

**COVID 19**

**RISK ASSESSMENT**

**7<sup>th</sup> September 2021**

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	

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

Overall Assessment in the COVID-19 Environment March 2021								
	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 NSE 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 NSE	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  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.
3.	Changes not regularly communicated to staff, pupils, parents, visitors, contractors 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 NSE	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
4.	Failure to prepare for non-routine inspections	Preparations for inspection remain ongoing.  The new 2021 SEF is in progress and has been completed in draft form	All	Governors are kept fully informed.	3	4	12	Routine Inspections have now resumed from September 2021 and we are expecting a visit this academic year.

	Risk	Control Measures	i/c	Outcome	Likelihood 1-5	Severity of impact	LxS	Response
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 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 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.	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	
8.	Insufficient systems and staff to support training, testing	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	
9.	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 27 <sup>th</sup> April Forms 5 & 6 will also home test twice weekly.	1	4	5	
10.	No contingency or outbreak management plan in case of an outbreak in school or local area	Contingency plan drawn up based on ISBA template and agreed with Staff COVID representatives	Nse/EA/LM/ KW	Plan for outbreak in place	3	3	9	
11.	Insufficient preparation (Letters, School Ping) to communicate with parents, staff, and pupils in case of infection outbreak.	Template letters available and ready, School Ping to be used.	NSE/EA	Communication channels prepared	3	3	9	

	Risk	Control Measures	i/c	Outcome	Likelihood 1-5	Severity of impact	LxS	Response
12.	Access to school controlled effectively and visitor (if allowed) details recorded	<p>Visitors into school (including parents) are restricted to emergencies only and are required to sign in at Reception and give their mobile number.</p> <p>Parents are requested to remain outside the buildings until end of September when government guidelines will be reviewed.</p> <p>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.</p> <p>Parents of children in nursery who are settling in are not allowed in the classroom.</p> <p>Details concerning parental access to the site have been sent home</p>	EA	<p>All persons in school are accounted for</p> <p>Transmission risks are reduced to a minimum</p>	2	5	10	If procedures are not followed by suppliers EA will contact the companies warning their future business will be terminated
17.	Hygiene and ventilation rules not communicated, understood and applied	Handwashing and good ventilation remains key to control of the virus	All staff	Transmission risks are reduced to a minimum	1	5	5	<p>Best practice hand washing video link sent to all staff</p> <p>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</p>
19.	Insufficient supplies of hygiene materials and not being suitably placed.	<p>Stocks of hygiene materials and PPE are monitored and maintained by the Head of Housekeeping</p> <p>Extra sanitising stations at entrance to School, outside Nursery and in drawing room for lunchtimes</p> <p>Materials available around school; in classrooms, staffroom, toilets and all public areas</p>	EA	Sufficient stock of appropriate cleaning and hygiene supplies in school	2	5	10	<p>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</p> <p>The outcome would be communicated to Chair of Governors for approval</p>
20.	Insufficient or unsuitable cleaning regime	<p>Cleaning regime is monitored by the Bursar</p> <p>Shared classrooms will be sanitised by staff at lunchtimes e.g. IT suite, Music</p> <p>A deep clean of areas if a child or member of staff is confirmed as having the virus</p>	EA	Enhanced cleaning procedures in place.	4	5	20	<p>Maintain compliance with PHE guidelines on products and methods</p> <p>Should there be a significance sickness absence of cleaning staff an outside Cleaning company will be used. EA contacted Ten Three cleaning at Yeovil who are on standby.</p> <p>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 outcome would be communicated to Chair of Governors for approval</p>

	Risk	Control Measures	i/c	Outcome	Likelihood 1-5	Severity of impact	LxS	Response
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 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	
22.	Inadequate contingency plans for changes to school operation: local or national lockdown, re-closing, loss of catering or teachers?	In the event of a further lockdown we will continue to teach remotely via our on line learning platforms:  Seesaw Tapestry Google Education		The school will continue to provide education either in situ or remotely	3	4	12	
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	EA/NSE	The threat of transmission of the virus has been reduced	2	4	8	
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.	EA NSE	The current fire procedures stay in place	2	5	10	Pupils and staff made aware
26.	No Active arrangements in place to monitor whether the controls are effective and working as planned	Regular reviews at meetings with SLT/Head and Bursar. Daily briefings with Head & SLT to ensure that controls of the virus are working	NSE	The virus remains under control in school	3	3	9	
<b>Risk Assessment for COVID-19 Self- Testing from 18<sup>th</sup> March 2021</b>								
1.	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	
2.	Test kit not stored at room temperature (2°C – 30°C) or in a cool dry place.	Test kits stored at room temperature	LG/SBa	Kits stored safely	2	4	8	
3.	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	
4.	Test kit not kept away from children until needed.	Test kits will be handed to Forms 7 & 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.



	Risk	Control Measures	i/c	Outcome	Likelihood 1-5	Severity of impact	LxS	Response
5.	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	
6.	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	
7.	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	
8.	Clinical incident at home which has potential to harm not reported to <a href="https://coronavirusyellowcard.mhra.gov.uk">https://coronavirusyellowcard.mhra.gov.uk</a> and school.	Information on what to do in the event of a clinical incident included in the NHS guide which has been provided to all staff & parents.	EA/LG/SBa	Clinical incidents reported in accordance with guidelines	3	3	9	
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	
10.	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	
11.	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	
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	
13.	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	
14.	Testing process not followed correctly for self / child.	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
15.	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	
16.	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	
17.	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	
18.	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	
19.	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	
20.	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	
21.	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	
22.	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	Contingency plan in place in the event of a break out.	SLT	The risk is minimised	3	5	15	The school has produced a template for education, which will cover the eventuality of a localized outbreak.
2.	New staff, parents and pupils joining the school not provided with full induction	Schooling sent out to all parents re testing at the start of term	LG	Testing carried out as required	3	3	9	
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	NSE EA	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 Blunt The above are contactable via email	NSE 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	NSE 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	NSE EA	Staff absence has been minimal and their welfare high  Reduced risk of infection	3	4	12	



	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	Parents have been discouraged from entering school unless in an emergency Advisory posters placed in washroom and key areas of traffic	SLT	The spread of infection is reduced wherever possible.	2	4	8	
9.	Staff not trained or regularly updated in COVID-19 symptoms,	Staff are aware of symptoms, an accurate thermometer has been purchased to support identifying a temperature above 37.6°C	EA NSE IS	The spread of infection is reduced wherever possible	3	5	15	As medical advice changes so do our procedures  Communicate PHE broader symptoms to all staff and stress importance of staying at home and getting a test  Posters available in Medical room from PHE  Any suspected case in school will be discussed with PHE unless there is a national recommendation on what to do in this scenario  Contact number for local Local Health Protection team can be reached on 0300 303 8162
10.	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
11.	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  <b>Contact details for DSL</b> 07923 227703  <b>Deputy DSL</b> 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 of 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	
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 and updated on government guidance.  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.	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	NSE EA	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
4.	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
5.	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.	SLT CT LM	The risk is minimised	3	3	9	Additional advice and support provided by school SENCO to all staff.
6.	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	CT HL	The risk is minimised	2	3	6	
7.	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	Tutors KK	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

	Risk	Control Measures	i/c	Outcome	Likelihood 1-5	Severity of impact	LxS	Response
8.	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	
	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	EA	The risk of transmission is reduced	2	4	8	
9.	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	
10.	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	
11.	Parent, pupil, staff, contractor, visitor drop-off and pick-up procedures, in/out routes not been shared, understood and applied	<p>Parents advised of new drop off and pick up procedures at the start of the Autumn term 21. Parents requested to remain outside buildings.</p> <p>Visitors &amp; contractors are reminded to wear face masks and sanitise their hands before entering the school</p>	NSE	The risk of transmission is reduced	3	3	9	
12.	No regular breaks for handwashing during the school day	<p>Each room has its own sanitising fluid for when children leave and re-enter the room</p> <p>Staff scrutinise hand sanitising before lunch</p>	Teachers	Risk of exposure has been reduced	2	4	8	Pupils to wash hands before any snacks
13.	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	

	Risk	Control Measures	i/c	Outcome	Likelihood 1-5	Severity of impact	LxS	Response
	<b>Medical Risk Assessment in the COVID-19 Environment</b>							
1.	Hygiene rules not effective. 'Catch it, bin it, kill it' not republished 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	
2.	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
3.	Staff and pupils not aware of the new rules for isolating. Pupils under 18 years of age and those that have been double vaccinated are no longer required to self-isolate if they are identified as a close contact.	All members of staff and parents are aware of the correct procedures to follow	EA	The risk of transmission is reduced	2	4	8	
4.	Staff and pupils not aware that close contacts of a positive case will be informed by NHS Test and Trace and strongly advised to take a PCR test and that self-isolation will continue for those who have tested positive for COVID-19.	All members of staff and parents are aware of the correct procedures to follow	EA	The risk of transmission is reduced	2	4	8	
5.	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 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

	Risk	Control Measures	i/c	Outcome	Likelihood 1-5	Severity of impact	LxS	Response
6.	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	
7.	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
8.	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
9.	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	
10.	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 NSE	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
11.	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.	NSE 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  Parents advised to keep child at home if self-test is positive
12.	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
13.	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	
14.	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	EA NSE		3	4	12	
15.	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 daily	EA	Isolation spaces available	2	5	10	
16.	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	
17.	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
18.	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.	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



	Risk	Control Measures	i/c	Outcome	Likelihood 1-5	Severity of impact	LxS	Response
19.	Insufficient registration, induction, supervision of contractors where essential work is required on site	Contractors must pre-arrange their visit, wash hands and sign in with Reception,  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 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
<b>Support staff risk assessment</b>								
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 in place. 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
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.	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 opened at Easter 2021 and will close at half term October.	EA		3	3	9	The risk assessment for the swimming pool will be updated to include COVID-19 guidelines Operating 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	PPE is available for staff if they require it. Cleaning products and methods are in accordance with PHE for COVID-19
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
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
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	