

UPDATED COVID-19 Risk Assessment for Amesbury

A Risk Assessment for Re-opening Amesbury in September

Introduction

The UK is to fully re-open schools in September. The core obligation to ensure “so far as is reasonably practicable the health, safety and welfare of employees and the safety of non-employees” remains as does the obligation to risk assess and implement relevant control measures. Government advice for re-opening in September is relatively well set but recognises that while COVID-19 remains in the community schools will be required to make judgments concerning how to balance and minimise risks whilst providing “a full educational experience for children” using their existing resources. The Government Guidance is shown below:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

Guidance Note

The logic behind these actions, and the need for this note, is the on-going ‘duty of care’ the school has for their whole community: governors, staff, parents, pupils, visitors and contractors. A ‘duty of care’ means a legal obligation to ensure the safety and wellbeing of others. The test when considering whether a duty has been discharged is “what would the reasonable person have done, or not done, in the circumstances of this particular incident?”. Where “must” is shown below this reflects the action is essential for public health reasons, as advised by PHE.

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

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

Running the School - Assessing the Risk

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

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

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- A. Updating Safeguarding policy and procedures and ensuring staff and pupils feel safe.
- B. Is government advice being regularly accessed, assessed, recorded and applied?
- C. Are changes regularly communicated to staff, their unions, pupils, parents and governors?
- D. Are changes reviewed by governors?
- E. Are changes shared with insurers?
- F. Is there early liaison and active engagement with the local health protection team.
- G. Do staff understand NHS Test and Trace procedures?
- H. Are there contingency plans for self-isolation of individuals, multiple pupils and / or staff?
- I. Is contact minimised and distance maximised between all those in school, wherever possible?
- J. Are Social Distancing (SD) and other hygiene rules regularly communicated, understood, applied and checked?
- K. Has the cleaning regime been enhanced, regularly re-assessed and, if necessary revised?
- L. Are high-risk areas being regularly monitored (including boarding areas) for hygiene?
- M. Are suspended services and subscriptions re-set or updated due to new needs?
- N. Is access to school controlled effectively and are visitor (if allowed) details recorded?
- O. Are there sufficient supplies of hygiene materials and are they well placed?
- P. Are contingency plans in place for operational changes such as re-closing, loss of catering?
- Q. 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:

- R. Currently the Government does not recommend wearing a face covering in schools although they may be worn by certain staff (cleaners, chefs, medical staff etc) or on certain occasions such as in buses to help mitigate risk although this is not mandated on dedicated transport.
- S. Dependent on risk assessments staff (and pupils) may be equipped with PPE for certain activities. PPE may include:
 - a. Face coverings.
 - b. Gloves.
 - c. Eye protection.
 - d. Shields (for lecterns, desk separators, staff desks, reception, servery).
 - e. Sanitisers (gel and tissues).
- T. 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.

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- U. Consideration of how to reduce contact and maximise distancing between those in school, where ever possible, and minimise potential for contamination by:
 - a. Using outdoor space.
 - b. Altering classroom layout with desks facing the front.
 - c. Staggering timetables for drop-off, assemblies, breaks, lunch, playtime, pick-up times.
 - d. Consistent groups (bubbles) of pupils that do not mix unless absolutely necessary.
 - e. SD in spaces such as halls and dining areas and groups are staggered through spaces.
 - f. Recording groups and bubbles compositions in case pupils need to self-isolate.
- V. Medical.
 - a. Are ill staff and pupils or those tested positive in the last 7 days staying at home?
 - b. Pre-existing medical conditions are fully declared?
 - c. Have all vulnerable pupils, parents and staff been identified and recorded?
 - d. Are extremely clinically vulnerable and clinically vulnerable able to return to school?
 - e. Are those that have tested positive for COVID-19 recorded? (for elimination purposes)
 - f. Who has come into contact with anyone tested positive to COVID-19?
 - g. Who has travelled where (and when): other than home and school?
 - h. Have those who have been abroad self-isolated / quarantined for 2 weeks: if required?
- W. 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)?
- X. Are plans being considered for school events including plays, parent and teacher meetings?

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".

Prevention:

- 1 minimise contact with individuals who are unwell by ensuring those who have COVID-19 symptoms, or who have someone in their household who does, do not attend school.
- 2 clean hands thoroughly more often than usual.
- 3 ensure good respiratory hygiene by promoting 'catch it, bin it, kill it' approach.
- 4 introduce enhanced cleaning, including frequently touched surfaces, using standard products (detergents and bleach).
- 5 minimise contact between individuals and maintain social distancing wherever possible.
- 6 where necessary, wear appropriate PPE.

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Numbers 1 to 4 must be in place in all schools, all the time.

Number 5 must be properly considered and schools must put in place measures that suit their particular circumstances.

Number 6 applies in specific circumstances.

Response to any infection:

- 7 engage with the NHS Test and Trace process
- 8 manage confirmed cases of COVID-19 amongst the school community
- 9 contain any outbreak by following local health protection team advice

Numbers 7 to 9 must be followed in every case where they are relevant.

Conclusion

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

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

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Overall Risk Assessment in the COVID-19 Environment

	Hazard	Control measures	Outcome	Remarks / Re-assessment
A	Safeguarding policy and procedures not updated and / or staff and pupils not feeling safe.	Safeguarding committee and DSL review policy and procedures regularly.	DSL reviewing on a daily basis. Latest safeguarding audit – August 2020. Latest Minutes 14 th May 2020.	
B	Government advice not being regularly accessed, assessed, recorded and applied.	Government advice is updated daily (via school email) and reviewed by SLT. Any changes are recorded and discussed at SLT weekly. ISBA and ISI advice and guidance also reviewed daily by Head and Bursar.	All policies and practices are updated daily or as soon as practical by the Government advice.	
C	Staff and parents do not know or understand the 'system of controls' (see explanation above) and how they are applied.	Returning to School Safely document circulated to staff, parents and Governors 27/8/20. Any updates emailed from Head on a regular basis. Risk Assessment published on website. Webinar held by Head on weekly basis for staff and parents to ask questions.	Heads office keeps all correspondence with school community. Staff handbook also resource for COVID info.	
D	Changes not regularly communicated to staff, their pupils, parents and governors	Any updates emailed weekly to whole community.	All emails and letters filed in one place.	
E	Changes to assessments, procedures and other important matters not reviewed by Governors	Governors included on all communication to parents and staff. Important changes / policy agreed at Governor level.	Governors aware of all changes.	
F	Insurers and / or brokers not consulted with school's re-opening and / or amended plans	Bursar regularly communicates with Marsh and obtains insurance clearance before school opening.	Marsh confirmation email obtained prior to opening- 21/5/20. Confirmation checked and received again 16/6/20. Phoned 2/9/20 and 3/9/20 and spoke to Marsh	

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			adviser – no need to send risk assessment. Marsh will cover sports as long as sporting Gov Body has given go ahead to play.	
G	Local authority and health protection team not engaged prior to the beginning of term.	Engagement of test and trace and local authority health team performed by School Matron.	All appropriate access to health teams in place	
H	Active engagement with NHS Test and Trace and the procedures not understood by all staff and parents.	Bursar reviewed guidance and process with School Matron. Communication to staff and parents via Head on what to do when.	Communication in place.	
I	No contingency plans for self-isolation of individuals, groups, multiple pupils and or staff.	Contingency plans completed for self-isolation in the medical room or additional space which has been allocated in Bickley House. Sufficient room for multiple pupils and staff.	Plans communicated to school community	
J	Insufficient consideration to minimising contact and maximising distance between all those in school where ever possible.	Wherever possible SD of 2m and when reduced to 1m additional control measures are in place.	One way systems, PPE, change in room layouts and amendments to school day in place to achieve maximising social distances.	
K	Social Distancing (SD) and other hygiene rules not sufficiently robust, understood, communicated, applied or checked.	All SD and Hygiene rules outlined in Return to School document and reiterated to pupils and parents in regular communication. Checked by H and S committee and SLT on daily basis.	All rules understood. Head to reiterate should SLT not be comfortable that staff and pupils are adhering to rules.	
L	SD rules for activities (play, games, drama, music) not understood or adhered to?	All rules outlined in Return to School document. Drama/ Music – separate risk assessment in place	SLT to monitor understanding and where necessary educate pupils and staff.	

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M	Unsuitable enhanced cleaning regime, not regularly re-assessed or revised for high-risk areas such as toilets, door handles, keypads, switches, hand rails and frequently used hard surfaces.	Cleaning supervisor reviews daily with Facilities Manager to assess quality and quantity of cleaning rotas. Additional Cleaning resource and equipment employed.	Enhanced cleaning regime provided as a control measure.	
N	High-risk areas not being regularly monitored for hygiene.	Cleaning Supervisor has a list of high risk target areas- those being used by multiple bubbles- Science labs / PAC / dining hall and ensures cleaning regimes are suitable.	Monitored by the Facilities Manager.	
O	Suspended services and subscriptions not re-set or updated due to new needs in time for return to school.	All suspended services have been reengaged.	All re services are in action	
P	Access to school not controlled effectively and visitor (if allowed) details not recorded.	Visitor Policy- by Appointment only and details recorded on site with declaration that person has no symptoms, has not travelled to a red country within 14 days and will comply with SD policy. Parents on site by appointment only. Temperature checks before admittance.	Visitor policy on website and adhered to.	
Q	Insufficient supplies of hygiene materials and not readily available, suitably stored or located.	Current suppliers have available stock. Cleaning Supervisor checks daily stock and reorder levels with usage gauge.	School stocks of cleaning materials reviewed weekly to ensure sufficient.	
R	Insufficient contingency plans for changes to school operation such as re-closing, loss of catering or teachers?	SLT discussion on contingency plans weekly and access to required resource investigated.	Managed by Head, Bursar and SLT.	
S	Insufficient contingency plans in case of medical need for self-isolation of individuals, multiple pupils, staff or local outbreaks?	Medical need contingency plans reviewed by Head, Bursar, School Matron and H and S Committee.	Plans in place and monitored regularly.	
T	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.	RA reviewed and amended by Facilities Manager plus those responsible for their areas. Bursar chases and updates required.	All RA regularly reviewed and updated.	
U	All hazards identified properly mitigated and regularly re-assessed?	All RA reviewed and any additional Hazards identified and addressed by the Bursar.	SLT / Head to reassess weekly or daily as required.	

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

	Hazard	Control Measures	Outcome	Remarks / Re-assessment
1	Communication channels not working and not reviewed. (Email, text, facebook etc).	IT back up procedures in place and 24 hour cover available. Office Manager monitoring daily channels and working with SLT.	Mobile phones and walky talkies available. Mobile phone numbers known to all. Schoolbase contains all pupils and staff contact details.	
2	Staff, parents and pupils returning to school not provided with full induction process or aware of changes and potential hazards.	Return to Amesbury booklet contains all info required- sent from Head's office week before school return date. Inset addressed changes to procedures and Q and A session for staff.	All staff, parents and pupils should be aware of processes. Weekly Heads Webinar held to take and Q and A's on process.	
3	Lack of a robust feedback and reply system to ensure best practice and two-way communications for pupils, parents, staff and governors	All communication is via SLT and Head / PA to Head. Webinar set up weekly for parents. Parents and pupils can use email to teachers and governors. Surveys have / are being used for feedback.	Feedback system in place.	

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4	No Governor and / or SLT member for school / department responsible for COVID-19 matters. Governor / SLT members' contact details not known and not on call.	COVID 19 being managed by Head and SLT. Mark Toms and Tarquin Henderson responsible form Governing Body.	Responsibility known and contact details shared.	
5	No school representative identified to liaise with local authorities and local health protection team.	Bursar and Medical team are in contact with local authorities and local health protection team.	Bursar and Medical Team	
6	Local authorities and health protection teams not engaged prior to re-opening (and the benefit of their services in case of infection).	Test and trace details known and testing link used and set up.	School engaged with government teams in case of incidents.	
7	No plan to inform local health protection team if two or more confirmed cases within 14 days or there is an overall rise in sickness absence.	Plan via Medical team and SLT in place to contact Government agencies.	Plan in place	
8	No system to communicate with staff who are unable or have not returned to school for fear of infection.	Staff communication on return is now to Head for academic staff and Bursar for non-academic staff. All staff have been contacted. Central database with dates recording time and date of positive teste and quarantine times with date of return clearly stated. Checked each morning to ensure children and staff on site are out of quarantine.	Communication system in place.	
9	Lack of mechanism for parents of pupils with significant risk factors to discuss concerns and provide reassurance of the measures put in place to reduce the risk in school.	Heads communication and access to meetings with the Head have been offered and available. Medical staff on hand to discuss with parents.	Communication system in place.	
10	No staff, pupil and / or parent health declaration implemented or recorded.	Information of Health of staff, pupils and parents relating to COVID 19 has been requested where positive test are known or quarantine requirements are in place.	Data on pupil and staff medical records recorded.	

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		All pupils and staff have an obligation to update their medical records.		
11	Lack of knowledge of where pupils / staff have travelled from (other than home and school) on holiday or at weekends.	This information has been requested and is recorded if red countries are visited. A form has been set up for this reason with a self declaration.	Travel plans to 'red countries' are known.	
12	Staff, parents and pupils not self-isolating after holiday and work visits (for 2 weeks?) to non-government agreed countries.	A form is sent from the medical centre to staff, parents and pupils requesting the date of return and confirming the date they can access school.	Forms kept and info logged in academic admin folder.	
13	Lack of robust rules for hygiene standards for staff and pupils – and failure to adequately enforce standards	Hygiene standards are highlighted in the Return of Amesbury document that has been issued to all and posted on the website. Regular reminders are issued.	Hygiene rules are known and used.	
14	Staff not trained or regularly updated in COVID-19 symptoms, SD and how these rules apply to teaching?	Regular communication from medical centre and Head reminding staff and pupils on updated guidance. The return to Amesbury document highlights all rules and this has been communicated at INSET to staff. Staff will remind pupils on returning to school and set SD procedures.	All staff aware and trained.	
15	At drop-off and pick-up parents not complying with SD policy outside gates and entrances.	Parents to stagger entry to school and only allowed on site with appointment. Head has reminded parents the need to SD at the school entrances if they park and leave cars.	SLT meeting and greeting and will re-enforce the requirement for SD.	
16	Staff and parents not cleaning frequently touched surfaces of bike, car, pram etc before and after journeys to school.	Parents and staff have been reminded of the requirement to regularly wash hands and clean frequently touched surfaces. On	Reminders will be sent to ensure compliance.	

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		entry to the site all persons must hand sanitise or wash hands.		
17	Transit spaces (corridors), social zones (car parks, common rooms, playgrounds) do not support SD. Walk on the left protocol?	All social zones have taping and a one way system. Masks to be worn where SD cannot take place by years 7/8 and all staff.	SD should be observed at all times	
18	Learning and recreational spaces not de-conflicted or configured to SD rules for different groups or bubbles.	All learning and rec spaces are used by single bubbles. A cleaning regime is in place where bubbles occupy a space following another bubble.	Bubbles are maintained on site.	
19	Little consideration of different age groups in timetabling, length of the school day and exposure to other age groups.	Each year group has been provided with an appropriate timetable, length of school day and exposure to other age groups.	SLT have considered all age groups and the school day is suitable.	
20	No system in place to deal with bereavements, trauma, anxiety, stress, behavioural and sleep issues.	Pastoral system in place with tutors and year groups as normal. Deputy Head to lead with assistance from C Munday- Well Being Lead.	Current pastoral system in place will be used.	
21	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	Safeguarding Lead and DSL to review and update current practices if required.	KCSIE observed and safeguarding policy and procedures updated.	

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

	Hazard	Control Measures	Outcome	Remarks / Re-assessment
1	Lack of review, update or sharing of safeguarding policy and staff handbook policies.	Safeguarding policy has been updated by DSL.	All policies are updated.	

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		Staff Handbook is updated.		
2	Inset does / did not reflect required training for COVID-19 related procedures, safeguarding, H&S, well-being etc	Training on new COVID 19 arrangements have been communicated over INSET.	Training for COVID 19 procedures have been actioned.	
3	DSL and ADSL not easily contacted and their contact information not known to all.	Contact information known to all via website credit card info, signs, policies and guidelines.	No Change to DSL from last year. Contact details easily available.	
4	No COVID-19 specific policy that includes medical responses, SD, teaching, socialising, feeding, hydration, well-being etc.	Guidelines written for staff, parents and pupils. Distributed via return to school document.	New Guidelines written.	
5	Revised fire drills, registers, routes and assembly points not rehearsed.	Existing fire locations to be used. Fire drill to be actioned w/c 7 th September	Fire Drill actions to be reviewed	
6	Staff moving between classes and year groups not maintaining distance from pupils and other staff (ideally 2 m between adults)	PPE has been issued to staff and to be used where 2m SD is not possible. Year group bubbles to be maintained at all times. One way system in operation. Separate toilets for year groups. Additional staff rooms on site. Masks to be worn in corridors and other inside places where social distancing cannot be maintained.	Additional precautions have been taken place if staff and pupils form different bubbles are in same building.	
7	Supply, peripatetic and/or other temporary staff moving between schools not minimising contact or maintaining as much distance as possible from other staff.	Guidelines have been given to supply and visiting staff. Minimal time on site where possible.	Guidelines are in place.	
8	Roles conducive to home working and therefore helping to reduce infection (e.g. some administrative roles) not identified.	Few roles can be undertaken from home but when they can staff are able to work	Roles identified.	

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		from home with agreement from Head and Bursar.		
9	Contact between groups or bubbles is not minimised or distance between individuals maintained and properly supervised.	All year groups to be in one bubble. Year 1 and 2 are one bubble and Year 7 and 8 one bubble. Early years is one whole bubble. Each bubble has separate play area, dining time, toilets and will keep at a distance from other bubbles. Staff will try to maintain 2m SD, 1m with precautions.	Contact between bubbles is minimised. Only place bubbles mix is on minibus and then masks are worn and other precautions taken.	
10	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.	Bubbles are maintained.	Need to observe this is practice and refine practices if this is not possible.	
11	Insufficient controls measures for larger groups with greater risk of infection and need to all isolate.	No larger groups than one year group bubble.	No larger groups.	
12	Large gatherings such as assemblies or collective worship with more than one group not avoided.	Assemblies are online. Chapel services – one per week either remotely or one bubble in chapel at one time.	Large gatherings are avoided.	
13	Insufficient controls for those pupils allowed to mix into wider groups for specialist teaching, wraparound care and transport.	Specialist teaching performed in bubbles. ASC and Breakfast club kept in bubbles. Minibus service provided but masks must be worn, Hand sanitisers when entre and exit the bus, additional cleaning of the bus and separate seating where possible.	Wider groups are not generally used and therefore minimising risk of infection.	
14	Younger pupils not supported in understanding the importance of maintaining distance, not touching staff and their peers - where possible.	Younger pupils are taught the message of 2m and 1m distancing. Where possible	Although difficult teachers are aware of difficulties with	

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		PHE is worn and additional cleaning of hands and equipment is in place.	teaching younger children SD rules.	
15	No specific help and preparation for the changes to routine for pupils with SEND (whether education, health and care plans or on SEN support).	SEND processes have been amended and wearing of masks where SD cannot be maintained.	SEND procedures in place which follow required protocols.	
16	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.	No pupils currently attending dual settings. Hand washing and sanitising on entry to Amesbury.	Not applicable.	
17	Classrooms do not have side-by-side seating or forward facing desks to reduce risks.	All classrooms have forward facing desks.	Classrooms have been rearranged to ensure all forward facing desks.	
18	ITT trainees not sufficiently briefed, hosted and integrated in their support to school.	No ITT trainees employed this year.	Not applicable	
19	Volunteers not checked, left unsupervised, allowed to work in regulated activity or supported.	No volunteers on site at present to minimise traffic on site.	Not applicable	
20	Recruitment process and pre-appointment checks not following legal requirements.	Normal recruitment process is followed although one member of staff we are still waiting for confirmation of qualifications from educational establishment.	All recruitment checks performed per legal requirements.	
21	New staff and pupil registration and induction processes not adapted or compliant.	All new staff and pupils have undergone induction and necessary checks.	New staff and pupils all checked.	
22	Support staff and TAs in regulated activity do not have the appropriate checks.	All support staff and TA's have followed the recruitment process and all checks complete.	All staff in reg activity have undergone checks.	
23	SCR not updated with DBS related issues and required documents not properly verified or recorded.	SCR has been updated as normal and complies to ISI / DFE requirements.	SCR is complete.	

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24	Plans to separate work, learning, meetings, activities and play outside not fully considered	All year group plans have where possible used outside play and learning. All outside areas have been risk assessed.	To reassess once children on site and on timetable.	
25	Opportunities for non contact sport, adventure play, Forest School, gardening etc not regulated or considered	Non contact sport- tennis, athletics cricket planned. Outside play for smaller children used where ever possible.	To reassess once children on site and on timetable.	
26	Physical education, sport and physical activities not following the measures in their system of controls.	Games department assessing measures daily and with other schools. All following DfE guidelines.	To reassess once children on site and on timetable.	
27	Sporting, play and SD rules unclear to staff, pupils, parents and visitors.	Games department assessing measures daily and with other schools. All following DfE guidelines.	To reassess once children on site and on timetable.	
28	Pupils not kept in consistent groups, maximising distance between pupils or paying scrupulous attention to cleaning and hygiene during sports activities.	Games lessons are performed in year group bubbles. Cleaning of equipment and changing rooms between bubbles using these areas.	YLD to assess once games lessons are in operation	
29	Sports equipment not sufficiently cleaned between each use by different individual groups.	Cleaning regime altered so that before bubbles use changing rooms the area is cleaned.	YLD to assess once games lessons are in operation	
30	Risk assessment for play, drama and dance activities not re-assessed, applied or checked.	Drama and dance being taught on year group bubbles.	YLD and SLT assessed procedures. Drama activisites being streamed and risk assessments being performed per production.	
31	Added risk of infection where there is singing, chanting, playing wind or brass instruments not reviewed.	Reduced level of singing, chanting and play of wind and brass instruments at present.	SD rules being applied.	

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32	Shared staff spaces are not set up or used to allow staff to distance from each other.	Staff have been told to SD in the common rooms and two additional spaces have been set up as common rooms in the boarding accommodation.	Staff will be able to SD and additional common room space is available.	
33	Staff meetings and staff rooms unregulated in terms of space, equipment, resources (copiers, kettles, biscuits tins etc) timings, SD and purpose.	Staff have been given guidance regarding communal spaces and ensuring common resources are cleaned after use. An additional common room is in use to allow for SD. Regular cleaning of these joint spaces has been increased.	Risks have been minimised in staff common room areas.	
34	Staff not having sufficient down time / rest during the working day / week?	All staff allocated lunch and break times.	Staff timetables allow for lunch and break.	
35	Staff unable to manage the provision of both in school and remote learning.	Remote learning for those in quarantine and self isolating being organised by HOD's	A plan for remote learning in place using office 365.	
36	Access systems not regularly checked, updated and (where necessary) re-coded.	All access systems have been checked and new codes have been set and communicated to staff.	Access systems all checked and working.	
37	Parent, Pupil, Staff, Contractor, Visitor drop-off and pick-up procedures, in and out routes not shared, understood or applied.	Pupils drop off arrangements communicated via Return to School Document to all parents and staff. Visitor policy rewritten and shared with all staff. No parents on site without an appointment.	All access to school site being monitored in light of COVID 19 requirements.	
38	Appropriate safety measures not in place for wraparound childcare for both indoor and outdoor provision.	ASC provision is provided in year group bubbles for both indoors and outside play.	ASC safety measures being applied for COVID 19 guidelines.	

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39	Classrooms don't reflect recommended layout, PPE, screening, enhanced cleaning rules and timings.	Classrooms have been set up in accordance with government guidelines.	DofE Guidelines followed for classroom set up.	
40	Hand washing not part of school culture or routine e.g. no regular breaks for hand washing during the school day.	Hand washing routines are built into daily routines and hand sanitisers are present throughout the school.	Hand washing is a priority activity and is part of school routine.	
41	Insufficient hygiene stations at entrances, exits, toilets, classrooms, play areas, common rooms, staff areas etc	Hygiene stations at all entrances and in all classrooms.	Hygiene stations are widely available.	
42	Hygiene stations (including bins) not stocked, checked, emptied and cleaned regularly.	Cleaning supervisor checking that stations are working and full.	Hygiene stations checked to ensure full and working daily.	
43	Unnecessary and unused items not removed from classrooms and other learning environments.	Classrooms have been set up in accordance with government guidelines.	DofE Guidelines followed for classroom set up.	
44	Soft toys, furnishings, spare furniture and items that are hard to clean not removed and stored securely.	Items that are hard to clean have been removed from the classroom.	Minimal furnishings have been used in the school.	
45	Individual and frequently used equipment, such as pencils and pens not shared by staff or pupils (who use their own).	Pupils and staff have their own stationary and other frequently used equipment in science and art rooms are cleaned between use.	No sharing of stationary unless cleaned between bubbles.	
46	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.	Cleaning of classrooms has been increased and will be done three times per day.	To be monitored once all children returned and revised if necessary.	

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47	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).	Science, Games and Art resources will be cleaned between bubble uses or left for a period of 48 / 72 hours.	Guidance for those subjects taught using shared resources will follow DofE guidelines.	
48	Regulating the use and cleaning of locker, changing rooms, toilets and showers not managed and supervised.	Lockers used by same person daily. Changing rooms are cleaned between year group bubbles. Showers not used. Toilets used by same bubble only.	The use of lockers, changing rooms and toilets are managed.	
49	Pupils not limiting the amount of equipment brought into school daily to essentials such as bags, hats, coats, books and stationery.	Pupils have clear guidance on what should be brought to school daily.	The amount of equipment brought into school is limited.	
50	Pupils and staff taking necessary books and other shared resources home not sufficiently managed.	Shared resources are only taken home if necessary. They are cleaned on return to school.	Shared resources are seldom taken home but cleaned on return.	
51	Outdoor playground equipment should be more frequently cleaned or left fallow.	Outdoor equipment has been added to the cleaning rotas and only used if cleaned.	Outdoor Equipment in use is cleaned regularly.	
52	Assemblies, break times, meals, drop-off and collection times not sufficiently well staggered.	All such times have been staggered so that year group bubbles can be maintained.	Staggered break times, meals, drop off and pick up are in operation.	
53	Non-overnight educational visits not organised in line with protective measures (keeping children within consistent groups) and COVID-19 measures in place at destination.	All day trips will follow COVID 19 measure and the location will be visited prior to visit to ensure compliance to adequate procedures.	Day trips will only go ahead if a risk assessment ensuring compliance to COVID 19 measures is in place.	

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54	Organisation of breakfast and after school club not revised in to small, consistent groups and maintaining year groups or bubbles.	Breakfast club capped at 10 and regular bookings- SD in place. ASC in year group bubbles and also book regular slots.	Wrap around care is observing bubbles and SD.	
55	Pupil and staff mental health and wellbeing not considered with individual needs not identified or supported.	Pastoral system in place for pupils with tutors and year group leaders. Deputy Head and Carrie Munday in charge of staff wellbeing will assess any further staff requirements.	A support system is in place for staff and pupils.	
56	Insufficient pastoral and extra-curricular support for pupils to rebuild friendships and social engagement.	Deputy Head to review pastoral support for pupils in normal way. CCA's operating on a reduced programme.	Pupils have adequate support to rebuild friendships.	
57	Plans, briefing and statistics for ISI visit not updated.	SLT to review forthcoming inspection timetable and plans.	Preparation for inspections is being planned.	
58	Roles suitable to home working, such as administration, not considered to help reduce risks of infection in school.	Home working available where appropriate.	Any opportunities to reduce human traffic on site will be taken.	

Medical Risk Assessment in the COVID-19 Environment

	Hazard	Control Measures	Outcome	Remarks / Re-assessment
1	Sickness management rules and the "don't come to work if you are ill" not understood or observed.	Widely communicated by SLT and Head. Outlined in Return to Amesbury document sent to all staff. Staff asked to go home if displaying symptoms.	Staff aware that if they are unwell they should not come on site.	

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2	Staff and pupils who are ill or tested positive in the last 7 days do not know or are unwilling to stay at home.	Rules for self-isolation have been communicated to staff and parents. Medical team require completion of a form to state when pupil / staff member can return and log held.	A process for self-isolation is monitored and in place.	
3	The procedure for isolating or sending staff and pupils home for 7 days and arranging a COVID-19 test is not understood (if anyone becomes unwell in school).	The procedure if a staff member or pupil test positive is documented and communicated to staff. The medical team are monitoring and hold the data regarding positive tests.		
4	Given (Serial 1 & 2) above household or group members do not understand that they must self-isolate for 14 days.	The SLT and Medical team have the guidance to hand and will inform those who do not understand.	The Amesbury community have been told the isolation periods and these will be adhered to.	
5	No isolation room and separate bathroom available for those waiting collection and no access to PPE for those attending to unwell staff and pupils.	We have an isolation room with toilet available for any cases. All staff have been issued with PPE and spares are held on site.	On site facilities are available for isolation and all staff have PPE.	
6	Procedure is not clear for those Staff who have helped someone with symptoms and pupils who have been in "close contact".	The medical team are fully aware of procedures and will manage any other staff who have helped anyone with symptoms.	Procedures are clear.	
7	Staff not aware of meaning of "close contact" i.e.: <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. • Sitting in a small vehicle (car) with an infected person. 	Close contact has been outlined as 1m with precautions and 2m with no extra precautions. Staff have been given a Q and A session to ask if they are unclear.	Close contact should be understood by all staff.	

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8	Procedures for reporting COVID-19 instances to external authorities not known or applied.	The bursar and medical team are aware of what to do should Amesbury need to report a COVID case to authorities.	Procedures for informing external agencies are known.	
9	Procedure for washing hands thoroughly for 20 seconds with soap and running water or using hand sanitiser after any contact with someone who is unwell is not understood or applied.	Training and reminder posters are displayed around the school.	Procedures are known by all staff.	
10	Procedure for cleaning, with normal household bleach, the area around a person with symptoms after they have left (to reduce the risk of infection) is not understood or applied.	Procedures for cleaning after a person with symptoms has been on site are understood and applied where necessary.	Procedures are known by staff who are dealing with pupils and staff with symptoms.	
11	Science of risk not understood e.g. less severe symptoms in adults, younger children less likely to become unwell. Consistent groups help.	Matron to help educate the staff and parents of the symptoms and to communicate this via the SLT and email.	Science of risk understood by Matron.	
12	Although a useful confidence measure routine temperature testing is not a reliable method to identify COVID-19 (PHE advice refers).	Temperature testing only used for visitors on site as a confidence factor.	Noted	
13	Insufficient medical staff to deal with temperature testing (if used), isolating and monitoring suspect COVID-19 cases, outside appointments and normal medical issues.	Staffing of medical team is as usual numbers for full school- 360 pupils. Additional resource will be used from trained first aid staff if isolating pupils or staff is required.	Adequately resourced.	
14	No or insufficient training for those operating temperature testing or other precautions that require new equipment. Training not recorded for future reference.	Training has been given by Matron. Very easy to use equipment with instructions.	Training completed.	
15	Medical staff have insufficient or unsuitable PPE, cleaning materials and training for tasks.	Medical room and equipment is all suitable and maintained. PPE issued. Additional cleaning materials are on site and ready if required.	Medical team have all resources needed.	
16	Insufficient registration, induction, supervision (and temperature checking) of contractors working on site.	No contractors on site.	No contractors on site.	

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17	Young children not supervised using hand sanitiser (risk of ingestion). (Note: Skin friendly cleaning wipes is an alternative).	All children are supervised when hand sanitising.	Appropriate Hand sanitising for young children.	
18	Young children and those with complex needs not supported in understanding importance of hygiene rules.	Tutors re-emphasising the need for hygiene rules and helping where required.	No issues highlighted to date.	
19	Lack of information on how to react to coughing and sneezing using tissues (and their disposal), crook of arm and immediately cleaning hands with soap and water or hand sanitiser.	Training given by staff and tutors on weekly basis.	Coughing and Sneezing best practice is known.	
20	Hygiene rules not effective. "catch it, bin it, kill it" not re-publicised or applied.	All re-publicised in return to Amesbury document and by tutors and teachers on regular basis.	'Catch it, bin it, kill it' being followed.	
21	Visits of or to GPs / nurses / dentists and local surgeries changed and not known by staff and or pupils.	Medical team hold updated medical records for pupils. Staff asked to update records where needed. Parents take children to GP etc practices.	Updated by medical team.	
22	Insufficient or no procedure for summoning emergency services and cleared routes in and out.	Emergency vehicles summoned by front office and medical team.	Access routes are clear- checked daily.	
23	No early liaison with local health protection teams and LA who provide advice (and may recommend large groups self-isolate or school closure)	Amesbury is aware of procedures and has LA numbers and health protection team numbers if needed.	Will liaise as soon as required.	
24	Insufficient First Aid trained personnel (ratio) for pupils in school and on activities and sport.	Amesbury has sufficient staff with First Aid training per ratios as advised by D of E.	Sufficient First Aid staff on site.	
25	Requirements for EYFS on PFA certification not identified given recent modifications and 3 month extensions.	Matron in charge of EYFS medical training. All ratios complied with and update training booked in where needed.	All EYFS training for first aid up to date.	

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26	Pregnant women are in the 'clinically vulnerable' category and not following the relevant guidance.	Pregnant staff are monitored and known by Facilities Manager and Matron.	Risk assessments and additional guidance is followed for pregnant staff on site.	
27	Lack of School decision or policy for level of PPE required for staff or pupils.	Pupils require masks on minibus routes. Staff have PPE available for use should they so wish.	School decision on PPE follows advice and available.	
28	Those with particular characteristics and an increased COVID-19 risk not identified and sufficient measures taken to reduce risks.	Matron has identified any such cases and monitors progress.	Matron manages any staff or pupils with increased COVID 19 risks.	
29	Lack of knowledge on whom has tested positive for COVID-19 and if it is recorded (for elimination purposes). Evidence of negative result should not be requested.	Forms sent to any staff or pupils who have tested positive and database held of vital info.	A procedure exists for positive COVID 19 testing and recording.	
30	Insufficient information and / or record of who is still shielding or had contact with anyone tested positive or suspected of COVID-19 and why this may preclude their attendance at school.	Any shielding pupils will be identified and Head will discuss with parents and Matron procedures. Bursar is aware of shielding staff and manages process accordingly.	Shielding pupils are known and managed.	
31	Lack of recording of which staff and pupils have been sent home with COVID-19 symptoms (a cough, high temperature or shortness of breath).	Matron records and saves information on staff and pupils with symptoms and updates regularly. Access to SLT.	Records are complete.	
32	Lack of regular dialogue with those that have suffered from COVID-19 and / or are isolated at home.	Regular dialogue is established where necessary between SLT or staff member.	Amesbury reacts on case by case basis to ensure pupils and staff are cared for at home.	

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33	Policy on wearing uniform and if washing also required to prevent infection for staff and pupils not re-considered.	Uniform policy is in return to school document and communicated by Head to parents. Considered by SLT and agreed.	Uniform policy exists.	
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Dedicated School Transport and Driver Risk Assessment in the COVID-19 Environment

	Hazard	Control Measures	Outcome	Remarks / Re-assessment
1	Drivers not regularly briefed on changes or included in staff briefings and revised schedules and notices.	Drivers have all had staff information and INSET training. Met with drivers and ensured all understood procedures and changes.	Drivers all trained and aware of procedures.	
2	Drivers not fully considered or supported (particularly relating to age and vulnerability).	Drivers have had return to work discussions with facilities manager to ensure supported.	Drivers are supported.	
3	Drivers have insufficient / inappropriate PPE, cleaning materials and training.	Drivers have been provided with PPE, cleaning materials and additional training as required.	Drivers are compliant with government guidelines.	
4	Dedicated transport not aligned with the principles underpinning the system of controls	Dedicated transport aligns with system of controls and government guidance.	Dedicated transport following guidelines.	
5	Dedicated school transport not operating to SD and hygiene rules or with sufficient PPE and cleaning arrangements.	Drivers and children will wear face masks on bus and will sit as far apart as possible. PPE has been given to drivers. Cleaning materials are used on bus to clean between trips. Hand sanitising on entry and leaving bus.	Transport operating SD and hygiene rules are followed.	

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6	Pupils not grouped together on transport reflecting consistent bubbles or groups that are adopted within school.	This is mitigated by pupils wearing masks and sitting as far apart as possible. Cleaning of the bus and hand sanitisation on entry and exit. Only year 3 and above can use bus.	Transport operating SD and hygiene rules are followed.	
7	Insufficient or no use of hand sanitiser upon boarding and/or disembarking.	Hand sanitising on entry and leaving bus.	Hand sanitising on entry and leaving bus.	
8	No additional cleaning of vehicles (all touch points) before and after each journey.	Drivers will be cleaning all touch points before and after each journey.	Additional Cleaning.	
9	Use of face coverings for children under (and over the age of 11) as a mitigating measure not understood by pupils and parents.	All communication has stated that face coverings must be worn by all pupils. Additional Face marks on the bus in case pupils forget.	Face coverings must be worn by all pupils and drivers.	
10	School vehicles not fully registered, insured, maintained and stocked with appropriate hygiene materials.	All school minibuses comply with guidelines and have been insured, maintained, checked and registered. Supplies of hygiene products have been issued to minibuses and are checked regularly.	Minibuses meet all standards and are equipped with cleaning materials.	

Support Staff Risk Assessment in the COVID-19 Environment

	Hazard	Control Measures	Outcome	Remarks / Re-assessment
1	Support and contract staff not regularly briefed on changes.	Weekly Staff meeting remotely, INSET attended by support staff and emails to all staff with the procedures.	Support and contract staff briefed.	
2	Physical meetings recognise SD, hygiene arrangements including well-ventilated rooms or, if possible, outside.	Meetings where possible are performed remotely. Where physical meeting is done in large room with SD, ventilation or outside.	Hygiene and SD rules observed.	
3	Support staff have insufficient/inappropriate PPE, cleaning materials and training.	All support staff have PPE and cleaning materials for use. Hygiene rules have enforced.	Support staff are fully equipped and aware of procedures.	

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4	Cleaning regimes not enhanced, regularly reviewed, inspected or conforming to revised hygiene rules.	Cleaning regimes have been amended to revised hygiene rules.	There is an appropriate cleaning regime in place.	
5	Fire and other emergency procedures not reconfigured, routes not clear or regularly inspected.	No need to reconfigure emergency procedures. Inspection has been done and all adequate. New temporary dining room has fire equipment and escape routes planned.	Fire and emergency procedures are reconfigured where necessary.	

Facilities Management Risk Assessment in the COVID-19 Environment

	Hazard	Control Measures	Outcome	Remarks / Re-assessment
1	Insufficient hand washing or hand sanitiser 'stations' for all pupils and staff to clean their hands regularly.	New hand sanitisers are in place at all entrances and in walk-ways. Regularly refilled and checked to ensure working.	All staff have easy access to hand washing and sanitisers.	
2	Policy and procedures for contractors including signing in and out, and badges on school sites not reviewed, and / or enforced.	NO contractors on site at present	No contractors on site.	
3	Contractor (and visitor) hygiene arrangements not considered including parking, guiding, supervision, breaks, meals and toilets.	New visitor policy updated for COVID 19 requirements. Communicated to all staff.	New visitor policy.	
4	Insufficient heating and/ or cooling system (including insufficient fuel levels if applicable).	Heating systems have been inspected and serviced ready for new academic year.	Heating systems adequate.	
5	Insufficient gas supply, maintenance, checks, venting and valves.	All checks have been performed and servicing completed.	No issues noted.	
6	Air conditioning units, ducts, ventilation and extraction systems not checked on re-occupying school facilities (including workshops).	All checked over the summer holidays and serviced where appropriate.	No issues noted.	
7	Electrical tests not up-to-date including emergency lighting and PAT including electrical equipment bought in to school.	All electrical testing is up to date- PAT testing rolling programme is in force and is up to date.	No issues noted.	
8	Water testing for temperature, flow and legionella not in date, recorded or tested on re-opening facilities.	All water testing is up to date and no issues have been noted.	All water testing is up to date.	

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9	Fire alarm panel, system and extinguishers not in date and not serviced.	Fire servicing of equipment has taken place over the summer – all in date. Weekly fire tests performed on alarms.	All fire equipment is operational.	
10	Fire doors propped open to limit use of door handles and increase ventilation.	Reviewing whether fire policy of keeping fire doors closed supersedes the need to keep doors ajar. After discussion with fire officer- allowed to keep doors ajar if closed on leaving room.	Doors can be kept ajar – including fire doors which should be closed when finished using the rooms.	
11	Limiting occupancy of as many rooms as possible (offices, laundry, common rooms etc) not considered.	All staff are aware of SD requirements and all rooms apply.	Rooms where SD needs are difficult have restricted the number of staff within.	
12	Kitchen not reconfigured, stocked and cleaned if closed over a long period.	Kitchen has been deep cleaned and restocked.	Kitchen is prepared and ready for use.	
13	Servery and dining room rules inadequate or unsafe including wiping table, chairs and hard surfaces between sittings.	Temporary dining room outside been developed to help with SD and sittings in bubbles only. Wiping of tables and chairs between sittings.	Adequate arrangements for dining.	
14	Insufficient drinking supplies and hydration available in dining room and around the school.	Additional water stations are being used and children bringing in water bottles from home.	Adequate drinking supplies.	
15	Cleaners have insufficient or revised instructions and training for appropriate cleaning and the wearing and disposal of PPE.	Cleaners all trained and have been issued with PPE.	Cleaners are aware of procedures and protocols.	
16	Insufficient cleaning staff for revised cleaning schedule and deep clean of each room and space daily unless left fallow.	Additional cleaning staff have been employed in order to cope with required cleaning regimes.	Adequate cleaning staff in place.	
17	Cleaning staff not equipped or using appropriate PPE including aprons, gloves, face coverings and their subsequent disposal.	Cleaning staff all wearing appropriate clothes and equipment – all fit for purpose.	Cleaning staff equipped.	
18	Suspended services not re-set or reviewed to cater for current school operation including waste disposal.	No suspended services.	No suspended services.	
19	Scheduled or on-going building works not reviewed given revised school timetables, staggered drop-off / pick-ups times.	No Ongoing building works.	No on-going building works	

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20	Pest control services not sufficiently regular, recorded or deficiencies identified and actioned.	Pest Control services were maintained through lockdown.	All adequate as normal.	
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