

RA-048 COVID-19 Risk Assessment – September 2020 rev1

Overall Risk Assessment in the COVID-19 Environment

	Risk	Control Measures	Outcome	Remarks / Re-sessment
A	Safeguarding policy and procedures not updated and / or staff and pupils not feeling safe.	Safeguarding policy reviewed in September as a matter of course. COVID-19 element of this also under review. Communications regarding all arrangements for September sent to staff and parents in a timely manner, meaning there is time for discussion and reassurance.	Staff and pupils feel safe. Safeguarding policy is updated. Updates are communicated to staff at September Inset.	Safeguarding policy has been written and is in the review process. It will be ratified at the Governing Body meeting in November. However, it is being implemented from now.
B	Government advice not being regularly accessed, assessed, recorded and applied.	Updates received by Headmistress, Bursar and School Secretary.	Headmistress and Bursar take relevant information to SLT or Governors	All class groups returned for the final three weeks of the Summer term 2020. Lessons learnt during this time have been applied to September 2020 opening. All Government emails are received by both the Headmistress and Bursar who discuss the implications and implementation with SLT.
C	Changes not regularly communicated to staff, their unions, pupils, parents and governors	Communications made via staff meetings, Governors meetings and emails, weekly newsletter, Parent Mail and assemblies	Minutes circulated to those not able to attend meetings	Minutes are now held in a folder in the staffroom for those who struggle to access emails.
D	Changes to assessments, procedures and other	Working Party of Governors meets very regularly (every two weeks at time of writing) Changes reviewed at these meetings.	Governors are kept updated of changes and have the chance to make suggestions ahead of policy implementation	

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	important matters not reviewed by Governors	There are interim meetings for the full Governing Body. When this is not possible, briefing papers from the Chair of Governors, Chair of Finance Committee and Headmistress are circulated.		
E	Insurers and / or brokers not consulted with school's re-opening and / or amended plans	Bursar has been in direct contact with insurers before any planned changes are implemented. Copies of the handbooks and risk assessments are sent to the insurers for comment.	Insurers are happy for School to open on the explicit understanding all Government guidance is correctly followed.	
F	Suspended services and subscriptions not re-set or updated due to new needs in time for return to school.	<p>Subscriptions and essential services have been maintained throughout. Any outstanding items were brought to the attention of the H&S Committee in June 2020. The annual service programme is back on track, except the indoor gym equipment which will be serviced by October 2020. The company were unable to meet our summer 2020 schedule.</p> <p>Holroyd Howe catering services suspended until September 2020. The kitchen has been thoroughly cleaned and all equipment checked prior to use. Flushing of taps remained a weekly task throughout lockdown.</p>	C-19 adjusted onsite catering resumes September 2020	
G	Access to school not controlled effectively and visitor details not recorded.	<p>Children and adults assigned entrance and exit points. No parents allowed in the building. Visitors met outside</p> <p>Essential maintenance contractors are asked to complete a Coronavirus Visitor form. Form includes</p>	Visitors to the School are incredibly limited. Any essential visitors are recorded in the signing in book	

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		contact details so that 'Test and Trace' could be informed if necessary.		
H	Is there active engagement with NHS Test and Trace and are the procedures understood by all staff.	Engagement with NHS Test and Trace is an expectation of both staff and parents, and is highlighted as such in the handbook.	Engagement with NHS Test and Trace is expected and encouraged.	The School has now received 10 home testing kits should COVID tests not be available through the NHS.
I	Social Distancing (SD) and other hygiene rules not sufficiently robust, understood, communicated or applied.	Updated handbook in place. SD, hygiene and other rules are clearly laid out. Handbook sent to all parents and staff	All adults in the School Community understand the hygiene and SD rules and can help teach these to children.	Briefing agenda now has a regular agenda item on SD for adults.
J	SD rules for activities (play, games, drama, music) not understood or adhered to	It is the responsibility of all adults to regularly remind children about the rules. Staff are reminded of hygiene and SD rules via weekly briefings, emails and ParentMail communications.	Staff and pupils adhere to rules and challenge those who aren't.	
K	Insufficient consideration of how to reduce contact and maximise distancing between those in school where ever possible and minimise potential for contamination	Every aspect of the School day has been thought through, from the moment the first person is on site until the last person leaves. Procedures are regularly reviewed and adaptations made as needed.	The procedures in place allow for reduced contact and Social Distancing wherever possible. The potential for contamination is minimised.	

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L	Staff and pupils not being reminded and checked to ensure they are complying with hygiene and SD rules.	Regular reminders take place at class and whole school level (daily in classrooms, bi weekly in assembly). Parents are also encouraged to support and remind their children at home.	Regular reminders of hygiene and SD rules are in place.	
M	Insufficient supplies of hygiene materials and not readily available, suitably stored or located.	Sprays and paper towels available in each classroom. Cleaning cupboards fully stocked. Hand sanitizer available at each door Children will either wash their hands on arrival at school or use hand sanitizer. Hand Sanitizer is available at all entry points and in all classrooms. Supplies are checked by the Housekeeper, who also re-orders if anything is in short supply.	Good hygiene habits are kept, thus minimising risk of spreading the virus. Temperature of hot water monitored to ensure it is in recommended boundaries.	
N	Unsuitable enhanced cleaning regime, not regularly re-assessed or revised for high-risk areas such as toilets, door handles, keypads, switches, hand rails and frequently used hard surfaces.	Cleaning schedule was adjusted dramatically from 1 st June onwards and remains in place for September. More regular cleaning of classrooms and communal areas. Please see cleaning pods rota for greater detail.	Cleaning rota in place. This will need review on a regular basis.	
O	No precautions to keep shared teaching equipment (e.g. musical instruments, pens, pointers, keyboards, remotes) hygienic.	Classrooms where more than one teacher is working (job shares) have stripped classrooms of all but the most essential items. All sides are easy to wipe down. Music lessons will resume in September for some instruments. Peri teachers are required to provide their own risk assessment for their lessons. Pupils bring all their own stationery items and are instructed not to share at the	No shared equipment such as musical instruments. On the rare occasion there is shared equipment e.g. laptop in kindergarten it is thoroughly cleaned before handover day.	

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		present time. Computer equipment may be brought in from home as there may be insufficient resource in school for all pupils to have their own iPad/laptop.		
P	High-risk areas not being regularly monitored for hygiene.	<p>All classrooms and toilets are cleaned twice a day. Particular attention is taken to clean toilets and to wipe down door handles, light switches and touchable surfaces. Many lights have PIR sensors and no lightswitches.</p> <p>Teachers report to Bursar or to individual cleaners direct if a greater hygiene care routine is required.</p>	Areas are clean and good hygiene standards are maintained.	
Q	Insufficient contingency plans for changes to school operation such as re-closing, loss of catering or teachers	<p>Digital Learning Strategy in place in the event of subsequent lockdowns.</p> <p>School operated in the Summer term with no catering and a return to this would be simple to manage.</p> <p>Parents are encouraged to keep their child at home if they are at all unwell to avoid the risk of staff sickness. Cover within the School is possible if limited to one or possibly two teachers.</p>	Robust contingency plans are in place.	Remote Learning Policy has been written and will be ratified by the Governing Body 23.9.2020.
R	Insufficient contingency plans in case of medical need for self-isolation of individuals, multiple pupils, staff or local outbreaks?	Contingency plans in place in the event of School needing to close to single or multiple year groups. Good communication with local authority. Self isolation within the School possible in the sick bay.	Robust contingency plans are in place. Should the Head and Bursar both need to self isolate at the same time, the remaining	

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			members of the SLT would assume responsibility.	
S	All hazards identified properly mitigated and regularly re-assessed.	Risk assessment written in collaboration with SLT. Assessment then shared with Governors and Staff	The Risk assessment will be reviewed weekly in the first instance by the Headmistress and Bursar	Risk Assessments made available to staff and parents via school website. Feedback will be carefully considered.

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

	Risk	Control Measures	Outcome	Remarks / Re-assessment
1	Communication channels not working and not reviewed. (Email, text, facebook etc).	Email is the primary method of communication with staff. With parents, ParentMail is used effectively. There has been a weekly newsletter throughout the lockdown period. Zoom is the primary method of communication for meetings	Positive responses on methods and means of communication	
2	Lack of a robust feedback and reply system to ensure best practice and two-way communications for pupils, parents, staff and governors	Emails are responded to in a timely manner (within 24hrs where possible). Where relevant, pupils have now been assigned email addresses and are making use of these. Weekly staff meetings carried out via Zoom at 4pm each Thursday.	Robust systems are in place and in use.	
3	No Governor and / or SLT member for school / department responsible for COVID-19 matters. Governor / SLT members' contact details not known and not on call.	The Headmistress and Bursar regularly communicate with the Chair of Governors on Zoom and by email. The Governors Work Group meeting fortnightly via Zoom to discuss Covid-19 matters. Staff Contact sheet distributed at the beginning of each term. Holiday SLT duty rota prepared and circulated to appropriate personnel.	The Headmistress and Bursar regularly feedback to the SLT, and staff where relevant, on the outcomes of these meetings	

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4	No school representative identified to liaise with local authorities and local health protection team.	Headmistress is the representative to liaise with the local authority. She receives regular communication from Surrey CC and completes all requested forms.	Headmistress is the identified contact.	
5	Local authorities and health protection teams not engaged prior to re-opening (and the benefit of their services in case of infection).	The relevant authorities were contacted in June prior to full School return.	School engaging with all relevant authorities as required.	
6	No plan to inform local health protection team if two or more confirmed cases within 14 days or there is an overall rise in sickness absence.	Local health protection team would be contacted in the event of any confirmed cases. They would also be contacted in the event of an overall rise in sickness absence.	A plan is in place.	
7	No system to communicate with parents and staff who are unable or have not returned to school for fear of infection.	Home learning has taken place throughout lockdown and would continue if a parent felt their child was unable to return.	A clear system is in place.	
8	Lack of mechanism for parents of pupils with significant risk factors to discuss concerns and	Should a parent wish to discuss concerns or to keep their child learning at home, this would be discussed	Mechanism in place.	

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	provide reassurance of the measures put in place to reduce the risk in school.	and a plan put in place to ensure the continued education of the child.		
9	No staff, pupil and / or parent health declaration implemented.	All staff complete a medical form prior to commencing work at Rydes Hill. It is their responsibility to inform either the Headmistress or Bursar of any medical changes. Parents complete an annual health form for their child. At the present time, parents are not on site.	Staff reminded to inform Headmistress and Bursar of any medical changes at the beginning of term Inset.	
10	Lack of knowledge of where pupils / staff have travelled from (other than home and school) on holiday or at weekends. (via app or written diary?)	Staff have been asked to inform the Headmistress of their intended holiday destination and return date if outside of the UK. Parents to complete a ParentMail survey prior to the start of term to ask for details of travel outside of the UK, including dates of travel.	Information has been gathered regarding travel arrangements. Travel arrangements will again be requested prior to half term. Where holiday request forms are submitted mid term (i.e. Nursery) the School requests information regarding where the family will be going.	
11	Staff and pupils not self-isolating or quarantining (for 2 weeks?) after visiting non-government agreed countries.	In the event of School becoming aware of a member of staff or pupil who had travelled to a country requiring a two week quarantine on return, we would refuse to admit that person to the premises until the quarantine period had expired.	No-one allowed on site until quarantine period is completed.	
12	Lack of robust rules for hygiene standards for	The general principle is wash your hands before and after every activity and before moving into the next	All areas are monitored by the bursarial department for	

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	staff and pupils – and failure to adequately enforce standards	space. Staff who do not move locations (e.g. Office Staff) are to wash their hands every 2 hours at least. Teachers and assistants are wiping down areas regularly (at least every 2 hours) with anti-bacterial spray. Cleaning of classrooms and toilets is taking place twice daily. School has already discontinued practice of staff shaking hands with pupils when they are leaving for the day.	cleanliness. Teachers report back to Headmistress about hand hygiene. Children with any symptoms are immediately sent home. If this is not possible, they will be isolated in the Medical Room, or will remain outside the School Office on a bench if weather permits, until parents have collected them.	
13	Staff not trained or regularly updated in COVID-19 symptoms, SD and how these rules apply to teaching?	This is clearly laid out in the handbook to staff and parents. It is discussed at staff meetings and in assemblies.	Posters have been updated and will be displayed around School. Weekly staff meetings used to remind staff of the rules.	
14	At drop-off and pick-up parents not complying with SD policy outside gates and entrances.	Headmistress is outside at every drop off time. She also monitors pick up times. Parents not complying with the rules are challenged.	SD policy is actively enforced.	
15	Learning and recreational spaces not de-conflicted or configured to SD rules for different groups or bubbles.	Each group has a clearly defined space to use for both learning and playtime. Where groups do use communal space e.g. dining hall, provision is made to wipe down between uses. In classrooms, desks have been placed facing forward with a minimum 1.5m distance between each desk and a 2m distance between the front desk and the teacher.	Spaces are not conflicted.	

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16	Transit spaces (corridors), social zones (car parks, common rooms, playgrounds) do not support SD / Walk on the left protocol	Handbook supports SD and the protocols surrounding this. If the handbook is followed, SD is possible at all times. Parents are not allowed in School and should drop their children off at either the five bar gate or small gate near the tennis courts. If they have to come into School for any reason, they must use the intercom and wait outside until the School Secretary arrives. The School Secretary will wipe down the intercom and door handle after each use by parents and visitors	SLT continue to monitor the implementation of the handbook procedures.	
17	Little consideration of different age groups in timetabling, length of the school day and exposure to other age groups.	Very careful consideration is given to timetabling, length of the day and length of lessons in order for all children to get the most out of their day.	Great consideration is given to timetabling.	
18	Insufficient consideration and alternatives to using public transport including staggering school start and finish times.	The School minibuses are not being used and the morning minibus route cancelled.		
19	No system in place to deal with bereavements, trauma, anxiety, stress,	School already has a robust pastoral care system in place and this will continue. Bereavement policy scheduled for Autumn term.	Good systems in place to deal with bereavements, trauma, anxiety, stress, behavioural and sleep issues.	

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	behavioural and sleep issues.	<p>When children need comfort if they are crying, suggested method is to stand behind the child and touch their back, use words of comfort and reassurance.</p> <p>Should there be a need for physical restraint, this must be advised to SLT immediately and should only be used in compliance with existing school behaviour policy. It should not be used to ensure SD between children.</p> <p>Deputy Head (Pastoral) has completed Bereavement Training via Rainbows Charity.</p> <p>Wash hands. Remind pupils to not offer comfort by hugging one another.</p>		
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Pupil and Staff - Safety Risk Assessment in the COVID-19 Environment

	Risk	Control Measures	Outcome	Remarks / Re-assessment
1	Lack of review, update or sharing of safeguarding, code or practice, and staff handbook policies.	COVID-19 annex to the Safeguarding Policy has been in place since lockdown. The 'Handbook for learning in a global pandemic' acts as an appendix to the main staff handbook. These have been shared with all staff and Governors.	Regularly review policies.	
2	Inset does not reflect required training for COVID-19 related procedures, safeguarding, H&S, well-being etc	COVID-19 related procedures, safeguarding, Health and Safety and well-being are part of the start of term Inset and then regular agenda items at staff briefings throughout the term.	COVID-19 related procedures added as a regular agenda item to staff briefing agenda.	
3	DSL and DDSL not easily contacted and their contact information not known to all.	This information has always formed part of the staff handbook. It is clear who is DSL each day and who is SLT on duty.	Continue to be clear about who DSL and DDSLs are.	
4	No COVID-19 specific policy that includes medical responses, SD, teaching, socialising, feeding, hydration, well-being etc.	'Handbook for learning in a global pandemic' acts as a policy for COVID-19. P38 Health & Safety Policy being updated to add Appendix for control of infectious diseases. This is currently being worked on by the SLT.	Comprehensive handbook in place.	
5	Revised fire drills, registers, routes and	Fire drills take place each half term as a matter of course. This will continue, with the first drill taking place	Drills, registers, routes and assembly points rehearsed.	Successful fire drill took place on 14 th September 2020



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	assembly points not rehearsed.	within the first two weeks of term. Subsequent drills will take place during varied times of the day.		
6	Contact between pupils and staff is not sufficiently managed or reduced.	Our large classrooms mean that distance between pupils and staff is possible at all times. The handbook highlights the need for distance.	The issue of distance between staff and pupils is suitably managed.	
7	Staff moving between classes and year groups not maintaining distance from pupils and other staff (ideally 2 m between adults)	<p>Staff who work with more than one group are the ones to move around School rather than the pupils. For these staff in particular, the need for distance is emphasised. The number of adults in the staffroom is limited to 8 people in order to allow for 2m distancing.</p> <p>The Science Lab will be used by children in MP and HP for practical Science lessons. If it is possible to teach these classes within their own rooms, that will be the preferred option. However, when the lab is required a practical lesson, the teacher will wipe down all surfaces before and after each group use the space. Equipment will be thoroughly cleaned before being used by a different group.</p>	Distance between pupils and staff, and between adults, is maintained.	
8	Supply, peripatetic and/or other temporary staff moving between schools not minimising contact or maintaining as much distance as	Peripatetic music teachers may only work with one group of children. Wind, brass and voice lessons may not be taught at the present time. Other specialist staff teaching clubs are instructed to maintain a 2m distance between them and their pupils.	Contact is minimized and distance is maintained.	Peripatetic music teachers have produced their own risk assessments.

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	possible from other staff.			
9	Roles conducive to home working and therefore helping to reduce infection (e.g. some administrative roles) not identified.	Where there is the possibility of home working, this has been offered to staff. Bursar, Marketing Manager, Registrar, Deputy Bursar all have the option of regular home working.	Regular home working has been offered where appropriate.	
10	The “ideal” of adults maintaining 2 m distance from each other, and from pupils not realised.	Staff are regularly reminded of the need to maintain distance and staff actively remind each other if this is being ignored. Headmistress regularly monitors parent behaviour at drop off and pick up times, reminding those who are not adhering to distancing rules.	Adults are maintaining 2m distance.	
11	Contact between groups or bubbles is not minimised or distance between individuals maintained and properly supervised.	Careful timetabling is in place and procedures are clearly highlighted in the handbook.	Contact between groups is minimized and distance is maintained.	
12	Distinct and consistent groups or ‘bubbles’ not maintained or separated and so, in the event of a positive case, difficult to identify those who may need to self-isolate.	Handbook clearly identifies the groups within the School and how these are maintained. Plans are in place to ensure groups remain separate from the moment School opens in the morning to the time that it closes.	Distinct and consistent groups are maintained and separated.	

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13	Insufficient controls measures for larger groups with greater risk of infection and need to all isolate.	Only time that more than two classes are together is during Stay and Play. At this time, groups are to remain at distinct tables. Outside play needs to be separated. With many parents working from home, the expected uptake for Stay and Play is likely to be minimal.	Control measures are in place.	
14	Large gatherings such as assemblies or collective worship with more than one group not avoided.	All regular collective worship takes place via Zoom. Mass, if taking place, happens outside with one group in live attendance and the rest of the groups on Zoom.	Large gatherings do not take place.	
15	Insufficient controls for those pupils allowed to mix into wider groups for specialist teaching, wraparound care and transport.	Stay and Play is the only time that groups are in the same place at the same time. Distance is maintained between groups by children taking part in activities at set tables and spaces.	Sufficient controls in place.	
16	Younger pupils not supported in understanding the importance of maintaining distance, not touching staff and their peers - where possible.	Existing Nursery and Kindergarten pupils have been taught the rules relating to distancing. New pupils entering the School in September will learn from their example. Parents are asked and encouraged to support by reminding their child of the School rules.	Younger pupils have been taught distancing rules.	
17	Classrooms do not have side-by-side seating or forward	Classrooms all have side-by-side seating and forward facing desks.	Classroom layouts reflect Government guidance.	

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	facing desks to reduce risks.			
18	Needs of each age group and class not considered discretely in terms of support, activities and facilities.	The School is operating as close to normal as possible. Children are all receiving a breadth of subjects and a varied timetable.	Needs of each age group has been carefully considered.	
19	ITT trainees not sufficiently briefed, hosted and integrated in their support to school.	ITT trainees receive a full induction, as they usually would. This includes all COVID-19 updates and a copy of the handbook and risk assessment.	There are no ITT trainees for the Autumn term but any trainees who come during the school year will be fully briefed and supported.	
20	Volunteers not checked, left unsupervised, allowed to work in regulated activity or supported.	Volunteers are only invited into School at the current time if their work is essential to the day to day running of the School. They are checked and supervised in the same way as pre-COVID-19 and in compliance with all ISI requirements.	Volunteers, when used, are checked and supervised as appropriate.	
21	Recruitment process and pre-appointment checks not following legal requirements.	New members of staff are recruited and checked in complete compliance with ISI regulations.	Recruitment and checking process is robust and compliant.	
22	New staff and pupil registration and induction processes not adapted or compliant.	No new staff have joined the school. No further recruitment is anticipated. If it was required, the relevant process and checks would still be implemented. New pupils have joined the School remotely since lockdown. There has been close communication	New staff and pupil registration and induction is in place.	

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		between the class teacher and parents. Relevant paperwork has been completed.		
23	Support staff and TAs in regulated activity do not have the appropriate checks.	All staff undertaking regulated activity have the appropriate checks. Staff who have not worked in School since lockdown have been re-checked.	All relevant checks have been completed.	
24	SCR not updated with DBS related issues and required documents not properly verified or recorded.	SCR has been maintained throughout. "Staff" who are not employed by RH and have not been in School for three months or more are submitting a new DBS check. The School is using the update service to check DBS of "staff" not employed by RH as and when peripatetic sport and music lessons begin.	All checks have been completed and SCR is up to date.	
25	Plans to separate work, learning, meetings, activities and play outside not fully considered	<p>Staff meetings all take place remotely via zoom. The staff room is limited to 8 people at one time. Staff must wash hands on entering the staff room and wash hands when they leave. Staff should only use their own drinks containers. Used mugs should be placed in the dishwasher at the end of each day or taken home to wash.</p> <p>Hand sanitiser is also available in the staff room.</p> <p>Hand sanitiser to be used after using photocopier and wipes must be used to clean the copier.</p>	SLT to monitor the use of communal spaces.	

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		Outside play space is clearly allocated.		
26	Opportunities for non contact sport, adventure play, Forest School, gardening etc not regulated or considered	Adventure playground is in use for one group at a time for the period of one week. Forest School is timetabled for Nursery and all pre-prep classes. Sporting opportunities are provided in line with IAPS sports guidelines, which follow National Association guidelines.	Relevant opportunities have been provided in a safe manner.	
27	Sporting, play and SD rules unclear to staff, pupils, parents and visitors.	<p>Children are encouraged to Social Distance during breaktimes. This is challenging. Children must wash their hands before going to break and when they return to the classroom. Each play zone is being used by a group for a whole week. (Weekend breaks allow virus spores to have died before the following Monday morning)</p> <p>Children using the adventure playground must wash their hands before and after each visit.</p> <p>Washable items such as balls and relay batons used for PE are being washed between lessons. Each class has its own box of non-washable PE equipment. Children wash their hands before and after use of these items.</p> <p>Weekend breaks allow virus spores to have died before used the following Monday morning.</p>	Children to be reminded about SD at breaktimes.	
28	Physical education, sport, drama and physical activities not following the	All specialist lessons are continuing. Where possible these will take place outside. If the weather does not allow for this, lessons will take place in the hall and SD will be adhered to.	SLT to monitor Social Distancing in drama lessons. There will be no use of shared costumes or shared props. Any costumes used will be	

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	measures in their system of controls.		for one child to use and must be laundered before use by others.	
29	Pupils not kept in consistent groups, maximising distance between pupils or paying scrupulous attention to cleaning and hygiene during sports activities.	Pupils are taught in consistent groups for all lessons. Hygiene and cleaning procedures are well established from last term.	Groups are consistent and cleaning regimes are in place.	
30	Sports equipment not sufficiently cleaned between each use by different individual groups.	Each group, generally speaking, has their own equipment. Equipment is washed regularly. Equipment that is used by more than one group is washed between lessons.	Cleaning regime in place.	
31	Added risk of infection where there is singing, chanting, playing wind or brass instruments not reviewed.	Singing took place but only in groups of 15 or less. Wind and brass instrumental lessons are mostly online but, when they are in School, the teacher has a perspex screen in use. The Head of Music may sing when teaching but will maintain a large distance from the rest of the class and the room will be well ventilated.	Rules in place follow Government advice.	
32	Shared staff spaces are not set up or used to allow staff to distance from each other.	Staff meetings all take place remotely via zoom. The staff room is limited to 8 people at one time. Staff must wash hands on entering the staff room and wash hands when they leave. Staff to bring their own food and drink to school. Staff should only use their own drinks containers. Used mugs should be placed in the	SLT to monitor the use of communal spaces.	

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		<p>dishwasher at the end of each day or taken home to wash.</p> <p>Hand sanitiser is also available in the staff room.</p> <p>Hand sanitiser to be used after using photocopier and wipes must be used to clean the copier.</p>		
33	Staff not having sufficient down time / rest during the working day / week	All teaching staff have one hour for lunch and regular frees, although they are allocated break and lunch duties across the week. Support staff have 30min lunch break and 20min morning break. Time is allowed after staff have been on duty for a toilet break. Staff meetings are kept to a minimum.	Staff are given sufficient time during the working week.	
34	Staff schedules do not build in the need to avoid increases in unnecessary and unmanageable workload burdens.	Timetables have returned to pre-COVID levels and therefore staff should not feel overburdened.	Scheduling has been carefully thought through with staff well-being in mind.	
35	Staff unable to manage the provision of both in school and remote learning.	At present it is not anticipated that any children will be learning from home. Our digital learning strategy addresses this issue.	No children learning from home.	
36	Security, CCTV and access systems not regularly checked, updated and (where necessary) re-coded.	<p>This is part of our usual maintenance schedule.</p> <p>Door entry codes changed ready for start of Autumn term.</p>	All checks have been carried out.	

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37	Parent, Pupil, Staff, Contractor, Visitor drop-off and pick-up procedures, in and out routes not shared, understood or applied.	Our handbook clearly states the arrangement for drop off and pick up. Outside of drop off and pick up times, parents will only be allowed in the car park area if they are dropping off something later in the day. They may buzz at the door but must wait outside.	Arrangements to be reviewed at the end of each week and any adjustments communicated to parents.	From 21 st September, parents picking up LT-F1 pupils from Stay and Play will be permitted to enter the building through the front door. They must sanitize their hands on entry and make their way directly to the Dining Hall. The Stay and Play Manager must greet them and ask them if they have sanitized their hands, giving them an opportunity to do so if they have forgotten. The parent must then collect their child and immediately make their way out of School. Children and parents may not go to the School Office, linger in the entrance hall, return to class to collect lost items and children may not go on the rocking horses.
38	Transit spaces (corridors), social zones (common rooms / playgrounds) not configured to separate different groups.	Playground spaces are zoned and used by the same children each day for a week. Staff on duty will encourage SD. Where this does not impact Fire Safety, doors will be propped open to limit the number of common touch points.	The Headmistress and Bursar to monitor SD at playtimes.	
39	Classrooms don't reflect recommended layout, PPE, screening, enhanced cleaning rules and timings.	Classroom desks are 2m apart. Natural 'barriers' are used to help children show their work to the teacher without having to be too close to her. Each classroom is cleaned twice daily and wiped down at least every 2 hours.	PPE is available to staff who wish to use it.	

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40	Hand washing not part of school culture or routine e.g. no regular breaks for hand washing during the school day.	Handwashing is integral to School culture and has been since the start of lockdown. All children have had experience of this when returning before the Summer break.	Handwashing integral to School routines.	
41	Insufficient hygiene stations at entrances, exits, toilets, classrooms, play areas, common rooms, staff areas etc	Hand washing facilities are in place for everyone in School. Hand sanitiser is in place at every entrance point and in every room.	Sufficient hygiene stations are in place.	
42	Hygiene stations (including bins) not stocked, checked, emptied and cleaned regularly.	Stocking, checking, emptying and cleaning of hygiene stations is part of the daily regime for housekeeping staff.	Hygiene stations regularly checked.	
43	Unnecessary and unused items not removed from classrooms and other learning environments.	Classrooms have been pared down to only contain items they actually need.	No unnecessary items in classrooms, including soft toys and soft furnishings.	
44	Individual and frequently used equipment, such as pencils and pens not shared by staff or pupils (who use their own).	All children in Main School bring in their own pencil cases. Pencils, paint brushes etc in Nursery are regularly wiped down.	Sharing of equipment kept to a minimum.	

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45	Classroom based resources, such as books and games and all frequently touched surfaces, which are used and shared within a group or bubble not regularly cleaned.	Shared classroom resources are regularly cleaned and only shared if necessary. In Early Years, boxes of toys are used on a rotation basis so that a minimum of 72 hours is left between uses.	Cleaning and use of equipment has been thought about and planned.	
46	Pupils not limiting the amount of equipment brought into school daily to essentials such as bags, lunch boxes, hats, coats, books, stationery and mobile phones.	Equipment limited to only what is absolutely necessary. Catering provided so no need for lunch.	Pupils are limited in what they can bring to School.	
47	Pupils and staff taking necessary books and other shared resources home not sufficiently managed.	Showbie used throughout the School to minimise the need for books to be taken home. Teachers to aim to mark books in School if possible.	The flow of books between home and School is carefully managed.	
48	Outdoor playground equipment should be more frequently cleaned or left fallow.	Playground equipment is allocated to one group for the period of a week. It then has the weekend to be left fallow before being used by a different group the following week.		
49	Assemblies, break times, meals, drop-off and collection times	Drop off and pick up times are staggered. Break times are well spaced out. Assemblies are via Zoom. The	All times have been staggered.	

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	not sufficiently well staggered.	dining room has three sittings. Nursery and Kindergarten eat in their classroom.		
50	Non-overnight educational visits not organised in line with protective measures (keeping children within consistent groups) and COVID-19 measures in place at destination.	No educational visits are taking place at the current time. This will be reviewed during the Autumn term, with a view to reinstating them after October Half Term if it is deemed safe to do so.	No educational visits at present.	
51	Meal times not de-conflicted or possible to achieve SD in the servery and dining areas whilst still providing sufficient nourishment.	Catering is being reinstated from September. There will be a limited menu and children and staff must pre order. There will be three sittings in the dining hall and Nursery and Kindergarten will eat in class. Children will be seated and staff will serve them the meal they have chosen.	Lunches have been organised so that SD is in place and children can have a hot meal each day.	We have introduced an additional outdoor play space to allow all classes to stay for lunch.
52	Organisation of breakfast and after school club not revised in to small, consistent groups and maintaining year groups or bubbles.	No breakfast club at the current time. Stay and Play is available, with priority given to Key Worker families. Children sit and play in their groups.	Adaptations made to wrap around care.	
53	Measures in school are not sufficiently robust for extremely clinically vulnerable and	Discussions continue with clinically vulnerable and extremely clinically vulnerable staff to ensure they are	Vulnerable staff have the option of face shields, masks and other PPE. One member of staff works	

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	clinically vulnerable to return to school.	comfortable with the arrangements that have been put in place to support them.	mostly outside. One member of staff is happy to move to different classrooms and maintains a 2m+ distance at the front of the room.	
54	Pregnant women are in the 'clinically vulnerable' category and not following the relevant guidance.	One member of staff is pregnant. A revised risk assessment has been provided for her. Please see RA23 New and Expectant Mothers.		
55	Medical advice for vulnerable staff and children not being followed and insufficient support both at school and at home.		We are not aware of any specific medical requirements at present. If any were to be brought to our attention, we would ammend this risk assessment accordingly.	
56	Those with particular characteristics and an increased COVID-19 risk not identified and sufficient measures taken to reduce risks.	Two members of staff were told to self isolate by the Government. This has now come to an end. Both will be monitored to ensure they are following the Coronavirus Handbook.		
57	Pupil and staff mental health and wellbeing not considered with individual needs not identified or supported.	Well-being training took place in the Summer term. There will be regular check ins with staff and pupils on their well-being throughout the term. In class 'feelings boxes' will continue for children. Termly well-being questionnaires will be sent to staff.	Mental health of all within the School has been considered.	

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58	Insufficient pastoral and extra-curricular support for pupils to rebuild friendships and social engagement.	Due to the nature of how lessons were taught throughout lockdown, and the fact that all pupils were able to return before the end of term, friendships and social engagement have been maintained. There are one or two children who did not return or did not engage, and these children will need to be closely monitored by the Pastoral Deputy Head.	Pastoral support to be given to all pupils, particularly those who did not return before the end of term.	
59	Insufficient support to address and equip pupils to respond to COVID-19 related issues.	Pupils have been supported with this throughout lockdown and this will continue next term.	Deputy Head (Pastoral) to monitor.	
60	Re-scheduling of activities not operating efficiently or safely due to SD rules and timings	Timetabling to be reviewed on a weekly basis in the first instance.	Constant review of schedules and timetables.	
61	Plans, briefing and statistics for ISI visit not updated.	School preparing for ISI compliance inspection to resume in January 2021. However, as the Compliance Officer leaves RH employment on the 31 st August and the post has been 'gapped', extra caution will need to be applied to ensure all legislative requirements are met.	Plans are up to date. The support of Governor, Mrs Maureen Adams, who is also an ISI Inspector will be sought.	

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Medical Risk Assessment in the COVID-19 Environment

	Risk	Control Measures	Outcome	Remarks / Re-assessment
1	Are those staff and pupils who are ill or tested positive in the last 7 days staying at home?	No-one in School to date has tested positive for COVID-19		
2	Is the procedure of isolating or sending staff and pupils home for 7 days and arranging a COVID-19 test understood if anyone becomes unwell in school?	Yes. This is clearly laid out in the handbook.		
3	Given the above do members of their household or group understand they should self-isolate for 14 days?	Yes. This is clearly laid out in the handbook.		
4	Is there an isolation room and bathroom available and adequately signed (from reception?) for those waiting collection and do those in	Yes – medical room available. Office staff have access to PPE if required. Ideally, unwell person will wait on the bench outside to be collected. The School Secretaries, who act as First Aid responders, are aware to well ventilate Sick Bay		

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	attendance have access to PPE?	and the School Office should a child in Sick Bay be showing symptoms of C-19.		
5	Staff who have helped someone with symptoms and pupils who have been in “close contact” know they do not need to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test)?	This is highlighted in the handbook.		
6	Staff not aware of meaning of “close contact”: <ul style="list-style-type: none"> • Direct close contacts: face-to-face contact with an infected individual for any length of time, within 1 m, including being coughed on, talking face to face, or unprotected physical contact (skin-to-skin). • Proximity contacts: extended close contact (within 1 to 2 m for more than 15 	This information is detailed in the handbook.		

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	minutes) with infected individual. • Sitting in a small vehicle (car) with an infected person.			
7	Do all understand they must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell?	Yes. This is detailed in the handbook.		
8	Do staff know the area around a person with symptoms must be cleaned with normal household bleach after they have left to reduce the risk of infection?	Yes. This is detailed in the handbook.		
9	Science of risk not understood e.g. less severe symptoms in adults, younger children less likely to become unwell. Consistent groups help.	Staff are reminded of this at Inset and regularly at Staff Briefings.		

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10	Is it understood that routine temperature testing is not a reliable method for identifying COVID-19 (or recommended by PHE)	Yes. From September, temperatures will not routinely be taken.		
11	Hygiene rules not effective. “catch it, bin it, kill it” not re-publicised or applied.	Rules are constantly revisited with children. ‘Catch it, bin it, kill it’ posters around School and highlighted in handbook.	Hygiene rules are effective.	
12	No supervision of hand sanitiser use given risk of ingestion by young children. (Skin friendly cleaning wipes is an alternative).	Children are supervised using hand sanitiser.	No children have ingested hand sanitiser.	
13	Lack of information on how to react to coughing and sneezing using tissues (and their disposal) or crook of arm and immediately cleaning hands with soap and water or hand sanitiser.	Children from Nursery upwards are taught how to catch coughs and sneezes in the crook of their arm. Regular and meticulous hand washing is expected.	Lots of information on how to maintain good hygiene.	
14	Pupils not aware of behaviours which may increase the risk of droplet transmission		Pupils do not display these behaviours.	

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	(such as biting, licking, kissing or spitting).			
15	Insufficient medical staff to deal with temperature testing (if used), isolating and monitoring suspect COVID-19 cases, outside appointments and normal medical issues.	<p>We have a sick bay to isolate those with a suspected case. The area is then thoroughly cleaned before being used again following guidelines.</p> <p>If the weather is nice, children who have a high temperature or showing other Covid 19 symptoms, will be directed to sit on a bench in the outside fenced area outside the School Office, rather than sick bay, until parents are able to collect them.</p>	First aid trained staff in the School office supervise children waiting to be collected by their parent.	
16	Insufficient First Aid trained personnel (ratio) for pupils in school and on activities and sport.		Sufficient staffing in School at all times.	
17	Procedures for First Aid to those that do not have COVID-19 symptoms unclear and not briefed. (no need for extra measures).		Each class has a medical bag so that first aid cases are kept away from the School office.	
18	Requirements in EYFS on PFA certification not identified given recent		All staff who work with EY children are up to date with PFA training.	

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	modifications and 3 month extensions.			
19	Medical policy, procedures and appropriate response to spectrum of medical issues not revised or shared	<p>The School's First Aid Policy is reviewed annually. Return to School Policy has been created to cover all COVID-19 related policy changes rather than modifying individual policies (with the exception of Safeguarding and Child Protection Policy)</p> <p>Pupils must immediately tell a member of staff if they begin to feel unwell. Any medication given to pupils to ease the unwell individual's symptoms must be recorded in writing and given to the parents.</p> <p>Any pupil taken to the School Office because they are feeling unwell will have their temperature checked as a matter of course.</p>	Medical policy and procedures in place.	
20	Medical room(s) not properly equipped.	<p>There is an isolation space with a sink and toilet. Staff have access to gloves, plastic aprons and masks if required.</p> <p>Weather permitting, the fenced area outside the School Office will be used to isolate children until parents are able to collect them. They will be supervised by a member of staff.</p>	There is a potential issue where more than one pupil at a time is feeling unwell and outside space cannot be used. Potential solution of the least unwell patient to sit in the Staff Resource Room whilst recovering or awaiting collection by parents, depending on injury/illness and age of pupil.	

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21	Lack of School decision or policy for level of PPE required for staff or pupils.	As per current Government guidelines, we are not advising the use of PPE as part of the normal School day other than for cleaners or those helping with personal care of Nursery children. These staff will have gloves and plastic aprons. Some pupils may choose to wear masks. They should wear these throughout the day apart from when eating. If they take their masks on and off throughout the day, they are told to remove them.	Staff and pupils may choose to wear PPE providing they understand how to put it on and take it off safely. PPE training posters are displayed in the staff room	The Government has provided a box of PPE to the School.
22	Insufficient training for the wearing of face coverings including fitting, storing, care and disposal arrangements.		Poster detailing how to safely don and doff PPE is on display in the Nursery and School Office.	
23	Sickness management rules and the “don’t come to work if you are ill” not understood or observed.		This is clearly outlined in the handbook.	
24	Lack of knowledge on whom has been tested (positive or otherwise) for COVID-19 and if it is recorded (for elimination purposes). Evidence of negative	We have had one child with a parent who had a positive test. The child was in School when we found out that the parent had tested positive. The child was immediately isolated and sent home. Public Health England were called. The area the child had been in was cleaned and the room	If the School has any concerns about someone who has, or potentially has, come into contact with COVID-19, the School will contact Public Health England for immediate advice.	

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	result should not be requested.	isolated for 72 hours. Parents were informed to monitor their children for symptoms for one week.		
25	Lack of recording of which staff and pupils have been sent home with COVID-19 symptoms (a cough, high temperature or shortness of breath).	A number of members of staff have had symptoms. Some self isolated for two weeks (prior to testing being available) Some have had tests. So far, all have been negative.	If the School has any concerns about someone who has, or potentially has, come into contact with COVID-19, the School will contact Public Health England for immediate advice.	
26	Lack of regular dialogue with those that have suffered from COVID-19 and / or are isolated at home.		Headmistress and/or Bursar keeps in contact.	
27	Information on anyone that may still be shielding another family member and why this may preclude their attendance at school.		Information regarding those who are shielding is discussed with the form teachers on a need to know basis. Support is offered to the family.	
28	No separate area for temperature testing, holding and isolation of pupils/staff. Areas not easily identified or regularly cleaned		Temperatures no longer taken for everyone every day. Those who need their temperature taking will have this done in the medical room.	
29	Insufficient or no procedure for	The Headmistress and/or Bursar would ensure all access routes into the School were completely		

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	summoning emergency services, lack of safe RV and cleared routes in and out.	clear to ensure the emergency services could quickly deal with the incident.		
30	No links with local health protection teams who provide advice (and may recommend large groups self-isolate or school closure)		Links have already been made with our local team and would continue to do so if required in the future.	
31	Insufficient registration, induction, supervision (and temperature checking) of contractors where essential work is required on site.	Contractors are asked to complete a Covid-19 visitors form. If necessary, and with appropriate permission, the School Secretaries have an infrared thermometer in the School Office and could take their temperatures if concerned about the answers given to the questions (on the visitors form). Guidance from the Headmistress /Bursar would be sought. The School continues to use contractors with which it has a long relationship.	Contractors have been in School and have completed the form. Completed contractor forms are kept by the School Office for a period of 2 weeks after their visit and then shredded.	
32	Medical staff have insufficient or unsuitable PPE, cleaning materials and training for tasks.		First aider has access to gloves, apron and mask if required.	
33	Policy on wearing uniform and if washing also required to		In keeping with most recent Government guidance, uniform is worn each day. If children have PE or Forest	

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	prevent infection for staff and pupils not re-considered.		School, PE kit is worn. Changing does not take place during the School day.	
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Support Staff Risk Assessment

	Risk	Control Measures	Outcome	Remarks / Re-assessment
1	Support staff not regularly briefed on changes	Support staff are included in all staff meetings. The minutes are circulated. Part-time staff and/or those staff without regular access to school email are briefed by their Line Manager.		
2	Support staff have insufficient /inappropriate PPE, cleaning materials and training.	The Government do not advise the wearing of specific Covid-19 related PPE equipment. However, gloves, masks and aprons are available should any staff wish to use them.		
3	Cleaning regimes not enhanced, regularly reviewed, inspected or conforming to revised hygiene rules.	New regimes and timetables are in place. These are reviewed regularly (weekly at first). Wellbeing of housekeeping and all other staff to be closely monitored to ensure they do not become overwhelmed.	Due to number of teaching Pods it is impossible to allocate cleaners to individual pods. School secretary to wipe down intercom and door handle on the front door when a visitor has arrived.	
4	Security and access systems not regularly checked, updated and re-coded.	Access codes are changed at the beginning of each term.	Codes and padlocks have all recently been changed.	
5	Reconfigured areas, zones and routes hampering fire exits and routes.	All fire exits are clearly marked. All Class Pods are able to exit the School through their normal fire exit route. There is no change to the normal fire muster point on the tennis courts. Staff will ensure line-up of		

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		<p>class pods are adequately spaced to ensure SD using the spaces taped out.</p> <p>There will be one planned drill at the start of the Autumn Term. Staff will be advised in advance of the planned date.</p> <p>In the event of a partial or full lockdown, Pods should remain in their designated classrooms, lock doors and close window blinds and follow normal lockdown procedures.</p>		
6	Fire and other emergency procedures not reconfigured, routes not clear or regularly inspected.	<p>The Bursar has conducted a paper exercise.</p> <p>No changes to the arrangements in place during the previous summer term.</p>		

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Facilities Management Risk Assessment

	Risk	Control Measures	Outcome	Remarks / Re-assessment
1	Insufficient hand washing or hand sanitiser 'stations' for all pupils and staff to clean their hands regularly.		Handwashing facilities and sanitiser in or just outside each classroom. Sanitiser throughout the School.	
2	Insufficient heating and/ or cooling system (including insufficient fuel levels if applicable).	All boilers are either gas or electricity fired.		
3	Insufficient gas supply, maintenance, checks, venting and valves.		The Deputy Bursar has delegated responsibility for ensuring all routine H&S maintenance takes place when due. Wherever possible, this will be in the quieter holiday periods to keep visitors to the site to a minimum whilst maintaining appropriate service intervals.	
4	Air conditioning units, ducts, ventilation and extraction systems not checked on re-occupying school		Annual service due July/August 2020. School does not have A/C (except in IT Suite and server room), therefore the opening of windows will be	

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	facilities (including workshops).		encouraged to maximise air ventilation.	
5	Electrical tests not up-to-date including emergency lighting and PAT		All up to date.	
6	Water testing for temperature, flow and legionella not in date, recorded or tested on re-opening facilities.	<p>Weekly flushing, monthly and six monthly checks taking place as due. School has remained in constant use so no increased risk due to stagnant water.</p> <p>Exterior water fountains will not be available to pupils however will be run to maintain safety of supply. Staff should refill pupils' water bottles from those sinks in the classroom which are marked potable drinking water to avoid cross-contamination from bottle to tap to next bottle.</p>	<p>Classes will fill up their water bottles in allocated places.</p> <p>Water bottles should be filled up by a member of staff if the children are not able to do it themselves. Children should remove the lid of their bottle before it is filled up and resecure it. The member of staff should wash their hands before and after undertaking this exercise. For older children, a member of staff starts the tap running and each child fills their bottle up. The member of staff washes their hands at the beginning and end of this process. Some Form One children need to fill their bottles in the utility area but wash their hands before and after doing so.</p>	
7	Fire alarm panel, system and		<p>Fire Alarm panel serviced April 2020.</p> <p>Fire extinguishers annual serviced in the Summer term.</p>	

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	extinguishers not in date and not serviced.			
8	Fire doors propped open to limit use of door handles and increase ventilation.		Handbook clearly states that only non-fire doors can be propped open.	
9	Laundry wash and dryers not serviceable, unable to cope with demand, temperature requirements and insufficient wash products.	With no boarding facilities onsite, the washing machine and tumble dryer are mainly used by the housekeeping department. Existing capacity is expected to be sufficient.		
10	Waste procedures not reviewed or sufficient to cater for increase in waste measures.		All bins are emptied by cleaners, classroom staff or School Secretaries. Waste removal from school site has continued without interruption. PHP continue with regular scheduled visits.	
11	Pest control services not sufficiently regular, recorded or deficiencies identified and actioned.	Rentokil visit 21 st May 2020		
12	Ability to continue to work in event of internet service interruption considered	Fault on external BT line caused interruption to incoming/outgoing calls and internet connectivity. Lessons via Zoom impacted.	Parents advised. Alternative activities for those in school found. All classes have a 'back-up' activity in place. Remote working staff may have to pause work until service restored. In	

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		Additional BT line installed August 2020 to ensure constant internet connectivity.	the event Guildford is subject to a local area lockdown, teachers will provide Zoom lessons from home and the new Remote Learning Policy will be enacted.	
13	Limiting occupancy of as many rooms as possible (offices, laundry, common rooms etc) not considered		There is a section of the handbook dedicated to working in a small space.	
14	Kitchen not reconfigured, stocked and cleaned if closed over a long period.		Kitchen staff in School at the end of August for cleaning and preparing ahead of a September start.	
15	Insufficient chefs, supervising staff and cleaners to maintain high standards of hygiene.		Due to catering company preventing their staff for being within 2m of children, RH staff to have a more 'hands on' role at lunchtime, leaving more time for Kitchen staff to clean.	
16	Servery and dining room rules not fully considered, inadequate or safe including wiping table, chairs and hard surfaces between sittings.		All have been considered and discussed with Holroyd Howe.	
17	Insufficient drinking supplies and hydration available in dining		Children bring water bottles to lunch with them.	

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	room and around the school.			
18	Cleaners changed working patterns during the day not discussed or agrees to meet the revised hygiene requirements.		Bursar has been in discussion with the cleaners throughout.	
19	Cleaners have insufficient or revised instructions and training for appropriate cleaning and the wearing and disposal of PPE.		Cleaners have had revised instructions. They also have the handbook to refer to.	
20	Insufficient cleaning staff for revised cleaning schedule and deep clean of each room and space daily unless left fallow.		Sufficient cleaning is in place.	
21	Insufficient immediate procedures (quarantine and deep clean) and PPE where areas contaminated with bodily fluids.		Any area involving potentially contaminated bodily fluids are immediately quarantined until cleaning can take place.	
22	Suspended services not re-set or reviewed to cater for current school		Return of School meals to be carefully monitored.	

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	operation including waste disposal.			
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Attachments relevant to this risk assessment:

- **Phased return to site handbook and Phase 2 Annex**
- **Cleaning Pods schedule**
- **Safeguarding Policy**
- **Remote Learning Policy**

Date Approved by SLT: 25th August 2020

Rev 1 approved by SLT: 15th September 2020

Date Approved by Governors: 23rd September 2020