

Longridge Towers School - Covid-19 Risk Assessment

Created 19th August 2021 (based on ISBA template published 11 May 2020. Amended using Northumberland County Council risk assessment December 2020.)

Follows last version previous School year 14th May 2021

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To be read in conjunction with

- <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak>
- [Schools COVID-19 operational guidance](#)
- [Contingency framework for education and childcare settings.](#)

Additional information:

- *Government/Public Health England Advice:* <https://www.gov.uk/coronavirus>
- *HSE Advice:* <https://www.hse.gov.uk/coronavirus/index.htm>
- *NCC Guidance:* <https://www.northumberland.gov.uk/coronavirus.aspx>
- *Northumberland Education:* <http://northumberlandeducation.co.uk/coronavirus/>
- *DFE Advice:* <https://www.gov.uk/guidance/education-and-childcare-settings-new-national-restrictions-from-5-november-2020>
- [NCC PPE Risk Assessment; NCC Staff Risk assessment](#)
- [NCC Health and Safety Team webpage](#)
- [Local Authority Scenario Guidance for Covid-19 Infection, Protection and Control](#)
- [NCC Control of Infection Policy](#)

- NEU Checklist: <https://neu.org.uk/coronavirus>
- Children's Commissioner: <https://www.childrenscommissioner.gov.uk>

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Overview

Following the Government's on-going updates to C-19 guidelines and restrictions in August 2021, the school has continued to carefully review the risks associated and the guidance available and has updated this risk assessment accordingly.

This review has been based on the ISBA template and uses the School's existing rating system to record controls and actions as well as assess risks. It includes the following sections:

- A. Overall risk in the C-19 environment
- B. Pupils, parent and Staff risk assessment in the C-19 environment
- C. Pupil and staff - Safety risk assessment in the C-19 environment
- D. Medical risk assessment in the C-19 environment
- E. Boarding risk assessment in the C-19 environment
- F. Support staff risk assessment
- G. Facilities management risk assessment
- H. Safeguarding
- I. Working from home

Full School Open

We support the aims set out by the Government and are pleased to have all children and young people back in school because it is the best place for them to learn, and because we know how important it is for their mental wellbeing to have social interactions with their peers, carers and teachers. We also want to support the education of all children whilst recognising and respecting the individual and changing needs of pupils, staff and parents.

What principles are we following?

We have based our assessment on the information available from the Government, from our own experience from March 2020 to the current day. These are as follows:

1. Regular hand washing and hand-sanitising
2. Using outside space, where possible
3. Adjusting the physical site to promote and support good hygiene; for example adhering to a 'keep left' rule when travelling round the building to minimise interaction between children by ensuring all are travelling in the same direction
4. Responding promptly to changes in government and health guidance
5. Responding promptly to any local changes regarding lockdown, including being prepared for reduced attendance on site and implementation of remote learning.
6. Clear communication with children and adults about what to expect on site and the protocols in place
7. Using face coverings on school minibuses.

Will the risk assessment change?

Yes. This is an evolving document. The regular review of the risks and controls in place will be recorded on our risk assessments. We will continue to consider measures at Longridge with pupils, staff, parents, School Governors and relevant professional bodies. We will also ask for feedback from our insurers.

Where can I find more information?

This overview will be published and kept up to date on the School's website. We will share any material changes to the principles listed with our School community via email.

Version correct 19.08.2021

Risk	Consequence	Risk Likelihood	Risk Rating (before controls)	Controls	Control effectiveness	Risk Rating (after controls)	Further actions (inc; by whom and when)
A Overall Risk Assessment in the COVID-19 Environment							
1. Is government advice being regularly accessed, assessed, recorded and applied?	Failure to comply with statutory requirements; pupils/staff health compromised; safeguarding incident	Unlikely	High	Daily guidance monitored and updated advice communicated to SLT; regular reviewing of documentation; clear communication of changes given to staff, pupils, parents	Effective	Low	
2. Are changes regularly communicated to staff, pupils, parents and governors?	Lack of understanding of most current position; pupil/staff health compromised; safeguarding incident; negative publicity from dis-satisfied parents, staff or pupils taking to social media	Possible	High	Clear communication provided regularly by way of briefings and formal communication. The risk assessments and correspondence are being shared with all staff working in school and updates will be given as they arise. As part of the training for staff working on site, we will be encouraging feedback on the risks associated with Covid-19 and any issues or concerns. This will be with a view to addressing challenges rather than apportioning blame.	Effective	Low	

3. Are changes reviewed by Governors?	Governors failing in legal requirements; mismanagement liability; negative publicity	Unlikely	High	Oversight by risk committee; safeguarding updates scrutinized and ratified by safeguarding governors. Regular meetings and briefings are seen by the governors. SLT provide update to Governors if government advice changes; Risk Committee review and ratify updated risk assessments; Safeguarding updates ratified by safeguarding governors	Effective	Low	
4. Is access to school controlled effectively and are visitor (if allowed) details recorded?	Safeguarding risk from unsupervised visitor access; loss of parental confidence in safeguarding abilities; failure of safeguarding duty of care; negative PR	Unlikely	High	Appropriate signage is used; all buildings are secure and entry is by designated entrances with coded doors; clear arrangements are communicated to relevant parties (see Appendix); authorised visitors are signed in by Reception, display a visitor identification; are supervised; anyone on site without identification is challenged and required to leave; contractors will be on site by appointment only; Many parent evenings have been carried out virtually to reduce foot traffic. All visitors are signed in and temperature checked (if needed).	Effective	Low	
5. Are Social Distancing (SD) and other hygiene rules communicated, understood and applied?	Pupil/staff health compromised; staff/pupil absence due to infection; infection control procedure becomes ineffective; spread of COVID-19 in community	Possible	High	No social distancing is currently required, however we will continue to ask for handwashing pre entry to building, use of sanitizer and face coverings be worn by visitors. Spaces are ventilated. Information is communicated via staff briefing and school update email.	Acceptable	Medium	
6. Are staff and pupils being reminded and checked to ensure they are complying	Complacency leads to breach of hygiene and SD rules;	Unlikely	High	Pupils and staff reminded of protocols regularly through signage, assemblies, verbal reminders; appropriate resources provided for managing hygiene e.g. hand gel, antibacterial wipes/sprays; protocols in place for personnel movement around site; pupils reminded that	Acceptable	Medium	

with hygiene and SD rules?	staff/pupil/parent health compromised			good hygiene rules apply in both classroom and outdoor settings; Keep left signage has been added			
7. Is there sufficient supplies of hygiene materials and are they well placed?	Staff/pupils unable to maintain hygiene practices due to insufficient resources; poor siting of alcohol based hand sanitisers increases risk of igniting vapours; burns arising from contact between vapours and possible ignition sources; staff/pupil health compromised	Unlikely	Low	Appropriate resources kept in stock and provided as required; hand gels, soap, disposable towels and wipes, black bin bags all provided; advice to wash hands with soap and water wherever possible; siting of alcohol based hand sanitisers avoids contact with possible ignition sources such as electrical equipment or metal surfaces which may produce static electrical discharge	Effective	Low	
8. Has the cleaning regime been regularly re-assessed and, if necessary, revised to high risk areas such as toilets, door handles, switches, hand rails and regularly used hard surfaces?	Areas not cleaned adequately, resulting in contamination being present; staff/pupil health compromised	Possible	High	Cleaning regime based on the Government advice for cleaning non-healthcare settings a Covid-19 decontamination in non healthcare settings . Some cleaners are available at times during the school day, to clean toilets at lunch time. Areas are deep cleaned in holidays and fogged as required if a C-19 positive result.	Effective	Medium	
9. What precautions are being used to keep shared teaching	Staff/pupil health compromised due to cross-contamination	Unlikely	Medium	There are no longer restrictions on sharing resources, however teachers are advised to use Google classroom for marking if appropriate.	Effective	Low	

equipment (e.g. musical instruments) hygienic?							
10. Are high risk areas being regularly monitored (including boarding areas) for hygiene?	Breakdown of hygiene routines and practices; pupils/staff health compromised; biosecurity compromised; spread of COVID-19 across group/community; families/individuals self-isolating; reduction of staff available for work	Possible	Extreme	Toilets are checked and cleaned regularly, including during the day. Pupils given clear instructions about behaviour and hygiene expectations in high risk areas. Boarding areas cleaned daily, and routines in place for cleaning regularly when boarders in situ.	Acceptable	High	
11. Are contingency plans in place for the transition to full opening (or re-closing) including rapidly sharing decisions?	Poor communication leading to confusion; disorderly opening/closing procedure; compromise of pupil/staff/parent health; negative PR	Rare	High	SLT on site each day available to put in place contingency plans. In the event of symptoms of covid-19 in school, this involves the isolation and support for the person affected. In the event of covid-19 in school, this involves the possible 'collapse' of the bubble with pupils going home - PHE will be advised and guidance followed.. Contact details are retained on site and an isolation room has been identified. Staff identified to provide key worker cover in the event of a local lockdown/shut down of school site being required. In the event of redistribution of bubbles (for instance in the event of additional key-worker requirements in respect of school re-closure), we have additional staff available to provide childcare at short notice within safety guidelines. Remote Learning Policy updated; lessons prepared for online learning; contingency plans for cover in the event of staff illness in school or remote teaching.	Acceptable	Low	SLT monitors contingency planning with School Governors in respect of possible re-closure of school due to local lockdown, or on the advice of PHE.

<p>12. Are all the risks identified properly mitigated and regularly re-assessed?</p>	<p>Failure to update policies and procedures to maintain compliance with updated requirements; pupil/staff safety and/or welfare compromised; potential safeguarding situations arising due to spacing of bubbles around school campus;</p>	<p>Possible</p>	<p>Extreme</p>	<p>Regular review of risk assessment by SLT and School Governors to identify and mitigate new risks and to monitor and record existing risks.</p>	<p>Acceptable</p>	<p>Medium</p>	
<p>13. Is there an appropriate process in place for dealing with confirmation of a positive case, and is there an overall coordinator to oversee this?</p>	<p>Failure to respond quickly to a confirmed positive case; increased transmission risk resulting in greater number of pupils, staff and parents potentially contracting and/ or spreading Covid-19; reputational damage</p>	<p>Possible</p>	<p>Extreme</p>	<p>Procedures followed in line with government guidance re suspected case of Covid-19 https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance; Covid-19 process map for tracking contacts in school, areas affected and response including communication to pupils, staff and parents; CC appointed as coordinator with VB and MH to support/guide. We are updating the Outbreak management Plan to reflect the rules in case of a positive case. We need to consider the threshold of positive results, advisory (but discretionary) limits are 5 pupils or staff within a ten day period.If we exceed this we would look at extra measures</p>	<p>Effective</p>	<p>Medium</p>	<p>SLT and CC to Update Outbreak Management Plan</p>
<p>14. Is staff morale being monitored and supported?</p>	<p>Staff morale impacted by on-going situation arising at home and in school as a result Covid-19</p>	<p>Almost</p>	<p>High</p>	<p>Signposting provided to mental health and wellbeing resource Qwell: Home; staff surveys; supportive discussions 1:1 with high risk members of staff; small tokens of gratitude for things which are done well; identifying ways of reducing pressure points e.g. individual workload. INSET and videos have been</p>	<p>Needs improvement</p>	<p>High</p>	<p>Staff forum to be set up and ways to reduce work discussed</p>

		tain		planned to help reduce workload as well as topic for staff forum (new)			
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B Pupils, Parent and Staff Risk Assessment in the COVID-19 Environment

1.Are communication channels working and being reviewed? Email, text, Facebook etc.	Poor communication leading to confusion; misleading information; or lack of consultation.	Possible	High	Communication channels and approvals clearly understood; communications vetted carefully; variety of channels used including email, text, Facebook; parental feedback sought in questionnaires and in discussions. School update is sent out every two weeks in term time and includes C-19 update as appropriate.	Effective	Low	
2.Is there a robust feedback and reply system to ensure best practice and two-way communications for pupils, parents, staff and governors?	Breakdown of communications; dissatisfaction and disengagement; breakdown of trust; poor staff and pupil morale; parental dissatisfaction leading to withdrawal of pupils; negative PR	Unlikely	Medium	Staff, parent and pupil questionnaires run at various points of year and focussed on different topics; regular communication between staff and pupils, and staff and parents; pupil questionnaires for some subjects; Governors' Meetings; all school wide communication shared. We plan to ask for feedback after each Parent teacher meeting; staff forum being developed.	Acceptable	Medium	
3.If there is a governor and / or officer for the school / department nominated to be responsible for	Decisions delayed or made without authority or consideration.	Rare	Medium	The School Audit and Risk Committee has authority to make decisions on covid matters. The Committee has been meeting regularly to consider school matters and Governors on this committee are available on call. Risk	Effective	Low	

COVID-19 matters, are their contact details known and are they on call?				Committee minutes are shared with the Board of Governors..			
4.Is there a system to communicate with parents and staff that have not returned to school for fear of infection?	Parents/staff feel isolated; dissatisfaction at lack of engagement with concerns	Unlikely	Medium	The School is in correspondence with all staff and with the parents of all groups. Any information regarding opening is sent to all parents and staff. We include all C-19 absences as part of the daily returns to DfE. Pastoral support is put in place for pupils who are showing anxiety about returning to school.	Acceptable	Medium	
5.Who has travelled where: other than home and school? (via app or written diary).	Risk of infection is increased through travel	Possible	Extreme	Parents and staff have been asked to declare any travel that may have taken them into areas with higher risks. Staff and parents asked to comply with government guidance on testing and quarantining in respect of return from countries on amber and red lists Travel abroad from England during coronavirus (COVID-19)	Acceptable	Medium	Travel and quarantine rules have been updated and as more people are double jabbed, the requirement to evidence this will increase. We need to consider this when planning for trips - SLT to discuss with EVC coordinator
6.What are, and have the hygiene rules set by the school been adhered to by pupils, parents and staff?	Poor hygiene practice leading to infection of pupil/staff; self-isolation required for groups of pupils/staff;; areas used by those identified as having Covid-19 would require deep cleaning; withdrawal of other	Possible	High	We have shared our safety protocols with parents and staff in the school update, to include handwashing before entry to site, keep left system, sanitiser to be used, face coverings on buses and additional cleaning. Signage remains about the importance of handwashing.	Acceptable	Medium	

	pupils due to lack of parental confidence in safety of school environment						
7.Are all staff trained and regularly updated in COVID-19 symptoms, SD and how these rules apply to teaching?	16.08.21 SD no longer require Staff unaware of current hygiene requirements; inconsistent understanding of COVID-19 symptoms and rules; breach of protocols; increased likelihood of infection occurring	Possible	High	Matron and First Aiders (50+) are on site to recognise signs or symptoms. We will continue to share updates on the current guidelines. No induction has been planned.	Acceptable	Medium	
8.Is school transport operating to reflect SD, hygiene, PPE and cleaning arrangements?	Children and/or drivers are exposed to risk in enclosed space of vehicle	Possible	High	Drivers will remain with the same bus and children and route wherever possible. Bus will be cleaned regularly by the driver so risk of cross contamination is minimised. Bus drivers will open doors each time Pupils are required to wear masks on school buses; siblings will sit together; ; All buses are fogged weekly plus extra if there has been a risk or use for another purpose. Buses will be well ventilated with a window kept open at all times during use. Signage is in place as a reminder of the procedure.	Acceptable	Medium	
9.How is registration throughout the day managed including	Lack of awareness of who is on site; potential for pupil to go missing; unwell	Possible	High	Morning and afternoon registration carried out on 3SYS as normal. Pupils and staff briefed to report any signs of being unwell; Pupils who arrive after close of registration	Acceptable	Low	

temperature / health checks?	pupil protocol not enacted; increased likelihood of infection occurring			in Senior School to report to Reception to be signed in prior to going to class.			
10. Are transit spaces (corridors), social zones (car parks, common rooms, playgrounds) configured to SD rules?	16.08.21 SD no longer a requirement Rules about travelling round the site not observed; increased risk of infection transmission	Possible	High	Keep left system in place, zones are no longer in place	Acceptable	Medium	.
11. Are learning and games spaces configured to SD rules?	Pupil to pupil or pupil to staff contact; compromised health and wellbeing; increased risk of infection transmission	Possible	High	No government guidelines in place for space configuration or social distancing. Staff are able to interact normally with pupils.	Acceptable	Medium	
12. Are different age groups catered for in terms of timetabling, length of the school day and exposure to other age groups.	Pupil/staff fatigue; groups using same areas simultaneously leading to cross contamination; increased risk of infection	Possible	High	Timetables are standard times, lunches are at staggered times. We do need to consider lesson observations, which are now allowed again and encouraged under the guidelines. The same is for pupil interactions which are no longer restricted.	Acceptable	Medium	SLT put in place lesson observations and any C-19 guidelines (should be minimal)

13. Is there a system in place to deal with bereavements, trauma, anxiety, behavioural issues?	A slow, delayed or unprofessional response to bereavement could have long lasting consequences	Possible	High	We have contact with Winston's Wish and other local charities and staff colleagues have had experience of tailoring support for pupils, parents and the school community through traumatic bereavements. We advertise the use of Kooth an online counselling and welfare service and invited them to assembly	Acceptable	Medium	
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C Pupil and Staff - Safety Risk Assessment in the COVID-19 Environment

1. Have safeguarding, code of practice, and staff handbook policies been updated, regularly reviewed and shared?	Failure to comply with statutory compliance; staff/pupil wellbeing compromised; safeguarding incident; negative PR	Unlikely	High	Daily guidance monitored and updated advice communicated to SLT; regular reviewing of documentation; clear communication of changes given to staff, pupils, parents. The School's Safeguarding and Remote Learning policies have been updated, regularly reviewed with oversight by School Governors. Policies updated in line with ISBA templates summer 2021.	Effective	Low	
2. Is the DSL and ADSL easily contacted and their contact information known to all?	Safeguarding query or incident which is not acted on; pupil safety/wellbeing compromised	Rare	Medium	DSL available on site each day when pupils are on site; appropriate cover available for absence or unavailability of DSL, contactable direct by dedicated Safeguarding phone. Cover is always arranged and communicated to all staff if the DSL is not on site.	Effective	Low	

<p>3. Is there a COVID-19 specific policy that includes medical responses, SD, teaching, socialising, feeding, well-being etc.?</p>	<p>That medical procedures are not specified, documented or followed</p>	<p>Possible</p>	<p>Medium</p>	<p>We provide guidance for parents and staff colleagues through briefings and other policies (for instance safeguarding and remote working). Important information is summarised and reviewed during training. All policies reviewed with Covid-19 reference where applicable. We have put in temporary access to counselling for Michaelmas term to help resolve some of the wellbeing challenges and reduce demands upon matrons.</p>	<p>Acceptable</p>	<p>Low</p>	<p>SLT monitor the counselling demands</p>
<p>4. How are new staff and pupils inducted and has the registration and recruit process been adapted to ensure compliance?</p>	<p>Staff are inducted with matron, same as all other teaching staff. They will then induct the children within their bubbles</p>	<p>Possible</p>	<p>Medium</p>	<p>Staff and pupils are familiar with C-19 procedures, updates are shared through the school update and via form tutors.</p>	<p>Acceptable</p>	<p>Low</p>	
<p>5. Are sporting, play and SD rules clear to staff and pupils?</p>	<p>Close contact occurs raising risk of infection transmission</p>	<p>Possible</p>	<p>Medium</p>	<p>Social distancing rules are no longer in place however we advise some distance be maintained if possible. Sport is now allowed under the regulations but will be reviewed. Additional cleaning of changing rooms is available. Pupils will be able to change for sports and swimming is also available. <i>PE activities are carried out in line with local and national restrictions - refer to 'Physical Activity in Schools' section of <u>Schools: coronavirus operational guidance</u></i></p> <p>PE staff meetings are held regularly to review guidelines and procedures. Sport risk assessment updated accordingly.</p>	<p>Acceptable</p>	<p>Low</p>	

6. Are drama, dance and music activities applying SD rules?	Close contact occurs raising risk of infection transmission	Possible	Medium	Social distancing rules are no longer in place however we advise some distance be maintained if possible. Drama and music are now allowed under the regulations but will be reviewed. Music - activities are undertaken in line with <u>Schools - coronavirus operational guidance</u> and <u>working safely during coronavirus (COVID-19): performing arts</u> .	Acceptable	Low	
7. How are staff meetings and staff rooms regulated in terms of space, equipment, resources (copiers, kettles, biscuits etc) timings, SD and purpose?	Increased risk of infection through using shared equipment; close contact occurs raising risk of infection transmission	Unlikely	Medium	Social distancing is no longer required so the staff room has been re-established, however many alternative work spaces are also still available, where drinks are provided Staff meetings will remain online for many meetings to avoid crowded spaces.	Acceptable	Medium	
8. Are all security, CCTV and access systems regularly checked, updated and (where necessary) re-coded?	N/a	N/a	N/a		N/a	N/a	
9. Are drop-off and pick-up procedures, in/out routes shared, understood and applied?	Opportunity for build up of groups; SD rules not applied; increased risk of infection transmission	Possible	Medium	Arrangements for drop-off/ pick-up are shared with parents and are supervised. Parents of pupils attending Jerningham have drop off points and pick up times outside the building to avoid congestion. The gate into the Junior play area will be opened each morning and afternoon to prevent congestion. Drop-off and pick-up	Acceptable	Low	

				<p>arrangements for Michaelmas term has been shared with parents; one way traffic system in operation; additional staff on duty in Junior Department at this time.</p> <p>Bursar and Headmaster are regularly part of drop off and collection to ensure best practise being adhered to</p>			
10. Are transit spaces (corridors), social zones (common rooms / playgrounds) configured to SD rules?	SD rules not adhered to; increased risk of infection; closure of bubble/bubbles; staff/pupil health compromised; loss of confidence in safety at school; negative PR	Possible	Medium	One way system has been replaced by a keep left system to reduce congestion and contamination. Signage is in place.	Acceptable	Medium	
11. Do classrooms reflect SD layout, PPE, screening and regular cleaning rules?	Rooms not configured to allow appropriate implementation of SD rules; increased risk of infection; closure of bubble/bubbles; staff/pupil health compromised; loss of confidence in safety at school; negative PR	Possible	Medium	Desks are no longer required to be distanced, however rooms will be cleaned daily, ventilation is in place and regular fogging will also take place	Effective	Medium	
12. Can staff manage, whilst in the transition phase, both in school and remote learning?	Staff wellbeing impacted by work overload; risk to mental health; breakdown of schooling provision; disaffected	Possible	High	Majority of schooling is now face to face in the classroom, with pupils in self isolation needing remote teaching, which is provided via Google Classroom, this does provide extra workload for staff	Acceptable	Medium	

	staff/parents; negative PR						
13. Are meal times de-conflicted, reflecting SD in the servery and dining hall whilst providing sufficient nourishment?	Overcrowding of areas leading to increased risk of infection; insufficient food for some groups	Possible	Medium	Full lunch and catering service in place. Classes are still to attend at allocated time slots and seats in class areas, with exit via alternative exit to reduce crossing paths. Second dining room has been set up to provide more time and space and more chances to clear up. Full menu to be reinstated.	Acceptable	Low	
13. Have any additional risks been identified regarding the repositioning of the dining area away from the kitchen?	Risks associated with transport of food between kitchen and dining room not considered fully; injury to staff and/or pupil	Unlikely	Low	The dining room has been repositioned back close to the kitchen, minimising this risk. Additional equipment is to be kept in case of relocation.	Effective	Low	
14. Is childcare provided of a high standard?	Child development affected through poor childcare	Rare	Low	There is an open dialogue between parents, pupils and amongst the members of staff and members of the SLT will regularly review the provision. There are parent, pupil and parent surveys with positive satisfaction scores from end of term 2021.	Effective	Low	
15. Sole working or lone worker	Member of staff exposed to injury or illness whilst on school site	Rare	Low	No member of staff is expected to work on their own or alone on site. Staff working from home are classed as lone workers. The school will keep regular contact with staff working from home via email, Zoom or phone.	Effective	Low	

<p>16. Covid infection on site, through provision or lack of provision in accordance with government guidelines</p>	<p>Risk of adverse publicity or loss of pupils through illness or pupil/ staff/ parent concerns.</p>	<p>Possible</p>	<p>Extreme</p>	<p>Regular briefings and consideration of the changing position with Governors; managing any concerns with school advisors and PHE. Communication with parents about the risks, plans and outcomes of information and requirements as they are made, followed or anticipated.</p>	<p>Acceptable</p>	<p>Medium</p>	
<p>17. Prevalence of mutant Covid19 strain (VOC-202012/01) in the community</p>	<p>Higher risk of transmission</p>	<p>Possible</p>	<p>Extreme</p>	<p>School will continue to follow Government guidelines. We will amend this risk assessment as required and share with staff.</p>	<p>Acceptable</p>	<p>Medium</p>	
<p>18. Lateral flow device Covid testing carried out incorrectly. Weekly staff/pupil home testing.</p>	<p>Transmission of Covid 19 virus</p>	<p>Possible</p>	<p>Medium</p>	<p>The national guidance issued in relation to the COVID-19 testing programme in schools has been implemented: Link to Covid testing documentation/training</p> <p>Following initial on-site testing for senior pupils returning to school, twice weekly home testing will then be offered to staff/pupils. Although voluntary, this is strongly encouraged by the school.</p> <p>A small on-site testing centre will be maintained so that we can offer testing to pupils who are unable or unwilling to test themselves at home. A separate school risk assessment is in place to cover both on-site and home testing activities.</p>	<p>Acceptable</p>	<p>Low</p>	

19. Risk of vulnerable children not attending school	Vulnerable children not accessing the school provision.	Possible	Medium	Regular contact with pupils and parents and social workers to track attendance and engagement of school. Return to NCC on a weekly basis. Pupils are no longer required to isolate as CEV shielding has ended.	Effective	Low	
20. Risk of pupil progress being impacted by pandemic restrictions and lockdown, and health and wellbeing being impacted negatively	Pupils make less progress than expected; under-achievement; lower examination grades and impact on life changes; negative impact on health and wellbeing	Likely	Medium	Pupils are expected to attend school daily, self isolation is now individual rather than bubble collapse and online teaching is provided	Effective	Low	
21. Are all staff and pupils clear about fire evacuation protocols under new zoning arrangements?	Pupils/staff unclear about routes of evacuation from zones; delay in evacuating building; injury or loss of life	Possible	Medium	Fire drills running as normal, reported via H&S committee	Effective	Low	
D Medical Risk Assessment in the COVID-19 Environment							
1. Is there anyone in addition supervising the normal medical staff?	Insufficient medical expertise available; health/wellbeing of pupils/staff compromised/ raised	Possible	High	Matron is a qualified RGN with current registration; access to local services for further information and/or support; majority of the Longridge community have a clearer understanding of health risks and are familiar	Effective	Low	

	risk of infection transmission			with Covid-19 symptoms, and processes of dealing with suspected cases.			
2. Are there sufficient medical staff to deal with temperature testing, isolating suspect COVID-19 cases, outside appointments and normal medical issues?	Insufficient medical expertise available; health/wellbeing of pupils/staff compromised; raised risk of infection transmission	Possible	High	Matron on site to advise on and give support with normal medical issues; temperature testing only to be carried out if pupil or staff member reports feeling unwell or looks unwell; Matron to collect pupils for isolation of suspected cases; testing protocols established through 'toolkit sessions' with MH and reviewed; boarding pupils with any routine external appointments will be managed by House Parents; 51 staff first aid trained and 13 staff also paediatric first aid trained.	Effective	Low	

<p>3. Has medical policy, procedures and appropriate response to a spectrum of medical issues been revised and shared?</p>	<p>Inadequate protocols for dealing with common medical issues; lack of understanding about appropriate protocols for dealing with medical issues; health/wellbeing of pupils/staff compromised; raised risk of infection transmission; potential for live Covid-19 case; loss of confidence in school being a safe place; negative PR</p>	<p>Possible</p>	<p>High</p>	<p>Medical policies, including Infection Control Policies all updated in line with new measures, taking account of good hygiene rules; policy/protocol for managing suspected cases of Covid-19 shared with parents through briefings and communications and with staff at start of term; Matron identified as key person for advice. Head teacher to be notified immediately upon member of staff/pupil displaying suspected Covid-19 symptoms; pupil/staff member should be sent home immediately, or isolated until they can be collected; if symptoms are serious, 999 to be called; isolation will observe SD rules unless condition of person displaying symptoms requires additional medical support/intervention; where closer contact is required, appropriate PPE should be worn and good hygiene rules observed strictly; room to be well ventilated; staff member/ parents of pupils advised to get pupil a PCR test and self-isolate until a negative result received and no symptoms are evident, or isolate as stated in current government guidance should they not wish to take a PCR test; areas accessed by suspected case should be disinfected and deep cleaned, with waste disposed of in line with waste disposal advice from Government; identified close contacts to wash hands thoroughly with soap and water; confirmed cases recorded via ANVIL, and possibly RIDDOR; advice from PHE followed in event of confirmation of a positive result. This protocol is shared with parents and staff colleagues.</p>	<p>Acceptable</p>	<p>Medium</p>	<p>SLT to consider the contingency plan if more than 5 staff and pupils test positive within 10 days</p>
<p>4. Is the medical room(s) properly equipped?</p>	<p>No facility to deal with medical issues, including isolation of suspected COVID-19 case</p>	<p>Possible</p>	<p>Extreme</p>	<p>Matron has a dedicated space, and has appropriate PPE and medicines for standard healthcare available; cleaning protocol for cleaning area follows guidance in the Government guidance; isolation room identified, with access to dedicated toilet space if required.</p>	<p>Effective</p>	<p>Low</p>	

<p>5. What has the school decided is the level of PPE required for pupils and staff and are they trained as to their purpose, use, care and disposal?</p>	<p>Inadequate PPE available; poor understanding amongst staff and pupils leads to inconsistency of or inappropriate use; contamination opportunities arise due to incorrect procedure for donning, removing or disposing of PPE; raised risk of infection; staff/pupils health compromised; outbreak of Covid-19 leading to number of pupils and/or staff self-isolating; loss of confidence of safety in school; negative PR</p>	<p>Possible</p>	<p>High</p>	<p>Staff are aware that face masks are not required for normal interaction with pupils, but may wear these if they prefer to; risk assessment made regarding level of personal care which can currently safely be provided for pupils attending school; staff who require to carry out personal care tasks are provided with appropriate PPE and have received training from Matron regarding putting on, taking off and correct disposal of PPE; Matron available on site for advice; all pupils/staff required to wear masks on school transport; hands to be washed on arrival at school, and additional external hand washing points have been added to facilitate this; masks to be placed in sealable plastic bag and kept in bag, or if disposable, place in the appropriate disposal receptacle provided; hands to then be re-washed before proceeding to class/work areas; parents of bus pupils have received letter communicating all current bus procedures; appropriate PPE stocks maintained.</p>	<p>Acceptable</p>	<p>Low</p>	<p>PPE equipment to be audited on regular basis to ensure sufficient stock in place</p>
<p>6. Is the school aware of all pre-existing medical conditions?</p>	<p>Staff/pupil health compromised leading to infection and hospitalisation; death; breakdown of confidence in school's ability to keep pupils/staff safe; negative PR</p>	<p>Unlikely</p>	<p>High</p>	<p>The list of staff and pupils with pre-existing medical conditions updated and shared with colleagues at the start of term. Staff and pupils who are 'clinically extremely vulnerable' are properly risk assessed and appropriate adjustments made prior to returning to work in school; staff are reminded of pupil Individual Healthcare Plans and understand the requirements of that child; Individual Health Care Plans to be monitored and updated in light of any health changes; new health forms submitted for all pupils and staff made aware of any new pupils with an Individual Health Care Plan.</p>	<p>Acceptable</p>	<p>Medium</p>	

7. Who has tested positive for COVID-19 and is it recorded? (for elimination purposes)?	Poor records kept; risk of increased transmission.	Rare	Extreme	Staff and pupils requested to take the 2 LFD tests at the start of term, three to five days apart; record of positive cases will be resumed.	Acceptable	Low	SLT to consider the contingency plan if more than 5 staff and pupils test positive within 10 days
8. Who has come into contact with anyone tested positive to COVID-19 and is it recorded?	Poor records kept; risk of increased transmission.	Possible	High	The Covid Coordinator records the details on a daily basis and the relevant action is taken as required per the guidelines.	Effective	Medium	SLT to consider the contingency plan if more than 5 staff and pupils test positive within 10 days
9. Who has been sent home with COVID-19 symptoms (a cough, high temperature or shortness of breath)?	Symptoms not given attention required; member of school community remains in circulation longer than necessary; increased risk of Covid-19 transmission; pupil and staff health and wellbeing compromised; pupils/staff required to self-isolate, impacting on educational experience	Possible	Extreme	Staff clear about Covid-19 symptoms and pathways for dealing with symptoms manifesting themselves during school day; staff with symptoms asked to leave premises; pupils isolated in isolation room and monitored by Matron in accordance to government guidance and school protocol; pupils and staff required to self-isolate directed to getting a test in accordance with government guidance Coronavirus (COVID-19): getting tested - GOV.UK ; no-one with symptoms permitted back on site until negative test result received; Matron tracks negative results; parents asked to confirm negative result before pupil returns on site; PCR home testing kits provided by school where difficulty has arisen accessing test booking locally; boarding self-isolating as per government guidance if boarder is identified as showing symptoms; testing for boarder arranged with Matron; main school registers marked using government guidance https://www.gov.uk/government/publications/school-attendance/addendum-recording-attendance-in-relation-to-coronavirus	Effective	Medium	

				onavirus-covid-19-during-the-2021-to-2022-academic-year to allow for internal tracking.			
10. Staff member tests positive for Covid. Symptomatic persons are required to have a PCR test. Contact with others who are symptomatic or who have tested positive	Increased transmission; pupils/staff required to self-isolate; disrupted educational experience; outbreak identified			PHE guidance on action to be taken in the case of a positive test is being adhered to, including updated guidance on self-isolation and PCR testing Schools COVID-19 operational guidance – GOV.UK (www.gov.uk) and When to self-isolate and what to do - Coronavirus (COVID-19) - NHS (www.nhs.uk) ; PHE guidance on ‘cleaning and waste adhered to; staff instructed not to travel to school if symptomatic or have tested positive; symptomatic/positive staff staff to follow guidance Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection ; where staff member is well enough, remote learning to be carried out; management plan prepared and ready for deployment in event of outbreak being identified Contingency framework: education and childcare settings	Effective	Medium	SLT to consider the contingency plan if more than 5 staff and pupils test positive within 10 days
11. Pupil tests positive for Covid symptomatic persons are required to have a PCR test . Contact with others who are symptomatic or who have tested positive	Increased transmission; pupils/staff required to self-isolate; disrupted educational experience	Possible	Extreme	PHE guidance on action to be taken in the case of a positive test is being adhered to, including updated guidance on self-isolation and PCR testing Schools COVID-19 operational guidance – GOV.UK (www.gov.uk) and When to self-isolate and what to do - Coronavirus (COVID-19) - NHS (www.nhs.uk) ; PHE guidance on ‘cleaning and waste adhered to; pupils instructed not to travel to school if symptomatic or have tested positive; symptomatic/positive staff pupils to follow guidance Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection ; where pupil is well enough, remote learning to be carried out; management plan prepared and ready for deployment in event of outbreak being identified Contingency framework: education and childcare settings	Effective	Medium	SLT to consider the contingency plan if more than 5 staff and pupils test positive within 10 days

<p>1 Is there regular dialogue with those that have suffered from COVID-19 and / or are isolated at home?</p>	<p>That person becomes isolated at home or is not looked after.</p>	<p>Rare</p>	<p>Medium</p>	<p>There is a regular dialogue with all staff and pupils affected.</p>	<p>Effective</p>	<p>Low</p>	
<p>13. If there is a separate area for temperature testing, holding and isolation areas, are they easily identified and regularly cleaned?</p>	<p>Person with suspected symptoms allowed contact with others; raised risk of infection transmission; contamination of isolation area</p>	<p>Possible</p>	<p>Extreme</p>	<p>Temperature testing only to be carried out is a pupil or member of staff reports feeling unwell, or are reported to Matron as looking unwell; isolation procedure in place and known to staff; isolation room located next to Matron's office; isolation room has separate toilet facilities if required; appropriate cleaning regime in place and carried out rigorously</p>	<p>Effective</p>	<p>Medium</p>	
<p>14. Is temperature testing safe, reflecting SD rules, recorded and kept appropriately?</p>	<p>Potential case not picked up; pupil/staff member in contact with others; increased transmission</p>	<p>Possible</p>	<p>High</p>	<p>Temperature testing only to take place where staff or pupils report feeling unwell, or are reported to Matron as looking unwell; where required, Matron carries out appropriate temperature testing implementing proportionate hygiene measures, or in the case of suspected Covid-19, wearing appropriate PPE; Matron to keep records</p>	<p>Effective</p>	<p>Low</p>	

15. Have any additional risks been identified regarding taking temperatures?	False reading obtained leading to pupil or member of staff self-isolating and testing unnecessarily; impact on learning and wellbeing; increased anxiety in those who have been in contact	Likely	High	Temperature testing only to take place where staff or pupils report feeling unwell, or are reported to Matron as looking unwell; where required, Matron carries out appropriate temperature testing implementing proportionate hygiene measures, or in the case of suspected Covid-19, wearing appropriate PPE; Matron to keep records	Effective	Low	
16. If emergency services are called, is there a (revised?) well understood procedure, RV and cleared routes in and out?	Delays to emergency services prevent care for those who need it	Possible	Extreme	All pre-Covid emergency procedures reinstated; fire alarm practices to be carried out in accordance to standard schedules	Effective	Low	
17. Are staff and pupils regularly supervised and checked to ensure they are complying with hygiene rules and the use of PPE?	Complacency leads to breach of hygiene rules; staff/pupil/parent health compromised	Possible	Extreme	Pupils and staff are reminded of protocols regularly through signage, assemblies, verbal reminders; appropriate resources provided for managing hygiene e.g. hand gel, antibacterial wipes/sprays; protocols, regular monitoring and feedback is in place	Effective	Medium	
18. If essential work is required on site are contractors properly registered, inducted,	That infection is spread by contractors on site; and children	Possible	Medium	Authorised visitors are signed in by the Bursar or Reception and display a visitor identification; visitors are supervised; all visitors to site required to fill visitors' paperwork; visitors reminded not to come on site if displaying any symptoms of Covid-19; anyone on site	Effective	Low	

supervised and temperature checked?	are not adequately safeguarded			without identification is challenged and required to leave; contractors will be on site by appointment only; contractors will be issued with disposable gloves for use whilst on the site			
19. Do medical staff have the appropriate PPE, cleaning materials and training?	Exposure of medical staff to infection; contamination of isolation area due to insufficient cleaning materials; lack of understanding of cleaning regime required; loss of confidence in school being able to maintain safety of pupils/staff; negative PR	Possible	Extreme	Supply of appropriate PPE kept in stock and re-stocked as required; access to appropriate cleaning materials, to be kept sited in Matron's Surgery; cleaning staff clear about expectations and requirements for cleaning a high risk area COVID-19: cleaning in non-healthcare settings outside the home	Effective	Low	
20. What is the policy on washing school clothes so as to prevent infection?	Covid-19 virus present on clothing; cross contamination between home/school; raised risk of infection; staff/pupil health compromised; transmission of Covid-19 leading to new cases; pupils/staff required to self-isolate; loss of confidence in safety of school; negative PR	Rare	Medium	Pupils to wear school uniform; appropriate adjustments made for medical/SEN pupils; clothes to be washed regularly; on days with PE activity, pupils to arrive in school wearing full PE kit and change afterwards; staff to follow dress advice in Staff Code of Conduct	Effective	Low	

E Boarding Risk Assessment in the COVID-19 Environment

<p>1. Are boarding policies and procedures updated, regularly reviewed and communicated?</p>	<p>Lack of clarity about processes and procedures in boarding; lack of understanding leads to accident or incident; possible safeguarding incident or unnecessary accident; loss of confidence in boarding; Boarding unprepared to respond to reimposition of national lockdown</p>	<p>Likely</p>	<p>Extreme</p>	<p>All boarding policies and procedures updated for start of Michaelmas term 2021; information shared with relevant parties e.g. House Parents, boarders, parents, guardians, SLT; Boarding options regarding re imposition of lockdown in place and communicated to parents</p>	<p>Effective</p>	<p>Low</p>	
<p>2. Are all security and access systems regularly checked, updated and re-coded?</p>	<p>Minor: Boarding area becomes accessible to 3rd parties; Boarders access boarding during the day.</p>	<p>Unlikely</p>	<p>Low</p>	<p>Boarding wing codes updated at start of term.</p>	<p>Effective</p>	<p>Low</p>	
<p>3. Do boarding staff have the appropriate PPE, cleaning materials and training?</p>	<p>Exposure of House Parents/boarders to infection; contamination of boarding area due to insufficient cleaning materials; lack of understanding of cleaning regime</p>	<p>Possible</p>	<p>Extreme</p>	<p>Supply of appropriate PPE kept in stock and re-stocked as required; access to appropriate cleaning materials, to be kept sited in Boarding Office/cleaning cupboard; cleaning staff and House Parents clear about expectations and requirements for cleaning a high risk area COVID-19: cleaning in non-healthcare settings outside the home</p>	<p>Effective</p>	<p>Low</p>	

	required; loss of confidence in school being able to maintain safety of pupils/staff; negative PR; temporary closure of boarding					
4. Are separation and socialising rules adhered to in the boarding house?	16.08.21 SD no longer required; risk of transmission through close contact	Possible	Extreme	Good hygiene practice encouraged; staff vigilant for any signs of boarder presenting as unwell; LDF testing twice weekly	Effective	Low
5. Are fire instructions and new procedures reviewed, understood and rehearsed?	Delays in building evacuation lead to injury/death; delay in calling emergency services resulting in severe damage to building; criminal or civil case to answer	Possible	Extreme	Fire instructions and procedures reviewed and shared with House Parents, boarders, and other relevant staff in boarding. These are shared with the boarders during their induction and copies will be visibly displayed; signage for escape routes and emergency lighting in place; Emergency Pink book to be kept current; fire alarm practices are scheduled for the first week of term, with regular practice schedule to continue after this; staff receive Fire Training through The National College, completed 28.08.20; regular boarding fire drills to be carried out	Effective	Low

6. Are there sufficient rooms to isolate pupils (and staff)?	Member of boarding community needs to self isolate, and cannot do so effectively; increased transmission risk of coronavirus	Possible	Extreme	Boarding House has identified several room which will allow for self-isolation of boarders; staff all have off site accommodation allowing them to self-isolate off site; staff have access to self-contained quarters if required to isolate on site; separate bathroom facilities available for single person use; meals can be brought up to boarding/prepared in boarding kitchen area	Effective	Medium	
7. Does the staff to pupil ratio reflect SD rules? This should include medical and emotional support.	16.08.21 Social distancing no longer required	N/A		Staff/boarder ratio maintained at appropriate levels to provide supervision/support to maintain boarders' safety; additional senior staff on premises for part of evening/contactable by phone if additional cover/assistance required	Effective	Medium	
8. If bed space has been reconfigured are there still sufficient bathroom facilities?	Overcrowded facilities; increased risk of transmission of virus	Unlikely	Extreme	Small number of boarders; staggered use of facilities for showers related to bedtimes; regular cleaning routines in place; management of numbers of occasional boarders	Effective	Low	
9. Are all clothes and bed linen washed regularly and at an appropriate setting (65°)?	Virus present on linens/clothes; increased transmission in boarding and/or school community	Possible	High	Clothes/linen washing routines in place; boarders to have these explained at induction; reminders from House Parents; notices and appropriate signage relating to route to be taken to laundry and timings; laundry facilities separate to boarding; all clothes to be machine washable at 65°	Effective	Low	

<p>10. Are boarders equipped with authorised equipment to stay-in touch with parents?</p>	<p>Boarders unable to maintain contact with parents; lack of emotional support; sense of isolation; emotional distress</p>	<p>Unlikely</p>	<p>Low</p>	<p>Boarders permitted their own mobile phones during evening; access to boarding landline phone; certain social media apps permissioned through the School IT network; House Parents actively encourage boarders to maintain contact with home. DM/GH to liaise at start of term to enable boarders' phones appropriate access to Wi-Fi.</p>	<p>Effective</p>	<p>Low</p>	
<p>11. Have boarding specific issues been identified?</p>	<p>Risks from boarding specific activities or procedures not properly identified; increased risk of transmission of Covid-19; impact on boarding pupil and staff health and wellbeing</p>	<p>Possible</p>	<p>Extreme</p>	<p>Separate risk assessment - see Appendix IV</p>	<p>Effective</p>	<p>Medium</p>	
<h2>F Support Staff Risk Assessment</h2>							
<p>1. Are support staff briefed on changes regularly?</p>	<p>Lack of understanding of most current position; pupil/staff health compromised; safeguarding incident;</p>	<p>Possible</p>	<p>High</p>	<p>Regular communication between staff and School and all school wide communication shared. Regular team meeting for support managers with Finance Director, cascade information to teams. Include information in the school update fortnightly as well.</p>	<p>Acceptable</p>	<p>Medium</p>	

	risk of safety to those on site						
2. Do support staff have the appropriate PPE, cleaning materials and training?	Inadequate PPE available; poor understanding amongst staff and pupils leads to inconsistency of or inappropriate use; contamination opportunities arise due to incorrect procedure for donning, removing or disposing of PPE; raised risk of infection; staff/pupils health compromised; outbreak of Covid-19 in bubble leading to closure of bubble/bubbles; loss of confidence of safety in school; negative PR	Possible	High	<p>Staff are aware that face masks are not required for normal interaction with pupils, but may wear these if they prefer to; risk assessment made regarding level of personal care which can currently safely be provided for pupils attending school; staff who require to carry out personal care tasks at a distance of less than 2m are provided with appropriate PPE and have received training from Matron regarding putting on, taking off and correct disposal of PPE; Matron available on site for advice.</p> <p>Drivers will continue to wear face coverings in buses (as will pupils). Face coverings are available from H&S Coordinator.</p>	Acceptable	Medium	
3. Are cleaning regimes reviewed and inspected regularly and conforming to revised hygiene rules?	Poor cleaning and hygiene practices; contamination of used areas; increased risk of infection; pupils/staff contract COVID-19; loss of confidence in school being safe for	Possible	High	Cleaning regimes reviewed on an on-going basis; inspection by GH at regular intervals; foggers are available if required to clean after a suspected case, and also used for buses.	Acceptable	Medium	

	pupils/staff; negative PR						
4. Are all security and access systems regularly checked, updated and re-coded?	Buildings will each have clear walk through and signage adjusted where necessary. NB Jermingham and Stobo already in place, it is concert hall that needs signage	Possible	High	Full walk through by H&S Coordinator to ensure clear signage in place is planned before term starts and on an on-going basis.	Effective	Low	
5. Have reconfigured areas, zones and routes hampered fire exits and routes?	Buildings not having clear walk through and signage adjusted where necessary.	Possible	Extreme	Signage is in place, fire escapes are kept clear and regularly checked by site manager and H&S coordinator. Automatic doors have been added to corridors to reduce use of door stops.	Effective	Medium	
6. Are fire and other emergency procedures reconfigured, routes clear and regularly inspected?	Buildings not having clear walk through and signage adjusted where necessary. Danger of routes being hampered and fire exits not being clear or familiar	Possible	Extreme	All fire exits are clearly marked and checked regularly by Site manager and H&S Coordinator	Effective	Medium	

G Facilities Management Risk Assessment

<p>1. Heating system sufficient fuel levels sufficient?</p>	<p>Equipment/system failure leading to insufficient heating in classroom environments</p>	<p>Unlikely</p>	<p>Low</p>	<p>All systems have been serviced throughout the summer, all fuel levels have been filled prior to return to school.</p>	<p>Effective</p>	<p>Low</p>	
<p>2. Gas supply, venting and valves?</p>	<p>Equipment/system failure leading to increased physical or biological risks to people on site</p>	<p>Unlikely</p>	<p>High</p>	<p>Gas supply has been serviced over the summer</p>	<p>Effective</p>	<p>Low</p>	
<p>3. Have air conditioning ducts and units been checked and reviewed?</p>	<p>Equipment/system failure leading to increased physical or biological risks to people on site; inadequate ventilation in some work areas due to structural issues increasing transmission risk of Covid-19; impact on pupil and staff health and wellbeing</p>	<p>Possible</p>	<p>High</p>	<p>Systems check carried out; any deficiencies dealt with; any required paperwork updated. Ventilation is via classroom windows, and we have reduced double glazing to allow all classrooms to have openable windows where feasible. We have purchased a CO2 detector and will test each classroom and space in the first few weeks of the test when fully occupied to identify any areas at risk, and in need of additional ventilation.</p>	<p>Effective</p>	<p>Medium</p>	

<p>4. Electrical tests up-to-date including emergency lighting and PAT?</p>	<p>Equipment failure leading to electrical related accident; health and safety of staff/pupils put at risk; failure to comply with statutory Health and Safety requirements; Negative PR</p>	<p>Possible</p>	<p>Extreme</p>	<p>All paperwork for electrical testing checked; visual check of emergency lighting; staff contacted and reminded that any electrical equipment being brought into school from home must be PAT tested before being used on site. PAT testing up to date in summer 2021 and alerts created in testing schedules to identify any delays.</p>	<p>Effective</p>	<p>Low</p>	
<p>5. Water testing for temperature, flow and legionella in date for test?</p>	<p>Contamination of water supplies</p>	<p>Possible</p>	<p>Extreme</p>	<p>Regular checks carried out and recorded in line with legal requirements as advised by insurers. This has continued through the lockdown and is documented. Remedial work for Legionella is booked for October half term.</p>	<p>Effective</p>	<p>Low</p>	
<p>6. What is the status of the swimming pool and are appropriate measures in force?</p>	<p>N/A</p>	<p>N/A</p>	<p>N/A</p>		<p>N/A</p>	<p>N/A</p>	
<p>7. Fire alarm panel, system and extinguishers in date and serviced?</p>	<p>Equipment/system failure leading to increased physical risk to staff/pupils on site; reduced capacity to deal with fire; negative PR</p>	<p>Unlikely</p>	<p>High</p>	<p>All paperwork for fire systems checked; any deficiencies dealt with; any required paperwork updated. Fire alarm upgrade has been completed summer 2021. Fire extinguishers last checked March 2021 per schedule.</p>	<p>Effective</p>	<p>Low</p>	<p>Bursar/Site Manager within timescales in accordance with legislation</p>

<p>8. Laundry washers and dryers serviceable, able to cope with demand, temperature requirements and have sufficient washing products?</p>	<p>Equipment/system failure leading to increased physical risk to staff/pupils on site; reduced capacity to deal with fire; negative PR</p>	<p>Possible</p>	<p>Medium</p>	<p>Laundry has been tidied and cleaned over the holidays and it is assumed laundry equipment is fit for full laundry service to resume.</p>	<p>Effective</p>	<p>Low</p>	
<p>9. Have waste procedures been reviewed?</p>	<p>Inappropriate storing/disposal of potentially contaminated waste; increased risk of infection</p>	<p>Possible</p>	<p>Extreme</p>	<p>Waste storage facilities are separate from teaching areas. All bins are clearly labelled as to the contents that can be used for. Contaminated bags will be disposed of by staff wearing PPE.</p>	<p>Effective</p>	<p>Medium</p>	
<p>10. Are pest control services recorded, deficiencies identified and actioned?</p>	<p>Infestation due to buildings having been unoccupied; contamination of work areas leading to compromised health and wellbeing of staff/pupils accessing them; Health and Safety investigation; closing of areas of school; negative PR</p>	<p>Rare</p>	<p>Medium</p>	<p>Regular checks carried out and recorded in line with legal requirements; visual check of building for evidence of infestation; any deficiencies remedied and paperwork updated. External pest control visits are on schedule.</p>	<p>Effective</p>	<p>Low</p>	

<p>11. School vehicles fully registered, insured, maintained and stocked with appropriate hygiene materials if they are to be used?</p>	<p>Vehicles are out of testing regime and deemed unsafe. Insurance could be impacted as could safety. Risk of infection.</p>	<p>Possible</p>	<p>High</p>	<p>All vehicles have been tested for the required routes and have up to date MOT certificates. Appropriate hygiene features are included. The certification will be monitored by VB and regular checks of materials will be made by the Finance Manager. All drivers have MIDAS training.</p>	<p>Effective</p>	<p>Medium</p>	
<h2>H Safeguarding</h2>							
<p>1. Have safeguarding, code of practice, and staff handbook policies been updated, regularly reviewed and shared?</p>	<p>Safeguarding incident; staff unclear of safeguarding expectations in relation to Remote Teaching and Learning; negative PR</p>	<p>Unlikely</p>	<p>High</p>	<p>Child Protection (Safeguarding) policy and Addendum, Staff Handbook, Behaviour Policy, Remote Learning Policy and all other relevant documentation updated; all staff to complete safeguarding quiz by 02.09.21.</p> <p>Safeguarding procedures clear to staff; visitors to site; pupils supervised at all times; registers taken each day in accordance with requirements Addendum: recording attendance in relation to coronavirus (COVID-19) during the 2021 to 2022 academic year</p>	<p>Effective</p>	<p>Low</p>	
<p>2. Is the DSL and ADSL easily contacted and their contact information known to all?</p>	<p>Safeguarding query or incident which is not acted on; pupil safety/wellbeing compromised; staff/parents/pupils</p>	<p>Unlikely</p>	<p>High</p>	<p>DSL or DDSL always available on site; contact details including DSL dedicated phone listed in Child Protection (Safeguarding) Policy; Safeguarding Team membership and contact details displayed publicly in school.</p>	<p>Effective</p>	<p>Low</p>	

	unaware of who to raise safeguarding or wellbeing issues with						
3. How are new staff and pupils inducted and has the registration and recruit process been adapted to ensure compliance?	New staff and pupils unaware of procedures/expectations leading to safeguarding incident	Almost certain	High	New staff participate in induction process which includes safeguarding training; all pupils reminded of ways of sharing concerns over safety e.g. Tootloot, talking to Form Tutors	Effective	Low	
<h2>I Working From Home</h2>							
1. Do staff working from home have appropriate equipment to support their physical health whilst working from home?	Musculoskeletal problems arising from incorrect posture; eye strain arising due to inadequate screening provision	Almost certain	High	Minimal opportunities for staff to work from home unless in self-isolation. Individuals will be asked if they need equipment if the situation arises again.	Needs improvement	High	

<p>2. Do staff have appropriate support for their mental health and wellbeing whilst carrying out remote teaching?</p>	<p>Anxiety over workload, home circumstances, uncertainty caused by ongoing pandemic crisis, parental demands; money concerns; potential burnout; feelings of isolation and being overwhelmed; deterioration of mental health; impact on staff member and family; staff member unable to work; provision ceases or increases another member of staff's workload</p>	<p>Possible</p>	<p>High</p>	<p>Regular contact and briefings are provided to all staff. School matron and DSL share information about wellbeing at home. Referrals to GPs are supported and are made to external agencies where appropriate, with reasonable adjustments to workload and responsibility to support staff wellbeing and mental health.</p> <p>NEU H&S representative, Matron, Longridge H&S Coordinator and HR Officer all contact staff who are required to self isolate, to offer support and advice</p> <p>Phased return may be available for staff suffering from long covid</p>	<p>Acceptable</p>	<p>Medium</p>	<p>Ask at weekly staff briefing if there are any issues, follow up if concerns are heard through any channel</p>
<p>3. Are there systems of support put in place for all staff?</p>	<p>Feelings of inadequacy and isolation; concerns about staff missed; poor routes of communication leading to disengagement and poor health; impact on staff member and family; staff member unable to work; provision ceases, or increases another member of staff's workload</p>	<p>Possible</p>	<p>High</p>	<p>Regular contact and briefings are provided to all staff. School matron and DSL share information about wellbeing at home. Referrals to GPs are supported and are made to external agencies where appropriate, with reasonable adjustments to workload and responsibility to support staff wellbeing and mental health.</p> <p>NEU H&S representative, Matron, Longridge H&S Coordinator and HR Officer all contact staff who are required to self isolate, to offer support and advice</p> <p>Phased return may be available for staff suffering from long covid</p>	<p>Acceptable</p>	<p>Medium</p>	

Table 2: Likelihood Criteria: This guide provides the indicative terms against which the probability of a risk event occurrence is evaluated.

Descriptor	Description	Indicative %	Indicative Frequency	Note: 1. The Likelihood Criteria refers to the likelihood of the consequence descriptor you have selected i.e. the likelihood of a 'major' consequence. 2. The Indicative Frequency may not be relevant when assessing risks related to repeated activities, or when objectives are to be delivered over discrete periods of time. It should not be the sole basis for assessment.
Almost Certain	Expected to occur	>95%	Multiple times in the next year	
Likely	Probably will occur (no surprise)	66-95%	At least once in the next year	
Possible	May occur at some stage	26-65%	Once in the next 3 years	
Unlikely	Would be surprising if it occurred	5-25%	Once in the next 5 years	
Rare	May never occur	<5%	Once in the next 10 years	

Table 3: Risk Rating Matrix (Before Controls): Used to combine consequence with likelihood to determine the overall level of risk.

Risk Rating Matrix		Consequence				
		Insignificant	Minor	Moderate	Major	Severe
Likelihood	Almost Certain	Medium	High	Extreme	Extreme	Extreme
	Likely	Medium	Medium	High	Extreme	Extreme
	Possible	Low	Medium	Medium	High	Extreme
	Unlikely	Low	Low	Medium	Medium	High
	Rare	Low	Low	Low	Medium	Medium

Table 4: Control Effectiveness: Indicates the self-assessment of control effectiveness.

Controls Effectiveness Rating and Criteria	
Effective	<ul style="list-style-type: none"> • The design of controls is adequate and effective in addressing the key causes and/or consequences. • The controls (e.g. policies, procedures, etc.) have been formally documented and proactively communicated to relevant stakeholders. • The controls overall, are operating effectively so as to manage the risk.
Acceptable	<ul style="list-style-type: none"> • The design of controls is largely adequate and effective in addressing key causes and/or consequences. • The controls (e.g. policies, procedures, etc.) have been formally documented but not proactively communicated to relevant stakeholders. • The controls are largely operating in a satisfactory manner and are providing some level of assurance.
Needs Improvement	<ul style="list-style-type: none"> • The design of controls only partially addresses key causes and/or consequences. • Documentation and/or communication of the controls (e.g. policies, procedures, etc.) are incomplete, unclear or inconsistent. • The controls are not operating consistently and/or effectively and have not been implemented in full.
Ineffective	<ul style="list-style-type: none"> • The design of controls overall, is ineffective in addressing key causes and/or consequences. • Documentation and/or communication of the controls does not exist (e.g. policies, procedures, etc.). • The controls are not in operation or have not yet been implemented.

Table 5: Risk Rating (after Controls): Used to decide whether the risk is acceptable, based on the rating calculated.

<p>Low = Acceptable (with periodic review)</p>	<p>Exposure to this risk is acceptable, but is subject to periodic review to ensure it does not increase and current control effectiveness does not vary.</p>
<p>Medium = Tolerable (with frequent risk owner review)</p>	<p>Exposure to the risk may continue, provided it has been appropriately assessed and has been managed to as low as reasonably practicable. It should be subject to frequent review to ensure the risk analysis remains valid and the controls effective. Treatments to reduce the risk can be considered.</p>
<p>High = Tolerable (with ongoing delegated senior leader/ manager review)</p>	<p>Risk should be reduced by developing treatments. It should be subject to on-going review to ensure controls remain effective, and the benefits balance against the risk. Escalation of this level of risk to delegated senior leader or manager should occur.</p>
<p>Extreme = Unacceptable (must have Headmaster / Governor oversight)</p>	<p>Immediately consider whether the activity associated with this risk should cease. Any decision to continue exposure to this level of risk should be made at Headmaster / Governor level, be subject to the development of detailed treatments, on-going oversight and high level review.</p>

Appendix I - PPE equipment available

The school has prepared a small number of PPE kits to be kept available, so that staff can use them in case of need. Matron has a full PPE kit provided. The PPE kits are clearly labelled and kept within each bubble/bus and contain:

- Mask
- Gloves
- Sanitisers gel
- Apron
- Anti-bacterial wipes

- Bin bags for disposal

NB. The school is not providing face shields, or desk separators.

We have hand washing/ sanitizer stations at the access points in the building, and equally at the two main entrances to the Main Building which contain sanitizer gel, wipes and tissue as well as a bin for disposal.

Appendix II - Physical arrangements on site

Jerningham

- Parking in front of Jerningham
- Children use 'usual' gate and entrance in the morning and at the end of the day
- Children travelling on the bus will be escorted to the Jerningham entrance at the start of the day; Jerningham bubble staff will escort children to the bus at the end of the day.
- Sole use of staff and pupil toilets in building
- Banners outside entrance

Stobo

- Parking in front of Jerningham
- Children to use gate onto playground to enter (pupils only)
- Buses will park in the spaces below the courtyard after using the turning circle; children will use 'gated' access in between Jerningham and Stobo buildings
- Entry to building is via external doors
- Banners outside entrance
- Exit will be via a supervised handover from playground; or supervised to the bus

Main building

- Parking at side of School or drop off at front of main building
- Children enter the building and use keep left system

Staff

- No parking in quad area or front of school
- Entry via the front door or Bursar's entry
- Individual work spaces for all staff have been established

Appendix III - Thermometer RAG ratings and protocols

We will use thermometers if pupils or staff show signs of being unwell.

Thermometers have preset ranges, and these will create the following coloured screens along with the temperature. Temperatures should not be recorded, but colour ratings should result in the following actions:

Red - 37.8 - not permitted on premises, or isolation and removal as soon as possible.

Amber - 37.5 - 37.7 - wait 2 minutes and then retest: if green, clear, if amber, refer to Matron.

Green - up to 37.4 - clear.

Information circulated to all staff: 20 August 2020.

Appendix IV - Additional Risk Assessments

The following Risk Assessments pertain to specific aspects of the School's current offering.

Covid-19 Risk Assessment for Sport: [here](#)

Covid-19 Risk Assessment for managing visits for prospective pupils and their families: [here](#)

Boarding Risk Assessment: [here](#)

Appendix for Testing C-19 on site: [here](#)

Covid Outbreak Management Plan: [here](#)