



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. |

We are at 2 – Open with caveats

System of Controls:

- **Ensure good hand and respiratory hygiene for everyone**
- **Maintain appropriate cleaning regimes**
- **Keep occupied spaces well ventilated**
- **Follow PHE advice on testing, self-isolation and managing confirmed cases of COVID-19**

	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 August 2021 and Covid-19 specific sub-policy in place and from October 2020. Both policies on the website and staff, parents and pupils made aware.	SW/KE	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. Government, DfE, Independent School Council, ISBA, SOH and all relevant organisations websites checked regularly to ensure all updates have been notified. All latest advice is forwarded to the relevant groups i.e. governors/staff/parents/pupils as necessary	SW / DM SW / DM SW / DM / SLT / Cascade Leaders / HoD	Maintain all current procedures and monitor daily.
C	Staff and parents do not know or understand the above 'system of controls' and how they are applied.	The Plan and Procedure of our system of controls is circulated to all staff, Governors and parents and put on the website. Updates are discussed at SLT meetings and action points recorded in minutes, within the plan and on the risk assessment to ensure compliance. The Plan and Procedures and corresponding Risk Assessment is discussed at weekly staff meetings to ensure everyone is updated with minutes circulated. Reminders and relevant updates sent to all staff in daily email from Deputy Headmaster. All relevant existing policies either updated to reflect the current situation or additional process/procedures documented and circulated to all effected.	SLT / SW DM / KH IM SW	Covid-19 Pandemic Plan created and circulated internally Jan20 Covid-19 e-learning safeguarding consent forms sent to all parents via Parentmail 15/4/20 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 Covid-19 Medical & Cleaning Procedures circulated by email 22/5/20. Update to include

				<p>cleaning procedures emailed to all staff 3/6/20.</p> <p>Plan and Procedures 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, 16/4/21, 24/5/21, 18/6/21, 20/7/21.</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, 18/6/21, 28/7/21</p>
D	<p>Changes not regularly communicated to staff, their unions, pupils, parents, visitors, contractors 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</p>

				<p>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 following LFT for pupils in Years 7-11. Plan further updated on 16/4/21, 24/5/21, 18/6/21, 20/7/21</p>
E	Changes to assessments, procedures and other important matters not reviewed by Governors	<p>The Bursar emails all governors with updated information as it arrives from all platforms, including AGBIS</p> <p>Bursar and Headmaster update governors with Plan and Risk Assessment as changes arise.</p>	<p>SW</p> <p>SW / DM</p>	<p>Maintain regular contact with governors</p> <p>Changes sent to governors 9/11/20, 2/12/20, 6/1/21, 3/3/21, 30/4/21, 18/6/21, 28/7/21</p>
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 and testing.	All staff and pupils tested or in isolation documented. Lateral flow tests to be started in school when advised 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.	SW	Maintain current procedures and commence testing when possible.
K	Staff, parents, visitors, contractors (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	No contingency or outbreak management plan in case of an outbreak in school or local area.	Contingency plan covers process to manage a potential outbreak and has been attached to the latest	SW/KE	Maintain current procedures

		Plan and Procedures which has been communicated to Staff and Parents August 2021. This has also been put on the school website.		
P	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.
Q	Is it understood which pupils may have difficulty to self-swab. Are those unable to self-swab given additional support and reasonable adjustments?	All staff aware of those pupils who may have difficulty to self-swab. Swabbing is closely supervised and help given to those pupils who are unable to self-swab.	SW	Maintain current procedures
R	No contingency plan, if it is necessary, to switch to remote learning for a temporary period.	Contingency plan covers process to switch to remote learning and has been attached to the latest Plan and Procedures which has been communicated to Staff and Parents. This has also been put on the school website. Process already tried and tested in previous lockdowns and was a success.	SW/KE	Maintain current procedures
S	If notified by NHS T&T the requirement to self-isolate not complied with or understood.	Plan and Procedures August 2021 detail the updated process re self-isolation. This has been circulated to all staff and parents and on the school website.		Headmaster letter dated 26.08.21 details process for all staff and parents/pupils re self-isolating.
T	Control and hygiene measures not regularly communicated, understood, applied and checked.	Hygiene protocol signage around school, at 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 blog. Hygiene protocol demonstrated by staff at regular intervals. Staff reminded in daily emails, weekly staff meetings with minutes and communicated clear procedures on hygiene protocol.	SW/KE DM/teachers SW/SLT	Maintain current procedures and replace signs as required.

U	No contingency plans for self-isolation of individuals, groups, multiple pupils and or staff if required by NHS T&T/HPT	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 groups 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
V	Insufficient updated information (letters, Whatsapp etc) to communicate with parents, carers, staff and pupils if required to self-isolate by NHS T&T.	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	
W	Insufficient consideration to minimise contact and maximise distance -if required for a temporary period.	SD signs will remain until confident that they are no longer required. Contingency Plan covers process for reintroducing precautions such as SD if necessary.	SW/KE SW/KE	Maintain current procedures
X	Ventilation rules not sufficiently robust, understood, communicated, applied or checked.	Staff reminded about ventilation rules during weekly staff meetings, daily email updates from Deputy Head. 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.	SW / DM / IM Bursar/ Headmaster All relevant staff and pupils	Maintain current procedures
Y	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.	Deep clean of whole school completed in Summer holidays. 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. 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.	SW SW/JC SW / all relevant teachers	Maintain current procedures 6/1/21 cleaning regime reviewed during lockdown and cleaners informed of areas in use. Fogging machine purchased and all rooms in use during lockdown to be fogged each evening.

		<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>Cleaners</p> <p>SW / SLT</p>	<p>School being fully cleaned before opening on 8.3.21.</p>
Z	<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>Route checks on cleaning procedures carried out throughout the day by Bursar</p>	<p>SW / JC</p> <p>JC</p> <p>SW</p>	<p>Maintain all current cleaning procedures</p>
AA	<p>Access to school not controlled effectively and visitor (if allowed) details not recorded.</p>	<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>	<p>All relevant staff</p> <p>All relevant staff</p> <p>All relevant staff</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</p>

		<p>Prospective pupil assessments to be held after school hours where possible, one pupil with the 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>SENCo, HP and KH</p> <p>All relevant staff</p> <p>All relevant staff</p>	<p>Covid-19 Visitors form and 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 until summer term. Only essential visitors allowed on site maintained.</p>
BB	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.</p>	<p>All relevant staff</p> <p>SW</p> <p>SW / JC</p> <p>SW / cleaners</p>	Maintain current procedures

		<p>Buckets in every used classroom for disposing tissues that bagged and emptied daily. 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>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>From 5/11/20 all adults and pupils in Year 7 and above to wear a masks in corridors and communal places.</p>
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				<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 was reviewed by the Government on 17th May and re introduced 7th June by the government for our area.</p>
CC	<p>Inadequate contingency/outbreak management plans for changes to school operation: temporary lockdown, re-closing, loss of catering or teachers?</p>	<p>Re-closing plan in place (see Plans and Procedures and Contingency Plan) 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 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> <p>New Plan and Procedures with Contingency Plan produced and communicated August 2021.</p>
DD	Insufficient contingency/ outbreak management 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
EE	Risk assessments and protective measures for holiday clubs, after-school clubs, trips, visits and other out-of-school clubs not regularly updated and communicated.	<p>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.</p> <p>All trips and visits have to be agreed in advanced and after risk assessments have been completed.</p>	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 Covid-19 Plans and Procedures.</p>
FF	Risk Assessments regularly reviewed and updated utilising 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
GG	Are all hazards identified not properly mitigated and regularly re-assessed?	Hazards, including changing government advice are regularly identified, reassessed and reviewed by SLT	SLT and school communicated	Maintain current procedures and keep a watching brief.

		daily and communicated to staff, parents, and pupils as required.		
HH	No formal protocol in school to ensure symptom vigilance.	All staff have received details of our Covid Plans and Procedures and are aware of the symptoms. If a pupil is ill or coughing they are to be sent to the office where their temperature will be taken and parents phoned if necessary. A LFT can be completed at school if required.	All relevant staff	Maintain current procedures and advise parents and staff as necessary.

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).	Communication channels reviewed regularly by SLT to ensure all stakeholders adequately informed. Staff communication - SLT meetings daily, staff meetings weekly, cascade group meetings ongoing, Deputy Headmaster's daily update emails and SLT email staff as required. Parent communication – Parentmail, class rep WhatsApp groups, class rep email groups, weekly Newsletter and weekly Headmaster podcasts. 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. Teams method of communication still available if necessary and was very successful in the past.	DM / SLT DM / SLT / KH / AE All relevant teachers / DM / parents and carers	Regular monitoring of communication by SLT. Positive feedback received regular from parents regarding the schools actions, support and communication.
2	New staff, parents and pupils joining school not provided or updated with full induction process or aware of changes and potential hazards.	All staff, parents and pupils (including new joiners) 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	SLT	Maintain current procedures and keep watching brief on changing legislation.

		<p>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 2021 and new staff on induction to the school.</p>		
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> <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>SLT</p> <p>SW / DM</p> <p>All relevant teachers and HoD</p> <p>All relevant teachers</p>	<p>Maintain current procedures.</p> <p>6/1/21 All measures to continue during school closure via MS Teams</p>
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	Maintain current procedures We will follow government advice about when to reopen
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	No system to communicate with staff or pupils who are unable or have not returned to school for fear of infection.	<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 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>

				Headmaster letter dated 28.08.21 reminding all re our plans and procedures.
9	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>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>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>	SLT / AE	Maintain current procedures and encourage parents to speak about their concerns.
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	If required by NHS T&T insufficient information on where pupils, staff and visitors have been located in school.	<p>KHS is a small school and it is therefore relatively easy to locate where pupils and staff are.</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	Maintain current procedures
12	Staff, parents and pupils not self-isolating after holiday and work visits abroad – as for government guidance.	All parents and staff are reminded before each holiday about quarantine rules and asked to keep the school of informed about any required isolation.	Parents and staff	Maintain current procedures and send reminders before each holiday period
13	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</p>	Staff, parents/carers and pupils Staff and pupils	Maintain current procedures Tannoy message regularly throughout the day

		<p>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 and pupils</p> <p>Staff / pupils / cleaners</p> <p>Office and supervising staff</p> <p>SW / teachers</p>	
14	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
15	Staff not trained or regularly updated in COVID-19 symptoms 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 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>	<p>DM / SLT / IM</p> <p>Staff</p> <p>Staff</p>	<p>Maintain regular reminders</p> <p>Plan and Procedures including updated SD and hygiene are circulated to all staff as procedures change and placed on the web.</p> <p>Protocols included in the Sept 21 inset training session and regular reminders throughout the term.</p>

16	<p>At drop-off and pick-up parents not complying with School policy (if required) outside gates and entrances.</p>	<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 21 Inset session.</p> <p>Parents advised via Parentmail of Plan and Procedures for drop off and pick up:</p> <p>Drop off will return to normal.</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.</p>	<p>DM / IM 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 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>
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				Headmaster letter dated 28.08.21 details latest procedures.
17	Staff and parents not maintaining hygiene on frequently touched surfaces of bike, car, pram etc where appropriate.	Signage remains around school with regards to hygiene protocol. Communication regularly sent to staff and parents reminding re hygiene protocol.	SW/KE SLT	Headmaster letter dated 28.08.21 details need for continue hygiene protocol and Plans and Procedures communicated.
18	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.	Parents are to be encouraged to avoid sending pupils to school on public transport. If public transport is necessary, then face coverings are recommended. 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. KHS encourage parents, staff and pupils to walk or cycle to school if at all possible. Car sharing should be minimised when possible. 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.	Staff / DH	Maintain current procedures and monitor
19	Learning and recreational spaces not de-conflicted or configured as for school policy.	Staff updated on the current requirements as per school policy in regular staff meetings to insure compliance.	DM/IM	Maintain existing controls
20	No system in place to deal with bereavements, trauma, anxiety, stress, behavioural and sleep issues.	First Aider and DSL / DDSL will be onsite at all times and available. School policies such as Child Protection and Behaviour and Sanctions policies in place. Lead DSL and SENCo in contact with known vulnerable children whether at home or school. Elsa to be informed if required.	Relevant First Aiders & DSL's SW / KE LC / HW KT	Maintain current procedures
21	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	SLE/DSL	Parents and staff to be reminded if remote learning necessary.

		website. Online safety details emailed to all parents during lockdown in April 2020.		Policy to be updated as required. 6/1/21 all parents emailed safeguarding sub-policy which includes information on online safety, together with Advisory notes and e-learning expectations
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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>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 / AE</p> <p>SW / LM</p> <p>SW / LM</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 website – changes as in B above</p>
2	Inset does / did not reflect required training for COVID-19 related procedures, safeguarding, H&S, well-being etc	<p>Covid-19 related procedures, safeguarding, H&S, well-being, etc., have been sent to all staff and inset held for all in Sept 2021.</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>	SLT / DSL / Elsa	Maintain current procedures and updates as necessary

3	Staff have insufficient instruction and training on identifying and supporting vulnerable pupils, parents and other staff.	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. LSAs give 1:1 support to vulnerable pupils and those with an EHCP.	SENCo / SLT ' DSL/ Elsa	Maintain current procedures and update when new staff or pupils join the school.
4	Control measures (see explanation above) not understood and / or properly implemented.	All parents, staff and pupils are aware of our system of controls and know how they should be properly implemented. All controls are set out in our Covid Plan and Procedures which have been circulated to the school community as above in C.	SLT	Maintain current procedures and ensure updates are understood by all.
5	DSL and ADSL not easily contacted and their contact information not known to all.	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).	DSL	Maintain current procedures and ensure new pupils and parents aware
6	COVID-19 specific policy not updated to reflect medical responses, teaching, socialising, feeding, hydration, well-being etc.	Covid Plans and Procedures which includes medical responses, SD, teaching, socialising, etc., in place and on the website.	SLT	To be updated as necessary as regulations change
7	Revised fire drills, registers, routes and assembly points not rehearsed.	Fire practice took place on first day of Autumn Term to ensure pupils understand how to line up at new assembly point in astro. Further drill carried out during Autumn Term 2021. Fire evacuation plan on display in all classrooms and other areas around school.	SW / IM	Smooth practice and drill and all boys and girls now aware. Fire drills take place each term. All new pupils to be made aware in September 2021
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 and pupils (where applicable) not wearing face coverings when and where recommended or applicable	All staff and pupils in Year 7 no longer required to wear face coverings except for on minibuses.	All staff and pupils/parents	Headmaster letter sent 28.08.21 details change re face coverings.

		<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>Two mask bins on site by front entrance and senior building.</p>		
10	Supply, peripatetic and/or other temporary staff not observing hygiene measures.	<p>All supply and peripatetic staff aware that they must follow school hygiene measures</p> <p>Most of our peripatetic staff work from home with other pupils when not in KHS.</p>	Staff	<p>Ensure staff understand and are aware.</p> <p>7/1/21 peripatetic staff teaching remotely during lockdown</p> <p>8/3/21 all staff to return when school opens.</p>
11	Roles conducive to home working (e.g. some administrative roles) not identified.	<p>Admin staff aware that they are able to work from home if required to help reduce transmission. Support staff reminded not to overcrowd office space.</p>	Admin Staff	<p>Maintain watching brief</p> <p>7/1/21 admin staff working remotely where possible</p> <p>8/3/21 all to return when necessary when school reopens.</p> <p>Support staff reminded in Inset Autumn 2021</p>
12	If required or appropriate the “ideal” of adults maintaining 2m distance from each other, and from pupils not realised or insufficient mitigating measures.	<p>All staff and pupils aware that although SD guidance has been relaxed that we still have to be mindful and may be reintroduced temporarily. Signage in place around the school.</p> <p>Frequent reminders to pupils by staff.</p>	School Community Head	Maintain current procedures and frequent reminders
13	New controls measures and safety precautions for larger groups with greater risk of infection.	<p>Tight control measures for larger groups if required.</p> <p>Dining rota in place to minimise overcrowding.</p>	Staff / SW	Maintain current controls
14	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

15	Where a pupil attends more than one setting on a part-time basis (e.g. dual registered) the system of controls not considered collaboratively if there are identified risks.	N/A		
16	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.
17	Volunteers not checked, left unsupervised, allowed to work in regulated activity or supported.	No volunteers on site at the present time. Parents' Association reminded to follow school procedures and hygiene protocol. Plan and Procedures emailed to all parents and staff.	KHA SW	Maintain current procedures
18	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.
19	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
20	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
21	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

22	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
23	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
24	New control measures for sport, adventure play, Forest School, gardening etc not regulated or considered	Internal clubs regulated and run if appropriate. All supervisors of sport and clubs made aware of controls required as set out in Covid Plan and Procedures.	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. External clubs offered and forest school recommenced with Covid controls in place 21/4/21. New Plans and Procedures as at August 2021 communicated and on school website.
25	Physical education, sport and activities not following new control measures in their sport guidance.	Head of Sport and Sport staff briefed on new control measures and have implemented this in the sporting plan where required. Hand washing 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

26	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
27	Where appropriate guidance on grassroots sports for public and sport providers, safe provision and facilities, and guidance from Sport England, Association for Physical Education and the Youth Sport Trust not followed.	Head of Sport and sports staff follow all guidance given by the sports bodies.	RH,TL,ZS,GM, EB,JW, sports staff	Maintain existing procedures
28	Sports equipment not sufficiently cleaned as for hygiene and control measures.	All equipment used to be cleaned between different groups. Disinfectant to be restocked by bursar if running low on supplies.	Sport staff	Maintain existing controls and cleaning 7/1/21 fogging machine available if required for equipment
29	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. Adequate ventilation and cleaning. Music and singing lessons commenced in September 2020 in small groups only and all instruments will be cleaned before and after each use. Measures implemented such as playing outside whenever possible, positioning back to back or side by side and avoid sharing of instruments. 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.	Head of Music	Maintain current procedures at present time. 5.11.20 clear screens in place between peripatetic teachers and pupils where 2m cannot be maintained 7/1/21 all music online during closure 8/3/21 School reopening and peris recommence teaching at school Plans and Procedures produced and communicated August 2021.
30	If required or appropriate shared staff spaces are not set up or used to allow staff to distance from each other.	Staff shared spaces adequate for numbers concerned.	All staff	Staff reminded not to over crowd shared spaces in regular staff meetings.
31	Staff meetings and staff rooms unregulated in terms of space, equipment, resources (copiers, kettles, biscuits tins etc) timings, SD and purpose.	The staff room will have a maximum of 12 (rest area) and 10 (work area) staff allowed at any one time.	All relevant staff All relevant staff	Reassure staff about cleaning and encourage them to wipe surfaces,

		<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 after breaks. Disinfectant spray and cloths to be available.</p> <p>All staff meetings will continue to be held on Teams.</p>	<p>JC</p> <p>SW / DM</p> <p>JC / SW</p> <p>DM / SLT</p>	<p>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>
32	If required or appropriate 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>	<p>DH</p> <p>Staff</p>	Maintain existing controls and keep a watching brief
33	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>
34	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>	<p>DH</p> <p>Head of IT</p>	Maintain current procedures and give support when required.
35	Security, CCTV and access systems not regularly checked, updated and (where necessary) re-coded.	CCTV and electronic gated serviced annually and in good working order. Checked daily.	<p>SW</p> <p>SW</p>	Maintain current procedures

		Codes last changed to front gate in the Autumn Term 2020.		
36	If required or appropriate 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 21 Inset session.</p> <p>Parents advised via Parentmail of Plan and Procedures for drop off and pick up.</p> <p>Pupils arriving late should enter through the front door to sign in late.</p> <p>One way system around buildings with clear signage.</p> <p>All visitors and contractors to report to front office to sign in.</p>	<p>DM / IM</p> <p>DM / IM / KH</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>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> <p>Maintain current procedures for autumn term 2021.</p>
37	Appropriate safety measures not in place for wraparound childcare for both indoor and outdoor provision.	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.	Staff i/c	Maintain existing controls

		Late club to use the playground for outside play when possible. Holiday activities follow controls as set out in our Plans and Procedures		7/1/21 no wraparound provision during closure Wraparound provision recommences 8/3/21
38	Where required or appropriate classrooms don't reflect recommended layout, enhanced cleaning rules and timings.	Cleaning products in each class to wipe desks. Sanitiser in each class and those with a sink are provided with soap. Signage in place in all rooms reminding about hygiene. Bins provided for safe disposal of tissues.	All staff / HoD	Maintain current procedures
39	Hand washing not part of school culture or routine e.g. no regular breaks for hand washing during the school day.	Handwashing is now routine and part of school culture. Frequent breaks for handwashing and reminders from the school office over tannoy throughout the day.	Admin staff and form teachers	Maintain current procedures
40	Insufficient hygiene stations at entrances, exits, toilets, classrooms, play areas, common rooms, staff areas etc	Hand sanitiser at main entrance and at dining room entrance. Hand sanitiser placed in every room – common rooms, classrooms, offices, kitchen, dining room, etc. Restocked by bursar when required. Many rooms with own sinks for handwashing. Pupil's washrooms separated by bubble group.	SW	Maintain current procedures and restock when required.
41	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.
42	If required or appropriate unnecessary and unused items not removed from classrooms and other learning environments.	Staff to encourage pupils do not share equipment unless essential. Classrooms cleared of unhygienic equipment and resources prior to opening such as soft toys, cushions, etc. All equipment to be disinfected by teacher with the provided spray and cloth before and after use.	All relevant teachers SW All relevant teachers SLT	Maintain current procedures 7/1/21 Fogging machine now available to clean equipment and resources 8/3/21 school reopens and fogging machine to be used in drama, prep and after school club

		Children and parents informed that children should try not to share equipment brought in from home and this should be limited to only essential items.		
43	Classroom based resources, such as books and games and all frequently touched surfaces, which are used and shared not regularly cleaned.	Classroom based resources and all frequently touched surfaces should be cleaned regularly with disinfectant provided in every classroom. All rooms provided with necessary cleaning materials.	SW Staff	Reminders to staff to clean all resources frequently and between bubbles. 7/1/21 as above
44	Management of resources shared between classes not cleaned frequently.	If possible, there will be no shared resources between groups. Any resources that are to be shared between groups to be cleaned after used. All staff aware and are reminded regularly All resources not able to be cleaned are to be rotated and left unused for 48 hours or 72 hours for plastics. Additional cleaner on site to clean frequently touched resources, e.g. photocopiers, kettles handles, etc.	Staff	Maintain existing controls Staff to be reminded at regular intervals. 7/1/21 as above – fogging machines to be used if required
45	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
46	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.	As above, pupils and parents informed that only essential items should be brought into school if required. 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. 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. Catering resumed Sept 202 so no packed lunch required. Pupils to ensure they have their own water bottle.	SLT	Maintain current procedures
47	Outdoor playground equipment not frequently cleaned.	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

48	If required or appropriate assemblies, break times, meals, drop-off and collection times not sufficiently well staggered.	School assemblies staggered if required due to numbers. Rotas continue for lunch. Drop off and pick up staggered and supervised by staff as explained above.	SLT	Maintain current controls
49	Overnight educational visits not organised in line with school policy.	Overnight educational visits to have RA completed before start. Staff to ensure Covid-19 measures in place at destinations and written up in their risk assessments.	Supervising staff	Maintain current controls
50	Catering staff rota not configured to avoid all catering staff having to self-isolate in case of infection and kitchen closing.	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. Additional catering staff employed for Autumn 2020 to help with cleaning and catering.		7/1/21 staff on full or flexi furlough during school closure 8/3/21 all catering staff returning except one who has Covid. Cover has been put in place. 21/4/21 all catering staff now returned to work.
51	Organisation of breakfast and after school club revised to support new control and hygiene measures.	Breakfast and after school club to follow school hygiene protocols as previously stated.	Staff	Maintain current procedures 7/1/21 clubs suspended during school closure Breakfast and late clubs restarting 8/3/21 when school reopens.
52	Pupil and staff mental health and wellbeing not considered with individual needs not identified or supported.	Pupil and staff mental health and wellbeing considered. Focused pastoral support for individual pupils provided if required and external support sought where necessary. Elsa and DSL on site to provide support if required. KHS has a robust framework in place to ensure the emotional health and happiness of each individual in our community.	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.		
53	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 DSL and SENCo.	Elsa DSL SENCo Teachers	Maintain current procedures
54	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
55	Re-scheduling of activities not operating efficiently or safely for new control measures	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
56	Plans, briefing and statistics for ISI visit/inspection do not reflect new KCSiE or ISI Commentary	Full inspection due 2021 with material change visit expected this year. Planning and preparation in progress. New Child Protection Policy and associated policies updated August 2021 to reflect new KCSiE and Covid control measures included.	SLT	Continue current procedures and ensure updates carried out
57	Roles suitable to home working, such as administration, not reflecting new methods of operating.	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.

58	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. Child protection policy contains guidance for all staff and parents. Staff provided with iPads and laptops.	DSL / SLT	Maintain current procedures.
59	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
60	Those working / schooling at home not able advised on stress and mental health	DSL and Elsa have sent advice to all parents, pupils and staff to make them aware of stress and mental health issues. This is also covered in our Covid Plans and Procedures. DSL and Elsa have regular meetings to discuss vulnerable pupils and staff.	DSL, Elsa, SLT	Maintain current procedures
61	Those working / schooling at home not kept in regular contact with the school and insufficient regards to their wellbeing.	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 wellbeing. Weekly staff meetings continuing on Teams. Staff wellbeing 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.	SLT DSL Elsa	Maintain current procedures.
62	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

Trip Risk Assessment in the COVID-19 Environment

	Hazard	Control Measures	Responsibility	Remarks / Re-assessment
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1	School not undertaken full and thorough risk assessments for all educational visits to ensure they can be undertaken safely.	All risk assessments to be signed off by SW or IM before trips are authorised.	Trip organiser/ SW/ IM	Update all staff and maintain existing controls
2	Insufficient information and detailed itinerary for parents, pupils and accompanying staff,	Detailed itinerary to be agreed with RA and then communicated to parents/pupils and accompanying staff at earliest convenience.	Trip organiser	Update all staff and maintain existing controls
3	Children and staff do not understand or not implementing new control measures during visit or at their destination.	To ensure COVID-secure measures are included in the trip risk assessment with a check list. Trip organiser to ensure compliant during the trip.	Trip organiser	Update all staff and maintain existing controls Reminders to be given to pupils and staff
4	Insufficient transport details including seating, queuing, boarding, ventilation and cleaning regime.	Existing transport Covid procedures to be followed and agreed with any external transport provider. Trip organiser to ensure compliant during the trip.	Trip organiser	Update all staff and maintain existing controls
6	School risk assessment does not consider what control measures required or follow wider advice on visiting venues.	Trip risk assessment to be signed off by SW or IM before trips are authorised and to ensure all control measures and wider advice on visiting indoor and outdoor venues are followed.	Trip organiser/ SW/ IM	Update all staff and maintain existing controls
7	School not consulted the health and safety guidance on educational visits when considering visits.	Health and Safety guidance section to be included on all trip risk assessments to ensure considered.	Trip organiser	Update all staff and maintain existing controls Ensure RA has H&S section.
8	If required or appropriate overnight sleeping arrangements not properly considered with regard to control measures.	Trip risk assessment to be completed in line with this Overall risk assessment to ensure latest Covid guidance is followed.	Trip organiser	Update all staff and maintain existing controls
9	Adults not accommodated (ideally) in their own separate rooms.	Trip risk assessment to be completed in line with this Overall risk assessment to ensure latest Covid guidance is followed. If unable to accommodate Adults in their own room, ensure maximum space between beds.	Trip organiser	Update all staff and maintain existing controls
10	Shared facilities (bathrooms, kitchens etc) not effectively and frequently sanitised and cleaned.	Trip risk assessment to be completed in line with this Overall risk assessment to ensure latest Covid guidance is followed. Trip organiser to ensure they have extra supplies of sanitising and cleaning equipment on the trip and that kitchens, bathrooms, etc are frequently cleaned.	Trip organiser	Update all staff and maintain existing controls

11	No contingency plans and rapid response protocols for symptoms developing and needing to self-isolate.	<p>Trip risk assessment to be completed in line with this Overall risk assessment to ensure latest Covid guidance is followed.</p> <p>Trip organiser to ensure plan in place and included on the trip risk assessment for any contingencies that might arise.</p>	Trip organiser	Update all staff and maintain existing controls
12	Drivers (and escorts) insufficiently briefed implementing control and hygiene measures (PPE, cleaning materials etc).	<p>Trip risk assessment to be completed in line with this Overall risk assessment to ensure latest Covid guidance is followed.</p> <p>Drivers briefed on risk assessment and Covid procedures before trip commences.</p>	Trip organiser/driver	Update all staff and maintain existing controls
13	Accommodation providers (where appropriate) not compliant with control measures and school requirements e.g. hygiene and HSE standards on ventilation.	<p>Trip risk assessment to be completed in line with this Overall risk assessment to ensure latest Covid guidance is followed.</p> <p>All sleeping arrangements to be agreed and in writing before trip commences. Possible alternative arrangements to be included in the trip risk assessment.</p>	<p>Trip organiser/driver</p> <p>Trip organiser</p>	Update all staff and maintain existing controls
14	Insufficient COVID-19 cancellation, travel insurance and adequate financial protection.	<p>Trip risk assessment to be completed in line with this Overall risk assessment to ensure latest Covid guidance is followed.</p> <p>Trip organiser to confirm cancellation policy, travel insurance and financial protection before trip is authorised.</p>	Trip organiser/ SW/ IM	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 manages registration and enquiries from parents to ensure parents understand and this is observed by all.	Staff Admin	Maintain current procedures
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	Maintain current procedures and keep record of pupils and staff isolating

			Parents	
3	Staff and pupils not aware that from Monday 16 th August those pupils under 18 years old and those that are double vaccinated are no longer required to self-isolate if they are identified as a close contact.	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	Staff and pupils not aware that close contacts of a positive case will be informed by NHS T&T and strongly advised to take a PCR test and that self-isolation will continue for those who have tested positive for COVID-19.	It is clearly written up in our Plans and Procedures that we follow government guidance. This is re-enforced by admin staff and a record kept of all pupils and staff in isolation to ensure compliance.	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 are not double vaccinated and have helped someone with symptoms or been in "close contact".	Clearly set out in our Plans and Procedures Staff reminded in weekly staff meetings.	SLT	Maintain current procedures
7	Those that have been identified as "close contact" via NHS T&T do not know they are advised to take a PCR test and self-isolate if tested positive for COVID-19.	Staff aware of meaning of 'close contact' and reminded at regular intervals in staff meetings or by email. This was clearly set out in Plans and Procedures communicated August 2021. Staff to be reminded at beginning of Autumn Term 2021 at inset days.	SLT	Maintain current procedure and remind staff
8	Those waiting the confirmatory PCR do not know to self-isolate.	Communication via email (internally) Parentmail (internally/externally) weekly staff meetings, pupil	DM/ SW/ IM /KH	Maintain existing controls

		<p>briefings and Deputy Head's daily briefing includes regulations on self-isolating.</p> <p>This is clearly set out in Plans and Procedures communicated August 2021</p> <p>Staff reminded at beginning of Autumn Term 2021 at inset days.</p>		
9	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
10	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.	<p>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.</p> <p>Signage in place to explain about hand washing and hand sanitiser in every room in the school.</p>	All staff	Maintain current procedures
11	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
12	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
13	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
14	Insufficient medical staff to deal with temperature testing (if used), isolating and monitoring suspect COVID-19 cases, outside appointments and normal medical issues.	Temperature testing only in Study Centre or when pupil feels unwell. No medical personnel on staff. Some LSAs and bursar have formerly had medical training and we have many staff trained in first aid.	Bursar Admin staff First aiders	Maintain current procedures and train more staff as required

		Isolation procedures written up in our Plans and Procedures and staff aware and had training on how to supervise, PPE and clean up.		
15	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
16	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.
17	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
18	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
19	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 and will adhere to the schools SD rules and hygiene protocol. Induction of all visitors in our protocols will be carried out on arrival.	SW / KE / KH / HP	The visitors form has been updated and contractors informed about protocols around the school. Covid app is in the school office for use by visitors.

		Temperatures will be carried out if displaying symptoms.		
20	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
21	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
22	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
23	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.
24	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
25	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
26	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.		
27	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 called to collect their child if they display Covid symptoms.	Staff	Maintain current procedures

28	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
29	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
30	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.
31	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
32	Not compliant with requirements for EYFS and PFA certification.	No EYFS at present so N/A		
33	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
34	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.
35	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	SLT	Maintain current procedures

		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.		7/1/21 all staff informed that they may request more PPE, especially a visor for 1:1 working.
36	If required or appropriate insufficient training for all those that wear face coverings including fitting, storing, care and disposal arrangements.	Face coverings no longer recommended unless on the school minibus but can be used if staff or Year 7+ feel the need too. 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
37	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
38	Clinically Extremely Vulnerable (CEV) staff and pupils have not been advised whether to work from home or go to school during period of temporary restrictions.	CEV staff have been advised to work from home during periods of temporary 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

				No member of staff currently registered as CEV.
39	Control 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 temporary restrictions.	CV staff and pupils	Maintain current procedures
40	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
41	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
42	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
43	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
44	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
45	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

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

	Hazard	Control Measures	Responsibility	Remarks / Re-assessment
1	Pupils do not know to board dedicated transport or public transport if they have symptoms or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (e.g. if they are required to quarantine).	All parents are sent the schools plans and procedures for COVID-19 and are aware that their child must isolate and not use school transport if their child has had a positive test or symptoms of COVID-19.	SW	Maintain current procedures and remind parents at the beginning of terms or if new to the school.
2	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.
3	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.
4	Drivers have insufficient / inappropriate PPE, cleaning materials and training if risk level increased or would normally need for their work.	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

5	Inappropriate cleaning schedule that does not focus on control measures particularly frequently touched surfaces.	All drivers are trained about hygiene protocol whilst using the minibuses and are reminded to focus on cleaning frequently touched surfaces.	SW	Drivers to be reminded at the beginning of Autumn term 2021 to focus on frequently touched surfaces when cleaning the minibuses before and after use.
6	Pupils not encouraged to switch to active travel (e.g. walk, cycle) and help to reduced journeys where possible.	Parents communicated via Plans and Procedures and Headmasters letter dated 28.08.21. Pupils reminded during assembly.	SLT	Pupils to be reminded in assemblies to walk or cycle if possible to reduce journeys on public transport.
7	Not implementing 'safe streets' policies outside schools.	Parents communicated plan and procedures at beginning of term and reminded in the communication from Headmaster 28.08.21. Staff on car park duty to remind parents and pupils.	SW/KE Staff on duty	Maintain current procedures.
8	Vehicles not well ventilated when occupied, particularly by opening windows and ceiling vents (with a balance between increased ventilation and maintaining a comfortable temperature).	Parents communicated plan and procedures at beginning of term and reminded in the communication from Headmaster 28.08.21. Staff on car park duty to remind parents and pupils.	SW/KE Staff on duty	Maintain current procedures.
9	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
10	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 * 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 The minibuses will be cleaned more frequently	SW / Drivers / Parents / Pupils	Maintain current procedures

		<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>		
11	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
12	Fresh air (from outside the vehicle) through ventilation is not maximised, particularly through opening windows and ceiling vents.	All drivers aware that they must increase ventilation by opening windows and ceiling vents.	Drivers	Maintain current procedures.
13	If required or appropriate Insufficient or no use of hand sanitiser upon boarding and/or disembarking.	Hand sanitiser used by all before and after boarding. Bursar to restock buses when required.	Drivers / SW	Maintain current procedures
14	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
15	Pupils aged 11 and over are unaware that a face covering is necessary on transport.	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
16	Unnecessary risks such as poorly organised queue and boarding process and overcrowding not minimised.	Drivers and teachers have been trained in protocol re embarking and disembarking a minibus to minimise overcrowding	SW/Drivers and all teachers	Maintain current procedures
17	No plan for measures, in case of emergency, for the movement of a symptomatic pupil by school transport.	<p>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.</p> <p>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.</p>	SW / Driver	Maintain current procedures
18	No contingency plans outlining how to operate if there were an outbreak in their school or local area.	Contingency plans attached to recent Plans and Procedures communicated to staff and parents August 2021 covering procedures for outbreak.	KE/SW	Maintain current procedures
19	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'	SW	Maintain current procedures

		recommendations and stocked with appropriate hygiene materials.		
20	Public transport capacity continues to be constrained. Use by pupils, particularly in peak times, should be kept to an absolute minimum.	Communicated to parents via Parentmail. Pupils reminded during pupil briefing.	SW/ SLT and form tutors	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 hygiene arrangements including well-ventilated rooms.	All larger meetings currently held on Teams if possible. Ensure hygiene protocol followed if meetings held in person and ensure windows are open to improve ventilation or meet outside.	All staff	Maintain current procedures and follow Covid Plans and Procedures 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.	SLT / SW	Maintain current procedures

		<p>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.</p> <p>LSAs to be provided with masks and visors for working 1:1 if required.</p>		7/1/21 support staff offered visors for additional protection
5	Cleaning regimes not enhanced, regularly reviewed, inspected or conforming to revised hygiene rules.	<p>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.</p> <p>The Bursar will assess this and update according to revised hygiene rules.</p>	Cleaners / SW	<p>Maintain current procedures and check cleaning carried out regularly</p> <p>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.</p> <p>8/3/21 all school to be in use when school reopens and cleaning regime extended to whole school.</p>
6	Security and access systems not regularly checked, updated and re-coded.	<p>As we are a small school, we are able to control the points of access relatively well. Gates are routinely checked morning and afternoon with staff arriving and leaving school and those on duty for drop-off and pick-ups.</p> <p>The electronic front gate code is changed regularly and is not given to parents, pupils or visitors.</p>	All relevant staff SW	Maintain current procedures
7	Reconfigured areas, zones and routes hampering fire exits and routes.	<p>No fire exits or routes have been hampered by reconfigured areas.</p> <p>The one-way systems have been designed with fire and emergency procedures in mind.</p>	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.	SW	Maintain current procedures.

		Weekly checks of fire exits and routes recorded in fire log book.		
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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.	<p>Hand sanitiser in every room in the school and on the wall on entrance and by the dining room.</p> <p>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.</p> <p>In addition, the kitchen has two hand washing sinks.</p>	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.	<p>Contractors only allowed on site if necessary.</p> <p>All contractors sign in and out in the school office and complete our track and trace form or the Covid app.</p> <p>All visitors are given a visitors badge to wear and are accompanied at all times.</p> <p>Induction in our procedures is given on arrival.</p>	SW	Maintain current procedures
3	If required or appropriate contractor health declaration and pre-work briefings not considered or implemented.	<p>All contractors complete a form to declare that they have not travelled and are free from symptoms.</p> <p>Induction in our procedures given on arrival.</p>	SW	Maintain current procedures
4	If required or appropriate contractor (and visitor) hygiene arrangements not considered including parking, guiding, supervision, breaks, meals and toilets.	<p>All contractors and visitors advised of parking arrangements in front of the school.</p> <p>Induction will include SD, washrooms and hygiene expectation and they will be supervised during visit.</p>	SW Admin staff	Maintain current procedures
5	Insufficient heating and/ or cooling system (including insufficient fuel levels if applicable).	<p>All boilers are gas and checked and serviced annually.</p> <p>IT and science provided with air conditioning.</p> <p>Maintenance book in Bursar's office for any faults to be lodged.</p>	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	Risk assessment of reinstated water and air conditioning systems not reviewed before building occupied	All routine checks in place, updated and recorded	SW/RG/PH	Current procedures maintained
12	Reinstated water and air conditioning systems not cleaned and disinfected, if required, by a competent person before building occupied	All routine checks in place, updated and recorded.	SW/RG/PH	Current procedures maintained
13	Insufficient arrangements for the operation, additional cleaning and security (and use) of the swimming pool.	N/A		
14	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
15	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
16	Kitchen not reconfigured, stocked and cleaned if closed over a long period.	Kitchen restocked and cleaned before reopening.	Catering Manager	Maintain current procedures

		Annual deep clean during summer holidays including ventilation system.		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.
17	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.
18	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 groups. All catering staff trained in catering hygiene and use of disinfectant.	SW Catering team	Maintain current procedures
19	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
20	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. Deep clean undertaken prior to reopening in June 2020. Daily cleaner in place to clean high tough areas around the school during the day.	SW	Maintain current procedures
21	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.	Cleaners SW	Maintain current procedures

		All cleaners are given appropriate cleaning materials.		
22	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
23	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
24	Cleaning staff not equipped or using appropriate PPE where recommended 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.
25	Laundry wash and dryers not serviceable, unable to cope with temperature requirements and insufficient wash products.	N/A		
26	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.
27	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
28	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
29	Waste procedures not reviewed or sufficient to cater for increase in waste measures.	Waste measures sufficient to cater for increase. If waste increases beyond our capability, we are able to ask the Council to supply further bins. When testing on site commences, disposal of clinical waste to be considered.	SW	Keep watching brief.
30	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
31	How often is this Risk Assessment reviewed? As circumstances change? Daily? Weekly? Monthly? Termly? Annually?	This risk assessment is reviewed weekly and in addition, when regulations change.	SLT	Maintain current controls