



OAKWOOD SCHOOL COVID-19 RISK ASSESSMENT

This is a whole school risk assessment including EYFS.

Introduction

As a school we recognise that we have an ongoing 'duty of care' to ensure the safety and well-being of our whole community: governors, staff, parents, pupils and visitors. We are committed to ensuring that the health, safety and welfare of pupils, staff and parents are prioritised by assessing risk and implementing relevant protective measures where the risk concerned cannot be mitigated. This risk assessment follows the ISBA and Government guidelines.

We recognise that the COVID-19 outbreak is dynamic and will remain so, therefore this document remains a dynamic tool for assessing risk and evaluating control measures put in place.

Please refer to the following parent and staff COVID communication:

[Start of Term Arrangements Sept 21](#)

[COVID Update Sept 21](#)

[COVID Contingency Plan](#)

[COVID Contingency Plan Year 5 \(07-15.10.21\)](#)

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Overall Risk Assessment in the COVID-19 school environment

	Hazard	Control measures	Outcome	Remarks / Re-assessment
A	Safeguarding policy and procedures not updated and / or staff and pupils not feeling safe.	Safeguarding Policy updated in line with KCSIE 2021; Staff INSET training led by DSL; Educare 'Safeguarding Refresher' and quiz to be completed by all staff by end Sept.	Staff and pupils feel safe and know procedures	DSL to check staff have completed Educare training by end Sept.
B	Government advice not being regularly accessed, assessed, recorded and applied.	Government guidance for schools read and understood, reflected in procedures: IAPS Summary of Guidance Sept 21	Practice and procedures are in line with up to date guidance and expectations for schools	Reference to: DfE Contingency framework: education and childcare settings (August 2021)
C	Unions not consulted over plans.	N/A	N/A	N/A
D	Changes not regularly communicated to staff, pupils, parents and governors	Staff INSET & minutes from meetings published (02/03.09.21); parent letters before the start of term Start of Term Arrangements Sept 21 ; COVID Update Sept 21 Governor representatives attended INSET.	Shared knowledge of procedures, expectations and plans with regard to COVID	Headteacher's update sent to parents 17.09.21. Further communication re changes due to covid in Year 5: 7/8/10/12/15.10.21.
E	Changes to assessments, procedures and other important matters not reviewed by Governors	COVID update for Governors to be reported at committee meetings this term; emails will be sent with any new updates & parent communication shared with Governors.		Governors informed and sent updates.
F	Insurers not consulted with school's re-opening and / or amended plans	N/A	N/A	
G	Suspended services and subscriptions not reset.	N/A	N/A	

H	Access to school is not controlled effectively and visitor (if allowed) details not recorded.	Parent access to buildings is restricted, outside only unless by appointment. Visitors recorded as normal; COVID checks in place (no symptoms, masks inside).	Visitor access is controlled and limited.	Visitors limited to site 7th - 22nd Oct. Some events for parents were postponed.
I	Social Distancing (SD) and other hygiene rules not communicated, understood and applied.	Hygiene rules clear to staff & pupils; use of hand sanitisers/hand washing reinforced. SD not required.	Knowledge and understanding of SD and hygiene expectations by pupils, parents and staff	All procedures reinforced.
J	Staff and pupils not being reminded and checked to ensure they are complying with hygiene and SD rules.	Staff meetings and form times for reinforcement of expectations in terms of hygiene. No SD rules but retention of staggered breaks and split assemblies.	Good compliance with hygiene and restricted large gatherings.	All procedures reinforced.
K	Insufficient supplies of hygiene materials and not being suitably placed.	Well stocked resources and distributed to all classrooms prior to the start of term.	Sufficient stocks in place & suitably placed for access by all staff/pupils as appropriate	Resources ordered as needed to meet increased cleaning/hygiene.
L	Insufficient or unsuitable cleaning regime - lack of regular reassessment and revision to high risk areas such as toilets, door handles, keypads, switches, hand rails and regularly used hard surfaces etc.	Twice daily cleaning - lunchtime clean of washrooms and regularly used areas.	Sufficient and suitable cleaning to promote good levels of cleanliness and hygiene	Resources ordered as needed to meet increased cleaning/hygiene.
M	No precautions to keep shared teaching equipment (e.g. musical instruments, pens, pointers, keyboards) hygienic.	Cleaning materials in all classrooms to be used to keep shared resources hygienic.	Hygienic sharing of essential resources & hand washing routines to reduce cross contamination as much as possible	Cleaners informed of key areas.
N	High risk areas not being regularly monitored for hygiene.	Classrooms and key touchpoints are cleaned regularly and checked.	Good levels of hygiene maintained	

O	No contingency plans in place for the transition to full opening (or re-closing) including rapidly sharing updates and decisions.	Staff aware of the need to be prepared to reinstate 'bubbles' and/or remote learning; continued use of Google Classroom & readiness to revert to systems from previous year.	Ongoing SLT/SMT liaison with staff and Headteacher communication with parents regularly.	Refer to contingency planning documents on page 1.
P	All hazards identified properly mitigated and regularly re-assessed?	Hazards/risks assessed and reviewed with routine RA completed and checks in place.	Risks identified and hazards mitigated	

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 being reviewed. (Email, text, facebook etc).	Effective communication - internal emails for staff/parent letters & Parentmail, reminders, bulletins as normal.	Clear and effective communication to all	Headteacher's update sent to parents 17.09.21. shared with staff Daily COVID update sent to staff Further communication re changes due to covid in Year 5: 7/8/10/12/15.10.21.
2	Lack of a robust feedback and reply system to ensure best practice and two-way communications for pupils, parents, staff and governors	Regular communication channels in place and working effectively to ensure questions can be answered and concerns dealt with.	Effective communication and feedback evidenced in school (emails, phone calls, website etc.)	Communication with families at home working well Further communication re changes due to covid

				in Year 5: 7/8/10/12/15.10.21.
3	No Governor and / or SLT member for school / department nominated to be responsible for COVID-19 matters. Governor / SLT members' contact details are not known and not on call.	Headteacher remains the point of contact for COVID matters; staff have Headteacher's mobile number for COVID related concerns. Headteacher in liaison with Chair Gobs.	Excellent Governor oversight. Strong SLT leadership.	
4	No system to communicate with parents and staff that have not returned to school for fear of infection.	CB letters to parents are clear; parents email concerns dealt with.	Open communication and supportive of personal situations/health concerns	Regular school communication with families at home; daily COVID updates for staff Further communication re changes due to covid in Year 5: 7/8/10/12/15.10.21.
5	Lack of knowledge of where pupils / staff have travelled from (other than home and school).	CB letter requested parents to inform the school of travel/COVID situations in households. Daily updates to staff given to ensure all are aware.	Knowledge of Oakwood community and possible infection transmission to date	Log of Year 5 kept up to date daily and sent to all staff.
6	Lack of rules / procedures for hygiene standards for staff and pupils – and failure to adequately enforce standards	Reinforced and made clear at INSET/weekly staff meetings/daily COVID updates etc.	Strong reinforcement of expectations and hygiene standards	Reinforced and clear to all pupils, parents and staff.
7	Staff not trained or regularly updated in COVID-19 symptoms, SD and how these rules apply to teaching?	Staff INSET and shared guidance. Monitoring of classrooms/processes on going.	Effective use of SD and dealing with symptoms in school	

8	School transport not operating to reflect SD, hygiene, PPE and cleaning arrangements.	Minibus service/trips reinstated with focus on hand sanitising and adults wearing masks in vehicles. All vehicles have appropriate resources - wipes etc.	Safe environments for passengers, drivers and supervising adults.	Staff advised to wear face coverings if using public transport for trips. Year 5 on buses advised to wear face coverings.
9	At drop-off and pick-up parents remain in vehicles and SD outside gates and entrances.	Clear communication to parents - clearly explained routines to all. Parents on site but outside of buildings unless by invitation. CB letter to parents.	Limited parent interaction on site and restricted access to inside buildings	
10	Insufficient registration throughout the day including lack of temperature / health checks.	Normal class registration routines. Health checks as per first aid policy.	Required knowledge of children and attendance in place	
11	Transit spaces (corridors), social zones (car parks, common rooms, playgrounds) not being configured to SD rules.	Controlled parent access to buildings on site/ assigned drop off areas & pick up areas to reduce larger gatherings / staggered break times for pupils retained / smaller groups for assemblies.	SD measures / reduced numbers for larger gatherings in place as appropriate	
12	Learning and recreational spaces not configured to SD rules.	Consideration given in larger communal areas - hall, dining room etc. to support space and ventilation.	Pupils and staff able to SD	All classroom desks reverted to front facing.
13	Lack of consideration of different age groups provided for in timetabling, length of the school day and exposure to other age groups.	Normal school routines in place. Staggered breaks and smaller assembly groups / controlled mixing outside.	Consideration of the needs of all ages of children with age appropriate groups/timetables and length of day	Year 5 focused bubble; restricted movement between year groups where possible indoors.

14	No system in place to deal with bereavements, trauma, anxiety, behavioural issues.	Strong pastoral care and form teachers/AHPC and SENDCo working closely together.	Strong awareness of pupil needs and family situations; support network in place	
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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, code of practice, and staff handbook policies.	Safeguarding policies and procedures updated in line with KCSIE 2021 and Government guidance.	Clear staff knowledge and shared procedures in place	
2	DSL and DDSL not easily contacted and their contact information is not known to all.	DSL and DDSL known to all - clear signs in school for staff, parents and pupils.	Open and effective communication with regard to safeguarding	
3	No COVID-19 specific policy that includes medical responses, SD, teaching, socialising, feeding, hydration, well-being etc.	COVID RA shared with all staff and available on the school website; COVID measures on staff meeting agenda and kept uptodate	Clear knowledge of all procedures and practices relating to COVID	UPdated RA shared and contingency planning.
4	Fire drills, routes and assembly points not rehearsed.	Termly fire drills taking place.	Staff aware and fire drill to take place	Fire Drill 22.09.21.
5	Class sizes not reduced and kept together in their "bubble" (minimising contact with others) or properly supervised	'Bubbles' are no longer required. Controlled larger gatherings in school to reduce numbers inside together.	Contact minimised between groups and staff	Year 5 kept as a bubble.
6	Needs of each age group and class not considered separately in terms of support, activities and facilities.	Timetables and routines are all age appropriate and planned as normal.	All ages considered and catered for appropriately	
7	Staff not having sufficient down time / rest during the working day / week?	Staff allocations / timetables / duties planned ensuring sufficient non contact time etc. Reiteration to staff at INSET with	Maintain Balanced workload for all - at home and in school	

		regards to emails and working within the school day.		
8	Lack of new staff and pupil induction. Registration and recruitment processes not adapted or compliant.	New staff induction and necessary recruitment processes in place. New pupils welcome sessions and buddies in place.	Normal recruitment processes to comply with regulations.	
9	SCR and required documents not properly verified or recorded.	SCR documents are checked and recorded in line with regulations.	SCR remains accurate and compliant	
10	Plans to working and learning outside not fully considered	Outdoor learning fully integrated into the timetable.	Safe use of outside area for learning encouraged	Classes encouraged to be outside as much as possible.
11	Opportunities for non contact sport, adventure play, Forest School, gardening etc not regulated or considered	School timetable / calendar ensures outdoor learning/PE/sport etc are considered and planned for.	Timetabled lessons outside for sport/PE and outdoor learning	Classes encouraged to be outside as much as possible.
12	Sporting, play and SD rules are unclear to staff, pupils, parents and visitors.	Parent information given in CB letters/FF/Monday reminders and welcome meetings.	SD and hygiene routines established and understood by staff and pupils	Communication with other schools/parents clear; good SD in place.
13	Drama, dance and music activities not applying SD or hygiene rules	Return to normal routines/expectations as per guidance. Readiness to change if COVID levels rise locally.	All staff and pupils aware of guidance and possible need to revert to controls should COVID levels rise	Year 5 1:1 lessons reverted to Zoom lessons.
14	Risk assessment for sport, play, drama, dance and music activities not properly formulated.	Return to normal routines/expectations as per guidance. Readiness to change if COVID levels rise locally.	All staff and pupils aware of guidance and possible need to revert to controls should COVID levels rise	Aware of COVID cases locally - fixtures altered if risks rise (EG: 23.09.21.)
15	Staff meetings and staff rooms are unregulated in terms of space, equipment, resources (copiers, kettles, biscuits tins etc) timings, SD and purpose.	Staff reminded of awareness of others, keeping distance/ using cleaning resources; face coverings permitted.	Return to safe use of shared resources	

16	Security, CCTV and access systems not regularly checked, updated and (where necessary) re-coded.	CCTV in operation, office monitor entrance/exit cameras in the office	Effective safety and security measures in place	
17	Parent, Pupil, Staff, Contractor, Visitor drop-off and pick-up procedures, in and out routes not been shared, understood or applied.	CB letter to parents. Visitors sign in as normal.	Safe and effective drop off and pick up procedures in place with limited adults on site	Reiteration of visitors to site outdoors only.
18	Transit spaces (corridors), social zones (common rooms / playgrounds) not configured to SD rules.	Return to normal transitions; monitoring of larger gatherings remains (such as staggered use of changing rooms)	Safe transitions	
19	Classrooms don't reflect SD layout, PPE, screening and regular cleaning rules.	Return to normal classroom layouts. Staff can use face coverings/perspex screens if required	All safety and hygiene guidance in place promoting positive health and welfare	Desks reconfigured to front facing only.
20	Minimising contact and mixing not effective in the classroom and during breaks.	Controlled mixing inside - more freedom outside but staggered breaks continue with more limited numbers in dining room/hall	Restricted and monitored mixing of children outside of their small groups	Increased focus on not mixing year groups internally.
21	No regular breaks for handwashing during the school day.	Handwashing available on fields. Handwashing is encouraged at all ages before eating and use of sanitizer.	Teacher led hand washing/hand sanitising effective; good level of resources available	
22	Insufficient hygiene stations at entrances, exits, toilets, classrooms, play areas, common rooms, staff areas etc	Good stocks of sanitizers and hand washing facilities available across the school.	Good and effective levels of hygiene through hand washing and sanitising	Good additional resources in school.
23	Hygiene stations not stocked, checked and cleaned regularly.	Good stocks of resources kept and replenished as necessary.	Good levels of hygiene	Good additional resources in school.
24	Unnecessary items not removed from classrooms and other learning environments.	N/A - return to normal classroom environments.	N/A	

25	Soft furnishings, soft toys and items that are hard to clean are removed and stored securely.	N/A - return to normal classroom environments.	N/A	
26	Staff unable to manage, whilst in the transition phase, both in school and remote learning.	N/A at the current time. Google Classroom set up if needed.	Staff have manageable workloads and quality provision planned.	
27	Assemblies, break times, drop-off and collection times not sufficiently well staggered.	Staggered routines have been kept to minimise numbers together unnecessarily.	Safe movement around site for all	Whole school assemblies cancelled - remote attendance and limited numbers in the hall.
28	Meal times not de-conflicted or possible to achieve SD in the servery and dining areas whilst still providing sufficient nourishment.	Staggered lunchtimes minimise numbers in the dining room. Retention of two serveries with perspex shields in place.	Smooth and effective lunch routines, safe for all	
29	Hazards and risks of providing breakfast and after school clubs are not understood.	Good systems in place. Return to normal breakfast club routines.	Hazards and risks are assessed and understood to ensure safety for all	
30	Medical advice for vulnerable staff and children not being followed and insufficient support both at school / home.	Guidance and advice being followed.	Safe provision for all pupils/staff	
31	Pupil and staff mental health and wellbeing not properly considered with individual needs not identified or supported.	Strong support pastorally to support the wellbeing of all.	Open communication between staff, parents and pupils and able to solve problems if they occur	

Medical Risk Assessment in the COVID-19 Environment

	Hazard	Control Measures	Outcome	Remarks / Re-assessment
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1	Science of risk not understood e.g. less severe symptoms in adults, younger children less likely to become unwell, small class sizes will help.	SLT/SMT fully aware of all published guidance to schools; communication clear to all staff; keep abreast of published guidance	Clear understanding	Up to date Government guidance read and understood.
2	Hygiene rules are not effective. "catch it, bin it, kill it" not re-publicised or applied.	Posters in appropriate areas and pupils briefed on this; staff to support and encourage	Good levels of hygiene	Pupils are aware of rules with continual reiteration in assemblies and form times. Flip lid bins in all areas.
3	No / insufficient staff supervising / supporting normal medical staff?	All staff have first aid qualification; PFA on site at all times for EYFS	Sufficient qualified staffing	Staff training at Inset.
4	Insufficient medical staff to deal with temperature testing, isolating and monitoring suspect COVID-19 cases, outside appointments and normal medical issues.	Good levels of support staff and TA in school for medical assessments and liaising with families	Able to deal with medical needs promptly and safely	Sufficient trained staff on site every day.
5	Insufficient First Aid trained personnel (ratio) for pupils in school	Ensured staff with first aid qualification on site including PFA for EYFS	Sufficient qualified staffing	Additional first aid training at INSET for staff who need it. All staff have some level of first aid qualification.
6	No or insufficient training for those operating temperature testing or other precautions that require new equipment. Training not recorded for future reference.	Staff familiar and confident with precautions and equipment	Sufficient qualified and experienced staffing	Staff familiar with new temperature checking devices and sufficient trained staff on site every day.
7	Medical policy, procedures and appropriate response to spectrum of	Medical policy and procedures in school are clear and shared with all staff	Good knowledge of policies and procedures	Policy up to date.

	medical issues not being revised or shared?			
8	Medical room(s) improperly equipped.	Resources purchased and checked; classroom packs created for ease	Well equipped medical kits/rooms	All areas are well resourced.
9	Lack of School decision regarding the level of PPE required for pupils and staff. Insufficient training, face fit testing, use, care and disposal arrangements.	PPE available for all staff as required	All PPE distributed and available for all	Stock levels checked regularly and re-ordered as necessary.
10	Sickness management rules and the “don’t come to work if you are ill” not understood or observed.	Clearly stated in staff /parent guide	Levels of sickness kept to a minimum in school	Regular communication to staff or staff spoken to directly if deemed they are unwell and should not be in school.
11	Different age groups with different risk profiles for each group of staff and pupils not risk assessed?	EYFS daily classroom risk assessments in place; all year groups assessed and safe; staffing appropriate to age requirements	Different age groups considered and risk assessed	Continued risk assessment in school. EYFS daily class risk assessment.
12	School unaware of any staff and pupil pre-existing medical conditions.	All staff aware and email sent to all staff as required if there are changes; use of CPOMS	Good shared knowledge	Updated lists at start of school year and staff are continually updated as changes are made.
13	Lack of knowledge on who has been tested (positive or otherwise) for COVID-19 and if it is recorded (for elimination purposes).	SLT aware and keeping a log of staff tested	Clear knowledge of staff	Families asked to communicate to school; staff also communicated with SLT; aware of some positive tests in the community; all logged centrally on Google

				<p>Drive. Continued log of pupils absent and reasons for absence.</p> <p>Continued log on Shared Drive - reviewed daily and shared with all staff. Monitored and updated by office.</p> <p>Staff in school have access to Government provided Lateral Flow Tests to use at home (x2 weekly). PCR test requested if showing signs of COVID symptoms.</p> <p>Daily lateral flow tests for pupils/staff in Year 5.</p>
14	Insufficient info which staff or pupil(s) have had contact with anyone tested positive or suspected of COVID-19 and if recorded and actioned.	Parent and staff guide clearly states knowledge is needed; NHS track and trace system to be used.	Up to date knowledge of the health of our school community	<p>Up-to-date family/staff information recorded (as above). Continued log on Shared Drive - reviewed daily and shared with all staff. Monitored and updated by office.</p> <p>Year 5 daily log kept and shared with staff.</p>

15	Lack of recording of which staff and pupils have been sent home with COVID-19 symptoms (a cough, high temperature or shortness of breath).	First aid log kept up to date in the school office of all pupils/staff sent home and results from this; next steps taken if positive as per guidance	Up to date knowledge of the health of our school community	<p>Ongoing record keeping in place; good knowledge of health of staff and pupils. Log on Shared Drive - reviewed daily and shared with all staff. Monitored and updated by office.</p> <p>COVID action plan kept for all positive cases in school recording all PHE advice.</p> <p>Daily update given to all staff.</p>
16	Lack of regular dialogue with those that have suffered from COVID-19 and / or are isolated at home.	School will ensure dialogue with those at home; SLT communicate with staff at home, class teachers with pupils; office with parents	Good up to date knowledge of the health of the wider school community	<p>Strong systems of communication in place. Office keeps up to date with families. SLT keeps in touch with staff self isolating to oversee their Google Classrooms as appropriate.</p> <p>Class teachers are in touch with all pupils at home; blended learning in place.</p>

17	Inadequate information on who is shielding another family member and/or who has a condition that precludes their attendance at school.	Staff/families have provided all information required to Headteacher	Clear knowledge and information of all staff and families	Staff have kept CB up to date on health situations. Family/school communication is strong. School follows up any concerns.
18	Insufficient proof of shielding and individual conditions?	NHS letters evidenced and seen as necessary	Adequate evidence	CB and SLT have awareness of staff who remain vulnerable.
19	No separate area for temperature testing, holding and isolation of pupils/staff. Areas not easily identified or regularly cleaned?	Temperature checks in office first aid area; isolation in Heritage Room or Halnaker if HR being used - easy to supervise, airy, spacious; staff to wear PPE; cleaned daily and after isolation	Safe and hygienic; clear understanding of processes	All staff are aware of the procedure of isolating and systems in place.
20	Temperature testing undertaken using unsafe methods, not reflecting SD rules, not recorded or kept appropriately.	SD guidance followed and appropriate equipment used	Appropriate and effective methods in place - safe practice	Staff use PPE for intimate and medical care. Systems shared with staff and families.
21	Insufficient or no procedure for summoning emergency services, lack of safe RV and cleared routes in and out.	Normal routines and access to site clear	Emergency services able to access and exit the site easily and safely	Systems in place. Top car park to always be kept clear and access to the field through locked gate accessible as necessary.
22	Visits of or to GPs / nurses / dentists and local surgeries changed and not known by staff and or pupils	N/A - pupils only taken to A&E	N/A	NHS Flu jabs booked for November 21 for pupils.

				School to adhere to SD guidance etc.
23	No regular supervision of staff and pupils to ensure they comply with hygiene rules	Regular reinforcement of rules to pupils through teachers/as a daily routine; active monitoring of PPE through open communication with staff and vigilance on site	Complying with guidance and good hygiene	Reiteration of systems.
24	Insufficient registration, induction, supervision and temperature checking of contractors where essential work is required on site.	Contractors are permitted on site - checks on contractors as being non symptomatic on arrival as signing in	Keep the school community healthy and safe	Ongoing awareness of visitors. Temperature checking available as appropriate.
25	Medical staff have insufficient or unsuitable PPE, cleaning materials and training for tasks.	Staff familiar with equipment; PPE instruction for staff available	Confident and effective use of PPE	Staff communication in place; PPE available to all staff as required.
26	Lack of policy / procedures on washing school clothes so as to prevent infection of staff and pupils.	Clear instruction in Parent/Staff guide for daily washing of clothes	Safe and clean environment	Regular washing and cleanliness of clothes highlighted to all.

Support Staff Risk Assessment in the COVID-19 Environment

	Hazard	Control Measures	Outcome	Remarks / Re-assessment
1	Support staff not briefed on changes regularly.	Staff meetings each week; staff sent daily updates with regard to pupils.	Staff well informed.	Staff meetings/emails/daily updates given as needed.
2	Support staff have insufficient/inappropriate PPE, cleaning materials and training.	Ample supplies of PPE/cleaning materials; all made available at INSET and ongoing supplies in place.	Sufficient supplies in school at all times.	

3	Cleaning regimes not reviewed or inspected regularly and not conforming to revised hygiene rules.	Cleaners kept informed of the school's needs; midday clean is still in place.	Cleaning conforms to standards needed for COVID.	Additional midday cleaning of washrooms continued September 21.
4	Security and access systems not regularly checked, updated and re-coded.	All systems are checked as per normal routines.	School site and buildings are secure and safe.	
5	Reconfigured areas, zones and routes hampering fire exits and routes.	Return to 'normal' routes/systems; fire exits checked as part of normal routines.	Safe exits/routes around school and in buildings.	
6	Fire and other emergency procedures not reconfigured, routes not clear or regularly inspected.	All fire and emergency procedures returned to normal.	Emergency systems/routines as normal and per policy.	Fire drill 22.9.21.

Facilities Management Risk Assessment in the COVID-19 Environment

	Hazard	Control Measures	Outcome	Remarks / Re-assessment
1	Insufficient heating and/ or cooling system (including insufficient fuel levels if applicable).	Heating / cooling systems regularly checked and serviced. Fuel tanks are regularly supplied.	All operational. Classrooms continue to be well ventilated.	Procedures will be regularly reviewed as the weather becomes colder.
2	Insufficient gas supply, venting and valves?	Very limited use of gas in kitchens. Gas safety shut-off controls.	N/A	
3	Air conditioning units, ducts not checked on re-occupying school facilities.	Air conditioning units only in Lyne Hall, Hastings Block and ICT room. All recently installed.	All ok	
4	Ventilation and extraction systems not checked.	Regular maintenance checking.	All ok	Appropriate balance between good ventilation and maintaining warmth over colder months to be regularly reviewed. C02 monitor purchased to check air quality in rooms.

5	Electrical tests not up-to-date including emergency lighting and PAT	PAT testing is completed annually. Emergency lighting checked via 3-yearly Fire Risk Assessment. Kitchen electrics upgraded August 21 and certified.	Some outstanding emergency lighting works in the pool area due to be carried out October / November 21.	Fire Risk Assessment due January 22. Rolling programme of fixed wire electrical remedial works.
6	All electrical equipment brought into school PAT tested?	Yes, as normal.	PAT testing up to date.	
7	Water testing for temperature, flow and legionella not in date for test.	Comprehensive risk assessment of water systems August 21 by Aquatech.	Actions arising to be rectified by Aquatech / maintenance team over course of Michaelmas Term 21.	Review completion of actions and effective control measures by January 22.
8	Water supply not tested for legionella on reopening facilities.	N/A as premises not unused.	N/A	
9	Swimming Pool not secure or inspected regularly.	Daily checks by the maintenance team.	Pool in regular use. Locked and secure.	
10	Insufficient arrangements for the operation, cleaning (and use) of the swimming pool.	As above - daily checks and cleaning by CSS.	As above	
11	Fire alarm panel, system and extinguishers not in date and not serviced.	Weekly checks by the maintenance team of the fire alarm system. Fire extinguishers serviced February 21.	All ok	Fire drill 22.9.21.
12	Kitchen not reconfigured, stocked and cleaned if closed over a long period.	Kitchen in regular use. daily cleaning. Full kitchen refurbishment August 21.	N/A	
13	Insufficient chefs, supervising staff and cleaners to maintain high standards of hygiene.	N/A	N/A	
14	Servery and dining room rules are not properly considered, inadequate or safe.	N/A	N/A	
15	Insufficient drinking supplies and hydration available in the dining room.	Children have their own water bottles.	Daily monitoring by staff.	
16	Laundry wash and dryers are not serviceable, unable to cope with demand, temperature requirements and insufficient wash products.	Laundry room is only used by a few staff. Units serviced and operational.	Laundry room has restricted access.	

17	Approach not agreed to any scheduled or ongoing building works.	Building works are always fully scheduled, risk assessed, method, etc. in advance. Almost always scheduled for school holiday periods.	Kitchen refurbishment works, including electrical upgrade, completed August 21.	Future building works will follow the same control measures.
18	Suppliers not following appropriate SD and hygiene measures	Limited supplier visits to school. SD maintained. Maintenance team oversight of waste, fuel, etc. deliveries / collections.	Continued monitoring.	
19	Waste procedures not reviewed or sufficient.	Cleaners provide daily waste disposal. CDC weekly waste collections.	All ok	
20	Pest control services not recorded, deficiencies not identified or actioned.	Eradipest provide pest control services.	No outstanding issues.	
21	School vehicles not fully registered, insured, maintained and stocked with appropriate hygiene materials.	All vehicles registered, insured, serviced, stocked, cleaned and checked. Vehicles in daily use from September 21 with school minibus service reinstated.	Oversight by the maintenance team.	Continued monitoring to ensure best practice.