



Kingswood House School
OVERALL RISK ASSESSMENT in the COVID-19 ENVIRONMENT

The School – States of Operation

For the purposes of this Risk Assessment a number of stages of operation for the school have been considered:

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| 1. Fully Open | Business as usual: no travel or trip restrictions. |
| 2. Open | Business as usual: with caveats – no unessential visitors or trips. |
| 3. Open T | In transition: some teaching in school and some remotely. |
| 4. Open K | Key staff and vulnerable children in school. All other teaching remote. |
| 5. Open R | Teaching is all achieved remotely. |
| 6. Fully Closed | No one on site except key personnel. |

From Monday 8th March we will be at 2 – Open with caveats

	Hazard	Control measures	Responsibility	Remarks / Re-assessment
A	Safeguarding policy and procedures not updated and / or staff and pupils not feeling safe.	Child Protection and Safeguarding Policy updated September 2020 and Covid-19 specific sub-policy in place and updated October 2020. Both policies on the website and staff, parents and pupils made aware.		Update as required and as changes occur.
B	Government advice not being regularly accessed, assessed, recorded and applied.	Government, DfE, Independent School Council, ISBA, SOH and all relevant organisations email Bursar and Headmaster with latest updates regularly.	SW / DM SW / DM	Maintain all current procedures and monitor daily.

		<p>Government, DfE, Independent School Council, ISBA, SOH and all relevant organisations websites checked regularly to ensure all updates have been notified.</p> <p>All latest advice is forwarded to the relevant groups i.e. governors/staff/parents/pupils as necessary</p>	<p>SW / DM / SLT / Cascade Leaders / HoD</p>	
C	<p>Staff and parents do not know or understand the 'system of controls' and how they are applied.</p>	<p>The Plan and Procedure of our system of controls is circulated to all staff, Governors and parents and put on the web site.</p> <p>Updates are discussed at SLT meetings and action points recorded in minutes, within the plan and on the risk assessment to ensure compliance.</p> <p>The Plan and Procedures and corresponding Risk Assessment is discussed at weekly staff meetings to ensure everyone is updated with minutes circulated.</p> <p>Reminders and relevant updates sent to all staff in daily email from Deputy Headmaster.</p> <p>All relevant existing policies either updated to reflect the current situation or additional process/procedures documented and circulated to all effected.</p>	<p>SLT / SW</p> <p>DM / KH</p> <p>IM</p> <p>SW</p>	<p>Covid-19 Pandemic Plan created and circulated internally Jan20</p> <p>Covid-19 e-learning safeguarding consent forms sent to all parents via Parentmail 15/4/20</p> <p>Covid-19 Child Protection & Safeguarding Sub policy circulated to all staff and put on website 3/4/20 Updated in light of KCSIE 2020 2/10/2020</p> <p>Covid-19 Medical & Cleaning Procedures circulated by email 22/5/20. Update to include cleaning procedures emailed to all staff 3/6/20.</p> <p>Plan and Procedures for September 2020 circulated by email to all staff and parents 19/8/20 and put on website – updated 25.9.20, 9/10/20, 27/10/20, 5/11/20, 2/12/20, 1/3/21</p> <p>RA circulated by email to all staff and parents and put on website 19/8/2020 updated 16/9/20, 29/9/20, 5/9/20, 2/12/20, 7/1/21, 3/3/21</p>

D	<p>Changes not regularly communicated to staff, their unions, pupils, parents and governors</p>	<p>All changes are applied to this risk assessment which is published on the school website, saved to the shared internal drive and emailed to the governors.</p> <p>All changes are communicated to parents via Parentmail and the Headmaster's weekly podcasts.</p> <p>All changes are communicated to pupils by form teachers at registration and reminded throughout the day, pupil briefings and via parents, as requested by the school.</p> <p>All changes are communicated to staff via emails, cascade group meetings and weekly staff meetings with minutes circulated.</p> <p>The plan to re-open (or close) is on the agenda at SLT meetings, weekly staff meetings, staff daily email updates and governors are forwarded all communication advice from, i.e. AGBIS, and updated as changes made.</p> <p>The plan and any changes will be communicated to parents via Parentmail, pupils via form teachers, pupil briefings and Headmaster's podcasts.</p>	<p>SW / LM / AE</p> <p>SW / KH / DM</p> <p>Teachers / SLT / parents and carers</p> <p>SW / DM / SLT/ KH</p> <p>DM / SW / SLT / Gov</p> <p>DM / SW / SLT</p>	<p>Maintain current communication</p> <p>Start of term letter sent to parents via Parentmail during summer holidays and updates sent before start of new term in Sept 2020</p> <p>Headmaster letter sent to staff and parents outlining preventative measures for reopening school</p> <p>Plan and procedures updated as above, circulated to staff and put onto website.</p> <p>Plan updated 2/11/2020 – country lockdown on 5/11/20 – school remains open with restriction on visitors. All staff will continue to attend except those who are clinically extremely vulnerable. Circulated to all staff and put on the website.</p> <p>Plan updated 2/12/20 after lockdown when in Tier 2 and clinically vulnerable staff and pupils can return to school.</p> <p>Plan updated 6/1/21 after country lockdown announced – only children of critical workers and vulnerable children to attend school on 7/1.</p> <p>Plan updated 1/3/21 – open from 8/3/21 to all children</p>
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				following LFT for pupils in Years 7-11
E	Changes to assessments, procedures and other important matters not reviewed by Governors	The Bursar emails all governors with updated information as it arrives from all platforms, including AGBIS Bursar and Headmaster update governors with Plan and Risk Assessment as changes arise.	SW SW / DM	Maintain regular contact with governors Changes sent to governors 9/11/20, 2/12/20, 6/1/21, 3/3/21
F	Insurers and / or brokers not updated with school's amended plans	Plans, Procedures and Risk Assessment sent to insurers 4/1/21	SW	Updates to be sent when necessary
G	Not appreciating that Secretary of State has a statutory power to order schools to remain open.	Governors will abide by all regulation and communication from the Secretary of State and keep the school open until advised otherwise.	Governors	Maintain current procedures
H	Insufficient liaison with local authority and health protection team over testing and actions.	DfE and HPT contacted for advice and action when positive case confirmed at school. All advice communicated to school community as required.	SW and DM	Maintain current procedures
I	Active engagement with NHS Test and Trace not implemented and the procedures not understood by all staff and parents.	Full details of how we engage with NHS Test and Trace set out in our Plan and Procedure which has been sent to staff, governors, and parents as above. QR code on display in the school office for use by visitors – 30/9/2020.	School community	Changes to be notified to school community as they arise
J	Insufficient systems and staff to support training, testing and contact tracers.	Bursar to determine contacts and report to DfE as required. All staff and pupils tested or in isolation documented. Lateral flow tests to be started in school when possible for all staff and pupils in Years 7-11 when on site. All staff emailed training link to complete online and certificates filed by Bursar and training on site took place on 4/1/21. After lockdown announced, many of the trained staff are not now available to complete the testing. This	SW	Maintain current procedures and commence testing when possible.

		will recommence when further staff or volunteers trained.		
K	Staff, parents (and pupils) do not understand and follow NHS Test and Trace procedures.	Staff, parents and pupils kept informed of all school procedures and advice given to follow NHS Test and Trace if required.	School	Maintain current procedures
L	Testing and Training modules and assessment not completed for specific roles	12 staff members have been trained on all modules to enable advice and reassurance to the school community. All staff met in school on 4/1/21 to go through procedures and to enable Q&A and to ensure everyone knows what they are do.	Testing staff	Maintain current procedures and train more staff as the need arises
M	Training and Testing activities insufficient to provide reassurance including feedback and Q&A?	Careful explanation given to parents on 31 st Dec 2020. Parents and staff to complete and return consent and registration form by 4 th January 2021. Parents and staff have been sent an explanatory leaflet and encouraged to take part in the LFT. 12 staff members trained to take part in the testing and all will complete all modules to enable advice and reassurance to the school community. All staff met in school on 4/1/21 to go through procedures and to enable Q&A and to ensure everyone knows what they are do.	SW	Maintain current procedures
N	Those working in the Asymptomatic Testing Site (ATS) not trained and competent to do so?	All staff working in the ATS are trained, assessed and are competent to do so. Training certificates on file.	SW	Maintain assessments on staff
O	Are those that are self-testing (at home and in school) trained and competent to do so?	Only trained staff self-test in school. We do not have any home testing kits.	Trained staff	Maintain current procedures 8/3/21 Home testing kits for staff distributed to enable them to self-test at home twice a week. Full instructions given to staff.
P	Is it understood which pupils are unlikely to be able to self-swab and are those unable to self-swab given support and reasonable adjustments?	All staff aware of those pupils who are unlikely to be able to self-swab. Swabbing is closely supervised and help given to those pupils who are unable to self-swab.	SW	Maintain current procedures

Q	DfE advice to keep groups separate (in “bubbles”) not being fully implemented where appropriate.	<p>Pupils in bubbles as follows: Lower Prep and then Year Groups.</p> <p>Pupils do not mix with other pupils outside their bubble groups all day and everyday unless unavoidable. Form teacher to remain with their class except for subject teachers.</p> <p>Subject teachers to ensure they follow the hygiene protocol before joining and after leaving a classroom.</p> <p>Pupils who are allocated a permanent classroom and desk are to keep to the same desk all the time.</p> <p>For pupils who move classes, the teacher is to ensure each desk is cleaned prior to a new bubble group entering.</p> <p>Sport bubbles to be kept consistent.</p> <p>Bubbles allocated different play areas for breaks.</p>	SW and Staff	<p>SW to ensure cleaning products in every classroom.</p> <p>Bubbles reviewed 6/1/21 for children attending school during closure. Seniors, Years 4-8 and two pupils in Lower Prep will form consistent bubbles.</p> <p>Bubble groups to revert to those in Autumn Term 2020 on return on 8th March 2021</p>
R	Each group’s (“Bubble’) health not properly analysed and risk assessed to consider switching to remote learning.	<p>Parents advise office staff if their child is not feeling well. Staff will advise obtaining a test and keeping child at home if Covid symptoms present.</p> <p>Remote learning will be implemented when bubble or a pupil in isolation. Staff are able to do blended learning on Teams for pupils at home.</p>	Office staff and form teachers	Maintain current procedures
S	The definitions of “close contact” and the trigger for a pupil/staff to self-isolate not understood.	<p>Bursar takes advice from DfE on who is a close contact and will implement within the school, i.e. anyone within 1m for more than a minute or within 2m for more than 15 minutes.</p> <p>Staff informed of close contact advice and reminded during weekly staff meetings. Checks made in staff rooms to ensure distance is maintained.</p> <p>Parents informed immediately if isolation required and kept informed by regular email.</p>	SW and staff	Maintain current procedures

T	Record of names of pupils / staff in their groups / bubbles, locations visited, seating arrangements (via App / spreadsheet etc) not updated on a regular basis.	Year groups are bubble groups and form teachers mark each desk with pupil's name. Updated when new pupil enters school. Senior pupils move around classes and desks are cleaned before new bubble group enters class.	Staff	Maintain current procedures and replace cleaning products as necessary. Bubbles/groups reviewed during lockdown for children attending school 7/1/21 Bubble groups reverting to year groups on opening on 8 th March.
U	Insufficient information to identify close contacts of symptomatic individuals and support contract tracing.	Bursar will speak with all staff, parents and pupils to determine close contacts to support contact tracing.	SW	Maintain current procedures
V	No contingency plans for self-isolation of individuals, groups, multiple pupils and or staff.	Contingency plan included within Plans and Procedures. Isolation room located in meeting room for staff and pupils with Covid symptoms until they can be collected. If whole bubble in isolation, form rooms to be used to isolate group and full clean of room afterwards.	SW/SLT	SW to organise cleaning of room following isolation
W	Insufficient preparation (letters, email etc) to communicate with parents, carers, staff and pupils in case of infection and groups needing to self-isolate.	Parents to be informed immediately by telephone with follow up by Parentmail to keep them informed. All pupil details kept up-to-date by office staff continually and parents informed to let us know any changes. Parentmail kept up-to-date.	Admin staff / SLT	
X	Insufficient consideration to minimising contact and maximising distance between all those in school where ever possible.	SD signs and one way system indicated by signage on paths, corridors and on stairs. Hygiene protocol signage around school, at the entrance points and in classrooms and toilet blocks. Pupils briefed on entrance to school via staff on duty, by form teachers and reminded throughout the day, in parent communication via Parentmail and Headmaster's blog. Year 1 via games in class and constant reminders from form teachers throughout the day. SD and hygiene protocol demonstrated by staff at regular intervals.	All relevant staff and parents/carers SW DM / teachers	Maintain current procedures and replace markings as required

		<p>Staff reminded in daily emails, weekly staff meetings with minutes and communicated clear procedures on SD and the school's hygiene protocol.</p> <p>Toilets allocated with signs outside/inside toilets advising 'no more than 3 at a time' and washing protocol signs.</p> <p>Communication sent to parents to ensure pupils wash hands before arriving at school and to inform and them of the procedure in school.</p> <p>Staff operating drop off to instruct pupils to wash hands and use hand sanitiser on arrival at their allocated classroom.</p> <p>Teachers to organise wash breaks regularly during the day, on arrival, before and after break, lunch and before going home. Teachers will brief pupils every morning on these expectations. School office to use tannoy to remind staff.</p> <p>Procedure in place to manage toilet breaks. Max 3 children in a toilet at a time. Washing hands with soap for 20 seconds and dry thoroughly.</p> <p>Procedures for timetable, drop off and collection communicated to parents by ParentMail (Plan and Procedures), staff by staff meetings and pupils via parent, pupil briefings and form teachers in school.</p> <p>Staff briefed on protocols prior to open and given advice on setting up classrooms in September and ongoing</p> <p>Unusable areas will be kept locked.</p> <p>Staff room limited to 12 (rest area) and 10 (work area) staff members at one time. Outside space provided outside the Staff room with picnic tables for eating lunch. Senior Common Room to be used as an</p>	<p>SW / SLT</p> <p>SW / KE</p> <p>DM / SLT / KH</p> <p>Duty staff</p> <p>Teachers</p> <p>Teachers</p> <p>SLT / DM / KH and form teachers</p> <p>SW</p> <p>SW</p> <p>SW and all relevant staff</p>	<p>1/9/2020</p> <ul style="list-style-type: none"> Toilet allocation: <ul style="list-style-type: none"> Lower Prep for all Lower Prep Langlands for the Seniors (Yrs 9-11) PB Upper Prep toilets for Yrs 5 & 6 PB Senior toilets for Yrs 7 & 8 <p>Included in Plans and Procedures sent via Parentmail.</p> <p>Included in Plans and Procedures sent via Parentmail.</p> <p>Reminders given to staff weekly</p>
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		<p>additional staff room limited to 10 staff members at one time. Signs erected at all doors to staff rooms stating this.</p> <p>KHS has small class sizes which helps accommodate SD in classrooms. Bubble groups have been allocated accordingly. Each group will be kept apart from other groups where possible and older children will be encouraged to keep their distance within their groups.</p> <p>Pupils do not mix with other pupils outside their bubble group all day and every day unless unavoidable. Form teacher to remain with their class only except for subject teachers, Music, Art, DT and games. Subject teachers to ensure they follow the hygiene protocol before joining and after leaving a classroom.</p> <p>Pupils allocated a permanent classroom and desk and to keep to the same desk/seats at all times.</p>	<p>SLT/ relevant teachers</p> <p>All relevant teachers</p> <p>All relevant teachers</p>	<p>Bubble group allocation: Lower Prep will be one group due to small numbers although each class taught separately. Upper Prep and Seniors will be grouped by year.</p> <p>Break time area allocation: Years 10 & 11 - astro divided into two areas Year 9 - playground Lower and Upper Prep– separate areas of the field.]</p> <p>2/11/2020 due to wet and muddy field pupils now allocated the following areas for break: Outside staffroom – Year 11 Playground – Year 5 and 9 Astro – Years 10 and 7 Adventure trail – Year 8 Table tennis – Year 6 Areas to be changed weekly by rotation</p>
Y	<p>Social Distancing (SD), hygiene and ventilation rules not sufficiently robust, understood, communicated, applied or checked.</p>	<p>Staff reminded about hygiene protocol and SD rules during weekly staff meetings, daily email updates from Deputy Head and posters/signage in classrooms and around the school.</p> <p>Pupils reminded about hygiene protocol and SD rules with signage in classrooms and around school, via form teachers throughout the day, in Headmaster's communication and via parents/carers as requested by the school.</p>	<p>SW / DM / IM</p> <p>All relevant staff and parents/carers</p>	<p>Maintain current procedures</p>

		<p>Bursar and Headmaster to do spot checks throughout the day to ensure rules are being complied with and any issues addressed in a timely manner. All staff and pupils advised to report non-compliance.</p> <p>Tannoy announcements made throughout the day to remind staff and pupils to wash hands.</p>	<p>Bursar/ Headmaster All relevant staff and pupils</p> <p>Office staff</p>	
Z	No consideration of place markers on the floor to indicate appropriate SD, physical screens.	<p>Markers on floor to clearly indicate SD in Study Centre, around Teachers' desks and other areas as required.</p> <p>Screens in place in Study Centre and Music to increase protection for staff working 1:1.</p>	Staff and pupils	Maintain current procedures
AA	SD rules and safety precautions for activities (play, games, drama, music) not understood or adhered to?	<p>Head of Sport and Sport staff briefed on SD rules and have implemented this in the sporting plan i.e. only games that lend well to SD guidelines where possible. Only sport played that has been approved by sporting bodies. Head of Sport to keep up-to-date with regulations</p> <p>SD Signage around school including around areas in use for Sports.</p> <p>Pupils reminded at the beginning of Sports lessons and constantly throughout on SD rules.</p> <p>Staff supervising breaks and play have been briefed on SD rules and will remind pupils throughout breaks to not mix with other bubble groups and SD where possible.</p> <p>Areas for each Bubble group have been carefully signed and pupils and staff briefed.</p> <p>Drama programme produced with bubble groups and SD considered.</p> <p>Music programme produced with bubble groups and SD considered.</p>	<p>RH and all staff supporting in Sports</p> <p>SW</p> <p>RH and all staff supporting in Sports</p> <p>Staff supervising</p> <p>SW</p> <p>Head of Drama</p> <p>Head of Music</p>	<p>Maintain current controls and monitor breaks</p> <p>Maintain current procedures at present time.</p> <p>Discussed music and singing options with Head of Music and peripatetic teachers and</p>

		<p>Music and singing lessons commenced in September 2020 in small groups only and all instruments will be cleaned before and after each use.</p> <p>Measures implemented such as playing outside whenever possible, positioning back to back or side by side and avoid sharing of instruments.</p>		<p>ensure adequate cleaning supplies available.</p> <p>Singing wind and brass playing will only take place in small groups. Other measures will be implemented such as positioning back-to-back, avoid sharing of instruments and limited handling of sheet music.</p> <p>5.11.20 clear screens in place between peripatetic teachers and pupils where 2m cannot be maintained</p>
BB	<p>Unsuitable enhanced cleaning regime, not regularly re-assessed or revised for high-risk areas such as toilets, door handles, keypads, switches, hand rails and frequently used hard surfaces.</p>	<p>Deep clean of whole school completed in Summer holidays.</p> <p>Additional school cleaner appointed with responsibility of regular cleaning throughout the day such as high traffic areas, toilets, doors and handles, switches, hand rails and regularly used hard surfaces.</p> <p>Teachers given disinfectant spray and cloths for cleaning classroom equipment and hard surfaces such as desks. Teachers instructed to do so before and after use of all equipment and twice daily of desks.</p> <p>Evening clean of all areas carried out by regular cleaners.</p> <p>Cleaning practices on SLT weekly meeting agenda to ensure it is assessed and addressed as necessary.</p>	<p>SW</p> <p>SW/JC</p> <p>SW / all relevant teachers</p> <p>Cleaners</p> <p>SW / SLT</p>	<p>Maintain current procedures</p> <p>6/1/21 cleaning regime reviewed during lockdown and cleaners informed of areas in use.</p> <p>Fogging machine purchased and all rooms in use during lockdown to be fogged each evening.</p> <p>School being fully cleaned before opening on 8.3.21.</p>
CC	<p>High-risk areas not being regularly monitored (including boarding areas) for hygiene.</p>	<p>Cleaning plan with check-list given to cleaners.</p> <p>2 hourly rota of cleaning high risk areas.</p>	<p>SW / JC</p> <p>JC</p> <p>SW</p>	<p>Maintain all current cleaning procedures</p>

		Route checks on cleaning procedures carried out throughout the day by Bursar		
DD	Contract providers and services suspended or unable to attend school.	If cleaning company unable to attend, Bursar would have to source alternative cleaning arrangements. Kitchen staff currently carry out some cleaning duties and would be asked to extend their roles.	SW	Maintain current procedures 6/1/21 daily cleaner to be furloughed and staff aware to clean their area carefully throughout the day. All staff return to work on 8/3/21
EE	Access to school not controlled effectively and visitor (if allowed) details not recorded.	<p>All access routes locked and manned by staff for staggered drop off and pick up of pupils.</p> <p>No parents are allowed onsite unless required for urgent pre-arranged meetings. Other visitors such as contractors and prospective parents will predominately be scheduled outside school hours where possible. If urgently required to be on site during school hours, all parents, visitors and contractors are to complete the visitors register with the Covid-19 form confirming they do not have symptoms so the school can comply with Test and Trace. No visitors allowed on site from 5/11/2020 while country in lockdown.</p> <p>Prospective parents only allowed on site by appointment outside normal school hours unless unable to do so. One family of three max allowed per appointment. Covid-19 visitors form to be completed before arrival to ensure they are fit and well and are prepared to follow the school's SD rules and hygiene protocol. To be met by Headmaster and /or one other member of staff at the school's front gate for a SD external tour only. All staff involved to ensure SD rules and hygiene protocol followed.</p> <ul style="list-style-type: none"> Prospective pupil assessments to be held after school hours where possible, one pupil with the 	<p>All relevant staff</p> <p>All relevant staff</p> <p>All relevant staff</p> <p>SENCo, HP and KH</p>	<p>Ensure enough staff are available for manning entrances and route to classroom.</p> <p>Ensure all gates are locked during the day.</p> <p>KH and HP to ensure a completed Covid-19 Visitors form adequate for test and trace purposes is received before appointment and that all visitors or contractors are aware of the school's SD rules and hygiene protocol in confirmation letter/form of contact.</p> <p>Covid-19 test and trace QR code in school office for visitors to scan on arrival. The school will liaise with HPT if required.</p> <p>SENCo to hold assessments in the Study Centre. HP/KH to ensure we receive completed Covid-19 Visitors form and</p>

		<p>SENCo keeping to SD rules and hygiene protocol. Parents to either wait outside school or in the school office depending on age of child. Parents and office staff keeping to SD rules and hygiene protocol. Covid-19 visitor form to be completed by parents before appointment.</p> <p>Deliveries/Mail are to be dropped at relevant pre-arranged gates or in the porch and staff to bring items into school. Delivery person not allowed on site unless unavoidable.</p> <p>Front door locked and buzzer option for entry.</p>	<p>All relevant staff</p> <p>All relevant staff</p>	<p>parents aware of SD protocol and hygiene protocol. Assessments to be done remotely from 5/11/2020.</p> <p>Visitors and assessments to recommence 2/12/20 by appointment only.</p> <p>KH and HP to cover front office</p> <p>From 2/12/20 external coaches may use our facilities in the evening or at weekends by arrangement with the bursar.</p> <p>From Spring Term 2021 – Lockdown : No outside coaches to use our facilities and only essential visitors allowed to school site.</p> <p>From 8.3.21 – no external clubs to be held un summer term. Only essential visitors allowed on site maintained.</p>
FF	Insufficient supplies of hygiene materials and not readily available, suitably stored or located.	<p>PPE only required by staff who are unable to SD and/or are responsible for pupils/staff who become unwell. Staff wishing to wear PPE may do so following discussion with Headmaster.</p> <p>The Bursar has a supply of cleaning products, disposable masks, gloves, aprons for those staff who are responsible for pupils/staff who become unwell.</p> <p>Tissues, soap, hand sanitiser, spray disinfectant available in all classrooms. Sanitiser at school entry points and other high frequency areas. Buckets in every used classroom for disposing tissues that bagged and emptied daily.</p>	<p>All relevant staff</p> <p>SW</p> <p>SW / JC</p> <p>SW / cleaners</p>	Maintain current procedures

		<p>Disinfectant spray and cloths in each classroom and teachers will wipe down all equipment before and after use.</p> <p>All supplies sourced and supplied by the Bursar, kitchen and cleaners.</p> <p>Pupils not to share personal equipment such as pens and pencils, etc. Bags and equipment to be stored in allocated places.</p> <p>School cleaners will be onsite for general cleaning of high traffic areas throughout the day/</p> <p>Each bubble group to use their allocated toilets for washing hands (as above)</p> <p>All adults and children are to follow the school hygiene protocol:</p> <ul style="list-style-type: none"> * frequently wash their hands with soap and water for 20 seconds and dry thoroughly. * clean their hands on arrival at school, before and after breaks/eating, after sneezing or coughing, and generally throughout the day. * are encouraged not to touch their mouth, eyes and nose * use a tissue or elbow to cough or sneeze and use bins provided for tissue waste that are then emptied daily. <p>Doors and windows, where safe to do so, will be open to encourage ventilation.</p> <p>Disposable masks to be disposed of in bin in porch and outside Peter Brooks building on entry to the school and hands sanitised.</p> <p>All visitors to the Study Centre will be asked to wear a mask because of the small space and number of staff and pupils present.</p>	<p>SW / JC</p> <p>Bursar</p> <p>All relevant teachers</p> <p>JC</p> <p>All relevant teachers</p> <p>All relevant staff</p> <p>Staff</p> <p>Staff, visitors, pupils</p>	<p>No more than 3 pupils in any toilet at once. – Signs erected on all toilets.</p> <p>From 5/11/20 all adults and pupils in Year 7 and above to</p>
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				<p>wear a masks in corridors and communal places.</p> <p>From 2/12 whilst in Tier two and above, the wearing of masks as above continues.</p> <p>From 6/1/21 wearing of masks continues and staff offered PPE such as visors, gloves if required, especially if working 1:1</p> <p>From 8/3/21 masks are to be worn by adults and all pupils in Year 7 and above in all classrooms. This will be reviewed before the summer term.</p>
GG	<p>Inadequate contingency plans for changes to school operation: local or national lockdown, re-closing, loss of catering or teachers?</p>	<p>Re-closing plan in place(see Plans and Procedures) and discussed at SLT meetings with input from relevant teachers.</p> <p>Contingency plan for full or part re-closing discussed in SLT. The school will follow all Government advice as it arises, including Tier system in locality, and communicate to all staff, governors and parent body as required.</p> <p>Risk assessment to be changed as guidance develops or changes.</p> <p>In event of loss of catering staff, pupils will be asked to bring in packed lunches and bursar will try and source additional staff from a catering supply company.</p> <p>In the event of loss of teachers, we will use current old staff member on our supply list and source additional staff via an agency. Internal supply will be used where possible in the first instance.</p>	<p>DM / SLT</p> <p>DM / SLT</p> <p>SW</p> <p>SW</p> <p>SLT</p>	<p>Maintain regular SLT meetings and keep watching brief on government advice and update plan as required</p> <p>Tier system in place and rota for Tier 2 in the event of local restrictions 7/9/2020</p> <p>5.11.20 country lockdown, plans updated, timetables ready for school closure if government decides to close schools and Bursar in touch with Key Workers.</p> <p>2/12/20 Tier 2 and new contingency plans in place as per Government guidance. School will remain open for Years 1-6 and Yr 11 if</p>

				<p>transmission rises in local area and advice from DfE received.</p> <p>20/12/20 Tier 4 in place.</p> <p>7/1/21 school closed except for children of critical workers and vulnerable children. Catering staff on furlough and all children to bring in a packed lunch. 2 catering staff to work part time to provide sandwiches to those staff in school and keep areas clean.</p> <p>School reopening 8/3/21 and watching brief to be kept on government advice.</p>
HH	Insufficient contingency plans in case of medical need for self-isolation of individuals, multiple pupils, staff or local outbreaks?	Contingency Plan in place in Plans and Procedures. Meeting room will be converted to an isolation room in the event of member of school community requiring self-isolation.	SLT	Maintain current procedure
II	Risk assessments and protective measures for holiday clubs, after-school clubs and other out-of-school clubs not regularly updated.	Risk assessments in place for school clubs – Judo and fencing. All school run clubs adhere to risk assessment advice set out here and follow our whole school Covid Plan and Procedures.	Relevant staff	<p>Maintain current procedures</p> <p>School clubs not held during school closure 7/1/21</p> <p>Holiday club to commence Easter holidays 2021 in line with our Plans and Procedures.</p>
JJ	Are all Risk Assessments regularly reviewed and updated based on feedback and lessons identified from all those in school including pupils and support staff, visitors and contractors.	All risk assessments are regularly reviewed and updated in line with current government advice.	SLT and Compliance Officer	Continue to review regularly
KK	Are all hazards identified properly mitigated and regularly re-assessed?	Hazards, including changing government advice are regularly identified, reassessed and reviewed by SLT daily and communicated to staff, parents, pupils as required.	SLT and school communicated	Maintain current procedures and keep a watching brief.

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

	Hazard	Control Measures	Responsibility	Remarks / Re-assessment
1	Communication channels not working and not reviewed. (Email, text, facebook etc).	<p>Communication channels reviewed regularly by SLT to ensure all stakeholders adequately informed.</p> <p>Staff communication - SLT meetings daily, staff meetings weekly, cascade group meetings ongoing, Deputy Headmaster's daily update emails and SLT email staff as required.</p> <p>Parent communication – Parentmail, class rep WhatsApp groups, class rep email groups, weekly Newsletter and weekly Headmaster podcasts.</p> <p>Pupil communication – Registration updates and teacher face to face communication throughout the day, signage around school and in classroom, parent/carers encouraged to pass on information and Headmaster's podcasts.</p> <p>Teams method of communication still available if necessary and was very successful in the past.</p>	<p>DM / SLT</p> <p>DM / SLT / KH / AE</p> <p>All relevant teachers / DM / parents and carers</p>	<p>Regular monitoring of communication by SLT.</p> <p>Positive feedback received regular from parents regarding the schools actions, support and communication.</p>
2	Staff, parents and pupils returning to school not provided or updated with full induction process or aware of changes and potential hazards.	<p>All staff, parents and pupils have received details of our Covid Plans and Procedures which contains our controls of potential hazards. This is reinforced by form teachers to pupils, communication via ParentMail to parents and to staff via internal staff meetings and email. All changes as they arise will be communicated to staff, parents and pupils.</p> <p>All staff received induction before the start of term in Sept 2020 and new staff on induction to the school.</p>	SLT	Maintain current procedures and keep watching brief on changing legislation.
3	Lack of a robust feedback and reply system to ensure best practice and two-way communications for pupils, parents, staff and governors	<p>Staff are assigned a member of SLT as their Cascade group leader and encouraged to feedback to daily. Regular meetings of SLT and staff take place on Teams.</p>	SLT	Maintain current procedures.

		<p>Governors are in regular communication with Head and Bursar and feedback as required. Regular meetings on Teams or Zoom take place with governors.</p> <p>Parents have email addresses for form teachers and Divisional Heads and are encouraged to feedback concerns. Meetings arranged outside school hours where possible. They also have a line of communication to their KHA form representative.</p> <p>Pupils meet form teachers daily at registration and are encouraged to feedback.</p>	<p>SW / DM</p> <p>All relevant teachers and HoD</p> <p>All relevant teachers</p>	6/1/21 All measures to continue during school closure via MS Teams
4	No Governor and / or SLT member for school / department responsible for COVID-19 matters. Governor / SLT members' contact details not known and not on call.	<p>The Bursar and Headmaster are the Covid-19 co coordinators. Parents and staff are aware of their contact details. Parental communication will be forwarded to DM or SW by staff if required.</p> <p>SLT, Head and Bursar are on call via email in term time. Bursar is on call during holiday periods.</p> <p>The Chair of Governors is ultimately responsible for the board of governors regarding Covid-19 matters. He can be contacted via the Bursar or Headmaster. Dr Bowen-Perkins, governor responsible for H&S, will be kept informed of procedures.</p>	<p>SW / DM</p> <p>SLT</p> <p>CS</p>	<p>Maintain current procedures</p> <p>H&S inspection carried out 30/9</p> <p>H&S Committee Meeting held 25/1/21</p>
5	No school representative identified to liaise with local authorities and local health protection team.	The Bursar has been appointed as the School's representative to liaise with the local authorities and local health protection team. The Bursar will report to the Headmaster and SLT.	SW	Maintain current procedure
6	Local authorities and health protection teams not engaged prior to re-opening (and the benefit of their services in case of infection).	Prior to re-opening the school, all advice received from local authorities and government were included in our Covid Plans and Procedures. Our plans are updated as government advice changes.	SW	<p>Maintain current procedures</p> <p>We will follow government advice about when to reopen</p>
7	No plan to inform local health protection team if two or more confirmed cases within 10 days or there is an overall rise in sickness absence.	The local health protection team will be informed if we have two or more confirmed cases within 10 days or there is an overall rise in sickness absence.	SW	Maintain current procedures and ensure admin staff keep records of all absence

8	<p>No system to communicate with staff or pupils who are unable or have not returned to school for fear of infection.</p>	<p>In line with Government advice, all fit and well students will be expected to return to school under government advice.</p> <p>As per the KHS Covid-19 Plans and Procedures, if parents or pupils have any concerns that have not been addressed by the Plan and Procedures and Risk Assessment or are feeling anxious about returning to school, they can contact their form teacher or a member of the SLT for clarification of the Plan and Procedures or reassurance.</p> <p>The Bursar, Headmaster, Deputy Head and Divisional Head have contact numbers for all parents who have concerns regarding returning to school.</p> <p>The Bursar and Headmaster have and will continue to speak with staff about their concerns.</p> <p>Clear procedures with regard SD and hygiene protocols and arrangements put in place on site have been communicated to staff and parents.</p>	<p>SW / DM</p> <p>SW / DM</p> <p>DM / SW</p>	<p>Plan & Procedures emailed/Parentmailed to staff and parents 19/8/2020 and updated and communicated as above.</p> <p>Maintain current procedures and arrange meetings with staff and parents if required. Elsa and DSL to be informed of absenteeism.</p> <p>Keep watching brief on legislation and notify school community as changes arise.</p> <p>7/1/21 only children of critical works and vulnerable children onsite. Staff are allowed to work from school if they wish but must sign in.</p> <p>8/3/21 school reopening and parents have been reminded of all our plans and procedures. Elsa and DSL kept informed about pupils and staff who may require additional support</p>
9	<p>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.</p>	<p>Parents with significant risk factors are encouraged to discuss their concerns with the school. They should be reassured about the measures we have in place which are found in our Plans and Procedures. These are updated as government advice changes and placed on the website.</p> <p>Parents have email addresses of all staff and are encouraged to speak with their child's form teacher.</p>	<p>SLT / AE</p>	<p>Maintain current procedures and encourage parents to speak about their concerns.</p>

		<p>We have a very open culture at the school which allows parents to voice any concerns.</p> <p>Staff are to be encouraged to respond promptly to any parental concerns and pass to the Divisional Head if they are unable to answer any question.</p>		
10	No staff, pupil and / or parent health declaration implemented or recorded.	All health declarations by staff, pupils and parents are recorded on personal pupil files / staff files or staff absence book in the Bursar's office. High risk health concerns are on the staffroom board. All pupil medical concerns are recorded in a book in the school office (and Engage) for easy access by staff.	Admin staff	Keep engage up-to-date and inform staff about new starters.
11	Lack of knowledge of where pupils / staff have travelled from (other than home and school) on holiday or at weekends.	<p>Visitor sign in forms have been updated in line with test and trace and ask who has visited where and visitors are required to complete on entry to the school.</p> <p>All staff and Parents/Pupils are to follow the government guidance on self-isolating in relation to other countries they may have visited during the holidays.</p> <p>Parents and staff are reminded before each holiday about quarantine rules and keeping the school informed of where they are travelling to.</p> <p>Parents and staff are encouraged to inform the school if they are travelling anywhere over weekends to keep the school informed if necessary.</p>	SW / KE	<p>Maintain current procedures.</p> <p>Covid app in main office for use by visitors</p>
12	Insufficient information on where pupils, staff and visitors have been located in school including the make-up of bubbles and activity groups.	<p>KHS is a small school and it is therefore relatively easy to locate where pupils and staff are. Bubble groups are by Year and activity groups are kept consistent.</p> <p>Visitors are only allowed into the school by appointment, sign in in the school office and must be accompanied at all times by a member of staff.</p>	Staff, pupils and visitors	<p>Maintain current procedures</p> <p>Bubbles changed 7/1/21 during school closure as above in M and revert to Year groups as in Autumn term when open on 8/3/21</p>
13	Staff, parents and pupils not self-isolating after holiday and work visits (for 2 weeks?) to non-government agreed countries.	All parents and staff are reminded before each holiday about quarantine rules and asked to keep the school of	Parents and staff	Maintain current procedures and send reminders before each holiday period

		informed about where they are going and any required isolation.		
14	Lack of robust rules for hygiene standards for staff and pupils – and failure to adequately enforce standards	<p>Staff, parents and pupils are advised that everyone must wash their hands before entering the school.</p> <p>During the day, staff and pupils are told to frequently wash their hands with soap for 20 seconds and dry thoroughly especially, on arrival at school, before and after lunch or break times or sport and after sneezing or coughing. The school office will send out a message via tannoy to remind everyone at regular intervals.</p> <p>Staff and pupils are encouraged not to touch their mouth, eyes and nose.</p> <p>Staff and pupils are told to use a tissue or elbow to cough or sneeze and use the provided bins for tissue waste (catch it, bin it, kill it). Tissues bins are emptied each evening.</p> <p>Hand sanitizer is on the wall at entry to the front of the school and entry to the dining room.</p> <p>Soap, hand sanitizer and disinfectant is provided in each class room and the school office. Hygiene signage in place on toilets and all classrooms.</p>	<p>Staff, parents/carers and pupils Staff and pupils</p> <p>Staff and pupils</p> <p>Staff / pupils / cleaners</p> <p>Office and supervising staff</p> <p>SW / teachers</p>	<p>Maintain current procedures</p> <p>Tannoy message regularly throughout the day</p>
15	Class and activity rooms not properly and regularly ventilated with fresh air.	Staff have been informed to keep all rooms well ventilated if so to do so. Windows are to be opened to create movement of air to flush the virus outside.	All staff	Remind staff
16	Staff not trained or regularly updated in COVID-19 symptoms, SD and how these rules apply to teaching?	<p>Covid-19 symptoms are outlined in the staff weekly meetings minutes, SD is on the agenda for weekly staff meetings, ongoing cascade meetings and daily Deputy Headmaster's emails. Signage is erected around the school as a reminder to all. How this applies to teaching is discussed with relevant teachers daily.</p> <p>Staff are given plan and procedures with regards to their SD rules and those of the pupils and their bubble</p>	<p>DM / SLT / IM</p> <p>Staff</p>	<p>Maintain regular reminders</p> <p>Plan and Procedures including updated SD and hygiene are circulated to all</p>

		<p>groups. This will be reinforced during the Sept 20 inset training session.</p> <p>All staff have been briefed on the protocols to follow when teaching and supporting pupils.</p>	Staff	<p>staff as procedures change and placed on the web.</p> <p>Protocols included in the Sept 20 inset training session and regular reminders throughout the term.</p>
17	At drop-off and pick-up parents not complying with SD policy outside gates and entrances.	<p>Staff arrangements for arrival and departing school agreed and communicated via staff meeting with minutes and Deputy Headmaster's daily update email. Staff to use the staff car park on site. Procedure covered in Sept 20 Inset session.</p> <p>Parents advised via Parentmail of Plan and Procedures for drop off and pick up:</p> <p>Plan for pupil drop off and pick up: Pupils will arrive between 0815-0845 and go straight to their classroom on arrival. Form teachers will be there by 0815.</p> <p>Year 1-4 will be dropped off at the front of the school Years 5-11 at the car park.</p> <p>Pick up will be from the car park only at the following times: 1530 for Years 1-4 1545 for Years 5-6 1600 for Years 7-8 1615 for Years 9-11</p> <p>Parents should remain in their cars where possible and if walking, must wait at the gate.</p> <p>Our unofficial one-way car system for traffic should be maintained and a member of staff will be on duty at the car park during drop off and pick up.</p> <p>Pupils arriving late should enter through the front door to sign in late.</p>	<p>DM / IM</p> <p>DM / IM / KH</p> <p>KH</p> <p>Supervising staff</p> <p>SW</p>	<p>Maintain current procedures and replace markings as required.</p> <p>Letter sent to parents on 19/8/2020 and updated on 30.10.20</p> <p>Deputy Head to monitor and supervise car park pick up for week beginning 2.11.20.</p> <p>Both the car park and back gates will be locked during the day.</p> <p>From 2.11.20 all cyclists must exit via the back gate and pedestrians via the front door to ensure care park remains safe in darker months.</p> <p>Parents informed by IM on 30.10.20.</p> <p>Floodlights installed on the car park on 2/11/20 to ensure safety during dark evenings.</p> <p>7/1/21 drop off at front for Lower Prep and car park for all others. Pick up from car</p>

		<p>Staff on duty at gates to manage process and ensure SD maintained by parents remaining in their cars and not mingling together at the school gates.</p> <p>One way system around buildings with clear signage.</p>		<p>park. Those walking to use front entrance.</p> <p>8/3/21 Drop off and pick up to revert as stated for Autumn Term</p>
18	<p>Insufficient or no guidance on safe travel to and from school (e.g. encouraging walking, cycling, minimise car sharing) or protocols at school gates etc.</p>	<p>Parents are to be encouraged to avoid sending pupils to school on public transport. If public transport is necessary, then face coverings are recommend. The face coverings must be removed before arriving at school and safely discarded in a bin in the porch or kept in a plastic bag in the pupil's school bag.</p> <p>KHS encourage parents, staff and pupils to walk or cycle to school if at all possible. Car sharing should be minimised when possible.</p> <p>Parents are to be discouraged from meeting at the school gate. Staff on duty at pick up and drop off to supervise parents and deputy Head monitors the car park each evening.</p>	Staff / DH	Maintain current procedures and monitor
19	<p>Transit spaces (corridors), social zones (car parks, common rooms, playgrounds) do not support SD. Walk on the left protocol?</p>	<p>One way system erected around the school site and clearly marked out, including paths, corridors, front office, Langlands and stairs. School office, music room and Study Centre also have Perspex screens to protect office staff and tutors doing 1:1 tuition.</p> <p>All paths, corridors, drop off and pick up location are marked with SD signs.</p> <p>Staff room has max 10 (rest area) 10 (working area) at one time and outdoor space provided with seating for eating.</p> <p>Senior Common room (temporary staff room) has max 10 allowed at once.</p> <p>Pupils will remain in their Bubble group for all breaks. Staff supervising will continually remind pupils of SD rules. Footballs will be marked for each group's use and</p>	<p>SW</p> <p>SW</p> <p>All relevant staff</p> <p>All relevant staff</p> <p>Staff supervising</p> <p>Staff supervising</p>	<p>Maintain current procedures</p> <p>Face coverings for adults and pupils in Year 7 and over to be worn in corridors and communal areas from 5.11.20.</p> <p>This will continue whilst in Tier 2 or higher</p> <p>8/3/21 face coverings to be worn by adults and Year 7 and above in classrooms as well as communal areas</p>

		<p>will remain only in their space. Each group will have an allocated play area, which are clearly marked.</p> <p>Toilets – clearly marked with max of 3 children at once.</p> <p>All internal stairs marked with direction of travel and advising only one person allowed on the stairs if staircase case two way.</p>		
20	<p>Learning and recreational spaces not de-conflicted or configured to SD rules for different groups or bubbles.</p>	<p>Teacher’s desks placed to help SD with pupils where possible with the use of hazard tape.</p> <p>Classroom layout to help SD where possible between pupils including seating pupils side by side and facing forward.</p> <p>Older pupils to be reminded not to enter another pupil’s space to maintain SD rules where possible.</p> <p>LSAs advised to sit behind a pupils where possible and will be provided with a visor if required.</p> <p>Sport/games will be held in sport bubble groups only using only equipment that can be easily cleaned, such as Football, athletics, javelin, etc.</p> <p>Wet breaks/games will be held in Bubble groups only in their classrooms or other large areas such as the hall, dining room, marquee on the field.</p> <p>The Willow Village will be cordoned off and will not be in use.</p> <p>From October half term a rota system will be in place to allow one bubble group to use the adventure trail for a week.</p> <p>Holiday activities will commence from October half term maintaining small consistent group.</p>	<p>All relevant teaching staff</p> <p>All relevant teaching staff</p> <p>All relevant staff</p> <p>LSA</p> <p>Sports staff</p> <p>LC</p>	<p>●Maintain existing controls</p> <p>All team sports will be played following the relevant gov guidance only</p> <p>From 2/11 field is too wet and muddy so bubbles moved to hard areas around the school, including adventure trail and moved weekly on a rota system.</p> <p>Holiday activities will follow all guidance in the Covid Plans and Procedures and maintain small consistent groups</p>
21	<p>Little consideration of different age groups in timetabling, length of the school day and exposure to other age groups.</p>	<p>The timetable has been produced with regards to length of day and age groups ensuring bubble groups do not mix where possible.</p>	<p>SLT</p>	<p>Monitor timetabling and adjust if necessary.</p>

				Timetables in place ready for school closure if required.
22	No system in place to deal with bereavements, trauma, anxiety, stress, behavioural and sleep issues.	<p>First Aider and DSL / DDSL will be onsite at all times and available.</p> <p>School policies such as Child Protection and Behaviour and Sanctions policies in place.</p> <p>Lead DSL and Senco in contact with known vulnerable children whether at home or school.</p> <p>Elsa to be informed if required.</p>	<p>Relevant First Aiders & DSL's</p> <p>SW / KE</p> <p>LC / HW</p> <p>KT</p>	Maintain current procedures
23	Strategy to keep children safe online not re-assessed and insufficient consideration of supervising access to the internet, checking apps, websites and search results etc	Child Protection and Safeguarding Covid Sub-Policy contains details of online safety and conduct for staff and pupils. Circulated to all staff and placed on the website. Online safety details emailed to all parents during lockdown in April 2020.	SLE/DSL	<p>Parents and staff to be reminded if remote learning necessary.</p> <p>Policy to be updated as required.</p> <p>6/1/21 all parents emailed safeguarding sub-policy which includes information on online safety, together with Advisory notes and e-learning expectations</p>

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

	Hazard	Control Measures	Responsibility	Remarks / Re-assessment
1	Lack of review, update or sharing of safeguarding, code of practice, and staff handbook policies.	<p>Covid-19 Child Protection and Safeguarding Sub Policy, Homeworking Policy, Remote Working Policy, Covid-19 Plans and Procedures created and circulated to the relevant parties and associated consent forms completed.</p> <p>Child Protection and Safeguarding Sub Policy and Covid-19 Risk Assessment are on the school's web site.</p>	<p>SW / LM</p> <p>SW / AE</p>	<p>Policies and procedures to be updated as necessary</p> <p>Plans and Procedures and Risk Assessment are update when guidance changes and sent to staff and parents are notified and placed on</p>

		<p>All Covid-19 associated policies and procedures are reviewed as new guidance is received and circulated to the relevant parties.</p> <p>All other general policies reviewed and updated regularly and circulated if updated.</p>	<p>SW / LM</p> <p>SW / LM</p>	<p>website – changes as in B above</p>
2	<p>Inset does / did not reflect required training for COVID-19 related procedures, safeguarding, H&S, well-being etc</p>	<p>Covid-19 related procedures, safeguarding, H&S, well-being, etc., have been sent to all staff and inset held for all in Sept 2020.</p> <p>Weekly staff meetings cover any updates required.</p> <p>Elsa and DSL inform and train staff as necessary.</p> <p>Further training undertaken when required.</p>	<p>SLT / DSL / Elsa</p>	<p>Maintain current procedures and updates as necessary</p>
3	<p>Staff have insufficient instruction and training on identifying and supporting vulnerable pupils, parents and other staff.</p>	<p>Senco, DSL and Elsa aware of vulnerable pupils, parents and other staff and give appropriate training and instruction and ensure staff aware of those pupils and know how to instruct them appropriately.</p> <p>LSAs give 1:1 support to vulnerable pupils and those with an EHCP.</p>	<p>Senco / SLT ' DSL/ Elsa</p>	<p>Maintain current procedures and update when new staff or pupils join the school.</p>
4	<p>System of controls not understood and / or properly implemented.</p>	<p>All parents, staff and pupils are aware of our system of controls and know how they should be properly implemented.</p> <p>All controls are set out in our Covid Plan and Procedures which have been circulated to the school community as above in C.</p>	<p>SLT</p>	<p>Maintain current procedures and ensure updates are understood by all.</p>
5	<p>DSL and ADSL not easily contacted and their contact information not known to all.</p>	<p>Lead DSL and DDSL's contact details are on posters around the school, in the school's Child Protection and Safeguarding Policy available on the school's website and internally stored in Engage (MIS).</p>	<p>DSL</p>	<p>Maintain current procedures and ensure new pupils and parents aware</p>
6	<p>No COVID-19 specific policy that includes medical responses, SD, teaching, socialising, feeding, hydration, well-being etc.</p>	<p>Covid Plans and Procedures which includes medical responses, SD, teaching, socialising, etc., in place and on the website.</p>	<p>SLT</p>	<p>To be updated as necessary as regulations change</p>

7	Revised fire drills, registers, routes and assembly points not rehearsed (to ensure where safe to include SD)	<p>Fire practice to take place on first day of Autumn Term to ensure pupils understand how to line up at new assembly point in astro.</p> <p>Further drill carried out during Autumn Term 2020.</p> <p>Fire evacuation plan on display in all classrooms and other areas around school.</p>	SW / IM	<p>Smooth practice and drill and all boys now aware.</p> <p>Fire drill took place on 10/9/20</p> <p>All new pupils to be made aware in January 2021</p>
8	Needs of each age group and class not considered discretely in terms of support, activities and facilities.	Highly trained staff appointed who are aware of the requirement of different age groups in regard to support, activities and facilities. Senco will give advice when required.	SLT / Senco	Maintain current procedures
9	Staff moving between classes and year groups not maintaining distance from pupils and other staff (ideally 2 m between adults)	<p>Clear signage in place around the school and in all classrooms reminding staff and pupils to maintain a SD of 2m whenever possible.</p> <p>One way system in place around the school grounds and staircases clearly marked to allow one way movement or ensure only one person on the stairs at any time.</p> <p>Reminders given in weekly staff meetings and via form teachers.</p>	Staff / pupils	Maintain current procedures and give reminders frequently
10	Staff and pupils (where applicable) not wearing face coverings (if required) where and when applicable	<p>All staff and pupils in Year 7 and above to wear a face covering when moving around the school in corridors or communal areas and in classrooms from 8/3/21 unless exempt.</p> <p>Written up in our Plans and Procedures which have been circulated to all staff and on the website. Reminders given frequently by staff.</p> <p>Signage in place to remember to wear a mask.</p> <p>Two mask bins on site by front entrance and senior building.</p>	All staff and pupils/parents	8/3/21 face coverings now to be worn in classrooms as well as communal areas for all adults and those in Year 7 and above
11	Supply, peripatetic and/or other temporary staff moving between schools not minimising contact, maintaining as much distance as possible from other staff or observing hygiene rules.	All supply and peripatetic staff aware that they must minimise contact and SD rules when moving between schools.	Staff	Ensure staff understand and are aware.

		Most of our peripatetic staff work from home with other pupils when not in KHS.		7/1/21 peripatetic staff teaching remotely during lockdown 8/3/21 all staff to return when school opens.
12	Roles conducive to home working and therefore helping to reduce infection (e.g. some administrative roles) not identified.	Admin staff aware that they are able to work from home when possible to help reduce transmission. Bursar's office ensures only two in at any one time whenever possible. Admin space allow for 2m SD.	Admin Staff	Maintain watching brief 7/1/21 admin staff working remotely where possible 8/3/21 all to return when necessary when school reopens.
13	The "ideal" of adults maintaining 2m distance from each other, and from pupils not realised or insufficient mitigating measures.	All staff and pupils aware that 2m SD must be maintained whenever possible. Signage in place around the school. Classrooms marked with tape to prevent movement of pupils getting too close to adults. Frequent reminders to pupils by staff.	School Community Head	Maintain current procedures and frequent reminders
14	Contact between groups or bubbles is not minimised or distance between individuals maintained and properly supervised.	Bubble groups kept separate from each other. Reminders from staff to maintain SD and not mix with different bubble. Minibus bubbles and sport bubbles kept consistent. Staff aware to supervise and remind pupils during form time each day. Lunch queue supervised by staff to ensure 2M SD maintained. Play areas differentiated. Signage in place and reminders to community in weekly newsletter.	Staff	Maintain current procedures
15	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.	Consistent groups and bubbles maintained so that in the event of a positive case, it will be easy to trace contacts.	SW	Maintain consistent groups

16	Insufficient controls measures and safety precautions for larger groups with greater risk of infection.	<p>Tight control measures for larger groups. Each year group is a bubble and these are divided into two or three groups within classes.</p> <p>Defined and separate areas for all breaks which will be outside unless raining hard when pupils will be sent to forms rooms of 18 pupils or less.</p> <p>Dining rota in place. Two bubble groups only allowed in the dining room at one time with a dividing table left empty between the bubbles.</p>	Staff / SW	Maintain current controls
17	Large gatherings such as assemblies or collective worship with more than one group not avoided.	No assemblies or large gatherings being held for more than one bubble.	Staff	<p>Maintain current controls</p> <p>7/1/21 all large gatherings online</p>
18	Insufficient controls for those pupils allowed to mix into wider groups for specialist teaching, wraparound care and transport.	<p>Consistent groups for all minibuses and pupils sit with same bubble whenever possible.</p> <p>Late and Breakfast clubs held in dining room to allow for SD. Prep groups are arranged by bubble in double rooms to allow for suitable SD.</p>	Staff	<p>Maintain current procedures</p> <p>7/1/21 minibuses not running and all clubs closed during lockdown</p> <p>Minibuses to recommence 8/3/21 but no external clubs in Spring Term</p>
19	Younger pupils not supported in understanding the importance of maintaining distance, not touching staff and their peers - where possible.	Lower Prep taught by suitably qualified staff who explain and teach controls such as SD and hygiene appropriate to their age.	LP Staff	Maintain current procedures and ensure new pupils understand
20	No specific help and preparation for the changes to routine for pupils with SEND (whether education, health and care plans or on SEN support).	<p>All SEND pupils supported by appropriately qualified staff to prepare them for the changes in routine. LSAs provide 1:1 support for their pupils.</p> <p>All staff aware of all pupils with SEND..</p>	Senco and staff	Maintain current procedures
21	Where a pupil 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		
22	Classrooms do not have side-by-side seating or forward facing desks to reduce risks.	All classrooms appropriately laid out to provide side-by-side seating and forward facing desks to reduce risks.	Staff	Maintain existing controls and ensure all seats face

				forwards and are side-by-side
23	ITT trainees not sufficiently briefed, hosted and integrated in their support to school.	No ITT trainees. One girl will complete work experience in Spring 2021. She has been inducted in our Plans and Procedures and fully aware of our hygiene and SD rules and protocols. To be supervised by Head of Lower Prep.	NL / SW	Maintain current procedures and ensure work experience student aware of all our procedures.
24	Volunteers not checked, left unsupervised, allowed to work in regulated activity or supported.	No volunteers on site at the present time. Parents' Association now run second hand sale online.	KHA SW	Maintain current procedures
25	Recruitment process and pre-appointment checks not following legal requirements.	All recruitment check and pre-appointment checks follow the legal requirements. Recruitment policy to be updated in line with Brexit regulations January 2021.	SW	Update policy and maintain all checks in accordance with regulations.
26	New staff and pupil registration and induction processes not adapted or compliant.	All new staff and pupils fully registered and inducted in our Plans and Procedures. Bursar inducts all new staff and ensures they have read our Plans and Procedures. Admissions and form teachers to ensure registration is compliant and induct pupils and parents. Plans and Procedures are on the website.	SW Admissions Staff	Maintain current procedures
27	Support staff and TAs in regulated activity do not have the appropriate checks.	All support staff and TA have all appropriate checks in place and are the SCR	SW	Maintain all current procedures
28	SCR not updated with DBS related issues and required documents not properly verified or recorded.	SCR fully updated with DBS checks and all documents full verified and recorded. All staff not working for KHS for 3 months have DBS update checks which are recorded on the SCR.	SW	Maintain current procedures
29	Plans to separate work, learning, meetings, activities and play outside not fully considered	All work, leaning, meetings, activities and play outside have all been fully considered and are written up in our Plans and Procedures.	SW	Plans and Procedures updated regularly as legislation changes

30	External coaches, clubs and organisations for curricular activities not risk assessed, or systems of control measures implemented.	Risk Assessments have been carried out for all external clubs which are Judo and Fencing and control measures thought about and implemented.	NL External providers	Risk assessment completed and held on file. 7/1/21 clubs cancelled during lockdown and external clubs will not recommence until Summer Term 2021
31	Opportunities for non-contact sport, adventure play, Forest School, gardening etc not regulated or considered	Internal clubs regulated and run if appropriate. Forest school continuing online when not allowed in school. Suitable programme of non-contact sport in place. All sports abide by National body rules during Covid-19.	NL Club coordinators	Maintain existing procedures 7/1/21 sport staff to run online sessions during closure each afternoon. Children in school to use hall or playground for exercise. 8/3/21 school reopens and internal clubs and sport to recommence
32	Physical education, sport and physical activities not following the measures in their system of controls.	Head of Sport and Sport staff briefed on SD rules and have implemented this in the sporting plan i.e. only games that lend well to SD guidelines where possible. Only sport played that has been approved by sporting bodies. SD rules followed and hand washed after activity completed. Pupils reminded by tannoy to wash hand before and after sport and breaks.	Sport staff Supervising staff Admin staff	Maintain existing procedures
33	Indoor sports and activity areas not sufficiently well and regularly ventilated with fresh air.	All staff are aware that rooms are to have windows kept open to increase ventilation. This includes the hall where indoor activities are to take place.	Staff	Reminder to staff and visual checks throughout the day
34	Sporting, play and SD rules unclear to staff, pupils, parents and visitors.	Head of Sport and Sport staff briefed on SD rules and have implemented this in the sporting plan i.e. only games that lend well to SD guidelines where possible. Only sport played that has been approved by sporting bodies.	RH and all staff supporting in Sports	Maintain current controls and monitor breaks

		<p>SD Signage around school including around areas in use for Sports.</p> <p>Pupils reminded at the beginning of Sports lessons and constantly throughout on SD rules.</p> <p>Staff supervising breaks and play have been briefed on SD rules and will remind pupils throughout breaks to not mix with other bubble groups and SD where possible.</p> <p>Areas for each Bubble group have been carefully signed and pupils and staff briefed.</p>	<p>SW</p> <p>RH and all staff supporting in Sports</p> <p>Staff supervising</p> <p>SW</p>	
35	Pupils not kept in consistent groups, maximising distance between pupils or paying scrupulous attention to cleaning and hygiene during sports activities.	<p>Pupils kept in consistent groups for all sport and staff aware that they should maximise distance between pupils where possible.</p> <p>All equipment used must be cleaned between different groups and maintain strict hygiene rules for pupils.</p>	Sport staff	Maintain existing controls and remind pupils to wash their hands after sport
36	Sports equipment not sufficiently cleaned between each use by different individual groups.	<p>All equipment used to be cleaned between different groups.</p> <p>Disinfectant to be restocked by bursar if running low on supplies.</p> <p>Climbing wall not in use.</p>	Sport staff	<p>Maintain existing controls and cleaning</p> <p>7/1/21 fogging machine available if required for equipment</p>
37	Risk assessment for play, drama and dance activities not re-assessed, applied or checked.	<p>All drama, play and dance risk assessed and written up in our Plan and Procedures.</p> <p>Drama planned within bubble groups and SD considered.</p> <p>GCSE students SD for their drama.</p>	Drama Teacher	<p>Maintain current procedures</p> <p>7/1/21 all online during closure</p> <p>8/3/21 school reopening</p>
38	Added risk of infection where there is singing, chanting, playing wind or brass instruments not reviewed.	Music programme discussed with Head of Music and peripatetic teachers.	Head of Music	Maintain current procedures at present time.

		<p>Bubble groups and SD considered and applied during lessons and adequate ventilation and cleaning.</p> <p>Music and singing lessons commenced in September 2020 in small groups only and all instruments will be cleaned before and after each use.</p> <p>Measures implemented such as playing outside whenever possible, positioning back to back or side by side and avoid sharing of instruments.</p> <p>Singing wind and brass playing will only take place in small groups. Other measures will be implemented such as positioning back-to-back, avoid sharing of instruments and limited handling of sheet music.</p>		<p>5.11.20 clear screens in place between peripatetic teachers and pupils where 2m cannot be maintained</p> <p>7/1/21 all music online during closure</p> <p>8/3/21 School reopening and peris recommence teaching at school</p>
39	Shared staff spaces are not set up or used to allow staff to distance from each other.	<p>Limited numbers allowed in our staff areas and all staff aware:</p> <p>10 in main staff rest area</p> <p>10 in staff work area</p> <p>10 in senior common room (converted to staff room during Covid)</p>	All staff	Staff aware they must SD and checked occasionally to ensure this is maintained.
40	Staff meetings and staff rooms unregulated in terms of space, equipment, resources (copiers, kettles, biscuits tins etc) timings, SD and purpose.	<p>The staff room will have a maximum of 12 (rest area) and 10 (work area) staff allowed at any one time.</p> <p>The senior common room will be used as an additional space for staff with a maximum of 10 staff allowed at any one time.</p> <p>Kitchen staff will ensure tea, coffee, milk are provided in the staff room fridge.</p> <p>Staff briefed in staff meeting and SD signs erected outside and inside the staff rooms.</p> <p>Allocated cleaner will clean equipment in both rooms such as kettles, photocopier, hard surfaces and door handles throughout the day and particularly before and</p>	<p>All relevant staff</p> <p>All relevant staff</p> <p>JC</p> <p>SW / DM</p> <p>JC / SW</p>	<p>Reassure staff about cleaning and encourage them to wipe surfaces, handles and photocopier after use.</p> <p>5.11.20 masks to be worn by staff in staff rooms except when sitting to eat and drink.</p>

		<p>after breaks. Disinfectant spray and cloths to be available.</p> <p>All staff meetings will continue to be held on Teams.</p>	DM / SLT	
41	Staff not having sufficient down time / rest during the working day / week?	<p>Staff follow set timetable which ensures breaks and rest times for all.</p> <p>Deputy Head to ensure lighter staff do internal cover if required and get supply staff if required.</p>	DH Staff	Maintain existing controls and keep a watching brief
42	Staff schedules do not build in the need to avoid increases in unnecessary and unmanageable workload burdens.	Deputy will monitor staff workloads and adjust if becoming unmanageable. Supply staff will be used whenever necessary.	DH	<p>Keep watching brief.</p> <p>7/1/21 reduced timetable in place during remote teaching to be manageable for staff</p>
43	Staff unable to manage the provision of both in school and remote learning.	<p>Staff trained in Teams and are able to convert to blended learning when necessary. All new staff inducted in Microsoft Teams and given help when required.</p> <p>All staff have a pc in their room which enables them to work remotely from school during closure if they wish.</p> <p>All staff have iPads</p>	DH Head of IT	Maintain current procedures and give support when required.
44	Security, CCTV and access systems not regularly checked, updated and (where necessary) re-coded.	<p>CCTV and electronic gated serviced annually and in good working order. Checked daily.</p> <p>Codes last changed to front gate in the Autumn Term 2020.</p>	SW SW	Maintain current procedures
45	Parent, Pupil, Staff, Contractor, Visitor drop-off and pick-up procedures, in and out routes not shared, understood or applied.	<p>Staff arrangements for arrival and departing school agreed and communicated via staff meeting with minutes and Deputy Headmaster's daily update email. Staff to use the staff car park on site. Procedure covered in Sept 20 Inset session.</p> <p>Parents advised via Parentmail of Plan and Procedures for drop off and pick up:</p>	DM / IM DM / IM / KH	<p>Maintain current procedures and replace markings as required.</p> <p>Letter sent to parents on 19/8/2020 and updated on 30.10.20</p>

		<p>Pupils will arrive between 0815-0845 and go straight to their classroom on arrival. Form teachers will be there by 0815.</p> <p>Year 1-4 will be dropped off at the front of the school Years 5-11 at the car park.</p> <p>Pick up will be from the car park only at the following times: 1530 for Years 1-4 1545 for Years 5-6 1600 for Years 7-8 1615 for Years 9-11</p> <p>Parents should remain in their cars where possible and if walking, must wait at the gate.</p> <p>Our unofficial one-way car system for traffic should be maintained and a member of staff will be on duty at the car park during drop off and pick up.</p> <p>Pupils arriving late should enter through the front door to sign in late.</p> <p>Staff on duty at gates to manage process and ensure SD maintained by parents remaining in their cars and not mingling together at the school gates.</p> <p>One way system around buildings with clear signage.</p> <p>All visitors and contractors to report to front office to sign in. Only essential visitors allowed on site.</p>	Supervising staff	<p>Deputy Head to monitor and supervise car park pick up for week beginning 2.11.20.</p> <p>Flood light in place 2.11.20 to ensure safety in dark evenings.</p> <p>7/1/21 During closure, all pupils attending to be dropped off at front for Lower Prep and all others from car park. Pick up from car park for all. Pupils walking to enter and leave via front door.</p> <p>8/3/21 School reopening and revert to drop off and pick up procedures as in Autumn Term 2020</p>
46	Appropriate safety measures not in place for wraparound childcare for both indoor and outdoor provision.	<p>Breakfast and late clubs held in the dining room to allow for SD. Staff trained on which resources they are allowed to use and giving cleaning materials.</p> <p>Late club to use the playground for outside play when possible.</p> <p>Holiday activities follow controls as set out in our Plans and Procedures</p>	Staff i/c	<p>Maintain existing controls</p> <p>7/1/21 no wraparound provision during closure</p> <p>Wraparound provision recommences 8/3/21</p>
47	Transit spaces (corridors), social zones (common rooms / playgrounds) not configured to separate different groups.	<p>One-way system and stairs marked out to avoid narrow corridors being used in both directions.</p>	SW	<p>Maintain current procedures and replace SD markings if required.</p>

		<p>Social zones not in use during reopening have been fenced off and common room only in use for additional staff room.</p> <p>Corridors and transit spaces have been marked to maintain SD.</p> <ul style="list-style-type: none"> • Playground / break times in Bubble groups only and are controlled and supervised by allocated member of staff to ensure SD rules are encouraged and bubble groups do not mix. Pupils to be reminded before break by teachers. 	<p>SW</p> <p>SW</p> <p>Relevant staff</p>	<p>From 5.11.20 face coverings to be worn by pupils over the age of 11 and all adults in corridors and communal areas. This will continue whilst in Tier 2 or over.</p> <p>8/3/21 face coverings to be worn in classrooms for Year 7 and above.</p>
48	Classrooms don't reflect recommended layout, PPE, screening, enhanced cleaning rules and timings.	<p>All classrooms adjusted to desks are side-by-side and forward facing.</p> <p>Tape in place when appropriate to remind pupils of SD.</p> <p>Cleaning products in each class to wipe desks between bubbles. Sanitiser in each class and those with a sink are provided with soap.</p> <p>Signage in place in all rooms reminding about face masks, SD and hygiene.</p> <p>Bins provided for safe disposal of tissues.</p> <p>Screens in place in school office, in music for 1:1 teaching and in Study Centre for 1:1 teaching.</p> <p>PPE available for all staff if required. Face visors recommended for 1:1 teaching and for LSAs.</p> <p>Exams for Year 11 – plastic face masks and visors recommended for all scribes/LSAs and screens in place for 1:1 access arrangements.</p>	All staff / HoD	Maintain current procedures
49	Hand washing not part of school culture or routine e.g. no regular breaks for hand washing during the school day.	<p>Handwashing is now routine and part of school culture. Frequent breaks for handwashing and reminders from the school office over tannoy throughout the day.</p>	Admin staff and form teachers	Maintain current procedures
50	Insufficient hygiene stations at entrances, exits, toilets, classrooms, play areas, common rooms, staff areas etc	<p>Hand sanitiser at main entrance and at dining room entrance.</p>	SW	Maintain current procedures and restock when required.

		<p>Hand sanitiser placed in every room – common rooms, classrooms, offices, kitchen, dining room, etc. Restocked by bursar when required.</p> <p>Many rooms with own sinks for handwashing. Pupils washrooms separated by bubble group.</p>		
51	Hygiene stations (including bins) not stocked, checked, emptied and cleaned regularly.	Bursar ensures plenty of stock items and restocks rooms as required. Outside bins emptied by groundsman daily and classroom bins emptied each evening by cleaners.	SW	Maintain existing controls and encourage staff to return empty bottles.
52	<p>Unnecessary and unused items not removed from classrooms and other learning environments.</p> <p>Soft toys, furnishings, spare furniture and items that are hard to clean not removed and stored securely.</p> <p>Individual and frequently used equipment, such as pencils and pens not shared by staff or pupils (who use their own).</p>	<p>Staff to ensure that pupils do not share equipment unless essential.</p> <p>Classrooms cleared of unhygienic equipment and resources prior to opening such as soft toys, cushions, etc.</p> <p>All equipment to be disinfected by teacher with the provided spray and cloth before and after use.</p> <p>Children and parents informed that children should not be sharing equipment brought in from home and this should be limited to only essential items.</p> <p>Sports equipment assessed and only used if it can be cleaned easily.</p> <p>Balls labelled for each Bubble group and kept for that group only.</p>	<p>All relevant teachers</p> <p>SW</p> <p>All relevant teachers</p> <p>SLT</p> <p>Sports staff</p> <p>Supervising staff</p>	<p>Maintain current procedures</p> <p>7/1/21 Fogging machine now available to clean equipment and resources</p> <p>8/3/21 school reopens and fogging machine to be used in drama, prep and after school club</p>
53	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.	<p>Classroom based resources and all frequently touched surfaces should be cleaned regularly with disinfectant provided in every classroom.</p> <p>All rooms provided with necessary cleaning materials.</p>	<p>SW</p> <p>Staff</p>	<p>Reminders to staff to clean all resources frequently and between bubbles.</p> <p>7/1/21 as above</p>

54	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).	<p>If possible, there will be no shared resources between groups. Any resources that are to be shared between bubble groups are to be meticulously cleaned between each group. All staff aware and are reminded regularly</p> <p>All resources not able to be cleaned are to be rotated and left unused for 48 hours or 72 hours for plastics.</p> <p>Additional cleaner on site to clean frequently touched resources, e.g. photocopiers, kettles handles, etc.</p>	Staff	<p>Maintain existing controls Staff to be reminded at regular intervals.</p> <p>7/1/21 as above – fogging machines to be used if required</p>
55	Regulating the use and cleaning of locker, changing rooms, toilets and showers not managed and supervised.	Pupils not using changing rooms – pupils to come to school in games kit on days sport is timetabled.	SLT	Maintain existing controls at the present time
56	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.	<p>As above, pupils and parents informed that only essential items should be brought into school if required.</p> <p>Mobile phones for Year 6 and under are handed into the school office and Years 7 and above are to store their phone in their lockers during the day.</p> <p>Sheds for storage of bags and coats were erected in November for Years 7 and 8. Years 9-11 use the changing rooms. Other forms have allocated areas within their classrooms.</p> <p>Catering resumed Sept 202 so no packed lunch required. Pupils to ensure they have their own water bottle.</p>	SLT	Maintain current procedures
57	Pupils and staff taking necessary books and other shared resources home not sufficiently managed.	Pupils will be allocated their own books and resources whenever possible which they should keep in their bags. Staff are aware that they should limit resources that are taken home and to allow 48 hours between sharing books if not cleanable.	Staff and pupils	Maintain existing controls
58	Outdoor playground equipment should be more frequently cleaned or left fallow.	Rota system in place for use of adventures trail and exercise bike. One bubble to use weekly allowing a rest at the weekend.	Rota in place by SLT	Maintain existing controls
59	Assemblies, break times, meals, drop-off and collection times not sufficiently well staggered.	No school assembles taking place except online.	SLT	Maintain current controls

		<p>Rotas and separate areas for all bubble groups for breaks and lunch.</p> <p>Drop off and pick up staggered and supervised by staff as explained above.</p>		
60	<p>Non-overnight educational visits not organised in line with protective measures (keeping children within consistent groups) and COVID-19 measures in place at destination.</p>	<p>Only necessary educational visits arranged for separate bubbles only and no overnight trips.</p> <p>Staff to ensure Covid-19 measures in place at destinations and written up in their risk assessments.</p>	Supervising staff	Maintain current controls
61	<p>Meal times not de-conflicted or possible to achieve SD in the servery and dining areas whilst still providing sufficient nourishment.</p>	<p>During summer term all catering staff received training relating to Covid-19. Catering Manager will ensure this is followed.</p> <p>Kitchen and dining hall was fully open from Autumn 2020 with the following precautions in place to ensure SD where possible, non-mixing of bubble groups and cleaning/hygiene protocols met:</p> <ul style="list-style-type: none"> • At short break milk will be served through the window of the 'boot' room. There will be no bread on offer so pupils must ensure they bring a snack or sandwich from home which can be fresh fruit or vegetables or a ham or cheese sandwich (no nuts or sesame) • At lunch time, every pupil must use the one way system to access the dining hall • The pupils must use social distancing where possible in the queue. • Everyone must sanitise their hands from the sanitiser station in the main entrance hall before entering the dining hall • 'Bubbles' will have specific 15 minute timeslots for lunch and must only eat with those in their groups • All pupils must use their water bottle for drinks • Menus have been adapted for a quick service • Tables will be pre laid with cutlery and no salt or pepper • Staff will have specific staff positions to minimise crossover 	<p>JC</p> <p>Catering team and relevant staff on duty</p>	<p>Maintain existing procedures</p> <p>7/1/21 lunch/kitchen closed during lockdown. Pupils to bring in sandwiches to eat under supervision in dining room. Staff will be provided with sandwiches.</p> <p>8/3/21 School reopening and lunch recommencing. All staff now to collect lunch from dining room and eat elsewhere unless supervising pupils.</p>

		<ul style="list-style-type: none"> • Pudding will be served on the table, removed and replaced between groups • All tables will be cleaned and disinfected before and after each bubble • No cut through the kitchen at any time. • Staff lunch for those not on duty will be taken to the staff room where they help themselves and maintain social distance. 		
62	Catering staff rota not configured to avoid all catering staff having to self-isolate in case of infection and kitchen closing.	<p>School too small to have a catering staff rota. Agency staff will be appointed if possible and if not, pupils and staff will be asked to provide packed lunches if not enough staff in place.</p> <p>Additional catering staff employed for Autumn 2020 to help with cleaning and catering.</p>		<p>7/1/21 staff on full or flexi furlough during school closure</p> <p>8/3/21 all catering staff returning except one who has Covid. Cover has been put in place.</p>
63	Organisation of breakfast and after school club not revised in to small, consistent groups and maintaining year groups or bubbles.	<p>Only pupils of parents who are required to go to work to be allowed to attend Breakfast and Late clubs. Late club to play outside whenever possible.</p> <p>Consistent groups in both clubs maintained.</p> <p>Prep held in different areas to allow distancing between bubbles:</p> <p>Lower Prep in Lower Prep</p> <p>Years 7 and 8 in IT suite</p> <p>Years 5 and 6 in double class in KW building</p> <p>Seniors in Humanities double class.</p>	Staff	<p>Maintain current procedures</p> <p>7/1/21 clubs suspended during school closure</p> <p>Breakfast and late clubs restarting 8/3/21 when school reopens</p>
64	Pupil and staff mental health and wellbeing not considered with individual needs not identified or supported.	<p>Pupil and staff mental health and wellbeing considered. Focused pastoral support for individual pupils provided if required and external support sought were necessary.</p> <p>Elsa and DSL on site to provide support if required.</p> <p>KHS has a robust framework in place to ensure the emotional health and happiness of each individual in our community.</p>	All staff	Maintain current procedures and encourage an open environment where the community feel they can talk and voice concerns

		Staff will be allocated a mentor if required but all staff report to their Divisional Head who very willing to provide help and support if needed.		
65	Insufficient pastoral and extra-curricular support for pupils to rebuild friendships and social engagement.	Robust pastoral and extra-curricular provision in place to support the rebuilding of friendships and social engagement. Elsa to work additional hours during academic year commencing 2020-21 to support pupils. Elsa works side-by-side with DLS and Senco.	Elsa DSL Senco Teachers	Maintain current procedures
66	Insufficient support to address and equip pupils to respond to COVID-19 related issues.	Robust form teacher system in place overseen by divisional Head to equip pupils to respond to Covid-19 issues. Strong pastoral support and PSHE programme.	Staff FS	Maintain current procedures
67	Re-scheduling of activities not operating efficiently or safely due to SD rules and timings	SLT to constantly review activities and timetable to ensure they are operating efficiently and safely within Covid-19 rules. Weekly SLT and staff meetings held to review and discuss.	SLT Staff	Maintain current procedures
68	Plans, briefing and statistics for ISI visit not updated.	Full inspection due 2021 with material change visit expected this year. Planning and preparation in progress.	SLT	Continue current procedures and ensure updates carried out
69	Roles suitable to home working, such as administration, not considered to help reduce risks of infection in school.	A few admin roles may be suitable for home working. Bursar to operate a rota with Assistant to allow working safely in office. Marketing to operate similar system in their office and work from home when able. Admin workers to constantly review and consider what is appropriate and safe.	Admin SLT	Maintain review of working condition particular during April 2020 – Lockdown, and Jan 2021 – Tier 4 school closure so many staff working remotely. 8/3/21 School reopening. Some admin staff may work remotely if conducive to their role.
70	Those working/schooling at home not provided sufficient information and training to work safely or received advice on suitable furniture and equipment.	All pupils and staff provided with advice and guidance for home working when required. Online safety information sent to all parents.	DSL / SLT	Maintain current procedures.

		<p>Child protection policy contains guidance for all staff and parents.</p> <p>Staff provided with iPads and laptops.</p>		
71	Those working / schooling at home not able to take regular breaks, stretching exercises, avoiding eye fatigue.	Advice given to staff and pupils about taking a break from the screen every 20 minutes to avoid eye fatigue.	SLT	Maintain current procedures
72	Those working / schooling at home not able advised on stress and mental health	<p>DSL and Elsa have sent advice to all parents, pupils and staff to make them aware of stress and mental health issues.</p> <p>This is also covered in our Covid Plans and Procedures.</p> <p>DSL and Elsa have regular meetings to discuss vulnerable pupils and staff.</p>	DSL, Elsa, SLT	Maintain current procedures
73	Those working / schooling at home not kept in regular contact with the school and insufficient regards to their well being.	<p>All staff are in a cascade email group led by the SLT. Contact maintained by each group at least once a week. DSL and Elsa give frequent guidance on well being.</p> <p>Weekly staff meetings continuing on Teams.</p> <p>Staff well being of the utmost importance and all staff are able to talk to the Head of Department or Head – we have an open door policy and encourage problem sharing.</p>	SLT DSL Elsa	Maintain current procedures.
74	Those working / schooling at home do not have an emergency point of contact or know how to gain help if needed.	All staff and parents know the emergency contact details of the school. The school office is always covered, even during lockdown.	SLT School office	Maintain current procedures

Medical Risk Assessment in the COVID-19 Environment

	Hazard	Control Measures	Responsibility	Remarks / Re-assessment
1	Sickness management rules and the “don’t come to work if you are ill” not understood or observed.	Office and staff aware that pupils/staff must not come into school if feeling unwell. School secretary	Staff Admin	Maintain current procedures

		manages registration and enquiries from parents to ensure parents understand and this is observed by all.		
2	Staff and pupils who are ill or tested positive in the last 10 days do not know or are unwilling to stay at home.	All parents, pupils and staff aware that if tested positive they must remain at home for 10 days. This is written up in our Plans and Procedures.	Staff Pupils Parents	Maintain current procedures and keep record of pupils and staff isolating
3	The procedure for isolating or sending staff and pupils home for 10 days and arranging a COVID-19 test is not understood (if anyone becomes unwell in school).	The procedures for isolating staff and pupils for 10 days and arranging for a covid test if they become unwell in school is well understood by all and written up in our Plans and Procedures.	Staff Pupils Parents	Watching brief on changing legislation and maintain current procedures
4	Given (Serial 1 & 2) above household or group members do not understand that they must self-isolate for 10 days.	It is clearly written up in our Plans and Procedures that we follow government guidance about household isolation for 10 days. This is re-enforced by admin staff and a record kept of all pupils and staff in isolation to ensure they complete 10 days.	Staff	Maintain current procedures
5	No isolation room and separate bathroom available, inadequate signs for those waiting collection and no access to PPE for those attending to unwell staff and pupils.	The Meeting Room will be used for anyone showing symptoms of the virus. It is easy to clean and ventilate with windows and two doors. There is a bathroom opposite which will be cordoned off for use solely by those isolating if required. The room is clearly labelled 'Isolation room only' when occupied or being cleaned. The assigned cleaner will clean the room after each use. PPE – masks, gloves, aprons, sanitizer, etc. all available in the isolation room and will be replaced when used.	KH/IW/SW	Ensure signs remain visible on isolation room door and maintain current procedures
6	Procedure is not clear for those Staff who have helped someone with symptoms and pupils who have been in "close contact".	If we are informed that a pupil or member or staff have come into contact with anyone who has tested positive to Covid-19, they will be asked to go home and arrange for a test and isolate for 10 days. The school will call DfE for action and advice if required. Clearly set out in our Plans and Procedures	SLT	Maintain current procedures and record to be kept.

7	Staff not aware of meaning of “close contact” i.e.: <ul style="list-style-type: none"> • 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 aware of meaning of ‘close contact’ and reminded at regular intervals in staff meetings or by email. This was clearly set out in an email following a case at school in Autumn Term 2020. Staff to be reminded at beginning of Spring Term 2021 of the importance of SD	SLT	Maintain current procedure and remind staff
8	Procedures for reporting COVID-19 instances to external authorities not known or applied.	Procedures for report covid-19 instances to DfE well known and written up in our Plans and Procedures with relevant telephone number.	SLT	Maintain current procedures
9	Procedure for washing hands thoroughly for 20 seconds with soap and running water or using hand sanitiser after any contact with someone who is unwell is not understood or applied.	Procedure for washing hands for 20 seconds and using hand sanitiser after any contact with someone is unwell and well understood by staff, particularly office staff who treat most unwell pupils. Signage in place to explain about hand washing and hand sanitiser in every room in the school.	All staff	Maintain current procedures
10	Procedure for cleaning, with normal household bleach, the area around a person with symptoms after they have left (to reduce the risk of infection) is not understood or applied.	Procedure to clean the area around a person with symptoms after they have left is well understood by staff and written up in our Plans and Procedures	Staff	Maintain current controls
11	Science of risk not understood e.g. less severe symptoms in adults, younger children less likely to become unwell. Consistent groups help.	Science of risk understood by staff, e.g. less severe symptoms in adults, younger children less likely to become unwell and staff reminded during discussions and staff meetings. Maintain bubbles and consistent groups to minimise risk.	Staff	Maintain current procedures and remind staff during discussions and meetings
12	Although a useful confidence measure routine temperature testing is not a reliable method to identify COVID-19 (PHE advice refers).	It is known by staff that temperature testing is not a reliable method to identify Covid. Staff know the main symptoms and will recommend a test to the parents if child is unwell with the 3 main symptoms. Pupils going to our study centre will have their temperature tested because of the amount of 1:1 teaching in progress.	Staff	Maintain controls
13	Insufficient medical staff to deal with temperature testing (if used), isolating and monitoring suspect	Temperature testing only in Study Centre or when pupil feels unwell.	Bursar Admin staff First aiders	Maintain current procedures and train more staff as required

	COVID-19 cases, outside appointments and normal medical issues.	No medical personnel on staff. Some LSAs and bursar have formerly had medical training and we have many staff trained in first aid. Isolation procedures written up in our Plans and Procedures and staff aware and had training on how to supervise, PPE and clean up.		
14	No or insufficient training for those operating temperature testing or other precautions that require new equipment. Training not recorded for future reference.	All first aid training recorded and certificated. SD rules applied when taking temperatures. If any new equipment is to be used, full understanding and training will be given.	Staff	Maintain current procedures
15	Medical staff have insufficient or unsuitable PPE, cleaning materials and training for tasks.	First Aiders are updated on the relevant Covid-19 precautions, are given the appropriate PPE especially if dealing with suspected Covid-19 pupil or staff member and the relevant cleaning materials as per the school's hygiene protocol. Isolation room, school office, all classrooms have the required cleaning materials, soap, hand sanitiser and PPE.	SW	Maintain current procedures and replace stock when required.
16	Temperature testing undertaken using unsafe methods, not reflecting SD rules, not recorded or kept appropriately.	The staff member assigned to supporting each case will be provided with a disposable mask, apron and gloves and disinfectant wipes for the non-contact forehead thermometer. The temperature is recorded for each individual maintaining SD rules.	SW / KH / IW SW / KH / IW	Maintain current procedures
17	No separate area for temperature testing, holding and isolation of pupils/staff. Areas not easily identified or regularly cleaned?	Those visiting Study Centre will have their temperature taken on arrival. Anyone displaying Covid-19 symptoms will be supervised in the isolation room which is clearly labelled and next to a toilet. Cleaning will take place immediately after a suspected Covid case has been collected and daily thereafter.		Maintain current procedures
18	Insufficient registration, induction, supervision (and temperature checking) of contractors working on site.	Only essential work is to be carried out during school hours and all contractors have to complete the Visitors Form for test and trace and indicate that they are free from virus symptoms/ are not required to self-isolate	SW / KE / KH / HP	The visitors form has been updated and contractors informed about protocols around the school. Covid

		and will adhere to the schools SD rules and hygiene protocol. Induction of all visitors in our protocols will be carried out on arrival. Temperatures will be carried out if displaying symptoms.		app is in the school office for use by visitors.
19	Young children not supervised using hand sanitiser (risk of ingestion). (Note: Skin friendly cleaning wipes is an alternative).	All young children will be supervised using hand sanitiser due to the risk of ingestion. Staff aware that this could be dangerous and supervise the pupils.	Staff	Maintain current procedures
20	Young children and those with complex needs not supported in understanding importance of hygiene rules.	Young children and those with SEN needs are supported to understand the importance of hygiene rules. This repeated during lessons and useful pictures and signage in place.	Staff	Maintain current procedures
21	Lack of information on how to react to coughing and sneezing using tissues (and their disposal), crock of arm and immediately cleaning hands with soap and water or hand sanitiser.	All staff and pupils aware and taught the importance of coughing and sneezing correctly. Bins provided in each room to dispose of used tissues. Signage in place around the school as reminders on how to do this correctly.	Staff pupils	Maintain current procedures
22	Hygiene rules not effective. "catch it, bin it, kill it" not re-publicised or applied.	Catch it, bin it, kill it posters in place around the school and frequent reminders given to staff and pupils.	Staff Pupils	Maintain current procedures and replace posters when required.
23	Pupils not aware of behaviours which may increase the risk of droplet transmission (such as biting, licking, kissing or spitting).	Pupils are taught that some behaviours may increase risk of droplet transmission, such as biting, licking, etc. and severely reprimanded if caught doing something irresponsible. Staff to reinforce the message in form time and during PHSE.	Staff Pupils	Maintain current procedures
24	Insufficient staff supervising and supporting normal medical staff particularly in their liaison with GPs, LA(?) etc.	No medical staff at KHS. Office staff and many other teachers are first aid trained. Office staff and Senco liaise with GPs, LA etc if necessary	Admin and office staff	Maintain current procedures
25	Visits of or to GPs / nurses / dentists and local surgeries changed and not known by staff and or pupils.	N/A Day school so only visits by nurses are for vaccination programmes.		
26	Staff are not aware those with COVID-19 symptoms should not go to a GP surgery, pharmacy, urgent care centre or hospital.	All staff aware that anyone with symptoms of Covid should not go to a GP, pharmacy, etc. Parents to be	Staff	Maintain current procedures

		called to collect their child if they display covid symptoms.		
27	Insufficient or no procedure for summoning emergency services, lack of safe RV and cleared routes in and out.	Office staff or Bursar will call for the emergency services if necessary. There is a straightforward and quick route from the Meeting room to the main front door where the emergency services will be asked to park. This is the current procedure and need not be revised. Parents will be called asap and given the same instructions.	SW / KH / IW SW / KH / IW	Maintain current procedures
28	No early liaison with local health protection teams and LA who provide advice (and may recommend large groups self-isolate or school closure)	The bursar and KH in the office will liaise immediately with DfE and HPT should a pupil or staff member have a confirmed case of Covid. Their advice will be followed and groups told to isolate if deemed a contact.	SW / KH	Maintain current procedures
29	Insufficient First Aid trained personnel (ratio) for pupils in school and on activities and sport.	21 trained first aiders at the school which allows enough to ensure sport, activities and after school clubs will be covered.	SW	Maintain current procedures and ensure staff update training as required.
30	Actions for using first aid on those with no COVID-19 symptoms unclear and not briefed.	All trained first aiders know that they can treat pupils or staff if no covid symptoms present. Procedures are that pupils are taken to the school office, treated and a record kept.	First aiders	Maintain current procedures
31	Not compliant with requirements for EYFS and PFA certification.	No EYFS at present so N/A		
32	Medical policy, procedures and appropriate response to spectrum of medical issues not revised or shared?	First Aid and Administration of Medicines Policy in place and up-to-date and share with all staff and on the website for parents.	Staff and parents	Maintain current procedures
33	Pregnant women are in the 'clinically vulnerable' category and not following the relevant guidance.	One pregnant member of staff currently who has a risk assessment in place which is regularly updated and advice given about clinically vulnerable. She is a technician so has limited contact with pupils and her own office.	Pregnant staff	Maintain current procedures and update risk assessment in Jan 2021 7/1/21 Pregnant staff member gave birth prematurely on 6/1 so is now

				on maternity leave and will not attend school.
34	Lack of School decision or policy for level of PPE required for staff or pupils.	PPE requirements for staff written up in our Plans and Procedures. All staff and pupils in Year 7 and above to wear a masks in communal areas and common rooms. Visors and gloves may be worn by staff if required. Staff aware of PPE requirements for persons displaying symptoms of covid.	SLT	Maintain current procedures 7/1/21 all staff informed that they may request more PPE, especially a visor for 1:1 working.
35	Insufficient training for all those that wear face coverings including fitting, storing, care and disposal arrangements.	Correct use of face coverings and their disposal written up in our Plans and Procedures and reminders given to pupils. Two bins are in the school, one at front entrance and one outside PB building for disposal of face masks only.	Staff	Maintain current procedures
36	School unaware of those that have been identified as Clinically Extremely Vulnerable (CEV) via a letter to the individual from NHS or their GP.	School very aware of those who are CEV. We currently have one member of staff in that category who will teach remotely when advised, i.e. in lockdown and Tier 4. There is also one pupil who is CEV who will be advised to remain at home during school closure and when in Tier 4.	SLT	Maintain current procedures
37	Clinically Extremely Vulnerable (CEV) staff and pupils have not been advised whether to work from home or go to school during period of national restrictions.	CEV staff have been advised to work from home during periods of national restrictions.	CEV	JM to work from home April-June 2020 and January 2021 while in Tier 4 7/1/21 CEV staff (JM) and one pupil will not attend school during closure. 8/3/21 ECV staff will not return to school until 31/3/21 One CEV pupil will be allowed to return on doctor's advice

38	Measures in school are not sufficiently robust for clinically vulnerable staff and pupils.	Measures in school are robust enough for the CV staff and pupils as set out in our Plans and Procedures. They will be advised to follow SD strictly during national restrictions.	CV staff and pupils	Maintain current procedures
39	Medical advice for vulnerable staff and children not being followed and insufficient support both at school and at home.	Dialogue maintained with parents and staff about vulnerability and given support as appropriate.	Vulnerable	Maintain current procedures
40	Those with particular characteristics and an increased COVID-19 risk not identified and sufficient measures taken to reduce risks.	Medical records of all pupils and staff kept up-to-date. Parents and staff encouraged to inform the school of any characteristics with an increased covid risk.	Staff and pupils	Maintain current procedures
41	Lack of knowledge on whom has tested positive for COVID-19 and if it is recorded (for elimination purposes). Evidence of negative result should not be requested.	A record is kept of all positive cases and those who are isolating. Parents and staff are requested to inform the school if they are self-isolating or have tested positive for Covid-19. The school will not ask for evidence of test results.	SLT	Maintain current procedures and keep all records of tests. Fit notes received from Dr and filed. Record is kept of all staff and pupils isolating and being tested
42	Insufficient information and / or record of who is still shielding or had contact with anyone tested positive or suspected of COVID-19 and why this may preclude their attendance at school.	Record kept of all shielding or isolating person or anyone who has tested positive.	KH / SW	Maintain records
43	Lack of recording of which staff and pupils have been sent home with COVID-19 symptoms (a cough, high temperature or shortness of breath).	Record kept for all staff and pupils who have been sent home with Covid symptoms.	KH / SW	Maintain records
44	Lack of regular dialogue with those that have suffered from COVID-19 and / or are isolated at home.	Staff and SLT to maintain dialogue with those that have suffered from Covid or who are isolating. Staff to be reminded in weekly staff meetings.	SLT	Reminders to staff and Maintain current procedures
45	Policy on wearing uniform and if washing also required to prevent infection for staff and pupils not re-considered.			

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

	Hazard	Control Measures	Responsibility	Remarks / Re-assessment
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1	Drivers not regularly briefed on changes or included in staff briefings and revised schedules and notices.	All drivers inducted prior to the start of September 2020 term about Covid-19 management regarding minibuses. Weekly review with all drivers to ensure they are kept up-to-date with changes as they arise.	SW / KH	Maintain current procedures 7/1/21 All drivers furloughed for duration of school closure and minibuses not in use. 8/3/21 School reopens and minibus runs recommence. All drivers recalled to work.
2	Drivers not fully considered, supported or rostered (particularly relating to age and vulnerability).	Drivers fully included in all staff notices. All drivers encouraged to report to the school office daily or as necessary. All drivers have telephone numbers of Bursar and admin staff.	SW / KH	Maintain current procedures 7/1/21 All drivers will be contacted regularly by email during close closure to maintain support.
3	Drivers have insufficient / inappropriate PPE, cleaning materials and training.	All drivers trained about PPE and explained how to clean their buses daily. Screens have been fitted to all buses between the driver and passengers and drivers and all pupils from Year 7 and above have to wear masks on the bus. All buses to kept clean and clear of rubbish at all times. Disinfectant spray and wipes provided for each driver and all high touch areas such as door handles, steering wheel, etc, are cleaned before and after each run. All drivers supplied with masks and sanitiser.	SW / Drivers	Maintain current procedures and replace cleaning materials as necessary
4	Drivers not protected by screens and / or procedures that should be known to parent, carers and pupils.	Screens installed within each minibus to protect the driver. All parents and pupils aware that all pupils aged 11 and over are to wear a mask on boarding the bus.	Drivers / SW	Maintain current procedures
5	Dedicated transport not aligned with the principles underpinning the system of controls.	Dedicated school minibus routes are consistent and therefore, those pupils will not be required to follow the current public transport requirements. However, the following rules must be followed and are outlined in the Plan & Procedures: * Pupils will always sit in the same seat for each journey and with their bubble group if possible	SW / Drivers / Parents / Pupils	Maintain current procedures

		<ul style="list-style-type: none"> * Pupils must use the hand sanitiser upon boarding and disembarking. * There will be organised queuing and boarding where possible. * Distancing within vehicles must be considered wherever possible. * Pupils over the age of 11 must wear a face mask. * screens in place to separate drivers from pupils <p>The minibuses will be cleaned more frequently</p> <p>Parents are to be encouraged to avoid sending pupils to school on public transport. If public transport is necessary, then face coverings are recommend. The face coverings must be removed before arriving at school and safely discarded in a bin in the porch or kept in a plastic bag in the pupil's school bag.</p> <p>KHS encourage parents, staff and pupils to walk or cycle to school if at all possible.</p>		
6	Travel in or out of local areas not minimised or avoided, and the number of journeys not reduced where possible.	Minibus routes consistent and minimised to the best of our ability.	Admin staff / KH	Maintain current procedures and adjust routes if necessary
7	Dedicated school transport not operating to SD and hygiene rules or with sufficient PPE and cleaning arrangements.	<p>As above:</p> <p>Pupils to sit in the same seat within their bubble if possible</p> <p>Orderly queuing 2m apart to get on the bus</p> <p>Masks to be provided if a pupil does not have one</p> <p>Hand sanitiser to be used before and after boarding by everyone</p> <p>High risk areas to be cleaned before and after each run by drivers.</p>	SW / Drivers / Parents / Pupils	Maintain current procedures and report any problems or issues to Bursar
8	Pupils not grouped together on transport reflecting consistent bubbles or groups that are adopted within school.	<p>Pupils directed to sit as far apart as possible and next to someone in their bubble.</p> <p>Minibus group kept consistent for the year unless new pupils joint.</p>	SW / KH / Drivers	Maintain current procedures
9	Insufficient or no use of hand sanitiser upon boarding and/or disembarking.	<p>Hand sanitiser used by all before and after boarding.</p> <p>Bursar to restock buses when required.</p>	Drivers / SW	Maintain current procedures
10	No additional cleaning of vehicles (all touch points) before and after each journey.	Each driver provided with disinfectant spray, cloth and wipes and advised to clean all tough points such as door handles before and after each journey.	Driver	Maintain current procedures

11	Poorly organised queue and boarding process and SD not observed within vehicles wherever possible.	Driver to ensure orderly boarding onto and off the buses to ensure 2m distance between pupils. Where possible pupils to sit 2m apart and next to other members of the same bubble group.	Driver / pupils	Maintain current procedures
12	Use of face coverings for children under (and over the age of 11) as a mitigating measure not understood by pupils and parents.	As above, parents and pupils aware that all pupils aged 11 and over are to wear masks in the buses. Spare masks provided for each bus in case a pupils forgets theirs.	Parents/pupils/ drivers	Maintain current procedures
13	Measures, in case of emergency, for the movement of a symptomatic pupil by school transport not considered in policy.	In an emergency, it may become necessary to transport a pupil in a minibus who is symptomatic. The pupil will sit in the back of the bus with a supervisor. Full PPE should be worn, i.e. mask, apron, gloves, visor by the pupil and supervisor and driver. After transport, the bus should be thoroughly cleaned in and out with a 'disinfectant' spray suitable for use on Covid-19 and seats and bus fogged.	SW / Driver	Maintain current procedures
14	School vehicles not fully registered, insured, maintained and stocked with appropriate hygiene materials.	All school minibuses are leased, fully insured, registered, maintained according to manufacturers recommendations and stocked with appropriate hygiene materials.	SW	Maintain current procedures

Support Staff Risk Assessment in the COVID-19 Environment

	Hazard	Control Measures	Responsibility	Remarks / Re-assessment
1	Support and contract staff not regularly briefed on changes to school operation.	Support staff are allocated Cascade groups with a member of SLT whose responsibility it is to ensure they are updated regularly on any guidance and process implemented. Support staff are also included on all school inset training. Contract staff report to the Bursar who keeps them fully updated on all changes to school operation as necessary.	SLT	Maintain current procedures and include new support or contract staff as necessary 7/1/21 all support and contract staff included in a cascade email group to maintain contact during school closure. 8/3/21 All support staff recalled to work when school opens and contract staff made aware of opening.
2	Physical meetings recognise SD, hygiene arrangements including well-ventilated rooms or, if possible, outside.	All meetings to be held on Teams if possible.	All staff	Maintain current procedures and follow Covid Plans and Procedures

		Ensure SD 2m between people if meetings held in person and ensure windows are open to improve ventilation or meet outside.		7/1/21 during school closure most meetings will be held on Teams. This will be continued during school opening on 8/3/21
3	Support staff and cleaners not fully considered or supported (particularly relating to age and vulnerability).	Support staff and cleaners, particularly those who may be vulnerable, kept fully up-to-date and supported by either the Bursar or Department Head. All support staff included in Cascade email group. All staff encouraged to voice concerns and ask for help when needed.	All staff	Maintain current procedures and create an environment where staff feel included
4	Support staff have insufficient/inappropriate PPE, cleaning materials and training.	PPE will be allocated to support staff that require PPE and cleaning materials as per the school's hygiene protocol and will be trained to use appropriately. Training updates on Covid-19 related issues are carried out via staff inset sessions and the weekly staff meeting with minutes circulated. Updates will be notified to all staff when required. LSAs to be provided with masks and visors for working 1:1 if required.	SLT / SW	Maintain current procedures 7/1/21 support staff offered visors for additional protection
5	Cleaning regimes not enhanced, regularly reviewed, inspected or conforming to revised hygiene rules.	The school assigned cleaner will be given a cleaning routine with a check list to ensure completion each day. Regular cleaning of high touch points such as door handles, light switches and photocopiers to be included in list. The Bursar will assess this and update according to revised hygiene rules.	Cleaners / SW	Maintain current procedures and check cleaning carried out regularly 7/1/21 during school closure areas not in use will be closed. All staff aware that they must clean high touch points throughout the day. The school now has a fogger which will be used in all rooms at the end of each day. 8/3/21 all school to be in use when school reopens and cleaning regime extended to whole school.
6	Security and access systems not regularly checked, updated and re-coded.	As we are a small school, we are able to control the points of access relatively well. Gates are routinely	All relevant staff	Maintain current procedures

		checked morning and afternoon with staff arriving and leaving school and those on duty for drop-off and pick-ups. The electronic front gate code is changed regularly and is not given to parents, pupils or visitors.	SW	
7	Reconfigured areas, zones and routes hampering fire exits and routes.	No fire exits or routes have been hampered by reconfigured areas. The one-way systems have been designed with fire and emergency procedures in mind.	SW	Maintain current procedures
8	Fire and other emergency procedures not reconfigured, routes not clear or regularly inspected.	All fire procedures on display in classrooms. Weekly checks of fire exits and routes recorded in fire log book.	SW	Maintain current procedures.

Facilities Management Risk Assessment in the COVID-19 Environment

	Hazard	Control Measures	Responsibility	Remarks / Re-assessment
1	Insufficient hand washing or hand sanitiser 'stations' for all pupils and staff to clean their hands regularly.	Hand sanitiser in every room in the school and on the wall on entrance and by the dining room. Most classrooms have their own sink and are stocked with hand wash. All others use the toilet facilities allocated to their bubble. Staff have 6 washrooms with basins to use. In addition, the kitchen has two hand washing sinks.	SW	Maintain current procedures
2	Policy and procedures for contractors including signing in and out, and badges on school sites not reviewed, and / or enforced.	Contractors only allowed on site if necessary. All contractors sign in and out in the school office and complete our track and trace form or the Covid app. All visitors are given a visitors badge to wear and are accompanied at all times. Induction in our procedures is given on arrival.	SW	Maintain current procedures
3	Contractor health declaration and pre-work briefings not considered or implemented.	All contractors complete a form to declare that they have not travelled and are free from symptoms. Induction in our procedures given on arrival.	SW	Maintain current procedures

4	Contractor (and visitor) hygiene arrangements not considered including parking, guiding, supervision, breaks, meals and toilets.	All contractors and visitors advised of parking arrangements in front of the school. Induction will include SD, washrooms and hygiene expectation and they will be supervised during visit.	SW Admin staff	Maintain current procedures
5	Insufficient heating and/ or cooling system (including insufficient fuel levels if applicable).	All boilers are gas and checked and serviced annually. IT and science provided with air conditioning. Maintenance book in Bursar's office for any faults to be lodged.	SW Maintenance team	Maintain current procedures
6	Insufficient gas supply, maintenance, checks, venting and valves.	All routine checks in place, updated and recorded. Gas checks carried out as required and serviced annually. Kitchens serviced twice a year and science annually.	SW	Maintain current procedures
7	Air conditioning units, ducts, ventilation and extraction systems not checked on re-occupying school facilities (including workshops).	Kitchen deep clean and extraction system carried out in August and thereafter annually. Checked by kitchen staff daily during term time and on day before start of new terms. DT extraction check by Head of DT before start of new term in Sept 2020 and Jan 2021.	SW Catering Manager Head of DT	Maintain current procedures 7/1/21 during closure oven and dishwasher will be run weekly and extraction system checked.
8	Centralised ventilation system that removes and circulates air to different rooms is not using a fresh air supply.	N/A		
9	Electrical tests not up-to-date including emergency lighting and PAT including electrical equipment bought in to school.	5 year electrical test completed August 2020 Pat testing annually, last completed July 2020 All equipment tested including any equipment brought into school.	SW	Maintain current procedures and remind staff that electrical equipment brought into school must be tested.
10	Water testing for temperature, flow and legionella not in date, recorded or tested on re-opening facilities.	All routine checks in place, updated and recorded. Legionella testing completed August 2020. Weekly flushing of all toilets when closed and rechecked before opening in September 2020.	SW / RG PH	Maintain week temperature checks 7/1/21 during closure all toilets not in use will be flushed weekly and taps run.
11	Insufficient arrangements for the operation, additional cleaning and security (and use) of the swimming pool.	N/A		
12	Fire alarm panel, system and extinguishers not in date and not serviced.	All routine checks in place, updated and recorded.	SW	Last service October 2020. Maintain weekly checks and record

13	Fire doors improperly propped open to limit use of door handles and increase ventilation.	Reminders given to staff frequently that fire doors must not be propped open with wedges. Windows to be opened for ventilation.	SW All staff	Weekly reminders and visual checks
14	Limiting occupancy of as many rooms as possible (offices, laundry, common rooms etc) not considered.	All staff aware that communal areas have limited occupancy which is written up in our plans and procedures. Visual checks on staff rooms and reminders given to staff on SD. Kitchen staff arrange breaks on a rota system and use the main dining room for their lunch to enable SD.	All staff SW	Maintain current procedures
15	Kitchen not reconfigured, stocked and cleaned if closed over a long period.	Kitchen restocked and cleaned before reopening. Annual deep clean during summer holidays including ventilation system.	Catering Manager	Maintain current procedures 7/1/21 two kitchen staff on duty during closure to ensure maintenance/cleaning of kitchen/dining and supplies 8/3/21 all staff recalled to work on 5/3/21 to prepare kitchen for reopening on 8 th March.
16	Insufficient chefs, supervising staff and cleaners to maintain high standards of hygiene.	One additional kitchen staff employed to help with catering and hygiene and to carry out cleaning of frequently touched areas around the school periodically during the day to include staff areas, photocopiers, door handles, etc.	SW	Maintain current procedures and give clear instruction to additional cleaner.
17	Servery and dining room rules inadequate or unsafe including wiping table, chairs and hard surfaces between sittings.	All kitchen staff trained on covid procedures in June 2020 prior to reopening. Dining room rota for school in place and written up in our Plans and Procedures to allow for cleaning thoroughly between bubble group. All catering staff trained in catering hygiene and use of disinfectant.	SW Catering team	Maintain current procedures
18	Insufficient drinking supplies and hydration available in dining room and around the school.	All water fountains closed except for taps to fill water bottles. Fresh water available around the school and in jugs in the dining room. All drinking water taps clearly labelled.	SW	Maintain current procedures and ensure pupils know where to obtain fresh water
19	Cleaners changed working patterns during the day not discussed or agrees to meet the revised hygiene requirements.	Bursar liaises with cleaning contractors to advice level of nightly cleaning required.	SW	Maintain current procedures

		Deep clean undertaken prior to reopening in June 2020. Daily cleaner in place to clean high tough areas around the school during the day.		
20	Cleaners have insufficient or revised instructions and training for appropriate cleaning and the wearing and disposal of PPE.	All cleaners aware of appropriate cleaning and trained by contract company. Bursar will supervise additional cleaning if required in areas where positive person has been, such as those requiring isolation awaiting collection. All cleaners are given appropriate cleaning materials.	Cleaners SW	Maintain current procedures
21	Insufficient cleaning staff for revised cleaning schedule and deep clean of each room and space daily unless left fallow.	Contract cleaners provide sufficient staff and school has employed an additional clearer to complete regular cleaning of high risk areas. Nightly deep clean of all rooms with appropriate disinfectant. All rooms provided with disinfectant and cloth to clean between bubbles.	SW Cleaners	Maintain current procedures 7/1/21 cleaners updated on which rooms are to be cleaned during closure
22	Insufficient immediate procedures (quarantine and deep clean) and PPE where areas contaminated with bodily fluids.	All first aid staff aware of procedures required to deal with areas contaminated by bodily fluids. PPE kept in isolation room and school office for use by staff dealing with bodily fluids and understood by staff.	SW	Maintain current procedures and ensure staff aware of requirements
23	Cleaning staff not equipped or using appropriate PPE including aprons, gloves, face coverings and their subsequent disposal.	Adequate PPE kept in office and isolation room and cleaning contractors ensure that their staff aware of the use of PPE and proper disposal.	Cleaners	Maintain current procedures and train new staff as required.
24	Laundry wash and dryers not serviceable, unable to cope with temperature requirements and insufficient wash products.	N/A		
25	Suspended services not re-set or reviewed to cater for current school operation including waste disposal.	If services suspended for waste disposal, all contaminated waste to be disposed must be bagged and left for 3 days before using waste disposal bins.	SW	Maintain procedures and ensure staff and cleaners aware.
26	Scheduled or on-going building works not reviewed given revised school timetables, staggered drop-off / pick-ups times.	No current ongoing building works. All minor works to be schedules during school holidays whenever possible.	SW	Maintain current procedures
27	Suppliers not following appropriate SD, hygiene measures and new routes, arrival details etc	Ensure all suppliers follow appropriate SD, Hygiene measures. Complete induction before allowing into school.	SW	Ensure all contractors aware
28	Waste procedures not reviewed or sufficient to cater for increase in waste measures.	Waste measures sufficient to cater for increase.	SW	Keep watching brief.

		<p>If waste increases beyond our capability, we are able to ask the Council to supply further bins.</p> <p>When testing on site commences, disposal of clinical waste to be considered.</p>		
29	Pest control services not sufficiently regular, recorded or deficiencies identified and actioned.	Pest control company in place and on contract.	SW	Maintain watching brief on visits
30	How often is this Risk Assessment reviewed? Daily? Weekly? Monthly? Termly? Annually?	This risk assessment is reviewed weekly and in addition, when regulations change.	SLT	Maintain current controls