TO THINK NHP TO THRIVE

NHP – COVID-19 Risk Assessment for School Reopening and Lockdowns

A Risk Assessment for Schools in Lockdown from 5 November 2020 (as at 5 November 2020)

Introduction

This revised COVID-19 risk assessment provides advice and guidance in identifying, assessing and describing methods of controlling hazards. It aims to prompt the thought and decision-making processes but with the normal caveat: that it is only as good as for the minute it is published. Risk assessments (and there will be many for different age groups, activities, buildings etc) must be dynamic and be updated whenever advice, circumstances, or any of the assessed risk factors have changed. The resulting measures should be available on school websites. Further reference documents are available in ISBA's bulletins.

All employers are required by law to protect their employees, and others, from harm. Under the Management of Health and Safety at Work Regulations 1999, the minimum employers must do is:

- Identify what could cause injury or illness in the organisation (hazards).
- Decide how likely it is that someone could be harmed and how seriously (the risk).
- Take action to eliminate the hazard, or if this isn't possible, control the risk.

Running the School - Assessing the Risk

Assessing COVID-19 is particularly awkward as the outcome of the risk assessment for one group within a school will have an impact on another: teaching staff, support staff, visitors and contractors (if these groups are allowed access) and pupils of varying age groups and class size.

There is a legal requirement for schools to revisit and update their risk assessments, building on the learning to date and the practices already developed, and to consider the additional risks and control measures to enable a return to full capacity in the autumn term. Some risk assessments may require daily revision and should include but not be limited to:

A.   Updating Safeguarding policy and procedures and ensuring staff and pupils feel safe.
B.   Is government advice being regularly accessed, assessed, recorded and applied?
C.   Are changes regularly communicated to staff, their unions, pupils, parents and governors?
D.   Are changes reviewed by governors?
E.   Are changes shared with insurers?
F.   Is there early liaison and active engagement with the local Health Protection Team (HPT).
G.   Are there sufficient systems in place to support contact tracers?
H.   Do staff understand NHS Test and Trace procedures?
I.   Are there contingency plans for self-isolation of individuals, multiple pupils and / or staff?
J.   Is contact minimised and distance maximised between all those in school, wherever possible?
K.   Are Social Distancing (SD) and other hygiene rules regularly communicated, understood, applied and checked?
L.   Has the cleaning regime been enhanced, regularly re-assessed and, if necessary revised?

M.   Are high-risk areas being regularly monitored (including boarding areas) for hygiene?

N.   Are contract providers suspended or unable to attend school?

O.   Is access to school controlled effectively and are visitor (if allowed) details recorded?

P.   Are there sufficient supplies of hygiene materials and are they well placed?

Q.   Are contingency plans in place for operational changes such as re-closing, loss of catering or teaching staff, lockdown?

R.   Are all the hazards identified properly mitigated and regularly re-assessed?

In addition to the above, the following will need to be considered for pupils, parents and staff:

S.   Currently face coverings should be worn by adults and we ask children aged 11 and above when moving around the premises, outside of classrooms or activity rooms, such as in corridors and communal areas where social distancing cannot easily be maintained.

T.   Dependent on risk assessments staff (and pupils) may be equipped with PPE for certain activities. PPE may include:
   a. Face coverings
   b. Gloves
   c. Eye protection
   d. Shields (for lecterns, desk separators, staff desks, reception, servery)
   e. Sanitisers (gel and tissues)

U.   Enhanced cleaning arrangements to:
   a. Toilets, door handles, knobs, locks, entry devices, taps, plugs, switches, handrails and regularly used hard surfaces;
   b. Shared teaching equipment: keyboards, pens, remotes, copiers, printers;
   c. Musical instruments, balls, bats, bails, batons etc;
   d. Kettles, biscuits tins, milk containers, Aprons, towels (if used) cloths, mops etc
   e. Note: remove where possible soft toys, spare furniture and items that are hard to clean.

V.   Consideration of how to reduce contact and maximise distancing between those in school, where ever possible, and minimise potential for contamination by:
   a. Using outdoor space;
   b. Altering classroom layout with desks facing the front;
   c. Staggering timetables for drop-off, assemblies, breaks, lunch, playtime, pick-up times;
   d. Consistent groups (bubbles) of pupils that do not mix unless absolutely necessary;
   e. SD in spaces such as halls and dining areas and groups are staggered through spaces;
   f. Recording groups and bubbles compositions in case pupils need to self-isolate.

W.   Medical.
   a. Are ill staff and pupils or those tested positive in the last 10 days staying at home?
   b. Pre-existing medical conditions are fully declared?
   c. Have all vulnerable pupils, parents and staff been identified and recorded?
   d. Are extremely clinically vulnerable and clinically vulnerable able to return to school?
   e. Are those that have tested positive for COVID-19 recorded? (for elimination purposes).
   f. Who has come into contact with anyone tested positive to COVID-19?
   g. Who has travelled where (and when): other than home and school?
   h. Have those who have been abroad self-isolated / quarantined for 2 weeks: if required?

X.   Have all adhered to the external socialising rules set by the school for shopping, parties, day trips, games, play, activities and travel (other than home to school and return)?

Y.   Are plans for school events including plays, parent and teacher meetings postponed?

A grid, to record the hazards, control measures and outcomes, is at Annex A.

System of Controls

DfE/PHE has a set of actions schools must take. They are grouped into 'prevention' and 'response to any infection' and build on the hierarchy of protective measures. When implemented with a "revised risk assessment, these measures create an inherently safer environment for pupil and staff where the risk of transmission of infection is substantially reduced".

Schools should:

- Ensure that all staff understand the system of controls and how they are applied in the setting - time should be taken for staff to review the actions in the system of controls and ask questions;
- Ensure that parents and carers are aware of the system of controls, how this impacts them and their responsibilities.

Prevention

1) Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend settings.
2) Where recommended, use of face coverings.
3) Clean hands thoroughly more often than usual.
4) Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.
5) Introduce enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach.
6) Minimise contact between groups where possible.
7) Where necessary, wear appropriate personal protective equipment (PPE).

Numbers 1 to 5 must be in place in all settings, all the time.

Number 6 must be properly considered, and settings must put in place measures that suit their particular circumstances.

Number 7 applies in all specific circumstances.

Response to any infection

8) Engage with the NHS Test and Trace process.
9) Manage confirmed cases of coronavirus (COVID-19) amongst the setting community.
10) Contain any outbreak by following local health protection team advice.
11) Notify Ofsted.

Numbers 8 to 11 must be followed in every case where they are relevant.

Conclusion

Many different stakeholders of varying ages and health will bring a multiple of shifting risks that must be considered on a daily basis for the safety of pupils, staff, parents, visitors and contractors (if allowed). The leadership team will need to analyse and co-ordinate identified measures. Generating confidence in governors, staff, parents and pupils is paramount to the process of re-opening.

Ultimately, it is the school and its governing body that carry the responsibility for ensuring, so far as is reasonably practicable, the health and wellbeing of their staff, pupils, and others on site, including visitors and contractors. Therefore, decisions may have to be made that cannot appease everyone (and if that is the case the reasons for any divergence ought to be recorded).

One last note of caution: do keep your insurance company or brokers up to date with your plans. Your risk assessments will be a critical part of this decision-making process and may be sought as evidence of the school's approach to risk.

COVID-19 Risk Assessment

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.	• DSL receives real-time regulatory advice from appropriate agencies; • DSL actively updates Safeguarding and related policies; • All updates disseminated to relevant pupils, parents and staff; • MyOnstream used to track staff acknowledgement of policy on contents therewith;	• Compliant with most recent legal/regulatory framework; • Staff aware of all changes and impact upon working practices; • Parents assured of compliance and confident in school; • Mitigated risk of litigation resulting from malpractice;	Ongoing
B	Government advice not being regularly accessed, assessed, recorded and applied.	• Daily, weekly and monthly updates received from membership and umbrella organisations; • Updates reviewed at SMT and communicated to parents, staff and pupils;	• Compliant with most recent legal/regulatory framework; • Staff aware of all changes and impact upon working practices; • Parents assured of compliance and confident in school;	Ongoing
C	Staff and parents do not know or understand the 'system of controls' (see explanation above) and how they are applied.	• Regular and effective communication of legal and systems updates to parents through weekly newsletter, COVID learning guidance; • Carefully planned timetables and staggered start times communicated to parents;	• Consistent communication of systems and controls to parents; • Review application of systems by SMT;	Ongoing, weekly review
D	Changes not regularly communicated to staff, their unions, pupils, parents and governors	• Regular and effective communication of legal and systems updates to parents	• Consistent communication of systems and controls to parents;	Ongoing, weekly review

	Hazard	Control measures	Outcome	Remarks / Re-assessment
		through weekly newsletter, COVID learning guidance; • Carefully planned timetables and staggered start times communicated to parents; • Regular staff training to ensure all control systems and understood and adhered to;	• Review application of systems by SMT;	
E	Changes to assessments, procedures and other important matters not reviewed by Governors	• SMT consider need for adapting areas not reviewed by Governors; • Proactively plan curriculum to deliver key outcomes under a different learning environment;	• Proactively plan how to deliver curriculum and ensure health and safety of staff, pupils and parents;	Ongoing
F	Insurers and / or brokers not updated with school's amended plans	• Regular dialogue with insurers and other advisory bodies provides assurance that operations are supported and underwritten by insurers;	• Compliant operations; • Transfer risk of malpractice;	Ongoing
G	No liaison with local authority and health protection team.	• Dialogue with LA COVID-19 team; • Report positive cases directly to designated person at RBKC;	• Compliant operations; • LA updated on developments at NHP/Acorn • Transfer risk of malpractice;	Ongoing
H	Active engagement with NHS Test and Trace and the procedures not understood by all staff and parents.	• School nurse advises on changes to T&T system; • Changes implemented with immediate effect and communicated to staff and parents; • Weekly newsletter updates;	• Clear understanding of school's responsibility to adhere to T&T;	Ongoing
I	Record of names of pupils / staff in their groups / bubbles, locations visited, seating arrangements (via App / spreadsheet etc) not	• Granular planning of classroom layout by Heads of Section – signed off by DH Operations and Bursar;	• Staff and parents assured of effective procedures to limit spread of COVID-19;	Ongoing, weekly review of procedures

	Hazard	Control measures	Outcome	Remarks / Re-assessment
	updated on a regular basis.	• Year-group bubbles created to mitigate transmission throughout school; • Staggered drop-off and pick-up times communicated to staff and parents; • Lunch times and play times timetables to be staggered for bubbles • DH Pastoral oversees key worker provision to ensure bubbles are effectively planned;	• Strong audit trail to demonstrate effective communication;	
J	Insufficient information to identify close contracts of symptomatic individuals and support contract tracing.	• Attendance of staff and pupils closely monitored; • In event of a positive case, contacts identified and actions taken to isolate close contacts, in accordance with PHE/NHS guidance; • Staff restricted to bubbles and wear PPE;	• Clearly communicated protocol for isolation of bubbles, including pupils and staff; • Manage stakeholder expectations of required actions in the event of positive cases;	Daily
K	No contingency plans for self-isolation of individuals, groups, multiple pupils and or staff.	• In event of a positive case, contacts identified and actions taken to isolate close contacts, in accordance with PHE/NHS guidance; • Remote learning deployed overnight in the event of a positive case; • Parents have received NHP's remote learning guidance, outlining contingency in the event of positive cases;	• Clearly communicated protocol for isolation of bubbles, including pupils and staff; • Manage stakeholder expectations of required actions in the event of positive cases;	Ongoing
L	Insufficient preparation (letters, Whatsapp etc) to communicate with parents, carers, staff and pupils in case of infection and groups needing to self-isolate.	• Templated response strategy deployed in the event of a positive case via appropriate media channels (SMS, Email); • Clearly defined responsibilities for staff in	• Clearly communicated protocol for isolation of bubbles, including pupils and staff; • Manage stakeholder expectations of required actions in	Ongoing

	Hazard	Control measures	Outcome	Remarks / Re-assessment
		the event of the need for a bubble to isolate;	the event of positive cases;	
M	Insufficient consideration to minimising contact and maximising distance between all those in school where ever possible.	• Attendance of staff and pupils closely monitored; • In event of a positive case, contacts identified and actions taken to isolate close contacts, in accordance with PHE/NHS guidance; • Staff restricted to bubbles and wear PPE; • Clearly visible direction of travel throughout the school, • Staff wear PPE at all times when transitioning through school; • Staff meetings hosted remotely; • Socially distanced lunches;	• Staff, pupils and parents clearly understand social distancing and hygiene rules; • SMT monitor adherence to social distancing and hygiene rules;	Ongoing, daily
N	Social Distancing (SD), hygiene and ventilation rules not sufficiently robust, understood, communicated, applied or checked.	• Clearly communicated social distancing and hygiene rules shared with staff, pupils and parents; • Written guidance shared with staff; • Regular updates to staff on changes to rules and procedures; • Government guidance reviewed on a regular basis – ventilation rules followed. Use of air filtration units in all classrooms to limit spread of COVID-19;	• Staff, pupils and parents clearly understand social distancing and hygiene rules; • SMT monitor adherence to social distancing and hygiene rules;	Ongoing, daily
O	SD rules and safety precautions for activities (play, games, drama, music) not understood or adhered to?	• Clearly communicated social distancing and hygiene rules shared with staff, pupils and parents; • Written guidance shared with staff;	• Staff, pupils and parents clearly understand social distancing and hygiene rules; • SMT monitor adherence to social	Ongoing, half-termly

	Hazard	Control measures	Outcome	Remarks / Re-assessment
		• Regular updates to staff on changes to rules and procedures; • Internally hosted clubs only during term-times; • Limited offering of extra-curricular activities to ensure bubbles are respected;	distancing and hygiene rules;	
P	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.	• Weekly review of enhanced hygiene measures; • Enhanced hygiene measures planned into daily premises team operations; • Enhanced risk assessment received from cleaning contractors;	• Robust hygiene regime maintained; • Mitigate transmission of COVID-19; • Mitigate risk of litigation resulting from spread of COVID-19;	Weekly
Q	High-risk areas not being regularly monitored (including boarding areas) for hygiene.	• Weekly review of enhanced hygiene measures; • Enhanced hygiene measures planned into daily premises team operations; • Enhanced risk assessment received from cleaning contractors;	• Robust hygiene regime maintained; • Mitigate transmission of COVID-19; • Mitigate risk of litigation resulting from spread of COVID-19;	Weekly
R	Contract providers and services suspended or unable to attend school.	• Contractor variation agreements reached in advance to ensure that key services continue to be delivered efficiently and economically; • Contingency plans to deliver key services in the event of reduced service;	• Assurance that key contracts will continue to be delivered throughout pandemic; • In the event of a contractor issue, SMT convene to determine appropriate course of action (amended service, closure);	Ongoing
S	Access to school not controlled effectively and visitor (if allowed) details not recorded.	• Effective access management using Paxton security system; • Only authorised persons have access to site;	• A secure environment for staff and pupils; • Contractors limited in access to site and emergency visits only;	Ongoing

	Hazard	Control measures	Outcome	Remarks / Re-assessment
		• CCTV throughout the school to monitor activity; • Visitors all sign in and out of premises and complete COVID-19 health disclaimer;		
T	Insufficient supplies of hygiene materials and not readily available, suitably stored or located.	• Preferred suppliers used for procuring hygiene materials; • Cleaning company risk assess materials used during pandemic; • Plentiful stock of PPE in school and monitored on a daily basis;	• Effective supplies of hygiene equipment to enable NHP to deliver a clean environment; • Staff, pupil and parental confidence in hygiene regime; • Mitigate risk of transmission throughout school;	Ongoing, weekly
U	Inadequate contingency plans for changes to school operation: local or national lockdown, re-closing, loss of catering or teachers?	• Clear, concise and effectively communicated remote learning strategy communicated to staff and parents; • Overnight deployment of remote learning timetable mirroring onsite learning; • Dialogue with catering and cleaning teams to ensure contingency in place in the event of disrupted service; • Increased stock of dried goods held onsite; • Preferred supply staff company used;	• Clearly communicated protocol for isolation of bubbles, partial or full lockdown, including pupils and staff; • Manage stakeholder expectations of required actions in the event of positive cases; • Adequate supplies of dried goods to ensure lunches can be served; • Premises team can be deployed to oversee hygiene of school;	Ongoing, weekly
V	Insufficient contingency plans in case of medical need for self-isolation of individuals, multiple pupils, staff or local outbreaks?	• Isolation rooms created across all buildings; • Critical mass of pupils/staff needing to isolate taken into consideration; • Blended learning model to minimise impact of outbreaks;	• Mitigate impact of an outbreak through effective contingency planning; • Biosecure environment in events of an outbreak;	Ongoing, weekly

	Hazard	Control measures	Outcome	Remarks / Re-assessment
W	Risk assessments and protective measures for holiday clubs, after-school clubs and other out-of-school clubs not regularly updated.	• Enhanced risk assessment completed for all extra-curricular activities; • Addendum to all risk assessments requiring consideration of additional actions to reduce risk;	• Robust risk assessment framework mitigates risk of transmission of COVID;	Annually, monthly
X	Are all Risk Assessments regularly reviewed and updated based on feedback and lessons identified from all those in school including pupils and support staff, visitors and contractors.	• Enhanced risk assessment completed for all extra-curricular activities; • Addendum to all risk assessments requiring consideration of additional actions to reduce risk; • Bursar and DH Operations review and approve all risk assessments;	• Robust risk assessment framework mitigates risk of transmission of COVID;	Annually, monthly
Y	All hazards identified properly mitigated and regularly re-assessed?	• Site hazards captured by effective risk assessment framework; • Enhanced COVID-19 risk assessments; • Timetable adapted to reflect enhanced risk assessment recommendations;	• Robust risk assessment framework mitigates risk of transmission of COVID;	Annually, monthly

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 reviewed. (Email, text, facebook etc).	• SMT/COBRA assess efficacy of comms channels; • Email and text updates where appropriate to staff, parents and pupils; • Optimise central comms channels with stakeholders through migration to new pupil management system;	• Clear and consistent comms with staff and parents;	SMT, Ongoing
2	Staff, parents and pupils returning to school not provided or updated	• Detailed Remote Learning Guidance and Reopening	• Consistent messaging to staff and parents;	SMT, Ongoing

	Hazard	Control Measures	Outcome	Remarks / Re-assessment
	with full induction process or aware of changes and potential hazards.	Guidance shared with staff and parents; • Clear internal process for reporting and responding to hazards; • Adapted induction during pandemic to ensure key information is communicated to new starters; • Key changes shared with staff and parents using appropriate media channels;	• Clear and unambiguous policies and guidance; • Implement appropriate changes in response to feedback to continuously improve processes;	
3	Lack of a robust feedback and reply system to ensure best practice and two-way communications for pupils, parents, staff and governors	• Review feedback channels; • Teaching staff to report complaints to line manager/SMT; • Replies to be consistent with NHP line – clearly brief staff; • Regularly survey parents and staff;	• Consistent messaging to staff and parents; • Clear and unambiguous policies and guidance; • Implement appropriate changes in response to feedback to continuously improve processes;	SMT, Ongoing
4	No Governor and / or SLT member for school / department responsible for COVID-19 matters. Governor / SLT members' contact details not known and not on call.	• Nominated governor for COVID-19; • Relevant emails to admin email account, shared with nominated governor;	• Single point of contact; • Transparent and accessible approach;	SMT, Nominated Governor, Ongoing
5	No school representative identified to liaise with local authorities and local health protection team.	• Responsibility allocated to Bursar (LA) and School Nurse (NHS/PHE); • Direct communications with agencies;	• Single point of contact; • Transparent and accessible approach;	SMT, School Nurse, Ongoing
6	Local authorities and health protection teams not engaged prior to re-opening (and the benefit of their services in case of infection).	• Responsibility allocated to Bursar (LA) and School Nurse (NHS/PHE); • Direct communications with agencies; • Clear protocols outlining responsibility of individual	• Single point of contact; • Transparent and accessible approach; • Effective communication	SMT, School Nurse, Ongoing

	Hazard	Control Measures	Outcome	Remarks / Re-assessment
		staff to communicate with agencies in case of infection;	strategy with key agencies;	
7	No plan to inform local health protection team if two or more confirmed cases within 14 days or there is an overall rise in sickness absence.	• Responsibility allocated to Bursar (LA) and School Nurse (NHS/PHE); • Direct communications with agencies; • Clear protocols outlining responsibility of individual staff to communicate with agencies in case of infection;	• Single point of contact; • Transparent and accessible approach; • Effective communication strategy with key agencies;	SMT, School Nurse, Ongoing
8	No system to communicate with staff who are unable or have not returned to school for fear of infection.	• Email and text updates where appropriate to staff, parents and pupils; • Optimise central comms platform with stakeholders through migration to new pupil management system; • Policy to pre-empt NHP policy on "attendance" and provision of remote learning; • Flexible approach to staff, pupils and parents considered to be clinically vulnerable;	• Consistent messaging to staff and parents; • Clear and unambiguous policies and guidance;	SMT, Ongoing
9	Lack of mechanism for parents of pupils with significant risk factors to discuss concerns and provide reassurance of the measures put in place to reduce the risk in school.	• Email and text updates where appropriate to staff, parents and pupils; • Clearly communicated policies and procedures; • Optimise central comms platform with stakeholders through migration to new pupil management system; • Policy to pre-empt NHP policy on "attendance" and provision of remote learning; • Flexible approach to staff, pupils and parents considered to be clinically vulnerable; • Home working for extremely clinically vulnerable staff;	• Consistent messaging to staff and parents; • Clear and unambiguous policies and guidance;	SMT, Ongoing

	Hazard	Control Measures	Outcome	Remarks / Re-assessment
		• Blended learning model for pupils unable to attend school;		
10	No staff, pupil and / or parent health declaration implemented or recorded.	• Test, track and trace; • Bubbles; • Health self-declaration; • Follow quarantine guidance strictly; • Detailed daily register of attendance;	• Mitigate risk of cross-contamination; • Staff and parental assurance that a robust system in place to prevent staff or families who have travelled entering the school without isolating;	SMT, Ongoing
11	Lack of knowledge of where pupils / staff have travelled from (other than home and school) on holiday or at weekends.	• Test, track and trace; • Bubbles; • Health self-declaration; • Follow quarantine guidance strictly; • Detailed daily register of attendance; • Regular reminders to staff and parents to adhere to government guidance;	• Mitigate risk of cross-contamination; • Staff and parental assurance that a robust system in place to prevent staff or families who have travelled entering the school without isolating;	SMT, Ongoing
12	Insufficient information on where pupils, staff and visitors have been located in school including the make-up of bubbles and activity groups.	• Test, track and trace; • Bubbles; • Health self-declaration; • Follow quarantine guidance strictly; • Detailed daily register of attendance; • Regular reminders to staff and parents to adhere to government guidance; • Travel forms sent to staff and parents to enable us to capture data on where they have travelled;	• Mitigate risk of cross-contamination; • Staff and parental assurance that a robust system in place to prevent staff or families who have travelled entering the school without isolating;	SMT, Ongoing
13	Staff, parents and pupils not self-isolating after holiday and work visits (for 2 weeks?) to non-	• Test, track and trace; • Bubbles; • Health self-declaration; • Follow quarantine guidance strictly;	• Mitigate risk of cross-contamination; • Staff and parental assurance that a robust system in place	SMT, Ongoing

	Hazard	Control Measures	Outcome	Remarks / Re-assessment
	government agreed countries.	• Detailed daily register of attendance; • Regular reminders to staff and parents to adhere to government guidance; • Travel forms sent to staff and parents to enable us to capture data on where they have travelled;	to prevent staff or families who have travelled entering the school without isolating;	
14	Lack of robust rules for hygiene standards for staff and pupils – and failure to adequately enforce standards	• Clearly communicated social distancing and hygiene rules shared with staff, pupils and parents; • Written guidance shared with staff; • Regular updates to staff on changes to rules and procedures; • School will ask any pupils or staff who breach rules to self-isolate;	• Staff, pupils and parents clearly understand social distancing and hygiene rules; • SMT monitor adherence to social distancing and hygiene rules;	Ongoing, daily
15	Class and activity rooms not properly and regularly ventilated with fresh air.	• Clearly communicated social distancing and hygiene rules shared with staff, pupils and parents; • Written guidance shared with staff; • Regular updates to staff on changes to rules and procedures; • Government guidance reviewed on a regular basis – ventilation rules followed. Use of air filtration units in all classrooms to limit spread of COVID-19;	• Staff, pupils and parents clearly understand social distancing and hygiene rules; • SMT monitor adherence to social distancing and hygiene rules;	Ongoing, daily
16	Staff not trained or regularly updated in COVID-19 symptoms, SD and how these rules apply to teaching?	• Clearly communicated protocols to follow in the event of a symptomatic child or member of staff; • Teachers to report any symptomatic pupils or staff to	• Clear and unambiguous policies and procedure; • Effective lines of communication;	Ongoing, daily

	Hazard	Control Measures	Outcome	Remarks / Re-assessment
		line manager and School Nurse; • Isolation rooms in all buildings;		
17	At drop-off and pick-up parents not complying with SD policy outside gates and entrances.	• SD implemented and demarcated visibly with strong signage; • Queuing spots used to enforce social distancing; • Parents asked to wear masks; • Staff wearing PPE; • SMT monitor drop-off and pick-up on daily basis;	• Clear and unambiguous policies and procedure; • Minimise risk of transmission at drop-off and pick-up;	Ongoing, daily
18	Staff and parents not cleaning frequently touched surfaces of bike, car, pram etc before and after journeys to school.	• School based hygiene policy and rules communicated to parents; • Key agency guidance shared with parents;	• Clear and unambiguous policies and procedure; • Minimise risk of transmission at drop-off and pick-up;	Weekly and Termly Newsletter
19	Insufficient or no guidance on safe travel to and from school (e.g. encouraging walking, cycling, minimise car sharing) or protocols at school gates etc.	• Regular communication of daily timetable and any changes to procedures; • School based hygiene policy and rules communicated to parents; • Key agency guidance shared with parents; • Encourage parents to travel to school in a safe manner;	• Clear and unambiguous policies and procedure; • Minimise risk of transmission at drop-off and pick-up;	Weekly and Termly Newsletter
20	Transit spaces (corridors), social zones (car parks, common rooms, playgrounds) do not support SD. Walk on the left protocol?	• SD implemented across the school, using tape, restricting transitions, staggering playtimes; • Drop-off and pick-up adheres to SD;	• Reduce risk of cross-contamination;	Ongoing, daily
21	Learning and recreational spaces not de-conflicted or configured to SD rules for different groups or bubbles.	• SD implemented across the school, using tape, restricting transitions, staggering playtimes; • Soft furnishings removed wherever possible;	• Reduce risk of cross-contamination;	Weekly, SMT

	Hazard	Control Measures	Outcome	Remarks / Re-assessment
		• Library used on a staggered basis with a limit of one bubble per day. All books quarantined after handling for no less than 48 hours;		
22	Little consideration of different age groups in timetabling, length of the school day and exposure to other age groups.	• Detailed, separate timetables for each year group; • Bubbles to avoid group mixing; • Short lunchtime slots to avoid bubbles mixing;	• Reduce risk of cross-contamination;	Weekly, SMT
23	Insufficient consideration and alternatives to using public transport including staggering school start and finish times.	• Detailed, separate timetables for each year group, including staggered start and finish times; • Bubbles to avoid group mixing;	• Reduce risk of cross-contamination;	Weekly, SMT
24	No system in place to deal with bereavements, trauma, anxiety, stress, behavioural and sleep issues.	• School counsellor; • Pupil wellbeing survey; • Isolation rooms;	• Strong pastoral support for pupils; • Strong social distancing;	Weekly
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	• DSL receives real-time regulatory advice from appropriate agencies; • DSL actively updates Safeguarding and related policies; • Updated e-Safety and e-Safeguarding Policies; • All updates disseminated to relevant pupils, parents and staff; • MyOnstream used to track staff acknowledgement of policy on contents therewith;	• Compliant with most recent legal/regulatory framework; • Staff aware of all changes and impact upon working practices; • Parents assured of compliance and confident in school; • Mitigated risk of litigation resulting from malpractice;	Ongoing

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 or practice, and staff handbook policies.	• DSL receives real-time regulatory advice from appropriate agencies; • DSL actively updates Safeguarding and related policies; • Updated e-Safety and e-Safeguarding Policies; • All updates disseminated to relevant pupils, parents and staff; • MyOnstream used to track staff acknowledgement of policy on contents therewith;	• Compliant with most recent legal/regulatory framework; • Staff aware of all changes and impact upon working practices; • Parents assured of compliance and confident in school; • Mitigated risk of litigation resulting from malpractice;	Ongoing
2	Inset does / did not reflect required training for COVID-19 related procedures, safeguarding, H&S, well-being etc	• Full training provided to staff at INSET, covering COVID-19 policy variations, wellbeing approach and health and safety training; • Updates shared with staff prior to parents; • Regular comms with staff; • Scenario planning; • Ongoing review of procedures;	• Clear and unambiguous policies and procedures for staff; • Effective training; • Reduce risk of misinformation spreading; • Clearly communicate updates to all stakeholders; • Build trust with stakeholders	Ongoing, Half-Termly
3	Staff have insufficient instruction and training on identifying and supporting vulnerable pupils, parents and other staff.	• Full training provided to staff at INSET, covering COVID-19 policy variations, wellbeing approach and health and safety training; • Updates shared with staff prior to parents; • Regular comms with staff updating them on changes;	• Clear and unambiguous policies and procedures for staff; • Effective training; • Clearly communicate updates to all stakeholders; • Proactively plan to accommodate needs of the most vulnerable;	Ongoing
4	System of controls (see explanation above) not	• Full training provided to staff at INSET, covering COVID-19	• Clear and unambiguous policies	Ongoing

	Hazard	Control Measures	Outcome	Remarks / Re-assessment
	<mark>understood and / or properly implemented.</mark>	policy variations, wellbeing approach and health and safety training; • Updates shared with staff prior to parents; • Regular comms with staff updating them on changes; • Weekly briefings; • Head of Section meetings;	and procedures for staff; • Effective training; • Clearly communicate updates to all stakeholders; • Proactively plan to accommodate needs of the most vulnerable;	
5	DSL and ADSL not easily contacted and their contact information not known to all.	• DSL and DDSL contact details on website; • DSL and DDSL contact details displayed in every room at school;	• Clear lines of responsibility and procedures for staff;	Ongoing
6	No COVID-19 specific policy that includes medical responses, SD, teaching, socialising, feeding, hydration, well-being etc.	• Policies updated to reflect COVID-19 specific changes and addendums to signpost staff; • Full training provided to staff at INSET, covering COVID-19 policy variations, wellbeing approach and health and safety training; • Parental feedback shared with staff;	• Clear and unambiguous policies and procedures for staff; • Effective training;	Ongoing
7	<mark>Revised fire drills, registers, routes and assembly points not rehearsed (to ensure where safe to include SD)</mark>	• Policies updated to reflect COVID-19 specific changes and addendums to signpost staff; • Full training provided to staff at INSET, covering COVID-19 policy variations, wellbeing approach and health and safety training; • Training delivered remotely through videos and MS Forms attendance records retained;	• Legally compliant procedures • Clear and unambiguous policies and procedures for staff; • Effective training;	Ongoing

	Hazard	Control Measures	Outcome	Remarks / Re-assessment
8	Needs of each age group and class not considered discretely in terms of support, activities and facilities.	• Age appropriate learning platforms in place (Seesaw and Zoom for Lower School, MS Teams for Middle and Upper School); • Mix of live, pre-recorded and independent learning content; • Focussed individual and group support in place, with extra interventions for those in need; • Safeguarding measures in place to manage associated risks of home learning;	• Effective delivery of education remotely; • Intervention groups for those individuals and groups in need;	Ongoing, DH (Director of Studies)
9	Staff moving between classes and year groups not maintaining distance from pupils and other staff (ideally 2 m between adults)	• Lessons staggered with agile timetabling to achieve SD requirements; • Minimal transitions; • Zones stairs and divided by tape, with signage displayed; • Masks and PPE worn when in common areas of school;	• SD compliant transitions; • Bubbles created, which can be widened over time; • Mitigate risk of transmission at NHP;	Ongoing, DH (Operations)
10	Staff and pupils (where applicable) not wearing face coverings (if required) whilst moving between classrooms or activities.	• Masks and PPE worn when in common areas of school; • Regular reminders to staff; • SMT monitoring of staff;	• Mitigate risk of transmission at NHP;	Ongoing, SMT
11	Supply, peripatetic and/or other temporary staff moving between schools not minimising contact, maintaining as much distance as possible from other staff or observing hygiene rules.	• Masks and PPE worn when in common areas of school; • Regular reminders to staff; • SMT monitoring of staff; • Visiting staff complete COVID-19 disclaimer upon arrival;	• Mitigate risk of transmission at NHP;	Ongoing, SMT
12	Roles conducive to home working and therefore helping to reduce infection (e.g. some administrative roles) not identified.	• Staggered home working for staff where practicable; • Rota in place and share by Admin Manager; • Remote working arrangements established;	• Mitigate risk of transmission at NHP;	Ongoing, SMT, Admin Manager

	Hazard	Control Measures	Outcome	Remarks / Re-assessment
13	The "ideal" of adults maintaining 2m distance from each other, and from pupils not realised or insufficient mitigating measures.	• Lessons staggered with agile timetabling to achieve SD requirements; • Minimal transitions; • Zones stairs and divided by tape, with signage displayed; • Masks and PPE worn when in common areas of school; • Staff vigilant of pupils complying with SD requirements and regular reminders to all;	• SD compliant transitions; • Bubbles created, which can be widened over time; • Mitigate risk of transmission at NHP;	Ongoing, DH (Operations)
14	Contact between groups or bubbles is not minimised or distance between individuals maintained and properly supervised.	• Lessons staggered with agile timetabling to achieve SD requirements; • Minimal transitions; • Zones stairs and divided by tape, with signage displayed; • Masks and PPE worn when in common areas of school; • Staff vigilant of pupils complying with SD requirements and regular reminders to all;	• SD compliant transitions; • Bubbles created, which can be widened over time; • Mitigate risk of transmission at NHP;	Ongoing, DH (Operations)
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.	• Year group bubbles created and timetables to avoid mixing; • Seating plans; • Staff supervising bubbles enforce rules; • Regular reminders to staff and pupils; • Protocol in place to act immediately in case of infection;	• SD compliant operations; • Bubbles created, which can be widened over time; • Mitigate risk of transmission at NHP; • Minimise impact of positive case within a bubble;	Ongoing, DH (Operations)
16	Insufficient controls measures and safety precautions for larger groups with greater risk of infection.	• Record of staff and pupils with greater vulnerability retained; • Remote provision and home working for the most vulnerable; • Strictly avoid large group gatherings;	• Protect the most vulnerable; • Avoid group gatherings to reduce risk of transmission;	Ongoing, DH (Operations)

	Hazard	Control Measures	Outcome	Remarks / Re-assessment
17	Large gatherings such as assemblies or collective worship with more than one group not avoided.	• No large group gatherings until deemed safe to do so;	• Avoid group gatherings to reduce risk of transmission;	Ongoing, DH (Operations)
18	Insufficient controls for those pupils allowed to mix into wider groups for specialist teaching, wraparound care and transport.	• Year group bubble restrictions for extra-curricular activities and specialist teaching; • Seating plans; • Staff supervising activities enforce rules; • Regular reminders to staff and pupils;	• SD compliant operations; • Bubbles created, which can be widened over time; • Mitigate risk of transmission at NHP;	Ongoing, DH (Operations)
19	Younger pupils not supported in understanding the importance of maintaining distance, not touching staff and their peers - where possible.	• Regular reminders to staff and pupils; • Age appropriate content for pupils to reinforce messaging; • Staff supervising bubbles enforce rules;	• Pupils clearly understand need to follow SD rules;	Ongoing, class teachers
20	No specific help and preparation for the changes to routine for pupils with SEND (whether education, health and care plans or on SEN support).	• Effective timetabling of SEND department to target those in need; • Clear communication of changes to relevant staff and pupils; • Continuation of support during pandemic;	• Continuation of effective learning support; • Avoid disruption to learning progress for pupils with EHCPs.	Ongoing, SENCO
21	Where a pupil attends more than one setting on a part-time basis (e.g. dual registered) the system of controls not considered collaboratively to address identified risks.	• Register of pupils attending more than one setting; • Reinforcement of school procedures for all pupils;	• Seamless transition between settings;	Ongoing
22	Classrooms do not have side-by-side seating or forward facing desks to reduce risks.	• SD classroom layouts; • Seating plans;	• Comply with SD requirements;	Ongoing
23	ITT trainees not sufficiently briefed, hosted and integrated in their support to school.	N/A	N/A	N/A

	Hazard	Control Measures	Outcome	Remarks / Re-assessment
24	Volunteers not checked, left unsupervised, allowed to work in regulated activity or supported.	N/A	N/A	N/A
25	Recruitment process and pre-appointment checks not following legal requirements.	• Safer recruitment procedures followed; • Recruitment process adapted to remote requirements; • Remote approval of recruitment checks by Bursar;	• Satisfy safer recruitment procedures; • Mitigate safeguarding risk inherent in recruitment;	Ongoing, Bursar, HR Manager
26	New staff and pupil registration and induction processes not adapted or compliant.	• Safer recruitment procedures followed; • Recruitment process adapted to remote requirements; • Induction process followed and training delivered remotely where practicable; • Remote approval of recruitment checks by Bursar;	• Satisfy safer recruitment procedures; • Mitigate safeguarding risk inherent in recruitment;	Ongoing, Bursar, HR Manager
27	Support staff and TAs in regulated activity do not have the appropriate checks.	• Safer recruitment procedures followed; • Recruitment process adapted to remote requirements; • Remote approval of recruitment checks by Bursar;	• Satisfy safer recruitment procedures; • Mitigate safeguarding risk inherent in recruitment;	Ongoing, Bursar, HR Manager
28	SCR not updated with DBS related issues and required documents not properly verified or recorded.	• Safer recruitment procedures followed; • Recruitment process adapted to remote requirements; • DBS required for all staff, internal and external; • Induction process followed and training delivered remotely where practicable; • Remote approval of recruitment checks by Bursar;	• Satisfy safer recruitment procedures; • Mitigate safeguarding risk inherent in recruitment;	Ongoing, Bursar, HR Manager
29	Plans to separate work, learning, meetings, activities and play outside not fully considered	• Year group bubbles created; • Remote meetings only; • Staggered timetabling to avoid mixing of bubbles;	• SD compliant operations; • Bubbles created, which can be widened over time;	Ongoing, DH (Operations)

	Hazard	Control Measures	Outcome	Remarks / Re-assessment
			• Mitigate risk of transmission at NHP;	
30	External coaches, clubs and organisations for curricular activities not risk assessed, or systems of control measures implemented.	• Safer recruitment procedures followed; • Recruitment process adapted to remote requirements; • DBS required for all staff, internal and external;	• Satisfy safer recruitment procedures; • Mitigate safeguarding risk inherent in recruitment;	Ongoing, Bursar, HR Manager
31	Opportunities for non contact sport, adventure play, Forest School, gardening etc not regulated or considered	• Only feasible and safe activities timetabled; • Diverse mix of clubs offered when school is open;	• Enriching variety of curriculum and extra-curricular activities offered to pupils;	Ongoing
32	Physical education, sport and physical activities not following the measures in their system of controls.	• Sports and physical activities timetabled for all children; • Contact sports avoided; • Resources for each bubble;	• SD compliant operations; • Bubbles created, which can be widened over time; • Mitigate risk of transmission at NHP;	Ongoing, DH (Operations), Director of Sports
33	Indoor sports and activity areas not sufficiently well and regularly ventilated with fresh air.	• Government guidance reviewed on a regular basis – ventilation rules followed. Use of air filtration units in all classrooms to limit spread of COVID-19; • Windows open where practicable;	• Well ventilated activity areas; • Mitigate risk of transmission at NHP;	Ongoing, DH (Operations), Director of Sports, Premises Manager
34	Sporting, play and SD rules unclear to staff, pupils, parents and visitors.	• Clear Health and Safety policy in place; • Regular communication of policy to staff in staff briefings and by email;	• Staff understand operations and policies; • Mitigate risk of transmission at NHP;	Ongoing, DH (Operations),
35	Pupils not kept in consistent groups, maximising distance between pupils or paying scrupulous attention to cleaning and hygiene during sports activities.	• Year group bubble restrictions for extra-curricular activities and specialist teaching; • Clear signage displayed around school, hand washing and hand sanitiser stations throughout school; • Seating plans;	• SD compliant operations; • Bubbles created, which can be widened over time; • Mitigate risk of transmission at NHP;	Ongoing, DH (Operations)

	Hazard	Control Measures	Outcome	Remarks / Re-assessment
		• Staff supervising activities enforce rules; • Regular reminders to staff and pupils;		
36	Sports equipment not sufficiently cleaned between each use by different individual groups.	• Resources for each bubble;	• Mitigate risk of transmission at NHP;	Ongoing, DH (Operations), Director of Sports
37	Risk assessment for play, drama and dance activities not re-assessed, applied or checked.	• Enhanced risk assessment completed for all extra-curricular activities; • Addendum to all risk assessments requiring consideration of additional actions to reduce risk; • Bursar approves all risk assessments;	• Robust risk assessment framework mitigates risk of transmission of COVID;	Annually, monthly
38	Added risk of infection where there is singing, chanting, playing wind or brass instruments not reviewed.	• Guidance for musical activities followed; • Activity specific risk assessments for music; • Higher risk musical activities do not take place;	• Robust risk assessment framework mitigates risk of transmission of COVID;	Annually, monthly
39	Shared staff spaces are not set up or used to allow staff to distance from each other.	• SD rules in place in common areas; • Masks and PPE worn; • Capacity limits displayed; • Antibacterial wipes available in all rooms;	• Hygienic environment; • Reduced risk of transmission in common areas;	Ongoing
40	Staff meetings and staff rooms unregulated in terms of space, equipment, resources (copiers, kettles, biscuits tins etc) timings, SD and purpose.	• SD rules in place in common areas; • Masks and PPE worn; • Capacity limits displayed; • Antibacterial wipes available in all rooms;	• Hygienic environment; • Reduced risk of transmission in common areas;	Ongoing
41	Staff not having sufficient down time / rest during the working day / week?	• Wellbeing monitoring by SMT; • Timetable fairly to ensure staff are not overworked;	• Wellbeing of staff is considered; • Avoid risk of staff burnout;	Ongoing, DH (Pastoral)

	Hazard	Control Measures	Outcome	Remarks / Re-assessment
42	Staff schedules do not build in the need to avoid increases in unnecessary and unmanageable workload burdens.	• Wellbeing monitoring by SMT; • Timetable fairly to ensure staff are not overworked; • Duties allocated fairly and to reflect teaching load;	• Wellbeing of staff is considered; • Avoid risk of staff burnout;	Ongoing, DH (Operations)
43	Staff unable to manage the provision of both in school and remote learning.	• Timetabling of staff to deliver in-class and remote learning; • Key worker support staff during lockdown; • Blended learning model to reflect needs of school and remote learning;	• Effective blended learning model; • Avoid risk of staff burnout;	Ongoing, DH (Operations)
44	Security, CCTV and access systems not regularly checked, updated and (where necessary) re-coded.	• Existing testing and checking meet regulatory requirements under the GDPR; • Premises access updated to reflect staff working on site;	• Proportionate policy for retention of recorded CCTV data;	Ongoing, Bursar, Premises Manager
45	Appropriate safety measures not in place for wraparound childcare for both indoor and outdoor provision.	• Year group bubble restrictions for extra-curricular activities and specialist teaching; • Seating plans; • Staff supervising activities enforce rules; • Regular reminders to staff and pupils;	• SD compliant operations; • Bubbles created, which can be widened over time; • Mitigate risk of transmission at NHP;	Ongoing, DH (Operations)
46	Transit spaces (corridors), social zones (common rooms / playgrounds) not configured to separate different groups.	• Year group bubble restrictions for extra-curricular activities and specialist teaching; • Seating plans; • Zoning of play areas and dining halls; • Staff supervising activities enforce rules; • Regular reminders to staff and pupils;	• SD compliant operations; • Mitigate risk of transmission at NHP;	Ongoing, DH (Operations)
47	Classrooms don't reflect recommended layout, PPE, screening, enhanced cleaning rules and timings.	• Seating plans; • Zoning of play areas and dining halls; • Staff supervising activities enforce rules; • Regular reminders to staff and pupils;	• SD compliant operations; • Bubbles created, which can be widened over time;	Ongoing, DH (Operations)

	Hazard	Control Measures	Outcome	Remarks / Re-assessment
		• PPE provided in all classrooms and learning spaces;	• Mitigate risk of transmission at NHP;	
48	Hand washing not part of school culture or routine e.g. no regular breaks for hand washing during the school day.	• Regular reminders to staff and pupils; • Hand washing facilities throughout school;	• SD compliant operations; • Mitigate risk of transmission at NHP; • Embed strong hygiene culture at NHP;	Ongoing, DH (Operations), Premises Manager
49	Insufficient hygiene stations at entrances, exits, toilets, classrooms, play areas, common rooms, staff areas etc	• Hand washing facilities throughout school; • Touch-free sanitiser stations;	• SD compliant operations; • Mitigate risk of transmission at NHP; • Embed strong hygiene culture at NHP;	Ongoing, DH (Operations), Premises Manager
50	Hygiene stations (including bins) not stocked, checked, emptied and cleaned regularly.	• Premises team replenish hygiene stations daily; • Strong hygiene regime in place;	• SD compliant operations; • Mitigate risk of transmission at NHP; • Embed strong hygiene culture at NHP;	Ongoing, DH (Operations), Premises Manager
51	Unnecessary and unused items not removed from classrooms and other learning environments.	• Guidance followed on classroom layout and low risk items; • Classroom layout and furnishings reviewed prior to reopening; • Enhanced cleaning of classrooms and class resources;	• Low risk classrooms environment; • Mitigate risk of transmission at NHP;	Ongoing, DH (Operations), Premises Manager
52	Soft toys, furnishings, spare furniture and items that are hard to clean not removed and stored securely.	• Guidance followed on classroom layout and low risk items;	• Low risk classrooms environment; • Mitigate risk of transmission at NHP;	Ongoing, DH (Operations), Premises Manager

	Hazard	Control Measures	Outcome	Remarks / Re-assessment
		• Classroom layout and furnishings reviewed prior to reopening; • Enhanced cleaning of classrooms and class resources; • Enforced by class teachers;		
53	Individual and frequently used equipment, such as pencils and pens not shared by staff or pupils (who use their own).	• School provide all stationery; • Enforced by class teachers;	• Low risk classrooms environment; • Mitigate risk of transmission at NHP;	
54	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.	• Guidance followed on classroom layout and low risk items; • Classroom layout and furnishings reviewed prior to reopening; • Enhanced cleaning of classrooms and class resources; • Enforced by class teachers;	• Low risk classrooms environment; • Mitigate risk of transmission at NHP;	Ongoing, DH (Operations), Premises Manager
55	Management of resources shared between classes or bubbles not cleaned frequently and meticulously or rotated to be left unused and out of reach for a period of 48 hours (72 hours for plastics).	• Allocation of responsibility for cleaning of resources to class teachers; • Heads of section ensure rules are followed; • Quarantine zones for resources being rotated; • Class specific resources;	• Low risk classrooms environment; • Mitigate risk of transmission at NHP;	Ongoing, DH (Operations), Head of section
56	Regulating the use and cleaning of locker, changing rooms, toilets and showers not managed and supervised.	• Lockers in corridors are supervised by staff on duty; • Enhanced cleaning regime;	• Clean locker and common areas; • Mitigate risk of transmission at NHP;	Ongoing, DH (Operations), Staff on duty
57	Pupils not limiting the amount of equipment brought into school daily to essentials such as bags, lunch boxes, hats,	• Form teachers responsible for enforcing rules; • Clear and unambiguous rules contained in reopening guide;	• Compliance with rules around resources; • Mitigate risk of transmission at NHP;	Ongoing, DH (Operations), Form teachers

	Hazard	Control Measures	Outcome	Remarks / Re-assessment
	coats, books, stationery and mobile phones.			
58	Pupils and staff taking necessary books and other shared resources home not sufficiently managed.	• Clear and unambiguous rules contained in reopening guide; • Strict rules around what can and cannot be brought into and taken from school; • Quarantine of resources upon return;	• Compliance with rules around resources; • Mitigate risk of transmission at NHP;	Ongoing, DH (Operations), Form teachers
59	Outdoor playground equipment should be more frequently cleaned or left fallow.	• Resources for each bubble in labelled bag; • Playground equipment cleaned between sessions and sprayed with antibacterial cleaner;	• Mitigate risk of transmission at NHP; • Safe playground equipment;	Ongoing, DH (Operations), Director of Sports
60	Assemblies, break times, meals, drop-off and collection times not sufficiently well staggered.	• Staggered entry times for all year groups across 3 buildings; • Clear rules for latecomers in reopening guidance; • Regular reminders to staff and pupils;	• SD compliant operations; • Maximise length of time between arrival and departure across all year groups; • Mitigate risk of transmission at NHP;	Ongoing, DH (Operations)
61	Non-overnight educational visits not organised in line with protective measures (keeping children within consistent groups) and COVID-19 measures in place at destination.	• Residential trips only to take place when government deems safe; • Trip/residential lead to undertake visit to site and complete risk assessment in advance of visit; • DH Operations required to approve all Ras in advance;	• COVID secure environment; • Mitigate risk of transmission at NHP;	DH (Operations), trip lead
62	Meal times not de-conflicted or possible to achieve SD in the servery and dining areas whilst still providing sufficient nourishment.	• Staggered lunch times across 2 buildings; • Pupils collect lunch in staggered groups; • Queuing system; • All staff wearing PPE; • Nutritious and balanced lunch offering;	• COVID secure lunch environment; • Mitigate risk of transmission at NHP;	DH (Operations), staff on duty

	Hazard	Control Measures	Outcome	Remarks / Re-assessment
63	Catering staff rota not configured to avoid all catering staff having to self-isolate in case of infection and kitchen closing.	• Catering staff rota to minimise risk of bubble having to isolate; • Catering staff wear PPE; • Catering staff observe social distancing; • Preferred agency for cover staff;	• Mitigate risk of COVID spreading in kitchen; • Minimise risk of service disruption;	Ongoing - Bursar, DH (Operations)
64	Organisation of breakfast and after school club not revised in to small, consistent groups and maintaining year groups or bubbles.	• Clubs limited to year group bubbles; • Timetabling to avoid overlapping or shared use of facilities;	• Mitigate risk of COVID spreading between bubbles; • Minimise risk of service disruption;	Ongoing - Bursar, DH (Operations)
65	Pupil and staff mental health and wellbeing not considered with individual needs not identified or supported.	• Regular survey of staff and pupil wellbeing; • Counselling service for staff and pupils; • Anonymous wellbeing line for staff;	• Proactively protect wellbeing of staff and pupils; • Long term benefit of strong approach to wellness;	Ongoing, DH (Pastoral)
66	Insufficient pastoral and extra-curricular support for pupils to rebuild friendships and social engagement.	• Regular survey of pupil wellbeing; • Counselling service for staff and pupils; • Wellbeing activities embedded into curriculum;	• Proactively protect wellbeing of staff and pupils; • Long term benefit of strong approach to wellness;	Ongoing, DH (Pastoral)
67	Insufficient support to address and equip pupils to respond to COVID-19 related issues.	• Regular survey of pupil wellbeing; • Counselling service for staff and pupils; • Wellbeing activities embedded into curriculum; • Form teachers discuss mental health impacts of wearing masks and isolation with pupils; • School counsellor bereavement trained;	• Proactively protect wellbeing of staff and pupils; • Long term benefit of strong approach to wellness;	Ongoing, DH (Pastoral)
68	Re-scheduling of activities not operating efficiently or safely due to SD rules and timings	• Only low risk and permitted activities taking place; • Where possible educational trips postponed to later dates;	• Pupils have opportunity to enjoy diverse range of activities;	Ongoing, DH (operations)

	Hazard	Control Measures	Outcome	Remarks / Re-assessment
			• Manage expectations of pupils and parents;	
69	Plans, briefing and statistics for ISI / Ofsted visit not updated.	• Although inspections not taking place, SLT sub-group created for inspection; • Mock inspections; • Statistics kept updated;	• Inspection ready school; • Timely information published on school website;	Ongoing, Headmistress, Admin Manager
70	Roles suitable to home working, such as administration, not considered to help reduce risks of infection in school.	• Staggered home working for staff where practicable; • Rota in place and share by Admin Manager; • Remote working arrangements established;	• Mitigate risk of transmission at NHP;	Ongoing, SMT, Admin Manager

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.	• COVID-19 adapted sickness arrangements; • Updated Health and Safety Policy and Employment Manual; • Regular reminders to staff; • Creation of isolation rooms in each building; • Prominent signage displayed throughout school;	• Mitigate risk of transmission at NHP; • Peer intervention where a colleague appears unwell;	Ongoing, Bursar, School Nurse
2	Staff and pupils who are ill or tested positive in the last 10 days do not know or are unwilling to stay at home.	• Clear and unambiguous rules communicated via policies and reopening guidance; • Strict enforcement of rules by class teachers and line managers; • Requirement to see outcome of COVID test where one has been taken;	• Mitigate risk of transmission at NHP; • Clear understanding of rules and procedures by pupils and staff respectively;	Ongoing, Bursar, School Nurse
3	The procedure for isolating or sending staff and pupils home for	• Clear and unambiguous rules communicated via policies and reopening guidance;	• Mitigate risk of transmission at NHP; • Clear understanding of rules and	Ongoing, Bursar, School Nurse

	Hazard	Control Measures	Outcome	Remarks / Re-assessment
	<mark>10 days and arranging a COVID-19 test is not understood (if anyone becomes unwell in school).</mark>	• Strict enforcement of rules by class teachers and line managers; • Requirement to see outcome of COVID test where one has been taken; • Isolation rooms in each building;	procedures by pupils and staff respectively;	
4	Given (Serial 1 & 2) above household or group members do not understand that they must self-isolate for 10 days.	• Clear and unambiguous rules communicated via policies and reopening guidance; • Strict enforcement of rules by class teachers and line managers; • Requirement to see outcome of COVID test where one has been taken; • Where a positive case, clear instructions given to household;	• Mitigate risk of transmission at NHP; • Clear understanding of rules and procedures by pupils and staff respectively;	Ongoing, Bursar, School Nurse
5	No isolation room and separate bathroom available, inadequate signs (from reception?) for those waiting collection and no access to PPE for those attending to unwell staff and pupils.	• Assigned toilets for year groups; • Isolation rooms in each building; • PPE in all classrooms and common areas;	• Mitigate risk of transmission at NHP; • Clear understanding of rules and procedures by pupils and staff respectively;	Ongoing, Bursar, School Nurse, Premises Manager
6	Procedure is not clear for those Staff who have helped someone with symptoms and pupils who have been in "close contact".	• Clear and unambiguous rules communicated via policies and reopening guidance; • Strict enforcement of rules by class teachers and line managers; • Templated response for any case of COVID-19; • Isolation rooms in each building;	• Mitigate risk of transmission at NHP; • Clear understanding of rules and procedures by pupils and staff respectively;	Ongoing, Bursar, School Nurse
7	Staff not aware of meaning of "close contact" i.e.: • Direct close contacts: face-to-	• Clear and unambiguous rules communicated via policies and reopening guidance; • Strict enforcement of rules by line managers;	• Mitigate risk of transmission at NHP; • Clear understanding of rules and	Ongoing, Bursar, School Nurse

	Hazard	Control Measures	Outcome	Remarks / Re-assessment
	face contact with an infected individual for any length of time, within 1 m, including being coughed on, talking face to face, or unprotected physical contact (skin-to-skin). • Proximity contacts: extended close contact (within 1 to 2 m for more than 15 minutes) with infected individual. • Sitting in a small vehicle (car) with an infected person.	• Templated response for any case of COVID-19; • Isolation rooms in each building;	procedures by pupils and staff respectively;	
8	Procedures for reporting COVID-19 instances to external authorities not known or applied.	• Dialogue with LA COVID-19 team; • Report positive cases directly to designated person at RBKC and to DfE;	• Compliant operations; • LA updated on developments at NHP/Acorn • Transfer risk of malpractice;	Ongoing, Bursar, School Nurse
9	Procedure for washing hands thoroughly for 20 seconds with soap and running water or using hand sanitiser after any contact with someone who is unwell is not understood or applied.	• Prominent signage in all toilets and throughout school; • Hygiene stations throughout school; • Children reminded regularly;	• Compliant operations; • Mitigate risk of transmission at NHP;	Ongoing, DH Operations
10	Procedure for cleaning, with normal household bleach, the area around a person with symptoms after they have left (to reduce the risk of infection) is not understood or applied.	• Weekly review of enhanced hygiene measures; • Enhanced hygiene measures planned into daily premises team operations; • Enhanced risk assessment received from cleaning contractors;	• Robust hygiene regime maintained; • Mitigate transmission of COVID-19; • Mitigate risk of litigation resulting from spread of COVID-19;	Weekly
11	Science of risk not understood e.g. less severe symptoms in	• Share government guidance and updates with staff and parents;	• Clear and unambiguous	Ongoing, School

	Hazard	Control Measures	Outcome	Remarks / Re-assessment
	adults, younger children less likely to become unwell. Consistent groups help.	• Visually accessible flow charts created to communicate procedures;	understanding of symptoms and risks;	Nurse, Bursar
12	Although a useful confidence measure routine temperature testing is not a reliable method to identify COVID-19 (PHE advice refers).	• Routine temperature checking not undertaken; • Encourage parents to be vigilant for COVID symptoms in their household; • Temperature check when a child feels unwell	• Rely on conventional indicators of COVID-19; • 360 approach to assessing health proactively to mitigate risk of COVID-19 spreading;	Ongoing, School Nurse, Bursar
13	Insufficient medical staff to deal with temperature testing (if used), isolating and monitoring suspect COVID-19 cases, outside appointments and normal medical issues.	• School nurse employed; • Admin team first aid trained; • Critical mass of staff first aid and paediatric first aid trained;	• Sufficient staff to respond to medical needs of staff and children; • Contingency plan to cover in event of staff absence;	DH (Operations), School Nurse
14	No or insufficient training for those operating temperature testing or other precautions that require new equipment. Training not recorded for future reference.	• School nurse employed; • Admin team first aid trained; • Critical mass of staff first aid and paediatric first aid trained; • COVID-19 specific training for all staff and meticulous record keeping;	• Sufficient staff to respond to medical needs of staff and children; • Contingency plan to cover in event of staff absence;	DH (Operations), School Nurse
15	Medical staff have insufficient or unsuitable PPE, cleaning materials and training for tasks.	• Inventory of PPE kept updated and replenishment levels established; • Clear procedure for restocking of classrooms;	• Sufficient stocks of PPE; • Well trained staff;	Premises Manager, Bursar
16	Temperature testing undertaken using unsafe methods, not reflecting SD rules, not recorded or kept appropriately.	• Contactless temperature checking; • Staff fully trained in use of equipment; • Records of tests exceeding safe temperature retained;	• Staff trained effectively; • Robust record keeping to minimise risk of transmission;	School Nurse
17	No separate area for temperature testing, holding and isolation of pupils/staff. Areas not easily identified or regularly cleaned?	• Assigned isolation rooms; • Rooms stocked with full PPE; • Isolation rooms deep cleaned daily;	• COVID secure premises; • Hygiene environment;	Premises Manager, Bursar

	Hazard	Control Measures	Outcome	Remarks / Re-assessment
18	Insufficient registration, induction, supervision (and temperature checking) of contractors working on site.	• All visitors/contractors required to be signed in, supervised and to complete COVID-19 disclaimer; • Contractors visit outside of school hours where practicable;	• Effective record keeping; • Mitigate risk of COVID-19 transmission at NHP;	Premises Manager, Bursar
19	Young children not supervised using hand sanitiser (risk of ingestion). (Note: Skin friendly cleaning wipes is an alternative).	• Hand sanitiser stations located throughout school; • Children taught how to use sanitiser stations and reminded to sanitise regularly;	• Mitigate risk of misuse of sanitiser; • Hygienic environment for staff and pupils	DH (Operations), class teachers
20	Young children and those with complex needs not supported in understanding importance of hygiene rules.	• Hand sanitiser stations located throughout school; • Children taught how to use sanitiser stations and reminded to sanitise regularly; • 1:2:1 staff and those supporting children with complex needs to be extra vigilant and to give reminders;	• Mitigate risk of misuse of sanitiser; • Hygienic environment for staff and pupils; • Mitigate risk of COVID-19 transmission at NHP;	DH (Operations), class teachers, Learning Enrichment Department
21	Lack of information on how to react to coughing and sneezing using tissues (and their disposal), crock of arm and immediately cleaning hands with soap and water or hand sanitiser.	• Posters displayed in classrooms, common areas and in staff rooms; • Guidance contained in reopening guide; • Regular reminders to staff and parents in newsletter; • Reinforcement of rules by class teachers;	• Mitigate risk of COVID-19 transmission at NHP; • Staff, pupils and parents understand need to comply with COVID-19 hygiene requirements;	Ongoing, DH (Operations), class teachers,
22	Hygiene rules not effective. "catch it, bin it, kill it" not re-publicised or applied.	• Posters displayed in classrooms, common areas and in staff rooms; • Guidance contained in reopening guide; • Regular reminders to staff and parents in newsletter; • Reinforcement of rules by class teachers;	• Mitigate risk of COVID-19 transmission at NHP; • Staff, pupils and parents understand need to comply with COVID-19 hygiene requirements;	Ongoing, DH (Operations), class teachers,

	Hazard	Control Measures	Outcome	Remarks / Re-assessment
23	Pupils not aware of behaviours which may increase the risk of droplet transmission (such as biting, licking, kissing or spitting).	• Posters displayed in classrooms, common areas and in staff rooms; • Guidance contained in reopening guide; • Regular reminders to staff and parents in newsletter; • Reinforcement of rules by class teachers;	• Mitigate risk of COVID-19 transmission at NHP; • Staff, pupils and parents understand need to comply with COVID-19 hygiene requirements;	Ongoing, DH (Operations), class teachers,
24	Insufficient staff supervising and supporting normal medical staff particularly in their liaison with GPs, LA(?) etc.	• Additional building secretary employed to manage workload of School Nurse; • Clear protocols and lines of responsibility for 3rd party liaison;	• Clear and unambiguous lines of responsibility; • Consistent reporting and communications;	Ongoing, DH (Operations), School Nurse
25	Visits of or to GPs / nurses / dentists and local surgeries changed and not known by staff and or pupils.	• Medical appointments recorded on school register; • All appointments recorded on school MIS to ensure key parties aware of appointments;	• Clear and unambiguous lines of responsibility; • Consistent reporting and communications; • Centralised log of medical issues on school MIS;	Ongoing, DH (Operations), School Nurse, Admin Manager
26	Staff are not aware those with COVID-19 symptoms should not go to a GP surgery, pharmacy, urgent care centre or hospital.	• Posters displayed in classrooms, common areas and in staff rooms; • Guidance contained in reopening guide for staff, pupils and parents; • Regular reminders to staff and parents in newsletter; • Reinforcement of rules by class teachers;	• Mitigate risk of COVID-19 transmission at NHP; • Staff, pupils and parents understand need to comply with COVID-19 hygiene requirements;	Ongoing, DH (Operations), class teachers,
27	No procedure considered if a mobile testing unit is dispatched to test others in school. (Testing will focus on the person's class, followed by their year group, then the whole school if necessary.)	• Clear, unambiguous and effectively communicated process for staff; • Isolation rooms assigned in all buildings; • Procedure to supplement school testing delivery;	• Mitigate risk of COVID-19 transmission at NHP; • Effective contingency plan in place to manage increased administrative burden of testing;	Ongoing, DH (Operations), School Nurse, Admin Manager

	Hazard	Control Measures	Outcome	Remarks / Re-assessment
28	Testing equipment (such a Samba 2) not operated by trained staff or not compliant with CQC and GDPR rules.	• All staff involved in testing have been fully trained ahead of testing commencement; • Overflow staff available to cover absence of testing staff; • Data managed centrally and confidentially with permissions recorded;	• Compliant testing procedures; • Complaint with GDPR;	Ongoing, DH (Operations), School Nurse, Admin Manager
29	Insufficient or no procedure for summoning emergency services, lack of safe RV and cleared routes in and out.	• All staff involved in testing have been fully trained ahead of testing commencement; • Overflow staff available to cover absence of testing staff;	• Compliant testing procedures;	Ongoing, DH (Operations), School Nurse, Admin Manager
30	No early liaison with local health protection teams and LA who provide advice (and may recommend large groups self-isolate or school closure)	• Dialogue with LA COVID-19 team; • Report positive cases directly to designated person at RBKC;	• Compliant operations; • LA updated on developments at NHP/Acorn • Transfer risk of malpractice;	Ongoing, Bursar, School Nurse
31	Insufficient First Aid trained personnel (ratio) for pupils in school and on activities and sport.	• Up to date first aid training for staff; • Records of staff first aid trained retained and updated by School Nurse; • First Aid training delivered remotely or to small groups in SD manner;	• More than sufficient numbers of first aid trained staff with children at all times;	Ongoing, Bursar, School Nurse, Admin Manager
32	Actions for using first aid on those with no COVID-19 symptoms unclear and not briefed.	• Full PPE guidance contained in reopening guide; • Comprehensive guidance and training for staff for treating children during pandemic; • Staff trained on use of PPE prior to reopening;	• Mitigate risk of COVID-19 transmission at NHP; • Effective supply of and training for use of PPE;	Ongoing, Bursar, DH (Operations), School Nurse, Admin Manager
33	Not compliant with requirements for EYFS and PFA certification.	• Specific guidance and training for relevant staff;	• Mitigate risk of COVID-19 transmission at NHP; • Compliant with EYFS and PFA requirements;	Ongoing, Bursar, DH (Operations), Heads of Section

	Hazard	Control Measures	Outcome	Remarks / Re-assessment
34	Medical policy, procedures and appropriate response to spectrum of medical issues not revised or shared?	• Health and Safety and First Aid Policies updated with COVID specific changes/enhancements; • Policy changes communicated to staff verbally and by email;	• Mitigate risk of COVID-19 transmission at NHP; • Clear and unambiguous policies implemented and communicated;	Ongoing, Bursar, DH (Operations), Heads of Section
35	Pregnant women are in the 'clinically vulnerable' category and not following the relevant guidance.	• COVID 19 risk assessment conducted for all pregnant employees; • Opportunity for remote working offered; • Reopening guidance contains provisions for pregnant staff; • HR Manager proactively conducts risk assessments;	• Mitigate risk of COVID-19 transmission at NHP; • Clear and unambiguous policies implemented and communicated; • Centralised record of COVID-19 risk assessments for pregnant employees;	Ongoing, Bursar, DH (Operations), Heads of Section; HR Manager
36	Lack of School decision or policy for level of PPE required for staff or pupils.	• Inventory of PPE updated by premises team; • Replenishment levels agreed with Bursar;	• Effective supply of PPE in school; • Efficient reordering levels in place;	Ongoing, Bursar, Premises Team
37	Insufficient training for all those that wear face coverings including fitting, storing, care and disposal arrangements.	• Clear guidance and training for use of PPE; • Regular reminders to staff; • Peer to peer responsibility of staff to remind others of PPE rules;	• Mitigate risk of COVID-19 transmission at NHP; • Clear and unambiguous policies implemented, communicated reviewed and followed;	Ongoing, Bursar, DH (Operations), Heads of Section; all staff
38	Different age groups with different risk profiles for each group of staff and pupils not risk assessed?	• Full records and evidence of underlying health and risk categories of staff and pupils kept up to date; • Tailored risk assessments for staff;	• Mitigate risk of COVID-19 transmission at NHP; • Clear and unambiguous policies implemented, communicated reviewed and followed;	Ongoing, Bursar, DH (Operations), Heads of Section, Admin Manager

	Hazard	Control Measures	Outcome	Remarks / Re-assessment
39	School unaware of those that have been identified as Clinically Extremely Vulnerable (CEV) via a letter to the individual from NHS or their GP.	• Full records and evidence of underlying health and risk categories of staff and pupils kept up to date; • Tailored risk assessments for staff;	• Mitigate risk of COVID-19 transmission at NHP; • Clear and unambiguous policies implemented, communicated reviewed and followed;	Ongoing, Bursar, DH (Operations), Heads of Section, Admin Manager
40	Clinically Extremely Vulnerable (CEV) staff and pupils have not been advised whether to work from home or go to school during period of national restrictions.	• Full records and evidence of underlying health and risk categories of staff and pupils kept up to date; • Tailored risk assessments for staff; • Flexible working arrangements for CEV staff;	• Mitigate risk of COVID-19 transmission at NHP; • Clear and unambiguous policies implemented, communicated reviewed and followed;	Ongoing, Bursar, DH (Operations), Heads of Section, Admin Manager
41	Measures in school are not sufficiently robust for clinically vulnerable staff and pupils.	• Measures implemented cover needs of all staff and pupils; • Regular review of school operations;	• Mitigate risk of COVID-19 transmission at NHP; • Clear and unambiguous policies implemented, communicated reviewed and followed;	Ongoing, Bursar, DH (Operations), Heads of Section, Admin Manager
42	Medical advice for vulnerable staff and children not being followed and insufficient support both at school and at home.	• Measures implemented cover needs of all staff and pupils; • Regular review of school operations; • Effective communication of procedures to staff and parents;	• Mitigate risk of COVID-19 transmission at NHP; • Clear and unambiguous policies implemented, communicated reviewed and followed;	Ongoing, Bursar, DH (Operations), Heads of Section, Admin Manager
43	Those with particular characteristics and an increased COVID-19 risk not identified and	• Full records and evidence of underlying health and risk categories of staff and pupils kept up to date;	• Mitigate risk of COVID-19 transmission at NHP; • Clear and unambiguous policies	Ongoing, Bursar, DH (Operations), Heads of Section,

	Hazard	Control Measures	Outcome	Remarks / Re-assessment
	sufficient measures taken to reduce risks.	• Tailored risk assessments for staff; • Flexible working arrangements for CEV staff;	implemented, communicated reviewed and followed;	Admin Manager
44	Lack of knowledge on whom has tested positive for COVID-19 and if it is recorded (for elimination purposes). Evidence of negative result should not be requested.	• Follow government guidance on recording of test results and implementation of isolation guidance; • Comply with voluntary staff testing procedures; • Timely and effective protocols to manage positive cases at school;	• Mitigate risk of COVID-19 transmission at NHP; • Clear and unambiguous policies implemented, communicated reviewed and followed;	Ongoing, Bursar, DH (Operations), Heads of Section, Admin Manager
45	Insufficient information and / or record of who is still shielding or had contact with anyone tested positive or suspected of COVID-19 and why this may preclude their attendance at school.	• Follow government guidance on recording of test results and implementation of isolation guidance; • Comply with voluntary staff testing procedures; • Timely and effective protocols to manage positive cases at school;	• Mitigate risk of COVID-19 transmission at NHP; • Clear and unambiguous policies implemented, communicated reviewed and followed;	Ongoing, Bursar, DH (Operations), Heads of Section, Admin Manager
46	Lack of recording of which staff and pupils have been sent home with COVID-19 symptoms (a cough, high temperature or shortness of breath).	• Follow government guidance on recording of test results and implementation of isolation guidance; • Comply with voluntary staff testing procedures; • Timely and effective protocols to manage positive cases at school; • Full medical records retained and updated on school MIS;	• Mitigate risk of COVID-19 transmission at NHP; • Clear and unambiguous policies implemented, communicated reviewed and followed; • Reliable and updated school attendance register and return to school dates;	Ongoing, Bursar, DH (Operations), Heads of Section, Admin Manager
47	Lack of regular dialogue with those that have suffered from COVID-19 and / or are isolated at home.	• Regular dialogue with staff and parents of pupils isolating; • Clear guidance on what to report to school;	• Mitigate risk of COVID-19 transmission at NHP; • Clear and unambiguous policies implemented,	Ongoing, Bursar, DH (Operations), Heads of Section,

	Hazard	Control Measures	Outcome	Remarks / Re-assessment
			communicated reviewed and followed; • Reliable and updated school attendance register and return to school dates;	Admin Manager
48	Policy on wearing uniform and if washing also required to prevent infection for staff and pupils not re-considered.	• Reopening guide contains detailed guidance on wearing of school uniform; • On days when PE is timetables pupils come to school in Sports Kit; • Regular reminders to parents;	• Mitigate risk of COVID-19 transmission at NHP; • Clear and unambiguous policies implemented, communicated reviewed and followed;	Ongoing, Bursar, DH (Operations), Heads of Section, Admin Manager

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

	Hazard	Control Measures	Outcome	Remarks / Re-assessment
1	Drivers not regularly briefed on changes or included in staff briefings and revised schedules and notices.	• Risk assessment received from transport company; • NHP satisfied with measures introduced; • Masks to be worn by pupils on transport; • Communicate enhanced COVID-19 hygiene rules to transport companies or drivers; • Drivers and supervisory staff enforce rules;	• Mitigate risk of COVID-19 transmission at NHP and when using transport; • Clear and unambiguous policies implemented, communicated reviewed and followed;	Ongoing, Bursar, DH (Operations), PE Staff, Drivers
2	Drivers not fully considered, supported or rostered (particularly relating to age and vulnerability).	• Risk assessment received from transport company; • NHP satisfied with measures introduced; • Masks to be worn by pupils on transport;	• Mitigate risk of COVID-19 transmission at NHP and when using transport;	Ongoing, Bursar, DH (Operations), PE Staff, Drivers

		• Communicate enhanced COVID-19 hygiene rules to transport companies or drivers; • Drivers and supervisory staff enforce rules;	• Clear and unambiguous policies implemented, communicated reviewed and followed;	
3	Drivers have insufficient / inappropriate PPE, cleaning materials and training.	• All drivers instructed to wear PPE and follow hygiene guidance; • Risk assessment received from transport company; • NHP satisfied with measures introduced;	• Mitigate risk of COVID-19 transmission at NHP and when using transport; • Clear and unambiguous policies implemented, communicated reviewed and followed;	Ongoing, Bursar, DH (Operations), PE Staff, Drivers
4	Drivers not protected by screens and / or procedures that should be known to parent, carers and pupils.	• All drivers instructed to wear PPE and follow hygiene guidance; • Risk assessment received from transport company; • NHP satisfied with measures introduced; • Measures reviewed by Director of Sports and DH (Operations)	• Mitigate risk of COVID-19 transmission at NHP and when using transport; • Clear and unambiguous policies implemented, communicated reviewed and followed;	Ongoing, Bursar, DH (Operations), PE Staff, Drivers
5	Dedicated transport not aligned with the principles underpinning the system of controls.	• All drivers instructed to wear PPE and follow hygiene guidance; • Risk assessment received from transport company; • NHP satisfied with measures introduced; • Measures reviewed by Director of Sports and DH (Operations)	• Mitigate risk of COVID-19 transmission at NHP and when using transport; • Clear and unambiguous policies implemented, communicated reviewed and followed;	Ongoing, Bursar, DH (Operations), PE Staff, Drivers

6	<mark>Travel in or out of local areas not minimised or avoided, and the number of journeys not reduced where possible.</mark>	• Dedicated transport company and assigned minibus drivers; • Staff advised to avoid public transport and always wear PPE;	• Mitigate risk of COVID-19 transmission at NHP and when using transport; • Clear and unambiguous policies implemented, communicated reviewed and followed;	Ongoing, Bursar, DH (Operations), PE Staff, Drivers
7	Dedicated school transport not operating to SD and hygiene rules or with sufficient PPE and cleaning arrangements.	• All drivers instructed to wear PPE and follow hygiene guidance; • Risk assessment received from transport company; • NHP satisfied with measures introduced; • Measures reviewed by Director of Sports and DH (Operations)	• Mitigate risk of COVID-19 transmission at NHP and when using transport; • Clear and unambiguous policies implemented, communicated reviewed and followed;	Ongoing, Bursar, DH (Operations), PE Staff, Drivers
8	Pupils not grouped together on transport reflecting consistent bubbles or groups that are adopted within school.	• Clear and unambiguous guidance on use of transport and bubbles permitted; • Monitoring of transport by Director of Sports and PE teachers;	• Mitigate risk of COVID-19 transmission at NHP and when using transport; • Clear and unambiguous policies implemented, communicated reviewed and followed;	Ongoing, Bursar, DH (Operations), PE Staff, Drivers
9	Insufficient or no use of hand sanitiser upon boarding and/or disembarking.	• Clear and unambiguous guidance on use of transport and bubbles permitted; • Monitoring of transport by Director of Sports and PE teachers; • Enforcement of rules by teachers supervising use of transport;	• Mitigate risk of COVID-19 transmission at NHP and when using transport; • Clear and unambiguous policies	Ongoing, Bursar, DH (Operations), PE Staff, Drivers

			implemented, communicated reviewed and followed;	
10	No additional cleaning of vehicles (all touch points) before and after each journey.	• All drivers instructed to wear PPE and follow hygiene guidance; • Risk assessment received from transport company; • NHP satisfied with measures introduced; • Measures reviewed by Director of Sports and DH (Operations)	• Mitigate risk of COVID-19 transmission at NHP and when using transport; • Clear and unambiguous policies implemented, communicated reviewed and followed;	Ongoing, Bursar, DH (Operations), PE Staff, Drivers
11	Poorly organised queue and boarding process and SD not observed within vehicles wherever possible.	• Clear and unambiguous guidance on use of transport and bubbles permitted; • Monitoring of transport by Director of Sports and PE teachers; • Enforcement of rules by teachers supervising use of transport;	• Mitigate risk of COVID-19 transmission at NHP and when using transport; • Clear and unambiguous policies implemented, communicated reviewed and followed;	Ongoing, Bursar, DH (Operations), PE Staff, Drivers
12	Use of face coverings for children under (and over the age of 11) as a mitigating measure not understood by pupils and parents.	• Clear and unambiguous guidance on use of transport and bubbles permitted; • Monitoring of transport by Director of Sports and PE teachers; • Enforcement of rules by teachers supervising use of transport; • Regular reminders communicated to parents and staff;	• Mitigate risk of COVID-19 transmission at NHP and when using transport; • Clear and unambiguous policies implemented, communicated reviewed and followed;	Ongoing, Bursar, DH (Operations), PE Staff, Drivers
13	Measures, in case of emergency, for the movement of a symptomatic pupil by	• Clear and unambiguous guidance on use of transport and bubbles permitted;	• Mitigate risk of COVID-19 transmission at NHP	Ongoing, Bursar, DH (Operations),

	school transport not considered in policy.	• Monitoring of transport by Director of Sports and PE teachers; • Enforcement of rules by teachers supervising use of transport; • Staff fully trained on protocol and rules; • Contingency in place to follow in event of a symptomatic member of staff or pupil;	and when using transport; • Clear and unambiguous policies implemented, communicated reviewed and followed;	PE Staff, Drivers
14	School vehicles not fully registered, insured, maintained and stocked with appropriate hygiene materials.	• All school vehicles registered and compliant with vehicle rules; • Regular MOTs; • Requirement for vehicles to be stocked with PPE;	• Mitigate risk of COVID-19 transmission at NHP and when using transport; • Clear and unambiguous policies implemented, communicated reviewed and followed; • Compliant with vehicle licencing authority rules;	Ongoing, Bursar, DH (Operations), Direct or Sport

Support Staff Risk Assessment in the COVID-19 Environment

	Hazard	Control Measures	Outcome	Remarks / Re-assessment
1	Support and contract staff not regularly briefed on changes to school operation.	• All staff communications; • Line Managers brief teams on protocols; • Consistent reminders and application of school procedures;	• Mitigate risk of COVID-19 transmission at NHP; • Effective communication of protocols;	Ongoing, SLT, Premises Team
2	Physical meetings recognise SD, hygiene arrangements including well-ventilated rooms or, if possible, outside.	• Remote meetings encouraged; • All rooms ventilated effectively and stocked with PPE;	• Mitigate risk of COVID-19 transmission at NHP; • Effective communication of protocols;	Ongoing, SLT, Premises Team

	Hazard	Control Measures	Outcome	Remarks / Re-assessment
			• Eliminate risk of transmission via remote meetings;	
3	Support staff and cleaners not fully considered or supported (particularly relating to age and vulnerability).	• PPE stocks pre-ordered and distributed to each building; • Clear instructions on use of PPE for all staff; • Cleaners briefed on product needs; • Face Visors, gloves and aprons worn by all front-line support staff; • Consideration of ECV staff needs;	• Mitigate risk of infection amongst staff who interact with multiple pupils; • Clear instructions for use reduce risk of ineffective use of PPE;	Ongoing, SLT, Premises Team
4	Support staff have insufficient/inappropriate PPE, cleaning materials and training.	• PPE stocks pre-ordered and distributed to each building; • Clear instructions on use of PPE for all staff; • Cleaners briefed on product needs; • Face Visors, gloves and aprons worn by all front-line support staff; • Consideration of ECV staff needs;	• Mitigate risk of infection amongst staff who interact with multiple pupils; • Clear instructions for use reduce risk of ineffective use of PPE;	Ongoing, SLT, Premises Team
5	Cleaning regimes not enhanced, regularly reviewed, inspected or conforming to revised hygiene rules.	• Enhanced cleaning regime implemented; • Daily cleaning of door handles, bannisters and other regularly touched surfaces; • Enhanced cleaning of dining halls between lunch sittings;	• Mitigate risk of COVID-19 transmission at NHP; • Effective communication of protocols;	Ongoing, SLT, Premises Team
6	Security and access systems not regularly checked, updated and re-coded.	• Centralised Paxton access system, updated by PO, with approval from NB; • Regular system testing and review;	• Secure Premises; • Regularly reviewed security arrangements;	Ongoing, SLT, Premises Team
7	Reconfigured areas, zones and routes hampering fire exits and routes.	• Fire Safety Review; • Premises changes considered in light of need to change emergency procedures; • All PEEPS reviewed to ensure compliance with revised evacuation procedures;	• Clearly communicated evacuation procedures • Fit for purpose emergency evacuation plans in all buildings;	Ongoing, SLT, Premises Team, School Nurse

	Hazard	Control Measures	Outcome	Remarks / Re-assessment
8	Fire and other emergency procedures not reconfigured, routes not clear or regularly inspected.	• Fire Safety Review; • Premises changes considered in light of need to change emergency procedures; • All PEEPS reviewed to ensure compliance with revised evacuation procedures;	• Clearly communicated evacuation procedures • Fit for purpose emergency evacuation plans in all buildings;	Ongoing, SLT, Premises Team, School Nurse

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.	• Hand sanitiser stations located throughout school and regularly reviewed; • Children taught how to use sanitiser stations and reminded to sanitise regularly; • 1:2:1 staff and those supporting children with complex needs to be extra vigilant and to give reminders;	• Mitigate risk of misuse of sanitiser; • Hygienic environment for staff and pupils; • Mitigate risk of COVID-19 transmission at NHP;	DH (Operations), class teachers, Premises Team
2	Policy and procedures for contractors including signing in and out, and badges on school sites not reviewed, and / or enforced.	• Contractors visit site only in case of emergency and out of hours where practicable; • Signing in and out of all visitors; • Visitors complete COVID-19 self-declaration;	• Mitigate risk of COVID-19 transmission at NHP; • Essential visitors only;	DH (Operations), Premises Team
3	Contractor health declaration and pre-work briefings not considered or implemented.	• Contractors visit site only in case of emergency and out of hours where practicable; • Signing in and out of all visitors; • Visitors complete COVID-19 self-declaration; • Records retained;	• Mitigate risk of COVID-19 transmission at NHP; • Essential visitors only; • Effective record keeping to minimise spread of COVID-19;	DH (Operations), Premises Team
4	Contractor (and visitor) hygiene arrangements not considered including parking, guiding, supervision, breaks, meals and toilets.	• Contractors visit site only in case of emergency and out of hours where practicable; • Signing in and out of all visitors;	• Mitigate risk of COVID-19 transmission at NHP; • Essential visitors only;	DH (Operations), Premises Team

	Hazard	Control Measures	Outcome	Remarks / Re-assessment
		• Visitors complete COVID-19 self-declaration; • Records retained;	• Effective record keeping to minimise spread of COVID-19;	
5	Insufficient heating and/ or cooling system (including insufficient fuel levels if applicable).	• Regular testing and review of all plant and services in line with standard requirements;	• Compliant premises and supply of critical services;	DH (Operations), Premises Team
6	Insufficient gas supply, maintenance, checks, venting and valves.	• Regular testing and review of all plant and services in line with standard requirements;	• Compliant premises and supply of critical services;	DH (Operations), Premises Team
7	Air conditioning units, ducts, ventilation and extraction systems not checked on re-occupying school facilities (including workshops).	• Regular testing and review of all plant and services in line with standard requirements;	• Compliant premises and supply of critical services;	DH (Operations), Premises Team
8	Centralised ventilation system that removes and circulates air to different rooms is not using a fresh air supply.	• Regular testing and review of all plant and services in line with standard requirements; • Ventilation of rooms reviewed; • Air Filtration systems operational;	• Compliant premises and supply of critical services;	DH (Operations), Premises Team
9	Electrical tests not up-to-date including emergency lighting and PAT including electrical equipment bought in to school.	• Regular testing and review of all plant and services in line with standard requirements;	• Compliant premises and supply of critical services; • Updated PAT testing	DH (Operations), Premises Team
10	Water testing for temperature, flow and legionella not in date, recorded or tested on re-opening facilities.	• Regular testing and review of all plant and services in line with standard requirements; • Records of all testing retained centrally and reviewed by Bursar;	• Compliant premises and supply of critical services;	DH (Operations), Premises Team
11	Insufficient arrangements for the operation, additional cleaning and security (and use) of the swimming pool.	N/A	N/A	N/A
12	Fire alarm panel, system and extinguishers not in date and not serviced.	• Regular testing and review of all plant and services in line with standard requirements;	• Compliant premises and supply of critical services;	DH (Operations), Premises Team

	Hazard	Control Measures	Outcome	Remarks / Re-assessment
		• Records of all testing retained centrally and reviewed by Bursar;		
13	Fire doors improperly propped open to limit use of door handles and increase ventilation.	• Regular inspection checks by SLT; • Reminders to staff;	• Compliant premises and supply of critical services;	DH (Operations), Premises Team
14	Limiting occupancy of as many rooms as possible (offices, laundry, common rooms etc) not considered.	• Room capacity clearly displayed on doors; • Monitoring by SMT;	• Mitigate risk of COVID-19 transmission at NHP;	DH (Operations), Premises Team, Admin Manager
15	Kitchen not reconfigured, stocked and cleaned if closed over a long period.	• Kitchen layout reviewed to ensure compliance with SD requirements; • Enhanced cleaning regime;	• Mitigate risk of COVID-19 transmission at NHP; • Clean catering environment;	DH (Operations), Premises Team, Catering Manager
16	Insufficient chefs, supervising staff and cleaners to maintain high standards of hygiene.	• Dialogue with catering and cleaning teams to ensure contingency in place in the event of disrupted service; • Increased stock of dried goods held onsite; • Preferred supply staff company used;	• Adequate supplies of food and labour to ensure lunches can be served; • Premises team can be deployed to oversee hygiene of school;	Ongoing, weekly
17	Servery and dining room rules inadequate or unsafe including wiping table, chairs and hard surfaces between sittings.	• Kitchen layout reviewed to ensure compliance with SD requirements; • Enhanced cleaning regime; • Use of 2-metre-high screens to partition groups in dining halls;	• Mitigate risk of COVID-19 transmission at NHP; • Clean catering environment;	DH (Operations), Premises Team, Catering Manager
18	Insufficient drinking supplies and hydration available in dining room and around the school.	• Water provided of all tables; replenished continuously;	• Adequate supply of water in all catering areas;	DH (Operations), Premises Team, Catering Manager
19	Cleaners changed working patterns during the day not discussed or agrees to meet the revised hygiene requirements.	• Enhanced cleaning regime in place; • During the school day premises team and catering teams responsible for delivery;	• Mitigate risk of COVID-19 transmission at NHP; • Clean school environment;	DH (Operations), Premises Team, Catering Manager

	Hazard	Control Measures	Outcome	Remarks / Re-assessment
20	Cleaners have insufficient or revised instructions and training for appropriate cleaning and the wearing and disposal of PPE.	• Enhanced cleaning regime in place; • All reopening guidance shared with cleaning companies;	• Mitigate risk of COVID-19 transmission at NHP; • Clean school environment;	DH (Operations), Premises Team, Catering Manager
21	New service level agreement not agreed for contract cleaners, maintenance and grounds for a new working environment.	• Enhanced cleaning regime in place; • All reopening guidance shared with cleaning companies; • Modified service levels agreed contractually;	• Mitigate risk of COVID-19 transmission at NHP; • Clean school environment;	DH (Operations), Premises Team, Catering Manager
22	Insufficient cleaning staff for revised cleaning schedule and deep clean of each room and space daily unless left fallow.	• Enhanced cleaning regime in place; • All reopening guidance shared with cleaning companies; • Modified service levels agreed contractually; • Cleaning contracts include deep cleaning clauses;	• Mitigate risk of COVID-19 transmission at NHP; • Clean school environment;	DH (Operations), Premises Team, Catering Manager
23	Insufficient immediate procedures (quarantine and deep clean) and PPE where areas contaminated with bodily fluids.	• Supply of PPE throughout schools; • Procedures for cleaning of areas where bodily fluids have spilled;	• Mitigate risk of COVID-19 transmission at NHP; • Clean school environment;	DH (Operations), Premises Team, Catering Manager
24	Cleaning staff not equipped or using appropriate PPE including aprons, gloves, face coverings and their subsequent disposal.	• Supply of PPE throughout schools; • Procedures for cleaning of areas where bodily fluids have spilled; • Daily replenishment of PPE supplies;	• Mitigate risk of COVID-19 transmission at NHP; • Clean school environment; • Effectively equipped cleaning teams;	DH (Operations), Premises Team, Bursar
25	Laundry wash and dryers not serviceable, unable to cope with temperature requirements and insufficient wash products.	• Regular review of cleaning equipment; • Commercial level equipment used;	• Mitigate risk of COVID-19 transmission at NHP; • Clean school environment; • Effective equipment in use;	DH (Operations), Premises Team, Bursar
26	Suspended services not re-set or reviewed to cater for current school	• Regular dialogue with key contractors to update on reopening and service levels required;	• Mitigate risk of COVID-19 transmission at NHP;	DH (Operations), Premises Team, Bursar

	Hazard	Control Measures	Outcome	Remarks / Re-assessment
	operation including waste disposal.	• Contractually binding agreements;	• Clean school environment; • Assurance of service levels as required;	
27	Scheduled or on-going building works not reviewed given revised school timetables, staggered drop-off / pick-ups times.	• Ongoing review of business need of scheduled works; • Timetable out of hours where practicable; • Centrally logged pre-planned maintenance and inspection;	• Mitigate risk of COVID-19 transmission at NHP; • Compliant premises; • Assurance of service levels as required;	DH (Operations), Premises Team, Bursar
28	Suppliers not following appropriate SD, hygiene measures and new routes, arrival details etc	• Regular dialogue with key contractors to update on reopening and service levels required; • Contractually binding agreements; • Training for 3rd party contractors;	• Mitigate risk of COVID-19 transmission at NHP; • COVID-19 compliant school environment; • Assurance of service levels as required;	DH (Operations), Premises Team, Bursar
29	Waste procedures not reviewed or sufficient to cater for increase in waste measures.	• Waste collection scaled up and down with school operations; • Direct dialogue with contractors to agree service levels;	• Effective waste disposal procedures;	DH (Operations), Premises Team, Bursar
30	Pest control services not sufficiently regular, recorded or deficiencies identified and actioned.	• Regular dialogue with key contractors to update on reopening and service levels required; • Contractually binding agreements; • Training for 3rd party contractors;	• Mitigate risk of COVID-19 transmission at NHP; • COVID-19 compliant school environment; • Assurance of service levels as required;	DH (Operations), Premises Team, Bursar
31	How often is this Risk Assessment reviewed? Daily? Weekly? Monthly? Termly? Annually?	• Half-termly as a minimum; • Updated to reflect changes in guidance;	• COVID-19 secure school environment; • Timely and updated risk assessment;	DH (Operations), Bursar