

# Risk Assessment for The Mall School reopening September 2020

This risk assessment is undertaken in compliance with the Management of Health and Safety at Work Regulations 1999 to aid the planning and monitoring of a safe reintroduction of the staff and pupils of the school from September 2020 in line with the government guidance.

## Assessment

Description of Hazard	Who could be harmed and how?	Existing Control Measures	Additional Action Required? (Yes / No)	Action Ref. No.
Staff with underlying health conditions that may put them at increased or very high risk of severe illness from COVID-19 (i.e. those that are classed as clinically vulnerable or clinically extremely vulnerable).	Clinically vulnerable and clinically extremely vulnerable staff.  Severe illness or death as a result of contracting COVID-19 whilst at work.	<ul style="list-style-type: none"> <li>For staff identified as clinically vulnerable or clinically extremely vulnerable, line managers to seek alternative working arrangements to enable them to work from home wherever possible. If this is not possible, then an individual risk assessment will be carried out and recorded to agree on a suitable role (i.e. whereby social distancing can be maintained), and suitable control measures to reduce the risk so far as is reasonably practicable Risk assessments are signed and dated by both the assessor and person being assessed, and are regularly reviewed and updated in line with any changes.</li> <li>For any staff with particular characteristics who may be at comparatively increased risk from coronavirus (COVID-19), as set out in the <a href="#">COVID-19: review of disparities in risks and outcomes report</a> and who have concerns about working at the school, the school will discuss their concerns, explain the measures that are in place to reduce risks, and accommodate additional measures where reasonably practicable.</li> </ul>	Yes	001
Pupils with underlying health conditions that may put them at increased or very high risk of severe illness from COVID-19 (i.e. those that are classed as clinically vulnerable or clinically extremely vulnerable).	Clinically vulnerable and clinically extremely vulnerable pupils.  Severe illness or death as a result of contracting COVID-19 whilst at school.	<ul style="list-style-type: none"> <li>Parents asked to identify any pupils that may be classed as clinically vulnerable or clinically extremely vulnerable.</li> <li>For pupils identified as clinically vulnerable or clinically extremely vulnerable, parents to provide details of any medical advice and an individual risk assessment to be carried out and recorded prior to their return to school to agree on suitable control measures to reduce the risk to an acceptable level. Risk assessments are signed and dated by both the assessor and parents, and are regularly reviewed and updated in line with any changes.</li> <li>Plans are in place to enable immediate access to remote education for pupils where necessary.</li> </ul>	Yes	002

Description of Hazard	Who could be harmed and how?	Existing Control Measures	Additional Action Required? (Yes / No)	Action Ref. No.
Lack of staff available to operate safe staff:pupil ratios and/or operate site.	All staff and pupils.  Various potential injuries as a result of lack of supervision, and/or lack of site staff.	<ul style="list-style-type: none"> <li>• Complete review of key staff and agree on minimum service requirements.</li> <li>• Develop contingency plans where appropriate.</li> <li>• Identify key staffing scenarios that may trigger closure or partial closure of the school and take steps to mitigate these where possible.</li> <li>• Consider keeping key staff such as cleaners, estates/facilities/maintenance etc. in small 'bubbles' to reduce the risk of whole teams needing to self-isolate should one staff member develop symptoms.</li> </ul>	Yes	003
Suspected/ confirmed case of COVID-19 on site.  Staff, pupils, contractors, and/or visitors may display symptoms of COVID-19 whilst on site and may subsequently test positive for COVID-19.	All.  Potential spread of COVID-19 to other staff, pupils and others on site.	<ul style="list-style-type: none"> <li>• Parents, staff and pupils briefed on the symptoms of COVID-19.</li> <li>• Posters informing of symptoms displayed in prominent locations.</li> <li>• Pupils, parents, visitors, such as suppliers, and contractors are informed not to visit the school if they (or any members of their household) are displaying any symptoms of COVID-19, or if they have been advised to self-isolate by NHS Test &amp; Trace, and to follow the stay at home guidance.</li> <li>• A written procedure has been developed outlining the steps to be followed should a member of staff, pupil, visitor or contractor display symptoms whilst on site (including procedures for isolation, provision of first aid treatment/ assistance, arranging a test, and internal recording, tracking and tracing) and ensure that this is communicated to all staff.</li> <li>• A written procedure has been developed outlining the steps to be taken upon becoming aware that someone who has attended the school has tested positive for COVID-19 in line with the steps outlined in section 8 'Manage confirmed cases of coronavirus (COVID-19) amongst the school community' in the latest guidance for schools.</li> <li>• Consider means of communication to staff, pupils and parents following a confirmed case at the school, and agree on who will be responsible for coordinating this.</li> <li>• All staff, pupils, contractors and other persons coming onto the site are briefed on the procedures to follow should they become ill with symptoms of COVID-19 whilst on site and that this is refreshed periodically in line with any changes to the government guidance and/or the school's own procedures.</li> <li>• For suspected cases, <a href="https://111.nhs.uk/covid-19">https://111.nhs.uk/covid-19</a> to be used for identifying symptoms.</li> </ul>	Yes	004

Description of Hazard	Who could be harmed and how?	Existing Control Measures	Additional Action Required? (Yes / No)	Action Ref. No.
		<ul style="list-style-type: none"> <li>Identify suitable isolation rooms/ areas for any suspected cases and ensure that suitable signage is in place.</li> <li>Review movements of suspected case(s) and ensure that suitable cleaning is undertaken in line with the guidance in COVID-19: cleaning in non-healthcare settings.</li> <li>Ensure that cases of COVID-19 are reported to the enforcing authority where required under RIDDOR 2013 (as outlined by the HSE here).</li> <li>Ensure that records of pupils and staff in each group, and any close contact that takes place between pupils and staff in different groups, are kept to assist the health protection team In determining close contacts (N.B. schools do not need to ask pupils to record everyone they have spent time with each day or ask staff to keep definitive records in a way that is overly burdensome).</li> <li>Local health protection team to be contacted immediately by the school upon becoming aware that someone who has attended has tested positive for COVID-19 and any advisory actions to be taken.</li> </ul>		
Failure to implement suitable social distancing – general.	All.  Potential spread of COVID-19 between staff, pupils and others on site.	<ul style="list-style-type: none"> <li>The guidance on grouping pupils and staff has been reviewed.</li> <li>Groups to be kept as small as possible (i.e. year group bubbles in order to offer a full range of subjects and manage the practical logistics within and around school).</li> <li>Groups to be kept apart from each other wherever possible.</li> <li>Staff to encourage older children to keep their distance within their group and not touch staff and their peers where possible.</li> <li>Interaction, sharing of rooms and social spaces between groups to be limited as much as possible.</li> <li>Staff to keep their distance from pupils and other staff as much as they can, ideally 2m from other adults.</li> </ul>	Yes	005
Failure to implement suitable social distancing measures – arrival and departure of staff and pupils	All  Potential spread of COVID-19 between staff, pupils and others on site.	<ul style="list-style-type: none"> <li>Provide handwashing facilities, and/or alcohol hand rub/ sanitiser at entry/exit points.</li> <li>Staff to ensure that they wash their hands thoroughly upon arrival to the site.</li> <li>Staff to direct pupils to wash their hands thoroughly upon arrival to the site</li> <li>Stagger pupil drop-off and collection times to keep groups apart as they arrive and leave school.</li> <li>Signage and floor markings used to assist parents and pupils to maintain social distancing in areas where queues are likely to form and for pupils lining up.</li> </ul>	Yes	006

Description of Hazard	Who could be harmed and how?	Existing Control Measures	Additional Action Required? (Yes / No)	Action Ref. No.
		<ul style="list-style-type: none"> <li>• Signage and floor markings used to introduce one-way flow at various points within the school.</li> <li>• Parents informed of drop-off and collection protocols that minimise contact.</li> <li>• Parents to be instructed that they must not gather at the school gates.</li> <li>• Parents to be instructed that other than the agreed drop-off and collection procedures, that they are not permitted to come onto the site without a prior appointment.</li> <li>• Ensure that clear procedures for arrival and departure covering all of the above are communicated to staff, parents and pupils.</li> </ul>		
Failure to implement suitable social distancing measures – classrooms and other teaching spaces	All  Potential spread of COVID-19 between staff, pupils and others on site.	<ul style="list-style-type: none"> <li>• Desks to be spaced as far apart as possible.</li> <li>• Staff to maintain distance from their pupils, staying at the front of the class where possible.</li> <li>• Staff to avoid close face to face contact and minimise time spent within 1 metre of anyone where possible.</li> <li>• Rearrange desks to ensure that pupils are seated side-by-side and facing forwards where possible.</li> <li>• Where staff or pupils cannot maintain social distancing, particularly with younger children in primary schools, pupils to be kept in smaller class-sized groups.</li> <li>• Ensure that staff, pupils, and parents are briefed on the new social distancing procedures.</li> </ul>	Yes	007
Failure to implement suitable social distancing measures – common areas such as access paths, corridors, lifts, social spaces, playgrounds, toilets etc.	All  Potential spread of COVID-19 between staff, pupils and others on site.	<ul style="list-style-type: none"> <li>• Some one way systems in corridors introduced where appropriate.</li> <li>• Timetable and selection of classroom or other learning environments used to reduce movement around the school. Brief transitory contact, such as passing in a corridor or playground, is advised by the government as a low risk.</li> <li>• Separate areas for break and lunch time.</li> <li>• Staff and pupils to access rooms directly from the outside where possible and safe to do so.</li> </ul>	Yes	008
Failure to implement adequate social distancing and hygiene measures at lunchtime (and other mealtimes).	All  Potential spread of COVID-19 between staff, pupils and others on site.	<ul style="list-style-type: none"> <li>• Staggered lunches so that all staff and pupils are not moving around the school and using the dining areas at the same time.</li> <li>• Groups to be kept apart as much as possible and surfaces in the dining areas cleaned between each group.</li> <li>• Reconfigured seating and tables to support social distancing in dining areas.</li> <li>• Staff and pupils to be directed to wash their hands thoroughly before and after eating.</li> </ul>	Yes	009

Description of Hazard	Who could be harmed and how?	Existing Control Measures	Additional Action Required? (Yes / No)	Action Ref. No.
Failure to implement suitable social distancing measures – staff offices, meeting rooms, staff rooms/ rest areas, and changing rooms.	All  Potential spread of COVID-19 between staff, pupils and others on site.	<ul style="list-style-type: none"> <li>• Allowing those staff that can work safely from home to continue to do so to limit the number of staff on site.</li> <li>• Consider grouping staff on site and allocating offices, staff rooms/ rest areas and toilets according to groups where possible.</li> <li>• Stagger the use of offices, staff rooms, rest areas and toilets to limit occupancy (N.B. staggering breaks and lunches will also assist with this).</li> <li>• Review office and staffroom layouts to enable staff to maintain a 2m distance from each other (or 1m with risk mitigations where 2m is not viable). Consider using floor tape or paint to mark areas to help staff keep to a 2m distance. Mitigating actions include: <ul style="list-style-type: none"> <li>• Further increasing the frequency of hand washing and surface cleaning.</li> <li>• Keeping the activity time involved as short as possible.</li> <li>• Using screens or barriers to separate people from each other.</li> <li>• Using back-to-back or side-to-side working (rather than face-to-face) whenever possible.</li> </ul> </li> <li>• Reducing the number of people each person has contact with by using ‘fixed teams or partnering’ (so each person works with only a few others).</li> <li>• Consider the installation of plexiglass barriers for areas where staff may be required to closely interact with multiple persons (e.g. reception etc).</li> <li>• Regulate use of locker rooms, changing areas and other facility areas to reduce concurrent usage.</li> <li>• Hold staff meetings virtually where possible. Where this is not possible, meetings to be held outdoors if the weather is suitable. Where this is not possible, meetings to be held in a large, well ventilated room with social distancing measures in place (i.e. delegates spaced 2m apart, or 1m with risk mitigation where 2m is not viable). Number of delegates to be kept to a minimum, and meeting to be kept as short as possible. (N.B. For areas where regular meetings take place such as meeting rooms, use floor signage and/or other signage to help people maintain social distancing). Staff to avoid the sharing of pens, documents and other objects during meetings.</li> </ul>	Yes	010
Failure to implement suitable social distancing – large gatherings such as assemblies or collective worship.	All  Potential spread of COVID-19 between staff,	<ul style="list-style-type: none"> <li>• Assemblies to take place in groups.</li> </ul>	No	011

Description of Hazard	Who could be harmed and how?	Existing Control Measures	Additional Action Required? (Yes / No)	Action Ref. No.
	pupils and others on site.			
Hazards associated with music activities	All.  Potential spread of COVID-19 between staff, pupils and others on site.	<ul style="list-style-type: none"> <li>Activities involving singing, chanting, playing brass or wind instruments, or shouting kept to only those that are deemed essential.</li> <li>Review all relevant music activity risk assessments to consider the risks posed by COVID-19 and identify suitable control measures in line with the latest guidance.</li> <li>Implementing physical distancing measures for music lessons involving singing, chanting, playing brass or wind instruments, or shouting (i.e. 2m spacing between participants as a minimum).</li> <li>Playing wind or brass instruments/singing outside wherever possible (N.B. social distancing will still need to be maintained, even when outside), or where this is not possible, using large, well-ventilated spaces for these activities.</li> <li>Limit group sizes for music lessons involving singing, chanting, playing brass or wind instruments, or shouting to no more than 15.</li> <li>Ensure that pupils and teachers are positioned back-to-back or side-to-side (i.e. not face-to-face).</li> <li>Sharing of instruments to be avoided.</li> </ul>	Yes	013
Hazards associated with physical activities	All.  Potential spread of COVID-19 between staff, pupils and others on site.  Third parties hiring swimming pool are not adhering to latest government advice.	<ul style="list-style-type: none"> <li>Review all PE/Sport activity risk assessments to consider the risks posed by COVID-19 and identify suitable control measures in line with the latest guidance.</li> <li>Pupils to be kept in consistent groups for physical activities.</li> <li>Social distancing to be maintained between participants.</li> <li>Participants to wash hands thoroughly before and after physical activities.</li> <li>Any shared sports equipment to be cleaned more regularly, and especially thoroughly between each use by different individual groups.</li> <li>Physical/sporting activities to be delivered outside wherever possible, or where this is not possible, using large, well-ventilated spaces for these activities (N.B. spaces used for these activities should also be cleaned more regularly).</li> <li>Contact sports to be avoided.</li> <li>Swimming pool safety operating procedures to be updated in line with latest advice <a href="https://www.swimming.org/swimengland/pool-return-guidance-documents/">https://www.swimming.org/swimengland/pool-return-guidance-documents/</a> and communicated to third party hirers</li> </ul>	Yes	014

Description of Hazard	Who could be harmed and how?	Existing Control Measures	Additional Action Required? (Yes / No)	Action Ref. No.
Educational visits.	All.  Travelling against FCO/ government advice.	<ul style="list-style-type: none"> <li>Staff responsible for planning and organising educational visits to be instructed to follow the national guidance available in the OEAPNG document 4.4k Coronavirus available here.</li> <li>Create an addendum to the Health and safety: tours, visits and events policy to consider the additional risks posed by COVID-19 and set out the specific procedures for Visit Leaders and others to follow and ensure that this is adequately communicated to staff.</li> </ul>	Yes	015
Hazards associated with extra-curricular provision (e.g. breakfast, after-school provision and holiday clubs etc.)	All.  Potential spread of COVID-19 between staff, pupils and others on site.	<ul style="list-style-type: none"> <li>Where before/after school or holiday clubs are provided by the school – review the Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak guidance and complete and record a risk assessment to identify the hazards and agree on suitable control measures.</li> <li>Where before/after school or holiday clubs are delivered on your site by any third party providers - review the Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak and liaise with the provider to ensure that you are satisfied with the risk assessment and procedures that they have in place.</li> <li>Pupils to be kept within their year groups or bubbles where possible, or where this is not possible, use small, consistent groups.</li> <li>Advise parents to limit the number of different wraparound providers they access as far as possible.</li> <li>No activities involving contact sports.</li> </ul>	Yes	016
Staff and pupils contracting the virus through direct/ indirect transmission when travelling to/ from the school site using their own means.	All  Staff and pupils may be at risk of contracting the virus whilst travelling to/from the school, especially if using public transport.	<ul style="list-style-type: none"> <li>Ensure staff, pupils and parents are aware of recommendations on transport to and from the school as outlined in Coronavirus (COVID-19): safer travel guidance for passengers.</li> <li>Encourage staff, pupils and parents to walk or cycle to the school if possible.</li> <li>Provide hand washing facilities or alcohol hand rub/sanitiser at entry points and instruct staff, pupils, contractors and visitors to thoroughly clean their hands when they enter the workplace.</li> </ul>	Yes	017
Staff and pupils contracting the virus through direct/ indirect transmission when	All.  Staff and pupils may be at risk of	<ul style="list-style-type: none"> <li>Group pupils together on transport to reflect the bubbles that are adopted within the school where possible.</li> <li>Review cleaning regimes for vehicles with a view to more frequent and enhanced cleaning. Agree on who will be responsible for cleaning and ensure</li> </ul>	Yes	017

Description of Hazard	Who could be harmed and how?	Existing Control Measures	Additional Action Required? (Yes / No)	Action Ref. No.
travelling on school-operated transport	contracting the virus on school-operated transport (e.g. minibuses, coaches etc.).	<p>that suitable substances and equipment are in place and that training is provided where necessary.</p> <ul style="list-style-type: none"> <li>• Rearrange seating on vehicles to try and ensure that social distancing is observed wherever possible,</li> <li>• Maximising separation between passengers.</li> <li>• Make sure transport staff/providers do not work if they or a member of their household are displaying any symptoms of COVID-19, or if they have been notified to self-isolate by NHS Test &amp; Trace.</li> <li>• Make sure transport staff/ providers, as far as possible, follow hygiene rules and try to keep distance from their passengers.</li> <li>• Ensure staff, pupils and parents are aware of recommendations on transport to and from the school as outlined in Coronavirus (COVID-19): safer travel guidance for passengers.</li> <li>• Provide alcohol hand rub/sanitiser in vehicles and ensure that occupants use this upon boarding vehicles.</li> <li>• Communicate revised travel plans clearly to transport staff/ providers, pupils, and parents where appropriate (for instance, to agree routes, pick-up and drop-off times etc.).</li> </ul>		
Staff, pupils, contractors and visitors not implementing suitable hygiene practices to limit the risk of direct and indirect transmission.	All.  Potential spread of COVID-19 between staff, pupils and others on site.	<ul style="list-style-type: none"> <li>• Ensure that staff, pupils, contractors and visitors have access to suitable hand washing facilities (i.e. either hot running water and hand soap or alcohol hand rub/ sanitiser).</li> <li>• Implement procedures to ensure that handwashing facilities are checked and cleaned regularly, and that supplies of hand soap, alcohol hand rub/sanitiser, and paper towels are checked and topped up where necessary.</li> <li>• Review stocks of hand soap, alcohol hand rub/ sanitiser, paper towels and tissues; and purchase additional stocks if required.</li> <li>• Provide tissues and bins in classrooms and other key areas to support the 'catch it, bin it, kill it' approach and ensure that these are topped up regularly.</li> <li>• Brief staff, pupils, contractors and visitors on the need to wash their hands regularly and on the correct handwashing technique</li> <li>• Brief staff, pupils, contractors and visitors on good respiratory hygiene practices (i.e. covering your mouth and nose with your bent elbow or tissue when you cough or sneeze, 'catch it, bin it, kill it').</li> <li>• Brief staff, pupils, contractors and visitors on the need to avoid touching their face (and especially the eyes, nose and mouth).</li> </ul>	Yes	018



Description of Hazard	Who could be harmed and how?	Existing Control Measures	Additional Action Required? (Yes / No)	Action Ref. No.
		<ul style="list-style-type: none"> <li>• Brief staff and pupils on the need for non-contact greetings.</li> <li>• Display posters in prominent locations to remind staff, pupils and others of good hand and respiratory hygiene practices.</li> <li>• Staff to supervise young children to ensure they wash their hands for 20 seconds, more often than usual (and upon arrival at the school, after using the toilet, before and after eating, and after blowing their nose/sneezing/coughing/touching their face) with soap and water or alcohol hand rub/ sanitiser and catch coughs and sneezes in tissues.</li> </ul>		
Contractors/ visitors attending site.	All.  Potential spread of COVID-19 to staff pupils and others from persons visiting site.	<ul style="list-style-type: none"> <li>• Hold meetings with would be visitors remotely (i.e. video-calls/ conferencing) where possible.</li> <li>• Limit the number of contractors/ visitors on site at any one time.</li> <li>• Record to be kept of all contractors/ visitors attending site.</li> <li>• Limit the areas of the workplace that contractors/ visitors are permitted to access.</li> <li>• Reschedule the times that contractors/ visitors attend site to minimise interaction with staff and pupils</li> <li>• Obtain confirmation from contractors/ visitors that both they and all members of their household do not have symptoms of COVID-19, and that they have not been notified to self-isolate through NHS Test &amp; Trace prior to them attending site.</li> <li>• Arrange for deliveries to be left in a designated area, near to the entrance to prevent the need for couriers to enter the school buildings.</li> <li>• Provide hand washing facilities or alcohol hand rub/ sanitiser at entry points and insist that contractors/ visitors thoroughly clean their hands before entering.</li> <li>• Upon arrival at the site, staff to brief contractors/ visitors to follow the school's COVID-19 protocols.</li> <li>• Staff to maintain social distancing when escorting contractors/ visitors.</li> <li>• Obtain copies of contractors' COVID-19 risk assessments prior to them attending site and ensure that they comply with the specified control measures.</li> <li>• Clean/ disinfect areas that have been temporarily occupied by contractors or visitors.</li> </ul>	Yes	019

Description of Hazard	Who could be harmed and how?	Existing Control Measures	Additional Action Required? (Yes / No)	Action Ref. No.
Use of supply teachers and other temporary or peripatetic teachers	All.  Potential spread of COVID-19 between staff, pupils and others on site.	<ul style="list-style-type: none"> <li>• Ensure that supply/temporary/peripatetic staff are briefed on the procedures to follow in relation to COVID-19 prior to attending site for the first time (or upon arrival at the site for the first time).</li> <li>• Supply/temporary/peripatetic staff to be advised to take particular care to maintain distance from other staff and pupils.</li> </ul>	Yes	020
Lack of adequate cleaning regime for general areas leading to indirect transmission of the virus through contact with contaminated surfaces.	All.  Potential spread of COVID-19 between staff, pupils and others on site.	<ul style="list-style-type: none"> <li>• Cleaning regime for general areas reviewed with a view to improving the frequency and intensity of cleaning.</li> <li>• Ensure routine cleaning and disinfection of frequently touched surfaces (e.g. door handles, sinks, taps, light switches, toilets, handrails, work surfaces etc.).</li> <li>• Reduce clutter and remove any items that are difficult to clean.</li> <li>• Ensure that bins for tissues are emptied regularly.</li> <li>• Ensure that COSHH assessments are completed for any new cleaning substances introduced as a result of your review.</li> <li>• Review stocks of cleaning substances, equipment, and PPE and purchase additional stocks if required.</li> <li>• Cleaning staff to be provided with suitable PPE (i.e. disposable gloves and aprons as a minimum).</li> <li>• Cleaning staff to be provided with training on any changes to the cleaning regime, including any new cleaning substances/equipment and/or PPE (N.B. all training should be recorded).</li> <li>• Cleaning schedules to be updated.</li> </ul>	Yes	021
Lack of adequate cleaning regime for shared items/equipment leading to indirect transmission of the virus through contact with contaminated surfaces.	All.  Potential spread of COVID-19 between staff, pupils and others on site.	<ul style="list-style-type: none"> <li>• Review and agree on equipment/resources that can be shared and communicate this to staff and pupils;</li> <li>• Review and agree on items that can be brought into school and communicate this to staff, pupils, and parents;</li> <li>• Sharing of individual and very frequently used equipment, such as pens and pencils, to be avoided (i.e. staff and pupils to have their own items).</li> <li>• Review cleaning regime for shared items/resources that will be shared within bubbles, that will be shared between different groups or bubbles, and that will be shared between staff.</li> <li>• Classroom based resources (such as books and games) used within the bubble to be cleaned regularly.</li> </ul>	Yes	022

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		<ul style="list-style-type: none"> <li>Resources that are shared between classes or bubbles (e.g. sport, art, science equipment etc.) to be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48hrs (72hrs for plastics) between use by different bubbles.</li> <li>Outdoor play equipment and resources used by wraparound care providers to be cleaned more frequently.</li> <li>Equipment that needs to be shared between staff (e.g. kettles, interactive whiteboard remotes etc.) to be cleaned more frequently.</li> <li>Unnecessary sharing of take-home resources to be avoided;</li> <li>Staff and pupils to use allocated desks/tables where possible.</li> <li>Reduce clutter and remove any items that are difficult to clean.</li> <li>Ensure that COSHH assessments are completed for any new hazardous cleaning substances introduced as a result of your review.</li> <li>Review stocks of cleaning substances, equipment, and PPE and purchase additional stocks if required.</li> <li>Teaching and cleaning staff to be provided with training on any changes to the cleaning regime, including any new cleaning substances/equipment and/or PPE (N.B. all training should be recorded).</li> <li>Cleaning schedules/procedures to be updated.</li> </ul>		
Lack of adequate cleaning regime for areas known or suspected to be contaminated (e.g. an isolation room used to house a suspected case/confirmed cases of COVID-19) leading to indirect transmission of the virus through contact with contaminated surfaces/equipment.	All. Potential spread of COVID-19 between staff, pupils and others on site.	<ul style="list-style-type: none"> <li>Review suitability of existing cleaning substances, equipment, and PPE for use on areas known or suspected to be contaminated against the government guidance document <a href="#">COVID-19: cleaning in non-healthcare settings outside the home</a>.</li> <li>Ensure that COSHH assessments are completed for any new cleaning substances introduced as a result of your review.</li> <li>Review stocks of cleaning substances, equipment, and PPE, and purchase additional stocks if required.</li> <li>Close and secure the contaminated room/area where possible to restrict access until cleaning has been undertaken. Where possible, leave the area/room closed and wait for 72hrs before cleaning as the amount of virus living on surfaces will have reduced significantly, or confirmation of a negative test result.</li> <li>Staff or contract cleaners to follow the latest government guidance on <a href="#">COVID-19: cleaning in non-healthcare settings outside the home</a>, including completion</li> </ul>	Yes	023

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		<p>of a risk assessment of the setting prior to cleaning to determine the level of PPE required.</p> <ul style="list-style-type: none"> <li>Waste from possible cases and cleaning of areas where possible cases have been (including any disposable cloths and tissues) to be double bagged and stored/ disposed of in line with the government guidance.</li> <li>Provide cleaning staff with suitable PPE (i.e. disposable gloves and aprons as a minimum, with use of protection for the eyes, mouth and nose for heavily contaminated areas, or there is visible contamination with bodily fluids. Fluid resistant surgical masks (also known as Type IIR) will also be required for individuals completing cleaning activities within 2m of a suspected/ confirmed case).</li> <li>Provide cleaning staff with training on the latest government guidance and ensure that this is refreshed in line with any changes to the guidance (N.B. all training should be recorded).</li> <li>Provide cleaning staff with training on any new cleaning substances, equipment and/or PPE (N.B. all training should be recorded).</li> </ul>		
Hazards associated with the catering provision	All  Potential spread of COVID-19 between staff, pupils and others on site.	<ul style="list-style-type: none"> <li>Where the catering provision is managed by a contractor - review the guidance document <a href="#">Guidance for food businesses on coronavirus (COVID-19)</a> and <a href="#">Keeping workers and customers safe during COVID-19 in restaurants, pubs, bars and takeaway services</a> and liaise with the catering contractor to ensure that you are satisfied with the risk assessment, procedures, and training that they have in place.</li> <li>Review and identify multi-touch points of service at serveries, salad bars, and drinks stations and either eliminate, or reduce where possible. For example, food and drinks could be served as opposed to self-service. Where this is not possible, then cleaning regimes to be increased. Ensure that cleaning schedules are updated where necessary.</li> <li>Review and increase cleaning regimes for areas where food is prepared and consumed. Ensure that cleaning schedules are updated where necessary.</li> <li>Ensure that any refreshments for events (e.g. team meetings) are served rather than self-service where possible (i.e. buffets should be avoided, unless food items are individually wrapped).</li> <li>Regularly remind staff and pupils of the need to wash their hands thoroughly before and after meals.</li> </ul>	Yes	024

Description of Hazard	Who could be harmed and how?	Existing Control Measures	Additional Action Required? (Yes / No)	Action Ref. No.
		<ul style="list-style-type: none"> <li>• Provide staff responsible for preparing food with refresher training in personal hygiene and correct handwashing techniques.</li> <li>• If you need to hire in any temporary agency staff to assist with catering provision, ensure that your medical questionnaires include a line on the virus symptoms.</li> </ul>		
Lack of adequate trained fire personnel.	All.  Various injuries ranging from minor to serious, or death arising from poorly executed fire evacuation.	<ul style="list-style-type: none"> <li>• Review list of managers and other staff with key roles in your fire procedures (e.g. responsible persons, fire managers, fire wardens/marshals etc.) to determine who is available (i.e. are any self-isolating?).</li> <li>• Identify further key persons required, together with deputies/cover, and provide training accordingly.</li> <li>• Ensure that all staff are aware of their responsibilities during a fire evacuation and provide refresher training where required (N.B. any training should be recorded).</li> </ul>	Yes	025
New fire hazards as a result of implementing control measures for COVID-19.	All.  Increased risk of fire, and/or delays in persons evacuating from the building.	<ul style="list-style-type: none"> <li>• Review fire assembly points to ensure that they are conducive with social distancing advice where possible (i.e. that building occupants will not be required to congregate in small areas).</li> <li>• Ensure that staff working in areas of the school site that are not familiar to them are briefed on the fire procedures and complete a walkthrough to identify escape routes, fire exits and assembly points.</li> <li>• Ensure that pupils learning in areas of the school site that are not familiar to them are briefed on the fire procedures (e.g. escape routes, fire exits and assembly points etc.).</li> <li>• Consider any new fire hazards introduced as a result of implementing control measures for COVID-19 (such a propping doors open to minimise multi-touch points and improve ventilation, the installation of any physical barriers to assist with social distancing, and storage of large quantities of alcohol hand rub etc.) and ensure that the fire risk assessment is reviewed and updated.</li> <li>• Ensure that the fire procedures are reviewed and updated to consider any changes required.</li> <li>• Ensure that any Personal Emergency Evacuation Plans (PEEPs) are reviewed and updated as a result of any changes to your fire procedures, and that all relevant persons (i.e. the person being assessed and any persons with roles in the PEEP) are notified of the changes.</li> </ul>	Yes	026

Description of Hazard	Who could be harmed and how?	Existing Control Measures	Additional Action Required? (Yes / No)	Action Ref. No.
		<ul style="list-style-type: none"> <li>Ensure that any changes to the fire risk assessment and/or written fire procedures are communicated to staff.</li> </ul>		
Lack of adequate trained first aid/medical/administration of medication personnel.	All.  Various injuries/illness as a result of delayed access to first aid/administration of medication.	<ul style="list-style-type: none"> <li>Review list of trained first aiders, on-site medical staff, and those staff responsible for the administration of medication to determine who is available (i.e. are any self-isolating?).</li> <li>Review your first aid needs risk assessment to take account of reduced staff.</li> <li>Work to ensure that adequate coverage remains in place based on the needs of the staff and pupils on site.</li> </ul>	Yes	027
Provision of first aid/ medical treatment to symptomatic individuals/confirmed cases.	Staff administering first aid/ medical treatment.  Staff administering first aid/ medical treatment could contract COVID-19 from the individual being treated.	<ul style="list-style-type: none"> <li>Review written first aid and medical procedures and risk assessments to account for the risk of members of staff dealing with symptomatic individuals and to outline PPE requirements.</li> <li>Review PPE to ensure that suitable supplies are available for those staff that may be required to care for symptomatic individuals (i.e. fluid-resistant surgical face masks, disposable gloves, disposable aprons, and face visors or goggles).</li> <li>Ensure that first aiders and in-house medical staff are trained on the new procedures, including what PPE is required, and how to put on, take off, and dispose of items of PPE (N.B. any training should be recorded) and temperature taking.</li> <li>Review bodily fluid and infection control procedures.</li> </ul>	Yes	028
Legionella risk arising from unused buildings and/or parts of the premises.	All.  Exposure to legionella bacteria leading to serious illness or death.	<ul style="list-style-type: none"> <li>Consult with facilities staff and water hygiene contractor to determine what steps (if any) need to be taken prior to reopening.</li> <li>Identify any buildings and internal/external areas of the site that are likely to be unoccupied after reopening and review list of infrequently used outlets.</li> <li>Ensure that all infrequently used outlets are flushed regularly (weekly is recommended as a minimum).</li> <li>Ensure that both the legionella risk assessment and legionella written control scheme are updated in line with the above.</li> <li>Ensure that persons tasked with actions relating to the legionella written control scheme are advised of any changes.</li> </ul>	Yes	029
Poor ventilation	All.	<ul style="list-style-type: none"> <li>Secure ventilation of spaces with outdoor air;</li> </ul>	Yes	030

Description of Hazard	Who could be harmed and how?	Existing Control Measures	Additional Action Required? (Yes / No)	Action Ref. No.
	<p>Poor levels of ventilation leading to an increased risk of the spread of COVID-19.</p>	<ul style="list-style-type: none"> <li>• Ensure regular airing with windows (even in mechanically ventilated buildings);</li> <li>• Keep toilet ventilation 24/7 in operation;</li> <li>• Avoid open windows in toilets to assure the right direction of ventilation;</li> <li>• Instruct building occupants to flush toilets with closed lid;</li> <li>• Switch air handling units with recirculation to 100% outdoor air;</li> <li>• Inspect heat recovery equipment to be sure that leakages are under control;</li> <li>• Switch fan coils either off or operate so that fans are continuously on;</li> <li>• Do not change heating, cooling and possible humidification setpoints;</li> <li>• Do not plan duct cleaning for this period;</li> <li>• Replace central outdoor air and extract air filters as usual, according to maintenance schedule; and</li> <li>• Regular filter replacement and maintenance works shall be performed with common protective measures including respiratory protection.</li> <li>• Advising staff to open windows where possible and safe to do so.</li> <li>• Assessing which doors (if any) can be propped open to improve ventilation</li> <li>• Ensuring that building services operation is reviewed against the guidance provided by the Federation of European Heating, Ventilation and Air Conditioning Associations in <a href="#">How to operate and use building services in order to prevent the spread of the coronavirus disease (COVID-19) virus (SARS-CoV-2) in workplaces.</a></li> </ul>		
<p>Failure to complete adequate cleaning and checks prior to reopening the school</p>	<p>All Various issues could arise as a result of not completing the necessary checks</p>	<ul style="list-style-type: none"> <li>• Member of staff for managing the premises reviews risk assessments and implements any measures to ensure that safety is maintained for reopening.</li> <li>• Complete a visual inspection of the buildings to determine levels of cleanliness and identify any damage or other concerns.</li> <li>• Review maintenance records to determine any inspections, tests and/or specialist cleaning that may have been missed during the initial lockdown period and/or that will be required prior to reopening.</li> <li>• Arrange for a competent person to test/ inspect all relevant fire safety equipment and systems to ensure that they are fully operational prior to reopening.</li> <li>• Complete a visual inspection of all ACMs prior to reopening to confirm that there has been no damage during the initial lockdown period. If any damage is identified, the area is to be isolated immediately and asbestos consultant contacted for their advice.</li> </ul>	<p>Yes</p>	<p>031</p>

Description of Hazard	Who could be harmed and how?	Existing Control Measures	Additional Action Required? (Yes / No)	Action Ref. No.
		<ul style="list-style-type: none"> <li>Ensure that a written plan is formulated to ensure that all necessary inspections, tests, and cleaning are undertaken prior to reopening.</li> </ul>		
Poor staff wellbeing	<p>Staff.</p> <p>Poor mental health, including work-related stress.</p>	<p>You should already have a stress risk assessment in place and this should be reviewed to consider the additional concerns posed by COVID-19 and new ways of working (or you may wish to compile a specific stress risk assessment for COVID-19) including:</p> <ul style="list-style-type: none"> <li>Fears around job security (especially relevant for those staff who have been furloughed);</li> <li>Fear/anxiety about returning to the workplace;</li> <li>Fear/anxiety surrounding the virus and lockdown;</li> <li>Workload;</li> <li>Changes to the way in which they work (e.g. provision of remote teaching, working from home); and</li> <li>Communication (e.g. general communication between staff and their colleagues and line manager, especially where working from home).</li> </ul> <p>The HSE have a dedicated webpage for work-related stress with some <a href="#">example risk assessments</a> which although not specific to COVID-19, would still act as a useful base.</p> <p>Potential control measures may include:</p> <ul style="list-style-type: none"> <li>Update the existing stress risk assessment to consider the additional concerns raised by COVID-19 (as outlined above).</li> <li>Consult with staff on the protective measures that are being implemented.</li> <li>Brief all staff in the protective measures that are (or will be) in place.</li> </ul>	Yes	032
Staff working from home – risks associated with use of Display Screen Equipment (DSE) and mental health/emotional wellbeing.	<p>Staff.</p> <p>Aches and pains from adopting poor posture whilst using DSE.</p>	<ul style="list-style-type: none"> <li>Provide employees working from home with guidance on the safe use of DSE and ways in which they can maintain physical and emotional wellbeing (you can download our guidance document <a href="#">Working from Home: A Brief Guide for Employees</a>).</li> <li>Provide employees working from home with information on who they can speak to if they need help/support (e.g. Line Manager, HR, IT support etc.) and provide details of any external resources they have access to (e.g. Employee Assistance Programme).</li> </ul>	Yes	032



Description of Hazard	Who could be harmed and how?	Existing Control Measures	Additional Action Required? (Yes / No)	Action Ref. No.
	<p>Fear/anxiety/stress caused by difficulty in completing work, and lack of social interaction.</p> <p>Lack of insurance cover for school-owned equipment used in the home.</p>	<ul style="list-style-type: none"> <li>For those staff working from home temporarily, consider issuing a homeworker checklist to assist in identifying any individual issues (you can download our <a href="#">Temporary Home Worker Self-Assessment Checklist</a>).</li> <li>Where feasible, consider providing employees using a laptop and working from home temporarily with inexpensive equipment to assist them in setting up an appropriate temporary workstation (e.g. wireless keyboard and mouse, laptop riser, etc.).</li> <li>Line Managers to communicate regularly with employees working from home (e.g. weekly check-ins as a minimum) to make sure that they are coping with their home working arrangements, their workload, and to answer any questions or concerns that they may have.</li> <li>Line Managers to keep their teams up to date on any changes that may impact them.</li> <li>For those staff who will be working from home on a long-term basis, ensure that a suitable home worker risk assessment is carried out (including a home workstation assessment where necessary), and that any issues identified are addressed within a reasonable timeframe, including the provision of work equipment where necessary.</li> <li>Liaise with your broker/insurer to check that any school-owned equipment provided is covered when in the employee's home.</li> </ul>		
Poor pupil wellbeing	<p>Pupils.</p> <p>Fear, anxiety, and poor mental health.</p>	<ul style="list-style-type: none"> <li>Review all relevant government guidance and develop a plan of action on how the school can best support returning pupils using available resources;</li> <li>Ensure that pupils are informed of who they can speak to if they have any worries/concerns about returning to school.</li> </ul>	Yes	033
Pupils learning at home – risks associated with use of Display Screen Equipment (DSE) and mental health/emotional wellbeing.	<p>Pupils.</p> <p>Aches and pains from adopting poor posture whilst using DSE.</p> <p>Fear and anxiety caused by difficulty in</p>	<ul style="list-style-type: none"> <li>Provide pupils with guidance on how to safely learn at home.</li> <li>Provide pupils learning from home with information on who they can speak to if they need help or support.</li> <li>Review communication channels for academic and pastoral support.</li> </ul>	Yes	034

Description of Hazard	Who could be harmed and how?	Existing Control Measures	Additional Action Required? (Yes / No)	Action Ref. No.
	completing work, and lack of social interaction with friends.			
Fear/ anxiety caused by returning to school.	Staff, pupils, and parents/ carers.  Staff, pupils, and/or parents/ carers may suffer negative mental health effects as a result of fear/ anxiety about returning to the school.	<ul style="list-style-type: none"> <li>Hold conversations with staff to identify those who have serious concerns about returning to the workplace and may suffer negative mental health effects if asked to do so.</li> <li>Provide staff, pupils and parents with details of the measures that we will be taking to minimise the risk of them contracting the virus at the school.</li> <li>Identify any specific concerns that employees, pupils, and/or parents have (e.g. certain activities or areas of the site) and address these concerns where possible.</li> <li>Make reasonable adjustments where possible to alleviate concerns on a case by case basis.</li> <li>Identify pupils who are reluctant or anxious about returning or who are at risk of disengagement and develop plans for re-engaging them.</li> </ul>	Yes	035
Pupils with SEND	SEND Pupils.  SEND pupils are not adequately supported.	<ul style="list-style-type: none"> <li>SENCO/learning support staff to identify any potential issues and ensure that suitable plans (and where relevant, risk assessments) are in place prior to SEND pupils returning to school in September.</li> </ul>	Yes	036
Lack of adequate pupil safeguarding procedures for virtual/online taught sessions, including 1:1 sessions such as music lessons etc.	Staff and pupils.  Various potential safeguarding issues.	<ul style="list-style-type: none"> <li>DSL to lead a review of the child protection/safeguarding procedures against the government guidance documents <a href="#">Coronavirus (COVID-19): safeguarding in schools, colleges and other providers</a> and <a href="#">Safeguarding and remote education during coronavirus (COVID-19)</a> to consider potential issues with virtual/online teaching and learning.</li> <li>Staff and volunteers to be provided with a copy of the updated child protection/safeguarding policy (e.g. via email, available on staff intranet etc.) and briefed on the key changes.</li> <li>Copy of updated child protection/safeguarding policy to be made available publicly (e.g. on the school's website).</li> <li>Child protection/safeguarding policy to be kept under review as the situation evolves and following changes to the government guidance.</li> </ul>	Yes	037
Absence of the Designated Safeguarding Lead (DSL),	All	<ul style="list-style-type: none"> <li>Review DSL/Deputy DSL and other key child protection/ safeguarding staff available on site in light of the current situation.</li> </ul>	Yes	038

Description of Hazard	Who could be harmed and how?	Existing Control Measures	Additional Action Required? (Yes / No)	Action Ref. No.
Deputy DSL or other key safeguarding staff	Lack of suitable child protection/ safeguarding staff leading to issues with recording and reporting	<ul style="list-style-type: none"> <li>Nominate a senior leader who can take responsibility for co-ordinating safeguarding on site should the DSL or Deputy DSL be absent.</li> <li>Ensure that school staff are kept up to date on any changes to the DSL, Deputy DSL or other key child protection/safeguarding staff – i.e. they should be aware of who to contact should they have any concerns, and how they can contact them.</li> </ul>		
Failure to update the child protection/ safeguarding policy to reflect new procedures as a result of COVID-19	Staff and pupils  Various potential child protection/ safeguarding issues	<ul style="list-style-type: none"> <li>DSL to review the school's existing child protection/ safeguarding policy against the Government guidance document <a href="#">Coronavirus COVID-19): safeguarding in schools, colleges and other providers</a>.</li> <li>Staff and volunteers to be provided with a copy of the updated child protection/safeguarding policy (e.g. via email, available on staff intranet etc.) and briefed on the key changes.</li> <li>Copy of updated child protection/safeguarding policy to be made available publicly (e.g. on the school's website).</li> <li>Child protection/safeguarding policy to be kept under review as the situation evolves and following changes to the government guidance.</li> </ul>	Yes	039
Lack of adequate communication related to COVID-19 procedures to staff, pupils, parents/ carers, contractors and visitors	All  Staff, pupils, parents, contractors and visitors not being made aware of procedures	<ul style="list-style-type: none"> <li>Liaise with contractors/ in-house staff and suppliers (e.g. cleaning, catering, food supplies, hygiene supplies etc.) to ensure that they are aware of the school's needs upon reopening.</li> <li>Compile and issue formal communications to parents to advise them of key information.</li> <li>Compile and issue formal communications to staff to advise them of key information.</li> </ul>	Yes	040
Failure to consult with staff and others on the risks presented by COVID-19.	Staff.  Staff are not provided with the opportunity to actively contribute to the risk assessment process.	<ul style="list-style-type: none"> <li>Staff informed at the end and beginning of term via email and virtual meetings about measures being put in place.</li> <li>Issuing copies of risk assessments to staff and others and inviting feedback.</li> <li>Publishing the COVID-19 risk assessment on the school website to provide transparency of approach</li> <li>Adding COVID-19 as a rolling item for the H&amp;S Committee.</li> </ul>	Yes	041

Description of Hazard	Who could be harmed and how?	Existing Control Measures	Additional Action Required? (Yes / No)	Action Ref. No.
Failure to develop a contingency plan for outbreaks.	All.	<ul style="list-style-type: none"> <li>Contingency plan prepared</li> </ul>	No	042
Failure to implement and adhere to the latest government advice/guidance	All. Failure to adhere to government advice/guidance resulting in increased risk of infection.	<ul style="list-style-type: none"> <li>Headmaster and Bursar are signed up to the Department for Education update service which alerts the school via email to any changes in the guidance.</li> <li>Headmaster and Bursar to review key points and decide on any actions required.</li> <li>Ensure that this risk assessment and any related procedures are reviewed and updated in line with any changes to the guidance, and that updates are communicated to staff and where relevant, parents and pupils.</li> </ul>	Yes	043
Failure to gain approval for, and monitor the implementation and effectiveness of this risk assessment (and any associated policies/procedures)	All. Failure to adhere to the content of this risk assessment and any related policies/procedures leading to increased risk of the spread of COVID-19 on site and possibility of criminal prosecution and/or civil litigation.	<ul style="list-style-type: none"> <li>Ensure that this risk assessment is reviewed and agreed at Board level prior to reopening.</li> <li>Bursar to take overall responsibility for the implementation and monitoring of the risk assessment and any related policies/ procedures.</li> <li>Develop procedures to monitor compliance, such as cleaning checklists, health &amp; safety walks to observe social distancing practices etc. and task relevant staff with completing and reviewing them.</li> <li>Hold regular meetings to discuss the school's COVID-19 response.</li> <li>Ensure that this risk assessment and any related policies/ procedures are reviewed and updated where required (i.e. periodically, following any confirmed cases of COVID-19 amongst the staff or pupil population, following any accidents/incidents/near misses associated with measures you have implemented for COVID-19; and/or following any changes to the matters to which it relates) and that updates are communicated to staff and where relevant, parents and pupils.</li> </ul>	Yes	044
Failure to mitigate risks arising from unoccupied building and/or parts of the premises	All Various injuries, damage to property and/or theft of property as a result of	<ul style="list-style-type: none"> <li>Identify all unoccupied buildings and areas (e.g. 84 Hampton Rd)</li> <li>Review all unoccupied buildings and areas with a focus on risk reduction and loss prevention, for example:</li> </ul>	Yes	045

Description of Hazard	Who could be harmed and how?	Existing Control Measures	Additional Action Required? (Yes / No)	Action Ref. No.
	trespasser(s) gaining access  Lack of insurance cover for unoccupied buildings as a result of not meeting conditions and/or implementing measures required by your insurers	<ul style="list-style-type: none"> <li>Security – safeguard the building and put all protective locks, immobilisers and alarm protection (Intruder Alarms and CCTV) into function. Check that any alarm signaling system (e.g. Redcare style system) is operational;</li> <li>Where feasible, contents should be moved from empty premises, especially combustible objects and high value or business critical objects/equipment;</li> <li>Ensure that utilities (such as water supply) to the empty premises are disconnected when possible, or isolated. This should not hinder fire protection, heating, safety, or security purposes; and</li> <li>Ensure that the building is inspected internally and externally at least once a week where possible (i.e. if you are able to complete inspections whilst adhering to the latest Government guidance) and keep a written record of the inspection.</li> <li>Liaise with your broker/insurer to determine any terms/conditions of school's insurance policy relating to unoccupied buildings and ensure that any measures required are implemented where possible.</li> </ul>		
Failure to properly verify or record documents as part of recruitment process.	All New staff are not adequately vetted	<ul style="list-style-type: none"> <li>Review recruitment processes to allow for protective measures associated with coronavirus</li> <li>File all safer recruitment documents electronically and update SCR accordingly</li> </ul>	Yes	046

### Action Plan

Action Ref. No.	Action Required	Completion Deadline	Responsible Person(s)	Date Completed
001	<ul style="list-style-type: none"> <li>Review/identify (email) all staff classed as clinically vulnerable/clinically extremely vulnerable</li> <li>Speak to all staff members who are vulnerable/high risk and seek alternative working arrangements to enable them to work from home wherever possible</li> </ul>	24 Aug 20	Bursar	
		28 Aug 20	HM/Bursar	
002	<ul style="list-style-type: none"> <li>Review/identify and carry out risk assessments for any pupils classed as clinically vulnerable/extremely vulnerable</li> <li>Review plans regarding immediate access to remote education for pupils</li> </ul>	24 Aug 20	Marketing	
		1 Sept 20		

			SLT/Assist Head (Academic)	
003	<ul style="list-style-type: none"> <li>Develop contingency plan for staff shortages (to include consideration of staff 'bubbles')</li> <li>Identify key staffing scenarios that may trigger closure/partial closure of the school and take steps to mitigate these</li> </ul>	28 Aug 20 28 Aug 20	HM/Bursar HM/Bursar	
004	<ul style="list-style-type: none"> <li>Review processes outlining steps to be followed should a member of staff, pupil, visitor or contractor display symptoms of COVID-19 whilst on site (to include test and trace)</li> <li>Review movements of suspected case(s) and ensure that suitable cleaning is undertaken in line with the guidance in COVID-19: cleaning in non-healthcare settings.</li> <li>Ensure that cases of COVID-19 are reported to the enforcing authority as required</li> <li>Produce records of pupils and staff in each group, and any close contact that takes place between pupils and staff in different groups, to assist the health protection team in determining close contacts</li> <li>Contact local health protection team immediately, upon becoming aware that someone who has attended has tested positive for COVID-19 and any advisory actions to be taken</li> </ul>	28 Aug 20 28 Aug 20 As required As required As required	HM/Bursar Bursar Bursar Deputy Head Welfare Administrator	
005	<ul style="list-style-type: none"> <li>Periodic review of government advice on social distancing</li> <li>Update and communicate changes to social distancing procedures</li> </ul>	28 Aug 20 28 Aug 20	HM/Bursar HM/Bursar	
006	<ul style="list-style-type: none"> <li>Replenish all hand wash stations (liquid soap, sanitiser and hand towels)</li> <li>Remind staff and pupils of personal hygiene procedures</li> <li>Remind parents of drop-off and collection protocols</li> <li>Review floor markings and signage associated with social distancing</li> </ul>	28 Aug 20 3 Sept 20 1 Sept 20 28 Aug 20	Senior Site Manager SLT/Teaching Staff Marketing Manager Senior Site Manager	
007	<ul style="list-style-type: none"> <li>Regularly inspect classrooms and other teaching spaces to ensure that they comply with Social Distancing guidance.</li> </ul>	28 Aug 20	Bursar	
008	<ul style="list-style-type: none"> <li>Review processes associated with social distancing measures in common areas (paths, corridors, lifts, social spaces, playgrounds, toilets)</li> <li>Communicate changes to the above</li> </ul>	28 Aug 20 1 Sept 20	HM/Bursar HM	
009	<ul style="list-style-type: none"> <li>Review processes associated with social distancing at lunchtimes</li> <li>Communicate changes to the above</li> </ul>	1 Sept 20 1 Sept 20	Deputy Head Deputy Head	
010	<ul style="list-style-type: none"> <li>Conduct review of offices, staff room and toilets (social distancing) and introduce fixed teams as required (e.g. H1, H3 and catering). Also assess staff room.</li> <li>Communicate the above</li> <li>Assess requirement for plexiglass barriers in offices/areas where staff may be required to closely interact with multiple persons</li> <li>Regulate use of male changing area to reduce concurrent usage (2 max at a time)</li> </ul>	28 Aug 20 28 Aug 20 10 Aug 20 1 Sept 20	Bursar Bursar Bursar Bursar	11 Aug 20 7 Aug 20
013	<ul style="list-style-type: none"> <li>Review all relevant music activity risk assessments to consider the risks posed by COVID-19 and identify suitable control measures in line with the latest guidance.</li> <li>Communicate to all parties (e.g. peripatetic staff)</li> </ul>	1 Sept 20 2 Sept 20	Director of Music Director of Music	

014	<ul style="list-style-type: none"> <li>Review all PE/Sport activity risk assessments to consider the risks posed by COVID-19 and identify suitable control measures in line with the latest guidance (to include cleaning of equipment).</li> <li>Communicate the above</li> <li>Review hand washing facilities at Sunbury Cricket Club</li> <li>Periodically review government advice on contact sports</li> <li>Swimming pool safety operating procedures to be updated in line with latest advice and communicated to third party hirers</li> </ul>	1 Sept 20  2 Sept 20 2 Sept 20 1 Sept 20 28 Aug 20	Head of Sport  Head of Sport Head of Sport Head of Sport Bursar	
015	<ul style="list-style-type: none"> <li>Create an addendum to the Health and safety: tours, visits and events policy to consider the additional risks posed by COVID-19 and set out the specific procedures for Visit Leaders and others to follow and ensure that this is adequately communicated to staff</li> <li>Communicate the above</li> <li>Periodically review government advice on educational trips (e.g. residential)</li> </ul>	28 Aug 20  1 Sept 20 28 Aug 20	Bursar  Bursar Bursar/ECC	
016	<ul style="list-style-type: none"> <li>Review the protective measures for out-of-school settings (i.e. all extra curricular clubs) during the coronavirus (COVID-19) outbreak guidance and complete and record a risk assessment to identify the hazards and agree on suitable control measures</li> <li>Communicate the above to all relevant staff and third-party providers</li> <li>Pupils to be kept within their year groups or bubbles where possible, or where this is not possible, use small, consistent groups.</li> <li>Advise parents to limit the number of different wraparound providers they access as far as possible.</li> <li>Periodically review government advice on contact sports</li> </ul>	28 Aug 20  1 Sept 20 1 Sept 20  10 Aug 20  28 Aug 20	ECC  ECC ECC  ECC  ECC	
017	<ul style="list-style-type: none"> <li>Group pupils together on transport to reflect the bubbles that are adopted within the school where possible.</li> <li>Review cleaning regimes for vehicles with a view to more frequent and enhanced cleaning. Agree on who will be responsible for cleaning and ensure that suitable substances and equipment are in place and that training is provided where necessary.</li> <li>Rearrange seating on vehicles to try and ensure that social distancing is observed wherever possible,</li> <li>Provide alcohol hand rub/sanitiser in vehicles and ensure that occupants use this upon boarding vehicles.</li> </ul>	21 Aug 20  28 Aug 20  28 Aug 20  28 Aug 20	ECC  Bursar  ECC  Senior Site Manager	
018	<ul style="list-style-type: none"> <li>Ensure that staff, pupils, contractors and visitors have access to suitable hand washing facilities (i.e. either hot running water and hand soap or alcohol hand rub/ sanitiser).</li> <li>Implement procedures to ensure that handwashing facilities are checked and cleaned</li> <li>Review stocks of hand soap, alcohol hand rub/ sanitiser, paper towels and tissues; and purchase additional stocks if required.</li> <li>Provide tissues and bins in classrooms and other key areas to support the 'catch it, bin, it, kill it' approach and ensure that these are topped up regularly.</li> </ul>	28 Aug 20  1 Sept/Daily 24 Aug 20  28 Aug 20  1/3 Sept 20	Senior Site Manager  Senior Site Manager Senior Site Manager  Senior Site Manager  Various	5 Aug 20

	<ul style="list-style-type: none"> <li>Brief staff, pupils, contractors and visitors on good respiratory hygiene practices (i.e. covering your mouth and nose with your bent elbow or tissue when you cough or sneeze, 'catch it, bin it, kill it).</li> <li>Display posters in prominent locations to remind staff, pupils and others of good hand and respiratory hygiene practices.</li> <li>Staff to supervise young children to ensure they wash their hands for 20 seconds, more often than usual (and upon arrival at the school, after using the toilet, before and after eating, and after blowing their nose/sneezing/coughing/touching their face) with soap and water or alcohol hand rub/ sanitiser and catch coughs and sneezes in tissues.</li> </ul>	28 Aug 20 3 Sep 20	Senior Site Manager Teaching Staff	
019	<ul style="list-style-type: none"> <li>Record all contractors/ visitors attending site</li> <li>Review process for briefing of contractors/ visitors attending site</li> <li>Produce a record for contractors/ visitors to confirm that both they and all members of their household do not have symptoms of COVID-19, and that they have not been notified to self-isolate through NHS Test &amp; Trace prior to them attending site.</li> <li>Arrange for deliveries to be left in reception</li> <li>Provide hand washing facilities or alcohol hand rub/ sanitiser at entry points and insist that contractors/ visitors thoroughly clean their hands before entering.</li> <li>Upon arrival at the site, staff to brief contractors/ visitors to follow the school's COVID-19 protocols (receptionist with screen tbc – visitors book to be amended).</li> <li>Staff to maintain social distancing when escorting contractors/ visitors.</li> <li>Obtain copies of contractors' COVID-19 risk assessments prior to them attending site and ensure that they comply with the specified control measures.</li> </ul>	1 Sept 20 28 Aug 20 1 Sept 20  1 Sept 20 28 Aug 20  28 Aug 20 1 Sept 20  28 Aug 20	Bursar to brief Recep Bursar Reception  Reception Senior Site Manager  Senior Site Manager/Reception Reception/Site Managers Senior Site Manager	
020	<ul style="list-style-type: none"> <li>Ensure that peripatetic staff are briefed on the procedures to follow in relation to COVID-19 prior to attending site for the first time (or upon arrival at the site for the first time).</li> </ul>	1 Sep 20	Director of Music	
021	<ul style="list-style-type: none"> <li>Ensure routine cleaning and disinfection of frequently touched surfaces (e.g. door handles, sinks, taps, light switches, toilets, handrails, work surfaces etc.).</li> <li>Reduce clutter and remove any items that are difficult to clean.</li> <li>Ensure that bins for tissues are emptied regularly.</li> <li>Review stocks of cleaning substances, equipment, and PPE and purchase additional stocks if required.</li> <li>Review cleaning regime with contractor (to include provision of PPE, any new cleaning substances and training records)</li> <li>Cleaning schedules to be updated.</li> </ul>	28 Aug 20  28 Aug 20 28 Aug 20 28 Aug 20  28 Aug 20 28 Aug 20	Senior Site Manager/Dall Cleaning Senior Site Manager Senior Site Manager Senior Site Manager  Bursar  Contractor/Bursar	
022	<ul style="list-style-type: none"> <li>Review and agree on equipment/resources that can be shared and communicate this to staff and pupils;</li> <li>Review and agree on items that can be brought into school and communicate this to staff, pupils, and parents;</li> </ul>	28 Aug 20 28 Aug 20	Deputy Head Deputy Head	



	<ul style="list-style-type: none"> <li>Review cleaning regime for shared items/resources that will be shared within bubbles, that will be shared between different groups or bubbles, and that will be shared between staff.</li> <li>Identify classroom-based resources (such as books and games) used within the bubble and ensure these are cleaned regularly.</li> <li>Resources that are shared between classes or bubbles (e.g. sport, art, science equipment etc.) to be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48hrs (72hrs for plastics) between use by different bubbles.</li> <li>Ensure outdoor play equipment and resources used by wraparound care providers to be cleaned more frequently.</li> <li>Ensure equipment that needs to be shared between staff (e.g. kettles, interactive whiteboard remotes etc.) to be cleaned more frequently.</li> <li>Review stocks of cleaning substances, equipment, and PPE and purchase additional stocks if required.</li> <li>Teaching and cleaning staff to be provided with training on any changes to the cleaning regime, including any new cleaning substances/equipment and/or PPE (N.B. all training should be recorded).</li> </ul>	<p>1 Sept 20</p> <p>1 Sept 20</p> <p>1 Sept 20</p> <p>1 Sept 20</p> <p>28 Aug 20</p> <p>28 Aug 20</p> <p>1 Sept 20</p>	<p>Deputy Head</p> <p>Teaching Staff</p> <p>Teaching Staff</p> <p>Site Managers</p> <p>Senior Site Manager</p> <p>Senior Site Manager</p> <p>Deputy Head/Dall Cleaning</p>	
023	<ul style="list-style-type: none"> <li>Review suitability of existing cleaning substances, equipment, and PPE for use on areas known or suspected to be contaminated against the government guidance document <a href="#">COVID-19: cleaning in non-healthcare settings outside the home</a>.</li> <li>Review government guidance on <a href="#">COVID-19: cleaning in non-healthcare settings outside the home</a>,</li> <li>Provide maintenance/cleaning staff with suitable PPE (i.e. disposable gloves and aprons as a minimum, with use of protection for the eyes, mouth and nose for heavily contaminated areas, or there is visible contamination with bodily fluids).</li> </ul>	<p>28 Aug 20</p> <p>28 Aug 20</p> <p>28 Aug 20</p>	<p>Bursar</p> <p>Bursar</p> <p>Bursar/Contractor</p>	
024	<ul style="list-style-type: none"> <li>Liaise with catering contractor to review the guidance document <a href="#">Guidance for food businesses on coronavirus (COVID-19)</a> and <a href="#">Keeping workers and customers safe during COVID-19 in restaurants, pubs, bars and takeaway services</a> and liaise with the catering contractor to ensure that you are satisfied with the risk assessment, procedures, and training that they have in place</li> <li>Review and identify multi-touch points of service at serveries, salad bars, and drinks stations and either eliminate, or reduce where possible</li> <li>Review and increase cleaning regimes for areas where food is prepared and consumed. Ensure that cleaning schedules are updated where necessary</li> <li>Provide staff responsible for preparing food with refresher training in personal hygiene and correct handwashing techniques.</li> </ul>	<p>28 Aug 20</p> <p>28 Aug 20</p> <p>28 Aug 20</p> <p>28 Aug 20</p>	<p>Bursar</p> <p>Bursar/Catering Manager</p> <p>Catering Manager</p> <p>Catering Manager</p>	
025	<ul style="list-style-type: none"> <li>Review Appendix 1 of Fire Risk and Plan in Event of Fire Policy to ensure staff with key roles list is up to date</li> </ul>	<p>28 Aug 20</p> <p>1 Sept 20</p>	<p>Bursar</p> <p>HM</p>	<p>13 Aug 20</p>

	<ul style="list-style-type: none"> <li>Ensure that all staff are aware of their responsibilities during a fire evacuation and provide refresher training where required (N.B. any training should be recorded).</li> </ul>			
026	<ul style="list-style-type: none"> <li>Review fire assembly points to ensure that they are conducive with social distancing advice where possible (and to include Reception and Year 1)</li> <li>Ensure that pupils learning in areas of the school site that are not familiar to them are briefed on the fire procedures (e.g. escape routes, fire exits and assembly points etc.).</li> <li>Consider any new fire hazards introduced as a result of implementing control measures for COVID-19 (such a propping doors open to minimise multi-touch points and improve ventilation, the installation of any physical barriers to assist with social distancing, and storage of large quantities of alcohol hand rub etc.) and ensure that the fire risk assessment is reviewed and updated.</li> <li>Communicate the above (propped doors upon evacuation)</li> <li>Ensure that any Personal Emergency Evacuation Plans (PEEPs) are reviewed and updated as a result of any changes to your fire procedures, and that all relevant persons (i.e. the person being assessed and any persons with roles in the PEEP) are notified of the changes.</li> <li>Ensure that any changes to the fire risk assessment and/or written fire procedures are communicated to staff (to include fire marshal duties)</li> </ul>	28 Aug 20	Bursar	
		3 Sept 20	Teaching Staff	
		28 Aug 20	Bursar	
		1 Sept 20 As required	HM/Bursar Site Manager/Welfare	
027	<ul style="list-style-type: none"> <li>Review list of trained first aiders, on-site medical staff, and those staff responsible for the administration of medication to determine who is available (i.e. are any self-isolating?).</li> <li>Review first aid needs risk assessment to take account of reduced staff.</li> </ul>	1 Sept 20	Welfare Administrator	
		1 Sept 20	Bursar	
028	<ul style="list-style-type: none"> <li>Review written first aid and medical procedures and risk assessments to account for the risk of members of staff dealing with symptomatic individuals and to outline PPE requirements.</li> <li>Review PPE to ensure that suitable supplies are available for those staff that may be required to care for symptomatic individuals (i.e. fluid-resistant surgical face masks, disposable gloves, disposable aprons, and face visors or goggles).</li> <li>Ensure that first aiders and in-house medical staff are trained on the new procedures, including what PPE is required, and how to put on, take off, and dispose of items of PPE and temperature testing (N.B. any training should be recorded).</li> <li>Review bodily fluid and infection control procedures.</li> </ul>	1 Sept 20	Bursar/Welfare	
		28 Aug 20	Senior Site Manager	
		2 Sept 20	Deputy Head	
		1 Sept 20	Welfare Administrator	
029	<ul style="list-style-type: none"> <li>Determine what steps (if any) need to be taken regarding water hygiene prior to reopening.</li> <li>Identify any buildings and internal/external areas of the site that are likely to be unoccupied after reopening and review list of infrequently used outlets.</li> <li>Ensure that all infrequently used outlets are flushed regularly (weekly is recommended as a minimum).</li> <li>Ensure that both the legionella risk assessment and legionella written control scheme are updated in line with the above.</li> <li>Ensure that persons tasked with actions relating to the legionella written control scheme are advised of any changes.</li> </ul>	28 Aug 20	Bursar/Site Managers	5 Aug 20
		28 Aug 20	Bursar/Site Managers	5 Aug 20
		28 Aug 20	Senior Site Manager	5 Aug 20
		28 Aug 20	Senior Site Manager	5 Aug 20
		28 Aug 20	Senior Site Manager	5 Aug 20

030	<ul style="list-style-type: none"> <li>• Ensure ventilation of spaces with outdoor air (even in mechanically ventilated buildings);</li> <li>• Keep toilet ventilation 24/7 in operation (avoid open windows in toilets to assure the right direction of ventilation)</li> <li>• Instruct building occupants to flush toilets with closed lid</li> <li>• Switch air handling units with recirculation to 100% outdoor air;</li> <li>• Inspect heat recovery equipment to be sure that leakages are under control</li> <li>• Switch fan coils either off or operate so that fans are continuously on</li> <li>• Replace central outdoor air and extract air filters as usual, according to maintenance schedule</li> <li>• Regular filter replacement and maintenance works shall be performed with common protective measures including respiratory protection.</li> <li>• Advising staff to open windows where possible and safe to do so.</li> <li>• Assess which doors (if any) can be propped open to improve ventilation</li> <li>• Ensure that building services operation is reviewed against the guidance provided by the Federation of European Heating, Ventilation and Air Conditioning Associations in <a href="#">How to operate and use building services in order to prevent the spread of the coronavirus disease (COVID-19) virus (SARS-CoV-2) in workplaces.</a></li> </ul>	28 Aug 20 28 Aug 20  1 Sept 20 28 Aug 20 28 Aug 20 28 Aug 20 28 Aug 20  28 Aug 20  1 Sept 20 28 Aug 20 28 Aug 20	Senior Site Manager Senior Site Manager  SLT/Teaching Staff Senior Site Manager Senior Site Manager Senior Site Manager Senior Site Manager  Senior Site Manager  Bursar Senior Site Manager Senior Site Manager	           5 Aug 20 5 Aug 20       5 Aug 20
031	<ul style="list-style-type: none"> <li>• Carry out regular visual inspection of the buildings to determine levels of cleanliness and identify any damage or other concerns.</li> <li>• Review maintenance records to determine any inspections, tests and/or specialist cleaning that may have been missed during the initial lockdown period and/or that will be required prior to reopening.</li> <li>• Complete a visual inspection of all ACMs prior to reopening to confirm that there has been no damage during the initial lockdown period. If any damage is identified, the area is to be isolated immediately and asbestos consultant contacted for their advice.</li> </ul>	28 Aug 20 (weekly) 28 Aug 20  28 Aug 20 (monthly)	Senior Site Manager Senior Site Manager  Senior Site Manager	  5 Aug 20  5 Aug 20
032	<ul style="list-style-type: none"> <li>• Provide employees working from home with guidance on the safe use of DSE and ways in which they can maintain physical and emotional wellbeing (you can download our guidance document <a href="#">Working from Home: A Brief Guide for Employees.</a></li> <li>• For those staff working from home temporarily, consider issuing a homeworker checklist to assist in identifying any individual issues (you can download our <a href="#">Temporary Home Worker Self-Assessment Checklist.</a></li> <li>• Line Managers to communicate regularly with employees working from home (e.g. weekly check-ins as a minimum) to make sure that they are coping with their home working arrangements, their workload, and to answer any questions or concerns that they may have.</li> <li>• For those staff who will be working from home on a long-term basis, ensure that a suitable home worker risk assessment is carried out (including a home workstation assessment</li> </ul>	As required  As required  As required  As required	Bursar  Bursar  HM/Bursar  Bursar	           

	<p>where necessary), and that any issues identified are addressed within a reasonable timeframe, including the provision of work equipment where necessary.</p> <ul style="list-style-type: none"> <li>• Liaise with your broker/insurer to check that any school-owned equipment provided is covered when in the employee's home.</li> </ul>	As required	Bursar	March 20
033	<ul style="list-style-type: none"> <li>• Review all relevant government guidance and develop a plan of action on how the school can best support returning pupils using available resources;</li> <li>• Ensure that pupils are informed of who they can speak to if they have any worries/concerns about returning to school.</li> </ul>	28 Aug 20 1 Sept 20	HM/Asst Head (Acad) HM/Asst Head (Pastoral)	
034	<ul style="list-style-type: none"> <li>• Provide pupils with guidance on how to safely learn at home.</li> <li>• Remind pupils learning from home with information on who they can speak to if they need help or support.</li> <li>• Review communication channels for academic and pastoral support.</li> </ul>	2 Sept 20 2 Sept 20 1 Sept 20	Asst Head (Acad) Asst Head (Pastoral) SLT	
035	<ul style="list-style-type: none"> <li>• Hold meeting with staff to identify those who have serious concerns about returning to the workplace and may suffer negative mental health effects if asked to do so.</li> <li>• Provide staff, pupils and parents with details of the measures that we will be taking to minimise the risk of them contracting the virus at the school.</li> <li>• Identify any specific concerns that staff, pupils, and/or parents have (e.g. certain activities or areas of the site) and address these concerns where possible.</li> <li>• Make reasonable adjustments where possible to alleviate concerns on a case by case basis.</li> <li>• Identify pupils who are reluctant or anxious about returning or who are at risk of disengagement and develop plans for re-engaging them.</li> </ul>	1 Sept 20 1 Sept 20 1 Sept 20 1 Sept 20 1 Sept 20	HM/Bursar SLT HM/Bursar HM/Bursar Asst Head (Pastoral)	
036	<ul style="list-style-type: none"> <li>• identify any potential issues and ensure that suitable plans (and where relevant, risk assessments) are in place prior to SEND pupils returning to school in September</li> </ul>	1 Sept 20	SENCO	
037	<ul style="list-style-type: none"> <li>• Review child protection/safeguarding procedures against the government guidance documents <a href="#">Coronavirus (COVID-19): safeguarding in schools, colleges and other providers</a> and <a href="#">Safeguarding and remote education during coronavirus (COVID-19)</a> to consider potential issues with virtual/online teaching and learning.</li> <li>• Governors to review of updated safeguarding policy</li> <li>• Staff to be briefed on the key changes in safeguarding policy</li> <li>• Copy of updated child protection/safeguarding policy to be made available publicly (e.g. on the school's website/J Drive).</li> <li>• Child protection/safeguarding policy to be kept under review as the situation evolves and following changes to the government guidance.</li> </ul>	1 Sept 20 tbc 1 Sept 20 1 Sept 20 1 Sept 20	DSL DSL/Bursar DSL DSL DSL	
038	<ul style="list-style-type: none"> <li>• Review DSL/Deputy DSL and other key child protection/ safeguarding staff available on site in light of the current situation.</li> <li>• Nominate a senior leader who can take responsibility for co-ordinating safeguarding on site should the DSL or Deputy DSL be absent.</li> </ul>	1 Sept 20 1 Sept 20	DSL HM	

	<ul style="list-style-type: none"> <li>Ensure that school staff are kept up to date on any changes to the DSL, Deputy DSL or other key child protection/safeguarding staff – i.e. they should be aware of who to contact should they have any concerns, and how they can contact them.</li> </ul>	1 Sept 20	HM	
039	<ul style="list-style-type: none"> <li>DSL to review the school's existing child protection/ safeguarding policy against the Government guidance document <a href="#">Coronavirus COVID-19): safeguarding in schools, colleges and other providers.</a></li> </ul>	1 Sept 20	DSL	
040	<ul style="list-style-type: none"> <li>Liaise with contractors/ in-house staff and suppliers (e.g. cleaning, catering, food supplies, hygiene supplies etc.) to ensure that they are aware of the school's needs upon reopening.</li> <li>Compile and issue formal communications to parents to advise them of key information.</li> <li>Compile and issue formal communications to staff to advise them of key information.</li> </ul>	25 Aug 20 1 Sept 20 1 Sept 20	Bursar SLT SLT	
041	<ul style="list-style-type: none"> <li>Inform staff regularly about measures being put in place.</li> <li>Issue copies of risk assessments to staff and others as required and invite feedback</li> <li>Publishing the COVID-19 risk assessment on the school website to provide transparency of approach</li> <li>Add COVID-19 as a rolling item to the H&amp;S Committee agenda</li> </ul>	1 Sept 20 1 Sept 20 1 Sept 20 1 Sept 20	HM Bursar Bursar/Marketing Bursar	13 Aug 20
043	<ul style="list-style-type: none"> <li>Headmaster and Bursar to review key points on new government guidance/advice received and decide on any actions required.</li> <li>Update this risk assessment as required and communicate changes to staff and where relevant to parents and pupils</li> </ul>	28 Aug 20 1 Sept 20	HM/Bursar HM/Bursar	
044	<ul style="list-style-type: none"> <li>Ensure that this risk assessment is reviewed and agreed by governors prior to reopening.</li> <li>Ensure that senior member of staff has overall responsibility for the implementation and monitoring of the risk assessment and any related policies/ procedures.</li> <li>Develop procedures to monitor compliance, such as cleaning checklists, health &amp; safety walks to observe social distancing practices etc. and task relevant staff with completing and reviewing them.</li> <li>Ensure that school's COVID-19 response is discussed at weekly SLT meetings</li> <li>Ensure that this risk assessment and any related policies/ procedures are reviewed and updated where required (i.e. periodically, following any confirmed cases of COVID-19 amongst the staff or pupil population, following any accidents/incidents/near misses associated with measures you have implemented for COVID-19; and/or following any changes to the matters to which it relates) and that updates are communicated to staff and where relevant, parents and pupils.</li> </ul>	28 Aug 20 1 Sept 20 28 Aug 20 1 Sept 20 1 Sept 20	Bursar HM/Bursar Bursar HM/Bursar HM/Bursar	
045	<ul style="list-style-type: none"> <li>Review all unoccupied buildings (84 Hampton Rd) and areas with a focus on risk reduction and loss prevention (e.g. security, contents, utilities)</li> <li>Ensure that the building is inspected internally and externally at least once a week where possible and keep a written record of the inspection.</li> </ul>	31 July 20 28 Aug 20 July 2020	Bursar Senior Site Manager Bursar	31 July 20 31 July 20

	<ul style="list-style-type: none"> <li>Liaise broker/insurer to determine any terms/conditions of school's insurance policy relating to unoccupied buildings and ensure that any measures required are implemented where possible.</li> </ul>			
<b>046</b>	<ul style="list-style-type: none"> <li>Review recruitment processes to allow for measures associated with coronavirus</li> <li>File all safer recruitment documents electronically and update SCR accordingly</li> </ul>	15 Aug 20 28 Aug 20	HM/Bursar HM/Bursar	

**Next review due:**