves, aprons and masks, in the Medical Room | EA |  | 2 | 3 | 6 | Video for donning & doffing PPE circulated to staff: <https://www.youtube.com/watch?v=ozY50PPmsvE>Posters on the procedure are available in the Medical Room |
|  | Sickness management rules and the ‘Don’t come to work if you are ill’ not understood or observed | The wellbeing of all employees was considered right at the beginning of the outbreak and remains of the highest importanceStaff understand the guidelines on self-isolatingRegular reminders will be emailed to all employees by the Bursar and also covered at virtual staff meetingsExtra funds allocated to the provision of external supply teaching to cover absence. | NSEEA | The risk of transmission is reducedTeaching covered during sickness absence | 24 | 54 | 1016 | Broader symptoms circulated to staff as per WHOSiblings of pupils who are unwell must stay at home tooParents advised to keep child at home if self-test is positive |
|  | **Risk** | **Control Measures** | **i/c** | **Outcome** | **Likelihood****1-5** | **Severity of impact** | **LxS** | **Response** |
|  | School unaware of those that have been identified as Clinically Extremely Vulnerable (CEV) via a letter to the individual from NHS or their GP. | These members of staff have been identified and control measures put in place to ensure their safety at all times | EA | All CEVs are currently furloughed or working from home | 2 | 5 | 10 |  |
|  | Clinically Extremely Vulnerable (CEV) staff and pupils have not been advised whether to work from home or go to school during period of national restrictions. | These members of staff have been identified and control measures put in place to ensure their safety at all times | EA | All CEVs are currently furloughed or working from home | 2 | 5 | 10 |  |
|  | Measures in school are not sufficiently robust for clinically vulnerable staff and pupils. | All CEVs are currently furloughed or working from home | EA | All CEVs are currently furloughed or working from home | 2 | 4 | 8 |  |
|  | School unaware of any staff and pupil pre-existing medical conditions | All medical details for pupils are held on 3Sys and regularly updated.Staff files hold details of medical conditions | EA | Staff with underlying health issues either themselves or those they live with, have been sent home | 2 | 4 | 8 | Medical updates for pupil records are carried out each year. |
|  | Lack of knowledge on whom has tested positive for COVID-19 and if it is recorded? (for elimination purposes) | The school receptionist keeps a daily log of absences which is checked by NSe  | EANSE |  | 3 | 4 | 12 | Test and trace is now up and running though it is yet to be rolled out to education with NHS workers first in line  |
|  | Insufficient information on which staff and pupil(s) have had contact with anyone tested positive or suspected of COVID-19 and if recorded and actioned | Precautions are in place for all staff who may have come into contact with a COVID positive case.  | NSEEA | Statistics are virtually non-existent | 3 | 4 | 12 | New government guidelines will help as testing becomes more prevalent |
|  | Lack of recording which staff and pupils have been sent home with COVID-19 symptoms (a cough, high temperature or shortness of breath) | A communication strategy has been put into place with the school community A logging system is being put in place for each bubble as contact tracing needs to include contacts up to at least 48 hrs before the onset of symptoms | NSEIS |  | 2 | 4 | 8 | This horizon will change rapidly when the government bring in antibody testing and get up and running with track and trace |
|  | Lack of regular dialogue with those that have suffered from COVID-19 and / or are isolated at home | The school regularly makes contact with this small cohort for educational and welfare issues | NSE EA |  | 0 | 5 | 0 |  |
|  | **Risk** | **Control Measures** | **i/c** | **Outcome** | **Likelihood****1-5** | **Severity of impact** | **LxS** | **Response** |
|  | No separate area for temperature testing, holding and isolation of pupils/staff. Areas not easily identified or regularly cleaned? | Yes, this is carried out in the Medical Room which is cleaned twice daily or after each use | EA | Isolation spaces available | 2 | 5 | 10 |  |
|  | Temperature testing undertaken, using unsafe methods, not reflecting SD rules, not recorded or kept appropriately? | If a pupil or member of staff becomes ill their temperature is taken and recorded on our treatment formThe forms are retained by the Bursar | EA |  | 2 | 4 | 8 |  |
|  | Insufficient or no procedure for summoning emergency services, lack of cleared routes in and out | Emergency services are familiar with the routes in and out of school. However a member of staff will always be available to assist when they are called | EA | School easily accessible for the emergency services. | 2 | 3 | 6 |  |
|  | No regular supervision of staff and pupils to ensure they comply with hygiene rules (and the use of PPE) | The Bursar sends reminders on a weekly basis.Teaching staff monitor and remind pupils of safe practice  | EA | All staff and pupils comply with current rules | 3 | 3 | 9 | PPE training given to staff |
|  | Medical and/or support staff have insufficient or unsuitable PPE, cleaning materials and training for tasks | PPE and cleaning supplies are available for Medical staff and training is carried out regularly by the Bursar. This information will be documented in the COVID-19 file  | EA | Staff prepared for medical issues | 4 | 4 | 16 | The school holds four weeks of supplies of PPE but the stocks need to be regularly counted to make sure this surplus is maintainedShould there be a supply problem and stocks run down to two days an emergency SLT meeting will be held to determine the outcomeWith no PPE in school a temporary closure would be likely until stocks were replenishedThe outcome would be communicated to the Chair of Governors  |
|  | Insufficient registration, induction, supervision and temperature checking of contractors where essential work is required on site | Contractors must pre-arrange their visit, wash hands and sign in with Reception, and maintain SD. They have been requested to provide their own PPEUsed PPE will be disposed of according to PHE guidelinesA visitor logbook is kept in the event that these contractors need to be contacted. The information will be held in the COVID-19 file | EA | Contractors comply with current SD rules | 2 | 4 | 8 | Contractors to wash hands on entry. Use PPE for their own protection. Clean afterwardsAsk about COVID-19 symptoms or contacts in last 10 days |
|  | **Support staff risk assessment** |
| 1. | Support staff not briefed on changes regularly | Staff briefed by the Bursar and reminded of the government rules | EA | Staff kept up to date | 2 | 4 | 8 |  |
| 2. | Support staff and cleaners not fully considered or supported (particularly relating to age and vulnerability). | Full consideration has been given to their needs and their working hours adjusted accordingly | EA | Their welfare remains a priority | 2 | 3 | 6 |  |
| 3. | Cleaning regimes not reviewed or inspected regularly and not conforming to revised hygiene rules | Cleaning regime increased in March 2020.Deep cleans take place in the holidays.Areas cleaned and inspected regularly by the Bursar | EA | Hygiene well maintained | 2 | 4 | 8 | These procedures will continue from September |
| 4. | Security and access systems not regularly checked, updated and re-coded. | Admin staff monitor CCTV daily.Access codes changed in the summer | EA | Security remains a high priority.Normal procedures remain in place | 2 | 3 | 6 | Avoid unnecessary contacts, doors open and unlocked. Coded locks will be cleaned regularly  |
| 5. | Fire and other emergency procedures not reconfigured, routes not clear or regularly inspected | Yes by the caretaker on site. Daily check and monthly checks in place | EA | Normal procedures continue to be in place | 2 | 4 | 8 |  |
|  | **Facilities Management Risk Assessment** |
|  | **Risk** | **Control Measures** | **i/c** | **Outcome** | **Likelihood****1-5** | **Severity of impact** | **LxS** | **Response** |
| 1. | Insufficient heating system including insufficient fuel levels if appropriate | The heating system for all areas is run on gas heating | EA | Heating remains in place | 2 | 5 | 10 |  |
| 2. | Insufficient gas supply, venting and valves | Boilers due for their regular service in summer holidays | EA | Gas safety remains in place | 2 | 5 | 10 | Boilers serviced in summer holidays |
| 3. | Electrical tests not up-to-date including emergency lighting and PAT | All electrical checks up to date. PAT testing carried out in March 2021 | EA |  | 2 | 3 | 6 | Emergency lighting test carried out in the summer holidays |
|  | **Risk** | **Control Measures** | **i/c** | **Outcome** | **Likelihood****1-5** | **Severity of impact** | **LxS** | **Response** |
| 4. | Water testing for temperature, flow and legionella not in date for test | The Caretaker carries Legionella tests out each month. Normal practice has been maintained throughout the pandemic | EA | Water supply testing maintained | 2 | 4 | 8 | All tanks flushed and cleaned by a specialist contractor during the summer holidays.Normal routines for flushing the system weekly remain in place |
| 5. | Insufficient hot water to enable children and adults to regularly wash their hands in hot water | All key areas have been tested and systems flushed out. Hot water is readily available in all areas of the school apart from two small toilets in the main block.  | EA | Water temperature and quality maintained | 4 | 5 | 20 | The malfunction of an old boiler is possible and would prevent children and staff washing their hands in hot water. This would contravene guidelines on how to prevent the transmission of the virus and the school would have to temporarily close until the matter was resolved.The outcome would be communicated to the Chair of Governors |
| 6. | Insufficient arrangements for the operation, cleaning and use of the swimming pool | The swimming pool closed at October half term and will re-open at Easter 2021. | EA |  | 3 | 3 | 9 | The risk assessment for the swimming pool will be updated to include COVID-19 guidelinesOperating Procedures and Emergency procedures reviewed by SW April 2021 on re-opening of pool. |
| 7. | Fire alarm panel, system and extinguishers not in date and not serviced | The annual check was carried out in the Christmas holidays | EA | Systems maintained  | 2 | 4 | 8 |  |
| 8. | Kitchen not reconfigured, stocked and cleaned if closed over a long period | The kitchen has remained open and the normal procedures have been followed | EA |  | 2 | 4 | 8 | Staffing levels allow SD. PPE is available if felt requiredCleaning products and methods are in accordance with PHE for COVID-19 |
| 9. | Insufficient chefs, supervising staff and housekeepers to maintain high standards of hygiene | Kitchen and dining room staff work on a rota basis with the opportunity to recall furloughed staff if pupil numbers increase significantly | EA | Sufficient staff to maintain hygiene in kitchen | 2 | 4 | 8 | School would have to go to home packed lunches in the event of prolonged absence of kitchen staff |
| 10. | Servery and dining room rules not properly considered, inadequate or unsafe | Procedures continue to change as guidelines have evolvedSD between pupils at tablesCleaning regime in place between sittingsLunches have been staggeredChildren remain in their bubble at meal ties | EAKD | The risk of transmission is reduced | 2 | 4 | 8 | Children will be fed in their separate year group bubbles.Additional sanitising stations have been provided in the drawing room.Children prone to skin conditions (dermatitis) will be asked to wash their hands before eating and will not need to sanitise. |
| 11. | Insufficient drinking supplies and hydration available in the dining room | Children are encouraged to bring their own water bottles | EAKD | The risk of transmission is reduced | 2 | 4 | 8 | Own water bottles plus single use sealed bottlesThe water fountains need regular maintenance and cleaning to ensure high quality provision |
|  | **Risk** | **Control Measures** | **i/c** | **Outcome** | **Likelihood****1-5** | **Severity of impact** | **LxS** | **Response** |
| 12. | Suppliers not following appropriate SD and hygiene measures | Site visits are by pre-arrangement with the Bursar onlyDeliveries should be outside school hours where possible and are monitored by Reception or kitchen staff to ensure SD rules are followedHand gel provided to all delivery driversAll visitors to the school must wear a face covering, sign in at reception and use the sanitiser provided. Signs provided. | EA | Safe deliveries and the risk of transmission is reduced | 4 | 4 | 16 | EA to email all suppliers notifying them of standards required |
| 13. | Waste procedures not reviewed or sufficient | Waste collections carried out 3 times per week  | EA | Waste cleared regularly | 2 | 4 | 8 |  |
| 14. | Pest control services not recorded, deficiencies not identified or actioned | Termly checks are carried out. | EA | Pest control maintained throughout the School | 2 | 3 | 6 |  |
| 15. | School insurance invalid if government guidelines for re-opening are not followed | Follow government guidelines at all times | EA | School adequately insured | 3 | 5 | 15 | Risk Assessment to be independently audited, ratified by governors and available to insurers on request |
| 16. | Travel in or out of local areas not minimised or avoided, and the number of journeys not reduced where possible. | Only occasional sports training off site and outdoor education trips are allowed this term.  | EA/NSE | The risk to the school is minimised | 2 | 3 | 6 |  |
| 17. | School vehicles not fully registered, insured, maintained and stocked with appropriate hygiene materials | Inspection regime with Dorset Council in place.Minbuses insured annually with Marsh by the Bursar.First Aid equipment checked every term by the school secretary, or when it has been used. | EA | Minibuses have regular safety checks and are fully insured. | 2 | 3 | 6 |  |