

Keble Prep - Overall Risk Assessment in the COVID-19 Environment

This RA has now been modified as of Thursday 4th March in conjunction with the Government guidance (DFE & IAPS).

Ongoing amendments throughout the pandemic in **Blue**

	Hazard	Control measures	Outcome
A	Safeguarding policy and procedures not updated and / or staff and pupils not feeling safe.	DSL has updated the Safeguarding Policy to reflect the Sept 2020 KCSIE. Perception of risk of Covid-19 infection will vary widely amongst staff members, parents and pupils. By clear communication of the measures in place to limit the virus being transmitted, SMT will seek to provide reassurance that the school is as safe as it can be while operating with all pupils at school.	Risk mitigated to an acceptable level.
B	Government advice not being regularly accessed, assessed, recorded and applied.	Governors and members of SMT accessing webinars and email briefings from the various professional associations (ISBA, IAPS, AGBIS)	Good cascading of information to staff, parents and pupils
C	Unions not consulted over plans.	Keble does not formally recognise teaching unions but staff are members.	Risk N/A to Keble.
D	Changes not regularly communicated to staff, pupils, parents and governors.	The Acting HM writes regularly to staff and parents. The Interim chair of governors communicates regularly (at least once a week) with the Acting HM. Plans for reopening the school are discussed and refined. Weekly newsletter produced and emailed to parents.	Risk mitigated to an acceptable level.
	Hazard	Control Measures	Outcome
E	Changes to assessments, procedures and other important matters not reviewed by Governors.	Governors are aware of their responsibilities for staff/parent/pupil safety. Remote meetings and email consultation take place to discuss and approve the plans for operation during the Autumn Term.	Governors will approve the Autumn term operating plan after viewing and ratifying the RA.

F	Insurers were not consulted with the school's re-opening and / or amended plans.	Travelers (Keble's insurer) have told us they do not need to be sent our RAs prior to reopening. The Bursar is in regular touch with Keble's insurance broker Hayes Parsons to ensure compliance with the insurer's requests.	We received confirmation that insurers did not expect/require direct communication with Keble prior to reopening.
G	Suspended services and subscriptions not reset.	The Bursar has been in contact with our catering contractor Harrisons and cleaning contractor Atlantic Cleaning.	Harrisons will resume providing hot lunches on the return to school on 8th March. A meeting has taken place to run through procedures. Atlantic Cleaning staff briefed on expectations for daily cleaning.
H	Access to school not controlled effectively and visitor details not recorded.	<p>Parent drop-off and pickup to be staggered to minimise the chance of contact between people at these times. Social distancing enforced through floor markings and reminders from staff if necessary.</p> <p>Visitors to site to be kept to an absolute minimum and any meetings are to be held in the Welcome Office. Normal protocols are to be followed with signing in and out to be done at the Welcome Office.</p> <p><u>Entering school - staggered start</u></p> <ul style="list-style-type: none"> ● 8.10 - 8.20 Year 5 - 8 go straight to class rooms. ● 8.20 - 8.30 Year 3 & 4 Boys wait in Lower Playground ● 8.30 - 8.40 Rec, Year 1 and Year 2 boys to go straight to class rooms. <p><u>Collection</u></p>	Risk mitigated to an acceptable level.

		<p>Keble staff will bring the boys to the front gate. On viewing parents, staff will send the boys to their parents. Parents must call ahead if another selected adult is picking up. Office staff to communicate to teachers.</p> <ul style="list-style-type: none"> ● 3.00pm Reception ● 3.10pm Year 1 ● 3.15pm Year 2 ● 3.35pm Year 3 & 4 ● 3.50pm Year 5-8 	
	Hazard	Control Measures	Outcome
I	Social Distancing (SD) and other hygiene rules not communicated, understood and applied.	SD to be emphasised to the boys by the teachers giving reminders, floor markings etc. Importance of regular handwashing and use of tissues to be emphasised.	Risk mitigated to an acceptable level.
J	Staff and pupils not being reminded and checked to ensure they are complying with hygiene and SD rules.	See I above.	Risk mitigated to an acceptable level.
K	Insufficient supplies of hygiene materials and not being suitably placed.	Wall-mounted hand gel dispensers will be provided in every room. The caretaker checks that supplies are distributed where they are needed. If queues start to form additional free-standing bottles of hand sanitizer can be considered / provided.	Risk mitigated to an acceptable level.
L	Insufficient or unsuitable cleaning regime - lack of regular reassessment and revision to high risk areas such as toilets, door handles, keypads, switches, hand rails and regularly used hard surfaces etc.	Areas of the school being used by pupils and staff will be targeted by the cleaners at the end of each day. The caretaker will disinfect hard surfaces which are regularly touched by pupils throughout the day. This includes toilet door handles / flush mechanisms / taps etc.	Risk mitigated to an acceptable level.

		Cleaners and cleaning products are solely for their own bubble.	
M	No precautions to keep shared teaching equipment (e.g. musical instruments, pens, pointers, keyboards) hygienic.	The cleaners will be directed to disinfect all equipment and toys which have been in use. Teachers/TAs will also disinfect as necessary. Classrooms and staff to be given their own box with disinfectant, antiseptic wipes, hand gel etc.	Risk mitigated to an acceptable level.
N	High risk areas not being regularly monitored for hygiene.	The caretaker will lead in monitoring those high risk areas of the site which are in use for excellent standards of hygiene.	Risk mitigated to an acceptable level.
	Hazard	Control Measures	Outcome
O	No contingency plans in place for the transition to re-closure including rapidly sharing updates and decisions.	Staff and parents are familiar with the use of email communication to share updates should changes become necessary which need to be rapidly disseminated.	Risk mitigated to an acceptable level.
P	Are hazards identified properly, mitigated and regularly re-assessed?	Within the constraints inherent with having all pupils back at school and the fact that SD will sometimes be impossible to maintain due to space limitations, all hazards have been mitigated as far as possible.	Risk mitigated to an acceptable level.

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

	Hazard	Control Measures	Outcome
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1	Communication channels not working and not being reviewed. (Email, text, Arbor etc).	Office staff monitor email and phones during the school's working hours. Any technical problems are reported to Mrs Fleming or a help request is sent to Nippy Gecko.	Technical backup is available during normal working hours Mon – Fri.
	Hazard	Control Measures	Outcome
2	Lack of a robust feedback and reply system to ensure best practice and two-way communications for pupils, parents, staff and governors.	Google Forms, together with email, is used to try to maximise communications to and from parents.	Communication between parents and school by email is well established.
3	No Governor and / or SMT member for school / department nominated to be responsible for COVID-19 matters. Governor / SMT members' contact details not known and not on call.	The Acting Head is leading the response to Covid-19. He is in regular contact with the Interim Chair of Governors and the members of the school's SMT.	Contact between governors and SMT members is via email, text and phone.
4	No system to communicate with parents and staff that have not returned to school for fear of infection.	Those parents whose children do not attend school on any particular day will be contacted via phone and email by Suzy Tyrrell. Staff will be contacted by JRF or PG. Parents are encouraged to follow Government advice. Any dispute will be discussed with the Interim Chair of Governors.	Communication adequate.
5	Lack of knowledge of where pupils / staff have travelled from (other than home and school).	The Headmaster will ask that All staff and parents of boys who attend Keble please declare where they have been over the past 2 weeks. For example have families been to high risk areas?	Individual responsibility is being relied upon.

6	Lack of rules / procedures for hygiene standards for staff and pupils – and failure to adequately enforce standards	Tissue use and hand cleansing to be emphasised daily. Lidded pedal bins have been sourced and will be placed in each classroom.	Risk mitigated to an acceptable level.
7	Staff not trained or regularly updated in COVID-19 symptoms, SD and how these rules apply to teaching.	Staff will be briefed ahead of their return to school to ensure they are familiar with the latest government advice on symptoms and SD.	Risk mitigated to an acceptable level.
8	School transport not operating to reflect SD, hygiene, PPE and cleaning arrangements.	The minibuses will not be used until further notice.	Risk N/A
9	At drop-off and pick-up parents remain outside the front gate.	Parents and carers dropping off and picking up remain outside the front gate – their sons are sent to them.	Risk mitigated to an acceptable level.
10	Insufficient registration throughout the day including lack of temperature / health checks.	<p>If Covid-19 symptoms are detected, the pupil will be quarantined in First Aid area per bubble. Infra-red thermometers are available to check the temperature of anyone suspected of having a high temperature. Form teachers are encouraged to check temperatures when the pupils arrive.</p> <p>Boys with a high temperature will be issued a mask and kept in isolation. Parents contacted and boys must be picked up asap. Hygiene protocols means the First Aid room will be closed for 48 hrs and deep cleaned. An alternative venue for the Administration of First</p>	Risk mitigated to an acceptable level.

		Aid will be identified and resources effectively.	
11	Transit spaces (corridors), social zones (car parks, common rooms, playgrounds) not being configured to SD rules.	Floor markings will be used to encourage compliance with SD rules.	Risk mitigated to an acceptable level.
12	Learning and recreational spaces not configured to SD rules.	Furniture will be spaced to promote compliance. Compliance with SD rules in classrooms and pupils' use of recreational space will be limited to sharing with members of their own "bubble".	Risk mitigated to an acceptable level.
13	Lack of consideration of different age groups provided for in timetabling, length of the school day and exposure to other age groups.	Each bubble and year group will have individually tailored arrangements.	Risk mitigated to an acceptable level.
14	No system in place to deal with bereavements, trauma, anxiety, behavioural issues.	Scott Turner will liaise with the Acting Head to determine the most effective response to any bereavements or other issues.	Risk mitigated to an acceptable level.

Pupil and Staff - Safety Risk Assessment in the COVID-19 Environment

	Hazard	Control Measures	Outcome
1	Lack of review, update or sharing of safeguarding, code or practice, and staff handbook policies.	See page 1 section A.	Risk mitigated to an acceptable level.

2	DSL and ADSL are not easily contacted and their contact information is not known to all.	These contact details are widely disseminated. PGI to check communication and set up a WHATSAPP GROUP for staff (only to be used in emergencies).	Risk mitigated to an acceptable level.
3	No COVID-19 specific policy that includes medical responses, SD, teaching, socialising, feeding, hydration, well-being etc.	Policy is in place on the shared Google Drive.	Risk mitigated to an acceptable level.
4	Fire drills, routes and assembly points not rehearsed.	Fire Drill will be planned for March. Assembly point will be the same as normal. Court area to be sectioned out to each bubble.	In the event of a fire or other emergency requiring evacuation, the well-rehearsed routines would operate.
5	Bubble interaction" (minimising contact with others) or properly supervised.	3 bubbles in place and will not interact. Any municipal areas will be cleaned between sessions.	Risk mitigated to an acceptable level.
6	Needs of each age group and class not considered separately in terms of support, activities and facilities.	The staff responsible for each Year group have considered the needs of their boys and liaised with the Acting Head to ensure as much is being provided as is practically possible. Individual Needs of certain boys with SEN discussed and planned for.	Risk mitigated to an acceptable level.
7	Staff not having sufficient down time / rest during the working day / week?	This is an area of genuine concern for SMT and the governors. Teachers are having to deal with questions from parents who have elected not to bring their boys back into school and try to set some work for these boys as well as set up, teach and assess the progress of the boys at school. Each case will be dealt with on an individual basis.	Governors recognise that some compromises have to be made.

8	Lack of new staff and pupil induction. Registration and recruitment processes not adapted or compliant.	No new staff are expected mid term. However any supply Induction will be completed as per covid protocols (PPE, SD etc..). New boy Induction is planned for 9th March. All the staff and boys will be shown the RA and time to discuss protocols. Future recruitment will be handled online via remote interview etc. Pupil recruitment continues with tours taking place outside of working hours.	Risk mitigated to an acceptable level.
9	SCR and required documents not properly verified or recorded.	The Bursar continues to be responsible for maintaining the SCR.	Risk mitigated to an acceptable level.
10	Plans for working and learning outside are not fully considered.	The outdoor learning space outside the Reception classrooms is to be utilized whenever possible. Pupils take breaks and eat snacks and packed lunch outdoors whenever the weather allows.	Risk mitigated to an acceptable level.
11	Opportunities for non contact sport, adventure play.	Mr Turner is running PE and Games sessions with SD in place.	Opportunities have been fully explored.
12	Sporting, play and SD rules are unclear to staff, pupils, parents and visitors.	All boys are to be briefed at the outset and regularly reminded of the rules for safe play.	Regular reminders given.
13	Music activities not applying SD or hygiene rules.	Mrs D'Amato is giving music lessons to all the boys and the SOW has been revised so that no singing will be done and alternative content is taught.	Regular reminders given.
14	Risk assessment for sport and music activities not properly formulated.	RAs exist for all activities which go on in the school.	
15	Staff meetings and staff rooms are unregulated in terms of space, equipment, resources (copiers, kettles, biscuits tins etc) timings, SD and purpose.	All staff meetings now take place remotely using Google Meet. Each bubble has their own staff room. Staff are asked to bring in their own food	Risk mitigated to an acceptable level.

		and drink (mug). All staff rooms are accessible for staff who observe SD.	
16	Security, CCTV and access systems not regularly checked, updated and (where necessary) re-coded.	Security, CCTV and access systems are covered by maintenance contracts and help can be obtained as necessary.	Risk mitigated to an acceptable level.
17	Parent, Pupil, Staff, Contractor, Visitor drop-off and pick-up procedures, not been shared, understood or applied.	Parent and pupil drop-off and pickup procedures are overseen by Keble staff. No visitor policy will be enforced.	Risk mitigated to an acceptable level.
18	Transit spaces (corridors), social zones (common rooms / playgrounds) not configured to SD rules.	Signage and floor markings have been employed to make adherence to SD easier.	Risk mitigated to an acceptable level.
19	Classrooms don't reflect SD layout, PPE, screening and regular cleaning rules.	All classrooms/other teaching spaces have been set up to promote SD. Sneeze screens in use when staff have asked for them. Frequently touched surfaces cleaned with virucidal spray cleaner four times during the day.	Risk mitigated to an acceptable level.
20	Minimising contact and mixing not effective in the classroom and during breaks.	Breaks and lunchtime play happens at different times and/or in different outdoor areas for each of the three "bubbles" on site.	Risk mitigated to an acceptable level.
21	No regular breaks for handwashing during the school day.	Staff and boys are given regular reminders to wash hands/use sanitizer during the day.	Risk mitigated to an acceptable level.
22	Insufficient hygiene stations at entrances, exits, toilets, classrooms, play areas, staff areas etc.	There are hygiene stations at the front gate, on the R playground and in every classroom/teaching space as well as toilets, dining areas, staff areas etc.	Risk mitigated to an acceptable level.
23	Hygiene stations not stocked, checked and cleaned regularly.	The caretaker is responsible for ensuring stocks of sanitizer are maintained.	Risk mitigated to an acceptable level.

24	Unnecessary items not removed from classrooms and other learning environments.	As part of the preparations for return to school all unnecessary items were removed from classrooms and other learning environments.	Risk mitigated to an acceptable level.
25	Soft furnishings, soft toys and items that are hard to clean not removed and stored securely.	See 24 above.	Risk mitigated to an acceptable level.
26	Assemblies, break times, drop-off and collection times not sufficiently well staggered.	No physical assemblies take place and all other timings are well staggered.	Risk mitigated to an acceptable level.
27	Meal times not de-conflicted or possible to achieve SD in the servery and dining areas whilst still providing sufficient nourishment.	Extra tables have been added to the set up. Harrison's staff carry out a disinfecting clean between sittings 1 & 2 and 3 & 4. There is no need for this between sittings 4 & 5 because all boys eating in these settings are from the senior school bubble. Hot meals as provided as normal. The hall can safely sit 48 boys with staff standing. Windows open for ventilation. All boys will sit in the same direction.	Risk mitigated to an acceptable level.
28	Hazards and risks of providing breakfast and after school clubs are not understood.	Breakfast club and after-school provision have resumed. Breakfast club has completed a RA. This has been approved and checked by Acting Head & Bursar. Before and after school clubs are operating in defined bubbles with no mixing taking place. Some staff do mix but they are all aware of SD protocols to minimize risk. Start and finish times are staggered to allow movement. Staff providing clubs are clear on SD. Clubs may be part of the parents childcare plan for your son, as parents so the school will be keeping the majority of clubs running as these	Risk mitigated to an acceptable level.

		<p>clubs form an important part of your childcare routine and so are available for this purpose.</p> <p>Clubs will continue to follow the bubble model with SD in place</p>	
29	Medical advice for vulnerable staff and children not being followed and insufficient support both at school / home.	The first aid coordinator (Maxine Halley) leads the response to any illness on site.	Risk mitigated to an acceptable level.
30	Pupil and staff mental health and wellbeing not properly considered with individual needs not identified or supported.	Mental health considerations are at the forefront of planning for re-opening of the school. Each bubble has a well being room for boys. Staff have been trained and encouraged on how to bring concerns to the acting Head.	Risk mitigated to an acceptable level.
31	Re-scheduling of activities not operating efficiently or safely due to SD rules and timings	Activities outside of curriculum time have been suspended.	N/A
32	Staff over 60 years old are categorised as a higher risk, ie If you are over 60 or clinically vulnerable, you could be at higher risk of severe illness from coronavirus.	<p>Staff</p> <ul style="list-style-type: none"> ● should be especially careful to follow the rules and minimise your contacts with others ● should continue to wash your hands carefully and more frequently than usual and maintain thorough cleaning of frequently touched areas in your home and/or workspace 	Risk mitigated to an acceptable level.

33	Year 7 & 8 boys and staff who come in contact with them ONLY in corridors, the cloakroom and other small and non ventilated venues.	All staff and year 7 & 8 boys to wear masks in corridors and the cloakroom. Staff teaching these boys have been advised to stay at the front of the class with little movement.	Risk mitigated to an acceptable level.
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Medical Risk Assessment in the COVID-19 Environment

	Hazard	Control Measures	Outcome
1	Science of risk not understood e.g. less severe symptoms in adults, younger children less likely to become unwell, small class sizes will help.	The science of risk is well understood by SMT and staff at the school.	Risk mitigated to an acceptable level.
2	Hygiene rules are not effective. "catch it, bin it, kill it" not re-publicised or applied.	Hygiene rules are regularly reinforced to pupils.	Risk mitigated to an acceptable level.
3	No / insufficient staff supervising / supporting normal medical staff?	First aiders are always on site when boys are present.	Risk mitigated to an acceptable level.
4	Insufficient medical staff to deal with temperature testing, isolating and monitoring suspect COVID-19 cases, outside appointments and normal medical issues.	There are sufficient first aiders available to deal with isolating a suspected Covid-19.	Risk mitigated to an acceptable level.
5	Insufficient First Aid trained personnel (ratio) for pupils in school.	See (3) above.	Risk mitigated to an acceptable level.
6	No or insufficient training for those operating temperature testing or other precautions that require new equipment. Training not recorded for future reference.	Infra-red thermometers are simple to operate. Training given.	Risk mitigated to an acceptable level.
7	Medical policy, procedures and appropriate response to spectrum of medical issues not being revised or shared?	The Keble First Aid Policy will require an update to reflect Covid-19.	Maxine Halley to update policy
8	Medical room(s) improperly equipped.	The medical room and bubble first aid areas contain adequate equipment for their uses.	Risk mitigated to an acceptable level.

9	Lack of School decision regarding the level of PPE required for pupils and staff. Insufficient training, face fit testing, use, care and disposal arrangements.	PPE is available from the office/site manager/ bursar on request.	Risk mitigated to an acceptable level.
10	Sickness management rules and the “don’t come to work if you are ill” not understood or observed.	All staff have been told to self-isolate if they, or a member of their household, fall ill with suspected Covid-19 symptoms. Staff must communicate this to the school. Staff calling in sick must declare if this is with Covid symptoms.	Risk mitigated to an acceptable level.
11	Different age groups with different risk profiles for each group of staff and pupils not risk assessed?	Staff and pupil risks have been separately considered. For example Pupils in year 7 & 8 will be tested twice a week at home (LFT) and prior to school resuming on 8th March will be tested on Sunday 7th March and again on Friday 12th March.	Risk mitigated to an acceptable level.
12	School unaware of any staff and pupil pre-existing medical conditions.	Parents are asked annually to renew their children’s list of medical conditions and allergies. Done March 21.	Risk mitigated to an acceptable level.
13	Lack of knowledge on who has been tested (positive or otherwise) for COVID-19 and if it is recorded (for elimination purposes).	A log is being maintained by Suzy Tyrrell on the Google Drive. Staff and year 7 & 8 will be recorded by John Field.	Risk mitigated to an acceptable level.
14	Insufficient information on which staff or pupil(s) have had contact with anyone tested positive or suspected of COVID-19 and if recorded and actioned.	See (13) above.	Risk mitigated to an acceptable level.
15	Lack of recording of which staff and pupils have been sent home with COVID-19 symptoms (a cough, high temperature or shortness of breath).	See (13) above.	Risk mitigated to an acceptable level.

16	Lack of regular dialogue with those that have suffered from COVID-19 and / or are isolated at home.	The Acting HM and Bursar are in regular phone and email contact with all staff who are at home for whatever reason.	Risk mitigated to an acceptable level.
17	Inadequate information on who is shielding another family member and/or who has a condition that precludes their attendance at school.	See (13) above	Risk mitigated to an acceptable level.
18	Insufficient proof of shielding and individual conditions?	Proof is not being requested – individual integrity being relied upon.	Risk mitigated to an acceptable level.
19	No separate area for temperature testing, holding and isolation of pupils/staff. Areas not easily identified or regularly cleaned?	A first aid area / room has been set up in each bubble / building.	Risk mitigated to an acceptable level.
20	Temperature testing undertaken using unsafe methods, not reflecting SD rules, not recorded or kept appropriately.	Temperatures are taken (if Covid-19 symptoms are suspected) using an infra-red thermometer.	Risk mitigated to an acceptable level.
21	Insufficient or no procedure for summoning emergency services, lack of safe RV and cleared routes in and out.	The well-established routines for summoning the emergency services will continue.	Risk mitigated to an acceptable level.
22	Visits of or to GPs / nurses / dentists and local surgeries changed and not known by staff and or pupils.	Staff and pupils make individual arrangements if they need to consult a medical practitioner. No visits to the site are possible during lockdown.	Risk mitigated to an acceptable level.
23	No regular supervision of staff and pupils to ensure they comply with hygiene rules (and the use of PPE where specified as needed).	Pupils are supervised by staff to ensure compliance with hygiene rules. Staff self-police. However the Acting Headmaster will inform staff (INSET) that protocols must be followed by staff moving between bubbles and staff should report any non-compliance to the Acting Head and Bursar.	Risk mitigated to an acceptable level.

24	Insufficient registration, induction, supervision and temperature checking of contractors where essential work is required on site.	No contractors are allowed on site. In emergencies external people on site must wear PPE.	N/A
25	Medical staff have insufficient or unsuitable PPE, cleaning materials and training for tasks.	The First Aid Coordinator (Maxine Halley) ensures she has sufficient PPE. Other first aiders are aware of the location of appropriate PPE for their use.	Risk mitigated to an acceptable level.
26	Lack of policy / procedures on washing school clothes so as to prevent infection of staff and pupils.	No school clothes are washed on site.	N/A
Boarding Risk Assessment in the COVID-19 Environment			
	Hazard	Control Measures	Outcome
1	Boarding policies and procedures not updated, regularly reviewed and communicated.	N/A	N/A
2	Security and access systems not regularly checked, updated and re-coded.	N/A	N/A
3	Boarding staff have inappropriate PPE, cleaning materials and training for tasks.	N/A	N/A
4	Procedures for welcoming back overseas pupils not applied. (16.5.20)	N/A	N/A
5	Insufficient space and resources for isolating overseas pupils (for 2 weeks?) on their return. (16.5.20)	N/A	N/A
6	SD, separation and socialising rules not adhered to in the boarding house.	N/A	N/A
7	Rules and procedures for exeat, trips and activities out (or not!), appointments or visits from family and / or guardians not complied with or understood. (16.5.20)	N/A	N/A
8	Fire instructions and new procedures not reviewed, understood or rehearsed.	N/A	N/A
9	Fire drills, routes and assembly points not rehearsed. (16.5.20)	N/A	N/A
10	Insufficient rooms to isolate and supervise pupils (and staff).	N/A	N/A

32	Laundry, bedding, furnishings, games and items that are hard to clean not removed and stored securely. (16.5.20)	N/A	N/A
11	Staff to pupil ratio does not reflect SD rules (including medical and emotional support).	N/A	N/A
12	Insufficient bathroom facilities if bed spaces have been reconfigured.	N/A	N/A
13	Clothes and bed linen not washed regularly and at appropriate setting (65°)	N/A	N/A
14	Boarders not equipped with authorised equipment to stay-in touch with parents.	N/A	N/A
15	Boarders aware of global news and how it may affect them or their family. (16.5.20)	N/A	N/A

Support Staff Risk Assessment in the COVID-19 Environment

	Hazard	Control Measures	Outcome
1	Support staff not briefed on changes regularly.	Support staff are regularly briefed on their duties.	Risk mitigated to an acceptable level.
2	Support staff have insufficient/inappropriate PPE, cleaning materials and training.	Support staff have access to PPE on request to the Bursar as well as being able to access cleaning materials. Training is given as necessary.	Risk mitigated to an acceptable level.
3	Cleaning regimes not reviewed or inspected regularly and not conforming to revised hygiene rules.	The Bursar liaises directly with the cleaning supervisor daily.	Risk mitigated to an acceptable level.

4	Security and access systems not regularly checked, updated and re-coded.	Security, CCTV and access systems are covered by maintenance contracts and help can be obtained as necessary.	Risk mitigated to an acceptable level.
5	Reconfigured areas, zones and routes hampering fire exits and routes.	Fire exits and escape routes are kept clear at all times.	Risk mitigated to an acceptable level.
6	Fire and other emergency procedures not reconfigured, routes not clear or regularly inspected.	Fire exits and escape routes are kept clear at all times.	Risk mitigated to an acceptable level.

Facilities Management Risk Assessment in the COVID-19 Environment

	Hazard	Control Measures	Outcome
1	Insufficient heating and/ or cooling system (including insufficient fuel levels if applicable).	The caretaker (in consultation with the Bursar) are responsible for maintaining the operation of the heating and cooling systems.	Risk mitigated to an acceptable level.
2	Insufficient gas supply, venting and valves?	Gas supply and infrastructure is unaffected.	N/A
3	Air conditioning units, ducts not checked on re-occupying school facilities.	Air conditioning units are regularly serviced but will NOT be used until further notice.	Risk mitigated to an acceptable level.
4	Ventilation and extraction systems not checked.	Air conditioning units are regularly serviced.	Risk mitigated to an acceptable level.
5	Electrical tests not up-to-date including emergency lighting and PAT.	All electrical testing is up to date.	N/A
6	All electrical equipment brought into school PAT tested?	PAT tests will be carried out on any second hand electrical equipment (extension leads etc) during the Summer break 2020.	Risk mitigated to an acceptable level.
7	Water testing for temperature, flow and legionella not in date for test.	Legionella testing is still taking place outside of school operating hours in order to comply with the "no visitor" rule.	N/A

8	Water supply not tested for legionella on reopening facilities.	See (7) above	N/A
9	Swimming Pool not secure or inspected regularly.	N/A	N/A
10	Insufficient arrangements for the operation, cleaning (and use) of the swimming pool.	N/A	N/A
11	Fire alarm panel, system and extinguishers not in date and not serviced.	Fire protection equipment is regularly tested and serviced by ADT.	Risk mitigated to an acceptable level.
12	Kitchen not reconfigured, stocked and cleaned if closed over a long period.	The kitchen has been deep cleaned by Harrison Catering.	Risk mitigated to an acceptable level.
13	Insufficient chefs, supervising staff and cleaners to maintain high standards of hygiene.	Harrisons catering would supply replacements.	N/A
14	Servery and dining room rules are not properly considered, inadequate or safe.	Any non compliance can be reported to the Headmaster, Bursar or Harrisons.	N/A
15	Insufficient drinking supplies and hydration available in the dining room.	Drinking water is provided by parents in a named bottle brought in by pupils each day. Communal drinking fountains turned off.	Risk mitigated to an acceptable level.
16	Laundry wash and dryers not serviceable, unable to cope with demand, temperature requirements and insufficient wash products.	No onsite laundry being carried out.	N/A
17	Suspended services not re-set.	N/A	N/A
18	Approach not agreed to any scheduled or ongoing building works.	No building works planned.	N/A
19	Suppliers not following appropriate SD and hygiene measures.	No visitors allowed on site.	N/A
20	Waste procedures not reviewed or sufficient.	Waste disposal procedures are unaffected by lockdown.	N/A
21	Pest control services not recorded, deficiencies not identified or actioned.	Pest control visits are continuing outside of school working hours.	N/A
22	School vehicles not fully registered, insured, maintained and stocked with appropriate hygiene materials.	School minibuses are not currently being used – the caretaker is continuing his normal safety visual checks.	N/A

23	New Playground equipment	Cleaner to add new equipment to their regular cleaning checks	Risk mitigated to an acceptable level.
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Signed _____ J. R Field (Bursar) _____

Date_7th March 2021 _____

Signed _____ Perran Gill _____

Date -7th March 2021