

Area of Concern	Risk Level Pre-Action	Control Recommendations	Action and/or in place?	Action by	Target Date	Risk Level following Action
<b>OVERALL RISKS</b>						
Awareness of policies and procedures	H	<p>All staff, pupils, parents, governors, visitors and volunteers are aware of all relevant policies and procedures including, but not limited to, the following:</p> <ul style="list-style-type: none"> <li>- Health and Safety Policy</li> <li>- Child Protection Policy</li> </ul> <p>Staff reminded of safeguarding policies in regard to on line lessons</p>	<p>School policies are published on school's website and available on school's network for staff. All staff are required to read and acknowledge the policies as a part of their induction process. Records are available on MyConcerns System</p> <p>Advice is included in Alton@Home brochure</p>	<p>All/ Overview by Bursar, Senior Deputy Head</p> <p>DSL/ All staff</p>	<p>Inset days 4-8/09/2020; Beginning of each term for new staff</p> <p>04/01/2021</p>	M
Government advice not being regularly accessed, assessed, recorded and applied.	H	<p>Government advice reviewed as soon as it is published; recommendations implemented including communication to staff, parents and pupils.</p> <p>The school keeps up-to-date with advice issued by, but not limited to, the following DfE, Early Years, NHS, PHE</p>	<p>Daily COVID bulletin issued by ISBA reviewed by Bursar; Advice issued by associations received, reviewed and actioned</p>	SLT	Ongoing	L
Staff and parents do not know or understand the 'system of controls' and how they are applied.	H	<p>Email to staff regarding return to school in January 2021 sent on 31/12/2020. Staff Q&amp;A session scheduled for inset day on Tuesday 5<sup>th</sup> January 2021.</p> <p>Letter to parents outlining the return to school sent on 31 December 2020; Letter to prep school parents reminding them of COVID arrangements sent. Letter to senior school to be sent prior to children returning on site.</p> <p>Revised RA – January 2021 shared with staff; feedback encourages</p> <p><b>All staff</b> are provided with copies of the school's correspondence to parents</p>	<p>RA emailed to staff; copy available on the network</p> <p>Copies of Thursday round up letters and emails to parents emailed to staff</p>	SLT	31/12/20	L

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Changes not regularly communicated to staff, pupils, parents and governors	H	Any changes are communicated to staff as soon as announced;  Staff are encouraged to share any concerns/ observations regarding COVID with Bursar or SLT  Weekly roundup sent to parents includes all necessary updates		Bursar/  SLT	Ongoing	L
Changes to assessments, procedures and other important matters not reviewed by Governors	H	Copy of January 2021 COVID RA sent to governors  Letter to parents regarding January 2021 return to school sent to governors  Copy of email sent to staff regarding changes in practice forwarded to governors		Bursar	04/01/21	L
Insurance brokers not updated with school's amended plans	M	January 2021 RA sent to DE Ford DE Ford informed that the school will comply with the government's recommendation regarding return to schools: <ul style="list-style-type: none"> <li>- Nursery opening 04/01/21</li> <li>- Prep school and key workers' children and vulnerable pupils returning to school on 06/01/21</li> <li>- Senior school – online teaching 06/01/21</li> <li>- Senior School – years 11 and 13 returning on site 11/01/21</li> <li>- Remaining senior school pupils returning to school on 18/01/21</li> </ul> Advise sought from insurers regarding Lateral Flow Tests on site – DE Ford advised school will be testing pupils and staff		Bursar	04/01/21	L

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Staff informed that Secretary of state has statutory power to order schools to remain open	L	Notification to staff during Q&A session on Tuesday 5 <sup>th</sup> January 2021 School will follow the government's advice regarding opening of schools in January 2021	Staff Q&A	SLT	05/01/21	L
Active engagement with NHS Test and Trace and the procedures not understood by all staff and parents	H	Parents are required to confirm if their children or anyone in the household is currently displaying COVID-19 symptoms when returning to school after half term;  Parents reminded about the requirement to comply with self-isolation requirements in line with the NHS guidelines Staff reminded about the requirement to comply with self-isolation requirements in line with the NHS guidelines	Email to parents with link to MS Forms  Letter to parents  Email to staff	SLT  SLT  Bursar	31/12/20  31/12/20  31/12/20	M
Insufficient systems and staff to support training, testing and contact tracers	H	All SLT and volunteers from staff and governors trained to deliver LFT using online training provided by DfE. SLT to attend DfE online information sessions	Online training Certificates forwarded to bursar	SLT Staff and governors volunteers	04/01/21	M
Training and testing activities insufficient to provide reassurance including feedback and Q&A	H	Online training completed by all involved in testing Certificates provided to bursar Trial session for testers to take place on Monday 4/01/21 Q&A for staff booked for Tuesday 05/01/21	Online training Trial testing Q&A	SLT Staff and governors volunteer	04/01/21	M

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Record of names of pupils / staff in their groups / bubbles, locations visited, seating arrangements not updated on a regular basis.	H	Seating plans for all lessons; allocated form rooms per form; teachers travelling to pupils for all lessons other than specialist lessons (Science, art, drama or PE).  Allocated seating on school minibuses  Allocated lunch times	Allocated seat per pupil	Form tutors/ teaching staff	Ongoing	L
Insufficient information to identify close contacts of symptomatic individuals and support contact tracing.	H	Seating plans for form rooms and classrooms;  Allocated seats on school provided minibus;	Allocated seat per pupil in classes  Allocated seats on minibuses	Form tutors/ teaching staff/ drivers	Ongoing	L
No contingency plans for self-isolation of individuals, groups, multiple pupils and or staff.	H	Any school pupil who becomes unwell is referred to the School Welfare Officer who will isolate them in the Medical Room and call parents to collect them within 30 minutes. Nursery staff will isolate nursery pupils.  Where the School Welfare Officer is unavailable, SLT to be contacted and pupil moved to one of the medical rooms and/or an alternative designated care room, away from others, and are supervised at all times. Parents will be contacted to collect the pupils  Areas used by unwell staff and pupils who need to go home are appropriately cleaned once vacated.	School procedure Staff briefing  School procedure Staff briefing  Cleaning Schedule	All  All	Ongoing  Ongoing	H  H  M

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		<p>In the event that the number of pupils with symptoms of COVID-19 exceed the available space in the medical rooms (two rooms), an alternative sick bay will be created within a designated classroom within the Prep School building.</p> <p>Any medication given to ease the unwell individual's symptoms, e.g. paracetamol, is administered in accordance with the Schools First Aid Policy.</p> <p>School to comply with the reporting requirements regarding any confirmed cases of COVID-19. COVID-19 absence codes have been added to iSAMS</p>	<p>Room to be designated</p> <p>First Aid Policy</p> <p>Code available</p>	<p>Domestic staff</p> <p>SLT Welfare officer/ Nursery</p> <p>All</p> <p>Academic staff/ Bursar</p>	<p>When required</p> <p>Ongoing</p> <p>When required</p> <p>When required</p>	<p>M</p> <p>L</p> <p>L</p>
Insufficient preparation to communicate with parents, carers, staff and pupils in case of infection and groups needing to self-isolate.	L	<p>Template letters available to inform parents and staff if they need to isolate;</p>	<p>Template letters</p>	<p>SA/ Admin team for pupils</p> <p>Bursar/ AC - staff</p>	<p>Ongoing</p>	<p>L</p>
Insufficient consideration to minimising contact and maximising distance between	H	<p>School office remains closed; parents are expected to contact the school by email or phone. Meetings to be scheduled on line as much as possible;</p> <p>Sneeze screens installed in the office to protect the staff</p>	<p>Parents informed by letter</p> <p>In place</p>	<p>SLT/ Nursery Site Team</p> <p>Site Team/</p>	<p>04/09/2020</p> <p>02/09/20</p>	<p>L</p>

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all those in school where ever possible.		<p>Hand sanitisers are available at the entry points to ensure that parents are able to sanitise their hands before using door bells.</p> <p>Amended drop off routine for the nursery – parents will not access the building; children will be dropped off at the door, which have been allocated per room.</p> <p>Year groups are allocated entry doors to the buildings; hand sanitisers available at the entry points.</p> <p>Restricted movement on site; pupils are allocated a form room where majority of lessons will take place; only specialist lessons will take place in dedicated rooms.</p> <p>Classroom pupil capacity information is displayed on each classroom. Tables set out to ensure distance between pupils who will be facing a teacher;</p> <p>Lidded bins are available in all classrooms in line with “Catch it; kill it; bin it” policy.</p> <p>Posters reminding staff and pupils of maintaining distance and good respiratory hygiene on display</p> <p>Sanitising products and blue clothes available in all classrooms, so teachers can sanitise the tables and chairs between different groups of pupils.</p> <p>Dedicated ICT suite is available in Prep School for Prep School children.</p> <p>Soft furnishing removed from areas which will be used by pupil.</p>	<p>Parents informed by letter/ Pupils informed by tutors and staff via briefing</p> <p>Revised capacity</p> <p>More posters provided</p>	<p>SLT/ Tutors Nursery</p> <p>SLT/ Admin</p> <p>SLT/ Admin</p>	<p>01-08/09/20</p> <p>05/11/20</p> <p>07/09/20</p> <p>05/11/20</p> <p>07/09/20</p>	M

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		<p>Each year group and staff are allocated lunch time slot to avoid overcrowding and allow cleaning time.</p> <p>Pupils (year 7 upwards) and staff required to wear face coverings in communal areas</p>	Letter to parents/ emails to staff/ posters	SLT/ Admin	09/11/20	M
Social Distancing (SD), hygiene and ventilation rules not sufficiently robust, understood, communicated, applied or checked.	H	<p>Posters are displayed throughout the school reminding pupils and staff to wash their hands frequently and maintain distance</p> <p>“Catch it, kill it, bin it” routine to be adopted by all staff and pupils – reminder posters displayed</p> <p>Sufficient amounts of soap (or hand sanitiser where applicable), clean water and paper towels are supplied in all toilets.</p> <p>Hand sanitisers are available at entrances to the buildings and in classrooms.</p> <p>Refectory is cleaned at the end of each seating.</p> <p>All Pupils are instructed to bring a water bottle each day. Water fountains can be used to refill bottle waters only.</p> <p>Pupils are required to bring to school fully stocked pencil case to avoid sharing stationery.</p> <p>Changing rooms will not be in use – pupils will arrive in PE kit on the day when they have PE or games</p> <p>Welfare officer’s room to be cleaned every time a child/ member of staff with suspected case is treated</p>	Ongoing	<p>Bursar/Admin All</p> <p>Site Manager/ Domestic staff Holroyd Howe</p>	Ongoing	M

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		<p>All rooms, corridors and offices to be cleaned daily with particular focus on hard surfaces</p> <p>Any area where a child or member of staff with confirmed COVID infection used to be deep cleaned</p> <p>Chairs and tables in refectory to be cleaned after each group of pupils has their lunch</p> <p>Staff room soft chairs to be replaced with plastic ones and cleaned daily</p> <p>Nursery toys to be cleaned after each use – using soap and water or disinfectant wipes.</p> <p>Outdoor toys to be cleaned after each use using disinfectant wipes</p> <p>Windows to be kept open</p>				
SD rules and safety precautions for activities not understood or adhered to?	H	RA for all activities include a reference to COVID related safety including SD	Staff reminded to include COVID in RA	All staff	When requires	M
Unsuitable enhanced cleaning regime, not regularly re-assessed or revised	H	<p>Hand sanitisers available at the entry to each building; in each classroom and every common rooms</p> <p>Staff reminded to wash/ sanitise hands when using shared equipment (copiers, kettle, hot water boilers, fridge)</p>	Provision of sanitising equipment, hand gels	All	ongoing	L



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for high-risk areas such as toilets, door handles, keypads, switches, hand rails and frequently used hard surfaces.		Enhanced cleaning regime is in place for all commonly touched surfaces  Blue roll and sanitising sprays are provided in every classroom, so tables and chairs are wiped down when pupils change  Tables and chairs in refectory are cleaned after each seating  Minibuses are cleaned daily; pupils sanitise their hands when boarding the vehicle				
Contract providers and services suspended or unable to attend school.	M	Alternative contractors available should regular contractors not be able to attend the site  Applies to refuse collection and hygiene bins collection  Remote access for other contractors	Contact details available	Bursar/ Site Manage	When required  Ongoing	L
Access to school not controlled effectively and visitor (if allowed) details not recorded.	H	Visitors to site reduced to minimum  All visitors required to complete pre-visit questionnaire confirming their COVID status  Questionnaires retained for 2 weeks following the visit	Pre-visit questionnaire emailed to visitors  Covid folder	All staff  School Office	When required	L
Insufficient supplies of hygiene materials and not readily available, suitably stored or located	M	Stock levels of cleaning materials monitored regularly  Stock levels replenished when required using regular suppliers  Stock stored in cleaning cupboards	Ongoing monitoring of stock	Site Manager	Ongoing	L

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Risk assessments and protective measures for, after-school clubs and other out-of-school clubs not regularly updated.	H	Prep school breakfast club and after school club covered by School RA  Senior Prep Club covered by School RA  No after school clubs are provided	School RA shared with all staff for information and feedback	SLT/ Staff	Ongoing	M
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.	M	RA shared with staff  Feedback encouraged  RA reviewed and amended in line with changing guidelines	Monitoring of guidelines	SLT	Ongoing	L
<b>TEST AND TRACE PROCESS RISKS</b>						
Explanatory T&T letters / emails not sent to parents / pupils, staff and governors.	L	All staff, parents and governors informed that school will be delivering Lateral Flow Tests to secondary age pupils and school staff in line with the recommendation from DfE	Email sent to all stakeholders	SLT	December 2020	L

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"COVID-19 Testing Privacy statement" not communicated to staff, parents, pupils and governors.	H	Testing Privacy Notice sent out to all parents, staff and governors	Privacy Notice communicated	SLT	31/12/20	L
T&T data not recorded securely with consideration given to deletion after 14 days.	H	School registered with DfE to use designated portal for testing	Access to DfE Portal	SLT	31/12/20	M
Those that have had "close contact" with someone tested positive for COVID-19 do not know they are able to return to school if they agree to a test once a day for 7 days, and the test is negative.	M	Staff and parents notified that the any close contacts of someone who is positive can opt into testing for 7 schools days instead of the requirement to isolate	Testing consent includes the reference to testing schedule option for close contact	SLT	31/12/20	L
Age-appropriate consent statement for testing (under /	H	Staff consent form shared with staff using MS Forms Pupils consent form provided to parents using MS Forms. Parents informed that children age 16+ can opt out of testing	Testing consent – MS Forms	SLT	31/12/20	M

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over 16) not properly competed.						
Test instruction posters, booklets, FAQ and briefings not readily available and apparent.	M	Test instructions received from DfE Test procedures booklet shared with staff and parents and governors Staff provided with access to online training – certificates to be forwarded to bursar Test instructions available at testing point	Sharing of Testing information with staff; Parents provided with testing information and asked to discuss the procedure with children	SLT	31/12/20	L
Tests not supervised or conducted by trained staff.	H	Staff involved in testing have completed DfE provided online training; certificates to document completion of training have been provided to bursar Onsite briefing prior to first testing session	Online training Site briefing	SLT	04/01/21	M
Testing area not sufficiently controlled to limit access to testers, those being tested and supervisors	H	Adequate area selected for testing Testing schedule reflecting current bubble arrangements to reduce any risk of unnecessary infection risk	Drama studio to be used for testing in first instance	SLT	04/01/21	L
Test process not maintaining social distancing where appropriate, good hand and	H	Allocated testing slots for each year group/ staff group to ensure social distancing Facial coverings to be worn whilst waiting for testing Access to hand washing facilities for staff and pupils Separate entry and exit Adequate ventilation	Testing schedule	SLT	04/01/21	L

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respiratory hygiene or keeping occupied spaces well ventilated.						
Social distancing advice between testing staff and those being tested including distances between desks, chairs etc. not being observed and supervised.	H	Layout of the testing room in line with the DfE recommendation Adequate distancing between testing stations Adequate supervision	Testing guidance followed	SLT/ Site	04/01/21	L
Staff assisting with taking and processing swabs not wearing appropriated PPE.	H	All staff involved in testing completed training regarding PPE required for the testing process PPE expected with LFT	Staff to be reminded of PPE before each testing session	SLT	04/01/21	M
Process of swabbing not following training and / or updated guidance.	H	Self-swabbing by staff and pupils Instructions about swabbing available at the swabbing stations Testing staff to assist any pupils struggling with the process	Swabbing guidelines available Staff training	SLT/ testing staff	04/01/21	M
Tested sample incorrectly handled safely during the	H	Training on sample handling provided to all staff involved in testing All staff involved in testing required to complete the testing and provide a certificate of completion to bursar	Training for staff involved in testing	Testing staff	04/01/21	L

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process including disposal.						
Process for informing parents / pupils / staff not understood and implemented.	M	Staff and parents informed of the testing by email; email included video demonstrating the testing process. Staff and parents asked to complete consent for testing. Only staff and pupils who test positive will be informed of their results	Email to staff and parents Testing consent	SLT	31/12/20	L
The process of barcoding, recording and communicating test results is not accurate and supervised	M	Training for testing process provided to all staff involved in testing Testing staff required to complete training and forward certificates to bursar Testing supervisors available at all sessions	DfE training Testing schedule	SLT/ Testing staff	04/01/21	L
Inadequate supervision / checking to ensure equipment handled correctly and not shared.	M	Training for testing process provided to all staff involved in testing Testing staff required to complete training and forward certificates to bursar Testing supervisors available at all sessions	DfE training Testing schedule	SLT/ Testing staff	04/01/21	L
Process of lost LFD, failed scans or damaged barcodes not understood or	M	Use of LFD limited to testing sessions which will be supervised; Testing training provides appropriate instructions on how to deal with scans and barcodes	DfE training Testing schedule	SLT/ Testing staff	04/01/21	L

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properly implemented.						
Extraction solution with lab test kit (there are no manufacture anticipated hazards) are inappropriately handled, stored and disposed.	H	Training for testing process provided to all staff involved in testing Testing staff required to complete training and forward certificates to bursar Testing supervisors available at all sessions	DfE training Testing schedule	SLT/ Testing staff	04/01/21	L
The training does not reflect hazards identified with testing and these are not communicated to testing and cleaning staff	H	Training for testing process provided to all staff involved in testing Testing staff required to complete training and forward certificates to bursar Testing supervisors available at all sessions On site briefing prior to first testing session	DfE training Testing schedule	SLT/ Testing staff	04/01/21	L
Those tested positive not confirming the positive result with a Polymerase Chain Reaction (PCR) test	H	All staff and parents informed that anyone testing positive will be required to have PCR test and confirm the result of the test to the school. Anyone who test positive (using PCR) will be expected to complete the required period of isolation	Email to staff and parents Testing consent	SLT	31/12/20	M

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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.						
Key layout requirements including staff	M	Testing site instructions received from DfE and followed	Layout of testing site	SLT	04/01/21	L
<b>TEST SITES RISKS</b>						
Insufficient staff available (depending on throughput: Team Leader, Test Assistant, Processor, Coordinator, Registration Assistant, Results Recorder, Cleaner)	H	School will be using its own staff, governors and potentially some parents who volunteered their services. Testing schedule reflects current bubbles – largest testing group consists of 43 children Cleaning to be undertaken by testing staff	Testing staff selected to ensure least impact on running of the school; Testing schedule aimed to reduce risks of cross bubble contamination	SLT	04/01/21	L



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Training time and content inadequate (3 hrs with introduction video, on-line training and assessment plus rehearsal.)	M	Online training provided to testing team in advance of testing schedule Training easy to understand and follow	Training provided to testing team	SLT	04/01/21	L
Consent forms are not available and properly completed?	M	Consent form designed using the information provided by DfE Consent forms emailed to staff and parents for online completion	MS Form Consent	SLT	31/12/20	L
Test site flooring is not non-porous.	M	Testing to take place in the drama studio – adequate flooring		SLT	04/01/21	L
Test site is not well lit with a good airflow	L	Testing to take place in the drama studio – adequate space and ventilation		SLT	04/01/21	L
Test site Registration, Swabbing, Recording and Processing Desks and waiting areas not on a one-way system.	L	Testing to take place in the drama studio – one way system in operation		SLT	04/01/21	L
Test chair in the swabbing bay not a minimum of 2m apart.	L	Layout of testing area in line with DfE requirements	Testing instructions	SLT	04/01/21	L

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Each swabbing desk and associated processing desk not more than 1m away and Recording desk not located close by.	L	Layout of testing area in line with DfE requirements	Testing instructions	SLT	04/01/21	L
No clear division and demarcation between swabbing and processing area.	L	Layout of testing area in line with DfE requirements	Testing instructions	SLT	04/01/21	L
Non-authorised people and test subjects able to enter the processing area	L	Layout of testing area in line with DfE requirements Signs showing no access area	Testing instructions	SLT	04/01/21	L
Inadequate evidence of quality assurance, guidance and supervision.	M	Testing supervision available at each testing session Testing training completed	Training	SLT	04/01/21	L
Processing bays not properly cleaned, and waste (including clinical waste) is not properly disposed.	H	Cleaning materials available in each bay Instructions for cleaning included in each bay Waste bin available in each bay	Provision of cleaning materials, instructions and bins	SLT/ Site	04/01/21	M
Disorderly entry, processing, social distancing and exit movement.	M	Senior pupils and staff being tested only Testing schedule is based on current bubbles; limited number of people being tested at a time	Testing schedule Testing supervision	SLT	04/01/21	L

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Manual handling of testing kits, pallets, boxes, packages and waste not considered in terms of bulk, weight and access.	H	Depending upon the size of the delivered packages, appropriate methods of handing will be used. Delivery likely to be separated into multiple packages to help with distribution	Review of size of delivery Appropriate method utilised to move content to testing area	Site Team/ SLT	04/01/21	L
Testing kits not stored at 2 - 30°C and tests not given in the appropriate ambient temperature of 15 - 30°C.	M	Tests expected to be delivered on Monday 4 <sup>th</sup> January; staff on standby to move the tests to the testing area; Testing area appropriate for the storage of the tests and testing process	Movement of tests Storage of tests on site	Site team	04/01/21	L
Inadequate provision of a quiet space to talk with the pupil mindful of the need for social distancing / PPE / wellbeing.	M	adequate space to allow for quiet space and social distancing	Partitioning of drama studio if deemed necessary	SLT	04/01/21	L
<b>PUPIL, PARENTS AND STAFF RISKS</b>						
Communication channels not working and not reviewed	L	Regular communication channels used (Thursday round up for parents, emails)  Facebook and Twitter available if required  Email used to communicate with staff	Weekly roundup  Marketing/communication channels	SLT/ Admin	Ongoing	L

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Staff, parents and pupils returning to school not provided or updated with full induction process or aware of changes and potential hazards.	M	Return to school COVID RA provided to staff prior to inset days  Email to parents about the arrangements at the beginning of term  Email to parents with COVID reminders after Christmas break	MS Forms q'naire  Inset day sessions  Return to school arrangement letter MS Forms q'naire  Email to Parents	SLT	04/01/21  31/12/20	L
Lack of a robust feedback and reply system to ensure best practice and two-way communications for pupils, parents, staff and governors	M	Parent Q&A to provide parents with opportunity to raise concerns  Open door policy so any concerns can be raised by parents and staff to SLT  Weekly briefings with staff  Governors kept updated of all communications to staff and parents regarding the COVID arrangements	Parent forums   Staff briefings  Emails	SLT	Ongoing	L
No staff, pupil and / or parent health declaration implemented or recorded..	H	Health declarations for all staff and pupils are available on file  Staff have been reminded to provide new declarations if their health has changed since start of employment  Staff and parents have been asked to inform the school if they have been identified as Clinically Extremely Vulnerable (CEV)  Parents are required to confirm that pupils can return to school following a holiday in line with self- isolation rules	Medical questionnaire  Staff medical declaration  Email to staff and parents  MS forms  email	SLT/ Staff/ Parents	Ongoing	M

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		Staff are reminded of the requirement to comply with NHS self-isolation rules				
Staff, parents and pupils not self-isolating after holiday and work visits to non-government agreed countries	M	Parents and staff reminded of their legal responsibility comply with self-isolation requirements  Parental questionnaire  Staff questionnaire	Letter to parents/ email to staff  MS Forms	SLT/ all	End of each holidays	L
Class and activity rooms not properly and regularly ventilated with fresh air.	M	Staff are reminded to keep windows and doors opened to allow for rooms to be ventilated  Rooms with inadequate ventilation not used for teaching (e.g. peri music rooms)	Email to staff	All	Ongoing	L
Transit spaces (corridors), social zones (car parks, common rooms, playgrounds) do not support SD.	H	Face coverings required to be worn by all pupils in year 7 and above in common areas  Allocated entry points to the buildings per year group  Allocated staircases in senior school per year group  4 lunch time seatings with allocated year groups	Letter to parents and email to staff    Letter to parents	SLT/ All	ongoing	L
Insufficient or no guidance on safe travel to and from school (e.g.	H	School transport for pupils available for regular journeys. Allocated seats and requirement to wear facial coverings	Letter to parents	SLT	ongoing	L

[illegible]

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Revised fire drills, registers, routes and assembly points not rehearsed (to ensure where safe to include SD)	H	Fire policy and assembly points amended to ensure compliance with COVID requirements  Practice drill completed	Altered evacuation	All staff	Completed	M
Staff moving between classes and year groups not maintaining distance from pupils and other staff (ideally 2 m between adults)	H	Staff and pupils (year 7 upwards) are required to wear masks when outside of the classrooms (indoors only)  This applies to all adults: peris, Holroyd Howe and school staff	Email to staff	All	ongoing	M
Contact between groups or bubbles is not minimised or distance between individuals maintained and properly supervised.	H	Reminders displayed across the site reminding all to maintain the distance from each other  Restricted movement of pupils on site  Staggered lunches with allocated year groups  Staff asked to avoid unnecessary face-2-face contact  Maximum pupil capacity information displayed on each classroom  Facial coverings required in commonly used areas	Reminders    Changes to timetable    Email to staff	All	Ongoing	M

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Insufficient controls measures and safety precautions for larger groups with greater risk of infection	M	Meetings with parents conducted on line Online Assemblies Online staff meeting Online SLT meetings	Changes to school routines	All	Ongoing	L
Insufficient controls for those pupils allowed to mix into wider groups for transport.	M	All pupils traveling on school transport are required to wear facial coverings All pupils are required to sanitise their hands before boarding a minibus Allocated seats on buses Buses are cleaned daily Only regular passengers are allowed to travel – no casual journeys are permitted	Transport booking form	Pupils/ Drivers/ Transport Co-ordinator	Ongoing	L
Younger pupils not supported in understanding the importance of maintaining distance, not touching staff and their peers - where possible.	M	Maintaining SD within prep school is extremely difficult Children are encouraged to wash their hands frequently Equipment is cleaned	School routine	Prep school staff	Ongoing	M



Area of Concern	Risk Level Pre-Action	Control Recommendations	Action and/or in place?	Action by	Target Date	Risk Level following Action
Where a pupil 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.	N/A	Alton School Nursery does not accept children who attend other settings in order to reduce the risk to pupils and staff				N/A
Classrooms do not have side-by-side seating or forward facing desks to reduce risks.	M	All classrooms set up to ensure that pupils are sat side by side and facing the teacher  Pupils are at least 2 metres away from teacher's desk  Excess chairs removed from classrooms	Changes to classroom layout	Site team/ teachers	Beginning of term Ongoing	L
Recruitment process and pre-appointment checks not following legal requirements.  SCR not updated with DBS related issues and required	M	Recruitment process in line with safer recruitment requirements  All pre-appointment checks carried out in line with legal requirements  SCR updated when required		HR Advisor	Ongoing	L

Area of Concern	Risk Level Pre-Action	Control Recommendations	Action and/or in place?	Action by	Target Date	Risk Level following Action
documents not properly verified or recorded.						
Physical education and sport not following the measures in their system of controls.	M	<p>All PE/ Sport activities conducted in line with governing body requirements</p> <p>RA include references to COVID</p> <p>Equipment is cleaned to prevent the spread of infection</p> <p>Only internal fixtures are allowed to take place</p>	<p>Review of guidance</p> <p>RA updates</p> <p>Cleaning regime</p>	Head of PE/ Sports Staff	Ongoing	L
Added risk of infection where there is singing, chanting, playing wind or brass instruments not reviewed.	H	<p>Music lessons, choir practice, 1:2:1 music lessons arrange with regard to COVID safety</p> <p>Quiet singing only – when indoors</p> <p>Outdoor singing weather permitting whilst maintaining SD</p>	Changes to lessons plans/ music department operating procedures	Music staff and Prep staff	Ongoing	M
Staff meetings and staff rooms unregulated in terms of space, equipment, resources (copiers, kettles, biscuits tins etc) timings, SD and purpose.	H	<p>Staff meetings held on line via MS Teams</p> <p>Any meeting in person will observe SD rules</p> <p>Individually wrapped biscuits provided in staff room</p> <p>Staff reminded to wash/ sanitise their hands when using equipment in staff room</p>	<p>Purchase individual wrapped biscuits only</p> <p>Posters displayed/email</p> <p>Removal of furniture</p>	<p>All</p> <p>Bursar</p>	<p>Ongoing</p> <p>Beginning of term</p>	L

Area of Concern	Risk Level Pre-Action	Control Recommendations	Action and/or in place?	Action by	Target Date	Risk Level following Action
		Soft furniture removed from staff room – limited seating available to promote SD				
<p>Insufficient hygiene stations at entrances, exits, toilets, classrooms, play areas, common rooms, staff areas etc</p> <p>Hygiene stations (including bins) not stocked, checked, emptied and cleaned regularly.</p>	M	<p>Hand sanitiser dispensers installed by all external doors</p> <p>Additional sanitisers installed by access to refectory and school office</p> <p>Hand sanitisers available in all classrooms</p> <p>Hand sanitisers available by copiers</p> <p>Supply of blue roll and sanitising sprays replenished in classroom on regular basis</p>	<p>Installation of dispensers</p> <p>Additional gels purchased</p>	Site team	Ongoing	L
<p>Individual and frequently used equipment, such as pencils and pens not shared by staff or pupils (who use their own).</p>	H	<p>Pupils required to have a fully stocked pencil case</p> <p>Pupils required to provide aprons for cookery and science lessons</p> <p>Science goggles sterilised after each use</p> <p>Staff use own stationery</p> <p>Cleaning products available in every classroom to clean any shared equipment e.g. whiteboard remote</p> <p>Equipment in R, Y1 and 2 and nursery cleaned on a daily basis</p>	<p>Letter to parents reminding of pencil cases, aprons</p> <p>Cleaning regime</p> <p>Provision of cleaning products</p> <p>Cleaning regime</p>	<p>SLT</p> <p>Site team</p> <p>Prep/ Nursery</p>	Ongoing	L

Area of Concern	Risk Level Pre-Action	Control Recommendations	Action and/or in place?	Action by	Target Date	Risk Level following Action
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 72 hours for plastics.	M	PE equipment cleaned after each use or left for 72 hours Prep equipment used by Prep school only Nursery equipment cleaned each day	Additional cleaning of equipment	PE Staff Prep Staff Nursery staff	Ongoing	L
Non-overnight educational visits not organised in line with protective measures (keeping children within consistent groups) and COVID-19 measures in place at destination.	M	No school trips will be approved whilst the school remains in Tier 4		All teaching staff/ SLT	Ongoing	L
Meal times not de-conflicted or possible to achieve SD in the servery and dining areas whilst still	H	Four lunch times to ensure that bubbles can be maintained Limited food choices available: main, vegetarian, pasta, pudding, salad pots Additional carbohydrates available – various breads (garlic, naan, etc.)	Each year group is allocated a lunch time slot Hands are washed/ sanitised before entry to refectory	SLT All	Ongoing	L

Area of Concern	Risk Level Pre-Action	Control Recommendations	Action and/or in place?	Action by	Target Date	Risk Level following Action
providing sufficient nourishment.		All food is served – no self- service available  Cutlery is laid out on tables; Children bring own water bottles  Plates and cutlery are returned to an allocated area close to exit door  Tables and chairs cleaned after each service	Pupils reminded to bring water bottle	Teaching staff		
Catering staff rota not configured to avoid all catering staff having to isolate	H	Catering provided by Holroyd Howe, who will have to provide relief staff if catering staff need to quarantine  Catering staff remain distance from one another  Catering staff wear face coverings  Service from behind serving counters  Additional screens have been installed to shield catering staff from school staff and pupils	HH to ensure continuity of staff  Working side by side  Face coverings worn at all times  Additional screens provided	HH Staff     SLT	Ongoing	L
<b>MEDICAL</b>						
Sickness management rules and the “don’t come to work if you are ill” not understood or observed.	H	Staff are aware of common COVID-19 symptoms (loss of taste or smell, temperature, new continuous dry cough);  Staff are aware what of what to do if they or anyone in their household is displaying COVID-19 symptoms  Staff are aware what to do if contacted by NHS Test and Track	Communication to staff at the beginning of term  MS Forms COVID q’naire at the end of holidays and half term	SLT  SLT  Bursar	ongoing  Ongoing	L

Area of Concern	Risk Level Pre-Action	Control Recommendations	Action and/or in place?	Action by	Target Date	Risk Level following Action
		Staff are reminded of the legal requirement to self-isolate if returning from a country not listed on the safe list	Email to staff			
Staff and pupils who are ill or tested positive in the last 14 days do not know or are unwilling to stay at home.	H	<p>Any pupil/ staff displaying COVID-19 symptoms is sent home and advised to contact 111 for advice</p> <p>Staff and parents are reminded that they/ pupils cannot return to school until they receive negative results of COVID-19 test. If advised by 111 that they do not need to be tested, until they are better</p> <p>Staff and parents reminded that they have legal obligation to self-isolate if they or anyone in their household test positive</p> <p>Any pupils absent are followed up by Welfare Officer to understand the reasons for absence</p>	<p>Weekly reminder to parents</p> <p>Reminder to parents when a child is being sent home</p> <p>Link to NHS COVID isolation advice provided to staff and parents</p>	SLT/ Admin Bursar	Ongoing	L
No isolation room and separate bathroom available, inadequate signs (from reception) for those waiting collection and no access to PPE for those attending to unwell staff and pupils.	H	<p>PPE provided to Welfare Officer, nursery staff, and also available in Prep Medical room and Senior triage room</p> <p>Parents required to collect their children within 30 minutes of phone call home</p> <p>Processes for dealing with suspected COVID-19 cases shared with staff</p> <p>Senior pupils who are unwell will remain in triage room and await their parents</p> <p>Prep school pupils will be isolated in the medical room – screen and ventilation adequate</p> <p>Nursery pupils will be isolated within their rooms</p>	<p>Supply of PPE (gloves, aprons, masks, goggles)</p> <p>Reminder to parents</p> <p>Allocated room to deal with medical issues</p>	<p>Site team</p> <p>SLT/ Parents Bursar</p> <p>Senior Staff Prep staff</p> <p>Nursery Staff</p>	Ongoing	L

Area of Concern	Risk Level Pre-Action	Control Recommendations	Action and/or in place?	Action by	Target Date	Risk Level following Action
Procedure is not clear for those Staff who have helped someone with symptoms and pupils who have been in "close contact".	H	<p>All staff aware that they must wear PPE when dealing with suspected case of COVID-19</p> <p>PPE available in the nursery, prep school and dedicated triage room</p> <p>PPE provided to PE staff</p>	<p>Briefing to staff</p> <p>Provision of PPE</p>	<p>Bursar</p> <p>Site Manager</p>	<p>Beginning of term</p> <p>Ongoing</p>	L
<p>Staff not aware of meaning of "close contact" i.e.:</p> <ul style="list-style-type: none"> <li>- 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.</li> <li>- Proximity contacts: extended close contact (within 1 to 2 m for more than 15 minutes) with infected</li> </ul>	M	Definition of direct contact and proximity contact shared with staff	Email to staff	Bursar	09/11/20	L

Area of Concern	Risk Level Pre-Action	Control Recommendations	Action and/or in place?	Action by	Target Date	Risk Level following Action
individual. Sitting in a small vehicle (car) with an infected person.						
Procedures for reporting COVID-19 instances to external authorities not known or applied.	M	Reporting requirements known and understood New reporting requirement to DfE known and understood Changes to RIDDOR reporting known and understood Requirement to engage local authority known and understood	Covid-19 guidance reviewed as soon as changes are published Daily Covid-19 bulletins received from ISBA	Bursar/SLT	Ongoing	L
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.	M	Supply of soap available in all bathrooms Reminders of how to wash hands displayed in bathrooms	Levels of soap stock monitored and replenished when required Posters displayed	Site Manager admin	Ongoing	L
Procedure for cleaning, with normal household disinfectants, the area around a person with symptoms after they have left (to	M	Cleaning materials available in all classrooms Enhanced cleaning regime for all commonly touched surfaces Refectory chairs and tables cleaned after each seating PE equipment cleaned after each lesson/ as required by governing bodies	Staff briefing regarding COVID-19 Provision of cleaning materials Additional cleaning routine	Site/ all staff HH staff PE staff domestic staff	Ongoing	L



Area of Concern	Risk Level Pre-Action	Control Recommendations	Action and/or in place?	Action by	Target Date	Risk Level following Action
reduce the risk of infection) is not understood or applied.		Enhanced cleaning of any areas where symptomatic person was present  Disinfecting of carpets in the nursery Weekly washing of carpets in the nursery  Daily cleaning of minibuses		drivers		
No separate area for temperature testing, holding and isolation of pupils/staff. Areas not easily identified or regularly cleaned?	M	Additional thermometers purchased  Nursery pupils' temperature taken in their rooms if required  Senior school pupils tested in triage room  Prep school pupils – prep medical room or school medical room  Welfare Officer attend any school child displaying COVID symptoms  PPE available in designated rooms	Purchase of equipment to minimise movement of symptomatic pupils    Symptomatic pupils isolated in their areas of school to avoid contamination of bubbles	Bursar    Welfare office Site team	Ongoing	L
Young children not supervised using hand sanitiser (risk of ingestion).	M	Prep school children encouraged to wash their hands regularly  Use of hand sanitisers is always supervised by staff	Washing hands built into daily routine Hand sanitising gels dispensed by staff and use always supervised	Prep staff	Ongoing	L
Lack of information on how to react to coughing and sneezing using tissues (and their disposal), crock of arm and immediately cleaning hands	M	Catch it, kill it, bin it posters displayed in all classrooms  Lidded bins available in all classrooms  Staff reminded of the need to maintain good respiratory hygiene	Laminated posters displayed in a prominent place in classrooms  Bins provided	Admin  Site	Ongoing	L

Area of Concern	Risk Level Pre-Action	Control Recommendations	Action and/or in place?	Action by	Target Date	Risk Level following Action
with soap and water or hand sanitiser.						
Insufficient First Aid trained personnel (ratio) for pupils in school and on activities and sport/ not compliant with requirements for EYFS and PFA certification.	M	High ratio of first aid qualified staff available in the school at all times  All nursery staff are paediatric first aid qualifies	List of qualified staff displayed across the school  Provision reviewed	SLT	Ongoing	L
Medical policy, procedures and appropriate response to spectrum of medical issues not revised or shared?	M	School's medical policy published on school network and website	Policy accessible to all staff and pupils	Bursar/ SLT	Ongoing	L
Pregnant women are in the 'clinically vulnerable' category and not following the relevant guidance.	H	COVID-19 risks to pregnant women is known and understood  Any expectant mother role is reviewed to see if she can work from home or if a designated work area can be identified so that she can work safely  RA for pregnant women include reference to COVID-19	Guidance related to expectant mothers reviewed Changes in roles identified and implemented when required	HR Adviser/ Bursar/ Line Manager	When required	M

Area of Concern	Risk Level Pre-Action	Control Recommendations	Action and/or in place?	Action by	Target Date	Risk Level following Action
School unaware of those that have been identified as Clinically Extremely Vulnerable (CEV) via a letter to the individual from NHS or their GP	M	Staff asked to provide copies of letters to HR advisors for their HR file  Parents asked to provide copies of letters received identifying their children as CEV	Email to staff asking for copies of letter	Bursar/ HR advisor Welfare Officer	05/11/20  When required	L
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.	M	Each CEV staff role to be reviewed to identified what changes to their role are required  Each CEV pupil circumstances to be reviewed in conjunction with parents to identify what provision is required	RA for identified individuals  Individualised provision for pupils	Bursar  SLT/ form tutor/ welfare officer	Ongoing	L
Measures in school are not sufficiently robust for clinically vulnerable staff and pupils.	M	Limited number of CEV staff - individual arrangements in place to protect their well being  Limited number of CEV pupils – individual provisions will be available to protect pupils	RA to identify safe working arrangements  Discussions with parents/ tutors to ensure safety of pupils	Bursar  SLT/ Tutors/pa rents/ welfare officer	Ongoing	L
Lack of knowledge on whom has tested positive for COVID-19 and if it is recorded (for	L	Parents are reminded to contact the school with results before returning their children to school  Parents and staff reminded that compliance with NHS self-isolation is a legal requirement	Follow up of any pupils sent home  Letters to parents/ email to staff	Nursery staff/ welfare officer Bursar	Ongoing	L

Area of Concern	Risk Level Pre-Action	Control Recommendations	Action and/or in place?	Action by	Target Date	Risk Level following Action
elimination purposes).						
<b>Drivers</b>						
Drivers not regularly briefed on changes or included in staff briefings and revised schedules and notices.	M	All drivers attended inset days All drivers included in All Staff distribution email Weekly drivers meeting with transport co-ordinator Any major changes communicated to drivers in person	COVID briefing at inset Email updates when major changes announced Meeting following Lockdown 2	All drivers SLT/ Bursar Transport Co-ordinator Bursar	When required	L
Drivers not fully considered, supported.	M	Drivers employed by the school Drivers encouraged to share any concerns or observations with Transport Co-ordinator or Bursar or any member of SLT Provide drivers with PPE and buses with sanitisers	Drivers included in all school correspondence Weekly meeting to discuss any issues Encourages to raise any problems	Bursar Transport Co-ordinator	Ongoing	L
Drivers have insufficient / inappropriate PPE, cleaning materials and training	L	Pupils required to wear facial coverings Pupils required to sanitised hands before boarding buses No casual journeys allowed/ all passengers allocated a seat Drivers provided with school PPE and cleaning materials	Transport agreement Provision of cleaning materials	Bursar Drivers Site Manager Bursar	Beginning of term	L

Area of Concern	Risk Level Pre-Action	Control Recommendations	Action and/or in place?	Action by	Target Date	Risk Level following Action
		Alternative facial coverings (visors) available to spectacle wearers	Facial coverings			
Pupils not grouped together on transport reflecting consistent bubbles or groups that are adopted within school.	M	Only year 4 upwards pupils can travel on school minibuses Facial coverings are mandatory for all pupils All pupils must sanitise hands before boarding the minibus Pupils have allocated seats to minimise contact	Transport agreement Cleaning materials Allocation of seats	Bursar Site manager Drivers	Beginning of term	L
No additional cleaning of vehicles (all touch points) before and after each journey.	M	Buses used per consistent routes No casual journeys allowed Buses cleaned daily Hands sanitised before entering the bus	Transport agreement Cleaning regime Cleaning materials	Bursar Drivers Site manager	Beginning of term Ongoing	L
School vehicles not fully registered, insured, maintained and stocked with appropriate hygiene materials.	M	All minibuses are registered, insured and maintained Appropriate levels of cleaning materials are available Spare facial coverings are available for any pupils who forgot or lost theirs	School insurance Maintenance schedule Provision of cleaning materials and PPE	Bursar/ Transport Co-ordinator Site manager	Ongoing	L

Area of Concern	Risk Level Pre-Action	Control Recommendations	Action and/or in place?	Action by	Target Date	Risk Level following Action
<b>FACILITIES</b>						
Insufficient hand washing or hand sanitiser 'stations' for all pupils and staff to clean their hands regularly.	H	Additional sanitising gel dispensers installed at the entry to buildings Hand gels positioned by shared equipment: copiers Hand gels available in all classrooms Sanitising wipes available for equipment cleaning	Purchase of dispensers Additional hand gels purchases	Site manager	Beginning of term	L
Policy and procedures for contractors including signing in and out, and badges on school sites not reviewed, and / or enforced.	H	Visits to site are limited to absolutely necessary All visitors to site, including contractors are required to complete pre-visit Covid 19 q'naire for test and track purposes Q'naires retained for 14 days following the visit Visitors badges are suspended – visitors are issued with single use visitors' stickers	Pre-visit q'naire Visitor stickers	Admin admin	Ongoing	L
Electrical tests not up-to-date including emergency lighting and PAT including electrical equipment bought in to school.	M	Fixed wiring testing in date PAT testing carried out frequently Staff aware that any equipment brought from home must be PAT tested PAT testing equipment calibrated on an annual basis	Schedule reviewed In-house PAT testing H&S policy Parker Bell services used	Site Manager Site team Bursar	Annual Annual review Annual	L

Area of Concern	Risk Level Pre-Action	Control Recommendations	Action and/or in place?	Action by	Target Date	Risk Level following Action
Fire alarm panel, system and extinguishers not in date and not serviced.	M	Fire alarm serviced in accordance with the service agreement Extinguishers serviced on an annual basis	Fire alarm service agreement Annual service	Site manager	Annual	L
Insufficient drinking supplies and hydration available in dining room and around the school.	M	Pupils required to have water bottles at school Water fountains available across the school so that bottles can be refilled Water available in the refectory	Letter to parents New fountains installed Drinking station	SLT Site team Site team	Beginning of term Ongoing	L