



Coronavirus Risk Assessment for SPRING 2021

The School has adopted the DfE/PHE system of controls. These are grouped into ‘prevention’ and ‘response to any infection’ and build on the hierarchy of protective measures. When implemented with a “revised risk assessment, these measures create an inherently safer environment for pupils and staff where the risk of transmission of infection is substantially reduced”.

Government guidance published on 22/02/2021 stated all secondary school pupils should take 3 COVID-19 Lateral Flow Device (LFD) Tests as they returned to school in March. These tests were carried out at the school testing site.

Thereafter all secondary aged pupils, and all staff are provided with 2 LFD tests to take per week. Results are recorded by the individual via NHS Test & Trace.

Please note key changes to the previous version are highlighted in yellow.

The overall assessment of risk will require daily revision and should include but not be limited to:

- A. Is government advice being regularly accessed, assessed, recorded and applied?
- B. Are changes regularly communicated to staff, pupils, parents and governors?
- C. Are changes and the testing training, process and details reviewed by governors?
- D. Are changes and the testing training, process and details shared with insurers?
- E. Is there early liaison and active engagement with the local Health Protection Team (HPT).
- F. Are there sufficient systems in place to support training, self-testing, the asymptomatic testing site (ATS) and contact tracers?
- G. Do staff, parents and pupils understand NHS Test and Trace procedures?
- H. Are those that are self-testing at home competent to do so?
- I. Are those working in the ATS trained and competent to do so?
- J. Are there measures in place to reduce anxiety over testing and coping with a positive result?
- K. Are those unable to self swab given additional support and reasonable adjustments?
- L. Is DfE advice to keep groups separate (in “bubbles”) being implemented?
- M. Is each group’s health analysed and risk assessed to consider switching to remote learning?
- N. Are there contingency plans for self-isolation of individuals, multiple pupils and / or staff?



- O. Is contact minimised and distance maximised between all those in school, wherever possible?
- P. Is there proper consideration of ways to improve ventilation?
- Q. Are the definitions of “close contact” and the trigger for a pupil/staff to self-isolate understood?
- R. Are appropriate Social Distancing (SD) and other hygiene rules regularly communicated, understood, applied and checked?
- S. Has the cleaning regime been enhanced, regularly re-assessed and, if necessary revised?
- T. Are high-risk areas being regularly monitored for hygiene?
- U. Are contract providers suspended or unable to attend school?
- V. Is access to school controlled effectively and are visitor (if allowed) details recorded?
- W. Are there sufficient supplies of hygiene materials and are they well placed?
- X. Are contingency plans in place for operational changes such as re-closing, loss of catering or teaching staff, local lockdown?
- Y. Are all the hazards identified properly mitigated and regularly re-assessed?

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

- Z. Are face coverings being worn, stored and disposed of appropriately according to age and circumstances?

AA. Enhanced cleaning arrangements to:

- a. Toilets, door handles, knobs, locks, entry devices, taps, plugs, switches, handrails and regularly used hard surfaces.
- b. Shared teaching equipment: keyboards, pens, remotes, copiers, printers
- c. Musical instruments, balls, bats, bails, batons etc
- d. Kettles, biscuits tins, milk containers, Aprons, towels (if used) cloths, mops etc
- e. Note: remove where possible soft toys, spare furniture and items that are hard to clean
- f. Testing site/area including process for spillages and waste disposal
- g. Consider limiting the amount of time cleaners spend on specific tasks

BB. Consideration of how to reduce contact and maximise distancing between those in school, where ever possible, and minimise potential for contamination by:

- a. Using outdoor space.
- b. Altering classroom layout with desks facing the front.
- c. Consistent groups (bubbles) of pupils that do not mix unless absolutely necessary.



- d. SD in spaces such as halls and dining areas and groups are staggered through spaces.
- e. Recording groups and bubbles compositions in case pupils need to self-isolate
- f. Improve ventilation

CC. Medical.

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

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

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

Test and Trace process

FF. Have explanatory T&T letters / emails be sent to parents / pupils, staff and governors?

GG. Has the school a "COVID-19 Testing Privacy statement" and is it fully communicated to staff, parents, pupils and governors?

HH. Has T&T data been recorded securely, and consideration been given to deletion after 14 days?

II. Do those who have had close contact with someone tested positive for COVID-19 know they must self isolate?

JJ. Have all those tested completed an age-appropriate consent statement (under / over 16)?

KK. Are test instruction posters, booklets, FAQ and briefings readily available and apparent?

LL. Is the test supervised by trained staff?

MM. Do those self testing have the testing kits, instructions and advice to ensure the proper testing procedures, results records and information to take the appropriate actions depending on result?

NN. Are those pupils and staff unable to self-swab given additional help and support?



- OO. Is the testing area controlled to limit access to testers, those being tested and supervisors?
- PP. Is the process maintaining social distancing where possible, good hand and respiratory hygiene and keeping occupied spaces well ventilated?
- QQ. Is the social distancing advice between testing staff and those being tested including distances between desks, chairs etc being observed or supervised?
- RR. Are the key layout requirements including staff met?
- SS. Are those staff assisting with taking the swab wearing appropriated PPE?
- TT. Has the process of swabbing followed the guidance and training?
- UU. Is the tested sample handled safely throughout the process and disposed of correctly?
- VV. Is the process for informing parents / pupils / staff understood and implemented?
- WW. Is the process of barcoding, recording and communicating test results accurate and supervised?
- XX. Is there adequate supervision / checking to ensure equipment handled correctly and not shared?
- YY. Is the process of lost LFD, failed scans or damaged barcodes understood?
- ZZ. Whilst the extraction solution with lab test kit does not have a hazard label (there are no manufacture anticipated hazards) are they appropriately handled, stored and disposed?
- AAA. Does the training reflect hazards identified with testing and are these communicated to testing and cleaning staff?
- BBB. If a test is positive are those waiting for a Polymerase Chain Reaction (PCR) test self-isolating?

Lateral Flow Device (LFD) Testing

- CCC. Are LFD kits:
- Supplied and distributed to school in time?
 - Stored between 2-30 degrees celsius?
 - Managed and tracked?
 - Distributed safely?
- DDD. Are:
- Positive results recorded?
 - All results properly reported and recorded by the individual and the school?
 - Incidents reported to help school identify emerging issues and these reported to DfE/DHCC?
 - The incident protocols and feedback loop understood and implemented?



System of Controls

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

Schools should:

- ensure that all staff understand the system of controls and how they are applied in the setting - time should be taken for staff to review the actions in the system of controls and ask questions;
- ensure that parents and carers are aware of the system of controls, how this impacts them and their responsibilities.
- follow the [system of controls](#) to reduce risks and create an inherently safer environment.

Prevention

You must always:

- 1) Minimise contact with individuals who are required to self-isolate by ensuring they do not attend the school.
- 2) Ensure face coverings are used in recommended circumstances.
- 3) Ensure everyone is advised to clean their hands thoroughly and more often than usual.
- 4) Ensure good respiratory hygiene for everyone by promoting the 'catch it, bin it, kill it' approach.
- 5) Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.
- 6) Consider how to minimise contact across the site and maintain social distancing wherever possible.
- 7) Keep occupied spaces well ventilated.

In specific circumstances:

- 8) Ensure individuals wear appropriate personal protective equipment (PPE) where necessary.

9) Promote and engage in asymptomatic testing, where available.

Response to any infection

You must always:

- 10) Promote and engage with the NHS Test and Trace process.
- 11) Manage and report confirmed cases of coronavirus (COVID-19) amongst the school community.
- 12) Contain any outbreak by following local health protection team advice.

School Name: Westbrook Hay Prep School			Date Assessed: 26 February 2021			Assessed by: EG				
Task/Activity: Wider school opening from Autumn 2020 (including Early Years) during the coronavirus pandemic										
			Risk rating before implementing control measures			Risk rating after implementing control measures				
Activity/Task	Hazard/Risk	Persons at Risk	Likelihood (1-5)	Severity (1-5)	Risk/Priority	Controls Measures in Place	Likelihood (1-5)	Severity (1-5)	Risk/Priority	Additional Controls Measures Required
Minimise contact between	Contact with persons	Employees Pupils Contractors	5	5	25	We will apply the principles laid out by the government and reduce the number of contacts between children and staff as much as possible.	2	5	10	Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.



<p>individuals and maintain social distancing wherever possible</p>	<p>suffering from coronavirus</p>	<p>Visitors Volunteers</p>				<p>We will keep groups separate (in 'bubbles') and through maintaining distance between individuals.</p> <p>We will maintain distinct groups or 'bubbles'. In order to enable us to offer the full range of curriculum subjects, and to manage the practical logistics within and around school, we will operate year group sized bubbles.</p> <p>All teachers and other staff will operate across different classes and year groups in order to facilitate the delivery of the school timetable; however, strict social distancing and hygiene will be followed at all times.</p> <p>We will operate 'zones' in the school that are specific for certain year groups. This will minimise contact between bubbles in corridors, toilets etc.</p>				
<p>Measures within the classroom</p>	<p>Contact with persons suffering from coronavirus</p>	<p>Employees Pupils Contractors Visitors Volunteers</p>	<p>5</p>	<p>5</p>	<p>25</p>	<p>We will aim to maintain a distance between people whilst inside and reduce the amount of time they are face-to-face to lower the risk of transmission where possible.</p> <p>Staff will maintain distance from their pupils, staying at the front of the class, and away from their colleagues where possible.</p> <p>Adults will aim to maintain a two-metre distance from each other, and from children. They will avoid close face-to-face contact and minimise time spent within one metre of anyone.</p> <p>Pupils who are old enough will be instructed and supported to maintain distance and not touch staff and their peers where possible.</p>	<p>2</p>	<p>5</p>	<p>10</p>	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p>



					<p>When staff or children cannot maintain distancing, the risk will be reduced by keeping pupils in the smaller, class-sized groups for the majority of the time. We will make small adaptations to the classroom to support distancing where possible. This includes seating pupils side-by-side and facing forwards. Unnecessary furniture will be removed.</p> <p>Staff will wear face coverings at all times whilst on the premises unless:</p> <ul style="list-style-type: none"> • They are teaching (unless in year 7&8 and cannot maintain 2m distance from pupils) • They are eating or drinking • They are in a socially distanced meeting • They are sat working at their own workstation • They are outside and are maintaining at least 2m distance from other adults or secondary aged children <p>Face coverings should be worn by secondary age pupils and staff in all indoor areas, where 2m distancing is not possible. For a limited period (at least until May half-term) this should include in the classroom.</p> <p>We will ensure the use of communal spaces is managed to limit mixing between groups as much as possible.</p> <p>We will remove unnecessary items from learning environments in order to facilitate cleaning.</p> <p>Windows and doors (not fire doors) should be open to aid ventilation at all times (unless the temperature in the room falls below 16 degrees. In that instance</p>			
--	--	--	--	--	--	--	--	--



						windows should be open where possible – at least between lessons (at break and lunch) to enable some ventilation. Children and staff may wear layers and additional clothes i.e. coats to keep warm				
Wrap around care	Contact with persons suffering from coronavirus	Employees Pupils Contractors Visitors Volunteers	5	5	25	<p>We will operate our wrap around care in year group bubbles where possible.</p> <p>From 12th April onwards all parents may access wrap around and extra-curricular provision, without any restrictions on the reasons for this they may attend.</p> <p>In Pre-Prep wrap around care may involve more than one year group sharing a space but we will endeavour to keep the year group bubbles apart within that space. At all times small and consistent groups will be maintained.</p> <p>Breakfast and tea will be delivered to the Pre-Prep children and will be served by the supervising staff. There will be no self service.</p> <p>Years 2-8 will be served from the counter by staff. Year groups will queue 2m apart and be supervised by staff.</p>	2	5	10	
Measures elsewhere	Contact with persons suffering from coronavirus	Employees Pupils Contractors Visitors Volunteers	5	5	25	<p>Groups will be kept apart, including large gatherings such as assemblies or collective worship with more than one group.</p> <p>When timetabling, groups will be kept apart and movement around the school site kept to a minimum.</p> <p>While passing briefly in the corridor or playground is low risk, we will avoid creating busy corridors, entrances and exits. Years 7&8 will wear face coverings</p>	2	5	10	Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.



						<p>in all communal areas and in classrooms where 2m distance cannot be maintained.</p> <p>We have staggered lunch times in three separate dining zones (and allow time for cleaning surfaces in the dining hall between groups).</p> <p>We have planned how shared staff spaces are set up and used to help staff to distance from each other.</p> <p>Use of staff rooms will be minimised. Where possible, staff meetings and training sessions should be conducted virtually, and staff will remain at a safe distance (at least 2m) from each other during breaks, including in staff rooms or other staff areas in school.</p> <p>Staff will wear face coverings at all times whilst on the premises unless:</p> <ul style="list-style-type: none"> • They are teaching (unless in year 7&8 and cannot maintain 2m distance from pupils) • They are eating or drinking • They are in a socially distanced meeting • They are sat working at their own workstation • They are outside and are maintaining at least 2m distance from other adults or secondary aged children <p>We will reduce contact between parents and carers when dropping off and picking up their children by limiting drop-off and pick-up to one parent or carer per family and staggering timings.</p> <p>We will inform parents and pupils to not gather at the school car parks and visitors will not be allowed on site without an appointment.</p>			
--	--	--	--	--	--	---	--	--	--



						<p>Any parent meetings will be conducted remotely – to include 1:1 meetings, parents evening etc.</p> <p>School transport will be used in the following means:</p> <ul style="list-style-type: none"> • Hand sanitiser used before boarding and unboarding; • Regular cleaning of transport; • Organised queuing and boarding; • Distancing where possible; • Face covering to be used for all pupils. 				
Other considerations	Contact with persons suffering from coronavirus	Employees Pupils Contractors Visitors Volunteers	5	5	25	<p>Where a child routinely attends more than one setting on a part-time basis, we will work through the system of controls collaboratively, enabling them to address any risks identified and allowing them to jointly deliver a broad and balanced curriculum for the child.</p> <p>Peripatetic lessons and LAMDA will continue where possible. Rooms used must have windows open and be an adequate size for the type of lesson. Other rooms around the school will be used where the usual practice rooms are too small.</p> <p>For individual and very frequently-used equipment, such as pencils and pens, staff and pupils will have their own items that are not shared.</p> <p>Classroom-based resources, such as books and games, will be used and shared within the bubble; these will be cleaned regularly, along with all frequently-touched surfaces.</p> <p>Resources that are shared between classes or bubbles, such as sports, art and science equipment, will be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left</p>	2	5	10	Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.



					<p>unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.</p> <p>Pupils will remain in a classroom in their zone for the majority of the time. Teachers will travel to the children to deliver their lessons. Use of specialist classrooms (art, science, DT, music and IT) will be limited. If a specialist classroom is used there will be no lesson immediately afterwards to allow for cleaning. Cleaning of these classrooms will be done by that teacher and/or their assistant.</p> <p>Outdoor playground equipment will be more frequently cleaned. The PP outdoor classroom is split into two – one half for nursery and the other for reception. No other year groups are permitted to use the equipment.</p> <p>Pupils should only bring essential items to school including bags, kit, coats, books, stationery etc. Children should bring a full, named water bottle each day.</p> <p>Governors meetings held remotely until further notice.</p> <p>Up-to-date emergency contact details held. Parent are to be made aware that someone must be available immediately to collect their child should they be showing symptoms of Coronavirus.</p> <p>Communication to parents sent out regarding collecting and dropping off children to prevent 'gathering'.</p> <p>Lunch and breaks staggered to minimise social gatherings for pupils and staff. Zoned areas for each</p>			
--	--	--	--	--	--	--	--	--



					<p>year group in the grounds to reduce mixing with other bubbles at break and lunch.</p> <p>Regular family contact to ensure that children from families with symptoms do not attend school.</p> <p>Adequate supplies of facemasks, eye protection, gloves and aprons are available for pupils who become unwell at school and need direct personal care – two-metre distancing cannot be maintained.</p> <p>Flow of pupils and staff around the school reviewed to enable two-metre distancing to be maintained where possible</p> <p>Use of outdoor spaces for teaching and learning.</p> <p>Shared materials/resources limited for those pupils/staff that need to take these home.</p> <p>Records maintained of staff/pupils who have been tested for COVID-19.</p> <p>Close liaison between families regarding symptoms – we will not monitor temperatures.</p> <p>Tissues and sufficient bins provided.</p> <p>No prospective parent visits will take place whilst in lockdown. Meetings with the Head and other staff can be arranged via zoom.</p> <p>New pupil assessments will be conducted remotely where possible. If not possible then assessments will be carried out in areas away from other children. Areas used will be sanitised before and after use.</p>			
--	--	--	--	--	---	--	--	--



Physical Education	Contact with persons suffering from coronavirus	Employees Pupils Contractors Visitors Volunteers	5	5	25	<p>Pupils will be kept in consistent groups, sports equipment will be thoroughly cleaned between each use by different individual groups.</p> <p>Outdoor sports will be prioritised where possible, and large indoor spaces used where it is not, maximising natural ventilation flows, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene.</p> <p>Sport coaching will continue where appropriate. All coaches will operate within the guidelines of this risk assessment.</p> <p>Matches against other schools are permitted from the Summer Term 2021. A separate risk assessment will be completed. Teams will be kept apart before and after matches, no changing facilities will be available. Director of Sport to oversee.</p>	2	5	10	
Working in the school	Contact with persons who may have been exposed to coronavirus	Employees Pupils Contractors Visitors Volunteers	5	5	25	<p>Employees or pupils who are suspected to have coronavirus are to self-isolate in accordance with the government guidance.</p> <p>Other persons who may have been exposed to coronavirus have been instructed by the government guidance to self-isolate.</p> <p>We understand the NHS test and trace process and how to contact their local Public Health England health protection team. See separate risk assessment for lateral flow testing.</p> <p>We are engaging with the Government Test and Trace system and implementing the lateral flow testing of staff who work with secondary age children. Such staff</p>	3	5	15	Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.



					<p>will be tested twice weekly. From 8th March staff will test twice weekly from home. Staff will report results directly to the Government and to school.</p> <p>Secondary aged children will be tested twice before coming back to school and once in school and will follow the government guidelines once they have their results. From 15th March those children will test twice weekly from home. Parents/carers will report results directly to the Government and to school.</p> <p>If there is a positive lateral flow test the person will be instructed to obtain a PCR test and they, and their household will be required to self-isolate in accordance with government guidelines. If this test was done in school all close contacts will be identified and sent home to self isolate in accordance with guidelines.</p> <p>We maintain details of seating plans for all lessons, lunch, bus routes etc. HoY have this information, along with friendship groups to hand in case of a positive case.</p> <p>We will follow guidance on the cleaning of non-healthcare settings.</p> <p>We will ensure that staff members and parents/carers understand that they will need to be ready and willing to follow instructions given to them.</p> <p>We will not request evidence of negative test results or other evidence before allowing back into school.</p>			
--	--	--	--	--	--	--	--	--



Working in the school	Contact with persons who may have been exposed to coronavirus	Employees Pupils Contractors Visitors Volunteers	5	5	25	<p>If anyone in the school becomes unwell with a new, continuous cough or high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow Government guidance.</p> <p>If a child is awaiting collection they should be moved to: Pre-Prep – meeting room Gadebridge – staff room or Mansion office Mansion – office</p> <p>A window must be opened. PPE must be worn by staff caring for the child while they await collection if they cannot maintain at least 2m distance – gloves, apron, face mask and face shield.</p> <p>Once the child is collected the room must be cleaned and the staff member dispose of any PPE and wash hands thoroughly.</p> <p>All surfaces that the person has come into significant contact with must be cleaned, including:</p> <ul style="list-style-type: none"> • All surfaces and objects which are visibly contaminated with body fluids; and • All potentially contaminated high-contact areas such as toilets, door handles, telephones, etc. • A fogging machine is available and will be used as well as cleaning measures above for the waiting area <p>Public areas where a symptomatic individual has passed through and spent minimal time in (such as corridors) but which are not visibly contaminated with bodily fluids do not need to be specially cleaned and disinfected.</p>	2	5	10	
-----------------------	---	--	---	---	----	---	---	---	----	--



						<p>If a person becomes ill in a shared space, these will be cleaned using disposable cloths and household detergents, according to current recommended workplace legislation and practice.</p> <p>Staff and parents must be told to:</p> <ul style="list-style-type: none"> • Book at test if they or their child are displaying symptoms • Provide details of anyone they or their child have been in close contact with if they have tested positive for coronavirus, or if they have been asked by NHS Test and Trace <p>Staff and parents must inform the school immediately:</p> <ul style="list-style-type: none"> • If someone tests negative – if they feel well they can stop self-isolating and return to school • If someone tests positive 				
<p>Minimise contact between individuals and maintain social distancing wherever possible</p>	<p>Contact with persons suffering from coronavirus</p>	<p>Employees Children Contractors Visitors</p>	5	5	25	<p>If an employee, child or known visitor tests positive for coronavirus, the school will, with the help of the child or staff member, identify close contacts from within school.</p> <p>Those who have been in close contact with that person will be sent home and told to self-isolate for 10 days.</p> <p>Close contact means:</p> <ul style="list-style-type: none"> • Face to face contact with an infected individual for any length of time, within 1m, including being coughed on, a face to face conversation or unprotected physical contact (skin to skin) • Proximity contacts – extended close contact (within 1-2m for more than 15 minutes) with an infected individual 	2	5	10	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p>



						<ul style="list-style-type: none"> Travelling in a small vehicle (car) with an infected person <p>We maintain details of seating plans for all lessons, lunch, bus routes etc. HoY have this information, along with friendship groups to hand in case of a positive case.</p> <p>Household members of those sent home do not need to self isolate unless the person sent home develops symptoms.</p> <p>If the person sent home develops symptoms they must get tested. If that test is negative they must continue to self-isolate for the remainder of the 10 days. If it is positive they must inform school immediately.</p>				
	Contact with persons suffering from coronavirus	Employees Children Contractors Visitors	5	5	25	<p>Where two or more confirmed cases of COVID-19 appear within 14 days, the school will follow the 'outbreak procedure' and inform the relevant authorities.</p> <p>The school will comply with government guidance on 'Test and Trace' procedures where children/persons show symptoms of COVID-19.</p>	3	5	15	Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.
Working in the school	Contact with packages (food, stationery, post deliveries) or items handled by persons who may have been exposed to coronavirus	Employees Pupils Contractors Visitors Volunteers	5	5	25	<p>All existing risk assessments will be maintained and followed. There is currently no perceived increase in risk for handling post or freight from specified areas.</p> <p>Posters promoting good hand hygiene displayed in entrance areas.</p>	2	5	10	Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.



Working in the school	Disposal of waste that may be contaminated by a coronavirus sufferer	Employees Pupils Contractors Visitors Volunteers	5	5	25	<p>All waste that has been in contact with the relevant person, including used tissues, and masks if used, should be put in a plastic rubbish bag and tied when full. The plastic bag should then be placed in a second bin bag and tied. It should be put in a safe place and marked for storage until the result is available. If the individual tests negative, this can be put in the normal waste.</p> <p>Should the person test positive, the Health Protection Team will provide instructions about what to do with the waste.</p>	2	5	10	
Working in the school	Contracting and spreading of infection – personal hygiene	Employees Pupils Contractors Visitors Volunteers	5	5	25	<p>Basic infection controls should be followed as recommended by the government:</p> <ul style="list-style-type: none"> • Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze. • Put used tissues in the bin straightaway. • Wash your hands with soap and water often – use hand sanitiser gel if soap and water are not available. • Try to avoid close contact with people who are unwell. • Clean and disinfect frequently-touched objects and surfaces – a member of the housekeeping team cleans all such areas in the school at least twice during the day. Contract cleaners clean the whole school each evening. • Do not touch your eyes, nose or mouth if your hands are not clean. • All staff and children over 11 to wear face coverings in communal areas <p>Pupils asked to clean hands when arriving at school, returning from breaks, after using changing rooms,</p>	2	5	10	Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.



						<p>and before and after eating. Hand sanitiser to be available in each classroom (in use), entrances and exits of buildings, and near lunchrooms and toilets.</p> <p>We will ensure that all frequently-touched surfaces, equipment, door handles, handrails, table tops, play equipment, electronic devices (i.e. phones) and toilets will be cleaned thoroughly several times a day (housekeeping clean all areas at least twice per day, contract cleaners clean whole school each evening)</p> <p>We will ensure that children are supervised when washing hands.</p>				
Working in the school	<p>Welfare</p> <p>Hand-contact points</p> <p>Poor hygiene and welfare conditions leading to staff discomfort or illness</p>	<p>Staff</p> <p>Visitors</p> <p>Delivery drivers</p> <p>Pupils</p> <p>Volunteers</p>	5	5	25	<p>Toilets to have a regular supply of hot and cold water complete with soap and towels.</p> <p>Hand sanitiser available (where required).</p> <p>Kitchen area to have a safe supply of mains cold water.</p> <p>Hand-contact points cleaned daily/where practicable.</p> <p>Toilets and kitchen area to be regularly cleaned.</p> <p>Teaching staff to implement controls to prevent overcrowding and ensure two-metre social distancing.</p>	2	5	10	
Working in the school	<p>Contact with delivery drivers / contactors to site / supply teachers</p>	<p>Staff</p> <p>Visitors</p> <p>Delivery drivers</p> <p>Pupils</p> <p>Contractors</p>	5	5	25	<p>Wherever possible, we will avoid visitors entering the premises. In instances where we need to use other essential professionals such as social workers, speech and language therapists or counsellors, we will assess whether the professional need to attend in person or whether they can do so virtually. If they need to attend in person, they should closely follow the protective</p>	2	5	10	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p>



		Supply teachers Volunteers			25	<p>measures described in this risk assessment and attendance will be kept to a minimum.</p> <p>Contractors only allowed on site if the work cannot be completed at another time.</p> <p>Contractors and delivery drivers instructed to keep two metres away from all other persons at all times.</p> <p>Contractors, supply teachers and delivery drivers provided with handwashing facilities or hand sanitiser.</p> <p>Visitor information provided at reception for COVID-19 measures taken.</p>			10	
Educational visits	Contracting and spreading of infection	Employees Children Visitors Other users	5	5	25	<p>Whilst the government now allows non-residential educational visits, these will be risk assessed.</p> <p>Children will be kept within their consistent group, we will ensure that COVID-secure measures are in place at the destination.</p> <p>Where the area may be busy with members of the public, the visit will be re-evaluated and or terminated if risk is deemed to be significant.</p> <p>At present residential trips are not permitted.</p>	2	5	10	Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.
Wellbeing	Mental health and wellbeing during COVID-19	Employees Children	5	5	25	The school will ensure that during these difficult times, and where staff are returning from furlough and children from periods away for school, the mental health and wellbeing of children and staff will be monitored, and support provided as required.	2	5	10	Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.



						In significant cases, a risk assessment will be completed for individuals of vulnerability.			
Fire drills/evacuations	Contracting and spreading of infection	Employees Children Visitors Other users	5	5	25	Fire drills will be carried out as normal, but children will line up in their cohorts with their teacher. Social distancing will be adhered to where reasonably practical.	2	5	10
Provision of first aid	Contracting and spreading of infection	Employees Children	5	5	25	It is accepted that 2m social distancing cannot be maintained during the delivery of first aid, but physical contact should be kept to a minimum e.g. pupils apply cold pack, wipe, plaster where able to do so. Those administering first aid should wear PPE appropriate to the circumstances. Wash hands and ensure the affected area is cleaned upon completion.	2	5	10
Asymptomatic Testing Site (ATS)	Contracting and spreading of infection	Employees Children	5	5	15	Trained staff will run the ATS in accordance with government guidelines including training, set up, cleaning, processing and recording of results. Those testing positive will be contacted promptly and advised to book a PCR test and, along with their household, self isolate until those results are received	2	5	10



Coronavirus Risk Assessment for School Catering

Task/Activity: Operating school catering			Date Assessed:			Assessed by:			Reference Number:		
Risk rating before implementing control measures			Risk rating after implementing control measures			Additional Controls Measures Required					
Activity/Task	Hazard/Risk	Persons at Risk	Likelihood (1-5)	Severity (1-5)	Risk/Priority	Controls Measures in Place	Likelihood (1-5)	Severity (1-5)	Risk/Priority	Additional Controls Measures Required	
Keeping pupils and visitors safe	Contracting COVID-19	Employees Pupils Visitors Contractors Volunteers	5	5	25	<ul style="list-style-type: none"> The maximum number of pupils that can reasonably follow social distancing guidelines (two metres, or one metre with risk mitigation where two metres is not viable) has been calculated for the dining area, taking into account total space, specific eating area characteristics such as furniture, as well as likely pinch points and busy areas. Tables have been configured to maintain social distancing guidelines (one metre with risk mitigation) between pupils. Queuing systems have been reviewed for the premises in order to maintain two-metre social distancing (or one metre + where this is not possible). Outside spaces will be used where possible and markings will be laid. Clear guidance on social distancing and hygiene will be made available to people on arrival (e.g. signage, visual aids, etc.) The number of persons on site will be managed in such a way as to ensure there is sufficient 	2	5	10	Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.	



						<p>seating indoors and seating/standing outdoors. This will be achieved through the use of, for example, social distancing markings, having pupils queue at a safe distance, etc.</p> <ul style="list-style-type: none"> • Queues will be managed in such a way as to ensure they do not cause a risk to individuals, for example by introducing queuing systems, having staff direct pupils, etc. • Staff and pupils in years 7&8 will wear face coverings when queuing for lunch • Sanitising facilities will be provided at the entrances to the dining areas and pupils will be encouraged to use the sanitiser or wash their hands. • The flow of employees and pupils through the premises has been considered and systems put in place to avoid areas of congestion and unnecessary contact. • Plans have been put in place for maintaining social distancing guidelines 				
Managing service of food and drinks	Contracting COVID-19	Employees Pupils Contractors Visitors Volunteers	5	5	25	<ul style="list-style-type: none"> • Social distancing will be maintained (two metres, or one metre with risk mitigation where two metres is not possible) between staff and pupils. • Markers will be used to maintain social distancing. • Consideration will be given to reducing the number of surfaces touched by pupils and staff. Measures will include asking pupils not to lean on bars or counters and encouraging pupils to stay at their tables. • Contact between staff and pupils at points of service will be minimised. 	2	5	10	Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.



Managing service of food and drinks – service at the eating area	Contracting COVID-19	Employees Pupils Contractors Visitors Volunteers	5	5	25	<ul style="list-style-type: none"> Sanitiser will be used after handling items, for example after handling pupils' plates. Tables will be laid by servery staff, teaching staff and GAPS– cutlery and filled cups Food offering will be limited to speed up service. There will be no self service for any pupils or staff 	2	5	10	Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.
Use of the toilets	Contracting COVID-19	Employees Pupils Contractors Visitors Volunteers	5	5	25	<ul style="list-style-type: none"> Signs and posters will be used to build awareness of good handwashing technique, the need to increase handwashing frequency and to avoid touching your face, and to cough or sneeze into a tissue which is binned safely, or into your arm if a tissue is not available – Catch it, Bin it, Kill it. Social distancing marking will be installed in areas where queues normally form, and we will adopt a limited entry approach, with one in, one out where possible and where this does not increase risk by creating a bottleneck. There will be clear use and cleaning guidance with increased frequency of cleaning in line with usage. Normal cleaning products will be used, paying attention to frequently hand-touched surfaces, and disposable cloths or paper roll will be used to clean all hard surfaces. Ventilation will be increased where necessary by opening windows and, where appropriate, doors (although not fire doors). A cleaning schedule will be kept up to date and Further waste facilities will be provided and emptied regularly. 	2	5	10	Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.
Providing and explaining	Contracting COVID-19	Employees	5	5	25	<ul style="list-style-type: none"> Clear guidance on expected pupil behaviours, social distancing and hygiene will be provided to people supported by on-site signage and visual 	2	5	10	Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.



available guidance		Pupils Contractors Volunteers					<ul style="list-style-type: none"> aids. It will be explained to pupils that failure to observe safety measures will result in disciplinary procedures. Staff will be encouraged to remind pupils to follow social distancing advice and clean their hands regularly. 				
Movement around eating areas	Contracting COVID-19	Employees Pupils Contractors Visitors Volunteers	5	5	25		<ul style="list-style-type: none"> One-way systems will be implemented where possible and marked through the eating area. Social distancing measures will also be implemented in high-traffic areas such as corridors. 	2	5	10	Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.
Working areas	Contracting COVID-19	Employees Contractors	5	5	25		<ul style="list-style-type: none"> Layouts and processes have been reviewed to ensure staff can work apart from each other as far as is reasonable. Where it is not possible to move working areas further apart, we will arrange for people to work side-by-side or facing away from each other rather than face-to-face. Paint or tape will be used to demarcate social distancing where necessary. 	2	5	10	Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.
Food preparation areas	Contracting COVID-19	Employees Contractors	5	5	25		<ul style="list-style-type: none"> We will continue to follow government guidance on food preparation. The kitchen will be accessed by as few persons as possible. Only catering staff are permitted to access the kitchen and servery. Interaction between kitchen staff and other workers will be minimised, including at break times. Working areas will be spaced to maintain social distancing guidelines as much as possible. 	2	5	10	Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.



						<ul style="list-style-type: none"> Floors will be marked with social distancing measures. Access to walk-in fridges, freezers and pantries will be managed with 'one in, one out' systems. 				
Accidents, security and other incidents	Contracting COVID-19	Employees Contractors Volunteers	5	5	25	<ul style="list-style-type: none"> Incident and emergency procedures will be reviewed to ensure they reflect the social distancing principles as far as possible. Consideration will be given to ensure enough persons with safety-designated tasks are on site at all times to ensure the safety of staff and pupils. 	2	5	10	Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.
Cleaning the premises – keeping the eating area clean	Contracting COVID-19	Employees Contractors Volunteers	5	5	25	<ul style="list-style-type: none"> Government guidance on cleanliness in food preparation will be followed. Doors will be wedged open, where appropriate, to increase ventilation. This does not apply to fire doors. Frequent cleaning will be completed of objects and surfaces that are touched regularly, including counters, and we will make sure that there are adequate disposal arrangements for cleaning products. Surfaces and objects will be cleaned between uses. 	2	5	10	Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.
Keeping the kitchen clean	Contracting COVID-19	Employees Contractors Volunteers	5	5	25	<ul style="list-style-type: none"> Cleaning and hygiene measures are already stringent but further cleaning and disinfection will be implemented. Hands will be washed prior to handling plates or cutlery. High frequency of handwashing will be continued throughout the day. 	2	5	10	Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.
PPE and face coverings	Contracting COVID-19	Employees Contractors Volunteers	5	5	25	<ul style="list-style-type: none"> PPE identified to control risks other than COVID-19 will continue to be worn. It is not believed that any additional PPE is required as long as social distancing and other 	2	5	5	Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.



						control measures identified can be implemented.				
Communication and training	Contracting COVID-19	Employees Contractors Volunteers	5	5	25	<ul style="list-style-type: none"> Regular and clear communication with staff will be delivered to ensure knowledge and comprehension of the risks and controls. Training will be delivered to staff prior to opening the site. This will include arriving at and leaving work. 	2	5	10	Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.
Inbound and outbound goods	Contracting COVID-19	Employees Contractors Volunteers	5	5	25	<ul style="list-style-type: none"> Pick-up and drop-off collection points, procedures, signage and markings will be revised. Drivers will be permitted access to welfare facilities when required, consistent with other guidance. 	2	5	10	

Annex A: Checklist for Risk Assessment

Overall Risk Assessment in the COVID-19 Environment

The School has adopted the DfE/PHE system of controls. These are grouped into ‘prevention’ and ‘response to any infection’ and build on the hierarchy of protective measures. When implemented with a “revised risk assessment, these measures create an inherently safer environment for pupils and staff where the risk of transmission of infection is substantially reduced”.

List potential Hazard	Existing Control measures	Further Actions Needed?	Remarks / Re-assessment
Safeguarding policy and procedures not updated and / or staff and pupils not feeling safe.	Safeguarding policy is updated annually and as needed and takes account of KCSIE. Staff members of an EAP, pupils supported by their form teachers and have access to additional support when needed	no	
Government advice not being regularly accessed, assessed, recorded and applied.	Government advice is reviewed as received by the Bursar and Headmaster. The Bursar and Headmaster receive regular advice from ISBA and IAPS	no	
Staff and parents do not know or understand the ‘system of controls’ (see explanation above) and how they are applied.	Communication is regular and clear. Parents and staff receive regular updates from the Bursar and Head as guidance is received	no	
Changes not regularly communicated to staff, pupils, parents and governors	Communication of all changes is the responsibility of the Bursar or Headmaster. All communications to parents are reviewed by a member of EG	no	
Insurers and / or brokers not updated with school’s amended plans	Hayes Parsons as broker are kept informed of all aspects concerning the return to school by the Bursar	no	



Insufficient liaison with local authority and health protection team over testing and actions.	The Bursar is responsible for liaising with the local authority and health protection team when required	no	
Active engagement with NHS Test and Trace not implemented and the procedures not understood by all staff and parents.	The Bursar is responsible for ensuring engagement with NHS Test and Trace. All staff aware of their responsibilities for reporting home test results	no	
Insufficient systems and staff to support training, testing and contact tracers.	The Bursar is responsible for ensuring sufficient training and support is available	no	
Staff, parents (and pupils) do not understand and follow NHS Test and Trace procedures.	Staff and Parents will be sent detailed instructions on using home testing kits. Training material and videos available from the Government	no	
Testing Training modules and assessment not completed and recorded for specific roles	Testing training is overseen and monitored by the Bursar. No staff are permitted to run the AST without prior training being complete	no	
Training and testing activities insufficient to provide reassurance including feedback and Q&A?	Staff and Parents will be sent detailed instructions on using home testing kits. Training material and videos available from the Government	no	
DfE advice to keep groups separate (in "bubbles") not being fully implemented where appropriate.	All staff know the bubble groups and are aware of the importance of keeping bubbles separate as far as possible	no	
Those working in the Asymptomatic Testing Site (ATS) not trained and competent to do so?	Testing training is overseen and monitored by the Bursar. No staff are permitted to run the AST without prior training being complete	no	
Are those that are self-testing (at home and in school) trained and competent to do so?	Staff and Parents will be sent detailed instructions on using home testing kits. Training material and videos available from the Government	no	



Is it understood which pupils are unlikely to be able to self-swab?	The School Secretary (trained tester) is aware of pupils who require assistance	no	
Are those unable to self-swab given additional support and reasonable adjustments?	The School Secretary is trained in ATS testing and is available at all sessions to assist where needed	no	
Each group's ("Bubble") health not properly analysed and risk assessed to consider switching to remote learning.	All staff know the bubble groups and are aware of the importance of keeping bubbles separate as far as possible Form teachers monitor pupils health and report any concerns to the school secretary (first aid co-ordinator). The school are able to switch to remote learning quickly if a bubble needs to self isolate	no	
The definitions of "close contact" and the trigger for a pupil/staff to self-isolate not understood.	All staff are aware of the definition of a close contact. Seating plans for all classes are maintained in a shared drive Year group bubbles maintained, staff teaching them may be identified as close contact	no	
Record of names of pupils / staff in their groups / bubbles, locations visited, seating arrangements (via App / spreadsheet etc) not updated on a regular basis.	Seating plans for all classes are maintained in a shared drive If updates are made all staff are made aware	no	
Insufficient information to identify close contracts of symptomatic individuals and support contract tracing.	Seating plans for all classes are maintained in a shared drive General questionnaire undertaken by office staff to identify other close contacts	no	



<p>No contingency plans for self-isolation of individuals, groups, multiple pupils and or staff.</p>	<p>Individuals required to self isolate will do so in the room next to the office in PP, in the Gadebridge office or the mansion office whilst awaiting collection.</p> <p>If larger groups need to self-isolate then a larger space will be used depending on the time of day – PAC foyer or marquee</p>	<p>no</p>	
<p>Insufficient preparation (letters, Whatsapp etc) to communicate with parents, carers, staff and pupils in case of infection and groups needing to self-isolate.</p>	<p>Draft letters ready to be sent</p>	<p>no</p>	
<p>Insufficient consideration to minimising contact and maximising distance between all those in school wherever possible.</p>	<p>Staff and pupils regularly reminded of the need to maintain distance, not mix bubbles.</p> <p>Younger children will be less likely to be able to maintain social distance. Staff in these areas are reminded of extra measures they can take i.e. extra handwashing and ventilation</p> <p>All staff are required to socially distance from each other at all times</p>	<p>no</p>	
<p>Social Distancing (SD), hygiene and ventilation rules not sufficiently robust, understood, communicated, applied or checked.</p>	<p>Staff and pupils regularly reminded of the need to maintain distance, not mix bubbles.</p> <p>Younger children will be less likely to be able to maintain social distance. Staff in these areas are reminded of extra measures they can take i.e. extra handwashing and ventilation</p> <p>All staff are required to socially distance from each other at all times</p>	<p>no</p>	



	<p>Staff are reminded regularly of the need to keep windows and doors open where safe to do so</p> <p>EG do regular walk abouts and report any issues to the Bursar and Headmaster</p>		
SD rules and safety precautions for activities (play, games, drama, music) not understood or adhered to?	All staff briefed on the SD rules and reminded regularly	no	
Unsuitable enhanced cleaning regime, not regularly re-assessed or revised for high-risk areas such as toilets, door handles, keypads, switches, handrails and frequently used hard surfaces.	<p>In house cleaning during the day along with regular sanitisation of frequently touched areas. Class teachers also required to sanitise throughout the day</p> <p>Catering team operate separately but following the same protocols</p> <p>All areas cleaned at night by outsourced cleaners</p>	no	
High-risk areas not being regularly monitored for hygiene.	Housekeeping Supervisor monitors all areas of the school and rectifies any issues. Staff report the need to additional sanitiser etc to her	No	
Contract providers and services suspended or unable to attend school.	<p>The Bursar is responsible for liaising with contractors. Grounds maintenance and cleaners to work as normal, in line with school protocols</p> <p>Other contractors will be kept to essential maintenance</p>	no	
Access to school not controlled effectively and visitor (if allowed) details not recorded.	<p>Parents only permitted on site with an appointment,. Prospective parents limited to outside areas only and preferably out of hours.</p> <p>All booked visitors are required to complete a covid checklist</p>	no	



Insufficient supplies of hygiene materials and not readily available, suitably stored or located.	Ordered by Housekeeping Supervisor who keeps them in a central place. Issued when necessary and stock monitored	no	
Inadequate contingency plans for changes to school operation: local or national lockdown, re-closing, loss of catering or teachers?	Plans in place for full or partial closure. Reviewed regularly by EG.	no	
Insufficient contingency plans in case of medical need for self-isolation of individuals, multiple pupils, staff or local outbreaks?	Staff who live on site can have meals provided in case of self-isolation. Plans in place for full or partial closure	no	
Are all Risk Assessments regularly reviewed and updated based on feedback and lessons identified from all those in school including pupils and support staff, visitors and contractors.	Risk assessments reviewed weekly, and on release of updated guidance, by Bursar	no	
All hazards identified properly mitigated and regularly re-assessed?	Great care is taken to identify all hazards. Risk assessment, protocols and procedures are reviewed regularly	no	

Risk Assessment for COVID-19 Test and Trace Process

List potential Hazard	Existing Control measures	Further Actions Needed?	Remarks / Re-assessment
Explanatory T&T letters / emails not sent to parents / pupils, staff and governors.	Letters sent to all prior to the return of school	No	
No school "COVID-19 Testing Privacy statement".	Privacy statement on MSP for parents. Staff sent with information regarding testing	No	
"COVID-19 Testing Privacy statement" not communicated to staff, parents, pupils and governors.	Above	No	
Separate school register not kept of those tested to inform next test date, ordering test kits etc.	NHS template used to record all testing information	No	
Test data not recorded securely and kept until further guidance is given to delete the information.	Test data stored on access restricted drive.	No	
'Test kit log' and 'test results register/log' documents not kept separately for data protection purposes.	Separate logs kept in accordance with guidance	No	
Repeated or similar issues (e.g. multiple repeat void tests, unclear results, leaking/damaged tubes etc.) not recorded by the school and reported to DfE Helpline.	Trained staff aware of the need to report incidents	No	
Those that have had "close contact" with someone tested positive for COVID-19 do not know they must self-isolate.	Parents and staff reminded of the self-isolation rules	No	
Age-appropriate consent statement for testing not properly completed.	Consent provided by parents via MSP	No	
Test instruction posters, booklets, FAQ and briefings not readily available and apparent.	Guidance in the ATS and sent to parents and staff	No	
Testing Training modules and assessment not completed and recorded for specific roles.	All designated staff have completed the training, records kept	No	



Tests not supervised or conducted by trained staff.	Trained staff only in ATS	No	
Testing area not sufficiently controlled to limit access to testers, those being tested and supervisors	Appointment only system for pupils. Staff allocated times according to bubbles	No	
Test process not maintaining social distancing where appropriate, good hand and respiratory hygiene or keeping occupied spaces well ventilated.	Limited entry to ATS, sanitising facilities on each testing station and on entry/exit Door kept open	No	
Social distancing advice between testing staff and those being tested including distances between desks, chairs etc not being observed and supervised.	ATS set up as per government guidelines	No	
Staff assisting with taking and processing swabs not wearing appropriated PPE.	PPE worn as per government training	No	
Process of swabbing not following training and / or updated guidance.	Only trained staff in ATS	No	
Tested sample incorrectly handled safely during the process including disposal.	Only trained staff allowed to process and dispose of samples	No	
Process for informing parents / pupils / staff not understood and implemented.	NHS test and trace informs parent and staff via text/email Positive cases followed up by call from the school	No	
The process of barcoding, recording and communicating test results is not accurate and supervised	Only trained staff in ATS	No	
Inadequate supervision / checking to ensure equipment handled correctly and not shared.	Only trained staff in ATS	No	
Process of lost LFD, failed scans or damaged barcodes not understood or properly implemented.	Only trained staff in ATS	No	



Extraction solution with lab test kit (there are no manufacture anticipated hazards) are inappropriately handled, stored and disposed.	Only trained staff in ATS Disposal as per government guidelines	No	
Those tested positive not confirming the positive result with a Polymerase Chain Reaction (PCR) test and either failing to self-isolate pending the confirmation test or self-isolating unnecessarily after a confirmatory PCR test might have cleared them as having a false positive.	Positive results told to obtain a PCR and self isolate, along with household until that result is received	no	
Key layout requirements including staff (see next grid below) not being fully met.	Layout of ATS as per government guidelines	no	

Risk Assessment for COVID-19 Test Sites

List potential Hazard	Existing Control measures	Further Actions Needed?	Remarks / Re-assessment
Insufficient staff available (depending on throughput: Team Leader, Test Assistant, Processor, Coordinator, Registration Assistant, Results Recorder, Cleaner)	Staff allocated as per guidelines and fully trained	No	
Training time and content inadequate (3 hrs with introduction video, on-line training and assessment plus rehearsal.)	All training complete	No	
Consent forms are not available and properly completed?	Consent forms on MSP. All received	No	
Test site not kept separate from other activities (where space allows)?	Test site is a separate building	No	
Test site is not well lit with a good airflow	Windows and doors	No	
Test chair in swabbing bay not a minimum of 2m apart.	2m distance maintained between areas	no	
No clear division and demarcation between swabbing and processing area.	Areas clearly marked	No	



Non-authorized people and test subjects able to enter the processing area	Booking system for pupils. Staff by bubble Door kept locked when not in use	No	
Inadequate evidence of quality assurance, guidance and supervision.	Team leader on site at all times	No	
Processing bays not properly cleaned, and waste (including clinical waste) is not properly disposed.	Processing bay cleaned between uses Waste disposed of as directed. Prestige Hygiene appointed to remove waste	no	
Disorderly entry, processing, social distancing and exit movement.	Number of people in ATS limited	no	
Manual handling of testing kits, pallets, boxes, packages and waste not considered in terms of bulk, weight and access.	Risk assessment undertaken prior to manual handling	no	
Testing kits not stored at 2 - 30°C and tests not given in the appropriate ambient temperature of 15 - 30°C.	ATS maintained at suitable temperature	no	
Inadequate provision of a quiet space to talk with the pupil mindful of the need for social distancing / PPE / wellbeing.	Pupil appointments one at a time so adequate space	no	

Risk Assessment for COVID-19 Self-Testing

List potential Hazard	Existing Control measures	Further Actions Needed?	Remarks / Re-assessment
LFD kits not supplied and distributed in time or safely.	Dates as per Government website. Continue with ATS if not enough supplies delivered on time	Possibly if not received	
Test kit not stored at room temperature (2°C – 30°C) or in a cool dry place.	ATS maintained at suitable temperature	no	



LFD Testing kits not properly managed and tracked	Bursar responsible for delivery, safe storage and allocation of test kits Log kept of kits given to pupils/staff	no	
Test kit not kept away from children until needed.	Test kits locked in secure area until needed	No	
Self-testing not conducted in accordance with guidelines and supervised where required.	Guidance, including videos, sent to parents and staff	No	
Positive results not reported.	Parents and staff told how to report results via NHS Test and Trace and to school via dedicated email address	No	
All results not reported, collated and recorded by the individual and the school.	Results log maintained by school on secure drive	no	
Incidents not reported to school or reported to DfE / DHSC (to help identify emerging issues).	Staff trained on how to spot and report incidents	no	
Incident protocols and feedback loop not understood and / or implemented.	Staff trained on how to spot and report incidents	no	
Where appropriate test and report on children under 12 not tested by confident adult.	Parents and staff told how to report results via NHS Test and Trace and to school via dedicated email address	no	
Are those unable to self-swab given additional support and reasonable adjustments?	Parents to support pupils	No	
Are there measures in place to reduce anxiety over testing and coping with a positive result?	Parents to support pupils	no	
Clinical incident which has potential to harm not reported to https://coronavirussyellowcard.mhra.gov.uk and school.	Staff trained on how to spot and report incidents	no	
Clinical incident which has led to harm and requires immediate medical care not reported to 111 or 999 and then to school.	Staff trained on how to spot and report incidents	no	



Non-clinical incidents occurring at home (something damaged, or missing or difficult to use in the kit, unable to log result etc) not reported to 119.	Staff trained on how to spot and report incidents	no	
Do not eat or drink for at least 30 minutes before doing the test to reduce the risk of spoiling the test.	Guidance, including videos, sent to parents and staff	No	
Video on how to take the swab test: www.gov.uk/covid19-self-test-help not referred to before testing.	Guidance, including videos, sent to parents and staff	No	
Surface and hands not cleaned before test or after test (if more than one test).	Guidance, including videos, sent to parents and staff	No	
Test kit not checked for damage or expiry date.	Guidance, including videos, sent to parents and staff	No	
Testing process not followed correctly for self / child including rubbing fabric tip of swab 4 x over both tonsils (or where they would have been) and then 10 complete circles of one nostril.	Guidance, including videos, sent to parents and staff	No	
Processing of the swab not completed in-line with guidance including transferring the sample into the liquid and the liquid then on to the well on the test strip.	Guidance, including videos, sent to parents and staff	No	
Not waiting 30 minutes, recording the result correctly with NHS and then taking the appropriate action if positive.	Guidance, including videos, sent to parents and staff	No	
Soft, fabric tip of swab and fabric strip touches hands.	Guidance, including videos, sent to parents and staff	No	
Fabric tip of swab touches tongue, teeth, cheeks, gums, or any other surfaces.	Guidance, including videos, sent to parents and staff	No	
Test kit not properly disposed of in waste bag provided and placed in general household waste.	Guidance, including videos, sent to parents and staff	No	
Test on children under 12 continued despite child feeling pain.	Guidance, including videos, sent to parents and staff	No	
Test kit and each item in the test kit used more than once. (Do not re-use items. Each person's result must be reported).	Guidance, including videos, sent to parents and staff	No	
Problems with hands or vision. (May need someone	Guidance, including videos, sent to parents and staff	No	



to assist with the swabbing and testing process).			
No alternative measure if nose piercing (swab the other nostril or if both nostrils pierced remove one piercing before swabbing.)	Guidance, including videos, sent to parents and staff	No	
Nosebleed within the last 24 hours (swab other nostril or wait 24 hours).	Guidance, including videos, sent to parents and staff	No	
Unable to take a throat swab. (then swab both nostrils)	Guidance, including videos, sent to parents and staff	No	

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

List potential Hazard	Existing Control measures	Further Actions Needed?	Remarks / Re-assessment
Are communication channels working and being reviewed?	Emails to parents, MSP, social media. Staff meetings	no	
Is there a robust feedback and reply system to ensure best practice and two-way communications for pupils, parents, staff and governors?	Emails to parents, FT for pupils, staff meetings	no	
If there is an officer for the school nominated to be responsible for COVID-19 matters, are their contact details known and are they on call?	Kelly Freeman kelly_freeman@westbrookhay.co.uk	no	
Is there a 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?	EG to liaise with Public Health	no	
Is there a system to communicate with parents and staff that have not returned to school for fear of infection?	Emails to parents, FT for pupils, staff meetings – Remote Learning Programme continuing for children not in school	no	



Lack of knowledge of where pupils / staff have travelled from (other than home and school) on holiday or at weekends.	Staff and parents reminded of the rules as they change.	no	
Insufficient information on where pupils, staff and visitors have been located in school including the make-up of bubbles and activity groups.	HoY responsible for pupils whereabouts/seating plans etc. Staff from timetables etc	no	
Staff, parents and pupils not self-isolating after holiday and work visits (for 10 days?) to non-government agreed countries.	Staff and parents reminded of the rules as they change.	no	
What are, and have the hygiene rules set by the school been adhered to by pupils, parents and staff?	<p>Wash hands:</p> <ul style="list-style-type: none"> • Before arrive • On arrival • Before and after break • Before and after lunch • Before go home • If cough or sneeze <p>Freshly laundered clothes each day</p>	no	
Class and activity rooms not properly and regularly ventilated with fresh air.	Staff reminded of the need to ventilate rooms – staff to open windows on arrival and close at the end of the day.	no	
Are all staff trained and regularly updated in COVID-19 symptoms, SD and how these rules apply to teaching?	Staff meetings, emails, policy, risk assessment	no	
Insufficient or no guidance on safe travel to and from school (e.g. encouraging walking, cycling, minimise car sharing) or protocols at school gates etc.	Parents reminded of lockdown rules in start of half term email	no	
At drop-off and pick-up parents not complying with SD policy outside gates and entrances.	Reminders in newsletters, signage and queuing system where possible	no	



Is school transport operating to reflect SD, hygiene, PPE and cleaning arrangements?	School buses operating – masks to be worn by all passengers, sanitiser on boarding and disembarking, back seats to be used first, passengers at the front to disembark first. All pupils to wash hands on arrival at school	no	
How is registration throughout the day managed including temperature / health checks?	Usual registration twice daily plus submit to government portal. No temperature/health checks – rely on parents to follow guidance from Government	no	
Are transit spaces (corridors), social zones (car parks, common rooms, playgrounds) configured to SD rules?	Where practical – 2m guidelines on floor, corridors halved, one way system	no	
Are learning and games spaces configured to SD rules?	Classrooms will have desks spaced apart and facing front as far as possible but conforming to government guidelines P-P – as much as practical children will be spread out during the day	no	
Are different age groups catered for in terms of timetabling, length of the school day and exposure to other age groups.	Yes – timetabling team	no	
Is there a system in place to deal with bereavements, trauma, anxiety, behavioural issues?	FT. Training available for staff	no	
Strategy to keep children safe online not re-assessed and insufficient consideration of supervising access to the internet, checking apps, websites and search results etc	DSL	no	



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

List potential Hazard	Existing Control measures	Further Actions Needed?	Remarks / Re-assessment
Are the DSL and ADSL easily contactable and their contact information known to all?	Email, MyConcern	no	
Inset does / did not reflect required training for COVID-19 related procedures, safeguarding, H&S, well-being etc	INSET training by DSL, Bursar	no	
System of controls not understood and / or properly implemented.	Reminders to staff at staff meetings. EG lead by example	no	
Is there a COVID-19 specific policy that includes medical responses, SD, teaching, socialising, feeding, well-being etc?	Yes	no	
Revised fire drills, registers, routes and assembly points not rehearsed (to ensure where safe to include SD)	Half termly drill	no	
Staff moving between classes and year groups not maintaining distance from pupils and other staff (ideally 2 m between adults) ?	Where possible children will remain in form room all the time, only move for limited specialist subjects and break/lunch. Staff will move to the pupils	no	
Staff and pupils (where applicable) not wearing face coverings (if required) whilst moving between classrooms or activities.	All staff to wear face coverings at all times unless teaching (unless teaching 7&8), eating or drinking, in a socially distanced meeting or when sat at own workspace Year 7&8 to wear face coverings at all times inside – except when doing PE or games	no	
Supply, peripatetic and/or other temporary staff moving between schools not minimising contact or maintaining as much distance as possible from other staff.	Visiting staff/others will have to confirm adherence to the Risk Assessment	no	



Roles conducive to home working and therefore helping to reduce infection (e.g. some administrative roles) not identified.	All staff who can work from home will do so – some admin functions	no	
The “ideal” of adults maintaining 2 m distance from each other, and from pupils not realised.	Adults reminded to stay 2m apart from pupils and other staff where possible	no	
Contact between groups or bubbles is not minimised or distance between individuals maintained and properly supervised.	Zones for each year group bubble reduces likelihood of mixing	no	
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.	As above. Year groups kept in bubbles as much as possible during the day – for breakfast and after school. Se above for buses	no	
Insufficient controls measures for larger groups with greater risk of infection and need to all isolate.	As above	no	
Large gatherings such as assemblies or collective worship with more than one group not avoided.	No assemblies, evensong or other large gatherings will take place until further notice	no	
Insufficient controls for those pupils allowed to mix into wider groups for specialist teaching, wraparound care and transport.	As above	no	
Younger pupils not supported in understanding the importance of maintaining distance, not touching staff and their peers - where possible.	FT reminders to children	no	
Classrooms do not have side-by-side seating or forward facing desks to reduce risks.	All classrooms will have seating side by side and facing forward where possible	no	
Physical education, sport and physical activities not following the measures in their system of controls.	Sports to follow guidelines of regulatory body	no	
Indoor sports and activity areas not sufficiently well and regularly ventilated with fresh air.	Sports hall door open at all times	no	



Sporting, play and SD rules unclear to staff, pupils, parents and visitors.	Risk assessment available to parents via website, communication to parents, staff, form teachers etc	no	
Pupils not kept in consistent groups, maximising distance between pupils or paying scrupulous attention to cleaning and hygiene during sports activities.	Sports sessions to be in year group bubbles. Cleaning of equipment between groups Competition between schools can take place from 12/04/21 – see separate risk assessment – director of sport to oversee	no	
Sports equipment not sufficiently cleaned between each use by different individual groups.	Cleaning of equipment between groups	no	
Risk assessment for play, drama and dance activities not re-assessed, applied or checked.	Covered by RA – no mixing of bubbles, cleaning between use of facilities	no	
Added risk of infection where there is singing, chanting, playing wind or brass instruments not reviewed.	Social distancing, minimise volume	no	
Shared staff spaces are not set up or used to allow staff to distance from each other.	Main staff room not in use. Various staff work areas being created to minimise contact	no	
Parent, Pupil, Staff, Contractor, Visitor drop-off and pick-up procedures, in and out routes not shared, understood or applied.	Communication to parents	no	
Transit spaces (corridors), social zones (common rooms / playgrounds) not configured to separate different groups.	Minimal contact between groups due to zones.	no	
Hand washing not part of school culture or routine e.g. no regular breaks for hand washing during the school day.	Regular hand washing built in to the day for Pre-Prep. Prep children reminded to wash hands often	no	
Insufficient hygiene stations at entrances, exits, toilets, classrooms, play areas, common rooms, staff areas etc	Hand sanitiser stations at each entrance and in corridors	no	
Hygiene stations (including bins) not stocked, checked, emptied and cleaned regularly.	Managed by Housekeeping Supervisor	no	



Soft toys, furnishings, spare furniture and items that are hard to clean not removed and stored securely.	All soft toys, soft furnishings removed from classrooms	no	
Individual and frequently used equipment, such as pencils and pens not shared by staff or pupils (who use their own).	No sharing of frequently used equipment	no	
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.	Year group bubbles	no	
Management of resources shared between classes or bubbles not cleaned frequently and meticulously or rotated to be left unused and out of reach for a period of 48 hours (72 hours for plastics).	Resources cleaned between uses by teaching staff. Lessons not timetabled back to back to allow time for cleaning	no	
Regulating the use and cleaning of locker, changing rooms, toilets and showers not managed and supervised.	Separate changing and toilet facilities for each year group	no	
Pupils not limiting the amount of equipment brought into school daily to essentials such as bags, lunch boxes, hats, coats, books, stationery etc.	Only essential items to be brought into school. FT's to remind children regularly, communication with parents	no	
Outdoor playground equipment should be more frequently cleaned or left fallow.	Outdoor classroom to be divided in to two sections – one for Nursery and one for Reception	no	
Non-overnight educational visits not organised in line with protective measures (keeping children within consistent groups) and COVID-19 measures in place at destination.	Trips will be organised in accordance with guidelines. Destination RA will be checked and busy venues avoided April 21 – non residential trips may resume. Bursar to check RA prior to approving trip Residential trips not permitted until at least 17 th May	no	



Meal times not de-conflicted or possible to achieve SD in the servery and dining areas whilst still providing sufficient nourishment.	Meal times staggered, one way system, more space available, no self service, staff supervision	no	
Organisation of breakfast and after school club not revised in to small, consistent groups and maintaining year groups or bubbles.	Year group bubbles where possible.	no	
Pupil and staff mental health and wellbeing not considered with individual needs not identified or supported.	PLT	no	
Insufficient pastoral and extra-curricular support for pupils to rebuild friendships and social engagement.	Form teachers, PLT	no	

Medical Risk Assessment in the COVID-19 Environment

List potential Hazard	Existing Control measures	Further Actions Needed?	Remarks / Re-assessment
Are those staff and pupils who are ill or tested positive in the last 10 days staying at home?	Parents/staff reminded of government guidelines - communication	no	
Is the procedure of isolating or sending staff and pupils home for 10 days and arranging a COVID-19 test understood if anyone becomes unwell in school?	Procedures understood – staff training, communication with parents	no	
Given the above do members of their household or group understand they should self-isolate for 10 days?	Yes as above	no	
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?	Yes – Pre-Prep room next to office, Gadebridge – staff room, mansion - office	no	
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 trained and regularly reminded	no	



<p>Staff not aware of meaning of “close contact”:</p> <ul style="list-style-type: none"> • 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. <p>Sitting in a small vehicle (car) with an infected person.</p>	Staff trained and regularly reminded	no	
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?	Staff trained and regularly reminded	no	
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 trained and regularly reminded	no	
Science of risk not understood e.g. less severe symptoms in adults, younger children less likely to become unwell. Consistent groups help.	Staff trained and regularly reminded	no	
Is it understood that routine temperature testing is not a reliable method for identifying COVID-19 (or recommended by PHE)	Staff trained and regularly reminded	no	
Hygiene rules not effective. “catch it, bin it, kill it” not re-publicised or applied.	Staff trained and regularly reminded	no	
Young children and those with complex needs not supported in understanding importance of hygiene rules.	Staff trained and regularly reminded	no	
Lack of information on how to react to coughing and sneezing using tissues (and their disposal) or crock of arm and immediately cleaning hands with soap and water or hand sanitiser.	Staff trained and regularly reminded	no	
Pupils not aware of behaviours which may increase the risk of droplet transmission (such as biting, licking, kissing or spitting).	Staff trained and regularly reminded	no	



Insufficient First Aid trained personnel (ratio) for pupils in school and on activities and sport.	We have sufficient first aiders	no	
Medical room(s) not properly equipped.	Checked prior to start of term and replenished daily	no	
Sickness management rules and the “don’t come to work if you are ill” not understood or observed.	Parents reminded of the rules and that there should always be someone readily available to collect a poorly child	no	
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.	Parents/staff asked to keep us informed of testing and results	no	
Insufficient information on who is still shielding or had contact with anyone tested positive or suspected of COVID-19 and if recorded.	Parents/staff asked to keep us informed of testing and results	no	
Lack of recording of which staff and pupils have been sent home with COVID-19 symptoms (a cough, high temperature or shortness of breath).	Records kept by office	no	
No procedure considered if a mobile testing unit is dispatched to test others in school. (Testing will focus on the person’s class, followed by their year group, then the whole school if necessary.	Mobile unit to be set up near affected area	no	
Insufficient or no procedure for summoning emergency services, lack of safe RV and cleared routes in and out.	Usual procedures will apply	no	
Insufficient registration, induction, supervision of contractors where essential work is required on site.	Visitor sign in, copies of their RA and policies reviewed, declaration of no symptoms	no	
Medical staff have insufficient or unsuitable PPE, cleaning materials and training for tasks.	Medical room kept stocked, checked regularly	no	



Policy on wearing uniform and if washing also required to prevent infection for staff and pupils not re-considered.	Usual policy applies	no	
School unaware of those that have been identified as Clinically Extremely Vulnerable (CEV) via a letter to the individual from NHS or their GP.	Staff aware they need to let HR know	no	
Clinically Extremely Vulnerable (CEV) staff and pupils have not been advised whether to work from home or go to school during period of national restrictions.	Staff aware they need to let HR know	no	
Measures in school are not sufficiently robust for clinically vulnerable staff and pupils.	A risk assessment would be undertaken for each staff member	no	

Dedicated School Transport and Driver Risk Assessment

List potential Hazard	Existing Control measures	Further Actions Needed?	Remarks / Re-assessment
Drivers not regularly briefed on changes or included in staff briefings and revised schedules and notices.	Daily updates if things change Weekly staff meetings	no	
Drivers have insufficient / inappropriate PPE, cleaning materials and training.	Transport Manager to ensure all drivers have training and sufficient PPE/cleaning materials	no	
Dedicated school transport not operating to SD and hygiene rules or with sufficient PPE and cleaning arrangements.	see above	no	
Pupils not grouped together on transport reflecting the bubbles that are adopted within school.	Pupils sat in year group bubbles where possible. Masks to be worn, sanitiser etc	no	
Insufficient or no use of hand sanitiser upon boarding and/or disembarking.	Pupils will sanitise on boarding and wash hands as soon as arrive at school	no	
No additional cleaning of vehicles (all touch points) before and after each journey.	Drivers will clean all touch points after each journey	no	
Poorly organised queue and boarding process and SD not observed within vehicles wherever possible.	Training for drivers, pupils reminded before each journey	no	



School vehicles not fully registered, insured, maintained and stocked with appropriate hygiene materials.	Transport Manager responsible for ensuring all vehicles ready for use	no	
---	---	----	--

Support Staff Risk Assessment

List potential Hazard	Existing Control measures	Further Actions Needed?	Remarks / Re-assessment
Are support staff briefed on changes regularly?	Daily updates if things change Weekly staff meetings	No	
Do support staff have the appropriate PPE, cleaning materials and training?	Yes	No	
Are cleaning regimes reviewed and inspected regularly and conforming to revised hygiene rules?	Yes	No	
Have reconfigured areas, zones and routes hampered fire exits and routes?	no	No	
Are fire and other emergency procedures reconfigured, routes clear and regularly inspected?	n/a see above	No	

Facilities Management Risk Assessment

List potential Hazard	Existing Control measures	Further Actions Needed?	Remarks / Re-assessment
Insufficient hand washing or hand sanitiser 'stations' for all pupils and staff to clean their hands regularly.	Hand sanitiser stations at all entrances plus regularly around the school	no	
Insufficient heating and/ or cooling system (including insufficient fuel levels if applicable).	Checked by maintenance weekly	no	

Westbrook Hay Prep School



Air conditioning units, ducts, ventilation and extraction systems not checked on re-occupying school facilities (including workshops).	Serviced Feb 21	no	
Electrical tests not up-to-date including emergency lighting and PAT	PAT testing up to date	no	
Water testing for temperature, flow and legionella not in date, recorded or tested on re-opening facilities.	Water testing up to date – Eaton visit Feb 21	no	
Insufficient arrangements for the operation, additional cleaning and security (and use) of the swimming pool.	Swimming pool maintained by MW and water testing by Kingfisher	no	
Fire alarm panel, system and extinguishers not in date and not serviced.	All servicing done Feb 21 – TJ Fire	no	
Limiting occupancy of as many rooms as possible (offices, laundry, common rooms etc) not considered.	All staff areas will have limited occupancy	no	
Kitchen not reconfigured, stocked and cleaned if closed over a long period.	Kitchen deep cleaned Jul 2020, separate working areas for staff	no	
Servery and dining room rules not fully considered, inadequate or safe including wiping table, chairs and hard surfaces between sittings.	Servery staff trained on SD and enhanced cleaning	no	
Cleaners changed working patterns during the day not discussed or agrees to meet the revised hygiene requirements.	In house cleaners during day sanitising high touch areas on a rotational basis, numerous times per day. Contract cleaners doing full clean each evening	no	
Scheduled or on-going building works not reviewed given revised timetables, staggered drop-off / pick-ups and hygiene measures.	Major projects on hold until the end of the pandemic	no	
Pest control services not sufficiently regular, recorded or deficiencies identified and actioned.	Pest control review August 2020	no	

Risk/Priority Indicator Key

Likelihood
1. Improbable / very unlikely
2. Unlikely
3. Even chance / may happen
4. Likely
5. Almost certain / imminent

Severity (Consequence)
1. Negligible (delay only)
2. Slight (minor injury / damage / interruption)
3. Moderate (lost time injury, illness, damage, lost business)

RISK / PRIORITY INDICATOR MATRIX						
LIKELIHOOD	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
		SEVERITY (CONSEQUENCE)				

Summary		Suggested Timeframe
12-25	High	As soon as possible

Westbrook Hay Prep School



4. High (major injury / damage, lost time business interruption, disablement)
5. Very High (fatality / business closure)

6-11	Medium	Within the next three to six months
1-5	Low	Whenever viable to do so



Review Record

Date of Review	Confirmed by	Comments
Sep 2020	KF	
1 Nov 2020	KF	
8 Jan 2021	KF	Updated for asymptomatic testing
26 Feb 21	KF	Updated for further asymptomatic testing and home testing. Also additional guidance on face coverings
19 April 21	KF	Updated for trips, sports fixtures, wrap around care

I have read the risk assessment and understand and accept its contents form part of my job role. I will keep myself informed of any changes.

Employee Name (Print)	Employee Signature	Date

Westbrook Hay
Prep School


