

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	

**COVID 19 RETURN TO SCHOOL
RISK ASSESSMENT
JANUARY 2021**

This latest edition of the COVID 19 risk assessment has been updated in line with the latest DfE guidelines published on 31st December 2020 and new lockdown restrictions as of 6th January 2021

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

Overall Assessment in the COVID-19 Environment November 2020

	Risk	Control Measures	i/c	Outcome	Likelihood 1-5	Severity of impact	LxS	Response
1.	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	EA JT SLT Governors	The school is keeping up to date with current guidelines All 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
2.	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 taken Local Health Protection team can be reached on 0300 303 8162 We have COVID test kits from the NHS for emergencies.	EA JT	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 room Temperature 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 continue If there is a temperature greater than 37.5°C in an adult or a child call 111 and ask for further advice Once a confirmed high temperature has been recorded an emergency SLT meeting will be convened to make sure the correct protocol is followed SLT will consider the correct form of communication with our extended community using one of three pre-produced letters to be sent home via School Ping The child or adult should be sent home at the very earliest opportunity and the medical room should receive a full deep clean using full PPE The 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
3.	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 classrooms Regular virtual meetings held with Governors Teaching staff ensure pupils are kept up to date with any changes in school.	EA JT	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 procedures All communication will be signposted with dedicated subject title

	Risk	Control Measures	i/c	Outcome	Likelihood 1-5	Severity of impact	LxS	Response
4.	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
5.	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 informed Chair of Governors reviews important communications to parents Chair of Governors to sit in on whole school virtual meetings relating to COVID-19	EA JT 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 procedures All communication will be signposted with dedicated subject title
6.	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	
7.	No liaison with local authority and health protection team	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	JT/EA	The school will be guided by Mark Blackman and HPE when a positive case is identified.	2	3	6	
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	
9.	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.	JT/EA	Communication channels prepared	3	3	9	
10.	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 have been suspended for prospective parents 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 for Transmission 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

	Risk	Control Measures	i/c	Outcome	Likelihood 1-5	Severity of impact	LxS	Response
11.	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 SD SD markings in place around school. Form 7 & 8 and their teachers 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 place PPE rules followed Transmission risks are reduced to a minimum	1	5	5	Best practice hand washing video link sent to all staff Posters 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
12.	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	
13.	Insufficient supplies of hygiene materials and not being suitably placed.	Stocks of hygiene materials and PPE are monitored and maintained by the Head of Housekeeping Extra sanitising stations at entrance to School, outside Nursery and in drawing room for lunchtimes Materials 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 outcome The outcome would be communicated to Chair of Governors for approval
14.	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 Bursar All areas of high traffic are sanitised during the lunch break A 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 Bursar Maintain compliance with PHE guidelines on products and methods High touch items are cleaned more than twice per day Should 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 school The outcome would be communicated to Chair of Governors for approval
15.	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 appropriately Material 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	

	Risk	Control Measures	i/c	Outcome	Likelihood 1-5	Severity of impact	LxS	Response
16.	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. Planning is ongoing for a more permanent lockdown where schools are closed for non-key worker children	JT/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
17.	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	EA/JT	The threat of transmission of the virus has been reduced	2	4	8	
18.	No precautions to keep shared teaching equipment (e.g. musical instruments, pens, pointers, keyboards) hygienic	All areas of the curriculum where items need to be shared between children have been removed from the timetable until further notice	EA JT	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
19.	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	EA JT	The current fire procedures stay in place and override SD	2	5	10	Pupils and staff made aware
20.	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 JT to deputise in EA's absence

Risk Assessment for COVID-19 Test and Trace (T&T) Process

1.	Explanatory T&T letters / emails not sent to parents / pupils, staff and governors.	Parents advised of testing procedure for Forms 7 & * pupils via School Ping 30 th December 2020	JT	Testing process organised	1	4	4	
2.	No school "COVID-19 Testing Privacy statement".	Privacy noticed prepared	JT	Privacy notice available for all parents	1	3	3	
3.	"COVID-19 Testing Privacy statement" not communicated to staff, parents, pupils and governors.	Parents sent Privacy statement on 2 nd January 2021 via School Ping	JT	Privacy notice sent to all parents	1	3	3	

	Risk	Control Measures	i/c	Outcome	Likelihood 1-5	Severity of impact	LxS	Response
4.	Those that have had "close contact" with someone tested positive for COVID-19 do not know they are able to return to school if they agree to a test once a day for 7 days, and the test is negative.	Parents and staff to be advised of updated guidance, that they may return to school if tested every day for 7 days with a negative result.	JT	Pupils and staff able to return to school if 7 tests are negative.	2	5	10	
5.	Age-appropriate consent statement for testing Forms 7 & 8 not properly completed.	Consent form sent to parents via School Ping on 2 nd January 2021, they will be checked for completion before any tests are carried out.	JT/EA/LG	Consent from parents received.	2	5	10	
6.	Test instruction posters, booklets, FAQ and briefings not readily available and apparent.	Instructions sent to all parents via School Ping on 2 nd January 2021	JT	Parents received instructions	1	3	3	
7.	Tests not supervised or conducted by trained staff.	Lydia Griffin, Jeanette Wedge and Sarah Baker will be carrying out tests. They have carried out on line training as recommended by the NHS	JT/EA	Tests will be carried out by trained staff	1	5	5	
8.	Testing area not sufficiently controlled to limit access to testers, those being tested and supervisors	Testing will be carried out in the Hall where there will be a one-way system in place. Pupils have been allocated timed slots to arrive at the hall. There is sufficient room to allow for 3 testing 'stations', a reception desk, a recording desk and a waiting area for pupils to wait a few minutes to ensure that the test has been carried out effectively	LG/EA	Testing area is COVID safe	2	5	10	
9.	Test process not maintaining social distancing where appropriate, good hand and respiratory hygiene or keeping occupied spaces well ventilated.	Testing area will follow SD guidelines. Washing facilities available, windows and doors will remain open.	LG/EA	Testing area is made as COVID safe as possible	2	5	10	
10.	Staff assisting with taking and processing swabs not wearing appropriated PPE.	Full PPE available and will be worn by testing staff. Gloves will be changed after each test.	LG/EA	Full precautions will be taken	2	5	10	
11.	Process of swabbing not following training and / or updated guidance.	Swab process will be carried out by trained staff	LG/JT/EA	Tests will be carried out by trained staff	2	4	8	
12.	Tested sample incorrectly handled safely during the process including disposal.	Testing will be carried out in line with NHS guidelines, each member of the testing team has been given a copy of the guidelines to follow.	JT/EA	Testing carried out in line with NHS guidelines	2	5	10	

13.	Risk	Control Measures	i/c	Outcome	Likelihood 1-5	Severity of impact	LxS	Response
14.	The process of barcoding, recording and communicating test results is not accurate and supervised	Recording and communication of test results will be carried out in line with the NHS guidelines.	LG/EA	Accurate records are maintained	2	5	10	
15.	Process of lost LFD, failed scans or damaged barcodes not understood or properly implemented.	Process to be followed is understood by the staff carrying out the tests as laid down in the NHS guidelines.	LG/EA	Guidelines followed	1	5	5	
16.	Extraction solution with lab test kit (there are no manufacture anticipated hazards) are inappropriately handled, stored and disposed.	Kits stored in line with temperature guidelines, securely in school and managed by Lydia Griffin to ensure correct disposal.	LG/EA	Safe storage of test kits	1	4	8	
17.	Those tested positive not confirming the positive result with a Polymerase Chain Reaction (PCR) test and either failing to self-isolate pending the confirmation test or self-isolating unnecessarily after a confirmatory PCR test might have cleared them as having a false positive.	Pupils and staff who receive a positive test result will be logged on the system and advised to take a further PCR test and self-isolate and not to return to school.	JT/EA/LG	The threat of transmission of the virus has been reduced	3	5	15	
18.	T&T data not recorded securely with consideration given to deletion after 14 days.	Data will be securely stored with the Bursar and deleted/ destroyed after 14 days	EA/LG	Data secured	1	5	5	

Risk Assessment for COVID-19 Test Sites

1.	Insufficient staff available for testing	Three trained staff will carry out tests on 5 th January 2021 for Form 7 & 8 pupils	JT/EA/LG	Staffing	2	5	10	
2.	Test site is not well lit with a good airflow	The hall is well lit and doors and windows will remain open		Testing area is made as COVID safe as possible	2	4	8	
3.	Test site Registration, Swabbing, Recording and Processing Desks and waiting areas not on a one-way system.	One way system in place	JT/EA/LG	Testing area is made as COVID safe as possible	2	4	8	
4.	Test chair in the swabbing bay not a minimum of 2m apart	Only one chair per swabbing bay	LG	Testing area is made as COVID safe as possible	1	4	4	
5.	Each swabbing desk and associated processing desk not more than 1m away and Recording desk not located close by.	The two tables will be 2m apart and the recording desk at the end of the hall	EA/LG	Testing area is made as COVID safe as possible	2	4	8	

	Risk	Control Measures	i/c	Outcome	Likelihood 1-5	Severity of impact	LxS	Response
6.	Non-authorized people and test subjects able to enter the processing area	Only testing staff have access to the processing area during the testing period	JT/EA	Only trained staff have access to the processing area	2	5	10	
7.	Processing bays not properly cleaned, and waste (including clinical waste) is not properly disposed.	All three bays will be disinfected between each test and waste disposed of in accordance with NHS guidelines	EA/LG	Testing area is made as COVID safe as possible	2	5	10	
8.	Disorderly entry, processing, social distancing and exit movement.	One way system in place and monitored by testing staff	LG	Testing area is made as COVID safe as possible	2	5	10	
9.	Testing kits not stored at 2 - 30°C and tests not given in the appropriate ambient temperature of 15 - 30°C.	Testing kits will be stored securely in school where the appropriate ambient temperature is maintained	LG/EA	Testing kits stored appropriately	2	4	8	
10.	Inadequate provision of a quiet space to talk with the pupil mindful of the need for social distancing / PPE / wellbeing.	An area will be available at the back of the hall and an area for children if they feel unwell.	LG	Quiet space available	2	4	8	

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, PHE and the DFE	All	The risk is minimised	3	5	15	<p>The school has produced a template for education, which will cover the eventuality of a localized outbreak.</p> <p>This new risk assessment will be sent to our insurers to get their permission to remain open in such circumstances</p> <p>Contingency 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</p>
2.	Communication channels not working and being reviewed. Email, text, Facebook etc.	<p>School Ping is used to communicate with parents and staff.</p> <p>Regular virtual meetings with governors.</p> <p>Weekly updates take place via Hermes which is distributed to the whole community</p>	SLT	Communication being maintained	2	3	6	<p>With the horizon changing on a daily basis we continue to be proactive</p> <p>Time must be allocated for familiarisation of new documentation and implementation of new procedures</p> <p>All communication will be signposted with dedicated subject title</p> <p>To ensure there is a culture of full staff involvement the school will appoint a representative from the staff body who will be present at virtual governor meetings when COVID 19 is being discussed</p>
3.	Lack of robust feedback and reply system to ensure best practice and two-way communications for pupils, parents, staff and governors	<p>Parents are encouraged to contact the school and hold virtual meetings with the SLT</p> <p>Virtual meetings with governors</p>	JT EA	Communication channels remain open to all	3	3	9	

	Risk	Control Measures	i/c	Outcome	Likelihood 1-5	Severity of impact	LxS	Response
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 Blunt The above are contactable via email	JT EA	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	JT EA	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 IS HB	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 this The 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 organised with PT teachers Non-academic staff are encouraged to work from home as much as possible Jan 2021 A new revised teacher timetable is being put in place to teach in school and remotely following the lockdown on 6 th January 2021. The previous arrangements have been put in hold for the time being	JT EA JT	Staff absence has been minimal and their welfare high Reduced 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 deepens Consider 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	<p>Entry and exit to and from school is supervised by members of SLT</p> <p>Teachers and pupils enter, socially distanced and all sanitise their hands</p> <p>Parents have been discouraged from entering school unless in an emergency</p> <p>Parents requested to wear face coverings when entering school grounds (Nursery parents) and also when dropping off in the car park (from 5.11.20)</p> <p>Advisory posters placed in washroom and key areas of traffic</p> <p>One way arrows placed in schools. Teachers supervise to enforce one way traffic</p> <p>Coats and bags to kept in classrooms and not in the communal changing areas</p> <p>Only small numbers allowed in toilets at any one time</p> <p>Staggered lunches in place</p>	SLT	There have been no recorded cases of COVID-19 in school	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	<p>Staff are aware of symptoms, an accurate thermometer has been purchased to support identifying a temperature above 37.6°C</p> <p>This issue was covered at the start of year staff INSET on Tuesday 1st September</p>	EA JT IS	There have been no recorded cases of COVID-19 in school and staff absence has been minimal	3	5	15	<p>As medical advice changes so do our procedures</p> <p>Communicate PHE broader symptoms to all staff and stress importance of staying at home and getting a test</p> <p>Posters available in Medical room from PHE</p> <p>Any suspected case in school will be discussed with PHE unless there is a national recommendation on what to do in this scenario</p> <p>Contact number for local Local Health Protection team can be reached on 0300 303 8162</p> <p>Training for staff given on use of thermometer</p>
10.	Staff and pupils (where applicable) not wearing face coverings (if required) whilst moving between classrooms or activities.	For the time being the school is dealing with non-compliance in an educational and supportive manner	EA/JT	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/JT					

	Risk	Control Measures	i/c	Outcome	Likelihood 1-5	Severity of impact	LxS	Response
12.	School transport now operating	There will be no school transport until further notice	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.	EA IS ES	Government guidelines have been followed	3	4	12	All children and adults (must return to school otherwise their absence will be considered as unauthorized) Those 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 authorized If 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 risks Shielding 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 staggered Breaks for Junior and Senior prep are staggered Lunches for Junior and Senior Prep are staggered Large gatherings such as assemblies or church services will not take place Classes 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	
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 lessons Form 8s to be moved to the old Fledglings classroom on 12.11.20 to further improving social distancing and isolating them from the Main Building The play zones have been reviewed and improved November 2020 Jan 2021 New bubbles created to allow for children of key workers only, in each year group	JT NSe IS	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

	Risk	Control Measures	i/c	Outcome	Likelihood 1-5	Severity of impact	LxS	Response
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 SD Use of different entrances and exits Staff on duty to supervise Older children dropped off in car park	JT NSe IS	Risk minimised	3	4	12	No parents will be allowed onsite
18.	Changes to school routine cause vehicular management issues	Staggered drop off and pick up times Car park supervised by SLT member	EA JT	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 training Outstanding pastoral care runs deeply in the school Our Deputy Head (pastoral) and DSL are in school	IS SSm KK	Pupil and staff well-being is monitored and considered very healthy Staff available to help at all times.	2	5	10	This will need to be carefully monitored A 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
1.	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	SSm HB	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
2.	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
3.	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

	Risk	Control Measures	i/c	Outcome	Likelihood 1-5	Severity of impact	LxS	Response
4.	New bubble groups not kept together (minimising contact with others) or properly supervised	Each new bubble will remain intact throughout lessons and lunches	ES IS NSe	Transmission of the virus between peer groups is a reduced risk	2	4	8	
5.	Inadequate SD in classrooms	Excess furniture has been reduced to extend useable space Desks to be spaced out as far as possible, facing forwards and side by side Children to remain at their desks whilst in rooms Teachers to regularly explain SD rules Signage placed in each room School grounds used where possible to extend SD	IS NSe ES	Risk of transmission is reduced	2	4	8	Reviewed and reassessed 4.11.20 with Form 7 & 8 moving to other classrooms
6.	Lack of new staff and pupil induction. Registration and recruitment process not adapted or compliance	Induction for new staff and pupils will continue with SD The website explains how to submit enquires and these are followed up remotely. Staff recruitment continues and is compliant	JT EA	Recruitment process still in place	1	3	3	Prospective new parents will be invited to visit the school and meet the Headmaster during school hours following the correct social distancing, protective measures and hygiene measures The October Open Day will not take place
7.	Poor hygiene due to constraints of uniform	During summer term, no blazers were allowed as they are unable to be cleaned as regularly as needed to minimize risk of infection	JT	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 lists
8.	Mixing bubbles during extra-curricular provision	The school day remains staggered and no extra-curricular activities will take place until at least half term Children to remain in their class bubbles for after school provision	JT	The risk of transmission is reduced	2	4	8	Emergency provision will be provided where parents give advance notice
9.	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

	Risk	Control Measures	i/c	Outcome	Likelihood 1-5	Severity of impact	LxS	Response
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. Where equipment has to be shared these activities have ceased	ES IS	The risk of transmission is reduced	2	4	8	<p>For the foreseeable future no fixtures will take place with other schools</p> <p>Boys and girls will have their PE and Games lessons in their bubbles with mixed gender activities taking place</p> <p>Children will attend school in their tracksuits on days in which they have games. This will prevent the need to use the changing rooms</p> <p>Sports equipment must be thoroughly cleaned between each use by different groups and contact sports avoided</p> <p>Outside activities should be prioritised where possible and the hall used where not maximizing distance between pupils.</p>
11	Restricted curriculum minimizes learning opportunities	<p>Jan 2021</p> <p>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.</p>	All	The risk is minimised	3	3	9	<p>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 broad</p> <p>It is intended that we will return to our full curriculum by the summer term 2021</p> <p>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</p>
12	Failure to provide catch up support particularly for disadvantaged, SEND and vulnerable pupils	Routines have been put in place to precisely ascertain what gaps in learning exist	SLT CT LM	The risk is minimised	3	3	9	<p>During the first half of the new term all pupils will sit baseline tests that should have been completed during the summer term to ascertain what "year on year" progress has been made and what gaps have to be caught up</p> <p>In particular, all subject teachers will be asked to prioritize literacy skills through an emphasis on reading</p> <p>Curriculum planning should be informed by regular formative assessment such as using quizzes and regular pupil observation, work scrutiny etc</p>
13	Failure to provide a high quality education for those being remotely educated	<p>Phase 5 of the "Continuity of Education" plan will include live lessons for senior pupils.</p> <p>Jan 2021: Live lessons to be incorporated into remote learning</p>	NSe LM	The risk is minimised	3	3	9	The school continues to make provision for evolving our current home schooling provision in case the country goes back into lockdown. Remote education will ensure it is integrated into school routines and planning

	Risk	Control Measures	i/c	Outcome	Likelihood 1-5	Severity of impact	LxS	Response
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 both in school and when being educated remotely	CT HL	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, others may still be reluctant to return	Tutors KK	Full support remains in place via our DSL and well-being coordinator	2	3	6	At the beginning of the new term the Deputy Head Pastoral and Head of Wellbeing will write a joint letter to parents explaining procedures to follow if they are concerned with anxiety issues Tutors will be asked to consider how to help rebuild friendship and social engagement 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	JT/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 are not allowed to visit school until at least February half term	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
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 children Parents 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	JT	The risk of transmission is reduced	3	3	9	

	Risk	Control Measures	i/c	Outcome	Likelihood 1-5	Severity of impact	LxS	Response
23	Transit spaces (corridors), social zones (playgrounds) not configured to SD rules.	A one way system has been devised to avoid children crossing in opposite directions Separate play zones have been configured	JT IS	Risk of exposure has been reduced	3	4	12	Transit outside, open corridor windows
24	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	JT IS	It is impossible to maintain safe SD of 2m at all times, due to the nature of the building	2	4	8	Library books will be allowed to be taken home and will be stored in a secure box for 72 hours to minimise infection transfer
25	No regular breaks for handwashing during the school day	Each room has its own sanitising fluid for when children leave and re-enter the room Staff scrutinise hand sanitising before lunch	Teachers	Risk of exposure has been reduced	2	4	8	Pupils to wash hands before any snacks
26	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	
27	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
28	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 virtually Drop offs and picks up are staggered each day.	JT IS	Risk of exposure has been reduced	2	3	6	
29	Meal times not de-conflicted, reflecting SD in the servery and Dining Hall whilst providing sufficient nourishment Catering staff bubble to self isolate and kitchen closes.	Meal times are currently. The dining hall is desanitised after each sitting. Parents will be asked to provide their children with packed lunches until staff return.	JT IS EA KD JT/EA	Risk of exposure has been reduced Lunches provided	1	3	3	A new system is in place to improve hygiene. The kitchen will revert back to providing plated up food for children and staff

Medical Risk Assessment in the COVID-19 Environment

	Risk	Control Measures	i/c	Outcome	Likelihood 1-5	Severity of impact	LxS	Response
30	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
31	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 school To be reinforced by teaching staff Rubbish bins will be emptied on a twice daily basis	All	The risk of transmission is reduced	2	3	6	
32	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).	All members of staff and parents are aware of the correct procedures to follow	EA	The risk of transmission is reduced	2	4	8	
33	Parents failing to observe self-quarantine regulations having recently travelled abroad during the summer holidays	Parents have been written to reminding them on the new 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 procedure The Chair of Governors will be made aware of this immediately Countries entering and joining the list is changing regularly so the school must keep up to date on these changes
34	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	
35	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 relevant PHE would most likely offer guidelines to follow

	Risk	Control Measures	i/c	Outcome	Likelihood 1-5	Severity of impact	LxS	Response
36.	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
37.	No or insufficient training for those operating temperature testing or other precautions that require new equipment	Temperature testing not currently being carried out routinely unless a pupil or member of staff becomes unwell	EA		3	3	9	Staff will be trained on the use of equipment where required
38.	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	
39.	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	EA JT	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 school Hot water available in the medical room
40.	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 vulnerable If 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
41.	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 importance Staff understand the guidelines on self-isolating Regular reminders will be emailed to all employees by the Bursar and also covered at virtual staff meetings Extra funds allocated to the provision of external supply teaching to cover absence.	JT EA	The risk of transmission is reduced Teaching covered during sickness absence	2 4	5 4	10 16	Broader symptoms circulated to staff as per WHO Siblings of pupils who are unwell must stay at home too
42.	Different age groups with different risk profiles for each group of staff and pupils not risk assessed	Children attending school have been put in fixed classes in fixed locations with a reduced number of lessons and teachers	JT IS	The risk of transmission has been reduced	2	3	6	
43.	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	

	Risk	Control Measures	i/c	Outcome	Likelihood 1-5	Severity of impact	LxS	Response
44.	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	
45.	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	
46.	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.
47.	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 JT and NSe	EA JT		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
48.	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.	JT EA	Statistics are virtually non-existent	3	4	12	New government guidelines will help as testing becomes more prevalent
49.	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	JT IS		2	4	8	This horizon will change rapidly when the government bring in antibody testing and get up and running with track and trace
50.	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	JT EA		0	5	0	
51.	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	

	Risk	Control Measures	i/c	Outcome	Likelihood 1-5	Severity of impact	LxS	Response
52.	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 form The forms are retained by the Bursar	EA		2	4	8	
53.	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	
54.	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
55.	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 maintained Should there be a supply problem and stocks run down to two days an emergency SLT meeting will be held to determine the outcome With no PPE in school a temporary closure would be likely until stocks were replenished The outcome would be communicated to the Chair of Governors
56.	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 PPE Used PPE will be disposed of according to PHE guidelines A 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 afterwards Ask about COVID-19 symptoms or contacts in last 10 days

Support staff risk assessment								
	Risk	Control Measures	i/c	Outcome	Likelihood 1-5	Severity of impact	LxS	Response
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 Feb 2020	EA		2	3	6	Emergency lighting test carried out in the summer holidays
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

	Risk	Control Measures	i/c	Outcome	Likelihood 1-5	Severity of impact	LxS	Response
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 guidelines
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 required Cleaning 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 evolved SD between pupils at tables Cleaning regime in place between sittings Lunches have been staggered Children remain in their bubble at meal times	EA KD	The risk of transmission is reduced	2	4	8	From January the kitchen will plate up meals and serve them on the tables to the children in the dining room. A one-way system is in place from the drawing room, through to the dining room and then to the exit. Additional sanitising stations have been provided in the drawing room.
11.	Insufficient drinking supplies and hydration available in the dining room	Children are encouraged to bring their own water bottles	EA KD	The risk of transmission is reduced	2	4	8	Own water bottles plus single use sealed bottles The 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 only Deliveries should be outside school hours where possible and are monitored by Reception or kitchen staff to ensure SD rules are followed Hand gel provided to all delivery drivers All 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.	All off site trips and visits are currently postponed	EA/JT	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. Minibuses 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	