



**COVID-19 Risk Assessment for Ursuline Preparatory School – September 2020 Updated April 2022**

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

	<b>Hazard</b>	<b>Control Measures</b>	<b>Outcome</b>	<b>Remarks/ Risk Assessment</b>
<b>A</b>	Safeguarding Policy and procedures not updated and /or staff and pupils not feeling safe. (16.05.20)	<p>Ensure policy is updated and in line with guidance. The updated policy should be circulated to staff and placed on the school website. Policy updated in line with Covid-19 safeguarding in schools. New Safeguarding updates are given to staff during the weekly Staff Meetings.</p> <p>All staff and parents are aware that the Safeguarding Policy relevant to remote learning is being used during the lockdown period. Staff have contact at least weekly with all children.</p> <p>Children are aware of the procedure if they would like to speak to a member of staff, Our Safeguarding Lead continues to monitor any child or children that are at risk.</p> <p>Any vulnerable children on role continue to be monitored.</p>	Staff and parents aware that the policy is available on the school website.	Updated 01/2021 Ongoing assessment
<b>B</b>	Government advice not being regularly accessed, assessed, recorded and applied.	<p>Regular checks on guidance from Government, Dfe, LA, and ISA. Relevant information circulated to staff and Governors.</p> <p>Government Guidance updates given at weekly staff meetings.</p>	SLMT aware of key guidance and plans, procedures and policies amended accordingly.	Updated 08/2020 Ongoing assessment
<b>C</b>	Unions not consulted over plans. (17.05.20)		Not required – not a unionised school.	

<b>D</b>	Changes not being regularly communicated to staff, pupils, parents and governors.	Email, Parent Mail, Parent Portal all used to communicate with regular updates to key stakeholders. Plans for return to school for Michaelmas Term on 2 <sup>nd</sup> September sent to parents via Parentmail on 1 <sup>st</sup> September 2021.	Key stakeholder's aware of changes as required.	Updated 09/2021 Ongoing assessment
<b>E</b>	Changes to assessments, procedures and other important matters not reviewed by Governors.	Governors are kept informed by the Headmistress on a regular basis. Additional remote meetings have been arranged. Regular telephone communication, as required.	Governors are kept up to date on important matters and decisions.	Updated 08/2020 Ongoing assessment
<b>F</b>	Insurers not consulted with school's re-opening and/ or amended plans. (16.05.20)	Bursar to discuss with insurers the plans for re-opening in line with the guidance received.	Insurers confirm they have the information necessary to open.	Updated 08/2020 Ongoing assessment
<b>G</b>	Suspended services and subscriptions not re-set.	Statutory inspection items checked by specialists and completed. Weekly checks conducted.	Items approved as safe to use.	Updated 08/2020 Ongoing assessment
<b>H</b>	Access to school not controlled effectively and visitor (if allowed) details not recorded.	Gates controlled by the school office/Site Manager. Dingle access only. Reception close to the main entrance to the school building. Reception staffed and visitors are required to sign in. CCTV system in place.	All visitors on site are known and informed of the policies and procedures.	Updated 08/2020 Ongoing assessment
<b>I</b>	Social Distancing (SD) and other hygiene rules not communicated, understood and applied.	Social distancing plans, including approach to breaches, communicated with staff in meetings and briefings, parents via letters/emails and pupils via assembly. Posters displayed around the school site. 2m distance markers on the ground. Hygiene stations around the school site at entrances/exits and in classrooms and staff areas. Hands must be sanitized or washed for 20 seconds.	Key stakeholders aware of the social distancing and hygiene rules.	Updated 09/2021 Ongoing assessment

<b>J</b>	Staff and pupils not being reminded and checked to ensure they are complying with hygiene and SD rules.	Staff and pupils reminded and checked regularly that they are complying with hygiene and SD rules. H&S periodic inspections in place.	Staff and pupils are aware of the hygiene and SD Rules.	Updated 08/2020 Ongoing assessment
<b>K</b>	Insufficient supplies of hygiene materials and not being suitably placed.	Regular audit of supplies. Minimum levels of hygiene material identified. Alternative suppliers sought for materials in short supply.	Hygiene levels sufficient for the number of staff and pupils.	Updated 08/2020 Ongoing assessment
<b>L</b>	Insufficient or unsuitable cleaning regime – lack of regularly reassessment and revision to high risk areas such as toilets, door handles, keypads, switches, hand rails, and regularly used hard surfaces etc. (16.05.20)	Written schedule of enhanced cleaning in place. Adequate staffing levels. Supervision of cleaning staff. Written logs kept and monitored. Suitable sanitizing chemicals used. Cleaning staff allocated to zones to stop cross contamination. Cleaning materials provided in classrooms and offices.	Suitable and sufficient cleaning regime.	Updated 08/2020 Ongoing assessment
<b>M</b>	No precautions to keep shared teaching equipment (e.g. musical instruments, pens, pointers, keyboards) hygienic. (16.05.20)	Pupils allocated their own equipment. Shared items sanitized after use. Gloves provided where necessary.	The only shared items are Ipads and they are wiped after use by each bubble..	Updated 08/2020 Ongoing assessment
<b>N</b>	High risk areas not being regularly monitored (including boarding areas) for hygiene.	Schedule of cleaning in place. Frequency of cleaning regularly reviewed. Adequate staffing levels. Supervision of cleaning staff. Written logs kept and monitored. Cleaning staff allocated to zones to stop cross contamination. No boarding areas in the school.	High risk areas regularly monitored.	Updated 08/2020 Ongoing assessment
<b>O</b>	No contingency plans in place for the transition to full opening (or re-closing) including rapidly sharing updates and decisions.	Regular review and update of Risk Assessment, the staff and Governors are informed of any changes. Risk Assessment is saved to the staff drive. Staff updated on current procedures and risk assessment during weekly staff meetings. Feedback form key stakeholders. Continual review of guidance from professional bodies. Plans evolve based on the latest guidance.	School reopened fully in March 2021.	Updated 03/2021 Ongoing assessment

		Contingency plans for Remote Learning in case of virus spread.		
<b>P</b>	All hazards identified properly mitigated and regularly re-assessed?	Regular review of Risk Assessment to continue to identify risks. Feedback from key stakeholders.	Hazards identified and controls in place,	Updated 08/2020 Ongoing assessment
<b>Q</b>	Independent schools to follow guidance.	Completed	Completed	Updated 08/2020 Ongoing assessment
<b>R</b>	Attendance for all pupils is compulsory from 8th March 2021.	All pupils to return to school on 8 <sup>th</sup> March 2021.	All pupils returning to school.	Updated 03/2021
<b>S</b>	Pupils returning to school following the January 2021 lockdown.	Pre-Reception and Reception pupils already returned to school on Monday, 8 <sup>th</sup> February, 2021. Parents were informed via a Zoom meeting on 29 <sup>th</sup> January. All pupils will return on 8 <sup>th</sup> March 2021. All normal Covid procedures are in place and will apply.	Parents Informed, normal Covid procedures already in place.	Updated 03/2021
<b>T</b>	Staff who live with a clinically vulnerable person can attend the workplace.	All staff to return to work.	Staff informed.	Updated 09/2021

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

	<b>Hazard</b>	<b>Control Measures</b>	<b>Outcome</b>	<b>Remarks/ Re-assessment</b>
<b>1</b>	Communication channels not working and not being reviewed. (Email, text, Facebook etc.).	Regular communication via Parentmail, Parent Portal, Newsletter. Feedback from key stakeholders sought reviewed and plans adapted accordingly.	Communication channels are reaching key stakeholders.	Updated 04/2022 Ongoing assessment
<b>2</b>	Lack of a robust feedback and reply system to ensure best practice and two-way communications for pupils, parents, staff and governors.	Feedback from key stakeholders sought, reviewed and plans adapted accordingly. Regular communication with parents via Parentmail and parent portal.	Two-way communication is provided.	Updated 08/2020 Ongoing assessment
<b>3</b>	No Governor and/ or SLT member for school nominated to be responsible for	Disaster Plan in place. Contact details within the policy.	Nominated team in place.	Updated 08/2020

	COVID-19 matters. Governor/ SLT member contact details not known and not on call.	Regular feedback to the wider SLMT. H&S Governor known. Governors updated regularly.	Contact details available in the policy.	Ongoing assessment
4	No system to communicate with parents and staff that have not returned to school for fear of infection.	Email, Parentmail and telephone used to communicate with any parents not returning to school.	Contact maintained with all parents and staff.	Updated 08/2020 Ongoing assessment
5	Lack of knowledge of where pupils/staff have travelled from (other than their home and school).	Self-isolation are rules no longer in place.	School aware of where the pupils and staff are travelling from.	Updated 02/2022 Ongoing assessment
6	Lack of rules/ procedures for hygiene standards for staff and pupils – and failure to adequately enforce standards.	Staff and pupils reminded and checked regularly that they are complying with hygiene and SD rules. Signage displayed around the school site. H&S inspections in place.	Staff and pupils are aware and adhere to the hygiene and SD rules.	Updated 08/2020 Ongoing assessment
7	Staff not trained or regularly updated in COVID-19 symptoms, SD and how these rules apply to teaching?	Staff and pupils reminded and checked regularly that they are aware of the COVID-19 symptoms and SD rules through meetings, briefings, emails and lessons. Signage displayed around the school site.	Staff and students are aware of the symptoms as well as SD rules.	Updated 08/2020 Ongoing assessment
8	School transport no social distancing necessary. Hygiene, PPE and cleaning arrangements.	School minibuses will be used to transport pupils in their bubbles. Staff members either driving or accompanying will be wearing face masks. Hand sanitiser to be used on entering and leaving the minibus. Minibuses to be cleaned more frequently.	Hand sanitiser to be used, driver to wear face mask and vehicles cleaned regularly after each use.	Updated 08/2020 Ongoing assessment
9	At drop off and pick up parents remain in their vehicles and SD outside gates and entrances. (17.05.20) The nursery children are dropped off in the main car park and taken into school after their temperature has been checked.	Parents will use the school car park, located opposite the school site, they have been asked to stay in their cars at drop off. Parents will sanitise their children's hands before they leave the car. Parents have been notified of this arrangement. Gloves and facemasks will be provided for any staff members wishing to use them when attending drop off and pick up. Site Manager and staff in attendance (in High-Vis) during drop off and pick up.	SD maintained at drop-off and pick-up.	Updated 09/2021 Ongoing assessment

<b>10</b>	Insufficient registration throughout the day including lack of temperature / health checks.	Registers will be taken at the start of the day and after lunch.	Sufficient registration and health checks conducted.	Updated 08/2020 Ongoing assessment
<b>11</b>	Transit spaces (corridors), social zones (car parks., common rooms, playgrounds) not being configured to SD rules.	Car parking: Zones in place and communicated to staff and parents.	Transit and social zones set out in accordance with SD rules.	Updated 08/2020 Ongoing assessment
<b>12</b>	Learning and recreational spaces not configured to SD rules.	Learning space set up in accordance with Government guidance. Outdoor spaces will also be set up in accordance with guidance. Sport will be conducted outside whenever possible. Cloakrooms will be back in use. Any equipment used will be of suitable material to be sanitized after use. .Art lessons will take place in classrooms.	Learning and recreational spaces configured to SD rules.	Updated 09/2021 Ongoing assessment
<b>13</b>	Lack of consideration of different age groups provided for in timetabling, length of the school day and exposure to other age groups.	Curriculum provision will be determined according to age appropriate needs. Within the school pupils will be split into age appropriate groups with timetable provision according to age/need.	Timetable and length of day and exposure suitable for age group.	Updated 09/2021 Ongoing assessment
<b>14</b>	No system in place to deal with bereavements, trauma, anxiety, behavioral issues.	Pupils staying with current class teacher who are aware of the pupil's needs and emotional welfare. Counsellor available to students if required. Staff aware of counselling helpline contact details. Existing Behaviour Policy and the Code of Conduct will apply. Staff aware of counselling helpline contact details. Bereavement Policy in place.	Systems in place to deal with bereavements, trauma, anxiety and behavioral issues.	Updated 05/2020 Ongoing assessment
<b>15</b>	Visitors may attend school and a log kept in case of track and trace.	With the emergence of the new Omicron variant, once again visitors will be asked to wear a facemask while in the communal areas in school.	Visitors log in use. Visitors advised of procedures on arrival.	Updated 04/2022 Ongoing assessment

		<p>During this time we will be limiting face-to-face meetings and where possible meetings will be held via Zoom or over the telephone.</p> <p>Visitors log already in use which contains comprehensive details.</p> <p>Any visitor to the school will be asked to sanitise their hands on arrival and departure.</p> <p>It will be made clear to visitors that they will not be admitted if they have symptoms or have tested positive for Covid-19, or have been in close contact with a confirmed case.</p>		
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#### Pupils and Staff – Safety Risk Assessment in the COVID-19 Environment

	Hazard	Control Measures	Outcome	Remarks/ Reassessment
1	Lack of review, update or sharing of safeguarding, code of practice and staff handbook policies.	<p>Policies and procedures are reviewed and updated regularly.</p> <p>Safeguarding policies have been updated in accordance with government guidance for re-opening.</p> <p>Coronavirus H&amp;S policy in place. Health and Safety Policy has been reviewed in August.</p> <p>Staff aware of amends vial emails, briefings or meetings.</p> <p>Parents aware of changes via email, Parentmail or Newsletter.</p> <p>Access to updated policies on website.</p>	Policies and procedures are reviewed and updated regularly.	Updated 08/2020 Ongoing assessment
2	DSL and DDSL not easily contacted and their contact information not known to all.	All members of staff are trained in Safeguarding. The DSL contact details are available to staff in the Safeguarding Policy. The policy is on the school website.	At least one of the DSL or DDSL is available at all times.	Updated 08/2020 Ongoing assessment
3	No COVID-19 specific policy that includes medical responses, SD, teaching,	Policy is in place and updated regularly.	Regular updates	Updated 08/2020

	socializing, feeding, hydration, well-being etc.			Ongoing assessment
<b>4</b>	Fire drills, routes and assembly points not rehearsed. (16.05.20)	Amendments made to fire and lockdown procedures. Arrangements made for fire routes and assembly points in accordance with SD guidelines. Fire drills take place at least once a term.	Staff aware of new procedures. Rehearsals with staff and pupils will take place.	Updated 08/2020 Ongoing assessment
<b>5</b>	Class sizes not reduced and kept together in their 'bubble' of no more than 90 (minimizing contact with others) or properly supervised.	Classes will be in their normal size of 20 pupils. Pupils will be supervised appropriately throughout the day conforming to pupil/teacher ratios. Suitable cover arrangements are in place to ensure that teacher ratios are maintained.	The school will be split into two bubbles. Staff and parents informed.	Updated 02/2022 Ongoing assessment
<b>6</b>	Needs of each age group and class not considered separately in terms of support, activities and facilities. (14.05.20)	Curriculum provision and activities will be determined according to age-appropriate needs.	The needs of each age group and class will be considered separately in terms of support, activities and facilities.	Updated 09/2021 Ongoing assessment
<b>7</b>	Staff not having sufficient down time / rest during the working day/week? (14.05.20)	All staff will be timetabled to have regular and suitable breaks. No one will be working above their normal requirements.	Staff are given sufficient breaks throughout the Day/week.	Updated 08/2020 Ongoing assessment
<b>8</b>	Lack of new staff and pupil induction. Registration and recruitment process not adopted or compliant.	7 new pupils in Pre-Reception had induction sessions before the end of the Lent term.	Not applicable.	Updated 04/2022 Ongoing assessment
<b>9</b>	SCR and required documents not properly verified or recorded. (15.05.20)	Checks are conducted as per guidance. SCR updated as required.	SCR and required are verified and recorded by the Office Manager.	Updated 08/2020 Ongoing assessment
<b>10</b>	Plans to working and learning outside not fully considered. (17.05.20)	Variety of options to mitigate weather conditions. The whole school will be included in one bubble.	Plans for learning outside are fully considered and procedures put in place for activities.	Updated 09/2021 Ongoing assessment
<b>11</b>	Opportunities for non -contact sport, adventure play, Forest school, gardening etc. not regulated or considered. (17.05.20)	P.E staff have consulted and planned the curriculum that they will deliver during, ensuring SD.	Non -contact sport has been considered and appropriate actions taken.	Updated 08/2020 Ongoing assessment



<b>12</b>	Sporting, play and SD rules unclear to staff, pupils, parents and visitors.	Staff, parents and pupils will be consulted about rules for sport and play through briefings, emails, letters and Parentmail.		Updated 09/2021 Ongoing assessment
<b>13</b>	Drama, dance, art and music activities not applying SD or hygiene rules.	Dance staff have been consulted and have planned the curriculum to deliver lessons. Individual music lessons will resume. Instruments must not be shared. Music lessons will take place in the Music Room.	Dance staff apply SD and hygiene rules.	Updated 09/2021 Ongoing assessment
<b>14</b>	Risk assessment for Sport. Play, drama, dance and music activities not properly formulated. (17.05.20)	Risk assessment for sport and dance will be monitored by the Head of Department. Clubs associated with singing are being monitored and are adhering to Government Guidelines.	Appropriate Risk Assessment in place and Adhered to.	Updated 11/2020 Ongoing assessment
<b>15</b>	Staff meetings and staff rooms unregulated in terms of space, equipment, resources (copiers, kettles, biscuit tins etc.) timings, SD and purpose.	Staff meetings to be held socially distanced in the school hall. During periods of high infection rates meetings will be held via Zoom. Any shared equipment will be subject to cleaning before and after use. Furniture set up to follow SD. Areas cleaned on a daily basis by a dedicated cleaner, including photocopiers.	Staff informed. Antiseptic spray to be left at each photocopier.	Updated 02/2022 Ongoing assessment
<b>16</b>	Security, CCTV and access systems not regularly checked, updated and (where necessary) re-coded.	CCTV and access control in place and serviced regularly.	CCTV system checked regularly.	Updated 08/2020 Ongoing assessment
<b>17</b>	Parent, pupil, Staff, contractor and visitor drop-off and pick-up route not been shared, understood or applied.	Communication of drop-off and pick-up procedures and routes have been sent to parents and staff via email and Parentmail.	Parents and staff are aware of drop-off and pick-up procedures.	Updated 08/2020 Ongoing assessment
<b>18</b>	Transit spaces (corridors), social zones (playgrounds/common rooms) not configured to SD rules.	SD spacing markers on routes, play areas are zoned. Signage in place.	Transit spaces, corridors and playground configured to SD rules.	Updated 08/2020 Ongoing assessment
<b>19</b>	Classrooms don't reflect SD layout, PPE, screening and regular cleaning rules.	Following Government Guidelines normal classroom setting to resume from September 2021. PPE available (masks, aprons and gloves). Cleaning schedule in place.	PPE, and regular cleaning rules. Classrooms to be checked before the start of term.	Updated 09/2021 Ongoing assessment

<b>20</b>	Minimising contact and mixing not effective in the classroom and during breaks.	Expectations clear and enforced using our existing behaviour management policy.	Minimising contact and mixing effective in the classroom and during breaks.	Updated 08/2020 Ongoing assessment
<b>21</b>	No regular breaks for handwashing during the school day. (17.05.20)	Children to sanitise their hands before break and wash hands at the start of lunchtime this to be monitored by the class teacher.	Regular breaks for handwashing during the school day.	Updated 05/2020 Ongoing assessment
<b>22</b>	Insufficient hygiene stations at entrances, exits, toilets classrooms, play areas, common rooms, staff areas etc. (16.05.20)	Additional hygiene stations throughout the site including the entrance and exit. Each child will be issued with a bottle of hand sanitiser. There will be a bottle of hand sanitiser in classrooms and at various places around the school, including staff areas.	Sufficient hygiene stations throughout the school.	Updated 08/2020 Ongoing assessment
<b>23</b>	Hygiene stations not stocked, checked and cleaned regularly. (16.05.20)	Hygiene station stations will be checked and cleaned by the housekeeping staff. Audits on stock conducted. Additional stock ordered as required. Source from alternative suppliers if necessary.	Fully stocked hygiene stations.	Updated 08/2020 Ongoing assessment
<b>24</b>	Unnecessary items not removed from classrooms and other learning environments.	Following Government Guidance such items including soft toys, pillows, bean bags and rugs have been reinstated.	Soft toys reinstated	Updated 09/2021 Ongoing assessment
<b>25</b>	Soft furnishings, soft toys and items that are hard to clean not removed and stored securely. (14.05.20)	All such items including soft toys, pillows, bean bags and rugs have been reinstated following Government Guidance.	Soft toys and furnishings reinstated	Updated 09/2021 Ongoing assessment
<b>26</b>	Staff unable to manage, while in transition phase, both in school and remote learning.	Staff Meetings held weekly.	Staff manage both in school and remote learning.	Updated 03/2020 Ongoing assessment
<b>27</b>	Assemblies, break times, drop-off and collection times not sufficiently well staggered. (14.05.20)	Assemblies will be held in the school hall. Drop off procedure will remain the same with parents staying in their cars. Collection times are staggered and parents will pick up from the front of the school. Kindergarten will be collected from the back door and Pre-Reception/Reception will continue to be collected from the front door by car.	Assemblies, break times and collection managed.	Updated 10/2021 Ongoing assessment
<b>28</b>	Meal times not de-conflicted or possible to achieve SD in the server and dining	Packed lunches supplied by parents in the child's normal lunch bag.	Lunch times organised so that SD is observed.	Updated 10/2021

	areas whilst still providing sufficient nourishment.			Ongoing assessment
29	Hazards and risks of providing Breakfast and After school clubs not understood.	In accordance with the current Government Guidelines Before and After School Care will resume in September 2021.	Before and After school care to resume. Parents and staff informed.	Updated 09/2021 Ongoing assessment
30	Medical advice for vulnerable staff and children not being followed and insufficient support both at school / home. (14.05.20)	Vulnerable staff and children identified. Headmistress aware of any vulnerable children and plans and support in place.	Medical advice for vulnerable staff and children followed and sufficient support.	Updated 03/2021 Ongoing assessment
31	Pupil and staff mental health and wellbeing not properly considered with individual needs not identified or support. (14.05.20)	Headmistress aware of staff concerns. Teachers aware of pupil concerns. Counselling service available if required.	Pupil and staff mental health and wellbeing considered with individual needs identified and supported.	Updated 08/2020 Ongoing assessment
32	Re-scheduling of activities not operating efficiently or safely due to SD rules and timings. (14.05.20)	Any activities unable to operate efficiently or safely will be cancelled.	Activities cancelled that are not efficient or safe due to SD rules and timings.	Updated 12/2021 Ongoing assessment
33	TA's may be deployed, lead groups or cover lessons.	TA's have already been doing this.	Already in place.	Updated 08/2020 Ongoing assessment
34	Staff can move between schools but must maintain distance between pupils and other staff.	Peripatetic staff will return to school after the Easter break 2021. They will take a lateral flow test kit before their visit each week.	Staff informed.	Updated 03/2021 Ongoing assessment
35	Children at clubs or After School Care must remain in their bubble.	Children will remain in their bubbles during extra-curricular clubs.	Staff and Parents informed.	Updated 09/2021 Ongoing assessment
36	School trips must not take place.	School trips to resume from September 2021.		Updated 09/2021 Ongoing assessment
37	Each EYFS class must have equal opportunity to play outside.	The 3 EYFS classes all have a large amount of time allocated to play outside		Updated 08/2020 Ongoing assessment
38	EYFS must focus on the prime areas of learning.	Already in place.		Updated 08/2020 Ongoing assessment
39	The youngest pupils cannot socially distance from one another or staff.	This refers to the Pre-Prep department.		Updated 08/2020

				Ongoing assessment
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### Medical Risk Assessment in the COVID-19 Environment

	Hazard	Control Measure	Outcome	Remarks/ Re-assessment
1	Science of risk not understood e.g. less severe symptoms in adults, younger children less likely to become unwell, small class sizes will help (14.05.20)	Symptoms and indicators publicized to staff.	Risk understood and procedures to follow are known by staff.	Updated 08/2020 Ongoing assessment
2	Hygiene rules not effective. "catch it, bin it, kill it" not re-publicised or applied. (14.05.20)	Staff and pupils aware of the hygiene rules. Additional posters displayed. Tissues issued to every child and a box on each desk. Bins available in all classrooms and offices.	Effective hygiene rules in place.	Updated 08/2020 Ongoing assessment
3	No / insufficient staff supervising/ supporting normal medical staff.	All staff are first aid trained and are able to look after children.	Sufficient staff in place.	Updated 08/2020 Ongoing assessment
4	Insufficient medical staff to deal with temperature testing, isolating and monitoring suspect COVID-19 cases, outside appointments and normal medical issues.	Non-contact thermometers purchased and staff available to test pupils when necessary.	Sufficient staff to deal with temperature testing.	Updated 09/2021 Ongoing assessment
5	Insufficient First Aid personnel (ratio) for pupils in school. (16.05.20)	All staff are First Aid trained. Records are kept as required.	There will be First Aid trained staff available at all times.	Updated 08/2020
6	No or insufficient training for those operating temperature testing or other precautions that require new equipment. Training not recorded for future reference. (14.05.20)	Training will be provided. Records kept as required.	Training for those operating new equipment.	Updated 08/2020 Ongoing assessment

<b>7</b>	Medical policy, procedures and appropriate response to spectrum of medical issues not being revised or shared?	Advice from guidance shared as appropriate. Updated procedures for delivering medication for pupils who may need it, shared with parents.	Medical policies, advice and revised procedures shared with staff and parents as appropriate.	Updated 08/2020 Ongoing assessment
<b>8</b>	Medical room improperly equipped.	Regular audit of supplies conducted. Supplies sourced. Alternative suppliers sourced if needed. Room stocked with PPE, including masks, gloves and aprons if required	Medical room equipped.	Updated 08/2020 Ongoing assessment
<b>9</b>	Lack of school decision regarding the level of PPE required for pupils and staff. Insufficient training, face fit testing, use, care and disposal arrangements.	Advice sought and acted upon with PPE sourced.	PPE sourced following advice.	Updated 08/2020 Ongoing assessment
<b>10</b>	Sickness management rules and the “don’t come to work if you are ill” not understood or observed. (14.05.20)	Expectations clearly articulated in letter to staff.	Staff to follow the guidelines	Updated 08/2020 Ongoing assessment
<b>11</b>	Different age groups with different risk profiles for each group of staff and pupils not risk assessed? (14.05.20)	Communication to parents tailored to each year group and sent in good time in preparation for returning.	Attendance and safety of the different year groups on site correctly assessed.	Updated 08/2020 Ongoing assessment
<b>12</b>	School aware of any staff and pupil pre-existing medical conditions.	Staff spoken to by the Headmistress. School holds medical information for each student. School to request from parents any further medical information that may be relevant to the current pandemic.	School aware of any existing staff or pupils pre-existing medical conditions.	Updated 08/2020 Ongoing assessment
<b>13</b>	Lack of knowledge on whom has been tested (positive or otherwise) for COVID-19 and if it is recorded (for elimination purposes). (16.05.20)	Shared list of symptoms with staff. Staff and parents are expected to notify the school if they have tested positive.	The school is made aware of staff and children and parents who have been tested for COVID-19 and the information is recorded.	Updated 08/2020 Ongoing assessment
<b>14</b>	Insufficient information on which staff or pupils have had contact with anyone tested positive or suspected of COVID-19 and if recorded or actioned?	Records kept of students and all staff that have encounter any positive cases.	Sufficient information on which staff have been in contact with anyone who has tested positive with COVID-19.	Updated 09/2021 Ongoing assessment

15	Lack of recording of which staff and pupils have been sent home with COVID-19 Symptoms (cough, high temperature or shortness of breath).	Students and staff showing symptoms will be isolated and sent home. A record will be kept.	Records are kept of students leaving due to illness during the school day. Staff sickness is also recorded.	Updated 08/2020 Ongoing assessment
16	Lack of regular dialogue with those that have suffered with COVID-19 and /or are isolated at home.	Government Guidance has changed and data regarding positive cases no longer needs to be reported.	Cases no longer need to be reported.	Updated 04/2022 Ongoing assessment
17	Inadequate information on who is shielding another family member and /or who has a condition that precludes their attendance at school. (14.05.20)	Headmistress has spoken to all staff members involved. Parents have been asked to advise if there is any reason a child may not return to school.	Information obtained.	Updated 08/2020 Ongoing assessment
18	Insufficient proof of shielding and individual conditions? (14.05.20)	Parents communication made clear request for information regarding any relevant concerns. Adjustments made in light of any information received.	Information obtained.	Updated 08/2020 Ongoing assessment
19	No separate area for temperature testing, holding or isolation of pupils/staff. Areas not easily identified or regularly cleaned?	Temperature testing no longer required under current Government Guidelines. If a child displays symptoms once in school they will be isolated into the After school care room and use the toilet in that room, then all procedures laid out in this document will be followed.	Appropriate provision made.	Updated 09/2021 Ongoing assessment
20	Temperature testing undertaken using unsafe methods, not reflecting SD rules, not recorded or kept appropriately.	Daily temperature testing no longer required under current Government Guidelines.	Temperature testing no longer required.	Updated 09/2021 Ongoing assessment
21	Insufficient or no procedure for summoning emergency services, lack of safe RV and clear routes in and out.	All staff trained in procedures. Walkie talkies used as required. Site manager marshal emergency vehicle in accordance with agreed route.		Updated 08/2020 Ongoing assessment
22	Visits of or to GPs/nurses/dentist and local surgeries changed and not known by staff or pupils. (16.05.20)	Not applicable		Updated 08/2020 Ongoing assessment
23	No regular supervision of staff and pupils to ensure they comply with hygiene rules (and use of PPE where specified as needed)	All staff and pupils fully and regularly briefed on requirements. Standing items on staff meeting agenda.	Regular supervision takes place.	Updated 02/2022 Ongoing assessment

		The Government has removed the requirement to wear face coverings in school, staff may continue to wear a facemask in communal areas if they wish to.		
24	Insufficient registration, induction, supervision and temperature checking of contractors where essential work is required onsite.	The Site Manager has established procedures in place.	Sufficient check on contractors conducted.	Updated 08/2020 Ongoing assessment
25	Medical staff have insufficient or unsuitable PPE, cleaning materials and training for tasks.	Supplies have been secured. Stocks will be monitored and maintained. Alternative sources identified if needed.	Sufficient PPE and cleaning materials supplied.	Updated 08/2020 Ongoing assessment
26	Lack of Policy/ procedures on washing school clothes so as to prevent infection of staff and pupils.	Full school uniform will be worn. School bags may now be brought into school, other personal items must be kept to a minimum.	Clear policy in place. Parents will be informed about school uniform before the beginning of term.	Updated 09/2021 Ongoing assessment
27	Schools will be issued with a limited supply of home testing kits to give to symptomatic pupils and staff.	Headmistress has contacted our local H and S.L.E.A. Testing kits received at the beginning of September.		Updated 09/2020 Ongoing assessment
28	Symptoms in school child to be put in a separate room with the windows open. Any member of staff dealing with the child to use PPE. If the child needs the toilet it must be cleaned straight away afterwards. Then the child and family are to be tested. If they test negative then the child can return to school. The staff and children who have been in contact the child do not need to be sent home.	All staff are aware of this procedure. The child's classroom will also be cleaned thoroughly before the other pupils are able to return to it.	Staff aware of procedure.	Updated 08/2020 Ongoing assessment
29	Confirmed cases to be reported to the L.A. Health Department.	<b>From Thursday, 24<sup>th</sup> February restrictions are lifted and there will no longer be a legal requirement to isolate. However, guidance remains that anyone who receives a positive test can be contagious for up to 10 days, therefore the advice is to stay at home for 5 days and keep away from anyone who is vulnerable for 10 days.</b>	Staff to be informed of the amended procedure. The Essex Contact Tracing team will be notified immediately and their advice followed.	Updated 04/2022 Ongoing assessment

		Children under the age of 18 should not be tested unless advised to do so by a medical practitioner. However, if a child does test positive for Covid the advice is to isolate for 3 days from the day that the test was taken. Routine contact tracing will end on 24 <sup>th</sup> February 2022.		
30	If 5 positive cases occur within a 10 days then school must work closely with the local health team.	Guidance will be adhered to if outbreaks occur. The relevant bodies will be contacted. Cases will be monitored and re-evaluated in accordance with Government directive and guidance. Staff will remain vigilant, enhanced cleaning and hand sanitizing will be adhered to. If required smaller bubbles will be introduced along with social distancing. Stringent procedures and protocols used in the previous lockdown may be introduced if needed.	Staff to be informed.	Updated 09/2021 Ongoing assessment
31	Primary school COVID-19 Testing Programme	Twice weekly asymptomatic testing guidance will be lifted as of Tuesday, 22 <sup>nd</sup> February 2022 for all school settings. However, staff are still advised to test if they have any symptoms and if possible once a week on Sunday.	Staff aware of all procedures.	Updated 02/2022
32	Staff living with someone who has tested positive with Covid-19 or who is showing symptoms Of Covid-19.	All restrictions are lifted on Thursday 24 <sup>th</sup> February 2022.	Restrictions lifted 24.02.22	Updated 02/2022
33	Someone in a member of staff's household has been told to isolate by NHS Test and Trace – but does not have symptoms themselves.	In accordance with Government Guidance there is no longer a legal requirement to self-isolate. However, anyone who receives a positive test is advised to stay at home and isolate for 5 days	No isolation unless symptoms develop.	Updated 04/2022



		and to stay away from anyone who is vulnerable for 10 days.		
34	<p>Pregnant staff members</p> <p>Up to 28 weeks staff should attend work subject to any individual medical advice to the contrary.</p> <p>Pregnant women over 28 weeks or with underlying health issues, are at greater risk of being seriously ill should they contract the virus and therefore should be facilitated to work from home wherever possible.</p>	<p>Arrangement for pregnant staff in school will be considered on a case by case basis and in line with Government guidelines.</p> <p>Pregnant staff who are over 28 weeks pregnant may attend work if they wish to do so.</p>	Government guidelines will be adhered to.	Updated 09/2021
35	Staff asked to isolate prior to admission to hospital	Unless already on sick pay, staff will remain on full pay for the duration of the isolation period. Staff who are able to work from home should do so.	Staff will be supported during isolation.	Updated 09/2021

### Support Staff Risk Assessment

	Hazard	Control Measures	Outcome	Remarks/ Re-assessment
1	Support staff not fully briefed on changes regularly.	Relevant updates are emailed directly or briefed during staff meetings; a copy of the minutes is emailed to all staff members. Clear signage is displayed around the school site.	Support staff fully understand the procedures.	Updated 08/2020 Ongoing assessment
2	Support staff have insufficient/inappropriate PPE, cleaning materials and training.	Supplies have been secured. Stocks will be monitored and maintained. Alternative sources identified if needed.	Sufficient PPE and cleaning materials supplied.	Updated 08/2020 Ongoing assessment

3	Cleaning regimes not reviewed or inspected and not conforming to revised hygiene rules.	Cleaning schedule in place.	Areas cleaned according to agreed procedures.	Updated 08/2020 Ongoing assessment
4	Security and access systems not regularly checked, updated and re-coded	CCTV and access control in place and serviced regularly	CCTV and access control in place and serviced regularly	Updated 08/2020 Ongoing assessment
5	Reconfigured areas, zones and routes hampering fire exits and routes.	Reconfigured areas checked by site manager to ensure fire exits and routes are still compliant	Safe fire exits and routes in place and tested.	Updated 08/2020 Ongoing assessment
6	Fire and other emergency procedures not reconfigured, routes not clear or regularly inspected.	Fire routes published and communicated. Fire drill to take place once pupils are back in school. Regular inspections by the fire officer undertaken.	Safe procedures are in place.	Updated 08/2020 Ongoing assessment

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

	Hazard	Control Measures	Outcome	Remarks/ Re-assessment
1	Insufficient heating and/or cooling system. (16.05.20)	Site Manager at school every day to deal with the running and servicing of plumbing and heating. Air conditioning units in all classrooms, except Reception.	Heating and cooling ability maintained	
2	Insufficient gas supply, venting and valves?	Not applicable	Equipment is certified for use.	
3	Air conditioning units, ducts not checked on re-occupying school. (17.05.20)	Air conditioning serviced annually. Air conditioning not used if the room can be ventilated naturally.	Equipment is certified for use.	
4	Ventilation and extraction systems not checked. (16.05.20)	Ventilation and extract systems maintained.	Equipment is certified for use.	
5	Electrical test not up to date including emergency lighting and PAT.	Electrical, emergency lighting and PAT testing maintained annually and in date.	Equipment is certified for use.	
6	All electrical equipment bought into school PAT tested? (16.05.20)	The school ensures that all equipment bought from home is PAT during the annual testing.	Equipment is certified for use.	

7	Water testing for temperature, flow and legionella not in date for test.	Inspection of all water tanks, temperature and bacteriological testing completed 18/12/19.	Water system safe.	
8	Water supply not tested for legionella on re-opening facilities.	Not applicable. School building in constant use for Keyworker children.	Water system safe.	
9	Swimming pool not secure or inspected regularly.	Not applicable – no pool onsite.		
10	Insufficient arrangements for the operation, cleaning, (and use) of the swimming pool.	Not Applicable		
11	Fire alarm panel, system and extinguishers not in date and not serviced.	Fire alarm testing and extinguishers maintained under statutory inspection schedule and in date.	Certified for use. Weekly tests conducted.	
12	Kitchen not configured, stocked and cleaned if closed over a long period of time. (16.05.20)	Not applicable		
13	Insufficient chefs, supervising kitchen staff and cleaners to maintain high standards of hygiene. (16.05.20)	Not applicable		
14	Servery and dining room rules not properly considered or safe. (16.05.20)	Not applicable		
15	Insufficient drinking supplies and hydration available in dining room.	Children will have packed lunches and clearly labelled water bottles provided by parents. Water bottles will be topped up by a member of staff to avoid cross contamination. Lunches will be eaten in classrooms to maintain SD.	Drinks and hydration sufficient.	Updated 09/20
16	Laundry wash and dryers not serviceable, unable to cope with demand, temperature requirements and insufficient wash products.	Not applicable		
	Use of sand and water by pupils.	Neither is allowed in school at present.	This will be kept under review.	
17	Suspended services not reset. (16.05.20)	Not applicable		
18	Approach not agreed to any scheduled or ongoing building works.	Not applicable		

<b>19</b>	Suppliers not following appropriate SD and hygiene measures. 917.05.20)	Suppliers required to consider SD and hygiene. Any person not adhering to these will be asked to leave the school site.	Suppliers to observe SD and hygiene.	
<b>20</b>	Waste procedures not reviewed or sufficient.	Waste removed safely		
<b>21</b>	Pest control services not recorded, deficiencies not identified or actioned.	Pest control contract in place, with scheduled visits continuing.	Pest control maintained.	
<b>22</b>	School vehicles not fully registered, insured, maintained and stocked with appropriate hygiene materials.	Minibuses will be in use and cleaned regularly as well as being stocked with PPE and sanitizer. Vehicles fully maintained and insured.	Minibuses to be cleaned and stocked regularly.	Updated 08/20 Ongoing assessment
<b>23</b>	Fire doors propped open to limit the use of door handles and increase ventilation.(23.07.20)	Dorguard automatic closers on all fire doors, to allow the doors to be kept open.	Contact with doors limited, ventilation increased.	Updated 09/20 Ongoing assessment
<b>24</b>	Insufficient cleaning staff for revised cleaning schedule and deep clean of each room and space daily. 23.07.20	The House Keepers hours have been extended to cover the additional cleaning required.	Sufficient cleaning staff in place.	Updated 09/20
<b>25</b>	Insufficient immediate procedures (quarantine and deep clean) and PPE where areas contaminated with bodily fluids, 23.07.20	Procedures in place and a written record is being kept. Quarantine and deep clean risk assessments and procedures in place, including the PPE required.	Cleaning schedule, quarantine and deep clean procedures in place.	Updated 09/20
<b>26</b>	Cleaners changed working patterns during the day not discussed or agrees to meet the revised hygiene requirements. 23.07.20	House Keepers are assigned to specific bubbles and clean their own areas of the school building. They do not cross into other bubbles if possible. A cleaning schedule is in place.	Cleaners do not increase the risk of cross infection and are aware of hygiene practices and cleaning procedures.	Updated 09/20
<b>27</b>	Cleaning staff not equipped or using appropriate PPE including aprons, glove and face coverings and their subsequent disposal. 23.07.20	All House Keepers issued with PPE and are aware of where to get additional supplies.	Cleaners have appropriate PPE and dispose of it safely.	Updated 09/20
<b>28</b>	Contractors not maintaining social distancing or safety rules.	In the event of contractors being on site they will be reminded to social distance and will not carry out works in an area occupied by staff or pupils.	Contractors carry out work safely.	Updated 09/20