

HH Covid 19 Risk Assessment



HOLMEWOOD HOUSE SCHOOL

COVID-19 – Risk Assessment for Holmewood House School

Introduction and Objective

The COVID-19 outbreak is dynamic, and the context for risk management is changing rapidly with the Government, Local Authority and other agencies providing updated information on a regular basis. This updated COVID-19 risk assessment has been developed upon the guidance and requirements of those bodies available at the time of writing and is based on the ISBA sector best practice template. Due to the dynamic nature of the risk environment, this document will be kept updated as new information and requirements come to light. The School will continue to monitor implementation and adjust the RA and practice from early learnings of the operation. In particular, this document has been updated to reflect the planned return to School of all year groups from 2 September.

The objective of this document is to assess the broad spectrum of significant known risks and considerations in returning to an on-site school operation in the current COVID-19 outbreak and to identify and implement the appropriate, proportionate and reasonable mitigations to manage those risks wherever possible. The primary consideration is the health, safety and wellbeing of the different stakeholders in the HH Community – the staff, parents and pupils.

System of Controls

DfE/PHE has provided guidance on steps schools can take to mitigate risks in the context of the COVID-19 outbreak. They are grouped into ‘prevention’ and ‘response to any infection’ and build on the hierarchy of protective measures. When implemented with a “revised risk assessment, these measures create an inherently safer environment for pupil and staff where the risk of transmission of infection is substantially reduced”.

Prevention:

- minimise contact with individuals who are unwell by ensuring those who have COVID-19 symptoms, or who have someone in their household who does, do not attend school.
- clean hands thoroughly more often than usual.
- ensure good respiratory hygiene by promoting ‘catch it, bin it, kill it’ approach.
- introduce enhanced cleaning, including frequently touched surfaces, using standard products (detergents and bleach).
- minimise contact between individuals and maintain social distancing wherever possible.
- where necessary, wear appropriate PPE.

Response to any infection:

- engage with the NHS Test and Trace process
- manage confirmed cases of COVID-19 amongst the school community
- contain any outbreak by following local health protection team advice

HH Covid 19 Risk Assessment

Version Control

Earlier Drafts – Early May	CIT input and review
V2 – 22.05.20	Release to staff for Inset Training on Return To School on Fri 22 nd May
V3 – 16.06.20	Updated to reflect risk adjustments from 1 st June return and assessment for additional year group return on 22 nd June
V4-6 – 27.08.20	Significant update in preparation for full return to school for Autumn Term. Released to staff for Inset.

HH Covid 19 Risk Assessment

Overall Risk Assessment in the COVID-19 Environment

	Risk/Hazard	Control measures & Outcome
A	Safeguarding policy and procedures not updated and / or staff and pupils not feeling safe.	Regular review of policy and procedures in light of new guidance. Updates communicated to staff through Inset, emails, regular Common Room and Support Staff meetings.
B	Government advice not being regularly accessed, assessed, recorded and applied.	Critical Incident Team (CIT) and Senior Management Team (SMT) meetings. Oversight by Governors at appropriate points. Updated guidance and actions and responsibilities allocated.
C	Staff and parents do not know or understand the 'system of controls' (see explanation above) and how they are applied.	As per existing communications strategy, regular and direct communications to staff, parents, pupils and Governors – Inset, emails, reinforced during operation where deviations from protocols are identified
D	Changes not regularly communicated to staff, their unions, pupils, parents and governors	As per existing communications strategy, regular and direct communications to staff, parents, pupils and Governors. Updated and monitored as a result of feedback from parents and staff via usual forums e.g. virtual class rep meeting/ portal survey/staff briefings
E	Changes to assessments, procedures and other important matters not reviewed by Governors	Chair and other Governors regularly briefed. Also Governing Body meetings minuted. Existing and emergency Governor meetings used for oversight and approval as required.
F	Insurers and / or brokers not consulted with school's re-opening and / or amended plans	Insurers consulted prior to each opening. Insurers require school to undertake H&S Risked Based Assessments and to follow Government and Other National Body guidance.
G	Local authority and health protection team not engaged prior to the beginning of term.	Ongoing engagement and advice sought from PHE and LA as necessary
H	Active engagement with NHS Test and Trace and the procedures not understood by all staff and parents.	Managing Illness Policy developed to specify approach to be taken. Communicated to staff and parents through a number of different communication channels.
I	No contingency plans for self-isolation of individuals, groups, multiple pupils and or staff.	Managing Illness Policy details plans for self-isolation and steps in event of case.
J	Insufficient consideration to minimising contact and maximising distance between all those in school where ever possible.	Bubble, SD protocols developed through school (e.g. in classrooms, common areas, transport etc.), communicated to staff, pupils, parents, implementation reviewed on ongoing basis. Individual RAs developed for significant activities.
K	Social Distancing (SD) and other hygiene rules not sufficiently robust, understood, communicated, applied or checked.	See above
L	SD rules for activities (play, games, drama, music) not understood or adhered to?	Ongoing reminders via form time and staff briefing notes. Ongoing monitoring of practice and review sessions will be key feature of CIT and SMT in early weeks. Further training and

HH Covid 19 Risk Assessment

		reminders in weekly staff briefings.
M	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.	Posters have been placed in occupied rooms and cleaning staff have routines to accommodate this. Cleaning equipment in classrooms for staff to maintain hygiene of high touch areas regularly during the day. Rigorous checks carried out by line managers to ensure cleaning regime is effective.
N	High-risk areas not being regularly monitored (including boarding areas) for hygiene.	Hand sanitiser stations outside each main building entrance for staff and children. Toilet hand washing supplies well stocked. Rigorous checks carried out by line managers to ensure cleaning regime is effective.
O	Access to school not controlled effectively and visitor (if allowed) details not recorded.	Drop off and pick-up procedures reviewed in detail as a result of circumstance and communicated to parents and staff. Arrangements have been adjusted to accommodate the additional year groups with further detailed communications being prepared for parents and pupils <ul style="list-style-type: none"> • Kiss and drop arrangements for older children and parents. • Drop off and waiting areas demarcated clearly. • Staggered drop off times arranged. • Parents to be directed to drive away immediately – supervised by ground staff. Reception closed but visitor policy under dynamic review as situation changes
P	Insufficient supplies of hygiene materials and not readily available, suitably stored or located.	Hand sanitiser stations outside each main building entrance for staff and children. Toilet hand washing supplies well stocked. Cloths and antiseptic spray in each occupied classroom for high touch areas. Sourcing through a number of suppliers assisting and supply has been successful with School well stocked.
Q	Insufficient contingency plans for changes to school operation such as re-closing, loss of catering or teachers?	CIT meeting on regular basis to reassess context and respond to any changes. Contingency plans for closing in place including Remote Learning operation.
R	Are all Risk Assessments regularly reviewed and updated based on feedback and lessons identified from all those in school including pupils and support staff, visitors and contractors.	Ongoing reminders via form time and staff briefing notes. Ongoing monitoring of practice and review sessions will be key feature of CIT and SMT in early weeks. Further training and reminders in weekly staff briefings.
S	All hazards identified properly mitigated and regularly re-	Risk environment and RAs reviewed on 'live' basis given dynamic environment. See above.

HH Covid 19 Risk Assessment

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

	Risk/Hazard	Control Measures & Outcome
1	Communication channels not working and not reviewed. (Email, text, facebook etc).	Communication processes are reviewed regularly. Checks on parent access to portal information made regularly. Multi-mode methods of communication employed to maximise impact. Parent and staff surveys used to identify issues and improve.
2	Staff, parents and pupils returning to school not provided with full induction process or aware of changes and potential hazards.	New staff induction day. All staff inset to run through protocols and RAs. Information communicated beforehand for staff review.
3	Lack of a robust feedback and reply system to ensure best practice and two-way communications for pupils, parents, staff and governors	CIT meet regularly and Governors are kept updated by the HM. Children, staff and parents receive questionnaires and all re encouraged to contact line managers with queries/ concerns.
4	No Governor and / or SLT member for school / department responsible for COVID-19 matters. Governor / SLT members' contact details not known and not on call.	The Headmaster nominated as SLT responsible for Covid matters. Contact details available, lives on site and on call for any emergencies.
5	No school representative identified to liaise with local authorities and local health protection team.	Senior Medical Officer is contact point and in contact with local Health Protection Team and Local Health Authorities as necessary.
6	Local authorities and health protection teams not engaged prior to re-opening (and the benefit of their services in case of infection).	Senior Medical Officer is contact point and in contact with Local Health Protection Team and Local Health Authorities as necessary.
7	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.	Managing Illness Policy details plans in event of suspected or confirmed cases.
8	No system to communicate with staff who are unable or have not returned to school for fear of infection.	HoS telephone calls to staff. Parent questionnaire and confirmation process for return to School and monitoring of Covid-19 suspected cases using central MIS in Medical Centre. Then comms with parents remains proactive as we continue with our Remote Learning provision.
9	Lack of mechanism for parents of pupils with significant risk factors to discuss concerns and provide reassurance of the measures put in place to reduce the risk in school.	Parents given detailed briefing of Returning to School Safely within which parents encouraged to contact School and details provided for SMO and Wellbeing Counsellor
10	No staff, pupil and / or parent health declaration implemented or recorded.	Parents and staff have been advised of declaration and reporting obligations in relation to Covid 19 symptoms and quarantine obligations.

HH Covid 19 Risk Assessment

11	Lack of knowledge of where pupils / staff have travelled from (other than home and school) on holiday or at weekends.	As before the lockdown, we have reinstated parents and other visitors requirement to advise of travel outside the UK and assess application of prevailing quarantine requirements.
12	Staff, parents and pupils not self-isolating after holiday and work visits (for 2 weeks?) to non-government agreed countries.	Reminders of quarantine requirements communicated to staff, parents and pupils.
13	Lack of robust rules for hygiene standards for staff and pupils – and failure to adequately enforce standards	Hygiene policy as per updated Government & PHE guidance – regular hand washing and cleaning policies implemented. Regular monitoring of children by staff
14	Staff not trained or regularly updated in COVID-19 symptoms, SD and how these rules apply to teaching?	Medical centre undertaking training of staff prior to return and input to regular staff briefings, including an audit of medical centre cases and regular review of SD practice in academic areas.
15	At drop-off and pick-up parents not complying with SD policy outside gates and entrances.	Parental communications emphasised social distancing responsibilities. Also 'kiss and drop' approach with older year group parents not leaving vehicles. Monitoring of adherence on ongoing basis.
16	Insufficient or no guidance on safe travel to and from school (e.g. encouraging walking, cycling) or protocols at school gates etc.	Returning to School safely guidance on drop-off and pick-up protocols.
17	Transit spaces (corridors), social zones (car parks, common rooms, playgrounds) do not support SD. Walk on the left protocol?	Demarcation of spaces as per government guidance on SD in schools. Full space audit and site plan has been developed through a number of iterations and will remain updated through dynamic assessments as pupil numbers are known and practical experience identifies optimisation opportunities. Site plans are implemented on the ground with signage, taping and SD compliance movement of furniture.
18	Learning and recreational spaces not de-conflicted or configured to SD rules for different groups or bubbles.	Desks separated, corridors marked, entry/exit points identified, play and break areas zoned. Plans for formal sport/games developed in context of SD. Plans include staggered breaks, separate outdoor spaces for each bubble and the supervision of those sessions.
19	Little consideration of different age groups in timetabling, length of the school day and exposure to other age groups.	Timetabling has been prepared sympathetically for relevant year groups and recognising the circumstances. Remote learning integrates for those children unable to attend in person.
20	Insufficient consideration and alternatives to using public transport including staggering school start and finish times.	Drop-Off and Pick-Up protocols developed with staggered start and end times. Minibus operation reinstated for Autumn term.
21	No system in place to deal with bereavements, trauma, anxiety, stress, behavioural and sleep issues.	<p>Covid-19 specific well-being strategy by school counsellor alongside existing bereavement policy. Regular input from school counsellor in addressing psychological impacts of coronavirus on children, staff and parents.</p> <ul style="list-style-type: none"> • Weekly pastoral meeting involving academic staff to address any concerns. • Wellbeing strategy, school counsellor sessions for individual children.

HH Covid 19 Risk Assessment

		<ul style="list-style-type: none"> Medical input and support by medical centre staff. <p>Minutes of pastoral meetings.</p>
22	Strategy to keep children safe online not re-assessed and insufficient consideration of supervising access to the internet, checking apps, websites and search results etc	Acceptable Use and Safeguarding Policies reviewed in summer and autumn reopening mindful of online safety.

Safeguarding & Health & Safety Risk Assessment in the COVID-19 Environment

	Risk/Hazard	Control Measures & Outcome
1	Lack of review, update or sharing of safeguarding, code or practice, and staff handbook policies.	The safeguarding COVID19 annex to current safeguarding policy has been written in response to the transitional school status and communicated to Governors and staff. A further review of the full policy suite has taken place to ensure policies reflect the current operation and situation as best as possible.
2	Inset does / did not reflect required training for COVID-19 related procedures, safeguarding, H&S, well-being etc	Full inset programme devised to cover these key areas and others including school operations etc.
3	Staff have insufficient instruction and training on identifying and supporting vulnerable pupils, parents and other staff.	Safeguarding training embedded in annual cycle of training and review for every member of staff. Additional enhanced training for DSL and ADSLs.
4	DSL and ADSL not easily contacted and their contact information not known to all.	DSL and ADSL contact information is communicated to all through a number of media including posters around the school site.
5	Policies do not reflect Covid context including medical responses, SD, teaching, socialising, feeding, hydration, well-being etc.	Overall policy suite has been reviewed and appropriate annexes have been prepared and shared with staff. Please refer to the Changes to key policies document.
6	Revised fire drills, registers, routes and assembly points not rehearsed.	Fire drills to be regularly rehearsed in line with policy
7	Needs of each age group and class not considered discretely in terms of support, activities and facilities.	Needs of all year groups and sections of school considered as part of Covid planning.
8	Staff moving between classes and year groups not maintaining distance from pupils and other staff (ideally 2 m between adults)	Staff training in place to confirm SD requirements. Staff also provided with RA and adjusted policy and procedures
9	Supply, peripatetic and/or other temporary staff moving between schools not minimising contact or maintaining as much distance as possible from other staff.	Peri staff and other temporary staff briefed by line manager responsible for that activity. Risk assessments conducted for specialist subjects involving visiting staff e.g. music. SD measures identified.
10	Roles conducive to home working and therefore helping to reduce infection (e.g. some administrative roles) not identified.	Most roles in school environment require presence in school, but where administration roles can be performed remotely, staff performing those roles are working remotely.

HH Covid 19 Risk Assessment

11	Contact between groups or bubbles is not minimised or distance between individuals maintained and properly supervised.	Staff and pupil training in place to confirm SD requirements. Staff will also be provided with RA and adjusted policy and procedures. Ongoing monitoring to promote compliance.
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.	Careful definition of bubbles and delineation around site for bubble access. Heightened cleaning regime to minimise infection risk. Deep cleans of facility between bubble usage.
13	Insufficient controls measures for larger groups with greater risk of infection and need to all isolate.	SD and other prevention risks to be rigorously applied. Ultimately larger year group bubbles will mean increased risk of larger number needing to self-isolate in event of infection.
14	Large gatherings such as assemblies or collective worship with more than one group not avoided.	Larger assemblies across year groups not permitted.
15	Insufficient controls for those pupils allowed to mix into wider groups for specialist teaching, wraparound care and transport.	Careful control of transport and other wrap around provision to minimise risk through mitigations such as consistent individuals in groups
16	Younger pupils not supported in understanding the importance of maintaining distance, not touching staff and their peers - where possible.	Staff in younger year groups in school mindful of additional challenge. Classes and year groups of lower size and age appropriate support given.
17	No specific help and preparation for the changes to routine for pupils with SEND (whether education, health and care plans or on SEN support).	Pupils with SEN given specific support recognising the changes brought about because of the new routines. Risk assessment written for specific children where required.
18	Where a pupil routinely attends more than one setting on a part time basis (e.g. dual registered) the system of controls not considered collaboratively to address identified risks.	Holmewood does not have any pupils on this basis.
19	Classrooms do not have side-by-side seating or forward facing desks to reduce risks.	All classrooms configured for forward seating
20	Recruitment process and pre-appointment checks not following legal requirements.	Existing recruitment procedures continue to be followed in line with requirements and policy
21	New staff and pupil registration and induction processes not adapted or compliant.	New pupils received a full induction via pre on-boarding with the Registrar, communication with their parents via FT and HoS and also the first morning of term Form Time. Staff onboarding process conducted in line with policy including full induction day training specifically for new staff.
22	Support staff and TAs in regulated activity do not have the appropriate checks.	Existing recruitment procedures continue to be followed in line with requirements and policy
23	SCR not updated with DBS related issues and required documents not properly verified or recorded.	Existing recruitment procedures continue to be followed in line with requirements and policy
24	Opportunities for non contact sport, adventure play, Forest School, gardening etc not regulated or considered	After school activity programme has been assessed and appropriate activities that can fit within guidelines being reintroduced where possible
25	Physical education, sport and physical activities not following the measures in their system of controls.	Staff training in place to confirm SD and other requirements in line with National Governing Body

HH Covid 19 Risk Assessment

		guidance.
26	Sporting, play and SD rules unclear to staff, pupils, parents and visitors.	Staff training in place to confirm SD requirements. Staff will also be provided with RA and adjusted policy and procedures
27	Pupils not kept in consistent groups, maximising distance between pupils or paying scrupulous attention to cleaning and hygiene during sports activities.	Year Group bubbles and existing SD and other prevention mitigations maintained for sporting activity
28	Sports equipment not sufficiently cleaned between each use by different individual groups.	Sports staff clearly briefed on cleaning and hygiene requirements in line with National Governing Body guidance.
29	Risk assessment for play, drama and dance activities not re-assessed, applied or checked.	Individual RAs prepared for significant higher risk activity with specific mitigations
30	Added risk of infection where there is singing, chanting, playing wind or brass instruments not reviewed.	Individual RAs prepared for significant higher risk activity with specific mitigations. Music teaching to follow latest Government guidance. Individual activities to deploy additional controls including SD between musicians, smaller consistent groups.
31	Staff meetings and staff rooms unregulated in terms of space, equipment, resources (copiers, kettles, biscuits tins etc) timings, SD and purpose.	Common staff areas with specific protocols to manage unique risks including additional signage, hand sanitisation on entry and exit, additional and regular cleaning of high touch areas, SD in common rooms, limitation on numbers, use of outdoor spaces where possible. Snacks pre-wrapped. Furniture moved aside to allow easier movement. Etc.
32	Staff schedules do not build in the need to avoid increases in unnecessary and unmanageable workload burdens.	Planning and timetabling prepared recognising this challenge. Staff reviews and feedback has been assessing outcomes and adjusting wherever possible. Staff support also provided.
33	Staff unable to manage the provision of both in school and remote learning.	Planning and timetabling prepared recognising this challenge. Staff reviews and feedback has been assessing outcomes and adjusting wherever possible. Staff support also provided.
34	Parent, Pupil, Staff, Contractor, Visitor drop-off and pick-up procedures, in and out routes not shared, understood or applied.	Drop-Off, Pick-Up procedures developed and communicated to staff, parents and pupils. Visitor protocols reviewed and communicated.
35	Transit spaces (corridors), social zones (common rooms / playgrounds) not configured to separate different groups.	Common spaces reviewed as part of site audit. Bubbles generally separated into separate spaces but where possible also in time to avoid flow issues outside around site e.g. staggered drop-off pick-up.
36	Classrooms don't reflect recommended layout, PPE, screening, enhanced cleaning rules and timings.	Assessment as part of space audit/site plan. Desks separated, cleaning equipment provided for high touch areas, cleaning of classrooms every evening. PPE use assessed for appropriate staff but not planned for teaching and children.
37	Hand washing not part of school culture or routine e.g. no regular breaks for hand washing during the school day.	Teaching staff asked to regularly remind pupils to hand wash at specific points in day and to build into daily routine.

HH Covid 19 Risk Assessment

38	Insufficient hygiene stations at entrances, exits, toilets, classrooms, play areas, common rooms, staff areas etc	Sanitisation stations placed numerously around site and key points of entry and exit into buildings and other areas of high traffic.
39	Hygiene stations (including bins) not stocked, checked, emptied and cleaned regularly.	Stations regularly checked during day to ensure stocked. All staff reminded of helpdesk details if stock-out occurs at any point.
40	Soft toys, furnishings, spare furniture and items that are hard to clean not removed and stored securely.	Teaching staff tasked with assessing teaching space particularly in younger year group spaces to remove difficult to clean items.
41	Individual and frequently used equipment, such as pencils and pens not shared by staff or pupils (who use their own).	Pupils to use their own personal high use items. Any shared equipment to be cleaned between uses
42	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.	Generally shared resources to be minimised with careful thought to management of books and games within bubbles including regular cleaning and use between smaller groups. Shared resources also can be rotated being left unused for a period of 48 hours (72 hours for plastics)
43	Regulating the use and cleaning of locker, changing rooms, toilets and showers not managed and supervised.	Particular focus on cleaning of toilet facilities with regular within day cleans (5 times a day) and bubble separation of facilities.
44	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.	Parents and pupils guided to minimise items brought to school.
45	Outdoor playground equipment should be more frequently cleaned or left fallow.	Cleaning regime developed for outdoor playground equipment on daily basis with same bubble use limited to between cleans.
46	Assemblies, break times, meals, drop-off and collection times not sufficiently well staggered.	Careful consideration of the school day and timetabling to introduce staggering where possible.
47	Non-overnight educational visits not organised in line with protective measures (keeping children within consistent groups) and COVID-19 measures in place at destination.	Education visits to comply with school policies and protocols on protection measures including SD, hygiene and bubble separations.
48	Meal times not de-conflicted or possible to achieve SD in the servery and dining areas whilst still providing sufficient nourishment.	Specific mitigation planning wherever possible recognising the increased risk activity including Perspex servery screens, consistent table seating plans to minimise contacts, zig-zag seating to avoid opposite seating, separation of year group dining. Cleans between sittings. Hand sanitisation pre and post dining.
49	Organisation of breakfast and after school club not revised in to small, consistent groups and maintaining year groups or bubbles.	Year Group bubbles will be maintained for breakfast club and boarders will breakfast separately in their boarding bubbles.
50	Pupil and staff mental health and wellbeing not considered with individual needs not identified or supported.	Staff and pupils supported by health and wellbeing team including Senior Medical Officer and School counsellor. Specific drop in sessions available at staff inset and ongoing

HH Covid 19 Risk Assessment

		thereafter. Regular wellbeing sessions and communications.
51	Insufficient pastoral and extra-curricular support for pupils to rebuild friendships and social engagement.	Specific focus on pastoral support network for pupils with significant early part of teaching time given over to pastoral and resocialisation including a structured reintroduction to school programme.
52	Re-scheduling of activities not operating efficiently or safely due to SD rules and timings	Timetabling prepared with consideration to Covid protocols. Early practice of new school day will be reviewed for any conflicts or difficulties and adjusted based on feedback and learnings.

Medical Risk Assessment in the COVID-19 Environment

	Risk/Hazard	Control Measures & Outcome
1	Sickness management rules and the “don’t come to work if you are ill” not understood or observed.	Return to school guide with all prevention and control measures shared with staff and parents, training at INSET to staff by SMO.
2	Staff and pupils who are ill or tested positive in the last 7 days do not know or are unwilling to stay at home.	As above. If known to medical centre to be positive, family will be contacted, especially if unwilling to stay at home.
3	The procedure for isolating or sending staff and pupils home for 7 days and arranging a COVID-19 test is not understood (if anyone becomes unwell in school).	Training for all staff at INSET and led by medical centre team on daily basis.
4	Given (Serial 1 & 2) above household or group members do not understand that they must self-isolate for 14 days.	Return to school guidance issued, frequent reminders to school community.
5	No isolation room and separate bathroom available, inadequate signs (from reception?) for those waiting collection and no access to PPE for those attending to unwell staff and pupils.	Multiple isolation areas identified, see managing illness and injury policy.
6	Procedure is not clear for those Staff who have helped someone with symptoms and pupils who have been in “close contact”.	Identified in Return to school guidance.
7	Staff not aware of meaning of “close contact” i.e.: <ul style="list-style-type: none"> • Direct close contacts: face-to-face contact with an infected individual for any length of time, within 1 m, including being coughed on, talking face to face, or unprotected physical contact (skin-to-skin). • Proximity contacts: extended close contact (within 1 to 2 m for more than 15 minutes) with infected individual. • Sitting in a small vehicle (car) with an infected person. 	Training at INSET to all staff.
8	Procedures for reporting COVID-19 instances to external authorities not known or applied.	Reporting done via Medical Centre staff who are all trained in pathway procedures.

HH Covid 19 Risk Assessment

9	Procedure for washing hands thoroughly for 20 seconds with soap and running water or using hand sanitiser after any contact with someone who is unwell is not understood or applied.	Hand hygiene information in Return to school guide and training given to children and staff on return.
10	Procedure for cleaning, with normal household bleach, the area around a person with symptoms after they have left (to reduce the risk of infection) is not understood or applied.	Procedures shared with cleaning staff who are all aware of cleaning in a non-healthcare setting during coronavirus pandemic guidance.
11	Science of risk not understood e.g. less severe symptoms in adults, younger children less likely to become unwell. Consistent groups help.	Training by SMO at INSET to staff and outlined in Return to school guidance. Updated regularly.
12	Although a useful confidence measure routine temperature testing is not a reliable method to identify COVID-19 (PHE advice refers).	Temperature testing not routinely used. Boarders to have return to school medical.
13	Insufficient medical staff to deal with temperature testing (if used), isolating and monitoring suspect COVID-19 cases, outside appointments and normal medical issues.	Not used. Medical staff using forehead infrared thermometers – all trained in use and interpretation and procedure for management of suspected COVID-19 case.
14	No or insufficient training for those operating temperature testing or other precautions that require new equipment. Training not recorded for future reference.	Only medical staff testing temperature – trained in use. First aiders will be offered updated training throughout the term.
15	Medical staff have insufficient or unsuitable PPE, cleaning materials and training for tasks.	Suitable PPE currently available. Awareness of supply issues and medical centre stocked accordingly.
16	Temperature testing undertaken using unsafe methods, not reflecting SD rules, not recorded or kept appropriately.	Medical staff aware of appropriate SD rules and recorded electronically on PASS.
17	No separate area for temperature testing, holding and isolation of pupils/staff. Areas not easily identified or regularly cleaned?	Multiple isolation areas identified and cleaned immediately after use.
18	Insufficient registration, induction, supervision (and temperature checking) of contractors working on site.	Registration process in place with hand hygiene and test and trace contact information taken. Temperature not tested.
19	Young children not supervised using hand sanitiser (risk of ingestion). (Note: Skin friendly cleaning wipes is an alternative).	All children to be reminded of how to wash hands with soap and water and sanitiser.
20	Young children and those with complex needs not supported in understanding importance of hygiene rules.	Children with complex needs/SEND who may have difficulties have separate RA by SEND team/HoS.
21	Lack of information on how to react to coughing and sneezing using tissues (and their disposal), crook of arm and immediately cleaning hands with soap and water or hand sanitiser.	Posters at key points around school. Training of staff and children on effective hand and respiratory hygiene.
22	Hygiene rules not effective. “catch it, bin it, kill it” not re-publicised or applied.	Posters at key points around school – age appropriate.
23	Pupils not aware of behaviours which may increase the risk of droplet transmission (such as biting, licking, kissing or spitting).	Training on return to school and to staff working with children with complex needs
24	Insufficient staff supervising and supporting normal medical staff particularly in their liaison with GPs, LA(?) etc.	Academic staff supporting with first aid where trained and cleaning high touch areas. Liaison with external healthcare services done virtually in most cases.

HH Covid 19 Risk Assessment

25	Visits of or to GPs / nurses / dentists and local surgeries changed and not known by staff and or pupils.	Healthcare service appointments organised by medical centre.
26	Staff are not aware those with COVID-19 symptoms should not go to a GP surgery, pharmacy, urgent care centre or hospital.	Documented in return to school guidance.
27	No procedure considered if a mobile testing unit is dispatched to test others in school. (Testing will focus on the person's class, followed by their year group, then the whole school if necessary.	Sufficient space on site to accommodate mobile testing if required.
28	Insufficient or no procedure for summoning emergency services, lack of safe RV and cleared routes in and out.	Sufficient access for emergency vehicles within COVID-19 secure area.
29	No early liaison with local health protection teams and LA who provide advice (and may recommend large groups self-isolate or school closure)	Contact already made with local health protection team and Kent County Council director of public health.
30	Insufficient First Aid trained personnel (ratio) for pupils in school and on activities and sport.	First aid training up to date and high ratio staff:pupils. Renewal dates routinely checked.
31	Actions for using first aid on those with no COVID-19 symptoms unclear and not briefed.	Training given to all first aiders at INSET and in return to school guidance.
32	Requirements for EYFS on PFA certification not identified given recent modifications and 3 month extensions.	PFA trained staff up to date.
33	Medical policy, procedures and appropriate response to spectrum of medical issues not revised or shared?	Medical policies updated and shared with staff and Governors.
34	Pregnant women are in the 'clinically vulnerable' category and not following the relevant guidance.	Any pregnant staff identified and given up to date guidance. RA for their role conducted with their line manager and SMO.
35	Lack of School decision or policy for level of PPE required for staff or pupils.	PPE policy in line with Government guidance for schools.
36	Insufficient training for all those that wear face coverings including fitting, storing, care and disposal arrangements.	Training at INSET. If children required to wear face masks, training with be delivered.
37	Different age groups with different risk profiles for each group of staff and pupils not risk assessed?	Risk profiles identified for younger and older children and adults. Social distancing, hand hygiene and prevention measures all applied as age and risk appropriate.
38	Measures in school are not sufficiently robust for extremely clinically vulnerable and clinically vulnerable to return to school.	Overall measures are robust and in line with Government & PHE guidance. Individual cases assessed advised by medical professionals. Risks assessed and provisions made where increased measures needed.
39	Medical advice for vulnerable staff and children not being followed and insufficient support both at school and at home.	SMO/Medical centre staff liaise with any families or staff who are vulnerable to ensure appropriate support and guidance is followed.
40	Those with particular characteristics and an increased COVID-19 risk not identified and sufficient measures taken to reduce risks.	Characteristics of those at increased risk known, staff health and well being programme being implemented to raise awareness.

HH Covid 19 Risk Assessment

41	Lack of knowledge on whom has tested positive for COVID-19 and if it is recorded (for elimination purposes). Evidence of negative result should not be requested.	Parents and staff all requested to inform school if anyone tests positive. List collated by medical centre.
42	Insufficient information and / or record of who is still shielding or had contact with anyone tested positive or suspected of COVID-19 and why this may preclude their attendance at school.	Parents and staff requested to inform school if any of these conditions apply. Training at INSET for staff.
43	Lack of recording of which staff and pupils have been sent home with COVID-19 symptoms (a cough, high temperature or shortness of breath).	Electronic health record for all children, manual record for staff. Anyone with COVID-19 symptoms will be logged on a separate list held by medical centre.
44	Lack of regular dialogue with those that have suffered from COVID-19 and / or are isolated at home.	Medical centre to follow up with any staff or families who are isolating/quarantining to check symptoms and return dates.
45	Policy on wearing uniform and if washing also required to prevent infection for staff and pupils not re-considered.	Uniform worn by medical staff and Government guidance on hygiene followed.

Boarding Risk Assessment in the COVID-19 Environment

	Risk/Hazard	Control Measures & Outcome
1	Boarding policies and procedures not updated, regularly reviewed and communicated.	Boarding policies reviewed in line with guidance given by the Government and current policies all to be operated alongside COVID 19 risk assessments and guidance documents given to all staff.
2	Security and access systems (if now in use) not regularly checked, updated and re-coded.	Site checked on routine visits (morning and night) along with weekly fire checks. Parents and visitors are not allowed in the Boarding House except on the first night but only one family at a time due to Covid advice.
3	Boarding staff have inappropriate PPE, cleaning materials and training for tasks.	Sufficient PPE available to staff. Resident staff (KO'R/DL) given instruction by the Senior Medical Officer in March.
4	Communication and procedures for welcoming back overseas pupils not applied.	All boarding parents were sent two communications (10/07, 18/07) which were approved by the Headmaster and the Senior Medical Officer. Boarding staff briefed on communications and protocols and implementation monitored by Boarding Housemaster.
5	No plans or alternative arrangements for boarders to travel on dedicated school transport rather than public transport.	Should boarders travel on dedicated school transport they will follow all guidance as laid out in the school transport risk assessment. Educational visits involving boarders on public transport will be covered by the risk assessment associated with the visit.
6	Insufficient space and resources for isolating overseas pupils (for 2 weeks?) on their return.	We were not offering any quarantining or isolating arrangements prior to term commencing.
7	Insufficient controls for boarders to move between residential and school day groups.	Boarders and day pupils will be taught in Year Group 'Bubbles' and boarders will be expected to remain in Year Group 'bubbles' wherever possible in the House. Eating arrangements will be in 'bubbles' where possible. The boarding girls will be considered one bubble due to insufficient numbers.

HH Covid 19 Risk Assessment

		There are sanitising stations in each part of the House and pupils are also encouraged to wash their hands regularly. Tissues available to continue with 'catch it, bin it and kill it' approach.
8	SD, separation and socialising rules not adhered to in the boarding house.	Dormitories reviewed with only 3, 4 or 5 pupils in each room following social distancing guidance and bathrooms allocated to pupils, communal areas with restricted or no use. Practice monitored on regular basis by boarding staff.
9	Rules and procedures for exeat, trips and activities out (or not!), appointments or visits from family and / or guardians not complied with or understood.	Boarding trips will be undertaken but appropriate risk assessments will be written and received from any outside organisation that is visited. Communication to parents indicated that the school would close during exeats and half term unless advised otherwise.
10	Fire instructions and new procedures not reviewed, understood or rehearsed. (Fire drills, routes and assembly points)	Fire briefing to be given to boarders on their return and a boarder specific drill to be completed. No changes to exits or alternative exits.
11	Are there sufficient rooms and a bathroom to isolate and supervise pupils (and staff).	Isolation rooms available in boarding as some areas of the boarding houses currently not used due to no casual or flexi-boarding in school. Parents or guardians to take any unwell pupils to recover at home or with their guardian following a positive test.
12	Do those in attending isolated cases know the procedures and have access to PPE?	Resident staff (KO'R/DL) given instruction by the Senior Medical Officer.
13	Have parents been consulted prior to start of term as to where boarders will self-isolate should it be required? Advice suggests boarders should self-isolate in school (rather than go home).	All boarding parents were sent two communications (10/07, 18/07) which outlined our expectations should isolation be required. Should a staff member or pupil need a test then they will travel to Paddock Wood or Gatwick for a free test and will need to isolate until the result is known.
14	Laundry, bedding, furnishings, games and items that are hard to clean not removed and stored securely.	Clothes and bed linen washed regularly and at appropriate settings. Staff up to date on any guidance issued. Laundry staff suitably trained in laundering potentially contaminated clothing & bedding. Housekeeping staff aware of deep cleaning requirements in boarding areas. Deep cleaning to be undertaken on a daily basis and seven days a week. Board games and playing cards will be restricted to 'bubbles' if used.
15	Staff to pupil ratio does not reflect SD rules (including medical and emotional support).	There are sufficient staff to pupil ratio with 3 members of staff on call during the night in case of emergencies. It is envisaged that boarders will only be using the House in the evenings. Cover at the weekends will include Housemasters and residential staff. Well-Being councillor on hand to reassure boarders and will be encouraged to organise sessions regarding Covid-19 post lockdown.
16	Insufficient bathroom facilities if bed spaces have been reconfigured.	There are sufficient bathrooms and toilets for Year Group 'bubbles' and these are clearly marked. The Medical Centre has its own shower and toilet should isolation be required.

HH Covid 19 Risk Assessment

17	Boarders not equipped with authorised and compliant equipment to stay-in touch with parents.	Pupils have their own phones for use in the evenings. The Boarding House phone is also available for incoming and outgoing calls. It will be sanitised after use.
18	Boarders aware of global news and how it may affect them or their family.	Pupils have their own phones, computers and television to make themselves aware of global news.

Dedicated School Transport and Driver Risk Assessment

	Risk/Hazard	Control Measures & Outcome
1	Drivers not regularly briefed on changes or included in staff briefings and revised schedules and notices.	Ensure all drivers are informed of relevant changes, via email and/or direct driver based briefings.
2	Drivers not fully considered or supported (particularly relating to age and vulnerability).	Meet with drivers, before they return to work, to discuss any worries or concerns. Put in place relevant safety measures.
3	Drivers have insufficient / inappropriate PPE, cleaning materials and training.	Ensure the drivers have any required PPE and are trained with the new protocols.
4	Drivers not protected by screens and / or procedures that should be known to parent, carers and pupils.	Consideration of appropriate screening being made balancing driver and pupil safety, communication and supervision requirements. Inform all parents of any new procedures, via email.
5	Dedicated transport not aligned with the principles underpinning the system of controls	All drivers must be trained and fully aware of the safety control measures, to ensure we operate in alignment of the recommended control measures.
6	Dedicated school transport not operating to SD and hygiene rules or with sufficient PPE and cleaning arrangements.	PPE and training will be given for the cleaning of buses. Numbers per bus have been reduced to ensure SD.
7	Pupils not grouped together on transport reflecting consistent bubbles or groups that are adopted within school.	Pupils will be transported in year bubbles where possible. Sufficient spacing between seats will be allocated if amalgamation of year groups is needed. The same groups will always travel together.
8	Insufficient or no use of hand sanitiser upon boarding and/or disembarking.	Hand sanitiser will be available in all buses.
9	No additional cleaning of vehicles (all touch points) before and after each journey.	All buses will be thoroughly cleaned after each journey. There will be one trained cleaner, so there is consistency throughout.
10	Poorly organised queue and boarding process and SD not observed within vehicles wherever possible.	Parents, children and drivers will be informed of the expectations and protocols. Pupils will board and disembark in an orderly manner, ensuring SD at all times.
11	Use of face coverings for children under (and over the age of 11) as a mitigating measure not understood by pupils and parents.	Parents to be informed that children under the age of 11 do not need to wear masks. It will be the parents' choice, with regards to those over 11.
12	Measures, in case of emergency, for the movement of a symptomatic pupil by school transport not considered in policy.	Ensure that measures are put in place, if movement of a symptomatic pupil is needed.
13	School vehicles not fully registered, insured, maintained and stocked with appropriate hygiene materials.	All vehicles will be registered, insured and fully equipped with the relevant hygiene materials.

HH Covid 19 Risk Assessment

Support Staff Risk Assessment in the COVID-19 Environment

	Risk/Hazard	Control Measures & Outcome
1	Support and contract staff not regularly briefed on changes.	Support staff briefed via email and at staff inset.
2	Physical meetings recognise SD, hygiene arrangements including well-ventilated rooms or, if possible, outside.	Meeting protocols circulated to all staff and reinforced through regular updates
3	Support staff have insufficient/inappropriate PPE, cleaning materials and training.	Risk and guidelines reviewed. PPE and training provided for cleaning, kitchen and medical staff.
4	Cleaning regimes not enhanced, regularly reviewed, inspected or conforming to revised hygiene rules.	Enhanced regime protocols agreed and communicated. Head of Domestic monitoring protocols and practice on regular basis
5	Security and access systems not regularly checked, updated and re-coded.	Security systems are regularly checked and reviewed.
6	Reconfigured areas, zones and routes hampering fire exits and routes.	Reconfiguration completed mindful of fire risks. Closure of areas of site implemented while still allowing emergency fire access.
7	Fire and other emergency procedures not reconfigured, routes not clear or regularly inspected.	Staff will carry out checks and regular site walk arounds. Fire drills are continuing as per policy.

HH Covid 19 Risk Assessment

Facilities Management Risk Assessment in the COVID-19 Environment – AR to follow

	Risk/Hazard	Control Measures & Outcome
1	Insufficient hand washing or hand sanitiser 'stations' for all pupils and staff to clean their hands regularly.	Hand sanitiser stations are placed at all entrances to buildings. Posters are on display around the whole school to remind staff and pupils about good hand washing protocols.
2	Policy and procedures for contractors including signing in and out, and badges on school sites not reviewed, and / or enforced.	Visitors to site policy has been updated to reflect Covid protocols in place and our new Track and Trace app. Visitors will be given passes sealed in pouches which they return for cleaning after use. Staff reminded to wear security badges when moving around site.
3	Contractor health declaration and pre-work briefings not considered or implemented.	Contractors will be required to use Track and Trace or provide contact details when signing in if they don't possess a smartphone. Maintenance Manager will carry out pre-work briefings for new contractors. Existing contractors are aware of protocols.
4	Contractor (and visitor) hygiene arrangements not considered including parking, guiding, supervision, breaks, meals and toilets.	Contractor and visitor toilets use will be guided by main reception and toilet will be cleaned five times daily as per new protocols. Contractors would not be expected to eat within our buildings and can use the visitor toilet which is subject to regular and increased cleaning.
5	Insufficient heating and/ or cooling system (including insufficient fuel levels if applicable).	School has sufficient heating/cooling/workshops inspections and all systems are well maintained with all maintenance up to date
6	Insufficient gas supply, maintenance, checks, venting and valves.	See above 5
7	Air conditioning units, ducts, ventilation and extraction systems not checked on re-occupying school facilities (including workshops).	See above 5
8	Centralised ventilation system that removes and circulates air to different rooms is not using a fresh air supply.	See above 5
9	Electrical tests not up-to-date including emergency lighting and PAT including electrical equipment bought in to school.	See above 5
10	Water testing for temperature, flow and legionella not in date, recorded or tested on re-opening facilities.	See above 5
11	Insufficient arrangements for the operation, additional cleaning and security (and use) of the swimming pool.	There are robust cleaning and safety protocols in place for the swimming pool. New Covid protocols have been implemented by Pool Manager.
12	Fire alarm panel, system and extinguishers not in date and not serviced.	Regular testing and documenting is in place, to ISI standards
13	Fire doors propped open to limit use of door handles and increase ventilation.	Fire safety awareness communications are provided and inset and start of term to advise staff about not propping open fire doors.
14	Limiting occupancy of as many rooms as possible (offices, laundry, common rooms etc) not considered.	Communications in the form of email, inset and poster advise staff about social distancing and not overcrowding.
15	Kitchen not reconfigured, stocked and cleaned if closed over a long period.	Completed by Catering Manager as part of the kitchen school close/open procedures
16	Insufficient chefs, supervising staff and cleaners to maintain high standards of hygiene.	Existing staff have reviewed old cleaning procedures and new robust procedures have been implemented by Catering Manager

HH Covid 19 Risk Assessment

17	Servery and dining room rules inadequate or unsafe including wiping table, chairs and hard surfaces between sittings.	Existing staff have reviewed old cleaning procedures and new robust procedures have been implemented by Catering Manager
18	Insufficient drinking supplies and hydration available in dining room and around the school.	Fountains have been closed but water bottle filling stations and potable water are available across the site and in buildings. These are signposted.
19	Cleaners changed working patterns during the day not discussed or agrees to meet the revised hygiene requirements.	Existing staff have reviewed old cleaning procedures and new robust procedures have been implemented.
20	Cleaners have insufficient or revised instructions and training for appropriate cleaning and the wearing and disposal of PPE.	Existing staff have reviewed old cleaning procedures and new robust procedures have been implemented.
21	New service level agreement not agreed for contract cleaners, maintenance and grounds for a new working environment.	No contract cleaning staff on site.
22	Insufficient cleaning staff for revised cleaning schedule and deep clean of each room and space daily unless left fallow.	Existing staff have reviewed old cleaning procedures and new robust procedures have been implemented. Additional staff being recruited for boarding cleaning. Changes to staff rota to bring additional staff member on site during day hours.
23	Cleaning staff not equipped or using appropriate PPE including aprons, gloves, face coverings and their subsequent disposal.	Staff have access to PPE and can order new PPE when required without restriction.
24	Laundry wash and dryers not serviceable, unable to cope with temperature requirements and insufficient wash products.	All equipment is serviced as per the PPM schedule and is up to date
25	Suspended services not re-set or reviewed to cater for current school operation including waste disposal.	No services were suspended
26	Scheduled or on-going building works not reviewed given revised school timetables, staggered drop-off / pick-ups times.	No contractor building works taking place for the foreseeable future. Any in house work carried out by staff aware of revised timetables etc
27	Suppliers not following appropriate SD, hygiene measures and new routes, arrival details etc	Suppliers, if they are entering any building for any reason, will be asked to Track and Trace. We do not anticipate suppliers having to enter buildings.
28	Waste procedures not reviewed or sufficient to cater for increase in waste measures.	No change to amount of waste being generated, flexible contract which can be changed if necessary
29	Pest control services not sufficiently regular, recorded or deficiencies identified and actioned.	Pest control contract is current and active.