

COVID-19 Risk Assessment for Schools

COVID-19 – a Risk Assessment for UK Schools

Introduction

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.

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 and so do please email any comments and suggestions to office@theisba.org.uk so as to support others and develop best practice.

This COVID-19 risk assessment provides advice and guidance in identifying, assessing and describing methods of controlling risks. 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. It must be dynamic and be updated whenever advice, circumstances, or any of the assessed risk factors are seen to have changed.

A regular update to this document will be supplied via ISBA's COVID-19 bulletin. Changes will be highlighted and dated. Do please check the bulletin (currently issued on a Tuesday and Thursday mid-afternoon) for changes and updates.

Reference documents are available in ISBA's weekly 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 and pupils.

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

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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. |

Risk Assessment

Government advice states that “every setting should carry out a risk assessment before opening. The assessment should directly address risks associated with coronavirus (COVID-19), so that sensible measures can be put in place to control those risks for children and staff. All employers have a duty to consult employees on health and safety, and they are best placed to understand the risks in individual settings.”

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:

- A. Is government advice being regularly accessed, assessed, recorded and applied?
- B. Are changes regularly communicated to staff, pupils, parents and governors?
- C. Are changes reviewed by governors?
- D. Is access to school controlled effectively and are visitor (if allowed) details recorded?
- E. Are Social Distancing (SD) and other hygiene rules communicated, understood and applied?
- F. Are staff and pupils being reminded and checked to ensure they are complying with hygiene and SD rules?
- G. Is there sufficient supplies of hygiene materials and are they well placed?

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- H. Has the cleaning regime been regularly re-assessed and, if necessary, revised to high risk areas such as toilets, door handles, switches, hand rails and regularly used hard surfaces?
- I. What precautions are being used to keep shared teaching equipment (e.g. musical instruments) hygienic?
- J. Are high risk areas being regularly monitored (including boarding areas) for hygiene?
- K. Are contingency plans in place for the transition to full opening (or re-closing) including rapidly sharing decisions?
- L. Are all the risks identified properly mitigated and regularly re-assessed?

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

- M. 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?
- N. What PPE has been recommended and, dependent on risk assessment, what has the school decided to equip staff and pupils? The range of PPE may include:
 - a. Masks;
 - b. Gloves;
 - c. shields (for face or lecterns, desk separators, staff desks);
 - d. sanitisers (gel and tissues).
- O. Medical. Who has:
 - a. Pre-existing medical conditions and are they fully declared?
 - b. Have all vulnerable pupils, parents and staff been identified and recorded?
 - c. Tested positive for COVID-19 and is it recorded? (for elimination purposes)?
 - d. Come into contact with anyone tested positive to COVID-19?
 - e. Travelled where: other than home and school? (via app or written diary).
 - f. Been sent home with COVID-19 symptoms (a cough, high temperature or shortness of breath)?
- P. Have all adhered to the external socialising rules set by the school such as:
 - a. shopping;
 - b. parties;
 - c. games and play;
 - d. travel (other than home to school and return).
- Q. Are plans being considered for school events including plays, concerts, parent and teacher meetings etc?

A grid, to record the risks, 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. So many different stakeholders of varying ages and health will bring multiple shifting risks which must be considered on a daily basis for the safety of pupils, staff and parents.

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

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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.

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Annex A to ISBA COVID-19 Risk Assessment

Overall Risk Assessment in the COVID-19 Environment

	Risk	Control Measures	Outcome	Remarks / Re- assessment
A	Is government advice being regularly accessed, assessed, recorded and applied?	Yes – daily review on the BBC website		<p>PHE advice sought following staff positive test 16/06/20</p> <p>Reception to Year 8 working Remotely.</p> <p>08/01/21</p> <p>Following roadmap out of lockdown</p> <p>02/03/2021</p> <p>Following return to school guidance September 2021.</p> <p>01/09/21</p> <p>Following gov. guidance</p> <p>21/11/21</p> <p>Following gov. guidance until end of Plan B</p> <p>11/01/2022</p>
B	Are changes regularly communicated to staff, pupils, parents and governors?	Yes – regular e-mail updates with staff and Governors and to parents.		Head sent letter to all parents and Governors

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				<p>following positive test</p> <p>16/06/20</p> <p>Yes. New guides written and circulated to all staff, governors and parents</p> <p>08/01/21</p> <p>updated</p> <p>02/03/2021</p> <p>Welcome back Letter. September 2021.</p> <p>01/09/21</p> <p>Continuous updates from Head</p> <p>21/11/21</p> <p>Yes, regular updates to all stakeholders.</p> <p>11/01/2022</p>
C	Are changes reviewed by governors?	Governors are briefed via e-mail		<p>Policies sent to governors on 25/09/20</p> <p>Yes</p> <p>08/01/21</p> <p>updated</p> <p>02/03/2021</p> <p>Governors kept informed.</p> <p>01/09/21</p>

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				<p>Govs kept informed</p> <p>21/11/21</p> <p>Governors kept informed via HM</p> <p>11/01/2022</p>
D	Is access to school controlled effectively and are visitor (if allowed) details recorded?	<p>Visitors are signed in at Reception. Access to buildings is restricted by door codes</p> <p>Different drop off points for various Year groups.</p>		<p>All visitors and prospective parents asked to complete Covid-19 self-declaration form prior to access.</p> <p>09/09/20</p> <p>With change of changing room locations. Extra staff needed on Zebra crossing to control access/exit.</p> <p>25/10/20</p> <p>Only CW children & Nursery and staff in school</p> <p>08/01/21</p> <p>Following roadmap. See guides for full details.</p> <p>02/03/2021</p> <p>More visitors allowed on</p>

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				<p>site. Monitoring weekly. 01/09/21</p> <p>Reduced access to school premises. All adults (+ Y7 & 8) encouraged to wear masks. 21/11/21</p> <p>As above. Following gov. guidance until end of Plan B 11/01/2022</p>
E	Are Social Distancing (SD) and other hygiene rules communicated, understood and applied?	Yes through daily briefings from the Head		<p>Letter reminders to parents when dropping off and collection</p> <p>Yes; regular reminders during BOT briefing. All staff encouraged to work from home where possible. 08/01/21</p> <p>All staff, parents and pupils re-briefed on expectations</p>

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				<p>02/03/2021</p> <p>Understood but not currently in action.</p> <p>01/09/21</p> <p>Following gov. guidance. Reduced big groups meeting.</p> <p>21/11/21</p> <p>Yes, children and staff reminded of this at the beginning of term. Bubbled assemblies. Following gov. guidance until end of Plan B</p> <p>11/01/2022</p>
F	Are staff and pupils being reminded and checked to ensure they are complying with hygiene and SD rules?	<p>Yes – members of the Senior management Team (SMT) monitor. Group teachers in Pre-Prep to monitor hand washing.</p> <p>SMT discussion about face-masks for adults and 11+ children indoors. Decided not</p>		<p>On a daily basis.</p> <p>Regular reminders since initial letters and correspondence to parents.</p> <p>New message of Hands -Face-Space reinforced to</p>

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		<p>to at present Tier 2 level. Pupils and staff able to wear masks/visors at their own discretion.</p> <p>25/10/20</p>		<p>school after half term.</p> <p>25/10/20</p> <p>Yes. New guides written and circulated to all staff, governors and parents.</p> <p>08/01/21</p> <p>All staff, parents and pupils re-briefed on expectations. Return to school guidance reissued to staff and parents on 26/02/21</p> <p>02/03/2021</p> <p>Yes, beginning of term briefing.</p> <p>01/09/21</p> <p>Following gov. guidance. Regular reminders.</p> <p>21/11/21</p>
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				<p>Yes. Following gov. guidance until end of Plan B.</p> <p>11/01/2022</p>
G	Is there sufficient supplies of hygiene materials and are they well placed?	<p>Yes – Housekeeping Bursar maintains adequate stock levels and ensures all areas in use are stocked appropriately.</p> <p>Updated 25/10/20</p>		<p>Bursar has ordered fresh supplies for the cleaners working in Pre-Prep and Prep School</p> <p>08/01/21</p> <p>Yes; responsibility Cleaning supervisor.</p> <p>02/03/2021</p> <p>Yes.</p> <p>01/09/21</p> <p>Yes.</p> <p>21/11/21</p> <p>Yes.</p> <p>11/01/2022</p>
H	Has the cleaning regime been regularly re-assessed and, if necessary, revised to high risk areas such as toilets, door handles, switches, hand rails and regularly used hard surfaces?	<p>Yes – cleaner(s) were briefed before returning to work</p> <p>Yes. Looked at again. Plan to engage a new cleaner. 25/10/20</p>		<p>Full cleaning team back in. Priority on keeping everyone safe.</p> <p>02/09/2020</p>

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				<p>Yes. Enhanced cleaning programme agreed for RL period.</p> <p>08/01/21</p> <p>Yes; responsibility of Cleaning supervisor. Enhanced cleaning routines as per current guidance.</p> <p>02/03/21</p> <p>Return to regular cleaning. Constantly monitored and will change as necessary to meet needs.</p> <p>01/09/21</p> <p>Constantly monitored. New recruitment in process.</p> <p>21/11/21</p> <p>Yes, new cleaners employed.</p> <p>11/01/2022</p>
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I	<p>What precautions are being used to keep shared teaching equipment (e.g. musical instruments) hygienic?</p>	<p>Sanitary wipes are made available to staff. Cleaners clean and sanitise all areas daily. All visiting specialist teachers to follow individual specific mitigation strategies (held centrally by SMT).</p> <p>Reissued 02/03/21</p>	<p>PPE + Sterilising equipment available to all staff. Sterilising sprayers to clean play equipment as well.</p> <p>Children to bring in own pencil cases, headphones, waterbottles, etc.</p> <p>02/09/2020</p> <p>N/A</p> <p>08/01/21</p> <p>Reissued 02/03/21</p> <p>As above. Good hygiene habits reinforced. 01/09/21</p> <p>Following gov. guidance. 21/11/21</p> <p>Good ventilation and personal hygiene encouraged.</p>
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				<p>Wipes / anti-bac. Available to staff.</p> <p>11/01/2022</p>
J	<p>Are high risk areas being regularly monitored (including boarding areas) for hygiene?</p>	<p>Yes the Housekeeping Bursar monitors these areas daily with the cleaners.</p> <p>Cleaning audit carried out to inspect cleaning levels in the school. 15/10/20</p>		<p>Bursar now monitors with HB.</p> <p>02/09/2020</p> <p>Bursar now monitors with cleaners.</p> <p>08/01/21</p> <p>Bursar now monitors with cleaning supervisor.</p> <p>02/3/21</p> <p>Weekly monitoring by SLT.</p> <p>01/09/21</p> <p>Monitored by School Nurse, Bursar and Head of Cleaning.</p> <p>21/11/21</p> <p>Yes, monitored by Bursar, school nurse and</p>

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				<p>head of cleaning.</p> <p>11/01/2022</p>
K	<p>Are contingency plans in place for the transition to full opening (or re-closing) including rapidly sharing decisions?</p>	<p>Yes – detailed discussion continue to take place in line with government guidance. 'A Safe Return to School' document produced and circulated to staff and parents.</p> <p>02/09/2020</p>		<p>Ongoing discussions, regular updates to staff and parents.</p> <p>02/09/2020</p> <p>Teaching programme adapted to blend remote learners into live teaching.</p> <p>28/09/20</p> <p>RL Plan in place and regularly reviewed.</p> <p>Nursery in operation as per government guidelines.</p> <p>08/01/2021</p> <p>Yes, Plan in place and regularly reviewed. Following newly issued school guides and current guidance.</p> <p>02/03/21</p>

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				<p>Yes. Full opening September 2021.</p> <p>01/09/21</p> <p>Yes. Various contingency plans put in place and regularly communicated to all stakeholders.</p> <p>21/11/21</p> <p>New mitigation strategies published to staff and will be communicated to the children as the start of term.</p> <p>Following gov. guidance until end of Plan B.</p> <p>11/01/2022</p>
L	Are all the risks identified properly mitigated and regularly re-assessed?	Yes – staff are taking collective responsibility and reporting any areas of concern to the Bursar and via risk mitigation planning produced by SMT. 02/09/2020		<p>Yes, regularly</p> <p>02/09/2020</p> <p>Procedures looked at and updated.</p> <p>15/09/20</p>

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				<p>Revisited at half term. AH meets HJ weekly to monitor. Prep school staff monitored in pastoral meeting weekly (inc. BAME).</p> <p>25/10/20</p> <p>Mitigation strategies reviewed and updated for school reopening.</p> <p>08/01/2021</p> <p>Mitigation strategies reviewed and updated for school reopening.</p> <p>02/03/2021</p> <p>Mitigation strategies reviewed and updated for school reopening.</p> <p>01/09/2021</p> <p>Mitigation strategies reviewed and following gov.</p>
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				<p>guidance and advice from PHE.</p> <p>21/11/21</p> <p>As above.</p> <p>11/01/2022</p>
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Pupils, Parent and Staff Risk Assessment in the COVID-19 Environment

	Risk	Control Measures	Outcome	Remarks / Re-assessment
1	Are communication channels working and being reviewed? Email, text, facebook etc	<p>Yes – Head of IT ensures communication channels work efficiently. Move to Teams from Zoom.</p> <p>02/09/2020</p>		<p>Yes, regularly.</p> <p>02/09/2020</p> <p>Yes, updated again.</p> <p>25/10/20</p> <p>Yes; regularly.</p> <p>08/01/2021</p> <p>Yes; regularly.</p> <p>02/03/ 2021</p> <p>Yes</p> <p>02/03/2021</p> <p>Yes.</p> <p>21/11/21</p> <p>Yes.</p> <p>11/01/2022</p>

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2	Is there a robust feedback and reply system to ensure best practice and two-way communications for pupils, parents, staff and governors?	Yes – e-mail addresses are known to all stakeholders.		<p>Ongoing emails + updates to staff and parents. 02/09/2020</p> <p>Ongoing emails + updates to staff and parents. Two sub-committees formed for this period of Remote Learning. 08/01/2021</p> <p>Ongoing emails + updates to staff and parents. 02/03/21</p> <p>Return communication as normal. 01/09/21</p> <p>Yes. 21/11/21</p> <p>Yes. 11/01/2022</p>
3	If there is a governor and / or officer for the school / department nominated to be responsible for COVID-19 matters, are their contact details known and are they on call?	The Bursar keeps the designated Health and Safety Governor updated on COVID-19 matters and a COVID-19 sub-committee has		<p>Chair of Gvs kept up to date regularly. 02/09/2020</p>

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		<p>been established and has met via Teams</p>	<p>Most recent update communicated to COG and Pastoral / Academic Governing Committee</p> <p>25/09/20</p> <p>Governors Covid-19 committee re-formed during this period of Remote Learning. Met 08/01/2021</p> <p>08/01/2021</p> <p>Governors Covid-19 committee last met 22/02/21</p> <p>02/03/21</p> <p>Governors Covid-19 committee in existence.</p> <p>01/09/21</p> <p>Govs. Informed regularly.</p> <p>21/11/21</p> <p>Govs. Regularly</p>
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				<p>updated by HM.</p> <p>11/01/2022</p>
4	<p>Is there a system to communicate with parents and staff that have not returned to school for fear of infection?</p>	<p>All pupils and staff are expected to return.</p> <p>Anyone who remain at home are being supported via our online programme.</p> <p>02/09/2020</p> <p>Anyone who remain at home are being supported via our online 'blended' programme.</p> <p>28/09/2020</p> <p>Overseas pupils who remain at home/isolating are being supported via our online 'blended' programme.</p> <p>02/03/21</p>		<p>One member of staff unable to return at present. In contact with AH.</p> <p>02/09/2020</p> <p>One staff family self-isolating awaiting test results. In daily communication with AH/SCA.</p> <p>22/10/20</p> <p>Yes.</p> <p>08/01/2021</p> <p>Regular conversations with staff and parents to reassure/clarify return to school.</p> <p>02/03/21</p> <p>All staff and pupils expected back at school.</p> <p>01/09/21</p>

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				<p>Yes blended learning reintroduced.</p> <p>21/11/21</p> <p>Yes. See above.</p> <p>11/01/2022</p>
5	Who has travelled where: other than home and school? (via app or written diary).	<p>Staff sign in and out each day to monitor movements.</p> <p>Self-Declaration circulated to whole school community. Must be completed before returning to school.</p> <p>02/09/2020</p>		<p>Visitors to school to complete self-declaration before access.</p> <p>Self-Declaration re-circulated to whole school community. Must be completed before returning to school after half term.</p> <p>23/10/2020</p> <p>Staff to be asked to complete another self-declaration form.</p> <p>08/01/2021</p> <p>All staff following lockdown rules until 08/02/21</p>

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				<p>Pupils returning to the uk quarantening as per gov guidance/ 02/03/21</p> <p>All staff following quarentining rules. Pupils returning to the uk quarantening as per gov guidance 02/09/21</p> <p>N/A 21/11/21</p> <p>N/A 11/01/2022</p>
6	What are, and have the hygiene rules set by the school been adhered to by pupils, parents and staff?	<p>Yes – notices throughout the School highlight the importance of washing hands.</p> <p>BOT briefings.</p> <p>Videos produced for staff, pupils and parents.</p> <p>02/09/2020</p>		<p>Yes, constantly monitored and reminders sent out where necessary. 02/09/2020</p> <p>Yes, constantly monitored and as per current guidance. 02/03/21</p>

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				<p>Yes, constantly monitored and as per current guidance.</p> <p>02/09/21</p> <p>Yes, constantly monitored and as per current guidance.</p> <p>21/11/21</p> <p>Yes, constantly monitored and as per current guidance.</p> <p>Following gov. guidance until end of Plan B</p> <p>11/01/2022</p>
7	Are all staff trained and regularly updated in COVID-19 symptoms, SD and how these rules apply to teaching?	<p>Yes – information from the GOV.uk website has been made available.</p> <p>Updated via School Sister (KC).</p> <p>e.g. 'what to do if?' (A Safe Return to school).</p> <p>02/09/2020</p>		<p>Inset planned to recap.</p> <p>02/09/2020</p> <p>Hands-face-space motto used after half term to maintain momentum.</p> <p>23/10/20</p> <p>Medical reminders from school nurse in BOT inset period inc.</p>

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				<p>correct use of PPE.</p> <p>08/01/2021</p> <p>Yes and regular support and updates from school nurse.</p> <p>02/03/21</p> <p>Yes, constantly monitored and as per current guidance.</p> <p>02/09/21</p> <p>Yes and regular support and updates from school nurse.</p> <p>21/11/21</p> <p>Yes, constantly monitored and as per current guidance and recently updated by school nurse.</p> <p>Following gov. guidance until end of Plan B</p> <p>11/01/2022</p>
8	Is school transport operating to reflect SD, hygiene, PPE and cleaning arrangements?	Yes – following school / providers guidance (bubbled seating,		<p>N/A</p> <p>08/01/2021</p>

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		<p>masks worn, seating plan).</p> <p>02/09/2020</p>	<p>Yes, as per current updated guidance. See guides.</p> <p>02/03/21</p> <p>Yes, constantly monitored and as per current guidance.</p> <p>02/09/21</p> <p>Yes and regular support and updates from school nurse.</p> <p>21/11/21</p> <p>Yes, constantly monitored and as per current guidance and updates from school nurse.</p> <p>Following gov. guidance until end of Plan B</p> <p>11/01/2022</p>
9	How is registration throughout the day managed including temperature / health checks?	<p>Follow clear guidance: 'what to do if?'</p> <p>(from - A Safe Return to school).</p>	<p>School Sister available to parents at drop off and pick-up each day.</p>

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		<p>Thermometers in school.</p> <p>Advice taken from School Sister.</p> <p>03/09/2020</p>		<p>03/09/20</p> <p>As per previous RL Period.</p> <p>08/01/2021</p> <p>Normal registration process. No temperature checks unless symptoms present.</p> <p>02/03/21</p> <p>Normal registration process. No temperature checks unless symptoms present.</p> <p>02/09/21</p> <p>Normal registration process. No temperature checks unless symptoms present.</p> <p>25/11/2021</p> <p>N/A</p> <p>11/01/2022</p>
10	Are transit spaces (corridors), social zones (car parks, common rooms, playgrounds) configured to SD rules?	<p>Yes. One way systems in place where possible. Clearly signed. Designated zones for</p>		<p>Yes, clearly defined.</p> <p>03/09/2020</p>

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		play areas, changing rooms, drop-off, pick-up, etc.		<p>Updated advice to children (swapping zones for variety after half term)</p> <p>23/10/20</p> <p>Designated areas agreed for CW children and Nursery.</p> <p>08/01/2021</p> <p>Yes where possible, staff + Year 7 & 8 children to wear masks inside as per guides.</p> <p>02/03/21</p> <p>No longer in operation 02/09/21</p> <p>N/A</p> <p>25/11/2021</p> <p>Large groups encouraged not to congregate indoors. Bubbled assemblies to keep numbers to a minimum.</p> <p>11/01/2022</p>
11	Are learning and games spaces configured to SD rules?	Yes		<p>Yes, clearly defined.</p> <p>03/09/2020</p>

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				<p>Re-routing in main building following feedback from staff.</p> <p>28/09/20</p> <p>Yes clearly agreed.</p> <p>08/01/2021</p> <p>Yes as per systems of control.</p> <p>02/03/2021</p> <p>No longer in operation</p> <p>02/09/21</p> <p>N/A</p> <p>25/11/2021</p> <p>N/A</p> <p>11/01/2022</p>
12	Are different age groups catered for in terms of timetabling, length of the school day and exposure to other age groups.	<p>Summer timetable followed in the Prep School for the first half of the Autumn Term.</p> <p>03/09/2020</p>		<p>Yes, clearly defined.</p> <p>03/09/2020</p> <p>Yes, clearly defined.</p> <p>08/01/2021</p> <p>Yes, clearly defined in 5 distinct bubbles.</p>

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				<p>Staggered pick-up/ drop-off.</p> <p>02/03/21</p> <p>No longer in operation. Return to normal timetables and groupings</p> <p>02/09/21</p> <p>Lunches and Assemblies have returned to bubbles.</p> <p>25/11/2021</p> <p>Yes, see above.</p> <p>Following gov. guidance until end of Plan B</p> <p>11/01/2022</p>
13	Is there a system in place to deal with bereavements, trauma, anxiety, behavioural issues?	<p>The School has a counselling service available via its insurance policy.</p> <p>03/09/2020</p>		<p>Staff welfare are focused on in staff meetings + pastoral meetings</p> <p>14/09/20</p> <p>GA available to talk to individual staff with concerns as they arise.</p> <p>23/10/20</p> <p>School Nurse focused on pupil</p>

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				<p>and staff welfare. Pastoral Sub-committee for RL period.</p> <p>08/01/2021</p> <p>School Nurse focused on pupil and staff welfare. Pastoral Sub-committee to continue.</p> <p>02/03/2021</p> <p>Normal school policy followed. 02/09/21</p> <p>School Nurse focused on pupil and staff welfare. Pastoral Sub-committee to continue.</p> <p>25/11/2021</p> <p>Yes, support from school councillor and school nurse.</p> <p>11/01/2022</p>
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Pupil and Staff - Safety Risk Assessment in the COVID-19 Environment

	Risk	Control Measures	Outcome	Remarks / Re-assessment
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ISBA

COVID-19 Risk Assessment for Schools

1	Have safeguarding, code of practice, and staff handbook policies been updated, regularly reviewed and shared?	Handbooks and policies are updated annually. A Safe Return to school created and circulated to all stakeholders.		<p>New handbook created.</p> <p>03/09/2020</p> <p>Advice followed from WBDC Safeguarding team.</p> <p>23/10/20</p> <p>Yes.</p> <p>08/01/2021</p> <p>No changes since last update from government/ West Berkshire.</p> <p>02/03/21</p> <p>Usual September update of policy to reflect KCSIE 02/09/21</p> <p>Nothing since September 2021 update.</p> <p>25/11/2021</p> <p>Yes, as required.</p> <p>11/01/2022</p>
2	Is the DSL and DDSL easily contacted and their contact information known to all?	<p>Yes – posters throughout the School highlight contact details.</p> <p>03/09/2020</p>		<p>Yes</p> <p>Live on site. Easily available.</p> <p>08/01/2021</p>

COVID-19 Risk Assessment for Schools

				<p>Live on site. Easily available.</p> <p>02/03/21</p> <p>Yes 02/09/21</p> <p>Yes.</p> <p>25/11/2021</p> <p>Yes.</p> <p>11/01/2022</p>
3	Is there a COVID-19 specific policy that includes medical responses, SD, teaching, socialising, feeding, well-being etc?	Yes. A Safe Return to school document.		<p>Yes, A Safe Return to school</p> <p>03/09/2020</p> <p>Yes.</p> <p>RL Guide.</p> <p>08/01/2021</p> <p>Current return to school guides.</p> <p>02/03/21</p> <p>Yes but return to normal.</p> <p>02/09/21</p> <p>Yes.</p> <p>25/11/2021</p> <p>Yes,</p> <p>11/01/2022</p>
4	Are class sizes reduced and kept together in their "bubble" (minimising contact with others) and properly supervised? (14.5.20)	Yes – bubbles created throughout the pre-prep		Yes.

COVID-19 Risk Assessment for Schools

		and prep school see 'A Safe Return to school' 03/09/2020		<p>Yes.</p> <p>Nursery bubble + CW bubble in Pre-Prep</p> <p>08/01/2021</p> <p>Yes, return to 5 distinct bubbles.</p> <p>02/03/21</p> <p>No longer in operation 02/09/21</p> <p>Bubbles for lunches and assemblies. Duckings Club separate to Prep School.</p> <p>25/11/2021</p> <p>Bubbles for lunches and assemblies. Duckings Club separate to Prep School.</p> <p>11/01/2022</p>
5	Should the needs of each age group and class be considered separately in terms of support, activities and facilities? (14.5.20)	Yes – this has been considered by the Head and Head of Pre-Prep 03/09/2020		<p>Yes</p> <p>New play areas in pre-Prep organised.</p> <p>12/10/20</p>

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				<p>Yes. For the groups in school. 08/01/2021</p> <p>Yes, see return to school guides. 02/03/21</p> <p>No longer in operation 02/09/21</p> <p>Yes. 25/11/2021</p> <p>Bubbles for lunches and assemblies. Duckings Club separate to Prep School.</p> <p>Yes, see above. 11/01/2022</p>
6	Are staff having sufficient down time / rest during the working day / week? (14.5.20)	Yes – normal timetable has resumed 03/09/2020		<p>Yes.</p> <p>Extra member of staff added to nursery after half term.</p> <p>Prep school staff workloads matrix</p>

COVID-19 Risk Assessment for Schools

				<p>adjustments made.</p> <p>20/10/20</p> <p>Yes, workloads monitored and adjusted as necessary.</p> <p>Staff welfare focuse from school nurse.</p> <p>08/01/2021</p> <p>Yes, workloads monitored and adjusted as necessary. New duty rotas issued/</p> <p>02/03/21</p> <p>Yes.</p> <p>02/09/21</p> <p>Monitored.</p> <p>25/11/2021</p> <p>Monitored.</p> <p>11/01/2022</p>
7	How are new staff and pupils inducted and has the registration and recruit process been adapted to ensure compliance?	<p>Yes – new staff induction conducted by relevent staff.</p> <p>03/09/2020</p>		<p>Yes, via HR manager.</p> <p>08/01/2021</p> <p>Online as appropriate, adapted settling in days/processes for new pupils.</p> <p>02/03/21</p>

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				<p>Yes, as per normal BOT inset programme. 02/09/21</p> <p>Yes. As per previous. 25/11/2021</p> <p>Yes, see above. 11/01/2022</p>
8	Are sporting, play and SD rules clear to staff and pupils?	Yes		<p>Yes, clear guidance created, updated and re-circulated. 03/09/2020</p> <p>Reintroduction of phased sports matches after half term. Risk Assessments and protocol agreed by SMT / School Nurse. 23/10/20</p> <p>Yes, clear guidance created, updated and re-circulated in staff inset. 08/01/2021</p> <p>Yes, clear guidance</p>

COVID-19 Risk Assessment for Schools

				<p>created, updated and re-circulated in school guides.</p> <p>02/03/21</p> <p>No longer in operation 02/09/21</p> <p>N/A Matches suspended if cases continuen to rise. Match teas outside..</p> <p>25/11/2021</p> <p>Yes, match teas outside. 11/01/2022</p>
9	Are drama, dance and music activities applying SD rules?	<p>Yes – risk mitigation plans produced</p> <p>03/09/2020</p>		<p>Yes</p> <p>Music groups now using McMullen Hall (bigger space).</p> <p>20/10/20</p> <p>All taught live face-to-face following SD rules (nursery).</p> <p>08/01/2021</p> <p>As per gov guidance 02/03/21</p>

COVID-19 Risk Assessment for Schools

				<p>No longer in operation 02/09/21</p> <p>Various music/dramam events postponed. No singing in prep school at present.</p> <p>25/11/2021</p> <p>Following gov. guidance until end of Plan B</p> <p>11/01/2022</p>
10	How are staff meetings and staff rooms regulated in terms of space, equipments, resources (copiers, kettles, biscuits etc) timings, SD and purpose?	<p>No more than 10 staff in the staff room. SD rules to be followed. Wipes next to communal items. Seating plans in place.</p> <p>Teams to be used for large staff meeting.</p> <p>03/09/2020</p>		<p>Yes</p> <p>N/A</p> <p>All closed</p> <p>08/01/2021</p> <p>As per gov guidance. All communal areas restricted and additional staff room created in pre-prep. More meeting online.</p> <p>02/03/21</p> <p>No longer in operation 02/09/21</p> <p>Yes. More online meetings.</p>

COVID-19 Risk Assessment for Schools

				<p>Reduced use of staff room for big groups and meetings.</p> <p>25/11/2021</p> <p>Main staff meetings and briefings online or in large rooms.</p> <p>11/01/2022</p>
11	Are all security, CCTV and access systems regularly checked, updated and (where necessary) re-coded?	Yes – CCTV maintained by a 3 rd party		<p>Yes, via bursary</p> <p>Yes, via bursary</p> <p>08/01/2021</p> <p>Yes, via bursary.</p> <p>02/03/21</p> <p>Yes. 02/09/21</p> <p>Yes.</p> <p>25/11/2021</p> <p>Yes.</p> <p>11/01/2022</p>
12	Are drop-off and pick-up procedures, in/out routes shared, understood and applied?	Yes		<p>Yes, different drop off times and locations</p> <p>03/09/2020</p> <p>Yes, different drop off times and locations created because</p>

COVID-19 Risk Assessment for Schools

				<p>of change to timings in the prep school. Floodlights installed for safety</p> <p>23/10/2020</p> <p>Yes, as per September 2021. Staggered collection for pre-prep</p> <p>03/02/21</p> <p>Yes. Adapted to minimise additional adult contacts on the school site.</p> <p>02/09/21</p> <p>Yes.</p> <p>25/11/2021</p> <p>Yes.</p> <p>11/01/2022</p>
13	Are transit spaces (corridors), social zones (common rooms / playgrounds) configured to SD rules?	Yes		<p>Yes, as far as possible.</p> <p>03/09/2020</p> <p>Yes, via letter to parents.</p> <p>08/01/2021</p> <p>Yes as far as possible.</p> <p>02/03/21</p>

COVID-19 Risk Assessment for Schools

				<p>No longer in operation 02/09/21</p> <p>No longer in operation. 25/11/2021</p> <p>No longer in operation. 11/01/2022</p>
14	Do classrooms reflect SD layout, PPE, screening and regular cleaning rules?	<p>Yes.</p> <p>Classrooms in Pre-Prep will be part of the bubbles.</p> <p>03/09/2020</p>		<p>Yes, as far as possible. 03/09/2020</p> <p>Yes. 08/01/2021</p> <p>Yes as far as possible. 02/03/21</p> <p>No longer in operation 02/09/21</p> <p>No longer in operation. 25/11/2021</p> <p>Yes, see above. 11/01/2022</p>
15	Have unnecessary items been removed from classrooms and other learning environments? (14.5.20)	<p>Yes. Although less than June 2020.</p>		<p>Yes. 03/09/2020</p> <p>Yes where possible. Additional</p>

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				<p>cleaning where not. 02/03/21</p> <p>No longer in operation. Soft furnishing returned. 02/09/21</p> <p>No longer in operation. 25/11/2021</p> <p>See above. 11/01/2022</p>
16	Are soft furnishings, soft toys and toys that are hard to clean been removed? (14.5.20)	No- toys to be circulated in the Pre-Prep. 03/09/2020		<p>Sterilising equipment purchased.</p> <p>Yes where possible. Additional cleaning where not. 02/03/21</p> <p>returned 02/09/21</p> <p>No longer in operation. 25/11/2021</p> <p>No longer in operation. 11/01/2022</p>
17	Can staff manage, whilst in the transition phase, both in school and remote learning?	Yes		<p>Yes n/a</p>

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				02/03/21 N/A 02/09/21 N/A 25/11/2021 N/A 11/01/2022
18	Are assemblies, break times, drop-off and collection times sufficiently well staggered? (14.5.20)	Yes although the school is large enough with adequate outdoor areas for break times to be at the same and still conform to SD rules		Yes Yes 02/03/21 No longer in operation 02/09/21 Staggered use of changing rooms, more assemblies online, less face-to-face meetings. 25/11/2021 Yes, see above. 11/01/2022
19	Are meal times de-conflicted, reflecting SD in the servery and dining hall whilst providing sufficient nourishment?	Similar comments to above – there is sufficient space if required to share the same break time. Zones created in the dining room and staggered lunch times. Buns in		Following feedback, various adjustments made within the dining room to make area safer for all.

COVID-19 Risk Assessment for Schools

		different locations for each bubbles. 03/09/2020		<p>20/09/20</p> <p>N/A</p> <p>08/01/2021</p> <p>As per Autumn Term 21</p> <p>02/03/21</p> <p>No longer in operation 02/09/21</p> <p>Bubbles for lunch.</p> <p>25/11/2021</p> <p>Yes, see above.</p> <p>11/01/2022</p>
20	What are the risks of providing breakfast and after school clubs? (14.5.20)	Children mixing within bubbles. Due to numbers in Pre-Prep morning and after school clubs to continue. Parents to sign children up to ensure school can provide relevant space/ staffing. 03/09/2020 02/03/21		<p>N/A</p> <p>08/01/2021</p> <p>No longer in operation 02/09/21</p> <p>Groups kept separate as appropriate.</p> <p>25/11/2021</p> <p>Yes, see above.</p>

COVID-19 Risk Assessment for Schools

				<p>Following gov. guidance until end of Plan B</p> <p>11/01/2022</p>
21	<p>What vulnerable staff and children are in school / home, is medical advice being followed and are they properly supported? (14.5.20)</p>	<p>Yes. Adjustments made and regular communication between staff and parents.</p> <p>03/09/2020</p>		<p>Information circulated regarding vulnerable people 14/09/20</p> <p>AH meets with HJ weekly. Other staff monitored (BAME). Discussed in pastoral meetings.</p> <p>20/10/20</p> <p>N/A at present.</p> <p>Currently working remotely.</p> <p>Regular Zoom meetings put in place to monitor.</p> <p>08/01/2021</p> <p>Following advice from PHE.</p> <p>02/03/21</p> <p>Following current government advice. School nurse</p>

COVID-19 Risk Assessment for Schools

				<p>available. 02/09/21</p> <p>Following current government advice. School nurse available.</p> <p>25/11/21</p> <p>Yes, see above. Continually reviewed with parents /school nurse.</p> <p>11/01/2022</p>
22	<p>Is pupil and staff mental health and wellbeing properly considered with individual needs identified and supported? (14.5.20)</p>	<p>Yes – there are specialist resources available if required. Videos produced to allay concerns. Mentors identified and offered to staff returning from furlough.</p> <p>03/09/2020</p>		<p>Yes, monitored via staff pastoral committees</p> <p>15/06/20</p> <p>Yes, monitored via staff pastoral sub- committee + school nurse.</p> <p>08/01/2021</p> <p>Yes, monitored via staff pastoral sub- committee + school nurse. Motivational March encouraged.</p> <p>02/03/2021</p> <p>Yes, monitored via Pastoral Meetings and access to</p>

COVID-19 Risk Assessment for Schools

				<p>school councillor 02/09/21</p> <p>Yes, monitored via Pastoral Meetings and access to school councillor 25/11//21</p> <p>Yes, see above.</p> <p>Following gov. guidance until end of Plan B 11/01/2022</p>
23	Where activities have been re-scheduled is SD working and are the timings sufficient?	Yes		<p>Yes</p> <p>RL Programme 08/01/2021</p> <p>Yes. 02/03/21</p> <p>N/A 02/09/21</p> <p>N/A 25/11//21</p> <p>N/A 11/01/2022</p>

COVID-19 Risk Assessment for Schools

Medical Risk Assessment in the COVID-19 Environment

	Risk	Control Measures	Outcome	Remarks / Re-assessment
1	Is the science of risk understood e.g. less severe symptoms in adults, younger children less likely to become unwell, small class sizes will help? (14.5.20)	Yes – staff have received first aid training		<p>Yes, + guidance adhered to</p> <p>03/09/2020</p> <p>Yes, + guidance adhered to. All staff aware of new strains. Weekly testing for staff.</p> <p>08/01/2021</p> <p>Yes, + guidance adhered to. All staff aware of new strains. Regular twice-weekly testing for staff + pupils in Year 7 & 8.</p> <p>08/01/2021</p> <p>Yes 02/09/21</p> <p>Yes, 25/11/21</p> <p>Yes.</p> <p>11/01/2022</p>
2	How effective are the hygiene rules? Is "catch it, bin it, kill it" still publicised and applied? (14.5.20)	Yes it is publicised in the school toilets and additional wash hands signs are on display		<p>Yes, posters everywhere, bins emptied, etc.</p> <p>03/09/2020</p> <p>Updated advice to school to hands-face-space.</p> <p>23/10/20</p>

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				<p>Reminders to staff in BOT inset.</p> <p>08/01/2021</p> <p>Reminders to staff and children about systems and controls.</p> <p>02/03/2021</p> <p>Still in operation 02/09/21</p> <p>Still in operation 25/11/21</p> <p>Yes, see above.</p> <p>Following gov. guidance until end of Plan B 11/01/2022</p>
3	Is there anyone in addition supervising the normal medical staff?	No		<p>Advice from PHE as necessary.</p> <p>20/10/20</p> <p>Advice from DfE as necessary.</p> <p>08/01/2021</p> <p>No, staff unfurloughed.</p> <p>02/03/21</p> <p>As advised from PHE 02/09/21</p>

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				<p>As advised from PHE</p> <p>25/11/21</p> <p>Yes, see above.</p> <p>Following gov. guidance until end of Plan B</p> <p>11/01/2022</p>
4	Are there sufficient medical staff to deal with temperature testing, isolating suspect COVID-19 cases, outside appointments and normal medical issues?	Yes		<p>Yes. School Nurse.</p> <p>08/01/2021</p> <p>Yes</p> <p>02/03/21</p> <p>Yes 02/09/21</p> <p>Yes.</p> <p>25/11/21</p> <p>Yes.</p> <p>11/01/2022</p>
5	If temperature testing or taking other precautions that require new equipment, do operators have the appropriate training and has it been recorded? (14.5.20)	No - government advice says we don't need to. Only will if we suspect symptoms.		<p>Temp. testing stopped on 01/05/20</p> <p>Testing Training attended by school nurse.</p> <p>08/01/2021</p> <p>Full instructions given to all staff, pupils</p>

COVID-19 Risk Assessment for Schools

				<p>Yes, as appropriate for affected staff 02/09/21</p> <p>Yes. 25/11/21</p> <p>Yes. 11/01/2022</p>
6	Have medical policy, procedures and appropriate response to spectrum of medical issues been revised and shared?	<p>Medical Policy is available to all staff on the School intranet. Revised by School Sister.</p> <p>03/09/2020</p>		<p>Staff constantly update to any changes.</p> <p>03/09/2020</p> <p>Staff constantly updated with any changes.</p> <p>08/01/2021</p> <p>Yes 02/09/21</p> <p>Yes. 25/11/21</p> <p>Yes, by school nurse at start of term. 11/01/2022</p>
7	Is the medical room(s) properly equipped?	Yes		<p>Yes</p> <p>Yes. 25/11/21</p>

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				Yes. 11/01/2022
8	What has the school decided is the level of PPE required for pupils and staff and are they trained as to their purpose, use, care and disposal?	Visors, screens, gloves, aprons and masks are available – the school will follow the advice issued by the Govt'.		Yes, all correct and up to date. 03/09/2020 All continues to be available 02/09/21 Yes. All available. Masks for Year 7 upwards encouraged. Full PPE for school nurse. 25/11/21 Yes, see above. Following gov. guidance until end of Plan B 11/01/2022
9	Do the sickness management rules need to be re-stated and the “don't come to work if you are ill” understood. (14.5.20)	That message is understood by staff – a number of staff have reported the need to self isolate		Yes, regular reminders. 20/06/20 Yes, regular reminders. Majority of staff working from home. 08/01/2021

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				<p>Yes 02/09/21</p> <p>Yes. All understood.</p> <p>25/11/21</p> <p>Updated guidance understood by staff as per school nurse update to all staff.</p> <p>11/01/2022</p>
10	As different age groups have different risk profiles is each group (staff and pupils) risk assessed? (14.5.20)	Each classroom has its own risk assessment		<p>Review adult requirement / 11+ to wear face masks.</p> <p>06/10/20</p> <p>Yes. Guidance followed.</p> <p>08/01/2021</p> <p>Yes. Current guidance followed.</p> <p>02/09/21</p> <p>Yes. Different mitigation strategies in place for different year groups.</p> <p>25/11/21</p>

COVID-19 Risk Assessment for Schools

				<p>Yes, see above.</p> <p>Following gov. guidance until end of Plan B</p> <p>11/01/2022</p>
11	Is the school aware of all pre-existing medical conditions?	Yes via a pupil registration form		<p>Yes as informed by parents and staff. Staff health questionnaire.</p> <p>As above</p> <p>08/01/2021</p> <p>Yes. 02/09/21</p> <p>Yes.</p> <p>25/11/21</p> <p>Yes.</p> <p>11/01/2022</p>
12	Who has tested positive for COVID-19 and is it recorded? (for elimination purposes)?	No recorded case recently. 03/09/2020		<p>Positive case reported 16/06 – PHE informed immediately and their advice followed.</p> <p>School nurse aware of any positive test.</p>

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				<p>08/01/2021</p> <p>School nurse available of any positive cases. 02/09/21</p> <p>45 children and 5 staff. PHE informed and following advice for further measures.</p> <p>25/11/21</p> <p>Yes, school nurse aware. 11/01/2022</p>
13	Who has come into contact with anyone tested positive to COVID-19 and is it recorded?	No recorded instance		<p>Yes via PHE test and trace.</p> <p>Relative of staff member tested positive. Track and trace procedure followed with staff in isolation. Staff and parents made aware.</p> <p>14/09/2020</p> <p>3 children self-isolated due to contact trace.</p> <p>23/10/20</p> <p>No-one as yet.</p>

COVID-19 Risk Assessment for Schools

				<p>08/01/2021</p> <p>No recorded incidents to date since Autumn Term.</p> <p>02/03/21</p> <p>Outbreak in May 2021. Sought guidance and advice from PHE. School closed early for half term.</p> <p>24/05/21</p> <p>School no longer aware. PHE advising individuals as appropriate.</p> <p>02/09/21</p> <p>All close contacts advised to get a PCR Test.</p> <p>25/11/21</p> <p>Following gov. guidance until end of Plan B</p> <p>11/01/2022</p>
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COVID-19 Risk Assessment for Schools

14	Who has been sent home with COVID-19 symptoms (a cough, high temperature or shortness of breath)?	No pupil or staff member since 16/06		<p>One member of staff (16/06)</p> <p>One staff family self-isolated at home.</p> <p>20/10/20</p> <p>Via school nurse</p> <p>02/09/21</p> <p>Child/adult via School Nurse.</p> <p>25/11/21</p> <p>Yes, see above.</p> <p>11/01/2022</p>
15	Is there regular dialogue with those that have suffered from COVID-19 and / or are isolated at home?	N/A		<p>Yes</p> <p>Designated staff dropping off food and supplies to isolated colleagues and in regular contact with the school.</p> <p>14/09/20</p> <p>N/A</p> <p>08/01/2021</p> <p>N/A</p> <p>02/03/21</p> <p>Via school nurse</p>

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				<p>02/09/21</p> <p>Yes. Via school nurse and class teachers.</p> <p>25/11/21</p> <p>Yes, see above.</p> <p>Following gov. guidance until end of Plan B</p> <p>11/01/2022</p>
16	Who is shielding another family member and/or who has a condition that precludes their attendance at school? (14.5.20)	N/A due to change in shielding guidance. 03/09/2020		<p>N/A</p> <p>08/01/2021</p> <p>N/A to date</p> <p>02/03/21</p> <p>N/A</p> <p>02/09/21</p> <p>N/A.</p> <p>25/11/21</p> <p>N/A</p> <p>11/01/2022</p>
17	Is proof required for shielding and of individual conditions? (14.5.20)	Yes; case-by-case basis. 03/09/2020		<p>No</p> <p>N/A</p> <p>08/01/2021</p> <p>N/A to date</p>

COVID-19 Risk Assessment for Schools

				<p>02/03/21</p> <p>N/A</p> <p>02/09/21</p> <p>N/A.</p> <p>25/11/21</p> <p>N/A</p> <p>11/01/2022</p>
18	If there is a separate area for temperature testing, holding and isolation areas and are they easily identified and regularly cleaned?	<p>Yes – the Medical Centre is available and different isolation rooms outlined in A Safe Return to School Guide.</p> <p>03/09/2020</p>		<p>Yes</p> <p>Yes</p> <p>08/01/2021</p> <p>Yes</p> <p>02/03/21</p> <p>N/A currently</p> <p>02/09/21</p> <p>School Surgery.</p> <p>25/11/21</p> <p>School Surgery</p> <p>11/01/2022</p>
19	Is temperature testing safe, reflecting SD rules, recorded and kept appropriately?	Yes if required		<p>N/A</p> <p>08/01/2021</p> <p>N/A currently.</p> <p>02/03/21</p>

COVID-19 Risk Assessment for Schools

				<p>N/A currently</p> <p>02/09/21</p> <p>N/A.</p> <p>25/11/21</p> <p>N/A</p> <p>11/01/2022</p>
20	If emergency services are called is there a (revised?) well understood procedure, RV and cleared routes in and out?	Yes – a member of staff is sent to meet and direct any emergency service vehicle		<p>Yes</p> <p>08/01/2021</p> <p>Yes, clearly labelled.</p> <p>02/03/21</p> <p>Yes</p> <p>02/09/21</p> <p>Yes.</p> <p>25/11/21</p> <p>Yes.</p> <p>11/01/2022</p>
21	Are staff and pupils regularly supervised and checked to ensure they are complying with hygiene rules and the use of PPE?	Yes – members of the SMT monitor		<p>Yes, regular checks and reminders.</p> <p>03/09/2020</p> <p>Yes, regular checks and reminders.</p> <p>08/01/2021</p> <p>Yes, regular checks and reminders will be given when school</p>

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				<p>recommences on 08/03/21</p> <p>02/03/2021</p> <p>Yes, continually encourage to follow guidance.</p> <p>02/09/21</p> <p>Yes, continually encourage to follow guidance.</p> <p>25/11/21</p> <p>Yes, see above.</p> <p>Following gov. guidance until end of Plan B</p> <p>11/01/2022</p>
22	If essential work is required on site are contractors properly registered, inducted supervised and temperature checked?	Yes – all contractors are signed in and registered		<p>Yes, regular checks and reminders.</p> <p>03/09/2020</p> <p>Yes, regular checks and reminders.</p> <p>08/01/2021</p> <p>N/A currently</p> <p>02/09/21</p>

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				<p>Yes, regular check and reminders prior to arrival.</p> <p>25/11/21</p> <p>Yes, see above.</p> <p>Following gov. guidance until end of Plan B</p> <p>11/01/2022</p>
23	Do medical staff have the appropriate PPE, cleaning materials and training?	Yes		<p>Yes</p> <p>Yes.</p> <p>08/01/2021</p> <p>Yes, regular checks and reminders.</p> <p>02/03/2021</p> <p>Yes</p> <p>02/09/21</p> <p>Yes.</p> <p>25/11/21</p> <p>Yes.</p> <p>11/01/2022</p>
24	What is the policy on washing school clothes so as to prevent infection?	The school has a laundry facility and operatives will follow government advice.		<p>N/A</p> <p>08/01/2021</p> <p>The school has a laundry facility</p>

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		03/09/2020		<p>and operatives will follow government advice following reopening.</p> <p>02/03/21</p> <p>Return to normal</p> <p>02/09/21</p> <p>Return to normal procedures.</p> <p>25/11/21</p> <p>Yes, see above.</p> <p>Following gov. guidance until end of Plan B</p> <p>11/01/2022</p>
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Boarding Risk Assessment in the COVID-19 Environment

	Risk	Control Measures	Outcome	Remarks / Re-assessment
1	Are boarding policies and procedures updated, regularly reviewed and communicated?	Yes – policies reviewed annually		<p>Signed up to BSA Covid-19 charter.</p> <p>03/09/2020</p> <p>N/A</p> <p>08/01/2021</p> <p>Yes, see most recent boarding</p>

COVID-19 Risk Assessment for Schools

				<p>guidance 02/03/21</p> <p>Yes 02/09/21</p> <p>Yes. Flexi-boarders advised to reside at home in the days leading up to exeat. Overseas pupils may leave early for the Xmas holidays. 25/11/21</p> <p>Yes, return to normal boarding to the term. Unless advised otherwise. 11/01/2022</p>
2	Are all security and access systems regularly checked, updated and re-coded?	Yes by the in house maintenance staff		<p>N/A 08/01/2021</p> <p>Yes, via Bursar. 02/03/21</p> <p>Yes 02/09/21</p> <p>Yes</p>

COVID-19 Risk Assessment for Schools

				<p>25/11/21</p> <p>Yes.</p> <p>11/01/2022</p>
3	Do boarding staff have the appropriate PPE, cleaning materials and training?	Yes		<p>N/A</p> <p>08/01/2021</p> <p>Yes, see updated boarding guidance 02/03/21</p> <p>Yes</p> <p>02/09/21</p> <p>Yes</p> <p>25/11/21</p> <p>Yes.</p> <p>11/01/2022</p>
4	Are separation and socialising rules adhered to in the boarding house?	Yes		<p>N/A</p> <p>08/01/2021</p> <p>Yes, see most recent boarding guidance 02/03/21</p> <p>No longer necessary.</p> <p>02/09/21</p> <p>N/A</p> <p>25/11/21</p>

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				N/A 11/01/2022
5	Are fire instructions and new procedures reviewed, understood and rehearsed?	Yes – fire practice to take place the first full week the school re-opens		N/A 08/01/2021 Yes, SD fire practice scheduled for first day back. 02/03/21 Yes 02/09/21 Yes 25/11/21 Yes. 11/01/2022
6	Are there sufficient rooms to isolate pupils (and staff)?	Yes – Medical Centre is available as are other areas Different isolation rooms outlined in A Safe Return to School Guide. 03/09/2020		N/A 08/01/2021 Yes 02/03/21 Yes (Surgery/ Finlay dorm) 02/09/21 Yes. Egypt (school Sick Bay). 25/11/21 Yes, see above.

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				<p>Following gov. guidance until end of Plan B</p> <p>11/01/2022</p>
7	Does the staff to pupil ratio reflect SD rules? This should include medical and emotional support.	Yes		<p>N/A</p> <p>08/01/2021</p> <p>Yes</p> <p>02/03/21</p> <p>N/A</p> <p>02/09/21</p> <p>Yes</p> <p>25/11/21</p> <p>Yes, see above.</p> <p>Following gov. guidance until end of Plan B</p> <p>11/01/2022</p>
8	If bed space has been reconfigured are there still sufficient bathroom facilities?	Yes		<p>N/A</p> <p>08/01/2021</p> <p>Yes</p> <p>02/03/21</p> <p>Yes</p> <p>02/09/21</p> <p>Yes</p> <p>25/11/21</p> <p>Yes, see above.</p> <p>Following gov. guidance until end of Plan B</p>

COVID-19 Risk Assessment for Schools

				11/01/2022
9	Are all clothes and bed linen washed regularly and at appropriate setting (65°)?	Yes		N/A 08/01/2021 Yes 02/03/21 Yes 02/09/21 Yes 25/11/21 Yes, 11/01/2022
10	Are boarders equipped with authorised equipment to stay-in touch with parents?	Yes		N/A 08/01/2021 Yes 02/03/21 Yes 02/09/21 Yes 25/11/21 Yes, 11/01/2022

Support Staff Risk Assessment

	Risk	Control Measures	Outcome	Remarks / Re-assessment
1	Are support staff briefed on changes regularly?	Yes by the Bursar		Yes. 03/09/2020 Yes. Via SMT. 08/01/2021 Yes via Bursar

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COVID-19 Risk Assessment for Schools

				<p>02/03/21</p> <p>Yes. Via Bursar.</p> <p>02/09/21</p> <p>Yes. Via Bursar.</p> <p>25/11/21 Yes, see above.</p> <p>Following gov. guidance until end of Plan B</p> <p>11/01/2022</p>
2	Do support staff have the appropriate PPE, cleaning materials and training?	Yes		<p>Yes. 03/09/2020 Yes. Via SMT.</p> <p>08/01/2021</p> <p>Yes via Bursar 02/03/21</p> <p>Yes. Via Bursar. No longer required.</p> <p>02/09/21</p> <p>Yes. Via Bursary.</p> <p>25/11/21</p> <p>Yes, see above.</p> <p>Following gov. guidance until end of Plan B</p> <p>11/01/2022</p>

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3	Are cleaning regimes reviewed and inspected regularly and conforming to revised hygiene rules?	Yes – the Housekeeping Bursar reviews the cleaning regime daily		<p>Yes. 03/09/2020 Yes. Via Bursar.</p> <p>08/01/2021</p> <p>Yes via Bursar 02/03/21</p> <p>Yes. Return to normal cleaning regime.</p> <p>02/09/21</p> <p>Yes. New cleaner recruitment in process.</p> <p>25/11/21</p> <p>Yes, see above.</p> <p>Following gov. guidance until end of Plan B</p> <p>11/01/2022</p>
4	Are all security and access systems regularly checked, updated and re-coded?	Yes		<p>Yes. 03/09/2020 Yes.</p> <p>08/01/2021</p> <p>Yes via Bursar 02/03/21</p> <p>Yes. Via Bursar.</p> <p>02/09/21</p>

COVID-19 Risk Assessment for Schools

				<p>Yes. Via Bursar. 25/11/21</p> <p>Yes, see above. 11/01/2022</p>
5	Have reconfigured areas, zones and routes hampered fire exits and routes?	No – fire exit routes are checked daily		<p>No. 03/09/2020</p> <p>No. 08/01/2021</p> <p>No via Bursar 02/03/21</p> <p>No. 02/09/21</p> <p>No. 25/11/21</p> <p>No. 11/01/2022</p>
6	Are fire and other emergency procedures reconfigured, routes clear and regularly inspected?	Yes - daily		<p>Yes. 03/09/2020</p> <p>Yes. 08/01/2021</p> <p>Yes via Bursar 02/03/21</p> <p>Yes. Via Bursar. 02/09/21</p> <p>Yes. Via Maintenance. 25/11/21</p>

COVID-19 Risk Assessment for Schools

				Yes, see above. 11/01/2022
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Facilities Management Risk Assessment

	Risk	Control Measures	Outcome	Remarks / Re-assessment
1	Heating system including fuel levels sufficient?	Yes – heating currently not switched on		Yes. 03/09/2020 Yes. 08/01/2021 Yes; via Bursar and Maintenance Staff. 02/03/21 Yes. Via Bursar. 02/09/21 Yes 25/11/21 Yes. 11/01/2022
2	Gas supply, venting and valves?	Yes – gas safety inspections carried out by a specialist contractor		Yes. 03/09/2020 Yes. 08/01/2021 Yes; via Bursar and Maintenance Staff. 02/03/21 Yes. Via Bursar. 02/09/21

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				<p>Yes</p> <p>25/11/21</p> <p>Yes.</p> <p>11/01/2022</p>
3	Have air conditioning ducts and units been checked and reviewed?	Yes – serviced by a specialist contractor		<p>Yes.</p> <p>03/09/2020</p> <p>Yes.</p> <p>08/01/2021</p> <p>Yes; via Bursar and Maintenance Staff.</p> <p>02/03/21</p> <p>Yes. Via Bursar.</p> <p>02/09/21</p> <p>Yes</p> <p>25/11/21</p> <p>Yes.</p> <p>11/01/2022</p>
4	Electrical tests up-to-date including emergency lighting and PAT?	Yes – checks carried out and recoded by the in house Maintenance department		<p>Yes.</p> <p>03/09/2020</p> <p>Yes.</p> <p>08/01/2021</p> <p>Yes; via Bursar and Maintenance Staff. Most recently over Feb. half term</p> <p>02/03/21</p> <p>Yes. Via Bursar.</p>

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				<p>02/09/21</p> <p>Yes</p> <p>25/11/21</p> <p>Yes.</p> <p>11/01/2022</p>
5	Water testing for temperature, flow and legionella in date for test?	Yes – legionella testing by a specialist contractor		<p>Yes.</p> <p>03/09/2020</p> <p>Yes.</p> <p>08/01/2021</p> <p>Yes; via Bursar and Maintenance Staff.</p> <p>02/03/21</p> <p>Yes. Via Bursar.</p> <p>02/09/21</p> <p>Yes</p> <p>25/11/21</p> <p>Yes.</p> <p>11/01/2022</p>
6	What is the status of the swimming pool and are appropriate measures in force?	Not open until summer 2021 at the earliest		<p>N/A</p> <p>N/A.</p> <p>08/01/2021</p> <p>Yes; via Bursar and Maintenance Staff.</p> <p>Preparing to reopen and planning to happen over the next month.</p>

COVID-19 Risk Assessment for Schools

				<p>02/03/21 Yes. Opened in May until end of September.</p> <p>02/09/21 Currently closed.</p> <p>25/11/21 Currently closed until the summer term.</p> <p>11/01/2022</p>
7	Fire alarm panel, system and extinguishers in date and serviced?	Yes – checked weekly by the in house Maintenance department and serviced every three months by a specialist contractor		<p>Yes. 03/09/2020</p> <p>Yes. 08/01/2021</p> <p>Yes; via Bursar and Maintenance Staff. 02/03/21 Yes. Via Bursar.</p> <p>02/09/21</p> <p>Yes 25/11/21</p> <p>Yes 11/01/2022</p>
8	Laundry washers and dryers serviceable, able to cope with demand, temperature requirements and have sufficient washing products?	Yes		<p>Yes. 03/09/2020</p> <p>Yes.</p>

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				<p>08/01/2021</p> <p>Yes; via Bursar and Maintenance Staff. 02/03/21 Yes. Via Bursar. 02/09/21</p> <p>Yes 25/11/21</p> <p>Yes. 11/01/2022</p>
9	Have waste procedures been reviewed?	Yes – the Bursar has reviewed with the contractor		<p>Yes. 03/09/2020</p> <p>Yes. 08/01/2021</p> <p>Yes; via Bursar and Maintenance Staff. 02/03/21 Yes. Via Bursar. 02/09/21</p> <p>Yes 25/11/21</p> <p>Yes. 11/01/2022</p>
10	Are pest control services recorded, deficiencies identified and actioned?	Yes – the school uses West Berks Council for pest control		<p>Yes. 03/09/2020</p> <p>Yes. 08/01/2021</p>

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				<p>Yes; via Bursar and Maintenance Staff. 02/03/21 Yes. Via Bursar. 02/09/21 Yes. 25/11/21 Yes. 11/01/2022</p>
11	School vehicles fully registered, insured, maintained and stocked with appropriate hygiene materials if they are to be used?	Yes		<p>Yes. 03/09/2020 Yes. 08/01/2021 Yes; via Bursar and Maintenance Staff. 02/03/21 Yes. Via Bursar. 02/09/21 Yes 25/11/21 Yes. 11/01/2022</p>

**Read in conjunction with latest covid-19 risk mitigation strategies
Most Recently Reviewed by SCA/AB**

(11th January 2022)