

PGHS Overall Risk Assessment in the COVID-19 Environment – updated 17.01.2022

	Hazard	Who may be harmed	Control measures	Remarks/Re-assessment
A	Safeguarding policy and procedures not updated and / or staff and pupils not feeling safe.	Staff, Pupils	<ul style="list-style-type: none"> Child Protection and Safeguarding Policy reviewed and up to date for the start of the Autumn term 2021. SMT consult with staff on a regular basis and are readily available to listen to concerns. Pastoral care is readily available to pupils provided, in the main, by their Class/Form tutors and the Senior Management Team (SMT). However, pupils know that they can talk to any member of staff about their concerns. 	
B	Government advice not being regularly accessed, assessed, recorded and applied.	All	<ul style="list-style-type: none"> The SMT receives regular updates from the Department for Education (DfE) and assesses and applies information relevant to our setting. Regular updates and advice are received from other professional sources, including the Independent Schools Council (ISC), the Independent Schools Bursars' Association (ISBA), Girls' Schools Association (GSA), the School's auditors and other consultants. SMT and Governors participate in forums and webinars provided by membership bodies and associations where relevant. 	<p>https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/actions-for-early-years-and-childcare-providers-during-the-covid-19-pandemic</p> <p>https://www.gov.uk/government/publications/coronavirus-covid-19-local-restrictions-in-education-and-childcare-settings</p>
C	Staff and parents do not know or understand the new control measures and how they are applied.	Staff, Pupils, Parents	<ul style="list-style-type: none"> Letter sent to Parents – before each term starts and as the guidance changes. Communication to Staff – before each term starts and as the guidance changes. 	
D	Changes not regularly communicated to staff, pupils, parents, visitors, contractors and governors	All	<ul style="list-style-type: none"> The Governors are kept informed by the SMT and receive information from membership bodies e.g. the Association of Governing Bodies (AGBIS). New protocols issued to staff, pupils and parents as appropriate. 	

			<ul style="list-style-type: none"> Visitors/Contractors are notified of any changes to protocols when arranging a visit and/or on arrival at the School. 	
E	Changes to assessments, procedures and other important matters not reviewed by Governors	All	<ul style="list-style-type: none"> The Headmistress and Examinations Officer updated regularly by Ofqual, JCQ and Examination Boards. Information shared with relevant staff as required. The Governors are kept informed by the SMT. The Headmistress presents a termly Covid-19 Update report to the School Council. 	
F	Insurers and / or brokers not updated with School's amended plans	All	<ul style="list-style-type: none"> The School will follow government guidance and will not deviate from this without first consulting insurers. 	
G	Not appreciating that Secretary of State has a statutory power to order schools to remain open.	All	<ul style="list-style-type: none"> The Governors acknowledge that the Secretary of State has a statutory power to order schools to remain open. 	
H	Insufficient liaison with local authority and health protection team over testing and actions.	All	<ul style="list-style-type: none"> The Bursar is the School's designated point of contact with the local authority and health protection team. 	
I	Active engagement with NHS Test and Trace (NHS T&T) not implemented and the procedures not understood by all staff and parents.	Staff, Pupils, Parents	<ul style="list-style-type: none"> The School supports active engagement with NHS T&T. From 16.08.21 close contacts will be directly identified by NHS T&T. In exceptional cases, the School may be contacted by NHS T&T to help with identifying close contacts. Parents will be reminded of the new procedures in a letter from the Headmistress. Staff will be informed of the new procedures as appropriate. 	
J	Insufficient systems and staff to support training and testing.	Staff, Pupils	<ul style="list-style-type: none"> The School has sufficient systems in place to support training and testing. Six existing members of staff have completed the training modules to support on-site LFD testing. 	
K	Staff, parents, visitors, contractors (and pupils) do not understand and follow NHS T&T procedures.	All	<ul style="list-style-type: none"> The Bursar receives notification of positive Covid-19 test results for staff and pupils, which may be followed up with a telephone call or email to confirm the isolation period. Instructions are provided with the LFD self-test kits to upload results to NHS T&T and staff and pupils are encouraged to upload their results as part of this process. 	Staff and Senior School pupils have been asked to continue to test twice weekly at home, with lateral flow device (LFD) test kits, 3-4 days apart. Government guidance states that testing remains

				voluntary but is strongly encouraged.
L	Testing training modules and assessment not completed and recorded for specific roles.	Pupils	<ul style="list-style-type: none"> All members of staff assisting with the on-site testing programme are required to complete the training modules for their roles and provide a certificate of completion to the Bursar for each module. 	
M	Training and testing activities insufficient to provide reassurance including feedback and Q&A?	Staff, Pupils	<ul style="list-style-type: none"> The training completed for the first series of on-site testing of staff and pupils in Spring Term 2021 proved adequate and effective. The testing was completed satisfactorily, providing reassurance to all those involved. The Team Leaders (SMT) will monitor the competency of those working in the ATS. 	
N	No contingency or outbreak management plan in case of an outbreak in school or local area?		<ul style="list-style-type: none"> The School has a contingency plan in place and will follow the principles outlined in the Government's contingency framework. The School will seek initial advice from the DfE Helpline in the event of an outbreak at the School and will follow the measures recommended. Where there is a need to address more widespread issues across an area, the Government will take decisions on an area-by-area basis and the School will follow the advice relevant to our cluster. 	
O	Those working in the Asymptomatic Testing Site (ATS) not trained and competent to do so?	Pupils	<ul style="list-style-type: none"> All members of staff assisting with the ATS are required to complete the relevant training modules for their roles and provide a certificate of completion to the Bursar for each module. The Team Leaders (SMT) will monitor the competency of those working in the ATS. 	
P	Are those that are self-testing (at home and in school) trained and competent to do so?	Staff, Senior Pupils	<ul style="list-style-type: none"> Senior School pupils were instructed on how to self-swab and were supervised by staff undertaking the role of Testing Assistants during the first tranche of on-site testing held in School in March 2021. This was repeated during the Autumn 2021 and Spring 2022 on-site testing. Instructions are provided with the home self-test kits issued to senior pupils and members of staff. 	

			<ul style="list-style-type: none"> The School has not issued self-test kits to Lower School pupils, nor are these pupils taking part in the on-site testing programme. 	
Q	Is it understood which pupils may have difficulty to self-swab?	Pupils	<ul style="list-style-type: none"> Those pupils who may experience difficulty to self-swab are known to the Testing Assistants. Year 7 2021 undertook their first on-site testing on their Induction Day so that sufficient time could be given to support those who may find the swabbing difficult. 	
R	Are those unable to self-swab given additional support and reasonable adjustments?	Pupils	<ul style="list-style-type: none"> Those pupils who may have difficulty or unable to self-swab will be given additional support and reasonable adjustments, including extra time or privacy if appropriate. If a pupil is unable to complete the throat swab, they will be required to swab both nostrils. 	
S	No contingency plan, if it is necessary, to switch to remote learning for a temporary period.	Pupils	<ul style="list-style-type: none"> The School has a contingency plan in place to switch to remote learning for a temporary period if it is necessary to do so. 	
T	If notified by NHS T&T the requirement to self-isolate not complied with or understood.	All	<ul style="list-style-type: none"> The School will follow public health advice on testing, self-isolation and managing confirmed cases of Covid-19. If the School becomes aware that a member of staff or a pupil has been notified by NHS T&T to self-isolate, it will contact that individual to confirm the advice given, it will support the advice of NHS T&T and encourage those concerned to comply. 	
U	Where appropriate, a record to support NHS T&T close contacts not updated on a regular basis.	Staff, Pupils	<ul style="list-style-type: none"> If the School is contacted by NHS T&T and requested to do so, SMT will meet as soon as possible to collate information to trace close contacts. Records are updated on a regular basis, which will support the tracing of close contacts. 	
V	Control and hygiene measures not regularly communicated, understood, applied and checked	All	<ul style="list-style-type: none"> The School will continue to promote good hand hygiene. Frequent and thorough hand cleaning should be regular practice. Staff will continue to ensure that pupils clean their hands regularly with soap and water or hand sanitiser. A reminder of hygiene rules was communicated to staff, parents and pupils before they returned to School in the Autumn term 2021. 	

			<ul style="list-style-type: none"> Hygiene protocols will be monitored and assessed on a regular basis. 	
W	No contingency plans for self-isolation of individuals, groups, multiple pupils and or staff if required by NHS T&T.	All	<ul style="list-style-type: none"> Contingency plans are in place for self-isolation of individuals or multiple pupils or staff if required by NHS T&T. At the main school, the Medical Wet Room will be used by an individual pupil awaiting collection. At the Nursery, the Office will be used by an individual pupil awaiting collection. If multiple pupils are affected in a class, those pupils will isolate in their classroom/a free classroom and await collection. Pupils will be escorted out of the building individually when parents arrive. Staff required to self-isolate will be asked to leave the building immediately. 	
X	Insufficient updated information to communicate with parents, carers, staff and pupils if required to self-isolate by NHS T&T.	All	<ul style="list-style-type: none"> Communication with parents, pupils and staff will be by quickest method possible e.g. telephone, text or email. Contact details are held and regularly updated. 	
Y	Insufficient consideration to minimise contact and maximise distance - if required for a temporary period.	All	<ul style="list-style-type: none"> Consideration will be given to the temporary re-introduction of social distancing if required and this will form part of the School's contingency plan for a local outbreak. 	
Z	Ventilation rules not sufficiently robust, understood, communicated, applied or checked.	All	<ul style="list-style-type: none"> The importance of the need for all areas within the School to be well ventilated to reduce the transmission of Covid-19 was explained and communicated to staff and pupils at the start of the Autumn term 2021 and again at the start of the Spring term 2022. The application of this message will be monitored to ensure occupied spaces are well ventilated and that a comfortable teaching environment is maintained. External windows will be opened to improve natural ventilation and, in addition, internal doors may also assist with creating a throughput of air. External opening doors may also be used e.g. the external doors in the Hall and ESH may be left open when used for larger gatherings such as assemblies and examinations. 	See HSE guidance on air conditioning and ventilation during the Covid-19 pandemic.

			<ul style="list-style-type: none"> • Where available, mechanical ventilation systems may be used. 	
AA	Unsuitable enhanced cleaning regime, not regularly re-assessed or revised for high-risk areas such as toilets, door handles, keypads, switches, handrails and frequently used hard surfaces.	All	<ul style="list-style-type: none"> • The School premises will be thoroughly cleaned by the Cleaning team before staff and pupils return to School. • In addition to the normal daily cleaning regime undertaken by the Cleaning Team, extra cleaning will be carried out during the school day with a particular focus on high risk areas. • The cleaning regime will be monitored and re-assessed as necessary. 	
BB	High-risk areas not being regularly monitored for hygiene.	All	<ul style="list-style-type: none"> • The Cleaning Supervisor is employed at the main school during the school day to provide extra cleaning of high-risk areas e.g. door handles, handrails, toilets, staff room kitchen. • The Nursery staff monitor high-risk areas and carry out extra cleaning as required during the school day. A member of the caretaking team also visits the Nursery regularly and provides additional cleaning support when required. 	
CC	Access to school not controlled effectively and visitors (if allowed) details not recorded.	Staff, Pupils, Visitors	<ul style="list-style-type: none"> • Access to School premises is controlled and visitor information recorded. • Access to the School buildings during the school day will be restricted to staff and pupils only whenever possible. • Essential visitors (and contractors) may be permitted on site during the school day e.g. for staff and pupil recruitment purposes, essential maintenance works. • Essential visits will be scheduled before or after the school day where possible to minimise contact with staff and pupils. • Parents are not allowed inside the School buildings without an appointment. • Members of staff will be on duty at both the electronic gate and the double wooden gates to control access at the start of the school day. • The parents of pupils in the Prep and Junior Department will be allowed into the playground at collection times. • Clear signage will be affixed to the main entrance door to remind parents that they are not permitted to enter the School building. 	

DD	Insufficient supplies of hygiene materials and not readily available, suitably stored or located.	All	<ul style="list-style-type: none"> The School has sufficient supplies of hygiene materials and these are stored under controlled access. Stocks of hygiene materials will be monitored by the Cleaning Supervisor and/or Caretakers and replenished in good time. 	
EE	Inadequate contingency plans for changes to school operation: temporary lockdown, re-closing, loss of catering or teachers?	All	<ul style="list-style-type: none"> A contingency plan is in place. 	
FF	Insufficient contingency / outbreak management plans in case of medical need for self-isolation of individuals, multiple pupils, staff or local outbreaks?	All	<ul style="list-style-type: none"> A contingency plan is in place 	
GG	Risk assessments and protective measures for holiday clubs, after-school clubs, trips, visits and other out-of-school clubs not regularly updated and communicated.	Staff, Pupils	<ul style="list-style-type: none"> Full and thorough risk assessments are undertaken for all educational visits and off-site activities. Any public health advice will be taken into consideration, such as hygiene and ventilation requirements. Risk assessments are reviewed and updated as new information is received. 	
HH	Risk Assessments not regularly reviewed and updated utilising feedback and lessons identified from all those in school including pupils and support staff, visitors and contractors.	Staff, Pupils	<ul style="list-style-type: none"> Risk assessments are reviewed on a regular basis and updated as necessary. 	
II	All hazards identified not properly mitigated and regularly re-assessed.	Staff, Pupils	<ul style="list-style-type: none"> Hazards are identified, assessed and mitigated as far as reasonably possible as part of the normal risk assessment process. 	
JJ	No formal protocol in school to ensure symptom vigilance	All	<ul style="list-style-type: none"> Staff and parents are regularly reminded in the weekly Newsletter of the known three common symptoms of Covid-19: <ul style="list-style-type: none"> a high temperature a new, continuous cough a loss of, or change in, taste or smell (anosmia). A member of staff will notify a member of SMT if they identify a pupil in School presenting any of the Covid-19 symptoms so that appropriate action can be taken. 	

Risk Assessment for COVID-19 Test and Trace Process

	Hazard	Who may be harmed	Control measures	Remarks/ Re-assessment
	Explanatory T&T letters / emails not sent to parents / pupils, staff and governors.	All	<ul style="list-style-type: none"> The School is following DfE guidance and offered all senior pupils two LFD tests at School at the start of the new academic year 2021. The first test for Years 8-11 took place on Monday 06.09.21 with their second test completed on Friday 10.09.21. The first test for Year 7 took place on Wednesday 08.09.21 with their second test completed on Monday 13.09.21. The School followed the updated DfE guidance issued on 29.11.21 which announced the introduction of new temporary measures as a result of the Omicron variant. PGHS offered all Senior pupils an on-site lateral flow test on Tuesday 04.01.22 before the start of term. Explanatory letters were sent to parents. 	DfE guidance followed from: 'Why, Who, What and When' Rapid Testing for Secondary Schools and Colleges from July 2021 (the orange guide)
1	No school "COVID-19 Testing Privacy statement".	Staff, Pupils, Parents	<ul style="list-style-type: none"> A Covid-19 Testing Privacy Statement is in place using the template provided by the DfE. 	
2	"COVID-19 Testing Privacy statement" not communicated to staff, parents, pupils and governors.	Staff, Pupils, Parents	<ul style="list-style-type: none"> The PGHS Covid-19 Testing Privacy Statement has been communicated to staff, parents and pupils. 	
3	Separate school register not kept of those tested to inform next test date, ordering test kits etc.	Pupils	<ul style="list-style-type: none"> A separate register is taken detailing those pupils who have been tested on site. 	
4	Test data not recorded securely and kept until further guidance is given to delete the information.	Pupils	<ul style="list-style-type: none"> Test data is recorded securely and kept until further guidance is given to delete this information. 	
5	'Test kit log' and 'test results register/log' documents not kept separately for data protection purposes.	Pupils	<ul style="list-style-type: none"> The test kit log records the pupil name alongside a bar code. The test results are recorded using the bar code. 	
6	Repeated or similar issues (e.g. multiple repeat void tests, unclear results, leaking/damaged tubes etc.) not recorded by the school and reported to DfE Helpline.	Staff, Pupils	<ul style="list-style-type: none"> Any problems encountered with the testing programme will be recorded by the School and reported to DfE Helpline. 	

7	Those that have been identified as “close contact” via NHS T&T not self-isolating and following appropriate advice.	Staff, Pupils	<ul style="list-style-type: none"> From 16.08.21, pupils and those staff who are double vaccinated will no longer be required to self-isolate if they are identified as a close contact. From 16.08.21, close contacts will be directly identified by NHS T&T. Any suspected or confirmed close contacts of the Omicron variant will be contacted directly by NHS T&T and asked to isolate regardless of vaccination status or age. 	
8	Age-appropriate consent statement for testing (under / over 16) not properly completed.	Pupils	<ul style="list-style-type: none"> Age-appropriate consent forms have been completed for pupils taking part in the on-site testing. 	
9	Test instruction posters, booklets, FAQ and briefings not readily available and apparent.	Pupils	<ul style="list-style-type: none"> Posters for test instructions are displayed on each swabbing desk. A trained member(s) of staff will be available to perform the role of Test Assistant(s) during the on-site testing sessions to provide guidance to pupils and to answer any questions or concerns. 	
10	Testing Training modules and assessment not completed and recorded for specific roles.	Pupils	<ul style="list-style-type: none"> All members of staff taking part in the on-site testing programme have completed the training modules appropriate for their role and provided certificates to the Bursar as evidence of their completion. 	
11	Tests not supervised or conducted by trained staff.	Pupils	<ul style="list-style-type: none"> All tests are supervised and conducted by trained members of existing staff. 	
12	AST area not sufficiently controlled to limit access to testers, those being tested and supervisors	Pupils	<ul style="list-style-type: none"> Testing will take place in the Hall with authorised access for testing staff and testing subjects only during the testing sessions. 	
13	AST process not maintaining social distancing where appropriate, good hand and respiratory hygiene or keeping occupied spaces well ventilated.	Pupils, Testing Staff	<ul style="list-style-type: none"> The Bursar will lead on quality assessment to ensure all AST processes are carried out in line with NHS guidance. The AST site will be located in the main Hall where the rear doors will be opened to maintain good ventilation. Tables will be spaced to allow adequate social distancing. Hand sanitiser and disinfectant wipes will be available on each table, and a lidded bin will be positioned in each swabbing bay for the disposal of tissues, wipes and swabs. 	

14	Social distancing advice between testing staff and those being tested including distances between desks, chairs etc not being observed and supervised.	Pupils, Testing Staff	<ul style="list-style-type: none"> The Bursar will lead on quality assessment to ensure all AST processes are carried out in line with NHS guidance, including the layout of the AST. 	
15	Staff assisting with taking and processing swabs not wearing appropriated PPE.	Pupils, Testing Staff	<ul style="list-style-type: none"> Test Processors handling and processing swabs must wear PPE including, fluid resistant surgical mask (sessional use), face visor (sessional use), disposable apron (sessional use) and gloves (single use). Test Assistant(s) must wear a fluid resistant surgical mask (sessional use) as minimum protection. Test Recorder(s) must wear a fluid resistant surgical mask (sessional use) and gloves (single use) if required to intervene and handle a device. Fresh PPE is used at the start of each session. PPE should be changed if protective properties are compromised or contaminated from secretions. 	
16	Process of swabbing not following training and / or updated guidance.	Pupils	<ul style="list-style-type: none"> Test Processors have completed appropriate training. If updated guidance is received this will be communicated to the rest of the team by the Team Leader(s). 	NHS Test and Trace 'How to Guide' Rapid Testing on-site (ATS) in Secondary Schools and Colleges (the green guide)
17	Tested sample incorrectly handled safely during the process including disposal.	Pupils, Testing Staff	<ul style="list-style-type: none"> Test Processors have completed relevant training. Appropriate PPE must be worn when carrying out testing including disposable gloves, which should be changed after each sample. Care must be taken when transferred samples from swabbing desk to processing desk, and from processing desk to recording desk. All waste products including used samples to be carefully disposed of in bin provided for AST waste. Waste to be transferred to external general waste bin by Test Processor at the end of the testing session. 	

18	Process for informing parents / pupils / staff not understood and implemented.	Pupils, Parents Staff	<ul style="list-style-type: none"> Parents of pupils taking part in the on-site testing programme have received communication from School explaining the process to be undertaken. 	
19	The process of barcoding, recording and communicating test results is not accurate and supervised.	Pupils	<ul style="list-style-type: none"> The members of staff delegated with responsibility for the barcoding, recording and communicating test results will be given clear instructions to carry out the process. The School will use the bulk upload service to register and record test results. 	
20	Inadequate supervision / checking to ensure equipment handled correctly and not shared.	Pupils	<ul style="list-style-type: none"> Each swabbing bay will have a supply of hand sanitiser, tissues, disposable hand wipes and a hand mirror. No equipment will be shared between swabbing bays. Pupils will be supervised by trained Test Assistants. Each processing desk will have a supply of hand sanitiser, disposable gloves, disposable hand wipes, supply of test kits, cleaning detergent/cleaning tissue and a permanent marker. No equipment will be shared between processing desks. Team Leader(s) will be present during all testing sessions to supervise process. 	
21	Process of lost LFD, failed scans or damaged barcodes not understood or properly implemented.	Pupils	<ul style="list-style-type: none"> Any problems or difficulties experienced during the on-site testing process should be reported to one of the Team Leaders (SMT). The Bursar will keep a log of any defective or lost equipment, or failed scans, and take appropriate action. 	
22	The training does not reflect hazards identified with testing and these are not communicated to testing and cleaning staff?	Staff	<ul style="list-style-type: none"> The majority of the team of testing staff have previous testing experience and the training undertaken has proved adequate and fit for purpose. No unforeseen hazards were identified during the previous testing sessions, which gives reassurance for the forthcoming sessions. If any additional hazards are identified they will be reported to a Team Leader (SMT), who will take appropriate action and communicate with the rest of the team. 	
23	Those tested positive with LFD not confirming the positive result with a Polymerase Chain Reaction (PCR) test	All	<ul style="list-style-type: none"> Confirmatory PCR testing following a positive result on a lateral flow device (LFD) has been temporarily suspended from 11.01.22. Pupils and staff who have tested (either at home or 	

	and failing to self-isolate pending confirmation.		<p>through ATS) and reported a positive LFD result will no longer be advised to get a confirmatory PCR test unless they have Covid symptoms.</p> <ul style="list-style-type: none"> Pupils and staff will be requested to self-isolate for 10 full days following receipt of a positive LFD result. From 17th January 2022, the isolation may be reduced by receiving two negative LFD test results on consecutive days, 24 hours apart, the earliest of which must not be taken before Day 5. Pupils may return to School on Day 6 following the second negative LFD test if they are feeling well and do not have a temperature. 	
24	Key layout requirements including staff (see next grid below) not being fully met.	Staff, Pupils	<ul style="list-style-type: none"> The School has followed the guidance provided for the setting up of an AST issued by the NHS Test and Trace. 	NHS Test and Trace 'How to Guide' Rapid Testing on-site (ATS) in Secondary Schools and Colleges (the green guide)

Risk Assessment for COVID-19 AST Sites

	Hazard	Who may be harmed	Control measures	Remarks/Re-assessment
25	Insufficient staff available (depending on throughput: Team Leader, Test Assistant, Processor, Coordinator, Registration Assistant, Results Recorder, Cleaner)	Pupils	<ul style="list-style-type: none"> PGHS have a team of existing staff who will assist with the on-site pupil testing programme. The three members of SMT can each perform the role of Team Leader. Each member of the team has completed the appropriate training modules in order to be able to carry out the role of Test Assistant, Test Processor, Registration Assistant, and Results Recorder. Staff are trained to perform multiple roles if required. 	
26	Training time and content inadequate (3 hrs with introduction video, on-line training and assessment plus rehearsal.)	Pupils	<ul style="list-style-type: none"> Members of staff have been given adequate time to undertake the training, or refresh their training, prior to the first day of testing. 	
27	Consent forms are not available and properly completed?	Pupils	<ul style="list-style-type: none"> The School Office administrative staff are co-ordinating the issue and return of consent forms and only pupils for whom 	

			consent forms have been received will be permitted to take part in the testing at School.	
28	Test site not kept separate from other activities (where space allows)?	Pupils	<ul style="list-style-type: none"> The test site will be set up in the Hall and other activities and/or lessons will be relocated where necessary. 	
29	Test site flooring is not non-porous.	All	<ul style="list-style-type: none"> The ATS will be located in the Hall where the floor is non-porous. 	
30	Test site is not well lit with a good airflow	Pupils	<ul style="list-style-type: none"> The Hall has adequate lighting and is well ventilated. The two rear double doors will remain open during the testing sessions to allow a good natural airflow. 	
31	Test site Registration, Swabbing, Recording and Processing Desks and waiting areas not on a one-way system.	Pupils	<ul style="list-style-type: none"> Pupils will be directed on arrival from the playground to the main reception and through to the Hall where a one-way system will be in operation. The pupils will be guided to a vacant swabbing desk by the Test Assistants. Once they have completed their self-swab and wiped down the swabbing desk, pupils will be directed via a one-way system to exit the Hall and leave the building directly through the south stairwell exit. 	
32	Test chair in swabbing bay not a minimum of 2m apart.	Pupils	<ul style="list-style-type: none"> The swabbing desks will be set up a minimum of 2m apart and floor tape will be used to mark the individual bays. Testing will be conducted in a standing position so chairs are not required (a chair will be available nearby for exceptional use in the event that a pupil begins to feel unwell and needs to sit down). 	
33	Each swabbing desk and associated processing desk not more than 1m away and Recording desk not located close by.	Pupils, Testing Staff	<ul style="list-style-type: none"> The layout of the ATS will ensure that each of the swabbing desks and associated processing desks are positioned not more than 1m away from each other. Separate recording desks will be located at a suitable distance from the processing desks to the rear of the test site. 	
34	No clear division and demarcation between swabbing and processing area.	Pupils, Testing Staff	<ul style="list-style-type: none"> The swabbing desk provides a clear division and demarcation between the swabbing and processing areas. The Test Assistant and pupils must stay at the front of the swabbing area 	

			and only the Test Processor is permitted in the processing area behind the swabbing desk.	
35	Non-authorized people and test subjects able to enter the processing area	Pupils, Testing Staff	<ul style="list-style-type: none"> Once the testing session commences, each Test Processor is responsible for ensuring their processing area is kept secure and free from unauthorised personnel to avoid contamination of samples. 	
36	Inadequate evidence of quality assurance, guidance and supervision.	Pupils, Testing Staff	<ul style="list-style-type: none"> Quality assurance, guidance and supervision will be undertaken by the Team Leaders. 	
37	Processing bays not properly cleaned, and waste (including clinical waste) is not properly disposed.	All	<ul style="list-style-type: none"> At the beginning, during and at the end of each testing session, the Test Processor will be responsible for ensuring that their processing area is properly cleaned and all waste properly disposed of in the bins provided. At the end of the session, the waste bin bags should be collected and sealed and taken to the external general waste bins by one of the Test Processors. 	
38	Disorderly entry, processing, social distancing and exit movement.	All	<ul style="list-style-type: none"> The Test Assistants will supervise the pupils and will ensure orderly entry, processing, social distancing and exit movement. Extra assistance will be provided where necessary by the administrative support staff. 	
39	Manual handling of testing kits, pallets, boxes, packages and waste not considered in terms of bulk, weight and access.	Staff	<ul style="list-style-type: none"> The manual handling of the testing equipment must be considered and risk assessed by the individual moving these items. Large boxes of equipment may need to be opened and the contents removed in smaller quantities to allow safer handling and to avoid the risk of injury. 	
40	Testing kits not stored at 2 - 30°C and tests not given in the appropriate ambient temperature of 15 - 30°C.	Pupils	<ul style="list-style-type: none"> All testing kits for the ATS have been stored in the Archive Room. The wall heaters in the Hall may be switched on if necessary to ensure that the testing kits will be used in the appropriate ambient temperature of between 15-30 degrees. 	

41	Inadequate provision of a quiet space to talk with the pupil mindful of the need for social distancing / PPE / wellbeing.	Pupils	<ul style="list-style-type: none"> There is adequate space in the Hall to provide a quiet area to talk with a pupil who may require additional needs or adjustments. 	
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Risk Assessment for COVID-19 on site Self-Testing

	Hazard	Who may be harmed	Control Measures	Remarks/Re-assessment
42	LFD kits not supplied and distributed in time or safely	Staff, Pupils	<ul style="list-style-type: none"> The School monitors the guidance received from the DfE and has access to the schools and colleges sharing portal which provides notification of automatic deliveries and/or ordering information. The Bursar monitors the stocks held and will ensure that orders are placed in good time to ensure continuity of supply. The Bursar keeps a log of the test kits issued to staff and pupils and a calendar of distribution. Distribution is controlled by SMT and staff and pupils are required to sign for receipt of their kits. 	PGHS has an adequate supply of test kits and PPE ready to set up an asymptomatic testing site (ATS) as and when notified to do so.
43	Test kit not stored at room temperature (2°C – 30°C) or in a cool dry place.	Staff, Pupils	<ul style="list-style-type: none"> The test kits are stored in a cool dry place in the Archive Room and will be delivered to the Hall when the ATS is set up ready for use. A small readily available supply of home test kits for staff and senior pupil use are stored in the Bursar's office within the recommended temperate range. 	
44	LFD Testing kits not properly managed and tracked	Staff, Pupils	<ul style="list-style-type: none"> SMT manage the distribution of test kits to staff and pupils. Records are kept showing details of the test kits distributed, including lot number, expiry date, and the date of issue. 	
45	Test kit not kept away from children until needed.	Pupils	<ul style="list-style-type: none"> Test kits are stored away from children under controlled access. 	
46	Self-testing not conducted in accordance with guidelines and supervised where required.	Staff, Pupils	<ul style="list-style-type: none"> The School has conducted all self-testing in School in accordance with guidelines issued by the DfE. The self-test kits issued to senior pupils for home use are supplied with a set of written instructions. 	

			<ul style="list-style-type: none"> Senior pupils have received instructions from the supervising members of staff as part of the on-site testing sessions at School, which has prepared them for home testing. Staff have access to the written instructions supplied with their self-test kit. 	
47	Positive results not reported.	All	<ul style="list-style-type: none"> The School encourages parents and pupils to follow the NHS T&T guidelines and to report positive results both to the NHS. The School relies on the co-operation of the whole school community to adhere to the reporting guidelines in order to contain the transmission of the virus and to keep everyone safe. 	
48	Those utilising LFD unaware that PCR test may be taken (within 2 days of the positive LFD) and overrides LFD test.	All	<ul style="list-style-type: none"> The member of SMT who liaises with the parents of a pupil in receipt of a positive LFD test result, will explain that a PCR test will override the LFD test. 	
49	All results not reported, collated and recorded by the individual and the school.	All	<ul style="list-style-type: none"> A member of SMT (normally the Bursar) will oversee the reporting, collating and recording of results notified to the School. The School relies on the co-operation of the School community to report positive test results. 	
50	Incidents not reported to School or reported to DfE / DHSC (to help identify emerging issues).	Pupils	<ul style="list-style-type: none"> Any incidents reported to the School will be forwarded to the DfE/DHSC if appropriate. 	
51	Incident protocols and feedback loop not understood and / or implemented.	Pupils	<ul style="list-style-type: none"> Parents and staff have been issued with the School's Covid-19 out of hours telephone number (07903 014314) to use in need and they are regularly reminded of this number. The number is monitored and a member of SMT will return the call as soon as possible. 	
52	If appropriate test and report on children under 12 not tested by confident adult.	Pupils	<ul style="list-style-type: none"> PGHS is following the DfE guidelines to issue test kits to our Senior School pupils only. 	
53	Are those unable to self-swab given additional support and reasonable adjustments?	Pupils	<ul style="list-style-type: none"> Any pupil experiencing difficulty in self-swabbing are able to seek additional support from a member of SMT. The Test Assistant supervising the pupils during the testing sessions in School are on hand to offer guidance and support. 	

54	Are there measures in place to reduce anxiety over testing and coping with a positive result?	Staff, Pupils, Parents	<ul style="list-style-type: none"> • A member of SMT is always available to offer guidance and support to pupils or staff who may be anxious about testing. • In the event of a positive result, a member of SMT will be available to offer support to pupils and their parents, and will keep in contact with pupils who are at home in self-isolation. 	
55	Clinical incident which has potential to harm not reported to https://coronavirusyellowcard.mhra.gov.uk and School.	Pupils, Staff	<ul style="list-style-type: none"> • If the School becomes aware of a clinical incident which has the potential to cause harm, the incident will be reported to the appropriate authorities by a member of SMT. 	
56	Non-clinical incidents occurring at home (something damaged, or missing or difficult to use in the kit, unable to log result etc) not reported to 119.	Pupils, Staff	<ul style="list-style-type: none"> • Non-clinical incidents reported to the School involving the home-test kits issued by the School should be reported to the Bursar, who will log the incident and take appropriate action. 	
57	Video on how to take the swab test: www.gov.uk/covid19-self-test-help not referred to before testing.	Pupils, Staff	<ul style="list-style-type: none"> • The video on how to take the swab test is referred to in the instruction manual issued with the test kits and also in the letter sent to the parents from the Headmistress. 	
58	Surface and hands not cleaned before test or after test (if more than one test).	Pupils, Staff	<ul style="list-style-type: none"> • A supply of disposable disinfectant wipes is available on each of the swabbing desks to allow the testing subject to wipe the surfaces clean, including mirror, before and after use. • Hand sanitiser is available on each of the swabbing desks for use by the testing subject before and after testing. 	
59	Test kit not checked for damage or expiry date.	Pupils, Staff	<ul style="list-style-type: none"> • The Testing Processor is responsible for checking the test kits used for damage and the expiry date. 	
60	Testing process not followed correctly for self / child including rubbing fabric tip of swab 4 x over both tonsils (or where they would have been) and then 10 complete circles of one nostril.	Pupils, Staff	<ul style="list-style-type: none"> • A poster displaying instructions for self-swabbing is available on each swabbing desk. • The Testing Assistant is available to supervise pupils and reminding them of the correct swabbing procedure. • Written instructions are included with home test-kits. 	
61	Processing of the swab not completed in-line with guidance including transferring the sample into the liquid and the liquid then on to the well on the test strip.	Pupils, Staff	<ul style="list-style-type: none"> • The testing subject places the used swab in the prepared testing tube on the swabbing desk, where it is collected by the Testing Processor and brought to the processing desk for testing. • Written instructions are included with home test kits. 	

62	Not waiting 30 minutes, recording the result correctly with NHS and then taking the appropriate action if positive.	Pupils, Staff	<ul style="list-style-type: none"> The Testing Processor will record the time of the test on the LFD and the accompanying registration card. The Test Recorder will monitor the LFD and record the result after 30 minutes. Instructions are provided with home test-kits. 	
63	Fabric tip of swab touches tongue, teeth, cheeks, gums, or any other surfaces.	Pupils, Staff	<ul style="list-style-type: none"> The contaminated swab is to be discarded and a fresh swab to be used. 	
64	Test kit not properly disposed of in waste bag provided and placed in general household waste.	Pupils, Staff	<ul style="list-style-type: none"> All waste generated by the on-site testing is placed in the designated testing waste bins within the testing site. The bags are collected and sealed at the end of session and disposed of in the external general waste bins. Waste bags are provided with the home test kits and should be placed in the household waste. 	
65	Test on children under 12 continued despite child feeling pain.	Pupils	<ul style="list-style-type: none"> No testing is to be continued on a child who is experiencing pain, whatever their age. The reason for the pain should be investigated and the parents informed. 	
66	Test kit and each item in the test kit used more than once.	Pupils, Staff	<ul style="list-style-type: none"> Items in test kits should not be re-used and each person's result must be reported. 	
67	Problems with hands or vision.	Pupils, Staff	<ul style="list-style-type: none"> Testing subjects requiring additional assistance to undertake swabbing should seek advice or support. 	
68	Nosebleed within the last 24 hours.	Pupils, Staff	<ul style="list-style-type: none"> Swab other nostril or wait 24 hours. 	
69	Unable to take a throat swab.	Pupils, Staff	<ul style="list-style-type: none"> Swab both nostrils. 	

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

	Hazard	Who may be harmed	Control Measures	Remarks/Re-assessment
1.	Communication channels not working and not reviewed.	All	<ul style="list-style-type: none"> Communication channels are continuing to work effectively by email, School telephones and through Microsoft Teams. 	

2.	New staff, parents and pupils joining School not provided or updated with full induction process or aware of changes and potential hazards.	Pupils, Parents, Staff	<ul style="list-style-type: none"> • The School has reverted to usual processes. • New staff will complete a full induction at the point of joining. • All staff will be updated with current procedures before/during the INSET at start of new academic year/their first term at the School. • New pupils are informed of the current measures in place. • Consent for on-site testing, remote and blended learning is requested from parents of new pupils. 	
3.	Lack of a robust feedback and reply system to ensure best practice and two-way communications for pupils, parents, staff and governors	Pupils, Parents, Staff, Governors	<ul style="list-style-type: none"> • Governor communication is arranged through the Clerk to the Governors. • Parent/Headmistress communication is by email using the office@pghs.co.uk email address and by telephoning in/out from School phones. • Parents may meet with SMT/ teaching staff by appointment. • Pupil/Teacher communication will revert to normal practices. • Teacher/SMT communication will revert to normal practices. • Microsoft Forms is being used to complete staff and parent surveys. • Staff Consultative Committee in place. 	
4.	No Governor and/or SMT member responsible for COVID-19 matters. Governor/SMT members' contact details not known and not on call.	All	<ul style="list-style-type: none"> • Members of SMT work together to continue to update the School's response to COVID-19 matters, reporting to the full Governing Body. • SMT telephone numbers are known to all staff. • Parents can contact SMT by telephoning or emailing the School Office. 	
5.	No School representative identified to liaise with local authorities and local health protection team.	All	<ul style="list-style-type: none"> • A member of SMT (usually the Bursar) will liaise with local authorities and the local health protection team. 	
6.	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.	All	<ul style="list-style-type: none"> • The Bursar will monitor the log of reported positive Covid-19 test results and will contact the DfE Helpline for guidance if the level of confirmed cases begin to rise significantly or there is an overall rise in sickness absence. 	

			<ul style="list-style-type: none"> The DfE Operational Guidance will be followed as to the threshold number of cases to be reached before reporting further is required. 	
7.	No system to communicate with staff who are unable or have not returned to School for fear of infection.	Staff	<ul style="list-style-type: none"> Conversations will take place with staff as required and at a relevant time point. Normal staff absence protocols will be followed. Teacher and Teaching Assistants should report absences to the Deputy Head. Non-teaching staff should report absences to the Bursar. 	
8.	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.	Pupils, Parents	<ul style="list-style-type: none"> SMT are available to discuss concerns and provide reassurance to parents of pupils with significant risk factors. Risk assessments are completed for children considered to be extremely critically vulnerable. 	
9.	If required by NHS T&T insufficient information on where pupils, staff and visitors have been located in school	Pupils, Staff, Visitors	<ul style="list-style-type: none"> Timetables are available for teaching staff and pupils. Visitors are required to sign in on arrival and are chaperoned whilst in School by a member of staff at all times. Details of the visit are recorded on the Visitor Request Form at the time of booking the visit. 	
10.	Staff, parents and pupils not self-isolating after holiday and work visits abroad - as for government guidance	Pupils, Staff	<ul style="list-style-type: none"> Staff are requested to notify the School if they are going to be absent due to the requirement to self-isolate in line with government guidance following a return from abroad. Parents must notify the School if a pupil is going to be absent due to the requirement to self-isolate in line with government guidance following a return from abroad. 	
11.	Lack of robust rules for hygiene standards for staff and pupils – and failure to adequately enforce standards	All	<ul style="list-style-type: none"> Staff, parents and pupils are all made aware of the best practice to prevent the spread of the virus. Staff will promote good hygiene with pupils in School. Hands should be washed regularly with running water and soap for 20 seconds and dried thoroughly or hand sanitiser may be used. Hands should be cleaned when using changing rooms, after using the toilet facilities, when returning to class after breaks and before and after eating. Hand sanitiser is provided in each classroom (younger children are not left unsupervised in classrooms and would only have access to hand sanitiser under the supervision of staff). 	

			<ul style="list-style-type: none"> • Good respiratory hygiene will be promoted. A tissue or elbow should be used to catch a cough or sneeze and lidded bins should be used for the disposal of tissue waste ('catch it, bin it, kill it'). Boxes of tissues are provided in each classroom. • All are expected to avoid touching mouth, eyes and nose. • The hygiene protocols will be explained to visitors (and contractors) by the School Office staff on arrival and hand sanitiser or hand-washing facilities will be made available for their use. 	
12.	Class and activity rooms not properly and regularly ventilated with fresh air.		<ul style="list-style-type: none"> • Windows and doors will be opened to facilitate the free flow of fresh air. • Where available, mechanical ventilation systems may also be used. 	
13.	Staff not trained or regularly updated in COVID-19 symptoms and how these rules apply to teaching?		<ul style="list-style-type: none"> • Staff have been issued with the latest guidance from the DfE and have been asked to read the information. 	
14.	At drop-off and pick-up parents not complying with School policy outside gates and entrances.		<p><u>Main School</u></p> <ul style="list-style-type: none"> • The electronic gate and wooden gate will be opened at 8.20am each morning and staff will supervise access. • Parents of Prep and Junior Department pupils only will be allowed into the playground at collection times via the main gate. • Pupils in the Prep Department must enter through the wooden gate and line up. • Pupils in the Junior Department may enter through either gate and wait in the playground. • Senior pupils will enter through either gate and may go straight into School. <p><u>Nursery</u></p> <ul style="list-style-type: none"> • Parents/Carers have been asked to line up in the Nursery grounds. They will be asked to bring their child to the bottom of the ramp where they will be greeted by the Teacher/Teaching Assistant who will lead them into the Nursery. • On collection, the pupils will wait inside the Nursery building with their Teacher/Teaching Assistant. Parents/Carers are to line up in the Nursery grounds and the Teacher/Teaching Assistant will 	

			<p>bring the pupils out one by one to be met by their Parent/Carer at the bottom of the ramp.</p> <ul style="list-style-type: none"> Parents/Carers will not be allowed into the School or Nursery buildings. Parents should contact the School Office by email office@pghs.co.uk or telephone (020) 8886 1135. 	
15.	No system in place to deal with bereavements, trauma, anxiety, stress, behavioural and sleep issues.	Pupils	<ul style="list-style-type: none"> Pastoral care is readily available to pupils provided, in the main, by their Class/Form tutors and the Senior Management Team (SMT). However, pupils know that they can talk to any member of staff about their concerns. Pastoral support is available from the SMT for staff and parents. 	
16.	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	Pupils	<ul style="list-style-type: none"> On-line safety is taught to all year groups through ICT, PSHEE, Class/Form time activities and assemblies. Protocols for remote working have been written and shared with staff, pupils and parents. 	

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

	Hazard	Who may be harmed	Control Measures	Remarks/Re-assessment
1	Lack of review, update or sharing of safeguarding, code or practice, and staff handbook policies.	Pupils, Staff	<ul style="list-style-type: none"> An addendum to the safeguarding policy in the event of School closure has been written and shared with staff and placed on the website. Protocols for remote working have been written and shared with staff, pupils and parents. All policies have been reviewed and updated. Updates will be made in a timely manner as required during the academic year and will reflect the most recent government guidance. 	
2	Inset does / did not reflect required training for COVID-19 related procedures, safeguarding, H&S, well-being etc	Staff	<ul style="list-style-type: none"> Staff received an update before and during the whole School INSET at the start of the new academic year in September and again at the start of the Spring term 2022. 	
3	Staff have insufficient instruction and training on identifying and supporting	Staff	<ul style="list-style-type: none"> The School has a robust pastoral structure and highly skilled pastoral teams in place to support all pupils and parents. 	

	vulnerable pupils, parents and other staff.		<ul style="list-style-type: none"> SMT are available to support staff. 	
4	Control measures (see explanation above) not understood and / or properly implemented.		<ul style="list-style-type: none"> SMT monitor the Covid-19 situation at all times and make adjustments as required. SMT contact parents with reminders of control measures when it is clear that they are not being followed by all. SMT liaise with staff if it is clear that control measures are not being followed. 	
5	DSL and ADSL not easily contacted and their contact information not known to all.		<ul style="list-style-type: none"> Members of the Designated Safeguarding team are easily contacted and their contact information is known to all. 	
6	COVID-19 specific policy not updated to reflect medical responses, teaching, socialising, feeding, hydration, well-being etc.	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> Headmistress communicates regularly with parents through letters and the Newsletter to update information. Staff Briefing is used to inform staff of any updates. 	
7	Revised fire drills, registers, routes and assembly points not updated or rehearsed	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> All normal fire and emergency procedures remain in place and regular checks maintained. As the need for keep pupils in consistent 'bubbles' has been removed, normal procedures for emergency evacuation practices are to resume. 	
8	Needs of each age group and class not considered discretely in terms of support, activities and facilities.		<ul style="list-style-type: none"> SMT very aware of the needs of different age groups and implement strategies in an age appropriate way. 	
9	Staff and pupils (where and if applicable) not wearing face coverings when and where recommended or appropriate.	Staff, Pupils	<ul style="list-style-type: none"> The DfE has updated guidance to reflect a temporary change in measures in response to the Omicron variant of Covid-19. Face coverings have been reintroduced for Senior pupils, staff and visitors when moving around the School, such as in corridors and communal areas. From the start of the Spring Term 2022, as an additional temporary measure, Senior pupils are required to wear face coverings in the classroom. Face coverings may be removed by pupils when taking examinations/assessments. Pupils and staff travelling to and from off-site lessons/activities by coach will be required to wear a face covering. Face coverings are not required to be worn outdoors. 	

			<ul style="list-style-type: none"> • If there is a substantial increase in the number of positive cases in our School, the wearing of face coverings may again become a requirement in classrooms. • No pupil should be denied education on the grounds of whether or not they are, or are not, wearing a face covering. 	
10	Supply, peripatetic and temporary staff not observing control and hygiene measures.	All	<ul style="list-style-type: none"> • All members of staff are expected to observe control and hygiene measures and this will form part of the induction process for any new supply, peripatetic and temporary staff. 	
11	Roles conducive to home working not identified.	Staff	<ul style="list-style-type: none"> • Whilst the School is fully open to pupils, all members of staff are expected to work on site. • The School has a Flexible Working Policy and will consider requests on an individual basis. 	
12	In the event of a positive case, difficult to identify those who may need to self-isolate by NHS T&T.	Staff, Pupils	<ul style="list-style-type: none"> • In the event that the School is contacted by NHS T&T to assist in identifying close contacts, SMT will meet to review timetables and other records held. 	
13	New control measures and safety precautions not understood or implemented.	All	<ul style="list-style-type: none"> • New control measures will be communicated to staff, parents and pupils as they are introduced. 	
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).	Pupils	<ul style="list-style-type: none"> • Pupils with special educational needs will be given additional support to prepare for any changes to normal procedures if required. 	
15	Volunteers not checked, left unsupervised, allowed to work in regulated activity or supported.	Pupils	<ul style="list-style-type: none"> • All volunteers engaged by the School are either supervised at all times by a member of staff or have completed full recruitment checks. 	
16	Recruitment process and pre-appointment checks not following legal requirements.	Pupils	<ul style="list-style-type: none"> • All usual recruitment processes are in operation and all pre-employment checks are being completed. 	
17	New staff and pupil registration and induction processes not adapted or compliant.	Pupils, Staff	<ul style="list-style-type: none"> • Inductions for staff and pupils proceeding as normal. 	
18	Support staff and TAs in regulated activity do not have the appropriate checks.	Pupils	<ul style="list-style-type: none"> • The appropriate recruitment checks have been completed for all members of staff. 	

19	SCR not updated with DBS related issues and required documents not properly verified or recorded.	Pupils	<ul style="list-style-type: none"> The SCR is kept up to date and regularly checked. All pre-employment checks recorded and supporting documentation in personnel files. 	
20	External coaches, clubs and organisations for curricular activities not risk assessed, or systems of control measures implemented.	Pupils	<ul style="list-style-type: none"> External coaches, clubs and organisations providing curricular and extracurricular activities are risk assessed. DBS clearance has been updated for external coaches due to gap in service due to Covid-19 restrictions. 	
21	New control measures for sport, adventure play, Forest School, gardening etc not regulated or considered	Pupils	<ul style="list-style-type: none"> Risk assessments are completed for all activities. 	
22	Physical education, sport and activities not following new control measures in their sport guidance	Pupils, Staff	<ul style="list-style-type: none"> The PE Department access appropriate guidance from sporting bodies. 	Guidance on grassroot sports for public and sport providers , safe provision and facilities , and guidance from Sport England , Association for Physical Education and the Youth Sport Trust
23	Indoor sports and activity areas not sufficiently well and regularly ventilated with fresh air.	Pupils, Staff	<ul style="list-style-type: none"> The Hall is well ventilated by means of a mechanical ventilation system and/or by opening one or both sets of external double doors and/or the Velux windows to allow a free flow of fresh air. 	
24	Sports equipment not sufficiently cleaned as for hygiene and control measures	Pupils	<ul style="list-style-type: none"> Sports equipment is cleaned on a regular basis by the PE Department. 	
25	Added risk of infection where there is singing, chanting, playing wind or brass instruments not reviewed.		<ul style="list-style-type: none"> Music department staff all aware of the risks of transmission through droplets. Social distancing in place. Small groups only singing/playing wind and brass. No whole School singing currently. 	
26	Staff schedules do not build in the need to avoid increases in unnecessary and unmanageable workload burdens.		<ul style="list-style-type: none"> From September 2021, the School will be operating as close to normal as possible so workloads will be as expected. 	

27	Staff unable to manage the provision of both in school and remote learning.		<ul style="list-style-type: none"> • Staff deliver in school OR remote learning and not both simultaneously. 	
28	Appropriate safety measures not in place for wraparound childcare for both indoor and outdoor provision.	Pupils	<ul style="list-style-type: none"> • Breakfast Club, including the provision of food, resumed from the start of the new academic year and is located in the Dining Room. Following the lifting of restrictions on the mixing of bubbles, pupils from different year groups are able to attend together. • The Waiter's Service is available to provide supervision for pupils at the end of the school day. Following the lifting of restrictions on the mixing of bubbles, all pupils are supervised together in one classroom. 	
29	Hand washing not part of school culture or routine e.g. no regular breaks for hand washing during the school day.	Pupils, Staff	<ul style="list-style-type: none"> • The School will continue to promote good hand hygiene. • Frequent and thorough hand cleaning should be regular practice. • Staff will continue to ensure that pupils clean their hands regularly with soap and water or hand sanitiser. 	
30	Insufficient hygiene stations at entrances, exits, toilets, classrooms, play areas, staff areas etc	All	<ul style="list-style-type: none"> • Hand sanitiser is available at strategic points throughout the School including the main reception desk, in all classrooms, staff rooms, dining room, print room, offices and in the minibus. • Anti-bacterial spray is available for use at strategic points throughout the School, including all classrooms and learning spaces. 	
31	Classroom based resources, such as books and games and all frequently touched surfaces, which are used and shared not regularly cleaned.	Pupils, Staff	<ul style="list-style-type: none"> • The Cleaning team clean all surfaces daily and additional cleaning of frequently-touched surfaces takes place during the school day, undertaken by the Cleaning Supervisor, Caretaker or the classroom staff. • Shared resources which can be washed receive regular cleaning by the classroom staff or the Caretaker. 	
32	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.	Pupils, Staff	<ul style="list-style-type: none"> • Pupils have been requested to bring in essentials only. 	
33	Outdoor playground equipment not frequently cleaned.	Pupils	<ul style="list-style-type: none"> • The outdoor playground equipment at the main school is cleaned regularly by the classroom staff, playground supervisor or Caretaker. 	

			<ul style="list-style-type: none"> The outdoor playground equipment at the Nursery is cleaned regularly by the classroom staff or the Caretaker. 	
34	Overnight educational visits not organised in line with school policy and control measures	Pupils	<ul style="list-style-type: none"> Full risk assessments are undertaken for all residential educational visits, which take into consideration school policy and control measures. 	
35	Catering staff rota not configured to avoid all catering staff having to self-isolate in case of infection and kitchen closing	Pupils, Staff	<ul style="list-style-type: none"> The catering team from Harrison's Catering do not work to a rota. Agency staff will be used to provide continuity of service in need. 	
36	Pupil and staff mental health and wellbeing not considered with individual needs not identified or supported.	Pupils, Staff	<ul style="list-style-type: none"> The School has a robust pastoral structure and highly skilled pastoral teams in place to support all pupils and parents. SMT are available to support staff. 	
37	Insufficient pastoral and extra-curricular support for pupils to rebuild friendships and social engagement.	Pupils	<ul style="list-style-type: none"> The School has a robust pastoral structure and highly skilled pastoral teams in place to support all pupils. The Hub will be opening to all Senior pupils from September 2021. Extra-curricular clubs and surgeries are restarting from September 2021. 	
38	Insufficient support to address and equip pupils to respond to COVID-19 related issues.	Pupils	<ul style="list-style-type: none"> The School has a robust pastoral structure and highly skilled pastoral teams in place to support all pupils. Weekly pastoral meetings are held with Headmistress/Deputy Head and pastoral staff/Class teachers to discuss all pupils. 	
39	Plans, briefing and statistics for ISI / Ofsted visit / inspection do not reflect new KCSiE or ISI Commentary	Pupils, Staff	<ul style="list-style-type: none"> SMT access the latest versions of ISI commentary and KCSiE when updating documentation and policies. 	

Trip Risk Assessment in the Step 4 COVID-19 Environment

	Hazard	Who may be harmed	Control Measures	Remarks / Re-assessment
1	School not undertaken full and thorough risk assessments for all educational visits to ensure they can be undertaken safely	Pupils, Staff	<ul style="list-style-type: none"> The School undertakes full and thorough written risk assessments for all educational visits. 	

2	Insufficient information and detailed itinerary for parents, pupils and accompanying staff.	Pupils, Staff	<ul style="list-style-type: none"> Parents, pupils and accompanying staff receive sufficient information and a detailed itinerary for all educational visits. 	
3	Children and staff do not understand or not implementing new control measures during visit or at their destination.	Pupils, Staff	<ul style="list-style-type: none"> Control measures are considered by the Trip Leader and discussed with SMT as part of the risk assessment process. The Trip Leader will share information and the risk assessment with the accompanying staff. All participating pupils will receive instructions and supervision by the accompanying staff. 	
4	Insufficient transport details including seating, queuing, boarding, ventilation and cleaning regime	Pupils, Staff	<ul style="list-style-type: none"> Details for transportation procedures will be included in the risk assessment and shared with accompanying staff and pupils. 	
5	School risk assessment does not consider what control measures required or follow wider advice on visiting venues.	Pupils, Staff	<ul style="list-style-type: none"> The School will consult government advice for educational visits before deciding to proceed with any trip. In addition to the School's own risk assessment, the Trip Leader will obtain a copy of the risk assessment produced by the venue to the visited. 	
6	School not consulted the health and safety guidance on educational visits when considering visits.	Pupils, Staff	<ul style="list-style-type: none"> When preparing the risk assessment for each trip, the School will consult government health and safety guidance on educational visits. 	https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits
7	If required or appropriate overnight sleeping arrangements not properly considered with regard to control measures	Pupils, Staff	<ul style="list-style-type: none"> The control measures for overnight sleeping arrangements will be considered as part of the overall risk assessment for all residential trips. 	
8	If required or appropriate adults not accommodated (ideally) in their own separate rooms.	Pupils, Staff	<ul style="list-style-type: none"> Accompanying staff on residential trips are accommodated in separate rooms to pupils. 	
9	Shared facilities (bathrooms, kitchens etc) not effectively and frequently cleaned	Pupils, Staff	<ul style="list-style-type: none"> The Trip Leader will obtain a copy of the venue risk assessment prior to visit to check the cleaning regimes for shared facilities are considered adequate. The accompanying staff will undertake a dynamic risk assessment on arrival to ensure facilities are satisfactory. Any issues should be reported to the venue management immediately and also to the contact member of SMT. 	

10	No contingency plans and rapid response protocols for those developing symptoms and needing to self-isolate	Pupils, Staff	<ul style="list-style-type: none"> Contingency plans will be covered as part of the overall trip risk assessment. 	
11	Drivers (and escorts) insufficiently briefed on implementing control and hygiene measures (PPE, cleaning materials etc).	Pupils, Staff	<ul style="list-style-type: none"> The Trip Leader will obtain a copy of the risk assessment produced by the transportation company prior to visit and this will form a part of the School's overall trip risk assessment. 	
12	Accommodation providers (where appropriate) not compliant with control measures and school requirement e.g. hygiene and HSE standards on ventilation.	Pupils, Staff	<ul style="list-style-type: none"> The Trip Leader will obtain a copy of the venue's Covid-19 risk assessment prior to visit. The accompanying staff will undertake a dynamic risk assessment on arrival to ensure facilities are satisfactory. Any issues should be reported to the venue management immediately and also to the contact member of SMT. 	
13	Insufficient COVID-19 cancellation, travel insurance and adequate financial protection.	Pupils, Staff	<ul style="list-style-type: none"> The Trip Leader and SMT will take all reasonable steps to ensure that the School has adequate financial protection before proceeding with a trip. The Trip Leader will need to obtain Terms and Conditions, Cancellation Policy, any other assurances or codes of practices available at time of booking. The School's insurance brokers should also be informed. 	

Medical Risk Assessment in the COVID-19 Environment

	Hazard	Who may be harmed	Control Measures	Remarks / Re-assessment
14	Sickness management rules and the "don't come to work if you are ill" not understood or observed.	Pupils, Staff	<ul style="list-style-type: none"> Staff reminded of procedures at the start of the Autumn term 2021 and again at the start of the Spring term 2022. SMT will monitor and speak to individuals who are in School but appear unwell. 	
15	Staff and pupils who are ill or tested positive in the last 6 or 10 day period (as appropriate) do not know or are unwilling to stay at home.	Pupils, Staff	<ul style="list-style-type: none"> Staff reminded of procedures at the start of the Autumn term 2021 and the changes from the start of the Spring term 2022. Letter sent to parents before start of term reminding them that pupils who are unwell should be kept at home and those testing positive for Covid-19 are required to isolate at home (as appropriate). 	

			<ul style="list-style-type: none"> • The new self-isolation guidance valid from 17th January 2022 has also been communicated to staff and parents. • A record is kept of those pupils and staff who have tested positive for Covid-19 and this is monitored by SMT to ensure the full isolation period is completed before they return to School. 	
16	Staff and pupils not aware that fully vaccinated or aged between 5 and 18 years and 6 months, identified as a close contact of someone with Covid-19, should take an LFD test every day for seven days and continue to attend School as normal, unless they have a positive test result or develop symptoms at any time.	Pupils, Staff	<ul style="list-style-type: none"> • Staff reminded of new procedures at the start of the Autumn term 2021 and again at the start of the Spring term 2022. • Letter sent to parents before the start of each term explaining new procedures. 	
17	Staff and pupils not aware that close contacts of a positive case will be contacted by NHS Test and Trace and that self-isolation will continue for those who have tested positive for COVID-19.	Pupils, Staff	<ul style="list-style-type: none"> • Staff reminded of new procedures at the start of the Autumn term 2021 and again at the start of the Spring term 2022. • Letter sent to parents before the start of each term explaining new procedures. 	
18	No isolation room and separate bathroom available for those waiting collection and no access to PPE for those attending to unwell staff and pupils.	Pupils, Staff	<ul style="list-style-type: none"> • At the main school, the Medical Room will remain in use for pupils and staff who are unwell or are seeking medical attention in cases which are not COVID-19 related i.e. they are not presenting the symptoms of the virus. • If symptoms are displayed by a child in School, they should be taken to the isolation unit. The School will contact the child's parents and the child will be looked after in a location away from other staff and pupils until collected. • At the main School, the Medical Wet Room will be used as an isolation and holding bay for pupils who become unwell with symptoms of COVID-19 awaiting collection by a family member and the toilet facilities in the ESH should be used if required. • If the Medical Wet Room is being used for isolation purposes, a No Entry sign will be placed on the ESH toilet door and the door leading to the Medical Room to indicate no entry. • At the Nursery, the Office will be used for isolating a pupil and the staff toilet facilities will be used. • Isolation areas are to be cleaned and disinfected after each use following Government advice. 	

			<ul style="list-style-type: none"> Isolation areas will be equipped with appropriate PPE, hand sanitiser and a lidded pedal bin for waste disposal. 	
19	Procedure is not clear for those Staff who are not double vaccinated and have helped someone with symptoms or been in “close contact”.	Staff	<ul style="list-style-type: none"> Staff reminded of new procedures at the start of the Autumn term 2021 and again at the start of the Spring term 2022. Staff have been reminded to arrange a meeting with the Bursar if they have particular characteristics or underlying health concerns and consider themselves to be at an increased Covid-19 risk. 	
20	Those that have been identified as “close contact” via NHS T&T and are not vaccinated do not know they are advised to take a PCR test and self-isolate if tested positive for COVID-19.	Staff	<ul style="list-style-type: none"> Staff reminded of new procedures at the start of the Autumn term 2021 and again at the start of the Spring term 2022. Letter sent to parents before the start of each term explaining new procedures. 	
21	Those requiring and awaiting a confirmatory PCR result do not know to self-isolate.	Staff	<ul style="list-style-type: none"> Staff reminded of new procedures at the start of the Autumn term 2021 and again at the start of the Spring term 2022. 	
22	Procedures for reporting COVID-19 instances to external authorities not known or applied.	Pupils, Staff	<ul style="list-style-type: none"> SMT are aware of procedures for liaising with external authorities, which will be applied when necessary. 	
23	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.	Pupils, Staff	<ul style="list-style-type: none"> Staff are promoting good hygiene with pupils in School and signage/posters will be displayed in strategic areas. Hand sanitiser will be available in each classroom. First Aid Officers are fully trained and aware of the need for good hand hygiene when dealing with someone who is unwell. 	
24	Procedure for cleaning, with normal household detergent, the area around a person with symptoms after they have left (to reduce the risk of infection) is not understood or applied.	Pupils, Staff	<ul style="list-style-type: none"> Pupils who have displayed symptoms of Covid-19 are taken to the isolation area while awaiting collection where they are supervised by a First Aid Officer or a member of SMT. The supervising First Aid Officer or member of SMT will arrange for the isolation area to be thoroughly cleaned after each use. The classroom desk/table which the pupil has vacated will also be cleaned on their departure. 	
25	Insufficient medical staff to deal with isolating and monitoring suspect COVID-19 cases and normal medical issues.	Pupils, Staff	<ul style="list-style-type: none"> All Teaching Assistants are first aid trained. In addition, a number of other staff also have first aid training, including the Headmistress and Deputy Head. If a child at the Nursery requires isolation, a member of SMT will go to the Nursery if it is necessary to maintain staff ratios. 	

26	Medical staff have insufficient or unsuitable PPE, cleaning materials and training for tasks.	Pupils, Staff	<ul style="list-style-type: none"> • First Aiders have received training. • Cleaning materials and appropriate PPE are available. • PPE will be available for staff supervising pupils in isolation if 2 metre social distancing cannot be maintained. Instructions for donning and doffing PPE are available in the isolation areas. 	
27	Insufficient registration, induction, supervision of contractors working on site.	All	<ul style="list-style-type: none"> • All visitors and contractors are required to report to the School Office reception desk where they will be met by a member of staff who will explain the School's Covid-19 protocols. • All visitors and contractors are supervised on site during term time. 	
28	Young children not supervised using hand sanitiser (risk of ingestion).	Pupils	<ul style="list-style-type: none"> • Young pupils are supervised when using hand sanitiser. 	
29	Young children and those with complex needs not supported in understanding importance of hygiene rules.	Pupils	<ul style="list-style-type: none"> • Class teachers and teaching assistants support pupils in understanding the importance of hygiene rules and reinforce this when supervising the cleaning of hands in School. 	
30	Lack of information on control measures e.g. how to react to coughing and sneezing using tissues (and their disposal), crook of arm and immediately cleaning hands with soap and water or hand sanitiser.	Pupils	<ul style="list-style-type: none"> • Hands should be cleaned regularly through the day, before and after eating, after using the toilet facilities and after sneezing or coughing. A tissue or elbow should be used to catch a cough or sneeze and tissues should be thrown away after use. • Lidded bins are available in each classroom for disposing of tissues. 	
31	Hygiene rules not effective. "catch it, bin it, kill it" not re-publicised or applied.	Pupils, Staff	<ul style="list-style-type: none"> • Posters reminding pupils to 'catch it, bin it, kill it' are displayed in strategic areas. • Message reinforced by teaching staff. 	
32	Insufficient or no procedure for summoning emergency services, lack of safe RV and cleared routes in and out.	Pupils, Staff, Visitors	<ul style="list-style-type: none"> • No special arrangements will be necessary in the event that emergency services are required and normal procedures will be followed. 	
33	No early liaison with local health protection teams and Local Authorities who provide advice (and may recommend large groups self-isolate or school closure)	All	<ul style="list-style-type: none"> • SMT are aware of the protocols to follow in respect of liaison with local health protection team. 	

34	Insufficient First Aid trained personnel (ratio) for pupils in school and on activities and sport.	Pupils	<ul style="list-style-type: none"> All Teaching Assistants are first aid trained. In addition, a number of other staff also have first aid training, including PE staff and the Headmistress and Deputy Head. 	
35	Actions for using first aid on those with no COVID-19 symptoms unclear and not briefed.	All	<ul style="list-style-type: none"> Normal first aid procedures will be applied. 	
36	Not compliant with requirements for EYFS and PFA certification.	Pupils	<ul style="list-style-type: none"> Requirements for EYFS and PFA certification are compliant. 	
37	Medical policy, procedures and appropriate response to spectrum of medical issues not revised or shared?	All	<ul style="list-style-type: none"> First Aid policy and procedures are reviewed regularly. 	
38	Pregnant women are in the 'clinically vulnerable' category and not following the relevant guidance.	Staff	<ul style="list-style-type: none"> As soon as a member of staff notifies SMT that she is pregnant, a meeting will be arranged with the expectant mother to discuss and agree a risk assessment, taking into consideration relevant guidance. 	
39	Lack of School decision or policy for level of PPE required for staff or pupils.	Pupils, Staff	<ul style="list-style-type: none"> The School will follow the guidance on PPE issued by the DfE. Face coverings have been reintroduced for senior pupils, staff and visitors when moving around the School, such as in corridors and communal areas. From the start of the Spring term 2022, senior pupils are also required to wear face coverings in the classroom. Face coverings may be removed by pupils when taking examinations/assessments All pupils will be required to continue wearing a face covering when travelling in the coach to off-site activities as this is an enclosed and crowded space with limited ventilation. 	https://www.hse.gov.uk/coronavirus/ppe-face-masks/face-coverings-and-face-masks.htm
40	If required or appropriate insufficient training for all those that wear face coverings including fitting, storing, care and disposal arrangements.	All	<ul style="list-style-type: none"> Staff or pupils who are required or wish to use a face covering are directed to the relevant government website. Pupils are required to store their face covering in a sealed bag when not in use in School. Face coverings should be disposed of in School in a lidded waste bin. 	https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own
41	School unaware of those that have been identified as Clinically Extremely	Pupils, Staff	<ul style="list-style-type: none"> Staff have been asked to contact the Bursar if they have been identified as CEV via a letter from the NHS or their GP. 	

	Vulnerable (CEV) via a letter to the individual from NHS or their GP.		<ul style="list-style-type: none"> Parents have been asked to contact the Headmistress if a pupil has been identified as CEV via a letter from the NHS or their GP. 	
42	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.	Pupils, Staff	<ul style="list-style-type: none"> Members of staff and/or pupils who have been identified as CEV will be contacted by a member of SMT and a risk assessment undertaken to decide what additional measures or adjustments may need to be put in place during a period of temporary restrictions. 	
43	Control measures in School are not sufficiently robust for clinically vulnerable staff and pupils.	Pupils, Staff	<ul style="list-style-type: none"> Following an individual risk assessment, if control measures in School are not sufficiently robust for CEV staff or pupils the appropriate action will be taken for that member of staff or pupil. This action may involve a switch to remote working. 	
44	Medical advice for vulnerable staff and children not being followed and insufficient support both at School and home.	Pupils, Staff	<ul style="list-style-type: none"> The School will follow medical advice for CEV staff and pupils and will provide support in School and at home as far as reasonably practicable. 	
45	Those with particular characteristics and an increased COVID-19 risk not identified and sufficient measures taken to reduce risks.	Staff	<ul style="list-style-type: none"> Staff have been reminded to arrange a meeting with the Bursar if they have particular characteristics or underlying health concerns and consider themselves to be an increased Covid-19 risk. 	
46	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.	Pupils, Staff	<ul style="list-style-type: none"> Staff and pupils who receive a positive Covid-19 test result are required to notify the School and a record is kept of this notification. The School does not request evidence of a negative result. 	
47	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.	Pupils, Staff	<ul style="list-style-type: none"> The School keeps a record of staff and pupils who are absent through illness due to Covid-19, arranging a PCR test, awaiting a test result or who have been asked to self-isolate. The log is monitored on a regular basis. 	
48	Lack of recording of which staff and pupils have been sent home with COVID-19 symptoms (a cough, high temperature or shortness of breath).	Pupils, Staff	<ul style="list-style-type: none"> The First Aid Officer attending to a pupil who is sent home with Covid-19 symptoms will report the incident to the Bursar so that the information can be entered into the Covid-19 log and monitored. If a member of staff presents symptoms of Covid-19 and needs to go home, they (or a colleague if necessary) should report this 	

			information to the Bursar to be entered into the Covid-19 log and monitored.	
49	Lack of regular dialogue with those that have suffered from COVID-19 and / or are isolated at home.	Pupils, Staff	<ul style="list-style-type: none"> The School will keep in contact with staff and the parents of pupils who have been sent home feeling unwell, have tested positive for Covid-19 and/or are self-isolating at home. 	

Dedicated School Transport

	Hazard	Who may be harmed	Control Measures	Remarks / Re-assessment
1	Drivers not regularly briefed on changes or revised schedules and notices.	Pupils, Staff	<ul style="list-style-type: none"> The Head of PE liaises with the School's sports transport provider and provides revised schedules and notices when necessary. 	
2	Drivers not fully considered, supported or rostered (particularly relating to age and vulnerability).	Drivers	<ul style="list-style-type: none"> Covered by transport provider policy and risk assessment. 	
3	Drivers have insufficient / inappropriate PPE, cleaning materials and training if risk level increased or would normally need for their work.	Drivers, Pupils, Staff	<ul style="list-style-type: none"> Covered by transport provider policy and risk assessment. 	
4	Inappropriate cleaning schedule that does not focus on control measures particularly frequently touched surfaces.		<ul style="list-style-type: none"> Covered by transport provider policy and risk assessment. 	
5	Vehicles not well ventilated when occupied, particularly by opening windows and ceiling vents (with a balance between increased ventilation and maintaining a comfortable temperature).	Drivers, Pupils, Staff	<ul style="list-style-type: none"> Pupils and staff are required to wear a face covering whilst travelling on the coach or school minibus to off-site activities. 	
6	If required or appropriate insufficient or no use of hand sanitiser upon boarding and/or disembarking.	Driver, Pupils, Staff	<ul style="list-style-type: none"> Supervising School staff ensure pupils use hand sanitiser upon boarding and on disembarking the coach and minibus. Sufficient stocks of hand sanitiser are held in School. 	
7	Pupils and parents unaware that use of face coverings and other control measures may be necessary temporarily.	Pupils, Parents	<ul style="list-style-type: none"> Letter to parents at start of new academic year. Face covering are required to be worn whilst travelling on the coach to off-site activities. 	

8	Unnecessary risks such as poorly organised queue and boarding process and overcrowding not minimised.	Driver, Pupils, Staff	<ul style="list-style-type: none"> School staff supervise the boarding and disembarkation of the coach. 	
9	No plan for measures, in case of emergency, for the movement of a symptomatic pupil by school transport.	Driver, Pupils, Staff	<ul style="list-style-type: none"> Parents will be asked to collect a symptomatic pupil directly from the off-site venue if possible. Staff who become symptomatic during an off-site activity will be given the means to return home directly if possible and arrangements will be made for additional personnel to join the group to maintain ratios if necessary. Arrangements will be made for a symptomatic pupil or member of staff to be collected from an off-site venue and returned to School using the School minibus if necessary. Accompanying personnel will be provided with suitable PPE. 	
10	No contingency plans outlining how to operate if there were an outbreak in their school or local area.	All	<ul style="list-style-type: none"> Refer to School contingency plan. 	
11	School vehicles not fully registered, insured, maintained and stocked with appropriate hygiene materials.	Pupils, Staff	<ul style="list-style-type: none"> The School's minibus is fully registered, insured and maintained. The School's minibus is stocked with appropriate hygiene materials. 	

Support Staff Risk Assessment in the COVID-19 Environment

	Hazard	Who may be harmed	Control Measures	Remarks / Re-assessment
1	Support and contract staff not regularly briefed on changes to school operation.	Staff	<ul style="list-style-type: none"> The Bursar will brief non-teaching support staff on any required changes. 	
2	Physical meetings recognise hygiene arrangements including well-ventilated rooms.	Staff	<ul style="list-style-type: none"> Physical meetings to be held in well-ventilated rooms and avoid overcrowding. Hand sanitiser is readily available. Staff may wear a face covering if they wish to do so. 	
3	Support staff and cleaners not fully considered or supported (particularly relating to age and vulnerability).	Staff	<ul style="list-style-type: none"> All PGHS staff are fully considered and supported. Staff have been reminded to arrange a meeting with the Bursar if they have particular characteristics or underlying health concerns and consider themselves to be an increased Covid-19 risk. 	

4	Support staff have insufficient/inappropriate PPE, cleaning materials and training.	Staff	<ul style="list-style-type: none"> Sufficient stocks of PPE and cleaning materials are held and are monitored by the Cleaning Supervisor. Training is undertaken for the Cleaning staff by the Bursar. 	
5	Cleaning regimes not enhanced, regularly reviewed, inspected or conforming to revised hygiene rules.	All	<ul style="list-style-type: none"> Cleaning regimes are inspected and reviewed regularly by the Bursar, Caretakers and Cleaning Supervisor. Any cleaning issues are to be reported to the Bursar. More frequent cleaning of high areas of risk i.e. hard surfaces, hand rails and door handles, will be undertaken by the Caretakers and Cleaning Team during the School day. Computer keyboards/ covers are to be wiped before use. 	
6	Security and access systems not regularly checked, updated and re-coded.	All	<ul style="list-style-type: none"> All normal security and access procedures in place. 	
7	Reconfigured areas, zones and routes hampering fire exits and routes.	All	<ul style="list-style-type: none"> All fire exits and routes are unhampered and checked on a daily basis by duty Caretaker. 	
8	Fire and other emergency procedures not reconfigured, routes not clear or regularly inspected.	ALI	<ul style="list-style-type: none"> All normal fire and emergency procedures remain in place and regular checks maintained. 	

Facilities Management Risk Assessment in the COVID-19 Environment

	Hazard	Who may be harmed	Control Measures	Remarks / Re-assessment
1	Insufficient hand washing or hand sanitiser 'stations' for all pupils and staff to clean their hands regularly.	Pupils, Staff	<ul style="list-style-type: none"> The School has sufficient facilities for hand washing or hand sanitising for all pupils and staff to enable them to clean their hands regularly. Hand sanitiser is available in all classrooms and other areas around the School, including the hall, ESH, dining room, reception area. 	
2	Policy and procedures for contractors including signing in and out, and badges on school sites not reviewed, and / or enforced.	All	<ul style="list-style-type: none"> Arrangements for all visitors to the School, including contractors, are reviewed regularly. Contractors are scheduled out of normal school hours where possible. Visitors and contractors are required to report to the main reception desk where they are met by a member of the School 	

			Office staff and asked to sign in and out. Visitors are issued with a Visitor/Contractor badge.	
3	If required or appropriate contractor health declaration and pre-work briefings not considered or implemented.	All	<ul style="list-style-type: none"> The School's Covid-19 protocols are explained to Visitors/Contractors by a member of the School Office staff or Caretaking team on arrival. 	
4	If required or appropriate contractor (and visitor) hygiene arrangements not considered including parking, guiding, supervision, breaks, meals and toilets.	All	<ul style="list-style-type: none"> Visitors and contractors to the School are fully supervised during term time. Facilities for breaks, meals and toilet will be allocated and shared with visitor/contractor on arrival. 	
5	Insufficient consideration of natural ventilation from external and internal doors (if they are not fire doors and where safe to do so)	All	<ul style="list-style-type: none"> Staff have been reminded about the need for good ventilation. Internal and external doors may be left open when rooms are occupied to improve the air flow. Classroom windows are opened each morning by the caretaker to allow all areas to be well ventilated. 	
6	Balance of increased ventilation while maintaining a comfortable temperature not fully considered.	All	<ul style="list-style-type: none"> Staff and pupils have been reminded of the need to maintain good ventilation during the winter months and to consider the need to dress appropriately. Parents have been reminded that their daughters may need an extra layer of clothing under their uniform to keep them warm. 	
7	Insufficient heating and/ or cooling system (including insufficient fuel levels if applicable).	All	<ul style="list-style-type: none"> Heating systems are available throughout the School buildings. Air conditioning systems are available in the ICT Department, Elizabeth Smith Hall, Science Department, Computer Server cupboard, Nursery and Dewick House. Floor-standing fans may be provided for use in very hot weather Portable heaters may be provided in very cold weather as an extra source of heating. 	
8	Insufficient gas supply, maintenance, checks, venting and valves.	All	<ul style="list-style-type: none"> Gas heating systems are maintained and all boilers inspected and serviced annually. 	
9	Air conditioning units, ducts, ventilation and extraction systems not checked on re-occupying school facilities (including workshops).	All	<ul style="list-style-type: none"> Maintenance service visits are scheduled regularly and are up to date for the following: <ul style="list-style-type: none"> Air conditioning units Hall ventilation and extraction units Kitchen extraction unit Science Department Fume Cupboards 	

10	Centralised ventilation system that removes and circulates air to different rooms is not using a fresh air supply.	All	<ul style="list-style-type: none"> No centralised ventilation system used to remove and circulate air to different rooms. 	
11	Electrical tests not up-to-date including emergency lighting and PAT including electrical equipment bought in to school.	All	<ul style="list-style-type: none"> Annual emergency lighting service up to date (February 2021). PAT testing service up to date (August 2021). Five-yearly fixed wiring inspection due in 2022. 	
12	Water testing for temperature, flow and legionella not in date, recorded or tested on re-opening facilities.	All	<ul style="list-style-type: none"> Programme for water testing in place and up to date. Quarterly visits undertaken by contractor Annual water sampling completed (August 2021). Inspection, clean and disinfection of CWV (August 2021). 	
13	Fire alarm panel, system and extinguishers not in date and not serviced.	All	<ul style="list-style-type: none"> Fire alarm panel, system servicing up to date (August 2021) Weekly call point testing undertaken by Caretakers. Fire extinguisher servicing up to date (February 2021). Appliances are regularly inspected by Caretakers. 	
14	Fire doors improperly propped open to limit use of door handles and increase ventilation.	All	<ul style="list-style-type: none"> Permission given for staff to prop open doors to allow increased ventilation BUT ALL DOOR PROPS MUST BE REMOVED AND FIRE DOORS CLOSED WHEN MEMBER OF STAFF LEAVES THE ROOM AND AREAS ARE LEFT UNOCCUPIED. 	
15	Kitchen not reconfigured, stocked and cleaned if closed over a long period.	All	<ul style="list-style-type: none"> The catering service provided by Harrison Catering was paused in March 2020 and reopened at the start of the new academic year in 2021. Deep cleaning of the kitchen completed (August 2021) 	
16	Insufficient chefs, supervising staff and cleaners to maintain high standards of hygiene.	All	<ul style="list-style-type: none"> The catering is outsourced to Harrison Catering and a new catering team has been recruited for the reopening of the service in September 2021. Agency staff can be used in need to cover for staff absences. 	
17	Servery and dining room rules inadequate or unsafe including wiping table, chairs and hard surfaces between sittings.	Pupils, Staff	<ul style="list-style-type: none"> Pupils line up for admission, this and behaviour is supervised by teaching staff on duty. Tables are cleaned between sittings. 	
18	Insufficient drinking supplies and hydration available in dining room and around the school.	Pupils, Staff	<ul style="list-style-type: none"> Drinking water is available in the dining room. Pupils are asked to bring in their own water bottles and these can be filled from the drinking fountain in the playground. 	
19	Cleaners changed working patterns during the day not discussed or agreed to meet the revised hygiene requirements.	Pupils, Staff	<ul style="list-style-type: none"> The Cleaning team provide a daily cleaning service for the main school, which is completed before the start of the school day. A full-time cleaner has been engaged to provide an enhanced cleaning service during the school day. An evening cleaning service is provided at the Nursery. A Caretaker visits the Nursery daily to provide extra cleaning support. 	

20	Cleaners have insufficient or revised instructions and training for appropriate cleaning and the wearing and disposal of PPE.	Staff	<ul style="list-style-type: none"> The Bursar meets with the cleaning team on a regular basis to ensure instructions are understood and are being implemented. The Bursar meets with the Cleaning Supervisor daily. 	
21	Insufficient cleaning staff for revised cleaning schedule and deep clean of each room and space daily unless left fallow.	All	<ul style="list-style-type: none"> The Cleaning team are employed by the School and extra hours have been agreed to meet the enhanced cleaning schedule and to ensure all areas are cleaned daily. 	
22	Insufficient immediate procedures (quarantine and deep clean) and PPE where areas contaminated with bodily fluids.	All	<ul style="list-style-type: none"> The Cleaning Supervisor is employed on a full-time basis so is available to attend to areas which require immediate attention. The School has sufficient PPE and the Cleaning Supervisor monitors stock levels. 	
23	Cleaning staff not equipped or using appropriate PPE where recommended including aprons, gloves, face coverings and their subsequent disposal.	Staff	<ul style="list-style-type: none"> The Cleaning staff are instructed to wear PPE where recommended and the following items are readily available for their use: <ul style="list-style-type: none"> Disposable gloves Disposable aprons Face coverings Fabric tabards 	
24	Laundry wash and dryers not serviceable, unable to cope with temperature requirements and insufficient wash products.	All	<ul style="list-style-type: none"> A serviceable washing machine/dryer is available on-site. Sufficient quantities of washing products are held and the Cleaning Supervisor monitors stock levels. 	
25	Suspended services not re-set or reviewed to cater for current school operation including waste disposal.	All	<ul style="list-style-type: none"> During periods of School closure, some services may be suspended or reduced. Services are reviewed and reinstated as required to cater for School operation on re-opening. All services are currently in operation. 	
26	Scheduled or on-going building works not reviewed given revised school timetables, staggered drop-off / pick-ups times.	All	<ul style="list-style-type: none"> There are no scheduled building works planned beyond the start of the new academic year. All works currently scheduled are due to be completed before the start of the new term. 	
27	Suppliers not following appropriate SD, hygiene measures and new routes, arrival details etc	All	<ul style="list-style-type: none"> To minimise the number of visitors on site, whenever possible delivery operators are asked to drop off packages by the School gate and taken inside by a member of staff. Larger deliveries will be supervised by the duty Caretaker. 	
28	Waste procedures not reviewed or sufficient to cater for increase in waste measures.	All	<ul style="list-style-type: none"> Waste procedures are reviewed regularly and sufficient for the School's requirements. 	

29	Pest control services not sufficiently regular, recorded or deficiencies identified and actioned.	All	<ul style="list-style-type: none"> A pest control preventative maintenance plan is in place, up to date and records held. 	
30	How often is this Risk Assessment reviewed?	All	<ul style="list-style-type: none"> This risk assessment is kept under regular review and updated as new government guidance is received or as circumstances or procedures change. 	