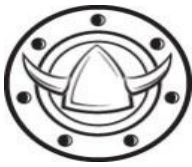




COVID-19 Risk Assessment for Daneshill School

Overall Risk Assessment in the COVID-19 Environment

	Hazard	Control measures	Outcome	Remarks / Re-assessment
A	Safeguarding policy and procedures not updated and / or staff and pupils not feeling safe.	Policy and procedures to be reviewed weekly. New policies and procedures to be communicated by email promptly.	Regular review allows the policy to remain up to date. DSL in contact with Hants Children's services, training updated. Regular communication will keep staff and pupils feeling safe.	
B	Government advice not being regularly accessed, assessed, recorded and applied.	Bursar appointed as COVID-19 Officer to regularly access Government advice and communicate to the SLT.	Government advice regularly accessed, discussed and applied.	
C	Staff and parents do not know or understand the new 'system of controls' and how they are applied.	The system of controls promulgated to all staff and parents via email and re-asserted via staff meetings.	The system of controls understood and applied.	
D	Changes not regularly communicated to staff, pupils, parents and governors.	Regular staff, parent & governor email to be communicated regularly and swiftly. Pupils remain updated via tutor or class groups.	Staff, pupils, parents and governors remain updated.	
E	Changes to assessments, procedures and other important matters not reviewed by Governors	Governors to review important documentation before publication or communicated more widely.	Alan Winter appointed as responsible Governor and receiving regular updates from DSL and Bursar.	
F	Insurers not updated with school's amended plans	Bursar has written to the schools insurer Marsh, to inform them of the school's amended plans.	Informed insurers	



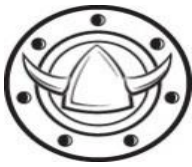
COVID-19 Risk Assessment for Daneshill School

G	Not appreciating that Secretary of State has a statutory power to order schools to remain open.	SLT aware of the statutory power of the Secretary of State.	Appreciation of the power of the Secretary of State to order schools to remain open.	
H	Insufficient liaison with local authority and health protection team over testing and actions.	Bursar has written to Hampshire Services for Young Children to inform them of the school's testing site and actions.	Sufficient liaison with local auathority and health protection team.	
I	Active engagement with NHS Test and Trace not implemented and the procedures not understood by all staff and parents.	Full NHS test training taken by all members of the testing team, Bursar, Headmaster and Deputy Headmaster. Test and Trace downloaded onto school phones to allow implementation of NHS test and trace. Booklets to be given out to all staff and parents on how to administer self-tests at home.	Active engagement with NHS Test and Trace.	
J	Insufficient systems and staff to support training and testing and contact tracers.	Nine members of staff have been given full NHS test training, with additional volunteers willing to do it too. Time given to staff to devote to the process.	More than sufficient systems and staff to support training, testing and contact tracers.	
K	Staff, parents (and pupils) do not understand and follow NHS Test and Trace procedures.	Headmaster promulgates regular communication to staff, parents (and pupils).	Staff, parents (and pupils) understand and follow NHS Test and Trace procedures.	
L	Testing training modules and assesment not completed and recorded for specific roles.	All those involved in testing have completed the relevent training and have documented the certificates	Specific roles have completed the testing training.	



COVID-19 Risk Assessment for Daneshill School

M	Training and testing activities insufficient to provide reassurance including feedback and Q&A?	Full NHS test training taken by all members of the testing team, including a module on giving reassurance and answering questions.	Training and testing activities sufficient to provide reassurance including feedback and Q&A?	
N	DfE advice to keep groups separate (in "bubbles") not being fully implemented where appropriate.	Timetable and school set up suitably altered to keep groups separate in their bubbles.	All staff (and pupils) fully aware of requirement to keep bubbles separate and implemented.	
O	Where there is a need to mix bubbles the frequency of changes is not minimised.	Bubbles to remain in place and any crossovers to be minimised	Minimised bubble mixing.	
P	No contingency or outbreak management plan in case of an outbreak in school or local area?	A reversion to homeschooling is planned should there be a outbreak	Contingency or outbreak management plan in place in case of an outbreak in school or local area	
Q	Those working in the Asymptomatic Testing Site (ATS) not trained and competent to do so?	All those involved in testing have completed the relevent training and have documented the certificates	Those working in the Asymptomatic Testing Site (ATS) are trained and competent to do so.	
R	Are those that are self-testing (at home and in school) trained and competent to do so?	All staff and pupils who are required to self-test are provided with a booklet on how to test. In addition all will have been assissted onsite with a test first.	Those that are self-testing (at home and in school) are trained and competent to do so.	
S	Is it understood which pupils are unlikely to be able to self-swab?	By testing all pupils onsite first, those that have difficulty in doing it themselves will be given further support.	There will be an understanding of pupils that are unlikely to be able to self-swab.	
T	Are those unable to self-swab given additional support and reasonable adjustments?	Once identified those unable to self-swab will given additional	Those unable to self-swab are given additional support and reasonable adjustments.	



COVID-19 Risk Assessment for Daneshill School

		support and reasonable adjustments.		
U	No contingency plan, if it is necessary, to switch to remote learning for a temporary period.	Remote learning is planned for, if necessary.	A contingency plan, if necessary, to switch to remote learning for a temporary period is planned.	
V	If notified by NHS Test & Trace the requirement to self-isolate not complied with or understood.	If notified by NHS Test & Trace the requirement to self-isolate is complied with and understood.	If notified by NHS Test & Trace the requirement to self-isolate is complied with and understood.	
W	Where appropriate a record to support NHS T&T close contacts in case of names of pupils / staff in their groups / bubbles, locations visited, seating arrangements (via App / spreadsheet etc) not updated on a regular basis.	Appropriate records are kept to support NHS T&T and updated on a regular basis.	Appropriate records are kept to support NHS T&T and updated on a regular basis.	
X	Control and hygiene measures not regularly communicated, understood, applied and checked.	Control and hygiene measures regularly communicated, understood, applied and checked.	Control and hygiene measures regularly communicated, understood, applied and checked.	
Y	No contingency plans for self-isolation of individuals, groups, multiple pupils and or staff if required by NHS T&T / HPT.	Contingency plans are in place for self-isolation of individuals, groups, multiple pupils and or staff if required by NHS T&T / HPT.	Contingency plans are in place for self-isolation of individuals, groups, multiple pupils and or staff if required by NHS T&T / HPT.	
Z	Insufficient updated information (letters, Whatsapp etc) to communicate with parents, carers, staff and pupils if required to self-isolate by NHS T&T.	Information is prepared to communicate with parents, carers, staff and pupils if required to self-isolate by NHS T&T.	Information is prepared to communicate with parents, carers, staff and pupils if required to self-isolate by NHS T&T.	
AA	Insufficient consideration to minimise contact and maximise distance - if required for a temporary period.	Consideration given to minimise contact and maximise distance - if required for a temporary period.	Consideration given to minimise contact and maximise distance - if required for a temporary period.	



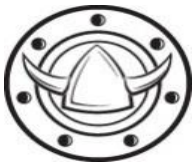
COVID-19 Risk Assessment for Daneshill School

BB	Social Distancing, hygiene Ventilation rules not sufficiently robust, understood, communicated, applied or checked.	Ventilation rules to be reminded of, weekly, as staff briefings and checked on “walk-about”	Ventilation rules sufficiently robust, understood, communicated, applied or checked.	
CC	No consideration of place markers on the floor to indicate appropriate SD, physical screens, splash barriers or “drop zones” for passing materials between people.	N.A.		No longer required
DD	SD rules and <u>safety precautions for activities</u> (play, games, drama, singing, music) not understood or adhered to?	N.A.		No longer required
EE	Each group’s (“Bubble’) health not properly analysed and risk assessed to consider switching to remote learning.	Regular assessment of each bubble and absences recorded. SLT consider switch to remote learning regularly.	Each group’s (“Bubble’) health properly analysed and risk assessed.	
FF	The definitions of “close contact” and the trigger for a pupil/staff to self-isolate not understood.	SLT are aware of the definition of “close contact” and the trigger for self-isolation understood.	The definitions of “close contact” and the trigger for a pupil/staff to self-isolate are understood.	
GG	Record of names of pupils / staff in their groups / bubbles, locations visited, seating arrangements (via App / spreadsheet etc) not updated on a regular basis.	Record of timetable and seating arrangements kept and updated on a regular basis by teachers.	Record of names of pupils / staff in their groups / bubbles, locations visited, seating arrangements (spreadsheet and notes) updated on a regular basis.	
HH	Insufficient information to identify close contacts of symptomatic individuals and support contract tracing.	Class seating plans kept to help identify close contacts.	Sufficient information to identify close contacts of symptomatic individuals and support contract tracing.	
II	Risk assessments and protective measures for holiday clubs, after-school clubs and other out-of-school clubs not regularly updated and communicated.	Termly risk assessments for clubs updated and communicated.	Risk assessments and protective measures for holiday clubs, after-school clubs and other out-of-school clubs regularly updated and communicated.	



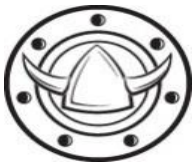
COVID-19 Risk Assessment for Daneshill School

JJ	No formal protocol in school to ensure symptom vigilance	All staff are aware of the main symptoms and keep a watchful eye on pupils. Protocol is to send a pupil home and await a PCR test result, if doubtful.	Symptom vigilance in place.	
KK	Insurers not consulted with school's re-opening and / or amended plans.	Bursar/COVID-19 Officer to ensure regular communication with insurers.	Insurers fully briefed and any changes /issues will be communicated in a timely manner.	
LL	Local authority and health protection team not engaged prior to the beginning of term.	Bursar engaged with local authority prior to the beginning of term.	Local authority engaged with.	
MM	Active engagement with NHS Test and Trace and the procedures not understood by all staff and parents.	NHS Test and Trace procedure procedures to be followed and promulgated as required.	Engagement with NHS Test and Trace and the procedures understood by staff and parents.	
NN	No contingency/ outbreak management plans for self-isolation of individuals, groups, multiple pupils and or staff.	COVID contingency plan created by SLT and promulgated to all parents and staff. Different plans for different situations accounted for.	Contingency plans in place.	
OO	Insufficient consideration to minimising contact and maximising distance between all those in school where ever possible.	Full consideration by SLT given to minimising contact and distance between all those in school and timetable and procedures put in place to activate.	Sufficient consideration given to minimising contact and maximising distance between all those in school.	
PP	Social Distancing (SD) and other hygiene rules not sufficiently robust, understood, communicated, applied or checked.	SD and other hygiene rule signs are up across the school and staff and pupils will be regularly reminded of the requirement to do so.	SD and other hygiene rules sufficiently robust, understood, communicated, applied and checked.	



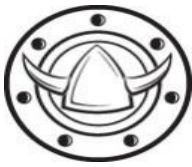
COVID-19 Risk Assessment for Daneshill School

QQ	No consideration of place markers on the floor to indicate appropriate SD, physical screens, splash barriers or "drop zones" for passing materials between people.	SD tape has been added to the floor around teachers' desks and around the school to indicate appropriate SD. Physical screens have been erected.	Consideration has been given to place markers on the floor to indicate appropriate SD, physical screens, splash barriers or "drop zones" for passing materials between people.	No longer required
RR	SD rules for activities (play, games, drama, music) not understood or adhered to?	Activities are to only take place in bubble groups. Reminders on SD will be regularly reinforced.	SD rules for activities understood.	No longer required
SS	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.	Enhanced cleaning regime in place, re-assessed with regular communication from housekeeping staff to Bursar and feedback from all staff.	Suitable enhanced cleaning regime, regularly assessed and revised if necessary.	
TT	High-risk areas not being regularly monitored for hygiene.	Hourly inspections of high-risk areas monitored for hygiene by housekeeping staff and regular inspections by Bursar in place.	High-risk areas regularly monitored for hygiene.	
UU	Contract providers and services suspended or unable to attend school.	N.A.		No longer required
VV	Suspended services and subscriptions not re-set.	Preparations ahead of re-opening to include re-establishing services and subscriptions.	Monitoring will continue as operations begin to become fully functional or are modified in the light of experience.	
WW	Access to school not controlled effectively and visitor (if allowed) details not recorded.	Only pupils and staff allowed inside buildings. Usual policy on signing in/displaying lanyards/being supervised continues. No un-invited visitors on site permitted. These visitors will have their name,	Effectiveness to be continuously monitored and managed.	



COVID-19 Risk Assessment for Daneshill School

		phone number and date and time of meeting recorded.		
XX	Social Distancing (SD) and other hygiene rules not communicated, understood and applied.	Social distancing signs to be prominently displayed around the school site. Staff to ensure they are applied. Staff reminded regularly of importance of these measures.	Social distancing to be maintained as much as possible.	
YY	Staff and pupils not being reminded and checked to ensure they are complying with hygiene and SD rules.	Regular staff briefings/meetings, posters making all aware and reminding of rules, tutor sessions pushing H&S themes regularly through PSHE. Staff reminded regularly of importance of these measures.	Whole community to develop a culture of awareness and prevention.	
ZZ	Insufficient supplies of hygiene materials and not being suitably placed.	Regular checks by the Housekeeping team throughout the day of all handwashing facilities, sanitiser supplies and other hygiene materials. Plenty of spare to remain in stock and to be ordered when spares begin to run low.	Stock control and purchasing regimes to be continuously monitored by Housekeeping and the Bursar.	
AAA	Insufficient or unsuitable cleaning regime - lack of regularly re-assessment and revision to high risk areas such as toilets, door handles, keypads, switches, hand rails and regularly used hard surfaces etc.	Dedicated housekeeping staff undertake a thorough cleaning regime of high risk areas throughout the day. Followed by a full clean every evening.	Monitoring and management of effectiveness to be continuously reviewed by Bursar	

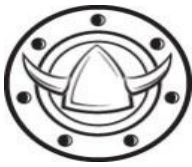


COVID-19 Risk Assessment for Daneshill School

BBE	No precautions to keep shared teaching equipment (e.g. musical instruments, pens, pointers, keyboards) hygienic.	Anti-bacterial wipes to be readily available and within easy reach of any shared teaching equipment. Equipment to be used in classrooms rationalised and substantially reduced for ease of cleaning.	Precautions taken for shared teaching equipment.	
CCO	High risk areas not being regularly monitored for hygiene.	Allocation of a housekeeping member to the areas of high risk for regular monitoring.	High risk areas regularly monitored.	
DDI	Insufficient contingency / outbreak management plans for changes to school operation: such as re-closing, loss of catering or teachers?	Edmodo/Zoom timetables there to fall back on when needed. Loss of catering and/or teachers considered within the the COVID Contingency plan.	Have three models available – full closure/partial opening/full opening	
EEE	All hazards identified not properly mitigated and regularly re-assessed	The completion and regular review of risk assessments.	Review Meeting for SLT scheduled each week. Continuous monitoring by the Brusar and appointed Governor.	

Risk Assessment for COVID-19 Test and Trace Process

	Hazard	Control Measures	Outcome	Remarks / Re-assessment
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COVID-19 Risk Assessment for Daneshill School

1	Explanatory test & trace letters / emails not sent to parents / pupils, staff and governors.	The Headmaster has written to all staff, parents and governors before the start of term and again before re-opening to explain about the implementation of test and trace at school.	Explanatory test & trace emails sent to parents, staff and governors.	
2	No school "COVID-19 Testing Privacy statement".	Subject to review and further Government advice.		
3	"COVID-19 Testing Privacy statement" not communicated to staff, parents, pupils and governors.	Subject to review and further Government advice.		
4	Separate school register not kept of those tested to inform next test date, ordering test kits etc.	A separate school register for all staff and year 7&8 has been created to keep a record of test dates and results.	Separate school register kept of those tested to inform next test date, ordering test kits etc.	
5	Test data not recorded securely and kept until further guidance is given to delete the information.	Test data recorded securely and kept until further guidance given.	Test data recorded securely and kept until further guidance is given to delete the information.	
6	'Test kit log' and 'test results register/log' documents not kept separately for data protection purposes.	'Test kit log' and 'test results register/log' documents are kept separately for data protection purposes.	'Test kit log' and 'test results register/log' documents are kept separately for data protection purposes.	
7	Repeated or similar issues (e.g. multiple repeat void tests, unclear results, leaking/damaged tubes etc.) not recorded by the school and reported to DfE Helpline.	Any defaults or issues with the testing kit will be notified to the test manager and reported to DfE helpline.	Repeated or similar issues (e.g. multiple repeat void tests, unclear results, leaking/damaged tubes etc.) are recorded by the school and reported to DfE Helpline.	
8	Those that have been identified as "close contact" via NHS T&T not self-isolating had "close contact" with someone tested positive for COVID-19 do not know they must self-isolate and follow the appropriate advice.	Clear guidance to be given on what to do following a positive case and who to contact.	Those that have had "close contact" with someone tested positive for COVID-19 know they must self-isolate and follow the appropriate advice.	



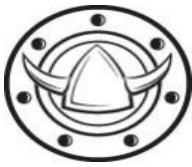
COVID-19 Risk Assessment for Daneshill School

9	Test & trace data not recorded securely with consideration given to deletion after 14 days.	All government advice, guidelines and protocols strictly followed, with data deleted after 14 days.	Test & trace data recorded securely with consideration given to deletion after 14 days.	
10	Those that have had “close contact” with someone tested positive for COVID-19 do not know they are able to return to school if they agree to a test once a day for 7 days, and the test is negative.	All government advice, guidelines and protocols strictly followed. Information regarding options following close contact promulgated.	Those that have had “close contact” with someone tested positive for COVID-19 know they are able to return to school if they agree to a test once a day for 7 days, and the test is negative.	
11	Age-appropriate consent statement for testing (under / over 16) not properly completed.	Consent forms sent to staff and parents well in advance of testing for completion. No tests to be taken without consent given.	Age-appropriate consent statement for testing (under / over 16) properly completed.	
12	Test instruction posters, booklets, FAQ and briefings not readily available and apparent.	All government posters and booklets printed and displayed at the test site, with briefings made available.	Test instruction posters, booklets, FAQ and briefings readily available and apparent.	
13	Testing Training modules and assessment not completed and recorded for specific roles.	All those involved in testing have completed the relevant training and have documented the certificates	Specific roles have completed the testing training.	
14	Tests not supervised or conducted by trained staff.	Full NHS test training taken by all members of the testing team.	Tests supervised and conducted by trained staff.	
15	Testing AST area not sufficiently controlled to limit access to testers, those being tested and supervisors	Testing area controlled by those that have undergone training, with waiting area assigned to sufficiently control testing area.	Testing area sufficiently controlled to limit access to testers, those being tested and supervisors.	



COVID-19 Risk Assessment for Daneshill School

16	Test AST process not maintaining social distancing where appropriate, good hand and respiratory hygiene or keeping occupied spaces well ventilated.	Government guidelines to be strictly followed within the test site and people working within it.	Test process maintaining social distancing where appropriate, good hand and respiratory hygiene and keeping occupied spaces well ventilated.	
17	Social distancing advice between testing staff and those being tested including distances between desks, chairs etc not being observed and supervised.	Test process not maintaining social distancing where appropriate, good hand and respiratory hygiene or keeping occupied spaces well ventilated.	Social distancing advice between testing staff and those being tested including distances between desks, chairs etc being observed and supervised.	
18	Staff assisting with taking and processing swabs not wearing appropriated PPE.	All test staff to wear appropriate PPE.	Staff assisting with taking and processing swabs wearing appropriate PPE.	
19	Process of swabbing not following training and / or updated guidance.	Government guidelines to be strictly followed within the test site and people working within it.	Process of swabbing following training and updated guidance.	
20	Tested sample incorrectly handled safely during the process including disposal.	Government guidelines to be strictly followed within the test site and people working within it.	Tested sample correctly handled safely during the process including disposal.	
21	Process for informing parents / pupils / staff not understood and implemented.	Clear communications to be adhered to.	Process for informing parents / pupils / staff understood and implemented.	
22	The process of barcoding, recording and communicating test results is not accurate and supervised	Government guidelines to be strictly followed within the test site and people working within it.	The process of barcoding, recording and communicating test results is accurate and supervised	
23	Inadequate supervision / checking to ensure equipment handled correctly and not shared.	Government guidelines to be strictly followed within the test site and people working within it.	Adequate supervision / checking to ensure equipment handled correctly and shared.	



COVID-19 Risk Assessment for Daneshill School

24	Process of lost LFD, failed scans or damaged barcodes not understood or properly implemented.	Government guidelines to be strictly followed within the test site and people working within it.	Process of lost LFD, failed scans or damaged barcodes understood and properly implemented.	
25	Extraction solution with lab test kit (there are no manufacture anticipated hazards) are inappropriately handled, stored and disposed.	Government guidelines to be strictly followed within the test site and people working within it.	Extraction solution with lab test kit are appropriately handled, stored and disposed.	
26	The training does not reflect hazards identified with testing and these are not communicated to testing and cleaning staff?	Testing and cleaning staff to be fully briefed on hazards and regularly updated.	The training reflects hazards identified with testing and these are communicated to testing and cleaning staff?	
27	Those tested positive not confirming the positive result with a Polymerase Chain Reaction (PCR) test and either failing to self-isolate pending the confirmation test or self-isolating unnecessarily after a confirmatory PCR test might have cleared them as having a false positive. Those tested positive with LFD not confirming the positive result with a Polymerase Chain Reaction (PCR) test and failing to self-isolate pending confirmation.	As a reassurance to other parents and staff the school would refuse entry until evidence of a PCR test is confirmed.	Those tested positive confirming the positive result with a Polymerase Chain Reaction (PCR) test and either self-isolating pending the confirmation test or returning after a confirmatory PCR test has cleared them as having a false positive.	
28	Key layout requirements including staff not being fully met.	Government guidelines to be strictly followed within the test site and people working within it.	Key layout requirements including staff fully met.	



COVID-19 Risk Assessment for Daneshill School

Risk Assessment for COVID-19 AST Test Sites

	Hazard	Control Measures	Outcome	Remarks / Re-assessment
1	Insufficient staff available (depending on throughput: Team Leader, Test Assistant, Processor, Coordinator, Registration Assistant, Results Recorder, Cleaner)	Nine members of staff have been given full NHS test training, with additional volunteers willing to do it too. Time given to staff to devote to the process.	Sufficient staff available (depending on throughput: Team Leader, Test Assistant, Processor, Coordinator, Registration Assistant, Results Recorder, Cleaner)	
2	Training time and content inadequate (3 hrs with introduction video, on-line training and assessment plus rehearsal.)	Nine members of staff have been given full NHS test training, with additional volunteers willing to do it too. Time given to staff to devote to the process.	Training time and content adequate (3 hrs with introduction video, on-line training and assessment plus rehearsal.)	
3	Consent forms are not available and properly completed?	Online consent forms have been created and sent to staff and parents in good time.	Consent forms are available and properly completed.	
4	Test site not kept separate from other activities (where space allows)?	The test site will be in a large room (the sports hall) which is well ventilated and separate from other parts of the school.	Test site not kept separate from other activities.	
5	Test site flooring is not non-porous.	Test site has been laid with thick plastic.	Test site flooring is non-porous.	
6	Test site is not well lit with a good airflow	Test site has good electrical lighting, with multiple windows for good airflow.	Test site is well lit with a good airflow	
7	Test site Registration, Swabbing, Recording and Processing Desks and waiting areas not on a one-way system.	One way system set up through test site.	Test site Registration, Swabbing, Recording and Processing Desks and waiting areas on a one-way system.	
8	Test chair in the swabbing bay not a minimum of 2m apart.	Chairs in the swabbing bay are more than 2m away from each other.	Test chair in the swabbing bay a minimum of 2m apart.	



COVID-19 Risk Assessment for Daneshill School

9	Each swabbing desk and associated processing desk not more than 1m away and Recording desk not located close by.	Government guidelines to be strictly followed within the test site and people working within it, closely following the test site guidance.	Each swabbing desk and associated processing desk not more than 1m away and Recording desk not located close by.	
10	No clear division and demarcation between swabbing and processing area.	Government guidelines to be strictly followed within the test site and people working within it, closely following the test site guidance.	Clear division and demarcation between swabbing and processing area.	
11	Non-authorized people and test subjects able to enter the processing area	Government guidelines to be strictly followed within the test site and people working within it, closely following the test site guidance.	Non-authorized people and test subjects unable to enter the processing area.	
12	Inadequate evidence of quality assurance, guidance and supervision.	Government guidelines to be strictly followed within the test site and people working within it, closely following the test site guidance.	Adequate evidence of quality assurance, guidance and supervision.	
13	Processing bays not properly cleaned, and waste (including clinical waste) is not properly disposed.	Government guidelines to be strictly followed within the test site and people working within it, closely following the test site guidance.	Processing bays properly cleaned, and waste (including clinical waste) is properly disposed.	
14	Disorderly entry, processing, social distancing and exit movement.	Government guidelines to be strictly followed within the test site and people working within it, closely following the test site guidance.	Orderly entry, processing, social distancing and exit movement.	
15	Manual handling of testing kits, pallets, boxes, packages and waste not considered in terms of bulk, weight and access.	Government guidelines to be strictly followed within the test site and people working within it, closely following the test site guidance.	Manual handling of testing kits, pallets, boxes, packages and waste considered in terms of bulk, weight and access.	



COVID-19 Risk Assessment for Daneshill School

16	Testing kits not stored at 2 - 30°C and tests not given in the appropriate ambient temperature of 15 - 30°C.	Government guidelines to be strictly followed within the test site and people working within it, closely following the test site guidance.	Testing kits stored at 2 - 30°C and tests given in the appropriate ambient temperature of 15 - 30°C.	
17	Manual handling of testing kits, pallets, boxes, packages and waste not considered in terms of bulk, weight and access.			
18	Testing kits not stored at 2 - 30°C and tests not given in the appropriate ambient temperature of 15 - 30°C.			
19	Inadequate provision of a quiet space to talk with the pupil mindful of the need for social distancing / PPE / wellbeing.	A room set aside to talk with pupils following their test.	Adequate provision of a quiet space to talk with the pupil mindful of the need for social distancing / PPE / wellbeing.	

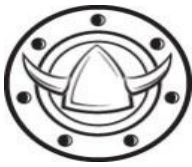
Risk Assessment for COVID-19 Self-Testing

	Hazard	Control Measures	Outcome	Remarks / Re-assessment
1	LFD kits not supplied and distributed in time or safely.	The first batch of LFD kits have already arrived, which will enough to see the school through to the end of term.	LFD kits have been supplied and distributed in time and safely.	
2	Test kit not stored at room temperature (2 ⁰ C – 30 ⁰ C) or in a cool dry place.	The test kits are stored inside the school, in a cool and dry area.	Test kit stored at room temperature (2 ⁰ C – 30 ⁰ C), in a dry place.	
3	LFD Testing kits not properly managed and tracked	All LFD test kits will be recorded, labelled with their recipient's name and the date noted when given out.	LFD Testing kits are managed and tracked	



COVID-19 Risk Assessment for Daneshill School

4	Test kit not kept away from children until needed.	Tests on the school site will kept away from pupils, with the same recommendation when taken home.	Test kit kept away from children until needed.	
5	Self-testing not conducted in accordance with guidelines and supervised where required.	The instruction booklet will be given out with all tests and a link given to the government advised video on youtube.	Self-testing conducted in accordance with guidelines and supervised where required.	
6	Positive results not reported.	Staff and parents have been requested to report a positive result immediately to the school by phone call. Negative and void results must also be reported. Any results not reported will be chased.	Positive results reported.	
7	Those utilising LFD unaware that PCR test may be taken (within 2 days of the positive LFD) and overrides LFD test.	All staff and pupils taking the LFD know to contact the office and isolate if they have a positive LFD test. They will be directed to take a PCR test ASAP to confirm (or override) the LFD result.	Those utilising LFD are aware that PCR test may be taken and overrides LFD test.	
8	All results not reported, collated and recorded by the individual and the school.	A reporting system is in place, which will flag any non-reporting.	All results not reported, collated and recorded by the individual and the school.	
9	Incidents not reported to school or reported to DfE / DHSC (to help identify emerging issues).	A reporting system is in place, which will flag any non-reporting and on to DfE/DHSC when required.	Incidents reported to school or reported to DfE / DHSC (to help identify emerging issues).	
10	Incident protocols and feedback loop not understood and / or implemented.	All testing guidance has been made readily available to all testing staff, and is to hand at the testing site, to	Incident protocols and feedback loop is understood and / or implemented.	



COVID-19 Risk Assessment for Daneshill School

		allow them to follow protocols easily.		
11	Where appropriate test and report on children under 12 not tested by confident adult.	All testing guidance has been made readily available to all testing staff, and is to hand at the testing site, to allow them to follow protocols easily.	Where appropriate test and report on children under 12 tested by confident adult.	
12	Are those unable to self-swab given additional support and reasonable adjustments?	Measures are in place to give additional support and reasonable adjustments for those unable to self-swab.	Those unable to self-swab are given additional support and reasonable adjustments?	
13	Are there measures in place to reduce anxiety over testing and coping with a positive result?	All testing guidance has been made readily available to all testing staff, and is to hand at the testing site, to allow them to follow advice on reducing anxiety over testing and coping with a positive result.	Measures are in place to reduce anxiety over testing and coping with a positive result?	
14	Clinical incident which has potential to harm not reported to https://coronavirussyellowcard.mhra.gov.uk and school.	All clinical incidents are requested to be reported to school and the relevant authorities.	Clinical incidents which have potential to harm are reported	
15	Clinical incident which has led to harm and requires immediate medical care not reported to 111 or 999 and then to school.	All clinical incidents are requested to be reported to school and the relevant authorities.	Clinical incidents which have potential to harm are reported	
16	Non-clinical incidents occurring at home (something damaged, or missing or difficult to use in the kit, unable to log result etc) not reported to 119.	All testing guidance has been made available to both staff and pupils testing at home. Advice will be given if any parent or staff member contacts the school.	Non-clinical incidents occurring at home (something damaged, or missing or difficult to use in the kit, unable to log result etc) reported to 119.	



COVID-19 Risk Assessment for Daneshill School

17	Do not eat or drink for at least 30 minutes before doing the test to reduce the risk of spoiling the test.	The advice to not drink for at least 30 minutes before doing the test has been promulgated both by email and when distributing the tests.	Those taking a test should not eat or drink for at least 30 minutes before doing the test to reduce the risk of spoiling the test.	
18	Video on how to take the swab test: www.gov.uk/covid19-self-test-help not referred to before testing.	This video has been promulgated by email to those taking the test.	Video on how to take the swab test: www.gov.uk/covid19-self-test-help referred to before testing.	
19	Surface and hands not cleaned before test or after test (if more than one test).	Advice to clean the test surface and hands is given in the handbook and in the instructional video.	Surface and hands are cleaned before test or after test (if more than one test).	
20	Test kit not checked for damage or expiry date.	Test kits are checked for damage and expiry date before handing out.	Test kit not checked for damage or expiry date.	
21	Testing process not followed correctly for self / child including rubbing fabric tip of swab 4 x over both tonsils (or where they would have been) and then 10 complete circles of one nostril.	The testing process is clearly described in the instructional video and guide. All those taking the test have been advised to read and watch this instructional advice.	Testing process followed correctly for self / child including rubbing fabric tip of swab 4 x over both tonsils (or where they would have been) and then 10 complete circles of one nostril.	
22	Processing of the swab not completed in-line with guidance including transferring the sample into the liquid and the liquid then on to the well on the test strip.	The testing process is clearly described in the instructional video and guide. All those taking the test have been advised to read and watch this instructional advice.	Processing of the swab completed in-line with guidance including transferring the sample into the liquid and the liquid then on to the well on the test strip.	
23	Not waiting 30 minutes, recording the result correctly with NHS and then taking the appropriate action if positive.	The testing process is clearly described in the instructional video and guide. All those taking the test have been advised to read and watch this instructional advice.	Waiting 30 minutes, recording the result correctly with NHS and then taking the appropriate action if positive.	



COVID-19 Risk Assessment for Daneshill School

24	Soft, fabric tip of swab and fabric strip touches hands.	The testing process is clearly described in the instructional video and guide. All those taking the test have been advised to read and watch this instructional advice.	Soft, fabric tip of swab and fabric strip should not touch hands.	
25	Fabric tip of swab touches tongue, teeth, cheeks, gums, or any other surfaces.	The testing process is clearly described in the instructional video and guide. All those taking the test have been advised to read and watch this instructional advice.	Fabric tip of swab does not touch tongue, teeth, cheeks, gums, or any other surfaces.	
26	Test kit not properly disposed of in waste bag provided and placed in general household waste.	The testing process is clearly described in the instructional video and guide. All those taking the test have been advised to read and watch this instructional advice.	Test kit properly disposed of in waste bag provided and placed in general household waste.	
27	Test on children under 12 continued despite child feeling pain.	Reminders will be given that if testing a child under 12, they must stop immediately if the child feels pain.	Test on children under 12 stopped if the child feels pain.	
28	Test kit and each item in the test kit used more than once. (Do not re-use items. Each person's result must be reported).	The testing process is clearly described in the instructional video and guide. All those taking the test have been advised to read and watch this instructional advice, which clearly instructs users not to re-use items.	Test kit and each item in the test kit used only once.	
29	Problems with hands or vision. (May need someone to assist with the swabbing and testing process).	There are no known problems with hands or vision with the staff or	If any problems with hands or vision, someone will assist with the swabbing and testing process.	



COVID-19 Risk Assessment for Daneshill School

		pupil body. If any arise, assistance will be offered.		
30	No alternative measure if nose piercing (swab the other nostril or if both nostrils pierced remove one piercing before swabbing.)	Alternative procedures for those with nose piercing understood.	Alternative procedures for those with nose piercing understood.	
31	Nosebleed within the last 24 hours (swab other nostril or wait 24 hours).	Alternatives understood for a nosebleed.	Alternatives understood for a nosebleed.	
32	Unable to take a throat swab. (then swab both nostrils)	Alternative understood if unable to take a throat swab.	Alternatives understood for a nosebleed.	

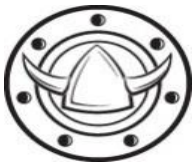
Pupils, Parent and Staff Risk Assessment in the COVID-19 Environment

	Hazard	Control Measures	Outcome	Remarks / Re-assessment
1	Communication channels not working and not being reviewed. (Email, text, facebook etc).	Email is the main communication method from school to parents. This is reviewed regularly as there are staff that are both staff and parents and can review it's effectiveness.	An effective communication channel that immediately known about if it goes down.	
2	New staff, parents and pupils joining returning to school not provided with full induction process or aware of changes and potential hazards.	All staff and parents sent email with full details of changes and potential hazards. Pupils to be made aware by staff and regularly reminded of new procedures. New joiners given information at joining meeting.	Staff, parents and pupils provided with full induction process of changes and potential hazards.	



COVID-19 Risk Assessment for Daneshill School

3	Lack of a robust feedback and reply system to ensure best practice and two-way communications for pupils, parents, staff and governors	Usual lines of communication exist, parents invited to make suggestions directly and class representatives to be used in this. Small staff groups continue to meet and discuss ideas/concerns	Parents, pupils, staff and governors have a voice during this time.	
4	No Governor and / or SLT member for school / department nominated to be responsible for COVID-19 matters. Governor / SLT members' contact details not known and not on call.	Alan Winter, H&S Governor, nominated as COVID-19 Governor Bursar nominated as COVID-19 SLT Officer	Both a Governor and SLT member nominated as responsible for COVID-19 matters and contact details available.	
5	No school representative identified to liaise with local authorities and local health protection team.	Bursar identified as school representative to liaise with local authorities and local health protection team.	School representative identified to liaise with local authorities and local health protection team.	
6	Local authorities and health protection teams not engaged prior to re-opening (and the benefit of their services in case of infection).	Local authorities and health protection teams spoken to by Bursar prior to re-opening (and the benefit of their services in case of infection).	Local authorities and health protection teams engaged by Bursar prior to re-opening (and the benefit of their services in case of infection).	
7	No plan to inform local health protection team if two or more confirmed cases within 10 days or there is an overall rise in sickness absence.	The school plans to inform the local health protection team of any confirmed cases immediately or if there is an overall rise in sickness absence.	Local health protection team informed of confirmed cases at school, or a rise in sickness absence.	
8	No system to communicate with parents and staff that have not returned to school for fear of infection.	Emails continue to all parents and staff, whether their pupils or class are at school or not.	Effective communication to all.	
9	Lack of mechanism for parents of pupils with significant risk factors to discuss concerns and provide	All parents have regular contact from the school and are able to	Mechanism for parents of pupils with significant risk factors to discuss	



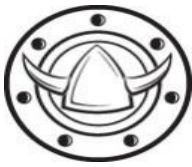
COVID-19 Risk Assessment for Daneshill School

	reassurance of the measures put in place to reduce the risk in school.	contact the school via phone or email to discuss concerns. All concerns will be dealt with by a member of SLT sensitively.	concerns and provide reassurance of the measures put in place to reduce the risk in school.	
10	No staff, pupil and / or parent health declaration implemented or recorded.	Staff and pupil declarations have been issued and collected at the beginning of term. These will be kept on record.	Staff and pupil health declaration implemented and recorded.	
11	Lack of knowledge of where pupils / staff have travelled from (other than home and school) on holiday or at weekends.	Parents and staff to inform school of travel plans and following Government quarrantine guidelines.	Knowledge of where pupils/staff have travelled abroad.	No longer required
12	If required by NHS T&T insufficient information on where pupils, staff and visitors have been located in school including the make-up of bubbles and activity groups.	Timetables and seating plans kept to provide information on where staff and pupils have been located in school.	If required by NHS T&T sufficient information on where pupils, staff and visitors have been located in school	
13	Staff, parents and pupils not self-isolating after holiday and work visits (for 2 weeks?) to non-government agreed countries. Staff, parents and pupils not self-isolating after holiday and work visits abroad - as for government guidance	Staff and parent expectations set regarding requirement to follow government guidelines.	Expectations that, if visited, staff, parents and pupils will self-isolate after visits to non-government agreed countries.	No longer required
14	Lack of robust rules for hygiene standards for staff and pupils – and failure to adequately enforce standards	Clear hygiene standards expected at school promulated to all staff and pupils, enforced by all staff.	Effectively communicated hygiene standards, enforced at school.	
15	Staff not trained or regularly updated in COVID-19 symptoms, SD and how these rules apply to teaching.	Clear COVID-19 protocols communicated to all staff, including how to incorporate social distancing into teaching. Information/posters visible for all.	Effectiveness of awareness of signage kept under continuous review by Bursar and all staff.	



COVID-19 Risk Assessment for Daneshill School

16	At drop-off and pick-up parents not complying with with school policy (if required) SD policy outside gates and entrances.	New drop-off / pick up procedure is communicated to parents via email. Car park area has clearly marked signs.	Effectiveness of procedure kept under continuous review by Bursar and all staff.	
17	Staff and parents not cleaning frequently touched surfaces of bike, car, pram etc before and after journeys to school. Staff and parents not maintaining hygiene on frequently touched surfaces of bike, car, pram etc where appropriate.	All staff, children and visitors expected to wash hands or sanitise hands on entering the school.	High expectations regarding hand hygiene and frequently touched surfaces.	
18	School transport operating to reflect SD, hygiene, PPE and cleaning arrangements.	Minibus services to transport children to school have been restarted with SD, hygiene and cleaning arrangements in place. Parents advised they should try and only lift share within pupil bubbles.	School transport operating with SD, hygiene, PPE and cleaning arrangements in place.	
19	At drop-off and pick-up parents remain in vehicles or SD outside gates and entrances.	New drop-off / pick up procedure is communicated to parents via email. Car park area has clearly marked signs.	Effectiveness of procedure kept under continuous review by Bursar and all staff.	
20	Insufficient registration throughout the day including lack of temperature / health checks.	Children are assessed throughout the day by their teacher for signs of COVID19. If there is any concern, the pupil is isolated and the parent called to collect. Usual registration from ISAMS am/pm.	School Office team to ensure registers are maintained and monitored effectively.	
21	Transit spaces (corridors), social zones (car parks, common rooms, playgrounds) not being configured to SD rules.	Prior to opening, each area of the school has been assessed for SD	The school is configured for SD rules and clearly marked and sign posted.	No longer required



COVID-19 Risk Assessment for Daneshill School

		requirements and reconfigured as required.	Regular checks will be made by Operations team.	
22	Learning and recreational spaces not configured to SD rules. Learning and recreational spaces not de-conflicted or configured as for school policy. for different groups or bubbles.	Prior to opening, each area of the school has been assessed for SD requirements and reconfigured as required.	The school is configured for SD rules. Regular checks will be made by Operations team.	
23	Little consideration of different age groups provided for in timetabling, length of the school day and exposure to other age groups. Little consideration of different age groups in timetabling, length of the school day and exposure to other age groups.	Due care and attention given to timetabling and creation of "bubbles" to keep children socially distanced. A staggered timetable has been created so difference "bubbles" of children have limited interaction.	Consideration given to different age groups and SD and will be continuously monitored.	
24	No system in place to deal with bereavements, trauma, anxiety, behavioural issues.	Full pastoral care still in place for all pupils. Staff communicated to re awareness of change in behaviours/lines of communication.	Situation regularly reviewed by staff at daily briefings.	
25	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	Online safety to be regularly re-assessed.	Regular re-assessment and consideration of keeping children safe online.	

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

	Hazard	Control Measures	Outcome	Remarks / Re-assessment
1	Lack of review, update or sharing of safeguarding, code of practice, and staff handbook policies.	DSL amended policy and changes shared with staff, governors and parents. SLT reviewed policies in light of the COVID19 environment.	Reviewed policies and changes communicated appropriately. Staff, governors and parents	



COVID-19 Risk Assessment for Daneshill School

		Staff reminded of potential concerns and of expected protocol. DSL attended safeguarding conference for updated information on any changes.	communicated to re COVID-19 related behaviour expectations.	
2	Inset does / did not reflect required training for COVID-19 related procedures, safeguarding, H&S, well-being etc	All elements of training for COVID-19 related procedures, safeguarding, H&S and well-being to be covered in INSET days.	Suitable INSET training days.	
3	Staff have insufficient instruction and training on identifying and supporting vulnerable pupils, (including the revised definition – see notes above) parents and other staff.	Training given at INSET on how to identify and support vulnerable pupils, parents and other staff.	Staff with sufficient training on identifying and supporting vulnerable pupils, parents and other staff.	
4	Control measures (see explanation above) not understood and / or properly implemented.	Control measures understood and / or implemented.	Control measures understood and / or implemented.	
5	DSL and ADSL not easily contacted and their contact information not known to all.	DSL and DDSLs distribute their contact details to all staff and remind staff of their location regularly.	Easily contactable and on site DSL and DDSL. DDSL present during creche opening.	
6	No COVID-19 specific policy that includes medical responses, SD, teaching, socialising, feeding, hydration, well-being etc. COVID-19 specific policy not updated to reflect medical responses, teaching, socialising, feeding, hydration, well-being etc.	Specific COVID-19 policy written to include medical responses, SD, teaching, socialising, feeding, hydration and well-being.	Specific COVID-19 policy available.	
7	Revised fire drills, routes and assembly points not rehearsed. Revised fire drills, registers, routes and assembly points not updated or rehearsed	Staff are reminded of fire drills, SD assembly points have been marked out. A fire drill rehearsal is planned for early first week after the return to school.	A rehearsed fire drill, routes and SD assembly points.	



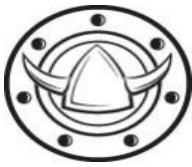
COVID-19 Risk Assessment for Daneshill School

8	Needs of each age group and class not considered separately in terms of support, activities and facilities.	Timetabling has considered each age group and class, in terms of support, activities and facilities.	Fully considered age groups and classes.	
9	Staff moving between classes and year groups not maintaining distance from pupils and other staff (ideally 2 m between adults)-	The timetable has been staggered to decrease movement throughout the school at any one time. Staff and pupils regularly reminded of 2m distancing requirement.	2m distancing maintained.	No longer required
10	Staff and pupils (where and if applicable) not wearing face coverings when and where recommended or appropriate.	All staff and pupils in year 7&8 have been briefed on the required use of face coverings, when recommended.	Staff and pupils (where applicable) wear face coverings when and where appropriate.	
11	Supply, peripatetic and/or other temporary staff moving between schools not minimising contact or maintaining as much distance as possible from other staff. Supply, peripatetic and temporary staff not observing control and hygiene measures.	All peripatetic and other temporary staff have been briefed, in particular, to maintain 2m distancing, well ventilated rooms and utilise perspex screens.	Temporary staff minimising contact.	
12	Roles conducive to home working and therefore helping to reduce infection (e.g. some administrative roles) not identified.	A review of roles conducive to home working has taken place.	Roles conducive to home working have been identified.	
13	The "ideal" of adults maintaining 2 m distance from each other, and from pupils not realised. If required or appropriate the "ideal" of adults maintaining 2m distance from each other, and from pupils not realised or insufficient mitigating measures.	Staff are to be regularly reminded in staff briefings of the ideal 2m distance and any visitors to the school are set clear guidance on the expectations, supported by signs throughout the school.	A 2m distance ideal upheld between adults and from pupils across the school.	
14	Contact between groups or bubbles is not minimised or distance between individuals maintained and properly supervised.	The school timetable has been carefully formulated to minimise	Contact between bubbles is minimised and pupils properly supervised.	No longer required



COVID-19 Risk Assessment for Daneshill School

		time between bubbles and avoid bubbles cross-contaminating. With changing time removed from the timetable pupils are properly supervised all day.		
15	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 by NHS T&T.	Distinct bubbles have been created throughout the school and distancing will be maintained.	In the event of a positive case, we will be able to identify those who may need to self-isolate.	
16	New controls measures and safety precautions not understood or implemented.			
17	Insufficient control measures for larger groups with greater risk of infection and need to all isolate.	Control measures across the school have been included within the timetable and well briefed to pupils and staff.	Sufficient control measures in place.	
18	Large gatherings such as assemblies or collective worship with more than one group not avoided.	Large gatherings including assemblies have been cancelled.	No large gatherings at school.	No longer required
19	Insufficient controls for those pupils allowed to mix into wider groups for specialist teaching, wraparound care and transport.	Controls are in place for pupils involved in specialist teaching, wraparound care and transport.		No longer required
20	Younger pupils not supported in understanding the importance of maintaining distance, not touching staff and their peers – where possible.	Pre-prep staff are well briefed in the importance of maintaining distance and requiring pupils to keep to this.	Younger pupils supported in understanding the importance of maintaining distance.	No longer required
21	No specific help and preparation for the changes to routine for pupils with SEND (whether education, health and care plans or on SEN support).	SEND team has been enhanced and is well prepared for SEND pupils.	Specific preparation for SEND pupils.	
22	Where a pupil routinely attends more than one setting on a part time basis (e.g. dual registered) the system of	No dual registered pupils at school.		



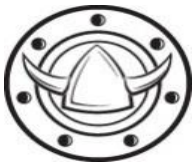
COVID-19 Risk Assessment for Daneshill School

	controls not considered collaboratively to address identified risks. if there are identified risks.			
23	Classrooms do not have side-by-side seating or forward facing desks to reduce risks.	Classrooms have been set up with forward facing desks, where possible, to reduce risks.	Reduced risk.	No longer required
24	ITT trainees not sufficiently briefed, hosted and integrated in their support to school.	No ITT trainees at school.		
25	Volunteers not checked, left unsupervised, allowed to work in regulated activity or supported.	No volunteers at school currently. If any were to arrive, strict protocol would be observed so that they are checked, never unsupervised or allowed to work in regulated activity.		
26	Recruitment process and pre-appointment checks not following legal requirements.	The school follows a strict recruitment process with thorough pre-appointment checks made in line with safer recruiting.	Recruitment process follows legal requirements.	
27	New staff and pupil registration and induction processes not adapted or compliant.	Provision of new staff and pupil induction.	New staff and pupil induction provided, with adapted registration and recruitment processes.	
28	Support staff and TAs in regulated activity do not have the appropriate checks.	All staff must have full pre-appointment checks completed before they can begin work.	All staff have appropriate checks.	
29	SCR not updated with DBS related issues and required documents not properly verified or recorded.	Safer Recruitment guidelines followed and regular review of SCR.	SCR regularly reviewed by Bursar and designated Safeguarding Governor.	
30	Plans to separate work, learning, meetings, activities and play outside not fully considered	Fully considered separation of outside activities.		



COVID-19 Risk Assessment for Daneshill School

31	Opportunities for non contact sport, adventure play, Forest School, gardening etc not regulated or considered.	Opportunities for outside learning and play fully considered.	Measures in place to enable opportunities for outside learning and play.	
32	Physical education, sport and physical activities not following the measures in their system of controls new control measures in their sport guidance.	Clear guidance has been briefed to staff on the control measures, with regular reminders set up for staff meetings.	Measures in place to enable sports to follow the system of controls.	
33	Opportunities for sport, adventure play, Forest School, gardening etc not regulated or considered New control measures for sport, adventure play, Forest School, gardening etc not regulated or considered.	All re-starting of sport fixtures and clubs are considered within the COVID-19 guidelines.	Opportunities for sport, adventure play, forest school, gardening etc are regulated and considered.	
34	Physical education, sport and activities not following the measures in their sport guidance or system of controls.	All re-starting of sport fixtures and clubs are considered within the COVID-19 guidelines.	Opportunities for sport, adventure play, forest school, gardening etc are regulated and considered.	
35	Where appropriate Guidance on grassroots sports for public and sport providers, safe provision and facilities, and guidance from Sport England, Association for Physical Education and the Youth Sport Trust not followed.	Where appropriate guidance on grassroots sports for public and sport providers, safe provision and facilities, and guidance from Sport England, Association for Physical Education and the Youth Sport Trust followed.	Where appropriate guidance on grassroots sports for public and sport providers, safe provision and facilities, and guidance from Sport England, Association for Physical Education and the Youth Sport Trust followed.	
36	Plans, briefing and statistics for ISI / Ofsted visit / inspection not updated.	The school remains prepared for an inspection at any point.	The school remains prepared for an inspection at any point.	
37	Sporting, play and SD rules unclear to staff, pupils, parents and visitors.	SD rules made clear to staff, pupils, parents and if permitted at some point in the future, they will be issued to visitors.	Clear sporting, play and SD rules and protocols given to staff, pupils, parents and visitors.	No longer required



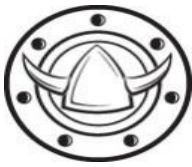
COVID-19 Risk Assessment for Daneshill School

38	Pupils not kept in consistent groups, maximising distance between pupils or paying scrupulous attention to cleaning and hygiene during sports activities.	Pupils have been allocated to bubbles which have clear distancing protocols. Handwashing time has been allocated before and after every lesson, including sport activities.	Consistent groups of pupils with attention given to cleaning and hygiene in all lessons, including sports activities.	No longer required
39	Sports equipment not sufficiently cleaned between each use by different individual groups. Sports equipment not sufficiently cleaned as for hygiene and control measures	Buckets of disinfectant available for all sports equipment, to be used after use. Rotation of equipment also in process.	Sports equipment sufficiently cleaned.	
40	Drama, dance and music activities not applying SD or hygiene rules	SD and hygiene rules made clear to staff and pupils to be place at all times.	SD hygiene rules in place at all times and effectiveness continuously monitored by staff.	
41	Risk assessment for sport, play, drama, dance and music activities not properly formulated.	COVID-19 risk assessment to include sport, drama and music activities.	Risk assessments properly formulated.	
42	Added risk of infection where there is singing, chanting, playing wind or brass instruments not reviewed.	Music lessons reviewed and restrictions in place. Outdoor space and well ventilated rooms to be used for any singing and instrument use behind perspex screens.	Risk of infection reviewed where there is singing, chanting, playing wind or brass instruments.	
43	If required or appropriate shared staff spaces are not set up or used to allow staff to distance from each other.	Where appropriate shared staff rooms have a SD capacity number shown clearly on the door, which must be adhered to. Room layouts have been altered to allow for SD.	Where appropriate shared staff spaces are set up to allow staff to distance from each other.	
44	If required or appropriate staff meetings and staff rooms unregulated in terms of space, equipment, resources	If required or appropriate, rooms have a SD capacity number shown clearly on the door, which must be	SD rules in place at all times and their effectiveness continuously monitored by the Bursar. Staff	



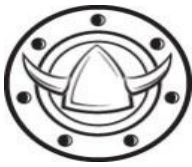
COVID-19 Risk Assessment for Daneshill School

	(copiers, kettles, biscuits tins etc) timings, SD and purpose.	adhered to. There is limited communal provision of drinks or snacks – these must be brought in individually by staff. All shared resources must be wiped before and after use, with provided wipes.	meetings to take place outside, or where SD can be maintained inside in well ventilated space.	
45	Security, CCTV and access systems not regularly checked, updated and (where necessary) re-coded.	Regular checks of security are undertaken.	Security is regularly checked.	
46	If required or appropriate staff not having sufficient down time / rest during the working day / week?	Sufficient thought given to staff rest breaks and incorporated into working day and timetables. Regular feedback requested from staff on new routines.	Sufficient down time for staff.	
47	If required or appropriate Parent, Pupil, Staff, Contractor, Visitor drop-off and pick-up procedures, in and out routes not been shared, understood or applied.	Clear guidance given to all for drop off and pick up procedures, with clear signage in place and adequate staff supervision.	Drop off and pick up procedures understood by all.	
48	Appropriate safety measures not in place for wraparound childcare for both indoor and outdoor provision.	Pupils planned to continue in their bubbles at all times, even within before and after school clubs/care. All SD protocols and safety measures to be maintained at all times.	Appropriate safety measures in place for wraparound childcare.	
49	Transit spaces (corridors), social zones (common rooms / playgrounds) not configured to SD rules.	Prior to re-opening all spaces are configured to SD rules.	SD rules applied throughout the school and regularly reviewed by the Bursar.	No longer required
50	Where required or appropriate Classrooms don't reflect recommended layout, PPE, screening, enhanced cleaning rules and timings.	Where required or appropriate classrooms are laid out to reflect SD, with all staff offered PPE and	Where required or appropriate Classrooms comply with SD rules and are regularly cleaned.	



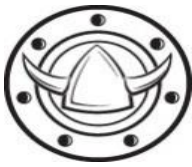
COVID-19 Risk Assessment for Daneshill School

		housekeepers allocated to regularly clean surfaces.		
51	Minimising contact and mixing not effective in the classroom and during breaks.	Strict procedures are in place to minimise contact in the classroom and during breaks.	Effective minimised contact of pupils and staff during the day. Increased staff supervision during breaks.	
52	Hand washing not part of school culture or routine e.g. no regular breaks for hand washing during the school day.	Regular breaks for handwashing during the school day are accommodated, as well as extra facilities provided.	Handwashing breaks provided for during the school day.	
53	Insufficient hygiene stations at entrances, exits, toilets, classrooms, play areas, common rooms, staff areas etc.	Plentiful supplies of soap are provided at all handwashing stations (including additional ones), which are checked regularly. Hand sanitiser provided in all classrooms, staff rooms and at all entrance/exits.	Sufficient hygiene stations are provided and monitored. Provision of 2 bespoke handwashing stations situated strategically for use after outdoor activities.	
54	Hygiene stations not stocked, checked and cleaned regularly.	Hygiene stations are checked regularly by being included in the zones of allocated housekeeping staff, with tick lists to be completed.	Regularly checked, stocked and cleaned hygiene stations.	
55	If required or appropriate unnecessary items not removed from classrooms and other learning environments.	If required or appropriate Toys that cannot be cleaned, including soft toys, are removed from classrooms and stored out of reach of children. Soft furnished chairs are removed from classrooms and replaced with wipeable plastic chairs.	If required or appropriate Toys that cannot be cleaned, including soft toys, are removed from classrooms and stored out of reach of children. Soft furnished chairs are removed from classrooms and replaced with wipeable plastic chairs.	



COVID-19 Risk Assessment for Daneshill School

		, classrooms are cleared of all unnecessary items.	Classrooms are clear of unnecessary items.	
56	Soft furnishings, soft toys and items that are hard to clean not removed and stored securely.	Toys that cannot be cleaned, including soft toys, are removed from classrooms and stored out of reach of children. Soft furnished chairs are removed from classrooms and replaced with wipeable plastic chairs.	Soft toys and soft furnishings removed from spaces used by pupils and staff.	No longer required
57	Individual and frequently used equipment, such as pencils and pens not shared by staff or pupils (who use their own).	Pupils and staff advised to bring in their own stocked pencil cases, not to be shared.	Pencils and pens not shared by staff or pupils.	No longer required
58	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.	All classrooms have been fully stocked with antibacterial spray and wipes, with staff advised to use after each use.	Regular cleaning of classroom based resources.	
59	Management of resources shared between classes or bubbles not regularly cleaned. frequently and meticulously or rotated to be left unused and out of reach for a period of 48 hours (72 hours for plastics).	Staff briefed to clean resources more frequently and on rotation of resources.	Management of resources cleaned or rotated.	
60	Regulating the use and cleaning of locker, changing rooms, toilets and showers not managed and supervised.	Specific housekeeping staff assigned to regular cleaning of toilets throughout the day and other frequent touchpoints.	Regular cleaning.	
61	Pupils not limiting the amount of equipment brought into school daily to essentials such as bags, lunch boxes, hats, coats, books and stationery.	Parents have been requested to limit the amount of equipment brought into school of the pupils.	Limited equipment brought into school by pupils.	



COVID-19 Risk Assessment for Daneshill School

62	Pupils and staff taking necessary books and other shared resources home not sufficiently managed.	Shared resources will be carefully managed.		No longer required
63	Outdoor playground equipment should be more frequently cleaned or left fallow. Outdoor playground equipment not frequently cleaned.	Playground equipment will be assigned to only one bubble at a time, with sufficient cleaning or fallow period in between use.		No longer required
64	If required or appropriate assemblies, break times, meals, drop-off and collection times not sufficiently well staggered.	Staggered times for drop-off, collection and break times are timetabled and will be reviewed regularly to ensure SD is enabled. There will be no assemblies.	Sufficiently well staggered break times, drop-off and collection times.	
65	Non-overnight educational visits not organised in line with protective measures (keeping children within consistent groups) and COVID-19 measures in place at destination.	Any educational visits will take place with strict COVID-19 measures in place.	COVID-19 measures in place on and off school site.	
66	Overnight educational visits not organised in line with school policy and control measures.	Any overnight educational visits are organised in line with school policy and control measures.	Overnight educational visits organised in line with school policy and control measures.	
67	Meal times not de-conflicted or possible to achieve SD in the servery and dining areas whilst still providing sufficient nourishment.	Meals will be provided to pupils in their bubbles in a swift format. A full clean of the dining room will take place inbetween bubble sittings.	De-conflicted meal times, whilst still providing sufficient nourishment to children.	No longer required
68	Organisation of breakfast and after school club not revised to support new control and hygiene measures. into small, consistent groups and maintaining year groups or bubbles	Before and after school clubs will only run in small consistent groups, maintained in bubbles.	The hazards and risks of running before and after school clubs are understood.	
69	Medical advice for vulnerable staff and children not being followed and insufficient support both at school / home.	All parties asked to supply medical information, collated by bursar and clear guidance given to those at	Continuously monitored and updated via ISAMS	



COVID-19 Risk Assessment for Daneshill School

		risk. Medical information on children clearly shared/shown in new classrooms and catering to include labelled lunch bags		
70	Pupil and staff mental health and wellbeing not properly considered with individual needs not identified or support.	Small staff groups meet regularly to assess well-being and offer support. Parents communicated to re supporting children's mental health with links to professional advice/support. SLT consider individual staff who might need specific support. DSL collated list of children and families where there could be concerns and shared with all staff.	Continuous monitoring and support available.	
71	Insufficient pastoral and extra-curricular support for pupils to rebuild friendships and social engagement.	Regular staff meetings are in place to enable sufficient pastoral support to all pupils. Teachers make themselves readily available to support their class or tutor group.	Sufficient pastoral support.	
72	Insufficient support to address and equip pupils to respond to COVID-19 related issues.	Staff briefed to be aware of COVID-19 related issues. Strong pastoral support available if required.	Sufficient support to respond to COVID-19 related issues.	
73	Plans, briefing and statistics for ISI / Ofsted visit not updated.	Bursar keeps up to date files ready for inspection.		
74	Re-scheduling of activities not operating efficiently or safely due to SD rules and timings as for new control measures.	Fixtures are currently cancelled and day trips are being considered.	Risk Assessments and evaluation will be carried out as trips or visits recommence.	



COVID-19 Risk Assessment for Daneshill School

75	Plans, briefing and statistics for ISI / Ofsted visit / inspection do not reflect new KCSiE or ISI Commentary	The school is prepared at all times for an inspection.	Plans, briefing and statistics for ISI / Ofsted visit / inspection reflect new KCSiE or ISI Commentary	
76	Roles suitable to home working, such as administration, not reflecting new methods of operating.	N.A.		
77	Those working / schooling at home not provided sufficient information and training to work safely.	A working from home guide was promulgated to all staff.	Guidance given to staff giving sufficient information to work safely.	
78	Those working / schooling at home not advised on suitable furniture and equipment.	A working from home guide was promulgated to all staff.	Guidance given to staff on suitable furniture and equipment.	
79	Those working / schooling at home not kept in regular contact with the school and insufficient regard to their well-being.	During school closures, where working from home is required, all staff are invited to take part in weekly small group zoom calls.	Those working at home are kept in regular contact with the school and with sufficient regard to their well-being.	

Medical Risk Assessment in the COVID-19 Environment

	Hazard	Control Measures	Outcome	Remarks / Re-assessment
1	Sickness management rules and the "don't come to work if you are ill" not understood or observed.	V clear expectations made of staff to stay at home if ill.	Sickness management rules observed.	
2	Staff and pupils who are ill or tested positive in the last 7 or 10 day period (as appropriate) do not know or are unwilling to stay at home.	Clear COVID-19 expectations regarding positive testing and requirement to stay at home for all staff, pupils and visitors.	Staff and pupils who have tested positive stay at home.	
3	Staff and pupils not aware that fully vaccinated or aged between 5 and 18 years and 6 months, identified as a close contact of someone with COVID-19, should take an LFD test every day for seven days and continue to	Staff and pupils are made aware that fully vaccinated or aged between 5 and 18 years and 6 months, identified as a close contact of someone with COVID-	Staff and pupils aware that fully vaccinated or aged between 5 and 18 years and 6 months, identified as a close contact of someone with COVID-19, should take an LFD test	



COVID-19 Risk Assessment for Daneshill School

	attend school as normal, unless they have a positive test result or develop symptoms at any time.	19, should take an LFD test every day for seven days and continue to attend school as normal, unless they have a positive test result or develop symptoms at any time.	every day for seven days and continue to attend school as normal, unless they have a positive test result or develop symptoms at any time.	
4	Staff and pupils not aware that from Monday 16 August those pupils under 18 years old and those that are double vaccinated are no longer required to self-isolate if they are identified as a close contact.	Staff and pupils are made aware that from Monday 16 August those pupils under 18 years old and those that are double vaccinated are no longer required to self-isolate if they are identified as a close contact.	Staff and pupils aware that from Monday 16 August those pupils under 18 years old and those that are double vaccinated are no longer required to self-isolate if they are identified as a close contact.	
5	Staff and pupils not aware those identified as a close contact of a suspected or confirmed case of the Omicron variant of COVID-19, irrespective of vaccination status and age , will be contacted directly and required to self-isolate immediately and asked to book a PCR test.	Staff and pupils are made aware that those identified as a close contact of a suspected or confirmed case of the Omicron variant of COVID-19, irrespective of vaccination status and age , will be contacted directly and required to self-isolate immediately and asked to book a PCR test.	Staff and pupils aware those identified as a close contact of a suspected or confirmed case of the Omicron variant of COVID-19, irrespective of vaccination status and age , will be contacted directly and required to self-isolate immediately and asked to book a PCR test.	
6	Staff and pupils not aware that close contacts of a positive case will be informed by NHS Test and Trace and strongly advised to take a PCR test and that self-isolation will continue for those who have tested positive for COVID-19.	Staff and pupils to be briefed that close contacts of a positive case will be informed by NHS Test and Trace and strongly advised to take a PCR test and that self-isolation will continue for those who have tested positive for COVID-19.	Staff and pupils aware that close contacts of a positive case will be informed by NHS Test and Trace and strongly advised to take a PCR test and that self-isolation will continue for those who have tested positive for COVID-19.	
7	The procedure for isolating or sending staff and pupils home for 10 days and arranging a COVID-19 test is not understood (if anyone becomes unwell in school).	Staff and parents have been clearly briefed on isolation requirements if	The procedure for isolating is well understood.	



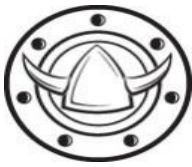
COVID-19 Risk Assessment for Daneshill School

		anyone displays COVID-19 symptoms.		
8	Given (Serial 1 - 3) above household or group members do not understand that they must self-isolate for 10 days.	Staff and parents have been clearly briefed on isolation requirements for them and their household if anyone displays COVID-19 symptoms.	The procedure for isolating is well understood.	
9	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.	Isolation room with separate bathroom has been identified for those with COVID-19 symptoms awaiting collection. PPE is readily available and regularly checked and, if required, restocked for first aid responders.	Separate isolation room with separate bathroom available and access to PPE at the ready.	
10	Procedure is not clear for those Staff who have helped someone with symptoms and pupils who have been in "close contact". Procedure is not clear for those Staff who are not double vaccinated and have helped someone with symptoms or been in "close contact".	COVID-19 contingency plans distributed to staff and parents, with clear guidance on who is considered within close contact.	Clear procedure in place for dealing with COVID-19 symptoms.	
11	Those that have been identified as "close contact" via NHS T&T and are not vaccinated do not know they are advised to take a PCR test and self-isolate if tested positive for COVID-19.	Those that have been identified as "close contact" via NHS T&T and are not vaccinated know they are advised to take a PCR test and self-isolate if tested positive for COVID-19.	Those that have been identified as "close contact" via NHS T&T and are not vaccinated know they are advised to take a PCR test and self-isolate if tested positive for COVID-19.	
12	Those waiting the confirmatory PCR results do not know to self-isolate.	Clarity around test result waiting and requirement to self-isolate.	Those waiting the confirmatory PCR results know to self-isolate.	



COVID-19 Risk Assessment for Daneshill School

13	<p>Staff not aware of meaning of “close contact” i.e.:</p> <ul style="list-style-type: none"> • lives in the same household as someone with COVID-19 symptoms or who has tested positive for COVID-19 • had any of the following types of contact with someone who has tested positive for COVID-19 with either a PCR test or LFD test: <ul style="list-style-type: none"> • face-to-face contact including being coughed on or having a face-to-face conversation within 1m • been within 1m for 1 minute or longer without face-to-face contact • been within 2m of someone for more than 15 minutes (either as a one-off contact or added up together over 1 day) • travelled in the same vehicle or a plane 	<p>Meaning of “close contact” made clear to staff in briefings.</p>	<p>Staff aware of meaning of “close contact”.</p>	
14	<p>Procedures for reporting COVID-19 instances to external authorities not known or applied.</p>	<p>The School in is contact with the Local Authority and will report all instances of COVID-19 in the school.</p>		
15	<p>Procedure for washing hands thoroughly for 20 seconds with soap and running water or using hand sanitiser after any contact with someone who is unwell is not understood or applied.</p>	<p>All staff briefed on the procedure for washing hands thoroughly for at least 20 seconds after any contact with someone who is unwell.</p>	<p>Procedure for washing hands understood.</p>	
16	<p>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.</p>	<p>Cleaning procedures understood by Housekeeping staff, particularly around anyone with symptoms.</p>	<p>Clear procedure for cleaning.</p>	
17	<p>Science of risk not understood e.g. less severe symptoms in adults, younger children less likely to become unwell, small class sizes will help.</p>	<p>Information on symptoms to be shared electronically with staff and posters with medical information</p>	<p>Procedures and information updated and communicated to staff</p>	



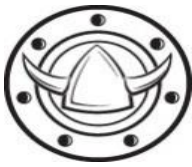
COVID-19 Risk Assessment for Daneshill School

		and advice up in both staff and domestic common rooms		
18	Although a useful confidence measure routine temperature testing is not a reliable method to identify COVID-19 (PHE advice refers).	Reliance on temperature testing is not used as the only method to identify COVID-19.	No reliance on temperature testing.	
19	Insufficient medical staff to deal with temperature testing (if used), isolating and monitoring suspect COVID-19 cases, outside appointments and normal medical issues.	Appropriately trained staff on site with all teachers first aid trained.	Sufficient medical staff on site.	
20	No or insufficient training for those operating temperature testing or other precautions that require new equipment. Training not recorded for future reference.	Appropriate training for medical staff on site.	Sufficiently trained staff.	
21	Medical staff have insufficient or unsuitable PPE, cleaning materials and training for tasks.	PPE is readily available and regularly checked and, if required, restocked for first aid responders.	Sufficient and suitable PPE and cleaning materials available.	
22	Temperature testing undertaken using unsafe methods, not reflecting SD rules, not recorded or kept appropriately.	Any temperature taking is undertaken in full PPE and recorded appropriately.	Appropriate temperature taking undertaken.	
23	No separate area for temperature testing, holding and isolation of pupils/staff. Areas not easily identified or regularly cleaned?	Separate area identified for temperature testing, with isolation area for collection of pupils with symptoms.		
24	Insufficient registration, induction, supervision (and temperature checking) of contractors working on site.	Contractors working on site will be limited to emergencies. Registration and induction is to be given by the Bursar and followed by full supervision.	Sufficient procedures for contractors working on site.	
25	Young children not supervised using hand sanitiser (risk of ingestion). (Note: Skin friendly cleaning wipes is an alternative).	In the pre-prep, hand sanitiser will only be distributed by the teacher, keeping risk of ingestion to a	Young children fully supervised when using hand sanitiser.	



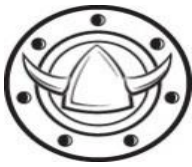
COVID-19 Risk Assessment for Daneshill School

		minimum, with full supervision in place.		
26	Young children and those with complex needs not supported in understanding importance of hygiene rules.	Young children and those with complex needs are fully supported in understanding the importance of hygiene rules, by the pre-prep and SEND teams.	Importance of hygiene rules understood by all.	
27	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.	Children to be regularly reminded by staff 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. "Catch it, bin it, kill it" posters up around school to remind children of procedure.	Full information on how to react to coughing and sneezing.	
28	Hygiene rules not effective. "catch it, bin it, kill it" not re-publicised or applied.	Hygiene rules posters on display, reinforced by staff.	Effective hygiene rules in place.	
29	Pupils not aware of behaviours which may increase the risk of droplet transmission (such as biting, licking, kissing or spitting).	Pupils made aware of behaviours which may increase the risk of droplet transmission in their classes or tutor groups.	Pupils aware of behaviours which increase the risk of droplet transmission.	
30	Insufficient staff supervising and supporting normal medical staff particularly in their liaison with GPs, LA(?) etc.	Appropriately trained staff on site, any changes to medical procedures shared and staff:pupil ratios sufficient in all settings	Staff First Aid training up to date.	
31	Visits of or to GPs / nurses / dentists and local surgeries changed and not known by staff and or pupils.	Office team to keep up to date with change of visit and communicate to relevant staff and pupils.	Good communication channels kept open.	



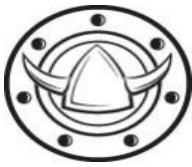
COVID-19 Risk Assessment for Daneshill School

32	Staff are not aware those with COVID-19 symptoms should not go to a GP surgery, pharmacy, urgent care centre or hospital.	COVID-19 symptomatic awareness communicated to all staff and parents, including information to not go to a GP surgery, pharmacy, urgent care centre or hospital.	Staff with COVID-19 symptoms to stay at home.	
33	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).	Zoning of school is in place and procedures in place for a mobile testing unit to arrive at school.	Procedures considered for if a mobile testing unit is dispatched to test members of the school.	
34	No early liaison with local health protection teams and LA who provide advice (and may recommend large groups self-isolate or school closure)	Liaison with Local Authority established early on in term and requirement for further contact with local health protection team understood as required.	Early liaison with local health protection teams and LA established.	
35	Insufficient First Aid trained personnel (ratio) for pupils in school	All teachers in school are first aid trained and in date.	Sufficient first aid trained personnel for pupils in school.	
36	No or insufficient training for those operating temperature testing or other precautions that require new equipment. Training not recorded for future reference.	Training given and recorded for any new equipment requirements.	Training given and recorded for any new equipment requirements.	
37	Actions for using first aid on those with no COVID-19 symptoms unclear and not briefed.	First aiders recently updated on actions for first aid on those with no COVID-19 symptoms.	First aiders fully aware of relevant first aid actions.	
38	Requirements for EYFS on PFA certification not identified given recent modifications and 3 month extensions.	Numerous staff on site with Paediatric First Aid certification.		
39	Medical policy, procedures and appropriate response to spectrum of medical issues not being revised or shared?	Regular review of medical procedures and revisions in place and changes communicated to staff	Policy updates issued to staff as required	



COVID-19 Risk Assessment for Daneshill School

40	Medical room(s) improperly equipped.	Medical room fully equipped. Regular review of stock at the end of each day and re-ordering if required.	Properly equipped medical rooms.	
41	Lack of School decision regarding the level of PPE required for pupils and staff. Insufficient training, face fit testing, use, care and disposal arrangements.	Decision made on the level of PPD required. Training given.	Procedure will be continuously monitored by the Bursar	
42	Sickness management rules and the “don’t come to work if you are ill” not understood or observed.	“Don’t come into work if you are ill” rule communicated to staff and regularly reminded.	Staff fully aware of the “don’t come into work if you are ill” rule.	
43	Different age groups with different risk profiles for each group of staff and pupils not risk assessed?	Risk assessments undertaken for each class.	Risk assessments undertaken.	
44	Measures and system of controls in school are not sufficiently robust for clinically vulnerable staff and pupils (new definition).	Individual risk assessments to be put in place for those that are clinically vulnerable.	Measures and system of controls in school for clinically vulnerable staff and pupils	
45	School unaware of any staff and pupil pre-existing medical conditions.	All pre-existing medical conditions are requested of pupils at registration. Staff asked to alert the school of any vulnerabilities.	School aware of staff and pupil pre-existing medical conditions.	
46	Inadequate information on who is shielding another family member and/or who has a condition that precludes their attendance at school.	List kept of staff who are vulnerable or shielding - staff requested to supply this information. Declaration form to be signed by all parents of attending pupils.		
47	Insufficient proof of shielding and individual conditions?	Letters requested for shielding individuals.		
48	No separate area for temperature testing, holding and isolation of pupils/staff. Areas not easily identified or regularly cleaned?	A suitable classroom has been identified and prepared for holding isolating pupils and staff. It is has	A separate area for isolating pupils/staff has been prepared.	



COVID-19 Risk Assessment for Daneshill School

		regular cleaning scheduled and it's door labelled.		
49	Temperature testing undertaken using unsafe methods, not reflecting SD rules, not recorded or kept appropriately.	Temperature testing only to be undertaken with PPE worn by staff. Records kept.	Temperature testing only to be undertaken with PPE worn by staff. Records kept.	
50	Insufficient or no procedure for summoning emergency services, lack of safe RV and cleared routes in and out.	Normal procedure for summoning emergency procedures in place, with RV and routes still available.	Summoning emergency services still available.	
51	Visits of or to GPs / nurses / dentists and local surgeries changed and not known by staff and or pupils.	As usual, parents asked to inform school office of any changes to medical arrangements	Regular updates of information on ISAMS	
52	No regular supervision of staff and pupils to ensure they comply with hygiene rules (and the use of PPE where specified as needed)	Pupils are supervised throughout the day with regular reminders about hygiene rules.	Compliance with hygiene rules by pupils and staff.	
53	Insufficient registration, induction, supervision and temperature checking of contractors where essential work is required on site.	No contractors are expected on site. Where emergency work is required full supervision and SD will be required. Visitors to school receive a briefing document to read and sign on arrival at the school	Sufficient checking of contractors where essential work is required on site.	
54	Medical staff have insufficient or unsuitable PPE, cleaning materials and training for tasks.	Suitable PPE is purchased and well stocked for medical staff. Training is given.	Suitable PPE is purchased and well stocked for medical staff. Training is given.	
55	Lack of knowledge on whom has been tested (positive or otherwise) for COVID-19 and if it is recorded (for elimination purposes).	Records made of COVID-19 testing and confirmed cases by SM.	Staff and parents to be regularly reminded on need to inform school of infections in families or known contacts with infected persons	



COVID-19 Risk Assessment for Daneshill School

56	Insufficient information on which staff or pupil(s) have had contact with anyone tested positive or suspected of COVID-19 and if recorded and actioned.	Declaration form to be signed by all parents of attending pupils.	Government advice will be followed throughout the pandemic	
57	Lack of recording of which staff and pupils have been sent home with COVID-19 symptoms (a cough, high temperature or shortness of breath).	List kept of staff and pupils with COVID19 symptoms and dates.		
58	Lack of regular dialogue with those that have suffered from COVID-19 and / or are isolated at home.	Communication to continue to those isolated at home.	Regular communication to be continued.	
59	Policy on wearing uniform and if washing also required to prevent infection for staff and pupils not re-considered.	Clear expectations set out to parents and staff on washing school clothes each evening communicated.	Procedures for washing school clothes understood by all.	No longer required

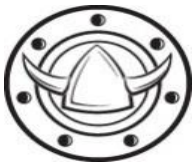
Dedicated School Transport and Driver Risk Assessment in the COVID-19 Environment

	Hazard	Control Measures	Outcome	Remarks / Re-assessment
1	Pupils do not know to board home to school transport if they, or a member of their household, has had a positive test result or has symptoms of COVID-19. Pupils do not know to board dedicated transport or public transport if they have symptoms or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (e.g. if they are required to quarantine).	Clear guidance on expectations to stay at home if any symptoms present and await a PCR test result.	Pupils know not to board dedicated transport or public transport if they have symptoms or other reasons requiring them to stay at home due to the risk of them passing on COVID-19	
2	Drivers not regularly briefed on changes or included in staff briefings and revised schedules and notices.	Regular correspondence with drivers, via email.	Fully briefed drivers.	



COVID-19 Risk Assessment for Daneshill School

3	Drivers not fully considered or supported (particularly relating to age and vulnerability).	Full consideration given to drivers and support available.	Drivers fully considered.	
4	Drivers have insufficient / inappropriate PPE, cleaning materials and training if risk level increased or would normally need for their work.	COVID-19 procedures made clear to drivers, including cleaning requirements and PPE, with supplies made available if risk level increased or would normally need for their work.		
5	Drivers not protected by screens and / or procedures that should be known to parent, carers and pupils.	Procedures made clear to parents and pupils for COVID-10 protection.		
6	Dedicated transport not aligned with the principles underpinning the system of controls	System of controls aligned with dedicated transport.		
7	Dedicated school transport not operating to SD and hygiene rules or with sufficient PPE and cleaning arrangements. Inappropriate cleaning schedule that does not focus on control measures particularly frequently touched surfaces.	COVID-19 procedures made clear to drivers, including cleaning requirements and PPE, with supplies made available.		
8	Pupils not encouraged to switch to active travel (e.g. walk, cycle) and help to reduced journeys where possible.	N.A.		
9	Not implementing 'safe streets' policies outside schools.	N.A.		
10	Fresh air (from outside the vehicle) through ventilation, is not maximised, particularly through opening windows and ceiling vents. Vehicles not well ventilated when occupied, particularly by opening windows and ceiling vents (with a balance between increased ventilation and maintaining a comfortable temperature).	Drivers aware of benefits of well ventilated vehicles.	Vehicles well ventilated when occupied, particularly by opening windows and ceiling vents (with a balance between increased ventilation and maintaining a comfortable temperature).	
11	Pupils not grouped together on transport reflecting consistent bubbles or groups that are adopted within school.	Clear guidelines given to drivers to follow aswell as parents and pupils.		



COVID-19 Risk Assessment for Daneshill School

12	If required or appropriate insufficient or no use of hand sanitiser upon boarding and/or disembarking.	Hand sanitiser made available.	If required or appropriate sufficient use of hand sanitiser upon boarding and/or disembarking.	
13	Pupils aged 11 and over are unaware that a face covering, is not necessary on transport unless they wish to wear one	Revised requirements explained.		
14	Pupils and parents unaware that use of face coverings and other control measures may be necessary temporarily.	Updates made as required.		
15	Unnecessary risks such as poorly organised queue and boarding process and overcrowding not minimised.	Staff briefed to keep overcrowding minimised.		
16	No plan for measures, in case of emergency, for the movement of a symptomatic pupil by school transport.	Measures in place, if required, for the movement of a symptomatic pupil.		
17	No contingency plans outlining how to operate if there were an outbreak in their school or local area. The contingency framework refers.	Contingency plan in place.		

Support Staff Risk Assessment in the COVID-19 Environment

	Hazard	Control Measures	Outcome	Remarks / Re-assessment
1	Support staff not briefed on changes regularly.	Regular correspondence with support staff, via email and SD meetings.	Fully briefed support staff.	
2	Physical meetings recognise SD, hygiene arrangements including well-ventilated rooms or, if possible, outside.	Physical meetings to take place in the dining room, socially distanced, or if possible, outside.	SD maintained.	



COVID-19 Risk Assessment for Daneshill School

3	Support staff have insufficient/inappropriate PPE, cleaning materials and training.	Requirements of PPE for support staff are considered well in advance. Orders of PPE and cleaning materials are ordered in advance and restocked regularly. Training is given in the donning and removal of PPE.	Support staff with sufficient PPE, cleaning materials and training.	
4	Cleaning regimes not reviewed or inspected regularly and not conforming to revised hygiene rules.	Cleaning regimes reviewed regularly.	Regularly reviewed cleaning regimes.	
5	Security and access systems not regularly checked, updated and re-coded.	Security checked regularly.	Regularly checked security.	
6	Reconfigured areas, zones and routes hampering fire exits and routes.	Fire routes and exits to be considered at all times during any reconfiguration.	Fire routes and exits remain clear at all times.	
7	Fire and other emergency procedures not reconfigured, routes not clear or regularly inspected.	Regular inspection of fire routes and emergency procedures considered.	Regular inspection of fire routes and emergency procedures considered.	

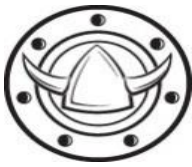
Facilities Management Risk Assessment in the COVID-19 Environment

	Hazard	Control Measures	Outcome	Remarks / Re-assessment
1	Insufficient hand washing or hand sanitiser 'stations' for all pupils and staff to clean their hands regularly.	Extra hand washing stations have been created outside, as well as hand sanitiser available in all classrooms and entrances.	Sufficient hand washing stations for all pupils and staff to clean their hands regularly.	



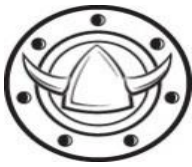
COVID-19 Risk Assessment for Daneshill School

2	Policy and procedures for contractors including signing in and out, and badges on school sites not reviewed, and / or enforced.	Clear procedures in place for all visitors to the school, including contractors, requiring signing in and out, lanyards and enforced by all.	Policy and procedures in place and followed for contractors on site.	
3	If required or appropriate contractor health declaration and pre-work briefings not considered or implemented.	If required or appropriate contractor health declaration in place and required for signing.		
4	If required or appropriate contractor (and visitor) hygiene arrangements not considered including parking, guiding, supervision, breaks, meals and toilets.	All visitor hygiene arrangements considered and procedures implemented.		
5	Insufficient heating and/ or cooling system (including insufficient fuel levels if applicable).	Boilers serviced regularly and oil & gas ordered when stocks become low.	Sufficient heating in place.	
6	Insufficient gas supply, maintenance, checks, venting and valves?	Gas supply regularly ordered, with vents and valves monitored, maintained and checked.	Sufficient gas supply.	
7	Air conditioning units, ducts, ventilation and extraction systems not checked on re-occupying school facilities.	The only air conditioning unit at school is in the server room, where no pupils go, nor staff spend time. This has remained on during lockdown. The kitchen extraction system is serviced annually and checked regularly.		
8	Centralised ventilation system that removes and circulates air to different rooms is not using a fresh air supply.	Regular maintenance and checking of extractor fan – confirmed used of fresh air.		
9	Electrical tests not up-to-date including emergency lighting and PAT including electrical equipment bought in to school.	Emergency lighting has recently been updated throughout the school (May 2020) which will be regularly checked and maintained. PAT testing occurs on an annual basis and is not now due until December 2020.	Up to date electrical tests and all electrical equipment on the school site is considered safe.	



COVID-19 Risk Assessment for Daneshill School

		All portable electrical equipment on the school site is either PAT tested or new and visually checked. Personal devices brought into school to be visusally monitored by teachers.		
10	Water testing for temperature, flow and legionella not in date, recorded or tested on re-opening facilities.	A water hygiene survey was undertaken at Daneshill in January 2020. All water tanks were flushed and cleaned in February 2020. All recommended water testing is undertaken, recorded and in date. The next water hygiene survey is not due until Jan 2022.	Water testing continues and remains in date.	
11	Risk assessment of reinstated water and air conditioning systems not reviewed before building occupied	Profesionsals used to reinstate water systems.		
12	Reinstated water and air conditioning systems not cleaned and disinfected, if required, by a competent person before building occupied.	N.A.		
13	Insufficient arrangements for the operation, additional cleaning and security (and use) of the swimming pool.	The swimming pool is in a locked building and is inspected regularly. Regular testing of the pool chemcials take place and recorded.	The swimming pool is secure and inspected regularly.	
14	Fire alarm panel, system and extinguishers not in date and not serviced.	The fire alarm system in the main building has recently been upgraded (May 2020). The full fire alarm system is tested weekly. Fire extinguishers were serviced in Dec 2019.	The fire alarm system is regularly tested and remains in service.	
15	Fire doors propped open to limit use of door handles and increase ventilation.	Fire doors in frequent use areas have an opener in place, which releases when the fire alarm sounds.		



COVID-19 Risk Assessment for Daneshill School

16	Limiting occupancy of as many rooms as possible (offices, laundry, common rooms etc) not considered.	Staff rooms, offices and other communal use rooms have maximum capacity marked on the door (at 2m distancing) and requirement to wear face masks in these rooms.	Limited occupancy considered.	No longer required
17	Kitchen not reconfigured, stocked and cleaned if closed over a long period.	The kitchen received a full clean before closing. It will be fully cleaned again before reopening. Stores will be restocked as required.	A fully clean and functioning kitchen.	
18	Insufficient chefs, supervising staff and cleaners to maintain high standards of hygiene.	With SD allowed for, a full review of the operational team, allows for sufficient chefs and cleaners to maintain high standards of hygiene.	Maintained high standards of hygiene.	
19	Servery and dining room rules inadequate or unsafe including wiping table, chairs and hard surfaces between sittings.	Fully redesigned lunch routine with COVID19 considerations.	Fully redesigned lunch routine with COVID19 considerations.	
20	Insufficient drinking supplies and hydration available in dining room.	Children are asked to use their own water bottles all day. They can be refilled at water stations, which are regularly cleaned. The dining hall will have jugs of water to be poured only by staff.	Alternative arrangements made.	
21	Cleaners changed working patterns during the day not discussed or agrees to meet the revised hygiene requirements.	Housekeeping team have been fully consulted on working pattern changes and requirements for COVID-19. The revised hygiene requirements have been fully briefed and regularly assessed.	Revised hygiene requirements understood and working patterns followed.	
22	Cleaners have insufficient or revised instructions and training for appropriate cleaning and the wearing and disposal of PPE.	Housekeeping team have been given clear instructions on doning and doffing PPE and appropriate cleaning.	Cleaners sufficiently trained.	



COVID-19 Risk Assessment for Daneshill School

23	New service level agreement not agreed for contract cleaners, maintenance and grounds for a new working environment.	Contract cleaners have been contacted and COVID-19 working practices established.		
24	Insufficient cleaning staff for revised cleaning schedule and deep clean of each room and space daily unless left fallow.	Cleaning schedule fully considered and deep clean of each room and space allowed for.	Sufficient cleaning staff.	
25	Insufficient immediate procedures (quarantine and deep clean) and PPE where areas contaminated with bodily fluids.	Quarantine and deep clean requirements fully understood for any bodily fluid contamination.	Sufficient immediate procedures in place where areas contaminated with bodily fluids.	
26	Cleaning staff not equipped or using appropriate PPE including aprons, gloves, face coverings and their subsequent disposal.	Housekeeping staff and contract cleaners fully equipped with appropriate PPE and fully briefed on donning, doffing and disposal.	Fully equipped cleaning staff.	
27	Laundry wash and dryers not serviceable, unable to cope with demand, temperature requirements and insufficient wash products.	The washing machine has been recently serviced. Adequate wash products will be provided.	Adequate laundry services provided.	
28	Suspended services not re-set or reviewed to cater for current school operation including waste disposal.	Services suspended over lockdown were contacted and then restarted.	Suspended services are re-set and reviewed.	
29	Scheduled or on-going building works not reviewed given revised school timetables, staggered drop-off / pick-ups times.	Governors' meeting included discussion of planned building works. Busar to continually review on-going building works.	Agreed approach for scheduled and on-going building works.	
30	Suppliers not following appropriate SD and hygiene measures.	Communication with suppliers to commit to appropriate SD and hygiene measures are followed.	Suppliers following appropriate SD and hygiene measures.	
31	Waste procedures not reviewed or sufficient.	Regular review of waste procedures and increased if required.	Sufficient waste procedures.	
32	Pest control services not recorded, deficiencies not identified or actioned.	Maintenance log maintained and deficiencies actioned when required.	Maintenance log maintained and deficiencies actioned when required.	
33	How often is this Risk Assessment reviewed? As circumstances change? Daily? Weekly? Monthly? Termly? Annually?	This COVID-19 Risk Assessment to be reviewed regularly and at least termly.	Regular review of COVID-19 risk assessment.	