

Overall Risk Assessment in the COVID-19 Environment

	What are the Hazards?	Who might be harmed and how?	What is already being done to control the risk?	What further action is required?	Who will carry this out?	By when?	Completed
A	Safeguarding policy and procedures not updated and / or staff and pupils not feeling safe.	Pupils, parents and staff may feel uncomfortable about their return to school. Individuals put at risk. Increased pastoral issues for children.	Safeguarding policy already reviewed last year. Communication with all parties during last term and over the holidays. Training for staff at INSET and online CP training for all new staff. Safeguarding matters raised at October Governors Meeting and reviewed by Andrew McGregor.				Other than a handful of quarantine or cases of self isolation, all children and staff have returned. No safeguarding matters arising from COVID thus far.
B	Government advice not being regularly accessed, recorded and applied.	All members of the community at risk through the school not following the latest Government guidelines.	Communication from government shared amongst SMT and other staff with responsibility for specific areas of school life. SCIS review of guidance also available and widely shared.	Make sure that significant government guidance and SCIS feedback is shared amongst all staff. This could be shared amongst parent body when sharing plans for re-start.	ART/IC to make sure that all significant guidance is widely shared.	Return to School guidance to be shared before start of term and subsequent information to be shared in a timely fashion.	Return to School guidance was widely shared before the start of term. Updated advice on PE and Arts shared and implemented.
C	Changes not regularly communicated to staff, their unions, pupils, parents and governors	All members of the community put at risk through insufficient understanding of changes.	Regular communication to all members of the community across last term	Continue to communicate changes widely. Publish timetable for reviewing school policy in response to COVID.	ART to make sure that communication is widely shared SMT to recommend changes and review timetable for this.	Ongoing, major review mid-September for 1st October implementation and mid-October for early November implementation.	Changes to music lessons, boarding and After School Club made. Other changes under consideration but not yet agreed.
D	Changes to assessments, procedures and other important matters not reviewed by Governors	All members of the community put at risk through insufficient oversight.	Significant communication shared with governors. SMT reporting to governors at intervals. Governor visits to check on progress with return to school plans. Weekly meeting J/CC. Governors' Action meetings to discuss issues. Discussions at Education and Welfare Committee Meeting in October.	Continue SMT dialogue with governors through meetings and visits. Subsequent review through ART report at half-term and for main Board Meeting.	ART/IC to make sure that materials are shared for meetings and follow-up meetings scheduled and minuted.	Ongoing and at Full Board Meeting (16th November)	Governors met with ART/IC on 22/9 and with ART/AD/EB on 13/10 to review progress.
E	Insurers and / or brokers not consulted with school's opening and / or amended plans	Whole community put at risk by insurance cover being invalidated.		IC has spoken to insurers and there is no requirement to share reopening plans and risk assessments with them	IC	Complete	Yes
F	Suspended services and subscriptions not re-set updated due to new needs in time for return to school.	Pupils and staff may suffer from services or subscriptions not being available.	Refuse collection has restarted.	SMT to review likely services and subscriptions that may be missed	ART to put on SMT agenda	Wed 19th August	Yes
G	Access to school not controlled effectively and visitor allowed details not recorded	Potential risk to pupils, parents and staff through unnecessary exposure to COVID and inability to trace that risk.	Signage restricting unauthorised access and pointing visitors to reception. Communication with parents and outside groups about restrictions. All visitors signing in at reception and asked questions about likely infection.	Signing in process to include contact details and questions regarding possible infection. Check as to whether we can use a QR code to register visitors to the school.	Office staff to monitor visitors. ART to encourage wider staff awareness of access to site.	From 24th August.	Yes but ongoing reminders required.
H	Is there active engagement with NHS Test and Trace and are the procedures understood by all staff.	Potential risk to pupils, parents and staff through unnecessary exposure to COVID and inability to trace that risk.	LM briefing staff at INSET	Make sure that process including actions on symptoms is fully understood by all members of the community.	LM/SMT with support from MW.	From 24th August.	Yes but ongoing reminders required.
I	Social Distancing (SD) and other hygiene rules not sufficiently robust, understood, communicated or applied.	Potential risk to members of the community - especially adults through increased risk of COVID transmission.	Policy shared with staff (ahead of parents) and governors. Extensive additions to hand-washing and sanitising facilities across the School. Health and Safety Meetings held more regularly, two meetings before half-term.	Staff to continue reviewing effectiveness of SD measures. Children requiring ongoing reminders.	LM/SMT with support from MW and other governors. Whole staff to engage with review. DSW to encourage staff feedback.	From 24th August.	Policy shared and further discussion at staff meetings and with pupils through form periods of need for SD.
J	SD rules for activities (play, games, drama, music) not understood or adhered to?	Potential risk to members of the community - especially adults through increased risk of COVID transmission.	Policies being established by SMT and wider staff	Review of policies by SMT and wider staff. Increase H&S meetings to reflect increased risk.	SMT to monitor adherence. Wider staff encouraged to give feedback by DSW.	From 24th August.	Yes but ongoing.
K	Inadequate consideration of how to reduce contact and maximise distancing between those in school where ever possible and minimise potential for contamination	Potential risk to members of the community - especially adults through increased risk of COVID transmission.	SMT review of government guidelines and communication of policy.	Regular reminders to community at morning form meetings and within communication to staff and parents.	LM/SMT and all staff/senior pupils.	Ongoing.	Yes
L	Staff and pupils not being reminded and checked to ensure they are complying with hygiene and SD rules.	Potential risk to members of the community - especially adults through increased risk of COVID transmission.	SMT review of government guidelines and communication of policy. Signage around school. Extra basins and hand washing facilities installed.	Regular reminders to community at morning form meetings and within communication to staff and parents. Further signage at key areas. Reminders to children at the beginning and end of each lesson.	LM/SMT and all staff/senior pupils.	Ongoing.	Staff encouraged to increase vigilance at meeting 17/9. Further reminder for form periods week beginning 09/11.
M	Insufficient supplies of hygiene materials and not readily available, suitably stored or located.	Potential risk to members of the community - especially adults through increased risk of COVID transmission.	LM/KP reviewing this.	LM to report to IC/SMT where necessary.	LM/KP/IC	By 24th August and ongoing.	Yes but ongoing.
N	Unsuitable enhanced cleaning regime, not regularly assessed or revised for high-risk areas such as toilet door handles, keypads, switches, hand rails and frequently used hand surfaces.	Potential risk to members of the community - especially adults through increased risk of COVID transmission.	LM/KP/IC set up enhanced cleaning regime.	LM and IC to report to SMT with plans for review. Share plans with MW.	LM/KP/IC	By 24th August and ongoing.	Yes but ongoing review required.
O	No precautions to keep shared learning equipment (e.g. musical instruments, pens, pointers, keyboards, remotes) hygienic.	Potential risk to members of the community - especially adults through increased risk of COVID transmission.	SMT review of government guidance widely shared.	Instructions for cleaning of shared equipment to be written and amended for specific areas and widely publicised in necessary locations.	LM/whole staff	By 26th August/2nd September	Yes
P	High-risk areas not being regularly monitored (including boarding areas) for hygiene.	Potential risk to members of the community - especially adults through increased risk of COVID transmission.	Cleaners' check list regularly reviewed.	All staff to monitor hygiene for specific areas of the school. Additional H & S meetings for staff to discuss issues.	DSW	2nd September	Yes but ongoing review required.
Q	Insufficient contingency plans for changes to school operation such as re-closing, loss of catering or teachers?	Impact on learning outcomes for pupils and indirect impact upon parents and staff. Reputational risk to school.	Remote and Blended Learning Policy published and shared with all members of community.		AD	By 24th August and at E&W Ctte on 13th October.	Yes but ongoing review required.
R	Insufficient contingency plans in case of medical need for self-isolation of individuals, multiple pupils, staff or local outbreaks?	Potential risk to members of the community - especially adults through increased risk of COVID transmission. Impact upon learning outcomes for children and wider impact upon others including reputational risk.	Plans made for isolation of pupils in Medical rooms and boarding wings, extra staff appointed in case of other staff having to self-isolate.	Clear understanding for all staff, parents and pupils of action upon symptoms. Plans established for blended learning potential for self isolating pupils.	ART/SMT following LM/MW guidance.	2nd September and ongoing	Yes
S	All hazards identified properly mitigated and regularly reassessed?	Potential risk to members of the community - especially adults through increased risk of COVID transmission.	Process of COVID risk assessment undertaken. H&S Committee structures supported by review from H&S advisors.	Detailed review of risk assessments (RA) for consistency. RA shared with whole community and improvements included. RA published on website and shared with governors, and H&S advisors. Ongoing review with SMT.	DSW	2nd September	Yes but ongoing.

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

	What are the Hazards?	Who might be harmed and how?	What is already being done to control the risk?	What further action is required?	Who will carry this out?	By when?	Completed
1	Communication channels not working and not reviewed. (Email, text, social media)	Pupils, parents and staff may be put into a dangerous situation and exposed to Covid19 through lack of information.	Arrange of communication channels are already being used which should minimise the chance of all being down at one time.	Formal protocols for regular checking of communication channels need to be considered.	RM, DSW, office staff, Bursar	From 24th August.	
2	Lack of a robust feedback and reply system to ensure best practice and two-way communications for pupils, parents, staff and Governors	Pupils, parents, staff and Governors are not kept properly informed which could lead to exposure to Covid19 through lack of information.	Schoolpost ensures all parents, staff and Governors are kept informed and allows recipients to reply to messages. Email, telephone and social media communication channels are also available.	Review means by which parents can communicate with school to ensure information is centrally received and disseminated as appropriate.	ART, DSW, RM	From 24th August.	
3	No Governor and / or SMT member for school / department responsible for COVID-19 matters. Governor / SMT members' contact details not known and not on call.	Pupils, parents and staff may be put into a dangerous situation and exposed to Covid19 through lack of information.	SMT is taking responsibility for Covid 19 matters and the formulation of policies and procedures.	Checking that the contact details of all stakeholders are up to date and easily available to SMT/Governors. School post address book is kept up to date. Investigate SMT 'on call' system developed for emergency communications by phone outside of normal hours.	Office Staff, Bursar	From now and ongoing.	
4	No school representative identified to liaise with local authorities and local health protection team.	Pupils, parents, staff and Governor are not kept properly informed which could lead to exposure to Covid19 through lack of information.	School Nurse and head of Nursery are in regular contact with local authority and health protection team and feedback to SMT. SMT are keeping up to date with the directives being published and developing policy and procedures in line with this.	A more formal system for day to day updates and personnel responsible should be agreed included in policy and procedures and disseminated to staff. The Care Inspectorate will need to be informed as well.	School Nurse, VA, RT, JC, HT	From 24th August.	
5	Local authorities and health protection teams not engaged prior to reopening (and the benefit of their services in case of infection)	Pupils, parents and staff may be put into a dangerous situation and exposed to Covid19 through lack of information.	Engagement is taking place already and advice sought as necessary	Formalise procedures for keeping this process going and ensure all relevant contact details re in Medical Room/Office in case of emergency.	School Nurse, ART, Bursar	From now and ongoing.	
6	No plan to inform local health protection team if two or more confirmed cases within 14 days or there is an overall rise in sickness absence.	Pupils, parents and staff may be put into a dangerous situation and exposed to Covid19 through lack of information.	SMT and School Nurse are aware of requirement to inform local health protection team.	School Nurse to be tasked with monitoring daily sickness absence and reason for absence; she will contact parents if no reason provided. Parents must inform School if their child is ill and what symptoms are. Guidelines for returning to school after illness should be reviewed, disseminated and enforced.	School Nurse, ART, Bursar	From 26th August	
7	No system to communicate with parents and staff who are unable or have not returned to school for fear of infection	Pupils will be disadvantaged if unable to continue with their learning. Emotional and mental health issues could arise as a result.	Parents are being kept up to date with the intended procedures and protocols for managing Covid19 which the school is putting in place. Parents have been encouraged to share their concerns and worries with the HM and SMT.	A policy and procedures for managing the ongoing learning needs of pupils unable to return will need to be agreed ready for implementation. SMT to look at plans for blended learning for those quarantining or self-isolating and remote learning policy. RM to review.	SMT, Form Teachers, School Nurse	From 26th August	
8	Lack of mechanism for staff and parents of pupils with significant risk factors to discuss concerns and provide reassurance of the measures put in place to reduce the risk in school.	Pupils will be disadvantaged if unable to continue their learning in learning. Emotional and mental health issues could arise as a result. Vulnerable staff will be affected too.	Clear lines of communication are already in place and parents are encouraged to keep in communication with the HM and SMT about their concerns. The school is providing regular updates to explain to parents and staff what procedures and protocols are being put in place to reduce the risk in School.	Continue to keep the lines of communication open and the flow of information up to date and relevant. Vulnerable staff and parents of children need to speak to the Headmaster to discuss plans in place to protect them.	SMT	From now and ongoing.	
9	No staff, pupil and / or parent health declaration implemented.	Staff	Nurse to check that all child medical forms are up to date.	Any staff or pupils with symptoms should keep away from school and follow government guidelines on testing and isolating. Nurse to follow up child medical forms response. It will be made clear to parents that in bringing their child(ren) to school this will be taken as an explicit statement that their children and family are symptom free and have complied with all quarantine and self-isolation requirements. The same requirement will be made of staff.	Office/SMT/Nurse	From 26th August	
10	Lack of knowledge of where pupils / staff have travelled from (other than home and school) on holiday or at weekends. (via app or written diary?)	Pupils, parents and staff may be put into a dangerous situation and exposed to Covid19 through lack of information.	Parents and staff will be expected to quarantine for two weeks if they have returned from any of the restricted countries on the Scottish/UK Governments' list. SchoolPost email sent to parents and staff before start of term.	Parents and staff will be required to keep the School informed of their movements out with the UK (subject to change depending on Government advice).	SMT, Office Staff, Form Teachers	From now and ongoing.	
11	Staff and pupils not self-isolating or quarantining (for 2 weeks?) after visiting non-government agreed countries.	Pupils, parents and staff may be put into a dangerous situation and exposed to Covid19 through lack of information.	Pupils, parents and staff are required to follow government directives on self-isolation and quarantine and no exceptions will be made.	School will keep up to date with the countries and destinations which require quarantine/self-isolation on return and will keep parents informed and will rigorously enforce this. Staff to be asked to report whether they have concerns that quarantine is being broken.	Bursar	From now and ongoing.	
12	Lack of robust rules for hygiene standards for staff and pupils - and failure to adequately enforce standards	Pupils, parents and staff may be put into a dangerous situation and exposed to Covid19 through lack of information.	Government hygiene rules are being followed to the letter and all stakeholders are required to operate in line with these. Extra handwashing points inside and outside have been installed. Cleaning protocols are being developed in line with government guidance and are being monitored closely. Laboratories are being allocated to particular bubbles and distancing put in place for adults	Signages required to remind and inform of the requirements. Procedures and protocols need to be clearly explained to staff and then pupils. Ongoing monitoring and feedback systems implemented.	Bursar, School Nurse, SMT and all staff	From 24th August.	
13	Staff not trained or regularly updated in COVID-19 symptoms, SD and how these rules apply to teaching?	Pupils, parents and staff may be put into a dangerous situation and exposed to Covid19 through lack of information.	Training will take place at INSET for all staff. Protocols will be clearly explained, reinforced and updated as appropriate.	Ensure the monitoring of this is ongoing and information is disseminated to all stakeholders in a timely and regular manner.	School Nurse	From 24th August.	
14	At drop-off and pick-up parents not complying with SD policy outside gates and entrances.	Pupils, parents and staff may be put into a dangerous situation and exposed to Covid19.	There will be close supervision of drop off an pickups by allocated staff members. Procedures and expectations of SD will be clearly explained to staff and parents in advance. Parents will be requested to SD by staff member duty and there will be signage to remind.	Careful monitoring and reminders and any SD issues will be addressed directly with specific individuals by HM/SMT.	SMT, all staff	From 26th August	

15	Transit spaces (corridors), social zones (car parks, common rooms, playgrounds) do not support SD. Walk on the left protocol?	Pupils, parents and staff may be put into a dangerous situation and exposed to Covid-19.	Movement in large groups will be kept to a minimum and classes will operate in bubbles which will remain separate at lunchtimes and playtimes. Entry/exit paths will be marked for those coming to school on foot. Morning drop off will be through and afternoon pick up staggered with clear information provided as to where parents must SD to pick up.	Trailing of procedures during first week of term, ongoing monitoring and review with feedback requested and acted upon if appropriate.	SMT, all staff	From 24th August.
16	Learning and recreational spaces not de-conflicted or configured to SD rules for different groups or bubbles.	Pupils, parents and staff may be put into a dangerous situation and exposed to Covid-19.	Bubbles will be kept separate with breaktime spaces, lunchtime slots and drop off and pick up slots all allocated. Bubbles will largely remain in one classroom and shared equipment will be cleaned, and shared classrooms will be high priority for cleaning. Set up of rooms will be such as to allow adults to social distance from one another and pupils. Markings and signage will be used as appropriate.	Procedures and protocols under constant review and monitoring and updates and changes disseminated to all stakeholders.	SMT, all staff	From 24th August.
17	Little consideration of different age groups in timetabling, length of the school day and exposure to other age groups.	Pupils learning, emotional and mental wellbeing may be affected.	The school day has been shortened for all and timetabling is taking this into account to ensure learning is disrupted as little as possible. Bubble system will not allow exposure to other age groups/friends.	Ongoing monitoring and evaluation of pupils progress and wellbeing. Written the constraints of the bubbles was will be developed to allow social contact remotely with other bubbles. This will be reviewed after three weeks of term.	SMT	on 26th August
18	Insufficient consideration and alternatives to using public transport including staggering school start and finish times.	Pupils, parents and staff may be put into a dangerous situation and exposed to Covid-19 through lack of information.	Public transport is used by very few stakeholders. School buses will be used with strict seating and cleaning protocols implemented. A staggered school drop off and pick up system is in place.	Trailing of procedures over the first week of term. Constant monitoring and feedback in relation to systems in place to ensure effectiveness, and then review and improve procedures making sure widely disseminated.	SMT, all staff	From 26th August
19	No system in place to deal with bereavements, trauma, anxiety, stress, behavioural and sleep issues.	Pupils and staff may suffer from mental health and wellbeing concerns as a result.	PSHE/health and wellbeing programmes are being reviewed and will be flexible in order to be reactive. Staff will keep in close contact with parents and any wellbeing issues addressed together. The School nurse/counsellor will be on call to assist and support children. Staff training at INSET about emotional and behavioural impact on children.	Ongoing review of systems and procedures.	SMT, School Nurse	From 26th August

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

	What are the Hazards?	Who might be harmed and how?	What is already being done to control the risk?	What further action is required?	Who will carry this out?	By when?	Completed
1	Lack of review, update or sharing of safeguarding, code of practice, and staff handbook policies.	Staff unaware of new guidelines and may not be operating safely.	Staff handbook is updated on an annual rolling programme. As new information is available this is discussed at SMT and where required specific information is given to staff by email and in staff meetings.	As more guidance is received from the Scottish Gov and other professional bodies, this will be considered by SMT and the school nurse and staff will be informed of changes to procedure if required.	ART has communicated the new guidelines to staff to read through. Staff will be reminded of this at INSET.	26th August	Discussed with staff at INSET-completed. Additional information-ongoing.
2	INSET does not reflect required training for COVID-19 related procedures, safeguarding, H&S, wellbeing etc	Staff and pupils may be put in a dangerous position and expose themselves to the virus	Training has been given at INSET in August before the children return to school. School nurse and medical governor are on hand to advise.	As more guidance is received from the Scottish Gov and other professional bodies, this will be considered by SMT and the school nurse and staff will be informed of changes to procedure if required. Additional training will be given at January INSET where necessary.	AD has included this in the INSET programme	24th August and 7 Jan	Aug INSET training completed.
3	Child Protection Officers not easily contacted and their contact information not known to all.	Pupils and Staff	CPO and DCPD contact information widely known and they meet regularly to discuss issues with the Headmaster.	Ensure contact details are up to date and published to all staff	EB	By start of term	completed
4	No COVID-19 specific policy that includes medical responses, SD, teaching, socialising, feeding, hydration, wellbeing etc.	Staff and pupils may be put in a dangerous position and expose themselves to the virus	School nurse and SMT developing this in line with Scottish Govt guidelines and information will be given to all staff at INSET	As more guidance is received from the Scottish Gov and other professional bodies; this will be considered by SMT and the school nurse and staff will be informed of changes to procedure if required.	LM and SMT to create the new policy	24th August	
5	Revised fire drills, registers, routes and assembly points not rehearsed.	Staff and pupils due to lack of rehearsal and children being in rooms where they might not have been before - e.g. girls in the boys' dorms converted to classrooms.	Regular fire and evacuation drills for all on site are run throughout the year including one at the beginning of each term.	Check each fire escape route plan and make sure children are aware of the nearest fire exit, particularly from areas where they may be unfamiliar with i.e. boys' dorms. Supply of disposable masks available in Sports Hall if used as evacuation assembly point during poor weather.	DSW to organise when required. RM to check maps with MB.	Our first scheduled fire drill	complete check if we have the supply of masks mentioned
6	Contact between pupils and staff is not sufficiently managed or reduced.	Staff and pupils may be put in a dangerous position and expose themselves to the virus	Classroom furniture has been repositioned to ensure 2m distance between desks and between children and teacher. Soft furnishings and unnecessary materials have been removed from classrooms. Children will be based in form rooms and will move round the school for lessons. Additional handwashing facilities have been provided and toilets allocated to specific year groups.	Additional handwashing facilities are being provided. Lidded pedal bins to be placed in each classroom. SMT have considered the allocation and provision of toilet facilities for each specific year group. All staff wear masks when moving around the site, the staff rooms or where they cannot maintain SD between themselves and pupils	SMT to monitor adherence. Wider staff encouraged to give feedback by DSW.	Next review date at end of September 2020	completed
7	Staff moving between classes and year groups not maintaining distance from pupils and other staff (ideally 2m between adults)	Staff and pupils may be put in a dangerous position and expose themselves to the virus	Classroom furniture has been repositioned to ensure 2m distance between desks and between children and teacher. Soft furnishings and unnecessary materials have been removed from classrooms. Children will be based in form rooms and will move round the school for lessons.	Check that new procedures are being followed and report any issues to JC and SMT. All staff wear masks when moving around the site, the staff rooms or where they cannot maintain SD between themselves and pupils.	SMT to monitor adherence. Wider staff encouraged to give feedback by DSW.	Next review date at end of September 2020	Completed
8	Supply, peripatetic and/or other temporary staff moving between schools not minimising contact or maintaining as much distance as possible from other staff.	Staff may be put in a dangerous position and expose themselves to the virus	Repositioning and changes in staff common room to allow for social distancing, soft furnishing removed, additional cleaning in place, cleaning products available in common room. Disposable cups and spoons available although staff encouraged to bring their own. Baps for staff will no longer be provided. Staff encouraged to limit their time in common room.	Staggered breaks and lunches as per the new timetable should help to limit the number of staff in the common room at any one time. Staff who work in multiple locations to be given advice as to following hygiene protocols. Music staff will not use the staff common room to mitigate risks. All staff wear masks when moving around the site, the staff rooms or where they cannot maintain SD between themselves and pupils	SMT to monitor adherence. Wider staff encouraged to give feedback by DSW.	Next review date at end of September 2020	completed
9	Roles conducive to home working and therefore helping to reduce infection (e.g. some administrative roles) not identified.	Admin staff	All admin staff happy to work in school and entry in to school office controlled and signage up. Desks repositioned to ensure correct SD guidelines are in place.	Check with office staff that staff (and parents) are following SD guidelines. All Admin staff to wear masks when moving around the school. All visitors, inc parents, to wear masks whilst on site.	JC	August 26th and ongoing	completed
10	The "ideal" of adults maintaining 2m distance from each other, and from pupils not realised.	Staff and pupils may be put in a dangerous position and expose themselves to the virus	Furniture has been removed and repositioned around the school. Additional handwashing facilities and designated toilet facilities available. Children and staff have been aware of the ideal in terms of social distancing, year groups have been grouped in rooms close together where possible.	Staggered breaks and lunches as per the new timetable should help to limit the interactions between staff and pupils. SMT will review this on an ongoing basis and make changes as necessary. Staff will be encouraged to pick up any H&S concerns they have. All staff to wear masks when moving around the site and where they cannot maintain SD with pupils for example in the dining hall.	SMT	August 26 and ongoing	completed
11	Contact between groups or bubbles is not minimised or distance between individuals maintained and properly supervised.	Staff may be put in a dangerous position and expose themselves to the virus	Year groups have been allocated classrooms close to each other to form bubbles. Staff will move around the buildings between lessons and pupils will stay largely based in their form rooms.	Staggered breaks and lunches as per the new timetable should help to limit the interaction between children, children and staff and staff and staff. SMT will review and make changes as necessary.	SMT	August 26th and ongoing	completed
12	Distinct and consistent groups or 'bubbles' not maintained or separated and so, in the event of a positive case, difficult to identify those who may need to self-isolate.	Staff and pupils may be put in a dangerous position and expose themselves to the virus	Large gatherings with more than one year group or bubble will be avoided. Chapel services will be broadcast each day via Teams to the form rooms. A new timetable will avoid mixing of bubbles, staggered breaks etc introduced. Large gatherings which cannot be avoided will be held outside where bubbles and SD can be maintained. Seating plans have been recorded and are on the staff drive so we can identify who sits where in the event of a positive case.	Govt guidelines on bubbles will be followed and adjusted accordingly	SMT	August 26th and ongoing	
13	Insufficient controls measures for larger groups with greater risk of infection and need to isolate.	Staff and pupils may be put in a dangerous position and expose themselves to the virus	Large gatherings with more than one year group or bubble will be avoided. Chapel services will be broadcast each day via Teams to the form rooms. Large gatherings which cannot be avoided such as the Remembrance Service will be held outside where bubbles and SD can be maintained.	Govt guidelines on bubbles will be followed and adjusted accordingly	SMT	August 26th and ongoing	
14	Large gatherings such as assemblies or collective worship with more than one group not avoided.	Staff and pupils may be put in a dangerous position and expose themselves to the virus	Large gatherings with more than one year group or bubble will be avoided. Chapel services will be broadcast each day via Teams to the form rooms. Large gatherings which cannot be avoided, such as the Remembrance Service, will be held outside where SD and bubbles can be maintained.	We shall follow Govt guidelines regarding large gatherings and make adjustments accordingly	SMT	August 26th and ongoing	
15	Insufficient controls for those pupils allowed to mix into wider groups for specialist teaching, boarding, wraparound care and transport.	Staff and pupils may be put in a dangerous position and expose themselves to the virus	Gatherings outside bubbles will be avoided if possible.	This will be reviewed by SMT end Sept 2020. Specific advice will be given to specialist staff who move in and out of Y6 bubbles, also LS staff and GAP and TAs.	SMT	August 26th and ongoing	
16	Younger pupils not supported in understanding the importance of maintaining distance, not touching staff and their peers - where possible.	Staff and pupils may be put in a dangerous position and expose themselves to the virus	Younger children will be supported by their class teacher or form teacher to understand these protocols	Younger children will be supported by their class or form teacher to understand these protocols. Frequent reminders will be given as necessary throughout each day	All staff, form teachers and subject teachers	August 26th and ongoing	
17	No specific help and preparation for the changes to routine for pupils with SEND (whether education, health and care plans or on SEN support).	Staff and pupils may be put in a dangerous position and expose themselves to the virus	IEPs in place and published to staff	TAs and LS staff will monitor and update IEPs as necessary once term starts	LS staff, TAs	August 26th and ongoing	
18	Where a pupil routinely attends more than one setting on a part time basis (e.g. dual registered) the system of controls not considered collaboratively to address identified risks.	Pupils and staff	VA is asking parents in the Nursery whether this is the case with their children	Ensure procedures and protocols are followed correctly	VA	August 26 and ongoing	
19	Classrooms are unable to have forward facing desks	Staff and pupils may be put in a dangerous position and expose themselves to the virus	Where possible, classrooms have been rearranged to ensure appropriate distance and all desks forward facing. In specialist teaching rooms such as Art, Science, Tech this may not be possible but look to mitigate the risk.	Position to be monitored and reviewed by SMT	maintenance team and SMT	24th August	completed
20	Needs of each age group and class not considered discretely in terms of support, activities and facilities.	Staff and pupils may be put in a dangerous position and expose themselves to the virus	Each year group's requirements have been separately considered by SMT	Position to be reviewed and monitored by class teachers, form staff and SMT	Subject teachers, form staff and SMT	24th August	completed
21	ITT trainees not sufficiently briefed, hosted and integrated in their support to school.	n/a					
22	Volunteers not checked, left unsupervised, allowed to work in regulated activity or supported.	Volunteers, staff and pupils might expose themselves to the virus	Visitors to the school must follow protocols and check in at reception. They will be supervised at all times whilst in school. Parents are strongly discouraged from entering the school buildings. All visitors to the site will wear masks whilst on site.	Position to be monitored and reviewed	Office staff, maintenance team, SMT	ongoing	Completed
23	Recruitment process and pre-appointment checks not following legal requirements.	Pupils	Visitors coming for interview will be made aware of our new policy and must adhere to social distancing.	Position to be monitored and reviewed by SMT	Office staff,	ongoing	completed
24	New staff and pupil registration and induction processes not adapted or compliant.	Staff and pupils may expose themselves to the virus	Staff induction protocols are in place. Arrangements have been made to introduce new pupils to the school and routines before the return of the majority of other pupils	Staff and pupils will be given the opportunity to discuss any concerns with a member of the SMT or a form or subject teacher.	Form teachers, subject teachers, SMT	24-26 August and week beginning 31 August	completed
25	Support staff and TAs in regulated activity do not have the appropriate checks.	Pupils	All PVG forms and staff are up to date and staff records updated by JG	Check all TAs and support staff records are up to date	JC	24th August and ongoing	
26	SCR not updated with PVG related issues and required documents not properly verified/recorded.	School by reputation	A new timetable and structure to the day will be in place which has considered this and been discussed and agreed with SMT	None	JC	26th August	
27	Plans to separate work learning, meetings, activities and play outside not fully considered.	Staff and pupils may expose themselves to the virus	This has been considered by SMT, Head of Nursery and Head of Games. Appropriate games and outdoor activities options will be put in place and guidance from relevant professional bodies followed	This will be reviewed by SMT mid Sept 2020	Form teachers, subject teachers, SMT	24th August	
28	Opportunities for non-contact sport, adventure play, Forest School, gardening etc not regulated or considered	Staff and pupils may expose themselves to the virus	There will be no fixtures during the first half of term, visitors on site will be discouraged. Rules and procedures will be made clear to all staff and children	This will be reviewed by Head of Games and SMT as the rules change.	Head of Games and SMT	24th August and ongoing	
29	Sporting, play and SD rules unclear to staff, pupils, parents and visitors.	Staff and pupils may expose themselves to the virus	There will be no fixtures during the first half of term, visitors on site will be discouraged. Rules and procedures will be made clear to all staff and children	This will be reviewed by the Head of Games and SMT as the rules change.	Head of Games and SMT	24th August	
30	Physical education, sport and physical activities not following the measures in their system of controls.	Staff and pupils may expose themselves to the virus	There will be no fixtures during the first half of term, visitors on site will be discouraged. Rules and procedures will be made clear to all staff and children	This will be reviewed by the Head of Games and SMT as the rules change.	Head of Games and SMT	24th August	
31	Pupils not kept in consistent groups, maximising distance between pupils or paying scrupulous attention to cleaning and hygiene during sports activities.	Staff and pupils may expose themselves to the virus	Children to wash hands before and after all sports activities. Staff will disinfect all equipment between sessions and at the end of the day. Head of Games will organise cleaning of shared equipment between sessions and letter has gone out to parents.	Sharing of equipment should be kept to a minimum and reinforce handwashing before and after activities.	SM and games staff	August 26th	
32	Sports equipment not sufficiently cleaned between each use by different individual groups.	Staff and pupils may expose themselves to the virus	Children to wash hands before and after all sports activities. Staff will disinfect all equipment between sessions and at the end of the day. Head of Games will organise cleaning of shared equipment between sessions and letter has gone out to parents.	Those in charge of the activities are to check risk assessments.	Those responsible for those areas.	August 26th	
33	Risk assessment for play, drama and dance activities not re-assessed.	Staff and pupils may expose themselves to the virus	There will be no choir or music groups which require wind or brass instruments. No records in music lessons. Some music groups and additional practice sessions are now running in larger spaces where SD and bubbles can be maintained.	This will be reviewed as term progresses and as the rules change. Self-employed music teachers should also conduct their own risk assessments and share any concerns with the school.	JA	August 24th	

35	Shared staff spaces are not set up or used to allow staff distance from each other.	Staff may expose themselves to the virus	New protocols for use of the staffroom are being introduced including increased cleaning, revised seating, removal of soft furnishings, increased ventilation. Individual snacks only, and no sharing of food or drink items.	This will be reviewed as term progresses and as the rules change.	Maintenance team, SMT (AD)	August 24th	
36	Staff meetings and staff rooms unregulated in terms of space, equipment, resources (copiers, kettles, biscuits etc) fittings, SD and purpose.	Staff may expose themselves to the virus	New protocols for use of the staffroom are being introduced including increased cleaning, revised seating, removal of soft furnishings, increased ventilation. Individual snacks only, and no sharing of food or drink items.	This will be reviewed as term progresses and as the rules change.	SMT	August 24th	completed
37	Staff not having sufficient down time / rest during the working day / week?	Staff may find this difficult to manage	There are less "hours" required from most teaching staff under the new timetable and so there is time at the end of the shortened day to catch up and plan.	This will be reviewed as term progresses and as the rules change. All staff are encouraged to speak to the SMT if they are finding this difficult to manage.	SMT	August 24th	
38	Staff schedules do not build in the need to avoid increases in unnecessary and unmanageable workload burdens.	Staff may find this difficult to manage	There are less "hours" required from most teaching staff under the new timetable and so there is time at the end of the shortened day to catch up and plan.	This will be reviewed as term progresses and as the rules change. All staff are encouraged to speak to the SMT if they are finding this difficult to manage.	SMT	August 24th	
39	Staff unable to manage the provision of both in school and remote learning.	Pupil learning affected due to the complex situation of managing both remote and in-school learning.	Microsoft Teams will be set up for each class as was the case for Remote Learning so that those who cannot be in school will still be able to receive work. A Remote Learning Policy has been adopted by the school and circulated to all staff and parents.	Look at how staff are able to set up video calling from their classroom.	RM	ongoing and as need arises	completed
40	Security, CCTV and access systems not regularly checked updated and (where necessary) re-coded.	People on site. Property damage.	The head of maintenance checks the CCTV, door codes to be changed as normal at the start of term.		MB	August 26th	
41	Parent, Pupil, Staff, Contractor, Visitor drop-off and pick-up procedures, in and out routes not shared, understood or applied.	Parents, pupils, staff, contractors and visitors might expose themselves to the virus	New protocols and procedures for all entering the site have been developed. These have been shared with staff and parents by the Headmaster. They will be further reinforced for staff at INSET. Visitor access to the site is strongly discouraged and where it is necessary will require the visitor to check in at reception and follow clear procedures which will be explained. Pupils will have the relevant procedures explained to them by form and class teachers and reinforced by all staff.	This will be reviewed by SMT.	All staff and SMT	First review date end Sept.	
42	Appropriate safety measures not in place for wraparound childcare for both indoor and outdoor provision.	Parents, pupils, staff, contractors and visitors might expose themselves to the virus	There will be no wraparound care in the first part of term apart from for children of staff.	This will be reviewed by SMT.	SMT and Head of Nursery	First review date end Sept.	
43	Transit spaces (corridors), social zones (common rooms / playgrounds) not configured to separate different groups.	Parents, pupils, staff, contractors and visitors might expose themselves to the virus	Children's movement in transit spaces will be limited and will be supervised by staff when necessary.	This will be reviewed by SMT.	SMT	First review date end Sept.	
44	Classrooms don't reflect recommended layout, PPE, screening, enhanced cleaning rules and timings.	Pupils and staff might expose themselves to the virus	Sinks have been installed around the site, desks in teaching classrooms are forward facing where possible and appropriate SD measures and signage are in place.	This will be reviewed by IC/Maintenance team. Staff to feed back any issues/concerns ASAP.	IC/Maintenance team	From August 17th	
45	Hand washing not part of school culture or routine e.g. no regular breaks for hand washing during the school day.	Pupils and staff might expose themselves to the virus	Sinks have been installed around the site. Children will be encouraged to use them at frequent opportunities.	Staff to encourage handwashing routine and report any issues to SMT	All staff	From August 26th and ongoing	completed
46	Insufficient hygiene stations at entrances, exits, toilets, classrooms, play areas, common rooms, staff areas etc installed.	Pupils and staff might expose themselves to the virus	Additional hand sanitising equipment has been installed around the site. SMT will walk around the site to review safety measures installed.	This will be reviewed by IC/Maintenance team. Staff to feed back any issues/concerns ASAP.	IC/Maintenance team	From August 26th and ongoing	completed
47	Hygiene stations (including bins) not stocked, checked, emptied and cleaned regularly.	Pupils and staff might expose themselves to the virus	Additional cleaning routines have been introduced by the cleaning team.	This will be reviewed by IC/Maintenance team. Staff to feed back any issues/concerns ASAP.	Cleaning team	From August 26th and ongoing	Completed
48	Unnecessary and unused items not removed from classrooms and other learning environments.	Pupils and staff might expose themselves to the virus	Additional items have been removed from classrooms. Where this is not possible they have been blocked off and labelled so that it is clear they should not be used.	Staff will report any issues to IC/Kenny	Maintenance team	From August 26th and ongoing	
49	Soft toys, furnishings, spare furniture and items that are hard to clean not removed and stored securely.	Pupils and staff might expose themselves to the virus	These items have been removed from classrooms and stored.	Staff will report any issues to IC/Kenny	Maintenance team	From August 26th and ongoing	
50	Individual and frequently used equipment, such as pencils and pens not shared by staff or pupils (who use their own).	Pupils and staff might expose themselves to the virus	Equipment will not be shared between pupils and staff and pairs. Each person will have their own.	Staff will report any issues to SMT	Form staff, all teaching staff and teaching assistants	From August 26th and ongoing	
51	Classroom based resources, such as books and games and all frequently touched surfaces, which are used and shared within a group or bubble not regularly cleaned.	Pupils and staff might expose themselves to the virus	Additional items have been removed from classrooms. Where this is not possible they have been blocked off and labelled so that it is clear they should not be used. Enhanced cleaning procedures in place and materials in classrooms will not be shared.	To be monitored and amended as per changes in rules. Managing resources will be reviewed once term starts.	AD, and all staff	From August 26th and ongoing	completed
52	Management of resources shared between classes or bubbles not cleaned frequently and meticulously or related to be left unused and out of reach for a period of 48 hours (72 hours for isolation).	Pupils and staff might expose themselves to the virus	Shared resources such as iPads will be carefully cleaned after use. Where possible resources will not be shared.	Staff using this equipment will be given training on how to clean it after use	IC/Kenny	From August 26th and ongoing	
53	Pupils not limiting the amount of equipment brought into school daily to essentials such as bags, lunch boxes, hats, coats, books, stationary and mobile phones.	Pupils and staff might expose themselves to the virus	The Headmaster has asked parents to keep this to a minimum. Personal equipment will be stored in each child's form or classroom. Head of Games has sent letter to parents about equipment.	Form and class teachers will monitor this and ask children to take home unnecessary equipment.	All teachers	From August 26th and ongoing	completed
54	Pupils and staff taking necessary books and other shared resources home not sufficiently managed.	Pupils and staff might expose themselves to the virus	Very few resources are taken home. Those that are will be cleaned prior to the child leaving school and on their return the next day.	If this is required staff will be given training on how these resources must be cleaned when they are returned to school. Children need to be shown how to clean equipment properly too.	All teachers	From August 26th and ongoing	
55	Outdoor playground equipment should be more frequently cleaned or left fallow.	Pupils and staff might expose themselves to the virus	Children visiting the play area around the school need to wash hands before and after use. Children reminded to wash and sanitise their hands before and after use.	Put signage up reminding children about hygiene.	Maintenance team/Cleaners	From August 26th and ongoing	
56	Assemblies, break times, meals, drop-off and collection times not sufficiently well staggered.	Pupils and staff might expose themselves to the virus	The new timetable allows for staggering of lunches and breaks and pickups. Parents will drop off at the edge of the site and will not enter the buildings. The Headmaster has informed parents of these arrangements.	Staff monitoring of these arrangements will be required to ensure that they remain in place and are adhered to. These arrangements will be reviewed by the SMT end Sept.	All staff (see timetable and also responsibility as a form or class teacher)	From August 26th and ongoing	
57	Non-overnight educational visits not organised in line with protective measures (keeping children within consistent groups) and COVID-19 measures in place at destination.	Pupils and staff might expose themselves to the virus	Educational visits off site will not take place in first half of term.	This will be reviewed by SMT. First review end Sept.	SMT	From August 26th and ongoing	
58	Meal times not de-conflicted or possible to achieve SD in the canteen and dining areas whilst still providing sufficient nourishment.	Pupils and staff might expose themselves to the virus	Staggered lunch times have been implemented to ensure the each year group will be in the dining hall for 20 minutes and there will be a cross over period of 15 minutes where two year groups will be in there. Staff numbers in the dining hall will be minimal and overflow of staff numbers to use classroom next to the dining hall.	Supervision of the lunch sittings will be taken by a member of SMT. Feedback will be given at the first review. Once lists of children have been finalised, we shall look at mitigating the risks.	SMT	From August 26th and ongoing	completed
59	Organisation of breakfast and after school club not revised in to small, consistent groups and maintaining year groups or bubbles.	Pupils and staff might expose themselves to the virus	Breakfast will only be available to those in the Boarding House. No member of staff out with the boarding community will be allowed to go into the dining hall.	ASG only for staff children to begin with. This will be reviewed once term has started.	SMT/Office Staff	From August 26th and ongoing	
60	Measures in school are not sufficiently robust for extremely clinically vulnerable and clinically vulnerable to return to school.	Vulnerable pupils and staff might be exposed to the virus	Communication about the measures for SD, PPE available	School Nurse will liaise with these children and staff as necessary	Nurse	August 26th and ongoing	
61	Pregnant women are in the 'clinically vulnerable' category and not following the relevant guidance.	Pregnant staff or parents might be exposed to the virus	SD and PPE - discuss risks with their own lead clinicians	School Nurse will liaise with these staff as necessary	Nurse	August 26th and ongoing	
62	Medical advice for vulnerable staff and children not being followed and insufficient support both at school and at home.	Vulnerable staff/pupils might be exposed to the virus	Communication and info disseminated when available via Schoolpost	School Nurse will liaise with these children and staff as necessary	Nurse	August 26th and ongoing	
63	Those with particular characteristics and an increased COVID-19 risk not identified and sufficient measures taken to reduce risks.	Vulnerable staff/pupils might be exposed to the virus	SD when able to do so for everyone, to protect the few. PPE in higher risk situations, handwashing and cleaning increased to protect the few.	School Nurse will liaise with these children and staff as necessary	Nurse	August 26th and ongoing	
64	Pupil and staff mental health and wellbeing not considered with individual needs not identified or supported.	Pupils and staff mental health	Sessions to deal with both pupil and staff mental health are being provided at INSET. The PSHE programme for pupils has been redesigned to help with this. The School Counsellor has had input into the PSHE programme and is available to help both pupils and staff. There will be a follow up session on staff wellbeing at the January 2021 INSET.	This is subject to ongoing review. Pupils are encouraged to speak to any adult in the school (in line with the school's mental health policy). Staff are also encouraged to speak to each other or to a member of SMT if they have concerns about this. AD will review children/staff needing more support on SMT agenda.	All staff, AD, SMT	26th August and ongoing	
65	Insufficient pastoral and extra-curricular support for pupils to rebuild friendships and social engagement.	Pupils' mental health	Sessions to deal with pupil mental health are being provided at INSET. The PSHE programme for pupils has been redesigned to help with this. The School Counsellor has had input into the PSHE programme and is available to help both pupils and staff. Staff will be encouraged to monitor this and to suggest opportunities where this can be developed in a safe way in accordance with the rules.	Ongoing staff monitoring of this. Weekly pastoral and form meetings where staff can raise issues and concerns about specific pupils. Introduce team building activities as required for all year groups and prioritise this over academic lessons if needed.	SMT All staff	26th August and ongoing	INSET programme completed
66	Insufficient support to address and equip pupils to respond to COVID-19 related issues.	Pupils mental health	Sessions to deal with pupil mental health are being provided at INSET. The PSHE programme for pupils has been redesigned to help with this. The School Counsellor has had input into the PSHE programme and is available to help both pupils and staff. Staff will be encouraged to monitor this and to suggest opportunities where this can be developed in a safe way in accordance with the rules.	Ongoing staff monitoring of this. Weekly pastoral meetings where staff can raise issues and concerns about specific pupils.	All staff	26th August and ongoing	completed
67	Re-scheduling of activities not operating efficiently or safely due to SD rules and timings	Pupils and staff may expose themselves to the virus	All off site activities have been cancelled for the first half of term. The new timetable had been developed to ensure activities can be conducted safely. The Head of Games and SMT are monitoring changes in the rules.	This is subject to review by SMT.	SMT	First review end Sept 2020.	
68	Plans, briefing and statistics for inspection visit not updated.	School reputation	Plans for inspection being organised by AD, ready to restart when appropriate.	Ensure plans for future inspections are being developed, but COVID issues mean this is not high priority at present.	Office, SMT	Ongoing	
69	Roles suitable to home working, such as administration, not considered to help reduce risks of infection in school.	Staff and pupils exposed to the virus	SD implemented and working from home may be an option if vulnerable to the virus.	These staff will be regularly consulted regarding their working conditions.	IC/SMT	26th August and ongoing	

Medical Risk Assessment in the COVID-19 Environment

	What are the Hazards?	Who might be harmed and how?	What is already being done to control the risk?	What further action is required?	Who will carry this out?	By when?	Completed
1	Are those staff and pupils who are ill or tested positive in the last 10 days staying at home?	Staff and pupils might be exposed to virus	Adhere to NHS and government guidelines - widely publicised.	Schoolpost to parents and staff	RT and LM	Start of term	Yes
2	Is the procedure of isolating or sending staff and pupils understood, if they should become ill at school?	Staff and pupils might be exposed to the virus	Government guidelines followed - should be an area in the school to be used for quarantining pupils who need to wait for parents to pick them up. Parents should organise a test. Staff should immediately leave the school and arrange for a test. If any unwell, call 999 and quarantine in the school. The pupil will be isolated in the medical room until collected.	Communication with staff and parents	RT and LM	Start of term	
3	If someone in a person's household has symptoms, or someone is contacted by 'Test and Protect', they do not self-isolate	Staff and pupils might be exposed to the virus	Well publicised guidelines and information can be found on NHS Inform. Ensure school community aware. The most self-isolate for 14 days if told by Test and Protect. They must isolate for 14 days in the case of someone in their household having symptoms until confirmed the person has tested negative and no longer has symptoms.	Nurse/RT email	RT and LM	By start of term	Yes
4	Is there an isolation room and bathroom available and adequately signed (from reception?) for those waiting collection and do those in attendance have access to PPE?	Staff and pupils could be exposed to the virus	Medical rooms for isolation, PPE will be available		RT and LM	By start of term	
5	Staff who have helped someone with symptoms and pupils who have been in "close contact" know they do not need to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test)?	Staff and pupils could be exposed to the virus	Communication with parents - signpost to Government guidelines and NHS Inform	Discuss at INSET	LM and M Wood	By start of term	
6	Staff not aware of meaning of "close contact": • Direct close contacts: face-to-face contact with an infected individual for any length of time, within 1 m, including being coughed on, talking face to face, or unprotected physical contact (skin-to-skin) • Proximity contacts: extended close contact (within 1 to 2 m for more than 15 minutes) with infected individual. • Sitting in a small vehicle (car) with an infected person.	Staff and pupils might be exposed to the virus	Communication with staff, good records of staff and pupil attendance, visitors to sign etc to help with Test and Trace	Ensure registers and sign in sheets kept up to date	All staff	Ongoing	

7	Do all understand they must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell and part of normal routine.	Staff and pupils might be exposed to the virus	Information in all bathrooms, teachers to reiterate continuously, adhere to guidelines	Posters in bathrooms, posters around the school, ensure staff aware to reiterate to pupils at regular intervals	All staff	Ongoing, posters should be up by start of term	Posters already in bathrooms.
8	Do staff know the area around a person with symptoms must be cleaned with normal household bleach after they have left to reduce the risk of infection?	Staff and pupils might be exposed to the virus	Adhere to the guidelines and act accordingly- liaise with cleaning staff and medical staff	Discuss at INSET	LM, M Wood and KP	By start of term	
9	Scarcity of risk not understood or e.g. less severe symptoms in adults, younger children less likely to become unwell. Consistent groups help.	Staff and pupils might be exposed to the virus	Form bubbles and SD by staff. Anyone with symptoms to be isolated tested, Test and Trace	Discuss at INSET	LM and M Wood	By start of term	
10	It is understood that routine temperature testing is not a reliable method for identifying COVID-19 (or recommended by PHE)	Staff and pupils might be exposed to the virus	Rely on symptom recognition, enforce SD where possible, keep to bubbles	Discuss at INSET	LM and M Wood	By start of term	
11	Hygiene rules not effective, "catch it, bin it, kill it" not re-publicised or applied.	Staff and pupils might be exposed to the virus	Staff to reiterate to pupils	Posters around school	LM	By start of term	
12	No supervision of hand sanitiser use given risk of ingestion by young children. (Skin friendly cleaning wipes is an alternative)	Pupils at risk of ethanol poisoning	Educate children, do not leave children unsupervised with bottles of hand sanitizer	Supervise children	Teachers	Ongoing	
13	Young children and those with complex needs not supported in understanding importance of hygiene rules.	Staff and pupils might be exposed to the virus and other illnesses	Reinforce messages about hand hygiene to children, regular sanitizing available for the children egg at break time, before eating etc.	Ensure appropriate signage is displayed around the school and constant reminders from staff	Teachers	Ongoing	
14	Lack of information on how to read to coughing and sneezing using tissues (and their disposal) or crock of arm (and immediately) cleaning hands with soap and water or hand sanitizer.	Staff and pupils might be exposed to the virus	Education and communication to the staff and pupils	Nurse email	LM	By start of term	
15	Pupils not aware of behaviours which may increase the risk of droplet transmission (such as biting, licking, kissing or spitting)	Staff and pupils might be exposed to the virus	Education and communication to the staff and pupils	Nurse email, and PSHE sessions at the beginning of term to increase pupils' awareness.	LM	By start of term	
16	Insufficient staff supervising and supporting normal medical staff particularly in their liaison with GPs etc.	Everyday medical issues may be overlooked in students	Medical consent forms filled in if pupils require medication during the school day. First aid to be administered accordingly.	Communication with LM	Nurse email	LM	By start of term
17	Insufficient medical staff to deal with temperature testing (used), isolating and monitoring suspected COVID-19 cases, outside appointments and normal medical issues.	Staff and pupils might be exposed to the virus or may have other illnesses/injuries overlooked	Not using routine temperature checking: medical staff may require help if there is an outbreak during school or if other first aid matters arise while someone is on isolation awaiting pick up. ST and HT also used as back up for first aid issues.	Have back up available - make sure staff aware that help may be required. Nurse email	LM	By start of term	
18	Insufficient First Aid trained personnel (ratio) for pupils in school and on activities and sport.	Staff and pupils might receive poor/inadequate first aid	No away trips planned, sufficient staff first aid trained.		LM	By start of term	
19	Procedures for First Aid to those that do not have COVID-19 symptoms unclear and not briefed. (no need for extra measures).	Staff and pupils might receive poor/inadequate first aid	No away trips planned, all staff first aid trained		LM	By start of term	
20	Requirements in ELC on PFA certification not identified given recent modifications and 3 month extensions	Staff and pupils might receive poor/inadequate first aid	Staff to be trained in accordance with regulations- may need to do online modules	Arrange online training	LM	As soon as possible	
21	No or insufficient training for those operating temperature testing or other precautions that require new equipment. Training not recorded for future reference.	Staff and pupils might receive poor/inadequate first aid	Thermometers available in nursery, pre-prep, medical room and with HT.	Discuss at INSET	LM and M Wood	By start of term	
22	Medical policy, procedures and appropriate response to spectrum of medical issues not revised or shared?	Staff and pupils might receive poor/inadequate first aid	Revised July 2020 and available to staff and parents. Coronavirus policy written and on the website September 2020.	Update	LM	Ongoing	
23	Medical room(s) not properly equipped.	Staff and pupils might receive poor/inadequate first aid	First aid supplies available, PPE available	Ensure can easily clean	LM and KP	Ongoing	
24	Lack of School decision or policy for level of PPE required for staff or pupils.	Staff and pupils might receive poor/inadequate first aid or might be exposed to the virus	PPE- masks, gloves and aprons available for high risk situations	Discuss at INSET	LM and M Wood	By start of term	
25	Insufficient training for the wearing of face coverings (including fitting, storing, care and disposal) arrangements	Staff and pupils might be exposed to the virus	Medical waste disposal available	Discuss at INSET	LM and M Wood	At INSET	
26	Sickness management rules and the "don't come to work if you are ill" not understood or observed.	Staff and pupils might be exposed to the virus or other illnesses	Communication with staff and families to adhere to government guidelines	Nurse email	LM	Ongoing	
27	Different age groups with different risk profiles for each group of staff and pupils not risk assessed?	Staff and pupils might be exposed to the virus	No SD for pupils within bubbles, all staff to SD.	Try and discourage mixing of bubbles for longer than 15 minutes at a time... Discuss with individuals who may wish to have separate and own RA.	RT and LM	By start of term	
28	Lack of knowledge on whom has been tested (positive or otherwise) for COVID-19 and if it is recorded (for elimination purposes). Evidence of negative result should not be requested.	Staff and pupils might be exposed to the virus	Communication if having a test- must adhere to government advice	Nurse email	LM	By start of term	
29	Insufficient information on who is still shielding or had contact with anyone tested positive or suspected of COVID-19 and if recorded.	Vulnerable staff or pupils might be exposed to the virus	Communication from staff and families	Nurse email. School Nurse to be tasked with monitoring daily sickness absence and reason for absence; she will contact parents if no reason provided.	LM	By start of term	
30	Lack of recording of which staff and pupils have been sent home with COVID-19 symptoms (a cough, high temperature or absence of breath)	Staff and pupils might be exposed to the virus	Records kept in medical rooms		Nurse or person dealing with the sick individual	Ongoing	
31	Lack of regular dialogue with those that have suffered from COVID-19 and / or are isolated at home.	Staff and pupils might be exposed to the virus	Communication with affected individuals or families	Continuous communication with affected families	RT, LM, admin staff	Ongoing	
32	Information on anyone that may still be shielding another family member and why this may preclude their attendance at school.	Vulnerable person might be exposed to the virus	Communication with school community	RT email	RT and LM	By start of term	
33	No separate area for temperature testing, holding and isolation of pupils/staff. Areas not easily identified or regularly cleaned?	Staff and pupils might be exposed to the virus	Medical rooms for all testing and isolating	Ensure regularly cleaned and people aware of the area	LM and KP	Ongoing	
34	Temperature testing undertaken using unsafe methods, not reflecting SD rules, not recorded or kept appropriately.	Person being tested and person testing	In medical rooms, with PPE and recorded in medical book	Ensure all staff up to date and aware of PPE regulations; discuss at INSET	LM and M Wood	By start of term and ongoing	
35	No procedure considered if a mobile testing unit is dispatched to test classes in school. (Testing will focus on the person's class, followed by their year group, then the whole school if necessary).	Staff and pupils might be affected by the virus	All aspects of reducing chance of transmission of the virus	To follow HPS if required and communicate to staff and families involved.	SMT, LM	Ongoing	
36	Insufficient or no procedure for summoning emergency services, lack of safe RV and cleared routes in and out.	Staff and pupils might be exposed to the virus	Medical rooms isolated and direct access possible for emergency services	Set up system for communication to emergency services	LM and admin staff	By start of term	
37	No links with local health protection teams who provide advice (and may recommend large groups self-isolate or school closure).	Staff and pupils might be exposed to the virus	Link with HPS	Ensure process for liaising with HPS	LM and SMT	Ongoing	
38	Visits of or to GPs / nurses / dentists and local surgeries changed and not known by staff and or pupils.	Pupils might not receive vaccinations as standard at present; no dental fitting of mouthguards	No vaccination programs available at present; no mouthguard fitting. NOVEMBER 2020- flu vaccines to take place. NHS team to come in and administer the vaccines while adhering to the COVID-19 guidelines	Communication to parents	LM	By start of term	
39	Staff are not aware those with COVID-19 symptoms should not go to a GP surgery, pharmacy or hospital unless an emergency.	Staff might expose others to the virus	Following the government guidelines	Communication with staff	LM and SMT	Ongoing	
40	Insufficient registration, induction, supervision (and temperature checking) of contractors where essential work is required on site.	Staff and pupils might be exposed to the virus	Outside contractors to be used only if essential- will need to adhere to government guidelines and be informed of our policy. Contacted before coming to the premises to ensure no symptoms of Covid. Admin staff will ensure all visitors sign in to record they have no symptoms and to provide contact details for track and trace.	Admin staff to be aware to question visitors	LM and admin staff; anyone requesting contractors coming to school	Ongoing	
41	Medical staff have insufficient or unsuitable PPE, cleaning materials and training for tasks.	Staff and pupils might be exposed to the virus	Up to date with guidelines	INSET and ongoing liaison with HPS and NHS	LM and M Wood	Ongoing	
42	Policy on wearing uniform and if washing also required to prevent infection for staff and pupils not re-considered.	Staff and pupils might be exposed to the virus	Pupils in sport kit, parents to ensure laundered regularly. Staff to be able to wear clothes suitable for sport training and easy laundering.	RT email	RT	By start of term	Yes

Boarding Risk Assessment in the COVID-19 Environment							
What are the Hazards?	Who might be harmed and how?	What is already being done to control the risk?	What further action is required?	Who will carry this out?	By when?	Completed	
1	Boarding policies and procedures not updated, regularly reviewed and communicated.	Staff and pupils might be exposed to the virus	Boarding policies annually reviewed and published in the boarding houses and on the school website. Termly minuted boarding meetings addresses any concerns from staff and informal daily meetings with boarding staff bring issues to the HM and Bursar. Termly boarders' council meetings allow boarders to input their ideas and change policies and procedures where appropriate.	Parents will receive boarding policy document.	RT/Boarding Team	From August 26th and ongoing	
2	Security and access systems (if now in use) not regularly checked, updated and re-coded.	Pupils and staff may be exposed to intruders	Alarm systems on boarding house doors at night controls access and prevents intruders accessing the boarding houses and children leaving the boarding houses. In addition, outside doors are on code system which is changed each term. Windows and doors are checked in the evenings and locked.	Ensure door codes are changed and check intruder alarm systems in boarding houses to ensure they work correctly.	HT/CT	From August 26th and ongoing	
3	Boarding staff have inappropriate PPE, cleaning materials and training for tasks.	Staff may be put in a dangerous position and expose themselves to the virus	The school nurse will provide guidance and advice to those staff involved with looking after the care and wellbeing of children in isolation. Supplies of PPE and medical kits will be in place in the boarding houses for use by staff should they wish to.	School nurse to communicate regularly with boarding staff regarding PPE use, to check supplies are restocked and used PPE is disposed of correctly after use.	Nurse	From August 26th and ongoing	
4	Communication and procedures for welcoming back overseas pupils not applied.	Staff and pupils may be put in a dangerous position and expose themselves to the virus	There are currently no overseas boarders at Cargiffield so the risk is not currently present.	None. Should overseas boarders be present, then this will be updated. We shall follow BSA guidance, and follow the BSA COVID Safe Charter https://www.boarding.org.uk/userfiles/bsa/Covid%20documents/Covid%20Safe%20Charter.pdf	RT, HT, CT, SMT	From August 26th and ongoing	
5	No plans or alternative arrangements for boarders to travel on dedicated school transport rather than public transport.	Staff and pupils may be put in a dangerous position and expose themselves to the virus	School does not transport boarders	Check minibuses are rigorously cleaned before and after trips if used in the evenings. Ensure children and staff adhere to set down COVID seating policy and all to wear masks when using minibuses. All boarders now have their own masks upstairs.	Bursar	From August 26th and ongoing	
6	Insufficient space and resources for isolating overseas pupils (for 2 weeks) on their return.	Staff and pupils may be put in a dangerous position and expose themselves to the virus	There are currently no overseas boarders at Cargiffield so the risk is not currently present. Plans made for isolation of pupils in Medical rooms and boarding houses. Member of staff is quarantining off site.	None. Should overseas boarders be present, then this will be updated. We shall follow BSA guidance, and follow the BSA COVID Safe Charter https://www.boarding.org.uk/userfiles/bsa/Covid%20documents/Covid%20Safe%20Charter.pdf	RT, HT, CT, SMT	When we have overseas boarder in school (unlikely)	
7	Insufficient controls for boarders to move between residential and school day groups.	Pupils may be put in a dangerous position and expose themselves to the virus	Boarding staff will talk to boarders about importance of hygiene and following the procedures. Parents of those children boarding will be spoken to about the procedures within the boarding houses so that children are aware of the new procedures before they start boarding. Boarders are being treated as a household and year group bubbles are not being used.	Boarders will be provided with correct information for safety moving between boarding and school day environment. Regular handwashing and sanitising will be required, and signage will be provided in boarding houses. Boarders will be showering and changing clothes at the end of the day. RT checking with BSA and others about our Household arrangements for boarders, rather than using Year Group Bubbles. The breaking of bubbles may impact whole year groups having to isolate at home if we have a positive case. Depending on advice, our boarding policy will change. Since half term, we only have weekly boarders to reduce the risk of the virus, so the same children in Monday to Friday.	CT/HT/RT	From August 26th and ongoing	

8	SD, separation and socialising rules not adhered to in the boarding house.	Staff and pupils may be put in a dangerous position and expose themselves to the virus	When boarding restarts, SD, separation and socialising rules will be reminded of on a regular basis and staff will remind all children regularly if over 12 years old. Staff will also make sure the SD too.	Appropriate signage will be needed throughout the boarding houses and common rooms will need to be set up appropriately to allow the rules to be adhered to. We shall follow BSA guidance, and follow the BSA COVID Safe Charter https://www.boarding.org.uk/userfiles/bsa/Covid%20documents/Covid%20Safe%20Charter.pdf . Should we be adhering to the Year group bubbles we have during the day in the boarding houses too, to mitigate the risk? RT checking with BSA and others about our Household arrangements for boarders, rather than using Year Group Bubbles. The breaking of bubbles may impact whole year groups having to isolate at home if we have a positive case. Depending on advice, our boarding policy will change. We only have weekly boarders in school since half term, a group of 16 children every night.	CT, HT	From August 26th and ongoing
9	Rules and procedures for exit, trips and activities out (or not), appointments or visits from family and / or guardians not complied with or understood.	Staff and pupils may be put in a dangerous position and expose themselves to the virus	HT/Office liaise with parents regarding making appointments with external agencies for boarders.	Ensure correct hygiene procedures are followed when at appointment or meeting, and that they are COVID compliant. Need to ascertain whether parents or school staff should transport order to appointment/meeting to limit adult access to school site.	HT/RT/Office staff	From August 26th and ongoing
10	Fire instructions and new procedures not reviewed, understood or rehearsed. (Fire drills, routes and assembly points)	Pupils and staff may not follow fire evacuation procedures and put themselves in danger	Termly boarders' fire drills are carried out and recorded in addition to night-time or early morning drills and children are regularly reminded about evacuation procedures. Evacuation notices are checked termly and updated where necessary, and they are clearly visible within the boarding houses. Evacuation in poor weather, we have masks available.	Continue with fire drills and ensure all flexi boarders are aware of evacuation procedures.	HT/CT/SD/RT	Daytime drill during first day back at school, then early morning unannounced drill sometime before half term.
11	Are there sufficient rooms and a bathroom to isolate and supervise pupils (past staff).	Staff and pupils may be put in a dangerous position and expose themselves to the virus	Children who are required to isolate will not be in school and will do this at home. Plans made for isolation of pupils in Medical rooms and boarding houses, and for residential staff. The HM, Asst Head, Grad Assts and other non resident staff ready to cover staff where isolating. We have employed extra Grad Assts in order to cover potential boarding staff absence through having to self isolate.	Review this should a boarder need to be isolated and be unable to be at home. Provide facilities for residential Staff/Gap Students to isolate at school. Further advice will be taken from Health Protection Scotland in the event of an outbreak in the boarding house. Plans are in place for covering boarding duties should members of the boarding team require to be isolated, but these will be constantly reviewed.	SMT	From August 26th and ongoing
12	Do those in attending isolated cases know the procedure and have access to PPE?	Staff and pupils may be put in a dangerous position and expose themselves to the virus	The school nurse will provide guidance and advice to those staff involved with looking after the care and well-being of children in isolation. Supplies of PPE and medical kits will be in place in the boarding houses for use by staff should they wish to	Government guidelines will be followed at all times and the school will communicate sensitively to all stakeholders should a child require isolation. Clear understanding for all staff, parents (and pupils) of action upon symptoms. Plans established for blended learning potential for self-isolating pupils.	Nurse	From August 26th and ongoing
13	Have parents been consulted prior to start of term as to when boarders will self-isolate should it be required? Advice suggests boarders should self-isolate in school (rather than go home).	Staff and pupils may be put in a dangerous position and expose themselves to the virus	Any children showing symptoms of the virus will be sent home or may be at home already due to flexible nature of our boarding. The HM will communicate with all parents to ensure that children have isolated at home should they return from countries listed by the Government. Plans made for temporary isolation of pupils in Medical rooms and boarding houses.	HM/School Nurse/SMT to liaise with parents regularly regarding travel plans. Clear understanding for all staff, parents (and pupils) of action upon symptoms. Plans established for blended learning potential for self-isolating pupils.	HT/RT/SMT/Nurse	From August 26th and ongoing
14	Laundry, bedding, furnishings, games and items that are hard to clean removed and stored securely.	Staff and pupils may be put in a dangerous position and expose themselves to the virus	All soft furnishings removed from boarding houses and new cleaning procedures implemented to ensure highest possible hygiene in boarding houses.	Ensure updated cleaning and laundry procedures are rigorously enforced and review this regularly.	HT/CT/Bursar	From August 26th and ongoing
15	Arrangements for appropriate and safe catering and food supply/ arrangements that will meet needs of young people	Children	Charwell's (the school caterers) have contingency plans in place should catering staff require to be isolated. Meal times will not be affected	Check that caterers have appropriate cover plans for staff and enough food supplies in store to cover possible staff/food shortages	Bursar/Caterers	From August 26th and ongoing
16	Staff to pupil ratio does not reflect SD rules (including medical and emotional support).	Pupils may suffer mental health issues as a result of COVID-19 issues	Boarding staff will provide opportunities for boarders to discuss their feelings and offer emotional support. The school counsellor is prepared to be involved should any boarders require emotional support	Boarding staff will speak to HM/SMT/School Counsellor to update on children requiring extra support. Parents will also be informed and kept up to date.	RT/School counsellor/HT	From August 26th and ongoing
17	Insufficient bathroom facilities if bed spaces have been reconfigured. Bathroom facilities not cleaned appropriately	Pupils may not have sufficient access to bathroom facilities, and these might not be cleaned appropriately.	Two bedrooms within the boys' boarding house are being used as classrooms to ensure SD within year group bubbles, so fewer boarding places available when boarding restarts. The bathroom facilities within the boarding house are sufficient for number of boarders. Cleaning of loos and bathrooms takes place between 0900 and 1700. These are not used between these times by any children, so clean when boarders return upstairs at 1730. Number of boarders are limited due to conversion of bedrooms into classrooms, so have appropriate facilities for number of boarders in school. We only have weekly boarders in school since half term, a group of 16 children every night.	Check updated cleaning procedures and routines are being carried out to ensure best possible hygiene within the boarding houses. Additional cleaning will be done if required, but boarding loos and bathroom facilities out of bounds from 0900 to 1700.	RT/CT/HT/Bursar	From August 26th and ongoing
18	Boarders not equipped with authorised and compliant equipment to stay in touch with parents.	Pupils mental health and well-being may be affected	All boarders have access to telephone and many have mobile devices which are available upstairs. HT and CT, as well as HM, will be in regular contact with parents of children who are showing signs of stress, and the school counsellor will be involved too.	Remind children to contact home regularly once boarding restarts. Regular chat sessions upstairs to allow boarders opportunity to talk about how they are feeling. Ensure school phone is wiped down after use.	CT/HT/RT/Counsellor	From August 26th and ongoing
19	Boarders aware of global news and how it may affect them or their family.	Pupils may be worried about impact of world events on their family and relations	News played in bedrooms every morning before breakfast via radio	Children have access to online news channels and staff will be aware of news and communicate this sensitively to children.	CT/HT	From August 26th and ongoing

Dedicated School Transport and Driver Risk Assessment in the COVID-19 Environment							
	What are the Hazards?	Who might be harmed and how?	What is already being done to control the risk?	What further action is required?	Who will carry this out?	By when?	Completed
1	Drivers not regularly briefed on changes or included in staff briefings and revised schedules and notices.	Increased risk of transmission amongst pupils and driving staff if best practice not followed	Facilities Manager and driving staff to be fully briefed by Bursar ahead of restart	Return to work briefing for FM and driving staff	Bursar	FM Manager 11 Aug; drivers w/c 17th August	
2	Drivers not fully considered or supported (particularly relating to age and vulnerability).	Drivers may be more at risk due to age profile	Bursar to discuss return to work concerns with drivers ahead of restart	Return to work discussion with drivers	Bursar	w/c 17th August	
3	Drivers have insufficient / inappropriate PPE, cleaning materials and training.	Increased risk of transmission amongst pupils and driving staff if best practice not followed	Bursar to agree PPE requirements with FM and place orders	Agree requirements and place orders	Bursar / FM	w/c 10th August	
4	Dedicated transport not aligned with the principles underpinning the system of controls	Increased risk of transmission amongst pupils and driving staff if best practice not followed	Scottish Government guidelines have been consulted to confirm principle that school transport can be treated as an extension of the school estate with regards to SD etc	None	N/A	N/A	YES
5	Dedicated school transport not operating to SD and hygiene rules or with sufficient PPE and cleaning arrangements.	Increased risk of transmission amongst pupils and driving staff if best practice not followed	Scottish Government guidelines have been consulted to determine requirements	Seats <2m from driver to be taken out of use, PPE and cleaning materials to be ordered and staff briefed	Bursar	w/c 10th August	
6	Pupils not grouped together on transport reflecting the bubbles that are adopted within school.	Increased risk of transmission amongst pupils	Scottish Government guidelines have been consulted	No requirement to keep children in bubbles on school transport, but we shall encourage children to use the same seat and maintain family bubbles.	N/A	N/A	YES
7	Insufficient or no use of hand sanitiser upon boarding and/or disembarking.	Increased risk of transmission amongst pupils and driving staff	Bursar to ensure adequate supplies ordered	Driving staff to be briefed to ensure adequate supplies at start of journey	Bursar and driving staff	w/c 17th August	
8	No additional cleaning of vehicles (all touch points) before and after each journey.	Increased risk of transmission amongst pupils and driving staff	Scottish Government guidelines have been consulted	Driving staff to be briefed on cleaning requirements	Bursar and driving staff	w/c 17th August	
9	Poorly organised queue and boarding process and SD not observed within vehicles wherever possible.	Increased risk of transmission amongst pupils and parents	Seats will be taken out of use to provide SD between driver and passengers	Parents to be briefed on boarding process and explain policies for use of school transport to parents	Headmaster via letter to parents	w/c 17th August	
10	Use of face coverings for children under (and over the age of 11) as a mitigating measure not understood by pupils and parents.	Increased risk of transmission amongst pupils and driving staff	Scottish Government guidelines have been consulted	No requirement for face coverings for children, however drivers will be required to wear face coverings. Children may wear face coverings should they wish.	Bursar and driving staff	w/c 17th August	
11	Measures, in case of emergency, for the movement of a symptomatic pupil by school transport not considered in policy.	Increased risk of transmission amongst pupils and driving staff	Scottish Government guidelines on cleaning requirements and additional PPE for drivers in these circumstances to be consulted. Use staff car with masks if required, or call emergency services.	Additional guidance for drivers to be developed, school vehicles not to be used for movement of symptomatic pupils in the meantime.	Bursar	w/c 17th August	
12	School vehicles not fully registered, insured, maintained and stocked with appropriate hygiene materials.	Increased risk of transmission amongst pupils and driving staff	Leased vehicles are maintained in line with lease company requirements; owned vehicles are maintained on same basis. Insurance renewed annually each August	Stock of hygiene materials to be ordered and placed in vehicles for start of term	Bursar / Facilities Manager	w/c 17th August	

Support Staff Risk Assessment in the COVID-19 Environment							
	What are the Hazards?	Who might be harmed and how?	What is already being done to control the risk?	What further action is required?	Who will carry this out?	By when?	Completed
1	Support staff not regularly briefed on changes.	Increased risk of transmission amongst pupils and support staff if best practice not followed	Support staff to be fully briefed by Bursar ahead of restart	Return to work briefing for support staff	Bursar	w/c 17th August	
2	Drivers not fully considered or supported (particularly relating to age and vulnerability).	Drivers may be more at risk due to age profile	Bursar to discuss return to work concerns with drivers ahead of restart	Return to work discussion with drivers	Bursar	w/c 17th August	
3	Support staff have insufficient/inappropriate PPE, cleaning materials and training.	Increased risk of transmission amongst pupils and support staff if best practice not followed	Scottish Government guidelines being consulted to determine appropriate provision	Order PPE, cleaning materials and conduct training	Bursar	w/c 17th August	
4	Cleaning regimes not enhanced, regularly reviewed, inspected or conforming to revised hygiene rules.	Increased risk of transmission amongst pupils and staff if best practice not followed	Scottish Government guidelines being consulted to determine appropriate regimes	Develop guidelines for cleaning staff	Bursar	w/c 10th August	
5	Security and access systems not regularly checked, updated and re-coded.	Increased risk of transmission amongst pupils and staff if third parties have access to the school premises in an uncontrolled manner	Door entry codes are changed termly	None	Facilities Manager	w/c 24th August	
6	Reconfigured areas, zones and routes hampering fire exit routes.	Pupils and staff may not be able to evacuate the premises easily in the event of a fire	Any reconfiguration will be assessed for its impact on fire exit routes. Form staff to be vigilant with more equipment in form rooms with changing rooms unavailable.	Continuing assessment when reconfiguration works take place	Bursar and Facilities Manager	Ongoing	
7	Fire and other emergency procedures not reconfigured, routes not clear or regularly inspected.	Pupils and staff may not be able to evacuate the premises easily in the event of a fire	Fire exit routes are regularly inspected and tested during termly fire evacuation drills	Continuing assessment	Bursar and Facilities Manager	Ongoing	

Facilities Management Risk Assessment in the COVID-19 Environment							
	What are the Hazards?	Who might be harmed and how?	What is already being done to control the risk?	What further action is required?	Who will carry this out?	By when?	Completed
1	Insufficient hand washing or hand sanitiser 'stations' for all pupils and staff to clean their hands regularly.	Increased risk of transmission amongst pupils and staff	New external hand washing stations being installed	Additional internal hand sanitiser stations to be installed, especially in classrooms. SMT will walk around school to check things are in place.	Facilities team	w/c 17th August	
2	Policy and procedures for contractors on school sites not updated and / or enforced.	Increased risk of transmission amongst pupils and staff	Contractors required to sign in on arrival	Contractor health declaration to be put in place including contact details for track and trace	Bursar	w/c 17th August	
3	Contractor health declaration and pre-work briefings not considered or implemented.	Increased risk of transmission amongst pupils and staff	Informal checks on contractors currently being used	Formal contractor declaration checks including track and trace contact details to be implemented	Bursar	w/c 17th August	
4	Insufficient heating and / or cooling system (including insufficient fuel levels if applicable).	Inappropriate ambient temperature could cause discomfort / illness in staff and pupils	Heating systems regularly serviced by maintenance staff and third party contractors	None	N/A	N/A	YES
5	Insufficient gas supply, maintenance, checks, venting and valves.	Inappropriate ambient temperature could cause discomfort / illness in staff and pupils	Heating systems regularly serviced by maintenance staff and third party contractors	None	N/A	N/A	YES
6	Air conditioning units, ducts, ventilation and extraction systems not checked on re-occupying school facilities (including worktops).	Inadequate air changes could cause respiratory issues for staff and pupils	Extraction systems regularly serviced by maintenance staff and third party contractors	None	N/A	N/A	YES
7	Domestic ventilation system that removes and circulates air to different rooms is not using a fresh air supply.	Inadequate air changes could cause respiratory issues for staff and pupils and allow virus to remain in the air	No such systems at Cargillfold	Ensure that as many windows as possible can be opened when necessary / appropriate to do so	Facilities team	w/c 17th August	

8	Electrical tests not up-to-date including emergency lighting and PAT	Pupils or staff could suffer electric shock due to faulty circuitry	Emergency lighting is tested on a rolling basis and PAT testing takes place annually in line with current regulations	None	N/A	N/A	YES
9	All electrical equipment bought in to school PAT tested?	Pupils or staff could suffer electric shock due to faulty circuitry	All appliances on site at the time of the annual PAT test are tested at that time. Facilities Manager can carry out ad hoc PAT testing	Staff to be reminded at INSET of need to have electrical items bought to school PAT tested	Bursar	w/c 24th August	
10	Water testing for temperature, flow and legionella not in date, recorded or tested on re-opening facilities.	Pupils or staff could contract legionella	Water testing has been carried out weekly during lockdown as normal. 3rd party contractor has been booked for legionella testing prior to restart	None	N/A	N/A	YES
11	Insufficient arrangements for the operation, additional cleaning and security (and use) of the swimming pool	N/A	N/A	N/A	N/A	N/A	N/A
12	Fire alarm panel, system and extinguishers not in date and not serviced.	Pupils or staff could be injured in a fire due to faulty fire alarm system and / or extinguishers	Fire alarms have continued to be checked regularly during lockdown. Extinguishers are serviced annually	None	N/A	N/A	YES
13	Fire doors propped open to limit use of door handles and increase ventilation.	Pupils or staff could be injured in a fire due to rapid spread of smoke and / or flames due to fire doors being propped open	Some fire doors are held open by acoustic door closers that react to the fire alarm	Facilities Manager to procure additional acoustic door closers to allow other internal doors to be safely held open during the day to minimise touchpoints	Facilities Manager	24th August	
14	Limiting occupancy of as many rooms as possible (offices, laundry, common rooms etc) not considered.	Staff could be at risk of virus transmission due to inadequate social distancing	Plans being put in place to ensure social distancing in line with Scottish Government guidelines	Plans to be finalised and common areas reconfigured	Facilities Manager	24th August	
15	Kitchen not reconfigured, stocked and cleaned if closed over a long period.	School population could be exposed to transmission of germs if kitchens not adequately cleaned	Meeting held with Chartwell's chef manager 6th August to plan restart	Chartwell's to complete restart plan w/c 17th August in time for school reopening	Chartwells	24th August	
16	Insufficient chefs, supervising staff and cleaners to maintain high standards of hygiene.	School population could be exposed to transmission of germs if kitchens not adequately cleaned	Meeting held with Chartwell's chef manager 6th August to plan restart	Chartwell's to complete restart plan w/c 17th August in time for school reopening	Chartwells	24th August	
17	Severy and dining room rates not fully considered, inadequate or safe including wiping table, chairs and hand surfaces between sittings.	School population could be exposed to transmission of germs if kitchens not adequately cleaned	Meeting held with Chartwell's chef manager 6th August to plan restart	Chartwell's to complete restart plan w/c 17th August in time for school reopening and constant review to check procedures are working.	Chartwells/SMT/ST	24th August and on-going	
18	Insufficient drinking supplies and hydration available in dining room and around the school.	School population could be exposed to dehydration	Water generally adequately available at lunchtime in the dining hall and via water fountains throughout the school	Consider safe provision of water in the dining hall at meal times and safe use of water fountains and cleaning regimes	Facilities Manager / Chartwells	24th August	
19	Cleaners changed working patterns during the day not discussed or agrees to meet the revised hygiene requirements.	School population could be exposed to transmission of germs if revised cleaning patterns not made known to cleaners and cleaning therefore inadequate	Cleaning regimes to be agreed with Facilities Manager w/c 10th August	Cleaning regimes to be finalised and cleaners briefed	Bursar / Facilities Manager	17th August	
20	Cleaners have insufficient or revised instructions and training for appropriate cleaning and the wearing and disposal of PPE.	School population could be exposed to transmission of germs if revised cleaning patterns not made known to cleaners could be exposed to the virus due to inadequate PPE	Cleaning regimes and PPE requirements to be agreed with Facilities Manager w/c 10th August	Cleaning regimes and PPE requirements to be finalised and cleaners briefed	Bursar / Facilities Manager	17th August	
21	New service level agreement not agreed for contract cleaners, maintenance and grounds for a new working environment.	N/A - cleaning and facilities management not contracted out	N/A	N/A	N/A	N/A	N/A
22	Insufficient cleaning staff for revised cleaning schedule and deep clean of each room and space daily unless left fallow.	School population could be exposed to transmission of germs if cleaning staff under resourced	Any additional cleaning resource to be agreed with Facilities Manager w/c 10th August	If necessary additional staff and / or contractors will be brought in if current resources felt to be inadequate	Bursar / Facilities Manager	17th August	
23	Insufficient immediate procedures (quarantine and deep clean) and PPE where areas contaminated with bodily fluids.	School population could be exposed to transmission of germs if areas not adequately decontaminated	Any additional procedures to be agreed with Facilities Manager w/c 10th August	Spill kits and additional PPE will be sourced where necessary	Bursar / Facilities Manager	17th August	
24	Cleaning staff not equipped or using appropriate PPE including aprons, gloves and face coverings and their subsequent disposal.	Cleaning staff could be exposed to the virus if inadequate PPE provided	PPE to be agreed with Facilities Manager w/c 10th August	Appropriate PPE will be sourced where necessary	Bursar / Facilities Manager	17th August	
25	Laundry wash and dryers not serviceable, unable to cope with demand, temperature requirements and insufficient wash products.	Boarders and boarding staff could be exposed to transmission of germs if wash facilities inadequate	Machines are serviced and maintained by facilities team	Ongoing preventative servicing and maintenance	Facilities Manager	Ongoing	
26	Suspended services not re-set or reviewed to cater for current school operation including waste disposal.	School population could be exposed to transmission of germs, EG by rodent infestation, if suspended waste collection services not reinstated in a timely manner	Ongoing contact with the waste contractor	Waste collections to be reinstated from w/c 24th August	Facilities Manager	24th August	
27	Scheduled or on-going building works not reviewed given revised timetables, staggered drop-off / pick-ups and hygiene measures.	School population could be impacted by late running building works	Facilities Manager and Bursar in contact with contractors to ensure works are completed in a timely manner	Ongoing liaison with contractors	Facilities Manager and Bursar	17th August	
28	Suppliers not following appropriate SD, hygiene measures and new routes, arrival details etc	School population could be exposed to transmission of germs due to break down of social distancing	Contractors working to agreed method statements	Ongoing monitoring of compliance by contractors	Facilities Manager	Ongoing	
29	Waste procedures not reviewed or sufficient to cater for increase in waste measures.	School population could be exposed to transmission of germs, EG by rodent infestation, if waste collection services not adequate for change in water volumes	Ongoing contact with the waste contractor	Waste collections to be monitored for adequacy	Facilities Manager	Ongoing	
30	Pest control services not sufficiently regular, recorded or deficiencies identified and actioned.	School population could be exposed to transmission of germs, EG by rodent infestation, if pest control services not maintained	Pest control services and waste collections have been maintained during lockdown	School premises to be monitored by facilities staff for signs of infestation	Facilities Staff	Ongoing	
31	How often is this Risk Assessment reviewed? Daily? Weekly?	School population could be exposed to risks if Ris not reviewed regularly	Risk assessments compiled by SMT	Regular review of Ris by SMT and regular feedback from staff body to keep Ris up to date	SMT	Ongoing - standing item on SMT meeting agendas	