**COVID-19 – A RISK ASSESSMENT FOR UK SCHOOLS - PAPPLEWICK**

**Introduction**

The UK is preparing to return to the workplace. The circumstances may now be different but the core obligation to ensure “so far as is reasonably practicable the health, safety and welfare of employees and the safety of non-employees” remains as does the obligation to risk assess and implement relevant control measures where the risk concerned cannot be mitigated.

The COVID-19 outbreak is dynamic, changing daily, if not hourly, and there are now many agencies providing information almost to the point of information overload. However unlike other sectors such as leisure and retail, education and childcare settings have been open to priority groups throughout the lockdown period.

All schools are required to carry out a risk assessment directly addressing risks associated with COVID-19 and operating safely. The Government also expects that businesses with more than 50 employees publish the COVID-19 risk assessment on their website. However there is no requirement to publish any existing risk assessments that do not directly address risks associated with COVID-19.

**Advice and Guidance**

ISBA’s role in this crisis is to supply up to the minute advice and guidance to the independent schools community through the bursar and their staff. There is no monopoly on good ideas and practice. Key is generating confidence across the school community and having all the resources to ensure the safety of all. Therefore do please email any comments and suggestions to [office@theisba.org.uk](mailto:office@theisba.org.uk) so as to support others and develop best practice. The feedback we have received has been hugely useful.

From this edition, the emphasis of this document has been changed to match best practice HSE terminology. So now the “risk” column has been re-titled “hazard” so rather than posing a question it helps to identify the control measures to prevent identified hazards.

This COVID-19 risk assessment provides advice and guidance in identifying, assessing and describing methods of controlling hazards. It aims to prompt the thought and decision-making processes but with the normal caveat: that it is only as good as for the minute it is published. Risk assessments (and there may be a number for different age groups, buildings etc) must be dynamic and be updated whenever advice, circumstances, or any of the assessed risk factors are seen to have changed. Note there is an ISBA planning guide that runs in parallel to this Risk Assessment and is regularly updated (and dated) to reflect changes. Do please check the bulletin (currently issued on a Tuesday and Thursday mid-afternoon) for additions and updates.

Reference documents are available in ISBA’s bulletins and have been removed from this edition.

**Rationale**

The logic behind these actions, and the need for this note, is the ongoing ‘duty of care’ the school has for their whole community: governors, staff, parents, pupils and visitors.

A 'duty of care' means a legal obligation to ensure the safety and well-being of others. Some duties are established, such as “the teacher and pupil relationship”, and “the employer and employee relationship”. With COVID-19 schools are having to make difficult and timely decisions in order to fulfil this duty to their pupils, parents and staff.

The test when considering whether a duty has been properly discharged is “what would the reasonable person have done, or not done, in the circumstances of this particular incident?”. For COVID-19 there are three important factors to take into account:

a. *state of knowledge* - the developing knowledge of the virus itself and up-to-date government guidance at the time decisions are made.

b. *seriousness of likely injury* – this will have to be assessed on a case by case basis. For example, if there has been a confirmed case in the school population. A proportionate risk assessment would also have to be taken to identify where the affected individual has been, with whom they had contact and areas they have used. A further concern is for pupils that may be more vulnerable to COVID-19 than others.

c. *Cost and difficulty of taking precautionary measures* - closing schools has had considerable costs and difficulties from furloughing staff, ensuring the provision of education remotely to school fees and examinations.

**The School – States of Operation**

For the purposes of this risk assessment a number of stages of operation for schools have been considered:

1. Fully Open Business as usual: no travel or trip restrictions.
2. Open Business as usual: with caveats – no visitors or trips.
3. Open T In transition: some teaching in school and some remotely.
4. Open B In transition: with boarders and Open K (below).
5. Open K Key staff and vulnerable children in school. All other teaching remote.
6. Open R Teaching is all achieved remotely.
7. Fully Closed No one on site except residents, security and maintenance staff.

**Running the School - Assessing the Risk**

Assessing COVID-19 is particularly awkward as the outcome of the risk assessment for one group within a school will have an impact on another: teaching staff, support staff, visitors and contractors (if these groups are allowed access) and pupils of varying age groups and class size.

The overall assessment of risk will require daily revision and should include but not be limited to:

1. Updating Safeguarding policy and procedures and ensuring staff and pupils feel safe (16.5.20).
2. Is government advice being regularly accessed, assessed, recorded and applied?
3. Unions should be regularly consulted on plans for re-opening and any changes to operation (17.5.20).
4. Are changes regularly communicated to staff, pupils, parents and governors?
5. Are changes reviewed by governors?
6. Are insurers consulted before schools re-open and / or amended their plans (16.5.20)
7. Are suspended services and subscriptions re-set. (16.5.20)
8. Is access to school controlled effectively and are visitor (if allowed) details recorded?
9. Are Social Distancing (SD) and other hygiene rules communicated, understood and applied?
10. Are staff and pupils being reminded and checked to ensure they are complying with hygiene and SD rules?
11. Is there sufficient supplies of hygiene materials and are they well placed?
12. Has the cleaning regime been regularly re-assessed and, if necessary, revised to high risk areas?
13. What precautions are being used to keep shared teaching equipment (e.g. keyboards, pens, musical instruments) hygienic?
14. Are high risk areas being regularly monitored (including boarding areas) for hygiene?
15. Are contingency plans in place for the transition to full opening (or re-closing) including rapidly sharing decisions?
16. Are all the hazards identified properly mitigated and regularly re-assessed?

In addition to the above, the following will need to be considered for pupils, parents and staff:

1. What SD rules have the school decided? Are they different for various activities (play, games, drama, music) and locations (classroom, playground, boarding house) and have all adhered to these SD rules?
2. Currently the Government does not recommend wearing a face covering or face mask in schools or other education settings. Dependent on the risk assessment the school may decided to equip staff and pupils with PPE? (17.5.20) If so range the of PPE may include:
   1. masks;
   2. gloves;
   3. shields (for face or lecterns, desk separators, staff desks);
   4. sanitisers (gel and tisues).
3. Regular Cleaning to: (17.5.20)
   1. Toilets, door handles, door locks, door entry devices, switches, hand rails and regularly used hard surfaces.
   2. Keyboards, pens, copiers, kettles, biscuits tins etc.
   3. Clothes, school uniform, aprons, towels (if used) cloths, mops etc
   4. Note: remove where possible soft toys, furnishings and items that are hard to clean.
4. Contact and mixing are minimised by: (17.5.20)
   1. Using using outdoor space.
   2. Altering classroom layout with desks spaced 2m apart.
   3. Changing timetables so drop-off, assemblies, breaks, lunch, playtime, pick-up times are staggered.
   4. Small consistent groups (bubbles) of pupils (no more than 15 at the time of writing).
   5. Pupils to remain in “bubbles” at all times during the day.
   6. “Bubbles” stay away from other people and groups.
   7. Spaces such as halls and dining areas are used at half capacity and groups are staggered through these spaces.
5. Medical. Who has:
   1. Pre-existing medical conditions and are they fully declared?
   2. Have all vulnerable pupils, parents and staff been identified and recorded?
   3. Tested positive for COVID-19 and is it recorded? (for elimination purposes)?
   4. Come into contact with anyone tested positive to COVID-19?
   5. Travelled where: other than home and school? (via app or written diary).
   6. Been sent home with COVID-19 symptoms (a cough, high temperature or shortness of breath)?
6. Have all adhered to the external socialising rules set by the school such as:
   1. shopping;
   2. parties;
   3. games and play;
   4. travel (other than home to school and return).
7. Are plans being considered for school events including plays, concerts, parent and teacher meetings etc?

A grid, to record the hazards, control measures and outcomes, is at Annex A.

**Conclusion**

The phrase “a lot of moving parts” has never been so correctly applied to a situation where the risk posed by the virus is dynamic and will remain so. Many different stakeholders of varying ages and health will bring a multiple of shifting risks that must be considered on a daily basis for the safety of pupils, staff, parents and visitors / contractors (if allowed).

The leadership team must analyse and then co-ordinate the way ahead. To do this, information from agencies and knowledge of the school are paramount factors and we, at ISBA, hope to be able to bring the right information at the right time to schools to allow informed decisions and changes that reflect a safe and secure school environment. Generating confidence in governors, staff, parents and pupils is paramount to the process of full re-opening.

Ultimately, it is the school and its governing body that carry the responsibility for ensuring, so far as is reasonably practicable, the health and wellbeing of their staff, pupils, and others on site, including visitors. Therefore, decisions may have to be made that cannot appease everyone (and if that is the case the reasons for any divergence ought to be recorded). (17.5.20)

One last note of caution: do consult your insurance company or brokers once you have decided upon your transition plan to full opening. Your risk assessment will be a critical part of this decision-making process and may be sought as evidence of the school’s approach to risk.

**Annex A to**

**ISBA COVID-19**

**Risk Assessment**

**Overall Risk Assessment in the COVID-19 Environment**

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|  | **Hazard** | **Control measures** | **Outcome** | **Remarks /**  **Re-assessment** |
|  | Safeguarding policy and procedures not updated and / or staff and pupils not feeling safe. | A special annex was added to the safeguarding policy to reflect remote learning and was shared with all staff. A further annex was added to reflect a partial return to school and shared with all staff. DSL and DDSL constantly reviewing safeguarding policy to reflect changing circumstances, and safeguarding governor always available for further advice. All updates uploaded to website and ISI. Safeguarding Policy updated to reflect September’s return to school. | Robust safeguarding procedures in place. |  |
|  | Government advice not being regularly accessed, assessed, recorded and applied. | HM and Bursar reading all government advice + digests from IAPS, BSA, ISC and ISBA. HM also reading bulletins from NAHT | There is good knowledge within the School regarding government advice. |  |
|  | Unions not consulted over plans | HM reading bulletins from NAHT. | There is good awareness of the thoughts of unions. |  |
|  | Changes not regularly communicated to staff, pupils, parents and governors | HM continues to keep staff, pupils, parents and governors well informed of all changes either by email, letters, or in meetings. | Communication to all parties is strong. |  |
|  | Changes to assessments, procedures and other important matters not reviewed by Governors | HM and Bursar keep Chairman of Governors informed of changes to procedures and all important matters. Chairman of Governors keeps other governors informed. Chairman sends Risk Assessment to all governors for September’s return to school. DSL keeps Governor i/c safeguarding informed of changes. | Governors are well informed of procedures and other important matters, and officially sanction the opening of the school. | Chairman to send risk assessment to all governors. |
|  | Insurers not consulted with school’s re-opening and / or amended plans | Bursar has received confirmation from insurers on 19th May that insurance cover will remain in place as long as the School follows government guidelines and prepares appropriate risk assessments. | The School’s insurance policies are valid for re-opening of the School as the School has followed Government guidelines closely. |  |
|  | Suspended services and subscriptions not re-set. | All relevant services and subscriptions have been reset including CST providing an engineer on site from June 1st. | There are no gaps in services. |  |
|  | Is there active engagement with NHS  Test and Trace and are the  procedures understood by all staff | LW made contact before term started and explained to staff relevant procedures | Active engagement is in place |  |
|  | Access to school not controlled effectively and visitor (if allowed) details not recorded. | There is no change to normal procedures for visitors in reporting to the front office. The School Secretary is currently employed to deal with such enquiries. | Access to school is controlled effectively. |  |
|  | Social Distancing (SD) and other hygiene rules not communicated, understood and applied. | SD and other hygiene rules communicated effectively through HM information to parents and sharing of Coronavirus policy, and the supervising teacher information to pupils. Form teachers and HM to communicate SD and hygiene expectations to all pupils at the start of Michaelmas term. | SD and other hygiene rules communicated, understood and applied. |  |
|  | SD rules for activities (play, games,  drama, music) not understood or  adhered to? | The School is following government guidelines with regard to these activities and clear communication to pupils and staff will be given by Heads of Department in briefing either before the start of term or in the first few days before an activity takes place. Heads of Departments drawing up individual risk assessments. | SD rules clearly understood by both staff and pupils. |  |
|  | Insufficient consideration of how to  reduce contact and maximise  distancing between those in school  where ever possible and minimise  potential for contamination | The School is following government guidelines in placing the boys in year group bubbles for the majority of their time at school. They will be educated regarding SD within those bubbles, and contact between bubbles will be minimised through all the measures contained in this RA. | Our whole return to school policy is based on reducing contact and maximises distance between those in school wherever possible, and considerable consideration has been given to issue. |  |
|  | Staff and pupils not being reminded and checked to ensure they are complying with hygiene and SD rules. | All Form teachers remind the boys in ensuring they comply with hygiene and SD rules, with a special induction when they first return to school. HM also spoke to all year groups on the first day of term and will continue to remind boys through live streamed HM assemblies. | The boys are reminded regularly to comply with SD and hygiene rules to minimise the risk of transmission. |  |
|  | Insufficient supplies of hygiene materials and not being suitably placed. | There are sufficient supplies of hygiene materials and more in stock. DG to monitor on a daily basis. Masks provided for minibus travel if boys do not have their own, and we have plenty in stock. | There are sufficient supplies of hygiene materials, and in the most relevant places. |  |
|  | Insufficient or unsuitable cleaning regime - lack of regularly re-assessment and revision to high risk areas such as toilets, door handles, keypads, switches, hand rails and regularly used hard surfaces etc. | The cleaning regime has been re-evaluated to take into account the new circumstances. All appropriate measures will be implemented on a daily basis. Cleaning staff have been unfurloughed in order to provide first-class cleaning regime upon whole school return. | The cleaning regime is both sufficient and suitable. |  |
|  | No precautions to keep shared teaching equipment (e.g. musical instruments, pens, pointers, keyboards) hygienic. | Boys are informed that they should not share equipment by form teachers and all staff. Boys have been told to bring in their own stationery. Boys will be taught in one classroom rather than moving from classroom to classroom, other than for certain specialist subjects. In any classroom, boys will sit in a set seating plan for each lesson which will be recorded. For sports equipment, the School follows Government Guidelines which reference indivdual sports governing body guidelines. Staff also undertake not to share equipment amongst themselves. | Precautions are in place regarding the potential for shared equipment. |  |
|  | High risk areas not being regularly monitored (including boarding areas) for hygiene. | All high risk areas are regularly cleaned and monitored especially toilet facilities and boarding. | There is good monitoring of high risk areas. |  |
|  | No contingency plans in place for the transition to full opening (or re-closing) including rapidly sharing updates and decisions. | All government updates monitored closely and plans put in place accordingly when appropriate to do so. Rapid information whether with staff or parents is possible through email and/or Teams. | The School has established procedures for rapid information sharing, and continues to plan based on up to date government advice. |  |
|  | Insufficient contingency plans in case of medical need for self-isolation of individuals, multiple pupils, staff or local outbreaks? | Clear plans in place including the use of sick-bay exclusively for the isolation of suspected Covid sufferers. | Clear procedures and plans are in place. |  |
|  | All hazards identified properly mitigated and regularly re-assessed? | The school is using the ISBA risk assessment document and reviewing it on a regular basis in response to both changing circumstances and experience. Updates from ISBA are also being monitored regularly and added to the risk assessment when available. | The School continues to identify hazards properly and regularly in order to mitigate them. |  |

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

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|  | **Hazard** | **Control Measures** | **Outcome** | **Remarks /**  **Re-assessment** |
|  | Communication channels not working and not being reviewed. (Email, text, facebook etc). | CST constantly monitor computer systems. They have personnel on site throughout termtime, but can operate remotely if necessary. | Communication to parents on wider issues by HM by email and text if necessary. All staff communicating with pupils who are off-site through Teams and email. All are working. Twitter also being used to communicate. |  |
|  | Lack of a robust feedback and reply system to ensure best practice and two-way communications for pupils, parents, staff and governors | 24 hour reply expectation imposed on staff regarding parent emails.  HM and Bursar communicate by phone and email to Chairman of Governors. Chairman communicates by email to other governors. Governors’ meetings discuss and review coronavirus developments and can be held remotely. | As above either through Teams or email. All staff communicating directly with parents and pupils. |  |
|  | No Governor and / or SLT member for school / department nominated to be responsible for COVID-19 matters. Governor / SLT members’ contact details not known and not on call. | HM and Bursar are responsible for response on site. Chairman of Governors with ultimate responsibility off-site. | Contact details for HM, Bursar, and Deputy Head all known to staff. HM available 24 hours a day in term time. Chairman’s details known to HM and Bursar and he is always ‘on call’ |  |
|  | No school representative identified to  liaise with local authorities and local  health protection team. | The School Nurse is the member of staff to liaise with the local HPT team. | Member of staff is clearly identified. |  |
|  | Local authorities and health protection  teams not engaged prior to re-opening  (and the benefit of their services in  case of infection). | The School Nurse contacted the local HPT team to establish contact prior to the start of term. | Good communication is in place with local HPT. |  |
|  | No plan to inform local health  protection team if two or more  confirmed cases within 14 days or  there is an overall rise in sickness absence | The School will be following government guidance and an obligation to contact the HPT team in these circumstances is contained in the School Coronavirus Policy. | Plans are in place within the School Coronavirus Policy. |  |
|  | No system to communicate with parents and staff that have not returned to school for fear of infection. | Is being done through Teams and email. HM communicates with staff, and all parents receive the same information whether their son has returned to school or not. | Secure communication system in place. |  |
|  | Lack of mechanism for parents of  pupils with significant risk factors to  discuss concerns and provide  reassurance of the measures put in  place to reduce the risk in school. | Parents all written to by HM in the week before term starts inviting any parent with concerns to discuss them with the School Nurse, with flexibility to put in place measures to cater to individual needs. | The mechanism exists for parents to discuss their individual concerns. |  |
|  | No staff, pupil and / or parent health  declaration implemented. | HM wrote to all parents and staff regarding health information specific to Covid in the week before term starts. Normal health information is already held by the School. HM already aware of some staff issues and staff already consulted. | Parents and staff will have the opportunity to declare any health issues. |  |
|  | Lack of knowledge of where pupils / staff have travelled from (other than home and school). (via app or written diary?) | Letter to parents requesting information if they have travelled from abroad was sent before the start of term. Staff already informed they must self-report regarding the last fortnight of the Summer holiday. | Knowledge based on self-reporting |  |
|  | Staff and pupils not self-isolating or  quarantining for 2 weeks)after  visiting non-government agreed  countries. | Staff and parents have been asked by HM in a letter to declare any country they have been in during the 14 days before term starts regardless of whether the country is on the travel corridor list or not. | All staff and pupils are self-isolating if required to by govenrment quarantine rules. |  |
|  | Lack of rules / procedures for hygiene standards for staff and pupils – and failure to adequately enforce standards | Hygiene rules as per government advice. Adhered to by pupils and staff (Pupils informed by Form Teachers and HM on arrival). Constant monitoring and reminders by Form Teachers and Matrons. | Good standards of hygiene observed by both staff and pupils. |  |
|  | Staff not trained or regularly updated in COVID-19 symptoms, SD and how these rules apply to teaching? | All staff aware of symptoms and rules of SD. School Nurse briefed staff again at the start of Michaelmas Term. | Awareness levels among staff are high. |  |
|  | School transport not operating to reflect SD, hygiene, PPE and cleaning arrangements. | Pupils sit in year groups as far as possible and in the same seats each day. Wherever possible, drivers will use the same bus to make all their runs. Pupils and drivers must wear masks on minibuses. Daily cleaning of minibuses by DG and team. For Thursday activities, boys must sit as close to their own year group as possible and in alternate seats. For matches, only boys of one year group may sit in each bus. | High standards of hygiene and SD operate on school transport. |  |
|  | At drop-off and pick-up parents not  complying with SD policy outside gates  and entrances. | Parents informed they may not cross in front of ‘the wall’, nor enter school buildings unless by appointment. They have been told they should observe SD in the car park or other areas such at the School grounds where they are allowed to go except for matches of training. | High standard of SD maintained for parents. |  |
|  | Transit spaces (corridors), social  zones (car parks, common rooms,  playgrounds) do not support SD. Walk  on the left protocol? | Corridors configured with SD tape on floor. Main corridor to dining room is one way into the dining room. The junior corridor is now a one way loop. Exit into the Bursars’ garden. Entry and exit from the sports hall is a one way loop. Middle stairs may only be used by Year 7. Spiral stairs may only be used by Year 5&6 boarders, and those going to surgery. Corridor by middle stairs is a ‘stand aside’ corridor with priority given to tose exiting onto the fields. The music school corridor is a one way loop for entry and exit to the music school. Science and Sports Hall stairs must be walked up and down on the left hand side. Each year group eats separate sides of the dining room. Each year group is assigned separate play areas at breaktime. 3 breaktimes now to accommodate this. | Common areas now compliant with SD rules |  |
|  | Learning and recreational spaces not  de-conflicted or configured to SD rules  for different groups or bubbles. | Recreational as above. Boys sit at same seats each day whether in own classroom or in a specialist teaching classroom. Boys sit adjacent to each other rather than face to face. | Learning and recreational spaces are configured to SD rules. |  |
|  | Little consideration of different age  groups in timetabling, length of the  school day and exposure to other age  groups. | School planning is based on keeping boys in year groups in so far as it is possible and thus minimising contact between year groups. | All pupils in a safe environment |  |
|  | Insufficient consideration and  alternatives to using public transport  including staggering school start and  finish times. | N/A as public transport not used | N/A |  |
|  | No system in place to deal with bereavements, trauma, anxiety, behavioural issues. | Normal pastoral channels including staff, the School Nurse and the School Counsellor are all available – access to Daisy’s Dream also available. | Normal strong systems are in place. |  |

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

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|  | **Hazard** | **Control Measures** | **Outcome** | **Remarks /**  **Re-assessment** |
|  | Lack of review, update or sharing of safeguarding, code or practice, and staff handbook policies. | A special annex was added to the safeguarding policy to reflect remote learning and was shared with all staff. A further annex was added to reflect a partial return to school and shared with all staff. Safeguarding policy has been reviewed and amended again before the start of Michaelmas term. DSL and DDSL constantly reviewing safeguarding policy to reflect changing circumstances, and safeguarding governor always available for further advice. All updates uploaded to website and ISI. | Robust safeguarding procedures in place. |  |
|  | Inset does not reflect required training  for COVID-19 related procedures,  safeguarding, H&S, well-being etc | HM and School Nurse to spoke to all staff in meetings on 5th September on all Covid related issues including opportunities for staff to air their concerns. | Inset covered all Covid related procedures. On-going communication also high to change practice in the light of experience. |  |
|  | DSL and ADSL not easily contacted and their contact information not known to all. | Both DSL and DDSL operate on site. DSL lives on site. Both contactable by mobile including out of hours. HM as back up at any time too. | Availability of contact with DSL and DDSL is strong. |  |
|  | No COVID-19 specific policy that includes medical responses, SD, teaching, socialising, feeding, hydration, well-being etc. | Coronavirus Policy covers all relevant areas and is shared on the school website, and directly with all parents and staff. | Clear guidance is available for operating the school after opening |  |
|  | Fire drills, routes and assembly points not rehearsed. | Two fire drills took place on first day back for day boys and boarders. Astroturf to be used as the assembly point. SD to be taken into account in placement around the astro. | Drill and routes are already well-known to pupils but were reinforced at the start of the Michaelmas term. |  |
|  | Contact between pupils and staff is not sufficiently managed or reduced | New rules to be implemented to comply with SD guidelines including teaching from the front of the class. One to one tuition to include visors or face masks for staff. Individual music lesson staff also to wear visors and observe SD. Other measures contained in this risk assessment all designed to reduce contact between pupils and staff. | Reduced contact between pupils and staff is well managed. |  |
|  | Staff moving between classes and year groups not maintaining distance from pupils and other staff (ideally 2 m between adults) | Staff aware of obligation to maintain SD guidelines and one way systems and priority systems for stairwells about the school introduced to assist. | Staff will be able to maintain SD guidelines when moving about the school. |  |
|  | Supply, peripatetic and/or other temporary staff moving between schools not minimising contact or maintaining as much distance as possible from other staff. | Peripatetic staff were informed by relevant Heads of Department prior to the start of term of the extra need on their part to maintain SD guidelines. Measures in 7 above will enable them to do so. | Peripatetic staff will be able to maintain SD guidelines. |  |
|  | Roles conducive to home working and therefore helping to reduce infection (e.g. some administrative roles) not identified | Some remote working has been taking place since the start of the pandemic. This will be continued as far as possible. When at school, administrative staff are in separate offices and therefore need not come into contact with boys and teachers. Our computer systems allow home working, and there is already a clear understanding as to the extent that work can be performed at home | It has already been identified the extent to which home working can take place with computer systems facilitating this. When at school, administrative staff can isolate themselves from boys and teachers |  |
|  | The “ideal” of adults maintaining 2 m distance from each other, and from pupils not realised. | Staff aware of obligation to maintain the ideal of 2m distance in briefings from HM and School Nurse at the start of term. A strong culture of responsible SD has been built. | SD rules will be followed and a strong culture has been built through education of both staff and pupils. |  |
|  | Contact between groups or bubbles is not minimised or distance between individuals maintained and properly supervised. | Systems contained in this RA designed to minimise contact between bubbles, but a strong culture of maintaining this must be built by the pupils. HM and School Nurse led briefings to pupils about this in their year groups at the start of term. | Contact between bubbles will be minimised. |  |
|  | Distinct and consistent groups or ‘bubbles’ not maintained or separated and so, in the event of a positive case, difficult to identify those who may need to self-isolate | The constitution of bubbles will be clearly and consistently maintained and recorded to aid identification should a case occur. Form seating plans also to be maintained within bubbles. | Identification of those who need to self-isolate in the event of a case will be possible. |  |
|  | Insufficient controls measures for larger groups with greater risk of infection and need to all isolate. | Year group bubbles will be maintained (sizes from 10 boys to 38 boys). Records of set seats in classrooms to be maintained. Dining room seating will be on a diagonal basis to avoid direct face to face eating, and reduced numbers of tables to assist with SD. All boys will eat in year groups with the only excpetion being the junior boarding bubble. Staggered entry times to all meals are being introduced. | Good control measures are in place. |  |
|  | Large gatherings such as assemblies or collective worship with more than one group not avoided. | These large gatherings will be avoided. HM Assembly is being live-streamed to classrooms on Saturday mornings. | No such gatherings will take place. |  |
|  | Insufficient controls for those pupils allowed to mix into wider groups for specialist teaching, wraparound care and transport | Controls in place such as set seats on minibuses or visors/face masks to be worn in one to one tuition. First Choir (involving Year 7&8 boys) to sit either side of the altar and observe both SD rules and special rules for singing. Records to be kept of any group outside year group bubbles. | Groups outside of year group bubbles to be minimised but they are necessary. Records of these groups are vital for track and trace. |  |
|  | Younger pupils not supported in understanding the importance of maintaining distance, not touching staff and their peers - where possible. | HM and School Nurse led briefings to all pupils at the start of term, and on-going education and support to be provided by their form teachers. Repetition of rules and supervsion of good practice will be very important. | Younger pupils will be well-supported in these concepts. |  |
|  | No specific help and preparation for the changes to routine for pupils with SEND (whether education, health and care plans or on SEN support). | Head of Learning Support is supporting all boys with SEND – a special awareness is also in place more widely regarding certain pupils. | Each pupil’s needs have been considered on an individual basis. |  |
|  | Where a pupil routinely attends more than one setting on a part time basis (e.g. dual registered) the system of controls not considered collaboratively to address identified risks. | N/A | N/A |  |
|  | Classrooms do not have side-by-side seating or forward facing desks to reduce risks. | All classrooms have been reconfigured to have side-by-side seating and forward facing desks. Computer terminals in computer rooms are side-by-side and extra clearing measures are in place between use by each pupil. | Classroom have been configured appropriately to reduce risks. |  |
|  | Needs of each age group and class not considered discretely in terms of support, activities and facilities. | Each year group have been considered separately by SMT, and particularly by Heads of Lower and Middle School. FMM also advising regarding needs of Year 2 boys. Consideration given to class location, sports available, and activities. | Each group’s need have been considered independently of each other’s needs, including those still learning remotely. |  |
|  | ITT trainees not sufficiently briefed, hosted and integrated in their support to school. | N/A as no ITT trainees in the school | N/A |  |
|  | Volunteers not checked, left unsupervised, allowed to work in regulated activity or supported. | Volunteers are subject to all the normal checks and briefed by the relevant member of staff responsible for them regarding Covid relevant policies in school. | Volunteers are well supported. |  |
|  | Recruitment process and preappointment checks not following legal requirements. | All normal preappointment checks are being carried out and our recruitment process remains unchanged. | Robust checks and recruitment processes remain in place. |  |
|  | New staff and pupil registration and induction processes not adapted or compliant. | Induction processes for staff and pupils are taking place as normal including any additional Covid related measures being communicated to them. | Induction processes for staff and pupils are robust. |  |
|  | Support staff and TAs in regulated activity do not have the appropriate checks. | All checks will continue to be carried out as normal | Robust checking procedures are in place. |  |
|  | SCR and required documents not properly verified or recorded. (16.5.20) | SCR continues to be reviewed by HM, Bursar, and DSL. The Head of HR was unfurloughed at the end of the Summer term in part to take back managemen of the SCR and has operated as normal from 01/09/20 in good time to ensure the SCR was in good order for the start of the Michaelmas term. | SCR and all required documentation continue to be carefully monitored. |  |
|  | Plans to separate work, learning, meetings, activities and play outside not fully considered | There are no plans to work outside but play areas and games fields will be allocated to minimise contact between year groups | Contact between year groups is minimised outside. |  |
|  | Opportunities for non contact sport, adventure play, Forest School, gardening etc not regulated or considered | We will be following ISFA advice regarding playing football in the Michaelmas term which follows NGB and Government advice on competitive football. | All opportunities for these matters are following government and NGB guidelines so are well regulated. |  |
|  | Sporting, play and SD rules unclear to staff, pupils, parents and visitors. | All sporting, play and SD rules clearly communicated to staff, and pupils. Communicated to parents through letters. | All relevant parties made aware of new rules. |  |
|  | Physical education, sport and physical activities not following the measures in their system of controls. | Governement and NGB guidelines are being followed for all sport. | All sport will follow government prescribed controls. |  |
|  | Pupils not kept in consistent groups, maximising distance between pupils or paying scrupulous attention to cleaning and hygiene during sports activities. | Boys to play sport in their year groups (so Year 7 now separate from Year 8 for football), and education to be provided to them regarding SD, cleaning and hygiene. A robust culture of adhering to the guidelines will be built. Thursday activity groups have been individually risk-assessed. | Pupils will be in consistent groups for football. |  |
|  | Sports equipment not sufficiently cleaned between each use by different individual groups | New systems are being put in place for cleaning equipment. | Robust systems are in place. |  |
|  | Drama, dance and music activities not applying SD or hygiene rules | Music lessons may take place subject to government guidelines regarding SD. One to one music lessons will take place subject to SD, hygiene, and the wearing of face visors by teachers. All rules to be communication to peripatetic staff by RP. Drama to take place in year groups whether LAMDA or school play. | Government guidelines will be followed for these activities. |  |
|  | Risk assessment for sport, play, drama, dance and music activities not properly formulated. | We will be following ISFA advice regarding playing football in the Michaelmas term as above. Each department writes its own risk assessment following the ISBA format. | Robust risk assessments are in place |  |
|  | Added risk of infection where there is singing, chanting, playing wind or brass instruments not reviewed. | Music department are following all government rules regarding singing. RP has briefed wind and brass teachers on extra measures necessary with their pupils including use of the ‘long’ practice room to enable easy SD. | Added risk of infection in these areas has been minimised. |  |
|  | Shared staff spaces are not set up or  used to allow staff to distance from  each other. | Social side of staff room to be in the Entrance Hall allowing ample space to SD. Old social side now to become a working area with extra desks provided for staff. | Staff spaces now allow for SD |  |
|  | Staff meetings and staff rooms unregulated in terms of space, equipments, resources (copiers, kettles, biscuits tins etc) timings, SD and purpose. | Staff social area now in the main Entrance Hall to comply with SD rules. Coffee facilities also in Entrance Hall rather than pantry. No staff to work at adjacent computers in staff room. All staff meetings conducted in the dining room. | Robust procedures in place to comply with SD rules |  |
|  | Staff schedules do not build in the need to avoid increases in unnecessary and unmanageable workload burdens | To be reviewed on an on-going basis but it is not anticipated that staff workload will increase considerably. | Reviews will be on-going in the light of experience and changes made if necessary. |  |
|  | Staff unable to manage the provision of both in school and remote learning. | Staff were given notice in July that this would be needed this term and are supported by the IT Directors as they implement their programmes. | Staff are able to manage the provision of both in school and remote learning with ease. |  |
|  | Security, CCTV and access systems not regularly checked, updated and (where necessary) re-coded. | Regular checks of CCTV an security systems continue to be carried out by the Bursar. | Security of the school remains a priority and is robust. |  |
|  | Parent, Pupil, Staff, Contractor, Visitor drop-off and pick-up procedures, in and out routes not been shared, understood or applied. | New drop-off and pick-up routines in place and clearly communicated to parents. Parents to remain outside of school buildings unless by a booked appointment. Visitors and contractors to report to the School Office in the normal way | All new rules clearly communicated, and drop-off and pick-up to be monitored by a member of staff, and reviewed on an on-going basis in the light of experience. |  |
|  | Appropriate safety measures not in place for wraparound childcare for both indoor and outdoor provision. | N/A | N/A |  |
|  | Transit spaces (corridors), social zones (common rooms / playgrounds) not configured to separate different groups | Corridors configured with SD tape on floor. Main corridor to dining room is one way into the dining room. Exit is into the Bursars’ garden or by the Fire Exit. Each year group eats in separate sides of the dining room. (except for Year 2 and 4 who will eat on one side together but separately) Each year group is assigned separate play areas at breaktime. Boys to go to classrooms if a particularly we breaktime. Common rooms in year groups anyway. | Common areas now compliant with SD rules and minimising contact between year groups. |  |
|  | Classrooms don’t reflect SD layout, PPE, screening and regular cleaning rules. | Classrooms all configured with desks forward facing. Boys to sit only adjacent to one another and not facing each other. Boys to remain in set seats for each lessons with seating plan recorded for future reference. Staff to teach from the front of the classroom. Cleaning of classrooms and computer equipment takes place each morning with enhanced regime. PPE only required if a pupil is taken ill and supplies are on site. Staff to wipe down their ‘hot desk’ at the end of each lesson before another member of staff enters. Boys to sanitise themselves upon entry and exit of any classroom that is not their form room. | Classrooms do reflect SD layout and cleaning regimes have been adjusted to reflect extra need for hygiene. |  |
|  | Minimising contact and mixing not effective in the classroom and during breaks. | Contact between year groups is minimised for classes, breaks, meals and sport as per procedures above. | The contact between year groups is effectively minimised. |  |
|  | Hand washing not part of school culture or routine e.g. no regular breaks for hand washing during the school day. | Boys are given guidance regarding regular handwashing. They are given time to do so before lessons, before and after breaks, before and after meals, and before and after sport. Hand sanitisers are provided at all relevant points around the school including in all classrooms used. | Robust handwashing procedures are in place supervised by all staff. |  |
|  | Insufficient hygiene stations at entrances, exits, toilets, classrooms, play areas, common rooms, staff areas etc | Hand sanitisers are provided at all relevant points around the school including in all classrooms. | Robust handwashing procedures are in place supervised by staff in charge of bubbles. |  |
|  | Hygiene stations (including bins) not stocked, checked, emptied and cleaned regularly. | DG and cleaning team check hygiene stations on a daily basis as well as overall stock levels which are currenty high. | Robust checking procedures are in place. |  |
|  | Unnecessary items not removed from classrooms and other learning environments. | All unnecessary chairs and other items have been removed from classrooms. | Classrooms only have necessary items left in them. |  |
|  | Soft furnishings, soft toys and items that are hard to clean not removed and stored securely. | Few rooms have soft furnishing/soft toys but where they do and are unnecessary, they have been removed. All other unnecessary items have been removed and stored. | Classrooms only have necessary items left in them. |  |
|  | Individual and frequently used equipment, such as pencils and pens not shared by staff or pupils (who use their own). | Byos to bring in their own equipment and sharing not allowed.. All equipment in Art, DT, PE, ICT to be wiped down between use by different year groups or will be set aside for 48 hours per government guidance. | Robust procedures in place regarding the sharing of equipment |  |
|  | Classroom based resources, such as books and games and all frequently touched surfaces, which are used and shared within a group or bubble not regularly cleaned. | Sharing of resources are minimised. If resources are to be touched, boys must sanitise before and after using them. Frequently touched surfaces to be cleaned regularly by cleaning team. | Robust procedures are in place regarding the use of resources. |  |
|  | Management of resources shared between classes or bubbles not cleaned frequently and meticulously or rotated to be left unused and out of reach for a period of 48 hours (72 hours for plastics). | All equipment in Art, DT, PE, ICT to be wiped down between use by different year groups or will be set aside for 48 hours pre government guidance. | Individual RAs have been written in all departments to reflect government guidelines. |  |
|  | Pupils not limiting the amount of equipment brought into school daily to essentials such as bags, lunch boxes, hats, coats, books, stationery and mobile phones. | Boys have been discouraged from bringing unnecessary equipment into school by HM in letter before the start of term, and then reinforced by form teachers and tutors. Boys not allowed to share personal sports equipment. Games room lockers to be configued with Year 8 on one side and Year 7 on the other. | Pupils’ equipment is limited. |  |
|  | Pupils and staff taking necessary books and other shared resources home not sufficiently managed. | With prep taking place at school, pupils should not be taking work and resources home. If staff take books home they must sanitise before and after touching books from different year groups in the same manner as they must do if marking books at school. | Good and widely understood procedures in place for the staff management of books. |  |
|  | Outdoor playground equipment should be more frequently cleaned or left fallow. | Adventure playground to be used by different year groups on different days, and monkey bars and fireman’s pole to be part of daily cleaning regime by the cleaning team. | There is very limited equipement of this nature but cleaning measures are in place where necessary. |  |
|  | Staff unable to manage, whilst in the transition phase, both in school and remote learning. | Staff are experienced in delivering a programme remotely. Many gained further experience last term in delivering a lesson both live in class and to a remote learner at home. Further training was provided before the start of the Michaelmas term for anyone who lacked confidence in delivering hybrid/blended learning. Cameras or laptops to be used as per personal preference of staff. | All staff confident to deliver a hybrid or blended lesson and ongoing support and training will be provided by the IT Directors. |  |
|  | Assemblies, break times, drop-off and collection times not sufficiently well staggered. | Whole school assemblies and whole school chapel will not be taking place for the forseeable future. Year group chapel will take place when singing rules allow and will then be subject to SD rules. Year group assemblies to be subject to SD rules. T&B will be provided for different year groups both at different times and in different locations. Day Boy drop off times will not be staggered as there is no necessity to do so (bar the first day of term when it was staggered – as were new boys arrivals on that day). Day boy pick up times will be staggered on different days for different year groups. | Staggering underpins much of this RA where it is necessary to do so. |  |
|  | Non-overnight educational visits not organised in line with protective measures (keeping children within consistent groups) and COVID-19 measures in place at destination. | No educational visits to take place until the first exeat when the position will be reviewed. | Further review after the first exeat. |  |
|  | Meal times not de-conflicted or possible to achieve SD in the servery and dining areas whilst still providing sufficient nourishment. | Lunches have moved to three sittings per day. Three separate areas are provided for in the dining room to enable up to three year groups to eat in there at the same time while maintaining SD rules. For most meals, only two year groups are in the dining room at the same time and then on separate sides of the dining room. Our long lunch break enables each sitting still to be of sufficient length. Entry into the dining room is staggered. Two lunch sittings takes place on Saturday for Years 5/6 and 7/8. No parents are allowed into Saturday lunch. | Meals are provided without in any way diminishing the nourishment on offer while still maintaining SD rules. |  |
|  | Organisation of breakfast and after school club not revised in to small, consistent groups and maintaining year groups or bubbles. | Those joining for breakfast join the junior boarders ‘bubble’ in a separate area of the dining room. Evening Activities will not be available to day boys unless they are a Year 5/6 flexi boarder. No day boy may join breakfast unless he has flexi-boarded the night before. | The risks associated with providing breakfast and evening activities are fully understood and accounted for. |  |
|  | Measures in school are not sufficiently robust for extremely clinically vulnerable and clinically vulnerable to return to school. | The School Nurse will be working her regular hours. Any vulnerable staff have been consulted to ensure they feel comfortable in their working environment, and the same applies to pupils. | Professional medical advice is available on a daily basis on site, and staff have been encouraged to consult School Nurse at any time. |  |
|  | Pregnant women are in the ‘clinically vulnerable’ category and not following the relevant guidance. | We are currently not aware of any pregnant women in the workforce. | There is awareness of this issue should a relevant case arise. |  |
|  | Medical advice for vulnerable staff and children not being followed and insufficient support both at school and at home | HM wrote to all staff to contact him about any concerns through Teams on 31/08/20. Certain staff have been written to specifically as they were either shielding last term or had members of their families shielding. He has offered support. School Nurse manages issues with vulnerable boys. | There is open and robust support for those who are more vulnerable. |  |
|  | Those with particular characteristics and an increased COVID-19 risk not identified and sufficient measures taken to reduce risks. | Staff already identified as above and School will continue to seek to mitigate any risk. School Nurse advises about pupils. | Sufficient measures are in place for those at an increased risk. |  |
|  | Pupil and staff mental health and wellbeing not properly considered with individual needs not identified or support. | The welfare of pupils is being constantly monitored by staff and information shared in daily whole staff briefing meetings. Staff welfare monitored at school by HM and Deputy with a large number of staff teaching on site. All pupils were assessed using AS tracking in June 2020 (an extra assessment compared to normal) with action plans being provided for tutors for priority pupils. They will be assessed again during the course of the Michaelmas term. | Robust staff and pupil welfare procedures are in place. |  |
|  | Insufficient pastoral and extra-curricular support for pupils to rebuild friendships and social engagement. | All staff aware of this issue and form teachers and tutors are being particularly vigilant to offer support where needed. | Support for these pupils is excellent |  |
|  | Insufficient support to address and equip pupils to respond to COVID-19 related issues. | All staff aware of this issue and form teachers and tutors are being particularly vigilant to offer support where needed. | Support for these pupils is excellent |  |
|  | Re-scheduling of activities not operating efficiently or safely due to SD rules and timings. | SD rules is taken into account in the scheduling of all activities. | Activities only take place where SD rules can be effectively applied. |  |
|  | Plans, briefing and statistics for ISI / Ofsted visit not updated. | HM to update ISI as normal at the start of the year | Updates are carried out |  |

**Medical Risk Assessment in the COVID-19 Environment**

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|  | **Hazard** | **Control Measures** | **Outcome** | **Remarks /**  **Re-assessment** |
|  | Are those staff and pupils who are ill or tested positive in the last 10 days staying at home? | Parents and staff members were communicated with via Parent mail and the school website to ensure that they are aware of the government’s recommendation to self isolate as per PHE ‘Stay at Home Guidance’. | Anyone with symptoms or a positive result will be isolated from the school community to prevent the spread of Covid 19.  Any member of staff or child who is unwell will not be in school. |  |
|  | Is the procedure of isolating or sending staff and pupils home for 10 days and arranging a COVID-19 test understood if anyone becomes unwell in school? | Anyone with symptoms of covid 19 is being advised to engage in the government’s track and trace swab testing programme. All staff are aware of the need to arrange a test either by accessing online or by contacting 119 and communicating with parents should a child need to be sent home with possible symptoms – all to be done by the School Nurse or senior House Parent on duty. | Positive cases of Covid 19 are identified as soon as possible and communicated to PHT. |  |
|  | Given the above do members of their household or group understand they should self-isolate for 14 days? | Parents and staff have been referred to the the ‘Stay at Home Guidance’ which clearly states the need to self isolate after contact with a family member with covid symptoms of a positive covid 19 test result. | Advice from the School is clear, and the Government advice is also clear. |  |
|  | Is there an isolation room and bathroom available and adequately signed (from reception?) for those waiting collection and do those in attendance have access to PPE? | Sickbay and its ajoining bathroom are available for exclusively for isolating possible cases of covid. Staff and pupils are aware of its location so sign posting is not necessary. PPE is available from dispensors in sickbay. | The School has good isolation facilities. |  |
|  | Staff who have helped someone with symptoms and pupils who have been in “close contact” know they do not need to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test)? | Staff have been made aware that there is no need to self isolate if they have been in close contact with a pupil or member of staff who is symptomatic, unless they go on to develop symptoms themselves. The School Nurse informed them of this in the Covid briefings to staff on 5/9. The School Nurse is in school on a daily basis and can remind staff at any time, or be available to deal with queries from staff. | Staff knowledge of this is good. |  |
|  | Staff not aware of meaning of “close contact”: ● Direct close contacts: face-to-face contact with an infected individual for any length of time, within 1 m, including being coughed on, talking face to face, or unprotected physical contact (skin-to-skin). ● Proximity contacts: extended close contact (within 1 to 2 m for more than 15 minutes) with infected individual. ● Sitting in a small vehicle (car) with an infected person. | Staff were made aware of this at the Covid briefings on 5/9 by the School Nurse. The School Nurse is in school on a daily basis and can remind staff at any time, or be available to deal with queries from staff. | Staff knowledge of this is good. |  |
|  | Do all understand they must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell? | All staff members are aware of hand washing recommendations after contact with someone who is unwell. This was reiterated to staff at the Covid briefings on 5/9 by the School Nurse. | Staff knowledge of this is good. |  |
|  | Do staff know the area around a person with symptoms must be cleaned with normal household bleach after they have left to reduce the risk of infection? | Normal household bleech will be available for staff to clean areas which may have been contaminted as per government guidance. Staff were made aware of this at the Covid briefings on 5/9 by the School Nurse. | Staff knowledge of this is good |  |
|  | Science of risk not understood e.g. less severe symptoms in adults, younger children less likely to become unwell, small class sizes will help. | Government advice read by HM and School Nurse. This was reiterated to staff in Covid briefings on 5/9 by the School Nurse, with opportunities for discussion to take place. Further updates will be provided as scientific knowledge improves. | Staff confident in looking after boys and having them in the school. |  |
|  | Is it understood that routine temperature testing is not a reliable method for identifying COVID-19 (or recommended by PHE) | Blanket temperature testing is not taking place apart from on the boys boarding the London buses. | May result in early identification of a child with a raised temperature who may later go on to develop further symp[toms which may be caused by covid 19. London boys do not have to wait for a potentially long period of time at school if they have a raised temperature at the start of the day. |  |
|  | Hygiene rules not effective. “catch it, bin it, kill it” not re-publicised or applied. | Re-publicising of hygiene rules took place at the start of term to each year group as they come in. All staff were provided with a comprehensive guide by Simone Alder, as approved by the School Nurse. HM reiterated this issue at his start of term briefings to all boys. Bins with tops on them purchased. | Boys have immediate and heightened awareness. |  |
|  | No supervision of hand sanitiser use given risk of ingestion by young children (skin friendly cleaning wipes is an alternative). | Hand sanitiser use is monitored by teachers. Boys are old enough to use the sanitisers sensibly to negate the risk of ingestion. | The risk of harmful ingestion is minimal. |  |
|  | Young children and those with complex needs not supported in understanding importance of hygiene rules. | Boys who have SEND are given repeated instructions to reinforce the importance of the hygiene rules. | Young children and those with SEND are well-supported. |  |
|  | Lack of information on how to react to coughing and sneezing using tissues (and their disposal) or crock of arm and immediately cleaning hands with soap and water or hand sanitiser. | Advice promoting the need to deal with coughs and sneezes hygienically is posted around school, and reiterated to boys by staff. School Nurse reiterated this to in Covid briefings on 5/9 to staff and HM spoke to all boys about this on the first day of term. | Information and understanding on this issue is good. |  |
|  | Pupils not aware of behaviours which may increase the risk of droplet transmission (such as biting, licking, kissing or spitting). | Pupils have been educated regarding the high risk of droplet transmission in saliva by all staff. | Pupil awareness on this issue is good. |  |
|  | No / insufficient staff supervising / supporting normal medical staff? | School Nurse follows normal reporting lines and has direct access to School Doctor. | School Nurse well supported who in turn can support supervising staff. |  |
|  | Insufficient medical staff to deal with temperature testing, isolating and monitoring suspect COVID-19 cases, outside appointments and normal medical issues. | School Nurse to work her normal working hours. Senior House Parent and many other assistant House Parents are well qualified by experience. New Assistant House Parent (experienced mother) has been employed from September. | There are a sufficient number of staff to look after the boys both in terms of number and experience. |  |
|  | Insufficient First Aid trained personnel (ratio) for pupils in school (16.5.20) | There are larger numbers of first aid trained personnel either living or working on site + the School Nurse working her regular hours. | Ratios are more than sufficient. |  |
|  | Procedures for First Aid to those that do not have COVID-19 symptoms unclear and not briefed. (no need for extra measures) | Staff are instructed to don PPE to administer first aid. St John’s ambulance and Red Cross are currently recommending chest compressions only and no mouth to mouth resuccitation in the event of CPR. | The Procedures are clear to all staff. |  |
|  | No or insufficient training for those operating temperature testing or other precautions that require new equipment. Training not recorded for future reference. | New temperature equipment has been purchased. School Nurse has trained SA and drivers in its use. Training to be recorded in medical records. | Sufficient training is provided by a medical professional. |  |
|  | Medical policy, procedures and appropriate response to spectrum of medical issues not being revised or shared? | School Nurse has reviewed all policies and procedures and has shared with staff where relevant. | Appropriate review and sharing has taken place. |  |
|  | Medical room(s) improperly equipped. | The surgery and sick bay are well equipped, and are under the supervision of the School Nurse. Additional PPE has been ordered and appropriate dispensors have been installed. | The medical room is well-equipped. |  |
|  | Lack of School decision regarding the level of PPE required for pupils and staff. Insufficient training, face fit testing, use, care and disposal arrangements. | The School is following government advice in ‘Coronavirus: implementing protective measures in education and childcare settings’, and is well-equipped to use PPE in medical situations. School Nurse spoke to all staff in staff Covid briefings before the start of term. | The School decision is clear that PPE is not recommended for the majority of staff, but will be required if a child becomes unwell with coronavirus symptoms. |  |
|  | Sickness management rules and the “don’t come to work if you are ill” not understood or observed. | Rules were reiterated to staff by HM by email and in person at Covid briefings prior to return to school for Michaelmas Term. | Rules are widely known and respected. |  |
|  | Different age groups with different risk profiles for each group of staff and pupils not risk assessed? | School Nurse to risk assess any vulnerable boys. TWB has invited staff to speak to him or School Nurse if any personal concerns. | All relevant groups or individuals risk assessed. |  |
|  | School unaware of any staff and pupil pre-existing medical conditions. | School aware of all pupil pre-existing conditions through medical forms submitted to the School Nurse. School aware of staff pre-existing conditions through medical form on employment. School Nurse to ensure she has all information for new pupils at the start of term. | The School is aware of pre-existing medical conditions of both pupils and staff. |  |
|  | Lack of knowledge on whom has been tested (positive or otherwise) for COVID-19 and if it is recorded (for elimination purposes). Evidence of negative result should not be requested | School has asked parents of pupils to state if any pupil has been tested. HM has asked staff by email for up to date information about themselves before the start of term. | School holds fulll knowledge of who has been tested and outcomes. |  |
|  | 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. | School has asked parents of pupils to state if any pupil has been in contact with anyone tested positive or suspected of coronavirus. HM asked staff by email for up to date information about themselves to either him or School Nurse before the start of term. | School holds fulll knowledge of who has been tested and outcomes, and recorded by School Nurse. |  |
|  | Lack of recording of which staff and pupils have been sent home with COVID-19 symptoms (a cough, high temperature or shortness of breath). | Some pupils were sent home at the end of the Lent term when displaying some of the Covid symptoms. This was all recorded. | School Nurse holds full records of the relevant pupils. | School still to develop record-keeping of staff? |
|  | Lack of regular dialogue with those that have suffered from COVID-19 and / or are isolated at home. | N/A with regard to those who’ve suffered from Covid. Staff in regular contact with those still at home. | Dialogue is regular where required. |  |
|  | Inadequate information on who is shielding another family member and/or who has a condition that precludes their attendance at school. | The School holds this knowledge having been informed by parents in their response to whether their son will return to school or not. | The School hold adequate information. |  |
|  | Insufficient proof of shielding and individual conditions? | The School is content to proceed on the basis of trust. | The School holds adequate information. |  |
|  | No separate area for temperature testing, holding and isolation of pupils/staff. Areas not easily identified or regularly cleaned? | We have both surgery and sick bay if needed, and thus regularly cleaned. Another dorm has been designated a sick-bay and can be used for isolating a potential Covid boy too if necessary. | The School has separate areas for these purposes. |  |
|  | Temperature testing undertaken using unsafe methods, not reflecting SD rules, not recorded or kept appropriately. | New non-touch thermometers purchased to take temperatures. All ‘high’ temperatures to be passed onto the School Nurse and recorded. | Good systems in place for taking of temperatures and recording. |  |
|  | No procedure considered if a mobile testing unit is dispatched to test others in school. (Testing will focus on the person’s class, followed by their year group, then the whole school if necessary | If a mobile testing unit is despatched, a suitable area of the school will be identified to facilitate the testing of pupils as appropriate. | A procedure will be in place should a mobile testing unit be dispatched. |  |
|  | Insufficient or no procedure for summoning emergency services, lack of safe RV and cleared routes in and out. | The School has well-established procedures for summoning emergency services. Routes are clear with the School on a main road. Emergency services are also close at hand. | The School has sufficient procedures for summoning emergency services. |  |
|  | No links with local health protection teams who provide advice (and may recommend large groups self-isolate or school closure) | Links with health protection teams were established by the School Nurse befre the start of term as required via online channels or 119. | Good links have been established |  |
|  | Visits of or to GPs / nurses / dentists and local surgeries changed and not known by staff and or pupils | The School Nurse would communicate directly with staff and parents in the unlikely event that such a visit is arranged. On line consultations can be arranged which parents could attend remotely. | The School Nurse will ensure all relevant parties have full knowledge. |  |
|  | No regular supervision of staff and pupils to ensure they comply with hygiene rules (and the use of PPE where specified as needed) | The duty staff are supervising at breaks and reminding boys of compliance with hygiene rules. The School Nurse would supervise the use of PPE should it be needed. | Pupils are reminded on a regular basis about hygiene rules. |  |
|  | Staff are not aware those with COVID-19 symptoms should not go to a GP surgery, pharmacy or hospital unless an emergency | Staff were informed that they should not take a child with possible covid 19 symptoms to be seen by a health care professional at a hospital or clinic. | Staff awareness is good on this issue. |  |
|  | Insufficient registration, induction, supervision and temperature checking of contractors where essential work is required on site. | Contractors are registered and are subject to SD rules under supervision. They do not have their temperature checked. | The SD rules and the supervision of contractors ensures a safe working environment for all. |  |
|  | Medical staff have insufficient or unsuitable PPE, cleaning materials and training for tasks. | The School Nurse is well-equippped the suitable materials and is well trained as she is currently also working in the NHS. Drivers have more than adequate stocks of masks for pupils on the minibuses. | The medical staff have good training and good materials, and stocks are well-maintained. |  |
|  | Policy on wearing uniform and if washing also required to prevent infection for staff and pupils not re-considered. | The regular washing of boarders’ clothes is to be continued and is sufficient. There are well-established procedures for ‘bagging up’ clothing in the event of being soiled with bodily fluids. | There are well-established procedures for dealing with clothing where necessary. |  |

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| **Boarding Risk Assessment in the COVID-19 Environment** | | | | |
|  | **Hazard** | **Control Measures** | **Outcome** | **Remarks /**  **Re-assessment** |
|  | Boarding policies and procedures not updated, regularly reviewed and communicated. | All boarding policies and procedures were reviewed before the start of term, updated and then communicated to relevant staff. | Boarding policies and procedures have been updated. |  |
|  | Security and access systems not regularly checked, updated and re-coded. | Security and access systems are in normal working order. Increased cleaning regime for all touch pad access systems. Need for re-coding to be reviewed once the term is under-way, and actioned at the end of term if thought necessary. | Security and access systems continue to be subject to regular checks |  |
|  | Boarding staff have inappropriate PPE, cleaning materials and training for tasks. | The School is following government advice in ‘Coronavirus: implementing protective measures in education and childcare settings’, and is well-equipped to use PPE in medical situations. School Nurse spoke to all staff in staff meeting at the start of term. | The School decision is clear that PPE is not recommended for the majority of staff, but will be required if a child becomes unwell with coronavirus symptoms. |  |
|  | Communication and procedures for welcoming back overseas pupils not applied. | All pupils including overseas pupils are obliged by HM to declare any countries they have been in during the 14 days before term starts. The School is applying government rules and any pupil returning from a country not included in the travel corridor list will not be able to return to school unless they have completed 14 days’ quarantine. | All pupils returning to school will only do so if they have complied with the Government’s quarantine rules. |  |
|  | No plans or alternative arrangements for boarders to travel on dedicated school transport rather than public transport. | N/A as boarders do not travel on public transport | N/A |  |
|  | Insufficient space and resources for isolating overseas pupils (for 2 weeks) on their return. | The School is not offering quarantine facilities to overseas pupils. | No isolation facilities required for quarantine purposes. |  |
|  | Insufficient controls for boarders to move between residential and school day groups. | The main control in place is that day pupils are placed in year group bubbles, and boarders are also in these bubbles which will ensure a smooth transition. Junior boarders in Year 5 and 6 simply spend their time during the day with their respective year groups. The ‘weekend’ boarders in Years 5-8 operate as a bubble but only for Saturday night and Sundays, They do though still sleep in their respective wings those nights in their own year groups, and in their own beds. | Controls are sufficient for movement between residential and school day groups. |  |
|  | SD, separation and socialising rules not adhered to in the boarding house. | Bunk beds are not being used in the boarding houses to ensure appropriate SD. Boarders remain in three bubbles: Year 8, Year 7, and Junior Boarders (Years 5 and 6). Year 8 are in their own separate building. Year 5 and 6 are in a separate wing to the Year 7 boys in the main building. Each wing has its own toilet facilities. Shower times and location of showers for Junior Boarders and Year 7 boys are separate. Year 8 boys only use toilet and shower facilities on the same floor as their dorm. House Parents briefed their own year groups about socialising rules and then monitor. Normal levels of staffing upstairs (which are high) are applying and being monitored in the light of experience. | The configuration of boarding at Papplewick, and the numbers currently boarding, means that it is possible to adhere to SD, separation and socialising rules. |  |
|  | Rules and procedures for exeat, trips and activities out (or not!), appointments or visits from family and / or guardians not complied with or understood. | Trips out for weekend boarders are only to outdoor spaces (eg Windsor Great Park) and not enclosed spaces such as a cinema or restaurant. | Rules and procedures are understood and applied in this area. |  |
|  | Fire instructions and new procedures not reviewed, understood or rehearsed. | Normal fire evacuation rules will apply and were rehearsed on the first day of term. | Instructions and procedures are clearly understood and rehearsed. |  |
|  | Fire drills, routes and assembly points not rehearsed. | They were rehearsed on the first day of term, led by JRWN. | Drills, routes and assembly points are clearly understood. |  |
|  | Insufficient rooms to isolate and supervise pupils (and staff). | N/A | N/A |  |
|  | Do those attending isolated cases know the procedures and have access to PPE? | School Nurse briefed all staff on protocols prior to term on 5/9. Extra briefing and training has been given by her to ‘upstairs’ staff who may look after a boy in her absence. | Procedure for attending isolated cases known to all. |  |
|  | Have parents been consulted prior to start of term as to where boarders will self-isolate should it be required? Advice suggests boarders should self-isolate in school (rather than go home). | The school is not equipped to allow a boy to self-isolate other than on a temporary basis. Parents have been informed before the start of term that they or guardians will need to come and collect their son if he is ill, and that temporary isolation will take place in sick-bay. If a boarder is sent for testing, boys in his dormitory must self-isolate until the result of his test is known. | Parents were informed of our procedures and invited to discuss any inidividual concerns they might have. |  |
|  | Laundry, bedding, furnishings, games and items that are hard to clean not removed and stored securely. | SA and House Parents carried out a review before the start of term, especially in common areas. All relevant items were removed. | No unnecessary hard to clean items were left in boarding houses. |  |
|  | Staff to pupil ratio does not reflect SD rules (including medical and emotional support). | Normal staff to pupil ratios apply which provide a high level of staffing ‘upstairs’. House Parent teams are all experienced as is Senior House Parent and Assistant House Parents. The School Nurse also provides approprate medical support to both the boys and staff. | Staff to pupil ratios are appropriate but this is to be kept under review based on experience. |  |
|  | Insufficient bathroom facilities if bed spaces have been reconfigured. | Each wing has its own toilet facilities as above at 6. Shower times and location of showers for Junior Boarders and Year 7 boys to be separate. Year 8 boys only use toilet and shower facilities on the same floor as their dorm. | There are sufficient bathroom facilities for the boarders. |  |
|  | Clothes and bed linen not washed regularly | The School has an in-house laundry and therefore can control all cleaning regimes. All procedures are compliant with regular washing and at an appropriate setting. New bedding including wet sheet required for each flexi boarder on every occasion. | Clothes and bed linen is being washed regularly and appropriately. |  |
|  | Boarders not equipped with authorised equipment to stay-in touch with parents. | All boarders are allowed a mobile phone (without access to the internet), including for overseas boys at relevant times due to time differences. Consideration is being given to an increase in the number of Skype sessions. Email contact via private email addresses also available to all boarders. | Boys are well-equipped to communicate with home. |  |
|  | Boarders aware of global news and how it may affect them or their family. | Boarders are being kept up to date through the use of Newsround in extended form/tutorial periods, the internet, and discussions in tutorials and lessons in general. Appropriate support is being given by tutors, House Parents, or any staff as appropriate. | Boarders have a good awareness of global events and are well-supported |  |

**Support Staff Risk Assessment in the COVID-19 Environment**

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|  | **Hazard** | **Control Measures** | **Outcome** | **Remarks /**  **Re-assessment** |
|  | Support staff not briefed on changes regularly. | Detailed briefings on changes given as necessary by Bursar and Domestic Bursar. | Support staff are well briefed on the changes. |  |
|  | Drivers not fully considered or supported (particularly relating to age and vulnerability). | Individual situations of all the drivers well known to the School. PPE, sanitiser and cleaning products provided for the buses by the School. Meeting was held by Domestic Bursar before the start of the term to brief the drivers on the protocols for SD and on any other considerations, as well as to hear any concerns that they may have. Boys (and parents) briefed on SD and other expectations of them when travelling on the minibuses | Drivers are fully considered and supported, with their age and any vulnerability known, and any impact recognised. |  |
|  | Support staff have insufficient/inappropriate PPE, cleaning materials and training. | The School has obtained sufficient PPE and cleaning materials, and training has been provided. Drivers have been provided with masks for themselves for the minibuses. | Support staff have the materials and training needed to perform their jobs. |  |
|  | Cleaning regimes not reviewed or inspected regularly and not conforming to revised hygiene rules. | Cleaning regimes were first reviewed and changed as necessary in the Lent Term, and are kept under constant review. Cleaning staff have been un-furloughed to all boys returning to school in September. | Cleaning regimes are up to date and strengthened to reflect necessary extra measures. |  |
|  | Security and access systems not regularly checked, updated and re-coded. | Security and access systems have been kept in constant use at all times. With residential staff, the School has never been ‘closed’ as such. | Security and access systems are in normal working order. |  |
|  | Reconfigured areas, zones and routes hampering fire exits and routes. | Checks have been made by the Domestic Bursar to ensure any reconfigured areas or routes do not block fire exits. | Reconfiguration has not hampered fire security. |  |
|  | Fire and other emergency procedures not reconfigured, routes not clear or regularly inspected. | Procedures have been updated as necessary and are subject to regular review. | Reconfiguration has not hampered fire security or emergency procedures. |  |

**Dedicated School Transport and Driver Risk Assessment in the COVID-19 Environment-**

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|  | **Hazard** | **Control Measures** | **Outcome** | **Remarks /**  **Re-assessment** |
|  | Drivers not regularly briefed on changes or included in staff briefings and revised schedules and notices | Domestic Bursar sees and briefs the drivers daily in terms of boys travelling on the minibuses, and on any changes to procedures. Drivers’ WhatsApp group ensures free flow of information. | Drivers are well briefed and updated on a regular basis. |  |
|  | Drivers not fully considered or supported (particularly relating to age and vulnerability). | See point 2 on page 42 above. | See point 2 on page 42 above. |  |
|  | Drivers have insufficient / inappropriate PPE, cleaning materials and training. | Minibuses cleaned daily by cleaning team. PPE and cleaning materials provided by the School on all buses. Training given as necessary by the Domestic Bursar. | Drivers have sufficient and appropriate PPE and cleaning materials and are given training as necessary. |  |
|  | Drivers have insufficient / inappropriate PPE, cleaning materials and training. | See point 3 above. | See point 3 above. |  |
|  | Dedicated school transport not operating to SD and hygiene rules or with sufficient PPE and cleaning arrangements. | School has put procedures and rules in place for SD and cleaning of buses, and these are all communicated to the drivers | School transport operating according to proper SD and hygiene rules. |  |
|  | Pupils not grouped together on transport reflecting the bubbles that are adopted within school. | Pupils sit in year groups wherever possible in the same seats and on the same buses each day. Masks are worn by drivers and pupils at all times. Seating for activities where there is the possibility of two year groups being on the bus is in alternate seats. | School transport arranged so as to support the bubbles adopted by the School in as far as this is possible |  |
|  | Insufficient or no use of hand sanitiser upon boarding and/or disembarking. | Sanitiser provided on buses, together with instructions on its use. Temperature checks will be undertaken before any boy boards a bus in the morning. Parents must not depart from bus stop until this has been completed. | Sanitiser used as necessary on all buses. |  |
|  | No additional cleaning of vehicles (all touch points) before and after each journey. | Buses cleaned daily. Boys sit in the same seat and on the same bus for each journey. | Additional cleaning procedures have been put in place for the buses. |  |
|  | Poorly organised queue and boarding process and SD not observed within vehicles wherever possible | Boys advised on queuing and boarding protocols. Arrival at and departure from school managed by relevant staff. SD rules in place | Proper processes in place for queueing, boarding and SD. |  |
|  | Use of face coverings for children under (and over the age of 11) as a mitigating measure not understood by pupils and parents. | All pupils and drivers must wear face coverings at all times on the minibuses unless for medical reasons. | Simple school rule in place and observed by all. |  |
|  | Measures, in case of emergency, for the movement of a symptomatic pupil by school transport not considered in policy. | Symptomatic patient would not be transported by minibus, but would need to be picked up by the parent. | Suitable policy in place. |  |

**Facilities Management Risk Assessment in the COVID-19 Environment**

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|  | **Hazard** | **Control Measures** | **Outcome** | **Remarks /**  **Re-assessment** |
|  | Insufficient hand washing or hand sanitiser ‘stations’ for all pupils and staff to clean their hands regularly. | Hand washing and sanitiser stations are placed around the School in many places for both staff and pupils, including in classrooms. | There are sufficient hand washing and sanitiser stations around the School. |  |
|  | Policy and procedures for contractors on school sites not updated and / or enforced. | Risk assessments are all updated annually, or more frequently if the circumstances dictate, and all procedures are routinely followed. Wherever possible, contractors do not visit the School when the boys are present on site. | Policies and procedures are followed at all times. |  |
|  | Contractor health declaration and pre-work briefings not considered or implemented. | Pre-work briefings are always carried out, at which time the health situation of the contractor is established. | Consideration given to pre-work briefings and health of contractors at all times. |  |
|  | Insufficient heating and/ or cooling system (including insufficient fuel levels if applicable). | All school systems are working normally. | There is sufficiency in all regards. |  |
|  | Insufficient gas supply, venting and valves? | All school systems are working normally. | There is sufficiency in all regards. |  |
|  | Air conditioning units, ducts not checked on re-occupying school facilities | School facilities have been occupied at all times and normal checks made.. | Sufficient checking has taken place and units are operational. |  |
|  | Ventalation and extraction systems not checked. | Normal checks have taken place. | All checks up to date and systems operational. |  |
|  | Electrical tests not up-to-date including emergency lighting and PAT | Normal checks have taken place. | All electrical checks are up to date. |  |
|  | All electrical equipment bought in to school PAT tested? | PAT testing up to date. This takes place on an annual basis and is carried out by an external contractor. In-house PAT testing also takes place on an ad hoc basis if necessary. | All testing is up to date. |  |
|  | Water testing for temperature, flow and legionella not in date for test. | Regular legionella testing has been taking place. | All testing is up to date. |  |
|  | Water supply not tested for legionella on re-opening facilities. | Regular legionella testing has been taking place. | All testing is up to date. |  |
|  | Swimming Pool not secure or inspected regularly. | Normal swimming pool rules have been in force at all times. | Swimming pool has been secure and inspected at all times. |  |
|  | Insufficient arrangements for the operation, additional cleaning (and use) of the swimming pool. | Normal swimming pool cleaning and maintenance regime has been in force at all times. | Swimming pool has been open and available for use by school residents at all times. |  |
|  | Fire alarm panel, system and extinguishers not in date and not serviced. | Normal fire checks and servicing have been taking place, including weekly fire alarm tests. | All equipment is fully operational. |  |
|  | Fire doors propped open to limit use of door handles and increase ventilation. | Cleaning and other support staff will make sure fire doors are not propped open as they pass through the School. Most fire doors in common areas that have high traffic flow are on a door magnet system anyway. | The School’s policy is that fire doors are not propped open, and this policy continues to be observed. |  |

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|  | **Hazard** | **Control Measures** | **Outcome** | **Remarks /**  **Re-assessment** |
|  | Limiting occupancy of as many rooms as possible (offices, laundry, common rooms etc) not considered | Social distancing rules are observed in all areas of the School, and appropriate adjustments have been made to ensure that the rules can be observed properly. | The level of occupancy in all parts of the School has been considered. |  |
|  | Kitchen not reconfigured, stocked and cleaned if closed over a long period | Kitchen was closed over the summer holidays, but is fully stocked and cleaned, and was ready for the start of term. | Kitchen stocked and cleaned as necessary. No reconfiguration necessary. |  |
|  | Insufficient chefs, supervising staff and cleaners to maintain high standards of hygiene | Staffing levels planned and reviewed by Bursar and Chef Manager, including for three sittings at lunchtime in September | Staffing levels sufficient. |  |
|  | Servery and dining room rules not properly considered, inadequate or safe. Inadequate or safe including wiping table, chairs and hard surfaces between sittings | Use of dining room and servery rules considered, and reconfiguration arranged as necessary. Robust cleaning regime is in place for the dining room. | New arrangements are now in place including three separate areas in the dining-room. |  |
|  | Insufficient drinking supplies and hydration available in dining room. | Normal drinking supplies available. | Drinking supplies sufficient. |  |
|  | Cleaners changed working patterns during the day not discussed or agrees to meet the revised hygiene requirements. | The cleaning regime was adapted as necessary in the latter part of the Summer Term in order to meet the revised hygiene requirements and these arrangements have been updated for the Xmas Term to reflect the whole school returning. | Cleaning patterns meet revised hygiene requirements. |  |
|  | Cleaners have insufficient or revised instructions and training for appropriate cleaning and the wearing and disposal of PPE. | The Domestic Bursar has given the cleaning team detailed instructions on cleaning methodologies and on the wearing and disposal of PPE at the start of term. | The cleaning team has been given sufficient instruction on the revised cleaning arrangements. |  |
|  | New service level agreement not agreed for contract cleaners, maintenance and grounds for a new working environment. | N/A as all these departments are in house at the School.. | N/A as all these functions are in house at the School. |  |
|  | Insufficient cleaning staff for revised cleaning schedule and deep clean of each room and space daily unless left fallow. | The cleaning rota has been reviewed by the Domestic Bursar to ensure that the in house cleaning team is sufficiently resourced to carry out its revised duties. There is sufficient flexibility within the rota to amend hours and duties in the light of any changing circumstances. | The School has sufficient cleaning staff in place in order to carry out its revised duties. |  |
|  | Insufficient immediate procedures (quarantine and deep clean) and PPE where areas contaminated with bodily fluids | The policy and procedures for contaminated areas are set by the School Nurse, who will also ensure these procedures are followed properly if any area of the School does become contaminated. | Proper procedures are in place |  |
|  | Cleaning staff not equipped or using appropriate PPE including aprons, gloves and face coverings and their subsequent disposal | The School has adequate stocks of PPE and cleaning staff have been trained in how, why and when to use that equipment. | PPE is used appropriately. |  |
|  | Laundry wash and dryers not serviceable, unable to cope with demand, temperature requirements and insufficient wash products. | Laundry is fully operational. | Demand is manageable and supply of wash products sufficient. |  |
|  | Suspended services not re-set or reviewed to cater for current school operation including waste disposal. | All suspended services have been re-set as necessary. | Re-setting has taken place, and normal school services now available. |  |
|  | Scheduled or on-going building works not reviewed given revised timetables, staggered drop-off / pick-ups and hygiene measures | No building works currently in progress. | No building works currently in progress. |  |
|  | Suppliers not following appropriate SD and hygiene measures | Visits to the site are kept to a minimum and no access to school buildings is allowed. | SD and hygiene measures are in place, and are being followed. |  |
|  | Waste procedures not reviewed or sufficient. | Waste procedures have been reviewed and amended as necessary. | Waste procedures are sufficient. |  |
|  | Pest control services not recorded, deficiencies not identified or actioned. | Normal pest control checks by school staff and external contractor have taken place | Pest control measures in place. |  |
|  | How often is this Risk Assessment reviewed? Daily? Weekly? | This risk assessment is reviewed as frequently as necessary in order to take account of any changing circumstances either within the School itself or in the external local or national environment. | This risk assessment is reviewed as frequently as necessary in order to ensure that it is kept up to date. |  |
|  | School vehicles not fully registered, insured, maintained and stocked with appropriate hygiene materials. | All regular checks of school vehicles have taken place, with stocking of hygiene materials as necessary. | All school vehicles are fully useable. |  |

**Signed: Tom Bunbury Date: 8th September 2020**