

## COVID-19 RISK ASSESSMENT FOR CONCORD COLLEGE

### Introduction

The College is preparing to welcome students and teachers back to the campus and our priority for this new academic year remains the delivery of face-to-face, high quality education to our students and to ensure the campus remains 'Covid-safe'. Our aim is for minimal disruption to the education of our students as we continue to manage the impact of COVID-19. The government's vaccination programme and easing of restrictions will go some way towards enabling us to develop a 'new normal' while we learn to live with the virus, but there will undoubtedly be new challenges ahead as restrictions ease. There will be some trepidation regarding the lifting of restrictions and some in our community will continue to feel vulnerable. Please remain respectful of the personal choices of students and colleagues, particularly with regard to face coverings and social distancing.

In readiness for the start of term, we have reviewed and updated this risk assessment which continues to be a 'work in progress', detailing the control measures being implemented and policies which are under constant review and will be updated to reflect any changes to government guidance in accordance with the impact of the virus. The core obligation to ensure "so far as is reasonably practicable the health, safety and welfare of staff, pupils, parents and visitors" remains as does the obligation to risk assess and implement relevant control measures where the risk concerned cannot be otherwise mitigated. Shortly our outbreak management plan on control measures which will be implemented in the event of an outbreak in our community will be published alongside this risk assessment.

All schools are required to carry out a risk assessment directly addressing risks associated with COVID-19 and safe operation. The UK Government also expects that businesses with more than 50 employees publish the COVID-19 risk assessment on their website.

### Advice and guidance

We continue to access guidance from many sources, including Government departments, ISBA (Independent Schools' Bursars Association) and BSA (Boarding Schools Association) to provide as safe an environment as possible from COVID-19.

### Sources

Department for Education, School COVID-19 Operational Guidance – updated 27/08/21  
Department for Education, Contingency framework: education and childcare settings – 08/21  
Department for Education, Keeping Children Safe in Education (KCSIE) 2020 and updated KCSIE from 1 September 2021 – 29/07/21  
GOV.UK – Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19 – update 11/08/21  
GOV.UK – Rapid asymptomatic testing in specialist settings – 27/08/21  
GOV.UK – COVID-19: cleaning in non-healthcare settings outside the home – update 19/07/21  
GOV.UK – Coronavirus (COVID-19); grassroots sports guidance for the public and sport providers – updated 18/08/21  
HSE – Talking with workers about preventing coronavirus – 19/07/21  
HSE – Air condition and ventilation during the Coronavirus outbreak – updated 28/05/21  
CIBSE COVID-19 Ventilation Guidance – version 5 – 07/21  
Boarding School's Association – Covid-Safe Charter 15/06/20  
Swim England – School Swimming Guidance – COVID-19 – FAQ's 19/07/21

Association of Physical Education (afPE) – Interpreting Government Guidance Frequently asked questions – February 2021  
Sport England – COVID-19 – FAQ's – 07/21  
CLEAPSS – GL343 – Guide to doing practical work during the pandemic - Science – version 3.01 03/03/21

## **Rationale**

The logic behind this risk assessment is the ongoing 'duty of care' the College has for our whole community: trustees, staff, parents, pupils and visitors. A 'duty of care' means a legal obligation to ensure the safety and well-being of others.

## **Running the College – assessing the risk**

Assessing COVID-19 is particularly challenging 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 and pupils of varying age groups.

The overall assessment of risk will require daily revision and will include:

- updating our safeguarding policy and procedures and ensuring staff and pupils feel safe
- accessing Government advice and implementing guidance measures
- communicating changes to staff, pupils, parents and trustees on a regular basis, including testing details, procedures and schedules
- regularly reviewing testing training, process and details by trustees and insurers
- liaising with local Health Protection Team (HPT) for advice and support
- provision of systems and staff to support training, self-testing, the Asymptomatic Testing Site (ATS) and contact tracing
- identifying staff and pupils who may require additional support with testing
- maintaining year group bubbles and minimising the frequency to mix bubbles where there is a need
- controlling access to the College
- applying social distancing measures
- sufficient provision of and access to hygiene materials
- enhancing cleaning regimes
- provision of PPE
- setting external socialising rules
- identifying, reassessing and mitigating all risks as far as is reasonably practicable

The following tables provide a record of the hazards and control measures of this risk assessment.

**Overall Risk Assessment in the COVID-19 Environment**

	<b>Hazard</b>	<b>Control measures</b>	<b>Outcome</b>	<b>Remarks / Re-assessment</b>
A	Safeguarding policy and procedures not updated and/or staff and pupils not feeling safe.	Safeguarding policy and procedures reviewed regularly, updated as appropriate and circulated to staff, students and parents.	Parents, students and staff regularly informed of measures in place and procedures to provide protection for all.	Ongoing assessment, review, amendment and recirculation.
B	Government advice not being regularly accessed, assessed, recorded and applied.	Daily briefings from BSA, ISBA and other bodies circulated to Senior Management Team (SMT). Government guidance downloaded as and when updated. Action taken to include updates to guidance in policies and procedural documentation and in information provided to parents, students and staff.	Regular updates regarding changes in guidance provided to parents, pupils and staff.	Ongoing review and circulation.
C	Staff and parents do not know or understand the 'system of controls' and how they are applied.	Regular communications are sent to staff and parents outlining the system of controls and application. The risk assessment and control measures are published on the website. Staff can contact their Heads of Department, VP Pastoral, Bursar or the Health & Safety Officer for explanations or advice. Parents can contact the Principal, VP Pastoral, Bursar or the Health & Safety Officer for explanations or advice.	Regular updates regarding changes in guidance provided to parents, pupils, staff and visitors.	Ongoing assessment, review, amendment and recirculation.
D	Omission of teachers' union representative from information circulation.	The teachers' union representative is included in all information circulated.	Opportunity for feedback/consultation.	
E	Changes not regularly communicated to staff, pupils, parents and governors.	Changes are regularly communicated electronically and on the website, also verbally at staff and/or department meetings, to students in assemblies, during house and boarding residence meetings.	Updates regularly communicated.	
F	Changes to assessments, procedures and other important matters not reviewed by governors.	Trustee responsible for safeguarding talks regularly with VP Pastoral for updates. Welfare Committee meet to discuss procedures, policies and documentation. Whole Board included in circulation of documentation and invitation to join committee meetings. Compliance and H&S Committee reviews to be undertaken.	Trustees kept regularly informed.	

G	Insurers not consulted with school's re-opening and / or amended plans.	Regular contact is maintained with the College's insurers/broker and information is exchanged to provide clarity on our procedures and on our insurers requirements.	Consultation in place.	
H	Not appreciating that Secretary of State has a statutory power to order schools to remain open.	Trustees and SMT fully understand their legal obligations, the role and power of the Secretary of State and duly comply.		
I	Insufficient liaison with local authority and Health Protection Team (HPT) over testing and actions.	Regular contact with local HPT by VP Pastoral, Bursar and Medical Team. Advice sought from local HPT and implemented where appropriate.		
J	Active engagement with NHS Test & Trace not implemented and the procedures not understood by all staff and parents.	Information and details on the NHS Test & Trace voluntary rapid lateral flow self-testing programme communicated to all staff, parents and pupils. In accordance with the programme an onsite Asymptomatic Testing Site (ATS) set up. Programme information is regularly circulated to employees, parents and pupils including privacy notice, consent and NHS guidance.	Ongoing programme	Ongoing review and circulation.
K	Insufficient systems and staff to support training, testing and contact tracing.	A team of trained staff manage the NHS Test & Trace programme, support testing in the onsite ATS, record and issue self-test kits to those participating staff and pupils (over 18s and Day Students). Results are recorded and logged in accordance with NHS Test & Trace programme guidance.  In the event of any positive COVID-19 cases, VP Pastoral, Bursar and Medical Team liaise with the local HPT, pupils, staff, parents and manage contact tracing via telephone and written communication as to next steps and self-isolating action.	Ongoing programme	Revision to procedures in accordance with DfE guidance.
L	Staff, parents (and pupils) do not understand and follow NHS Test & Trace procedures.	The NHS Test & Trace rapid LF self-testing programme is voluntary. The College strongly encourages all staff and pupils to participate and to lateral flow device (LFD) test twice a week, 3-4 days apart and report their results to the NHS.  Information on the NHS Test & Trace programme including instructions on 'how to do a COVID-19 Self Test (rapid antigen test), pictorial handouts to self-swabbing, links to DfE You Tube video to a self-swabbing demonstration and the DfE self-testing booklets accompanies all self-test kits distributed to participating staff and pupils.	Ongoing	

		Guidance and additional support is provided by the ATS team to staff and pupils participating and identified as unable to self-swab and/or who were nervous and anxious about self-swabbing. In addition, reassurance and advice to reduce anxiety over testing and coping with a positive result.		
M	Testing training modules and assessments not completed and recorded for specific roles.	All members of the dedicated ATS team have completed the online NHS Test & Trace training modules for the specific roles they carry out. Staff training assessments have been recorded.	Revision of training as new term approaches.	
N	Training and testing activities insufficient to provide reassurance including feedback and Q&A?	All members of the dedicated ATS team are trained and competent to support participating pupils, to provide guidance, reassurance and answer queries. Additional support and adjustments are given if a pupil is unable to self-swab or is experiencing difficulties or anxieties.  Procedures are in place to cope with a positive result.	Revision of training as new term approaches.	
O	DfE advice (17/08/21) no longer recommend that it is necessary to keep childing in consistent groups (bubbles).	At the start of the new term, returning boarding students will quarantine on campus in accordance with Government travel and quaranting guidelines (refer to communication sent to all pupils and parents by VP Pastoral on 23/08/21 outlining return to school).  Separate coaches/minibuses are used to transport day pupils to and from school to maintain year group bubbles.	Ongoing	A cautious approach will be maintained during the Autumn term with contingency plans in place to reintroduce year group 'bubbles' if required.
P	Insufficient contingency plans for self-isolation of pupils, multiple pupils and/or staff.	Plans are in place to manage individual pupil or multiple pupils self-isolation. The College has six quarantine pods providing 12 bedrooms, toilet and shower facilities, plus if required smaller boarding residences can be used if multiple pupils. Residences can self-isolate in their own accommodation onsite.	Quarantine pods remain on hire.	Ongoing review
Q	Suspended services and subscriptions not re-set.	Diary notes being put in place for any suspended services to ensure in place for re-opening.		
R	Access to school not controlled effectively and visitor (if allowed) details not recorded.	Visitors will be kept to a minimum and must be authorised by SMT. Authorised visitors must provide proof of a negative LFD test result taken the day of the visit. All visitor access is controlled at the main gate by security officers. Vehicle registration numbers are recorded and names of visitors, plus who they are visiting. Visitor labels are issued. Visitors who need to register at Reception or Estates (contractors) do so with further records being maintained, such as signing out. Visitor policy has been	Control of access by visitors is being maintained.	Security officers consulted to review procedures and be made aware of any issues.

		updated. Contact details of visitors retained in case needed for contact tracing purposes.		
S	Social Distancing (SD) and other hygiene rules not communicated, understood and applied.	<p>One-way systems and floor markers remain in place around Main Hall, Castle Block and the Jubilee Building, the library and the dining hall to aid traffic flow in and out of buildings and to reduce footfall at 'pinch points' on staircaes and in corridors at peak times during the day. There will no long be a one-way system in the Hawkins (Science) Building. Posters will continue to be displayed to remind everyone of 'hands, face, space' in busy communal areas.</p> <p>Assemblies for pupils and staff to be held in accepted bubbles, with social distancing in place, or online via Teams to reinforce the messages on a regular basis. Tutors, teachers and boarding parents to reinforce the messages to their specific pupil groups. Line managers to regularly reinforce the messages to staff. Circulation to all staff of rules, expected behaviour, control measures and mitigation measures in place, with regular updates.</p>	The revision of control measures including SD and one-way systems for the start of the new term (Sept 21) has been communicated to all staff, parents and pupils.	Ongoing review.
T	Staff and pupils not being reminded and checked to ensure they are complying with hygiene and SD rules.	<p>One-way systems and floor markers remain in place around Main Hall, Castle Block and the Jubilee Building, the library and the dining hall to aid traffic flow in and out of buildings and to reduce footfall at 'pinch points' on staircaes and in corridors at peak times during the day. There will no long be a one-way system in the Hawkins (Science) Building. Posters will continue to be displayed to remind everyone of 'hands, face, space' in busy communal areas.</p> <p>Assemblies for pupils and staff to be held in accepted bubbles, with social distancing in place, or online via Teams to reinforce the messages on a regular basis. Tutors, teachers and boarding parents to reinforce the messages to their specific pupil groups. Line managers to regularly reinforce the messages to staff.</p>	<p>The revision of control measures including SD and one-way systems for the start of the new term (Sept 21) has been communicated to all staff, parents and pupils.</p> <p>Monitoring by teachers, boarding parents, line managers to ensure compliance.</p>	Ongoing.
U	Insufficient supplies of hygiene materials and not being suitably placed.	A stock of materials is held and orders are placed on a regular basis to ensure supplies are constantly replenished. Provision of and positioning of supplies has been carefully considered to provide ease of access for all and this will be monitored on an ongoing basis. Additional stand alone hand washing stations provided remain in place and hand sanitising dispensers positioned on all corridors, entrance halls, classrooms and offices.	Measures in place should ensure supplies do not run low and access is available across the campus.	

V	Insufficient or unsuitable cleaning regime - lack of regularly re-assessment and revision to high risk areas such as toilets, door handles, keypads, switches, hand rails and regularly used hard surfaces etc.	Procedures have been put in place to provide regular sanitisation of all hard surfaces. Throughout each day all high risk areas will be cleaned frequently. Check/signature sheets will be positioned on all classroom/lab doors for domestic staff to complete following each clean. In addition classroom desks and chairs will be cleaned between each user. Dining room tables will be cleaned between each user. All domestic staff will be reminded in their daily briefing of the procedures which must be followed. Monitoring will be undertaken to ensure areas are regularly reviewed and any changes implemented to improve protection.	Robust approach to minimise risk.	Deep cleaning of school undertaken during the summer holidays and before the start of the new term (Sept 21).  Spot checks to be carried out.
W	No precautions to keep shared teaching equipment (eg musical instruments, pens, pointers, keyboards) hygienic.	Every classroom, workroom, office, kitchen and other shared areas will continue to have a hygiene kit including industry approved antibacterial spray, rolls of paper towel, surface wipes and hand sanitiser so that desks, chairs and shared equipment/instruments can be sprayed and wiped clean between lessons (teachers will spray each desk and the pupils will wipe down their desk and chair and dispose of the paper of the paper towel in the bins provided). Enhanced cleaning regimes will continue and these include a formal logged clean of the teacher area/common touch points/equipment in each classroom which is shared, between each teacher's use.	Measures in place to reduce risk.	Regular monitoring required.
X	High risk areas not being regularly monitored (including boarding areas) for hygiene.	All pastoral staff will be reminded of the strict hygiene procedures to be followed and the provision of cleaning/sanitising materials. Daily monitoring will be carried out to ensure compliance. Check/signature sheets are positioned in all toilet areas for domestic staff to complete following each clean.	Regular monitoring will be in place to ensure standardisation and compliance across the College.	Spot checks to be carried out.
Y	No contingency plans in place for the transition to full opening (or re-closing) including rapidly sharing updates and decisions.	Regular meetings are held by SMT and by the COVID-19 Risk Assessment Group (COVRA) to monitor the changing situation and to update decisions as appropriate, to ensure measures needed to address changes are in place. An outbreak management plan on control measures which will be implemented in the event of an outbreak in our community will be published on the website. Decision making is dynamic and communication is swift. Strong communication links with parents, pupils and staff are maintained.	Regular reviews are in place and updated information circulated.	Continuous monitoring.
Z	All hazards identified, properly mitigated and regularly re-assessed?	Hazards and control measures are regularly reassessed to ensure appropriate safeguards are in place and to implement changes as needed.	Regular reviews undertaken.	Regular reassessment.

AA	Inadequate COVID-19 testing programmes.	PCR testing conducted by approved medical contractor at regular intervals based on re-opening of the school (provided to all staff and pupils attending the school). All staff and pupils encouraged to participate to provide a 'Covid-safe' environment. Voluntary NHS Test & Trace Rapid Lateral Flow Testing programme offered to all staff and pupils and ATS centre set up onsite in accordance with DofE guidance.	PCR testing undertaken by BioGrad before the start of the new term. Ongoing voluntary LFD testing.	Regularly reviewed.
BB	Inadequate risk assessment and control measures in place for vulnerable staff and pupils	Vulnerable staff and pupils identified and risk assessments conducted implementing agreed control measures with the vulnerable person.	Regular reviews undertaken.	Regular reassessment.

#### Risk Assessment in the COVID-19 Test and Trace Process

	Hazard	Control Measures	Outcome	Remarks / Re-assessment
1	Explanatory NHS Test and Trace letters/emails not sent to parents, pupils, staff and trustees.	Explanatory NHS Test and Trace communication sent to parents, pupils, staff and trustees with privacy statement and consent forms. Automated consent form created and link sent in communications to all parties.	Monitored and data gathered and records kept.	Ongoing
2	No school COVID-19 Testing Privacy Statement	Privacy statement prepared and sent to all parties.		
3	COVID-19 Testing Privacy Statement not communicated to staff, parents, pupils and trustees	Privacy statement sent to all parties with explanatory NHS Test and Trace communication.		Ongoing – review document
4	Separate school register not kept of those tested to inform next test date, ordering kits, etc.	Separate school registers created for staff and pupils. Tests dates recorded. Pupils regularly reminded to attend ATS centre for self-swabbing. All data kept secure.	Records maintained, updated and kept secure.	Ongoing
5	School register not kept secure	All data kept secure.	Records maintained, updated and kept secure.	Ongoing
6	Test kit log not created or kept secure and separate from test results	Secure and separate test kit logs created for staff and pupils.	Records maintained, updated and kept secure.	Ongoing

7	Repeated or similar issues (e.g. multiple repeat void tests, unclear results, leaking/damaged tubes etc) not recorded and reported to DfE helpline.	ATS centre co-ordinator monitored quality of testing and any issues would be raised with SMT and reported to DfE.	Monitored	Ongoing
8	Those that have had 'close contact' with someone tested positive for COVID-19 do not know they must self-isolate.	In the event of any positive COVID-19 case, VP Pastoral, Bursar and Medial Team liaise with the local HPT, pupils, staff, parents and manage contact tracing via telephone and written communication as to next steps and self-isolating action.	Ongoing	Ongoing
9	Age-appropriate consent statement for testing (under/over 16) not properly completed.	Consent Forms created and sent to staff, pupils and parents. Receipt of forms logged and recorded. Data held securely.	Monitored	Ongoing – review document
10	Test instruction posters, booklets, FAQ and briefings not readily available and apparent.	Staff and pupils participating in the NHS Test and Trace programme given information on testing, pictorial handout to self-swabbing and a DfE youtube link to a self-swabbing demonstration together with the DofE self-testing booklet which accompanies the self-test kits.  Posters are displayed in the ATS centre, where pupils are supervised by trained staff.		Ongoing
11	Testing Training modules and assessment not completed and recorded for specific roles.	All members of the dedicated team have completed the online NHS Test and Trace training modules for the specific roles they carry out. Staff training assessments have been recorded.	Conducted and monitored	Ongoing
12	Tests not supervised or conducted by trained staff.	All staff and pupil tests supervised by trained staff.	Monitored	Ongoing
13	ATS centre not sufficiently controlled to limit access to testers, those being tested and supervisors	Access to ATS centre limited to only trained staff and testers.	Monitored	Ongoing
14	Test process not maintaining social distancing where appropriate, good hand and respiratory hygiene or keeping occupied spaces well ventilated.	SD and COVID hygiene rules observed and maintained in ATS centre by trained staff supervising testers from arrival at the centre to departure following supervised test.	Monitored	Ongoing

15	Staff assisting with taking and processing swabs not wearing appropriate PPE.	All trained ATS centre staff wear appropriate PPE in accordance with DfE guidance.	Monitored	Ongoing
16	Process of swabbing not following training and/or updated guidance.	All trained ATS centre staff follow the current DfE guidance for swabbing.	Monitored	Ongoing
17	Tested sample incorrectly handled safely during the processing including disposal.	All trained ATS centre staff follow the current DfE guidance for preparing, processing and disposing of samples.	Monitored	Ongoing
18	The process of barcoding, recording and communicating test results is not accurate and supervised.	All trained ATS centre staff follow the current DfE guidance for registering tests, issuing barcodes and recording test results both with the NHS and on school registers.	Monitored	Ongoing
19	Inadequate supervision/checking to ensure equipment handled correctly and not shared.	All trained ATS centre staff follow the current DfE guidance. The ATS centre co-ordinator monitors SD and Hygiene procedures to ensure best practice is maintained.	Monitored	Ongoing
20	Process of lost LFD, failed scans or damaged barcodes not understood or properly implemented.	All trained ATS centre staff know to contact the ATS centre co-ordinator if they experience a problem with tests, failed scans, damaged barcodes etc.	Monitored	Ongoing
21	Extraction solution with lab test kits (there are no manufacture anticipated hazards) are inappropriately handled, stored and disposed.	All trained ATS centre processors are fully aware of the conditions which the extraction solution must be stored (maintaining correct temperature) and follow appropriate disposal procedures. Processors are trained in using and handling the solution following the current DfE guidance.	Monitored	Ongoing
22	The training does not reflect hazards identified with testing and these are not communicated to testing and cleaning staff?	All trained ATS centre staff follow the current DfE guidance and have been trained in accordance with guidance. Staff are aware of hazards through training, risk assessment and comply with identified control measures.	Monitored	Ongoing
23	Those tested positive not confirming the positive result with a Polymerase Chain Reaction (PCR) test and either failing to self-isolate pending the confirmatin	All staff are reminded through regular communication that if as a result of a PCR test, a positive result is confirmed, then they must self-isolate for the required period and follow the NHS advice.		Ongoing

	test or self-isolating unnecessary after a confirmatory PCR test might have cleared them as having false positive			
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### Risk Assessment in the COVID-19 Test Sites

	Hazard	Control Measures	Outcome	Remarks / Re-assessment
1	Insufficient staff available (Team Leader, Test Assistant, Processor, Registration Assistant, Results Recorder and Cleaner).	A sufficient number of staff volunteered to assist with the NHS Test and Trace programme.  A rota planned and communicated to ATS team to ensure ATS could open at advertised times for students.		
2	Lack of training – introduction video, online training, assessments and rehearsal.	All volunteers trained in accordance with NHS guidance and records kept. Rehearsals organised and staff training monitored by Team Leader.  Refresher training will be organised for the start of the new term.		
3	Consent forms not available or completed properly.	Consents forms for staff and pupils available online and paper format. Consents forms logged and records kept secure.		
4	Test site conditions not met in accordance with NHS guidance.	Test site conditions including temperature, good ventilation and lighting, non-porous floor, good access to and from the centre and test bays privacy provided; clear division of test area and processing desks; good supply of cleaning materials and PPE; Quality assurance, guidance and supervision provided by Team Leader.		
5	Test site rules and procedures not followed.	Organised entry/exit to test site and appropriate signage displayed. Only authorised ATS team and test subject gained access to test site.		
6	Storage of test kits and equipment; manual handling of test kits to and from test site.	Storage of test kits in keeping with guidance at 2-30°C. Tests given in the appropriate ambient temperature of 15-30°C.  Manual handling kept to a minimum. Use of golf buggy to transport supplies and equipment to ATS test centre.		

7	Inadequate risk assessment for staff volunteering in ATS centre.	ATS staff have received, read and understood the risk assessment for running the ATS centre, their duties and responsibilities.	Monitor and update risk assessment as necessary.	Review and update
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### Risk Assessment in the COVID-19 Self-Testing

	Hazard	Control Measures	Outcome	Remarks / Re-assessment
1	LFD kits not supplied and distributed in a timely or safe manner.	LFD kits received from NHS. Stock records kept including type of kit, 'lot' numbers, expiry dates and quantities.	Monitoring usage and stocks.	
2	LFD kits not stored at correct temperature or managed and tracked appropriately.	LFD kits stored at appropriate temperatures. Distribution to staff and students recorded in accordance with NHS guidance.	Records maintained.	
3	Self-testing not conducted in accordance with guidelines and supervised where required.	<p>The LFD kits are distributed with NHS booklets supplied separately with the kits, plus instructions on how to test with a NHS 'You Tube' video link, when to test, how to record your results and what to do if your test result is positive.</p> <p>All participants in the programme are advised if they require any assistance, advice, further kit supplies etc, they can contact the Health &amp; Safety Department.</p> <p>Advice also provided if any participants are unable to throat or nose swab.</p> <p>Advice given on the use, storage and disposal of the test kits.</p>	Documentation reviewed regularly and updated when appropriate in line with guidance changes.	
4	Postive results not reported.	All participants in the programme are asked to report their test results to the NHS and the College.	Instructions to record results given to all participants in the programme.	
5	Those using LFD unaware that PCR test may be taken within 2 days of the postive LFD and overrides LFD test.	The LFD kits are distributed with NHS booklets supplied separately with the kits, plus instructions on how to test with a NHS 'You Tube' video link, when to test, how to record your results and what to do if your test result is positive.	Instructions to record results given to all participants in the programme.	

6	All results or incidents not reported, collated and recorded by the designated individual at College.	Results reported to the College via specific microsoft forms for staff and pupils. If the College are advise of any incidents, then these will be investigated and recorded.	Instructions to record results given to all participants in the programme.	
7	Additional support provided for those unable to self-swab and measures in place to reduce anxiety over testing and coping with positive result.	If any members of staff or pupils require assistance as they are unable to self-swab, then this is provided either by a member of the medical team or the ATS Team Leader. Medical staff and the ATS Team Leader are able to provide advice on self-swabbing and deal with any concerns staff or students may have. Advice on the actions to be taken following a positive test result are given.		
8	Any clincial incidents not reported appropriately.	If any clincial incidents occur these will be reported to the VPP, Bursar and Senior College Nurse and the appropriate action taken.	Ongoing	

#### Pupils, Parents 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 (e-mail, text, Facebook, etc).	Communication channels are in regular use. Any issues reported to IT and resolutions given priority. Bounce-back e-mails are investigated to ensure up to date addresses are on record. WhatsApp groups are in place and regularly used in various departments.	Communication channels not compromised.	
2	Staff, parents and pupils returning to school not provided or updated with full induction process or aware of changes and potential hazards.	Regular communication is sent to all staff, parents and pupils with updates on changes to the COVID-19 risk assessment, control measures, quarantining and testing requirement in accordance with changes made by Government on the current status of the pandemic.	Regular communications	Ongoing
2	Lack of a robust feedback and reply system to ensure best practice and two-way communications for pupils, parents, staff and governors.	Pupils, parents and staff can raise queries by direct access to senior staff and to admin support which reduces the likelihood of messages getting 'lost'. Communication logs are maintained for all pupils	Open channels of communication maintained.	
3	No Governor and/or SMT member for school/department nominated to be responsible for COVID-19 matters. Governor/SMT members'	A named Trustee has responsibility for welfare and safeguarding, including COVID-19. His contact details are available to all, as are those of the SMT.	No barriers to communication.	

	contact details not known and not on call.			
4	No system to communicate with parents and staff who have not returned to school for fear of infection.	Vice Principal-Pastoral is in regular communication with parents and pupils regarding concerns about infection. Assistant Principal-PDS is also in communication with pupils and parents about non-attendance issues from daily registration data. Regular communications with staff are circulated by members of SMT and the COVID risk assessment group, the H&S Officer and HR.	Regular review of communication links with absentees.	
5	No school representative identified to liaise with local authorities and local health protection team.	Vice Principal-Pastoral, the Bursar and Senior College Nurse all charged with liaising with local HPT and PHE if two or more confirmed cases within 10 days or if there is an overall rise in sickness absence.	Ongoing	
6	Lack of knowledge of where pupils/staff have travelled from (other than home and school) (via app or written diary?).	Quarantine requirements now set by Government regarding travel from overseas. Inbound flight details for all boarding students known. SMT monitor all zone (red, amber, green) country lists to ensure quarantine guidance followed.	Regular review.	
7	Lack of rules/procedures for hygiene standards for staff and pupils – and failure to adequately enforce standards.	Posters and signage remain in place throughout the campus to provide visual reminders of required behaviour. Assemblies for students and staff to be held in accepted bubbles, with social distancing in place, or online via Teams to reinforce the messages on a regular basis. Tutors, teachers and boarding parents to reinforce the messages to their specific student groups. Line managers to regularly reinforce the messages to staff.	Regular review and monitoring in place.	
8	Staff not trained or regularly updated in COVID-19 symptoms, SD and how these rules apply to teaching?	Regular updates provided to staff on COVID-19 symptoms, social distancing and teaching practices. To be reinforced via HoDs, in departmental meetings and in monitoring.	Regular updates provided.	
9	School transport not operating to reflect SD, hygiene, PPE and cleaning arrangements.	Where transport is provided by a third party coach operator, we are in regular communication to obtain confirmation of practices being followed. These also to be checked on a regular basis by College staff. College owned minibuses will only be operated under the relevant guidance and this will be enforced by our H&S Officer and Transport Assistant.	Risk assessment in place from coach operator.	

10	At drop-off and pick-up parents remain in vehicles and SD outside gates and entrances.	Parents who drop off their children will be allowed to drive onto campus if they pass the temperature check, but they will not be allowed to get out of their vehicles. This has been communicated to parents by the VPP.	Clear procedures communicated to parents.	
11	Insufficient registration throughout the day including lack of temperature / health checks.	Registration of students will be maintained to comply with regulatory requirements.  In line with the current Schools COVID-19 Operational Guidance – daily temperature checks of all staff and students is not a requirement.  If staff and day pupils wish to continue to temperature check daily before attending school, they can do so.  All visitors will continue to be temperature checked at the main entrance gate and anyone with a temperature more than 37.8°C will not be allowed on campus.	The revision of control measures for the start of the new term (Sept 21) has been communicated to all staff, parents and pupils.	
12	Transit spaces (corridors), social zones (car parks, common rooms, playgrounds) not being configured to SD rules.	The College is recommending that wherever possible maintain SD and minimise contact. Staff should avoid close face to face contact and minimise time spent within 1 meter of anyone i.e. less than 15 minutes at any one time. Pupils will be reminded to maintain distance and not touch staff or their peers. Corridors in all teaching blocks (except for the Hawkins (Science) building) and the library and dining room remain designated one-way, to alleviate pressures on ‘pinch points’ and staircases at busy periods during the day. Any multi use area will be restricted in numbers to accommodate SD.	The revision of control measures for the start of the new term (Sept 21) has been communicated to all staff, parents and pupils.	
13	Learning and recreational spaces not configured to SD rules.	Classrooms and labs will remain laid out to support SD. Seating remains set up so that pupils sit side by side and facing forward, rather than face to face or side on. The protective screens fitted last year will also remain in place in classrooms, labs, staff rooms and offices. Where possible, class sizes will remain restricted.	The revision of control measures for the start of the new term (Sept 21) has been communicated to all staff, parents and pupils.	
14	Lack of consideration of different age groups provided for in timetabling, length of the school day and exposure to other age groups.	The College will be accommodating pupil breakfast and supper mealtimes in the dining hall in one sitting. Lunch times will continue to be staggered, as we will not know how long the pupil lunch service will take until after all quarantine arrangements are completed and routines have settled down.	The revision of control measures for the start of the new term (Sept 21) has been communicated to all staff, parents and pupils.	

15	No system in place to deal with bereavements, trauma, anxiety, behavioural issues.	Members of medical and pastoral teams trained in counselling. Team of independent counsellors available on campus by appointment and remotely for both staff and students. Telephone support available for all staff via independent counselling service. Strong pastoral support provided for all students on a day to day basis, headed by Vice Pincipal Pastoral, Pastoral Managers, Boarding Parents, Boarding Assistants and Pastoral Assistants. Additional support provided by Personal Tutors, Heads of House and Assistant Heads of House. Comprehensive communication system in place to ensure all staff are aware of any issues which arise and can respond accordingly, with detailed confidential records maintained. Strong links with parents/guardians/family members via VPP and Head of Lower School.	Strong support arrangements in place.	
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**Pupils and Staff - Safety Risk Assessment in the COVID-19 Environment**

	<b>Hazard</b>	<b>Control Measures</b>	<b>Outcome</b>	<b>Remarks / Re-assessment</b>
1	Lack of review, update or sharing of safeguarding, code of practice and staff handbook policies.	Pupil, parent and staff handbooks have been updated with COVID-19 information and circulated. Regular reviews will be undertaken and will be circulated accordingly.	All documentation up to date and kept under regular review.	
2	DSL and ADSL not easily contactable and their contact information not known to all.	Contact details of DSL and DDSLs (plus deputy DDSLs) are published to everyone. They are easily contactable and are resident on site. There is a strong network of pastoral staff to ensure any concerns are identified and reported to the DSL/DDSLS. Information posters are in place in all boarding residences.	Information and contact details readily available.	
3	No COVID-19 specific policy that includes medical responses, SD, teaching, socialising, feeding, hydration, well-being etc.	Information is included in a number of documents created to provide detailed COVID-19 specific guidance and procedures.  Staff INSET and pupil induction reflects COVID-19 related procedures, safeguarding, health and safety, fire safety, well-being, testing etc.	The revision of control measures for the start of the new term (Sept 21) has been communicated to all staff, parents and pupils.	
4	Fire drills, routes and assembly points not rehearsed.	Procedures for fire drills, routes and assembly points are fully explained to pupils by Boarding Parents and Tutors and information notices are posted in all bedrooms. Termly fire drills are undertaken and are repeated for any	Arrangements for drills in place.	

		group not responding appropriately. Particular attention will be given to the requirement for SD at times of evacuation during quarantine periods without compromising safety and this will be fully explained to staff and pupils		
5	Class sizes not reduced and kept together in their “bubble” (minimising contact with others) or properly supervised.	Class sizes will be reduced to comply with SD in each classroom, however there will be some flexibility at the beginning of the new term (Sept 21). Mixing and ‘bubbles’ are no longer recommend, but the school will take a cautious approach and monitor daily the health situation of the community.  Activities, exercise and mealtimes continue to be designed with SD in mind. Supervision arrangements to be robust.	The revision of control measures for the start of the new term (Sept 21) has been communicated to all staff, parents and pupils.	Ongoing monitoring
6	Needs of each age group and class not considered separately in terms of support, activities and facilities.	The needs of each age group have been considered very carefully, with responsibilities allocated to specific staff. Arrangements will be kept under close review and adjustments made as necessary.	Measures in place with regular review.	
7	Staff not having sufficient down time/rest during the working day/week?	Normal hours of work will be followed wherever possible to ensure sufficient downtime and breaks for staff. Additional staff will be appointed through agencies as needed to provide support and cover for staff absences. Where additional hours are required for any extended period, staff wellbeing will be monitored closely and arrangements made for support to enable time off to recover.	Risk reduced.	
8	Lack of new staff and pupil induction. Registration and recruitment processes not adapted or compliant.	Induction will take place for all pupils and new staff, following SD rules and via videos and Teams where appropriate. Registraton and recruitment processes have all been adapted to be fully compliant.	Risk reduced.	
9	Recruitment process and pre-appointment checks not following legal requirements.	Recruitment process and pre-appointment checks all undertaken in accordance with school procedures.	Existing procedures followed.	
10	SCR and required documents not properly verified or recorded.	Verification of all documentation is being undertaken following the accepted practice of seeing original copies via video conferencing and receiving copies by post or e-mail. The SCR is being kept up to date and fully compliant on a day to day basis.	Risk reduced.	

11	Plans to work and learn outside not fully considered.	Opportunities for working and learning outside will be considered as appropriate and implemented where this would be helpful in complying with guidelines.	Outside space is used by teachers when weather permits.	
12	Opportunities for non contact sport and other activities not regulated or considered.	A programme of outdoor activities will be in place to ensure pupils have sufficient opportunities for exercise, sport and recreation in socially distancing bubbles particularly during quarantine periods. Mixing and 'bubbles' are no longer recommend, but the school will take a cautious approach and monitor daily the health situation of the community.	A programme of outdoor educational activities is planned for the new term (Sept 21) in accordance with COVID-19 safety guidelines (all subject to parental consent).	Ongoing monitoring
13	Sporting, play and SD rules unclear to staff, pupils, parents and visitors.	Risk assessments and guidelines will be provided for all activities and circulated to all staff and pupils to ensure awareness of procedures to be followed. Staff with responsibility for a specific activity to monitor compliance and understanding.  COVID-19 safety guidance from Sports England, Association of Physical Education, Swim England and sport professional bodies regularly reviewed to ensure compliance.	Outdoor sporting events are being organised in accordance with COVID-19 safety guidelines.	Ongoing monitoring
14	Drama, dance and music activities not applying SD or hygiene rules	Only those activities which can be undertaken following SD and hygiene rules will be allowed to take place. HoDs and senior staff to monitor to ensure compliance.	Risk reduced.	
15	Risk assessment for sport, play, drama, dance and music activities not properly formulated.	Risk assessments will be in place for all activities and reviewed by HoDs and H&S Officer. To be made available in staff handbook for wider access and for monitoring by SMT.	Complying with Government and industry guidance.	
16	Staff meetings and staff rooms unregulated in terms of space, equipment, resources (copiers, kettles, biscuit tins etc) timings, SD and purpose.	Staff to self-regulate and to respect those staff who prefer to wear a face covering and maintain SD. All equipment to be wiped down regularly by users and by Domestic staff. Provision of anti-bac spray and disposable paper towels to be provided in all areas, with regular stock checks. No loose biscuits to be served to staff or students, all to be purchased as wrapped servings.	The revision of control measures for the start of the new term (Sept 21) has been communicated to all staff, parents and pupils.	
17	Security, CCTV and access systems not regularly checked, updated and (where necessary) re-coded.	CCTV constantly monitored and regularly reviewed to ensure all is working correctly.		

18	Parent, pupil, staff, contractor, visitor drop-off and pick-up procedures, in and out routes not been shared, understood or applied.	Procedures in place and communicated to parents/guardians for day pupils being dropped off and collected. Arrival, sign-in and campus rules in place for contractors and visitors and circulated prior to any visit.		
19	Transit spaces (corridors), social zones (common rooms/playgrounds) not configured to SD rules.	Corridors in all teaching blocks (except for the Hawkins (Science) building) and the library and dining room remain designated one-way, to alleviate pressures on 'pinch points' and staircases at busy periods during the day. Any multi use area will be restricted in numbers to accommodate SD.	The revision of control measures for the start of the new term (Sept 21) has been communicated to all staff, parents and pupils.	
20	Classrooms do not reflect SD layout, PPE, screening and regular cleaning rules.	Classrooms and labs will remain laid out to support SD. Seating remains set up so that pupils sit side by side and facing forward, rather than face to face or side on. The protective screens fitted last year will also remain in place in classrooms, labs, staff rooms and offices. Where possible, class sizes will remain restricted. The College is recommending that pupils, staff and visitors continue to wear face masks in busy communal areas, although this is not compulsory. Sanitising stations will be located in all classrooms. Teaching staff to spray desks/chairs at the beginning of each lesson and students to wipe them down and dispose of paper towels in bins provided.	Risks reduced.	
21	Minimising contact and mixing not effective in the classroom and during breaks.	Classrooms and labs will remain laid out to support SD. Seating remains set up so that pupils sit side by side and facing forward, rather than face to face or side on. The protective screens fitted last year will also remain in place in classrooms, labs, staff rooms and offices. Where possible, class sizes will remain restricted.  The College will be accommodating pupil breakfast and supper mealtimes in the dining hall in one sitting. Lunch times will continue to be staggered, as we will not know how long the pupil lunch service will take until after all quarantine arrangements are completed and routines have settled down.  A large marquee (15m x 30m) has been hired this term to provide additional space for day pupils and/or group activities.	The revision of control measures for the start of the new term (Sept 21) has been communicated to all staff, parents and pupils.	
22	No regular breaks for handwashing during the school day.	Hand sanitizer stations and mobile hand washing stations remain positioned around the campus and in all buildings. Locations provide ease of access for all and in all areas. Pupils (and staff) will be able to access stations during normal movement around the campus. Teachers will	Unrestricted access to hand sanitizer and hand washing stations.	

		continue to teach in designated classrooms, with students moving from class to class, rather than students remaining in one classroom and teachers moving from class to class.		
23	Insufficient hygiene stations at entrances, exits, toilets, classrooms, play areas, common rooms, staff areas etc.	Hand sanitizer stations and mobile hand washing stations remain positioned around the campus and in all buildings. Locations provide ease of access for all and in all areas. Pupils (and staff) will be able to access stations during normal movement around the campus.	Risk reduced.	
24	Hygiene stations not stocked, checked and cleaned regularly.	Hand sanitizer stations in areas of heavy footfall will be cleaned and checked as operating at least twice a day and all other areas on a daily basis and topped up as needed. Sufficient stock for replenishing dispensers will be held.	Risk reduced.	
25	Unnecessary items not removed from classrooms and other learning environments.	All furniture and other items not essential to the classroom have been removed and put into storage to ensure the largest possible floor space is available and to reduce the number of hard surfaces/items which will need disinfecting each day.		
26	Soft furnishings, soft toys and items that are hard to clean not removed and stored securely.	All items which cannot be effectively cleaned to be put into storage.		
27	Staff unable to manage, whilst in the transition phase, both in school and remote learning.	The commitment required from teachers to support both classroom learning and remote learning will be carefully supported and managed by Academic IT Leaders, HoDs and SMT. Training and guidance has been and will continue to be provided to ensure staff have the skills needed for effective and efficient delivery of education on a remote basis. Provision of appropriate IT equipment is in place, with technical support and risk assessments.	Monitored and IT support provided.	Face to face teaching begins on 16 <sup>th</sup> September. There will be a few students remote learning.
28	Assemblies, break times, drop-off and collection times not sufficiently well staggered.	Year group assemblies will take place in the new term. Should these require reconsideration when in full operation, adjustments will be made and Government guidance followed. Drop-off and collection times are not considered as needing to be staggered as there is a relatively small number of day students attending the College and it should be possible to accommodate these in the large car park at the usual start and end of each day.		
29	Meal times not de-conflicted or possible to achieve SD in the	All meals for pupils will be provided in the dining hall at the start of the new term (Sept 21). We return to normal service for pupils breakfast and	Ongoing review based on DfE and Government	

	servery and dining areas whilst still providing sufficient nourishment.	supper, although initially lunch time will remain staggered. Note: Meals will be delivered to bedrooms of pupils who are quarantining. Menus will be altered to ensure that all food can be served (no self-service) to minimise contact with utensils. All menus will continue to be of the same high standard as usual, using fresh local produce wherever possible. We will continue to provide a sandwich service from the student kitchen between 10.30 am and 1 pm on weekdays for staff and will reinstate a dining room service as soon as it is possible.	guidance and COVID-19 status on campus.	
30	Hazards and risks of providing breakfast and after school clubs not understood.	Day pupils will not be allowed to attend breakfast or supper during the first term, although we hope to reinstate this service as soon as it is possible. They will be allowed to take lunch in the dining hall. This change has been fully communicated to the parents of all day pupils and will be reinforced as necessary.	Risks reduced.	
31	Medical advice for vulnerable staff and children not being followed and insufficient support both at school / home.	Risk assessments will be undertaken for any member of staff or for any pupil who is deemed to be vulnerable from COVID-19 and appropriate reasonable adjustments to their working environment will be made in line with findings. These will be monitored by the Health & Safety Officer for staff and by the VPP for pupils and further reasonable adjustments made as appropriate.	Support in place.	Face to face teaching begins on 16 <sup>th</sup> September. There will be a few students remote learning.
32	Pupil and staff mental health and wellbeing not properly considered with individual needs not identified or supported.	Mental health and wellbeing is high on the agenda for pupils and staff and the College provides access to telephone support for staff from a third party provider and access to one to one counselling for students and staff through another third party provider, for whom the College provides on campus facilities to aid access. Data protection is maintained under GDPR regulations. Any reasonable adjustments required to the working environment are considered and implemented accordingly.	Support in place.	
33	Re-scheduling of activities not operating efficiently or safely due to SD rules and timings.	All arrangements for activities will be monitored and kept under close review with the aim of ensuring SD rules are maintained. Individual staff have designated responsibilities and will report to managers as required to ensure any necessary adjustments are implemented.		
34	Those working/schooling at home not provided sufficient information and training to work safely.	Staff have received practical information on working with Display Screen Equipment in the office and/or at home. The Health & Safety Officer has provided staff with guidance and advice on suitable furniture, equipment and/or provided equipment which may help them in the office and/or at	Ongoing guidance and support provided.	

		home. Staff have access to a DSE self-assessment and information and guidance on DSE.		
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### Medical & Safeguarding Risk Assessment in the COVID-19 Environment

	Hazard	Control Measures	Outcome	Remarks / Re-assessment
1	Lack of medical facilities or procedures in place to identify and deal with a case or cases of COVID-19.	<p>All staff have been briefed regularly either by email or verbally on the symptoms of COVID-19 and the procedures to take if they suspect themselves or a pupil has COVID-19.</p> <p>The College has a written contingency plan in place including infection control procedures for the isolation of pupils shown signs and symptoms or confirmed cases of COVID-19.</p> <p>Contingency planning has also taken place for what will happen in the event a large outbreak of COVID-19 with the College. In such event, the College would be under the direction of instructions issued by Public Health England (PHE) and the local authorities.</p> <p>The VPP, Bursar and Senior College Nurse to take the lead on COVID-19 related medical issues, in liaison with PHE, local authorities and SMT.</p> <p>Refer to the Infection Control Procedures and flow charts.</p>	<p>Regular COVID-19 rules communications sent to staff.</p> <p>SMT &amp; COVRA to regularly review.</p>	
2	Science of risk not understood, new variants of COVID-19 not understood, severity of symptoms and range of symptoms differing from person to person.	The College's Senior Nurse is regularly briefed on COVID-19 and the new variants of COVID-19 and how it might present in different groups/ individuals, by attending webinars and other instructional sessions provided by various third parties, including information provided by the NHS and Public Health England. This information is used to inform the most appropriate response to symptoms for delivery of medical care by the College's medical team and pastoral care by the pastoral team.	<p>Risk reduced. Regular review required.</p> <p>The revision of control measures for the start of the new term (Sept 21) has been communicated to all staff, parents and pupils.</p>	

3	Hygiene rules not effective. "catch it, bin it, kill it" not re-publicised or applied.	Hygiene rules will be circulated to all staff and pupils and regular reminders will be issued. Tutors and Boarding Parents will reinforce the message to pupils on a regular basis and posters will be displayed prominently for all to see. Additional bins remain in situ around the campus to encourage everyone.	Risk reduced. Regular review required.  The revision of control measures for the start of the new term (Sept 21) has been communicated to all staff, parents and pupils.	
4	No/insufficient staff supervising/supporting normal medical staff?	The pastoral team will provide support to the medical team on an ongoing basis and additional staff will be appointed if additional support is required. Weekly pastoral meetings are held which provide an opportunity for regular feedback and to identify areas which require attention.	Risk reduced. Regular review required.	
5	Insufficient medical staff to deal with temperature testing, isolating and monitoring suspect COVID-19 cases, outside appointments and normal medical issues.	A designated COVID medical centre has been set up, with the Senior College Nurse reporting to the VPP who is the COVID Co-ordinator. In the event of one or more COVID-19 positive tests among the boarding pupils, the isolation pods will be utilised and manned on a 24 hour basis. The College has appointed additional staff to help provide this cover to ensure that the team is not overstretched to cope with usual day to day medical issues. In the event of cases exceeding the number of isolation pods available, a designated boarding residence will be utilised as an isolation centre. Public Health England and their infection control team will be involved at every stage and their guidance followed.	Review ongoing.	
6	Insufficient First Aid trained personnel (ratio) for pupils in school	The College currently has over 70 qualified First Aiders on the staff and refresher training/requalification arrangements will continue to be provided to enhance their knowledge of COVID specific procedures. All First Aiders are available during their normal working hours to respond as required when called upon to do so.	Risk reduced. Regular review required.	
7	No or insufficient training for those operating temperature testing or other precautions that require new equipment. Training not recorded for future reference.	The College has been and will continue to use non-contact infrared thermometers to check the temperatures of boarding and day pupils when necessary. In January, the College issued all members of staff and day students, digital thermometers for taking their own temperatures prior to coming to College each day, this is now optional. All staff using the infrared thermometers have received full training, supported by written instructions for reference. A list of these staff and training is maintained	Risk reduced. Regular review required.	

		<p>by the Health &amp; Safety Officer. Written instructions are provided with the digital thermometers.</p> <p>Digital thermometers are available from the Health &amp; Safety Officer.</p>		
8	Medical policy, procedures and appropriate response to spectrum of medical issues not being revised or shared?	All medical department policies and procedural documents are regularly reviewed, updated as necessary and circulated as appropriate. Review dates are monitored and this responsibility is shared amongst the medical team.	Risk reduced. Regular review required.	
9	Medical rooms improperly equipped.	A full review of medical equipment and supplies appropriate to COVID has been undertaken and purchases made to ensure sufficient provision of PPE and equipment is in place. Regular checks will be made to ensure repeat orders are actioned in a timely manner, with the aim of avoiding depletion of stock.	Risk reduced. Regular review required.	
10	Lack of school decision regarding the level of PPE required for pupils and staff. Insufficient training, face fit testing, use, care and disposal arrangements.	<p>Supplies of disposable single use masks, aprons and surgical gloves and multi-use visors have been purchased for the appropriate issue to staff. Disposable masks will also be available for pupils, if needed. Full instruction will be provided regarding the use, fit, care and disposal of PPE. Staff and pupils were also encouraged to acquire washable masks to reduce waste, with appropriate guidance on fit, use and care.</p> <p>In accordance with the NHS Test and Trace Rapid Lateral Flow Device Testing Programme, the DfE has provided a supply of disposable single use masks, aprons and surgical gloves and multi-use visors for the trained college staff to wear in rolling out this programme.</p>	<p>Risk reduced. Regular review required.</p> <p>The current Government guidance states that 'Face covering are no longer advised for pupils, staff and visitors either in classrooms or in communal areas'. The school remains cautious and recommends that face masks are to be worn in busy communal areas, corridors and in the dining hall until further notice.</p>	Supplies of single use face masks placed in every classroom and department. Staff advised and reminded regularly to contact Health & Safety Department for further supplies when required.
11	Sickness management rules and the "don't come to work if you are ill" not understood or observed.	Detailed guidance has been issued to all staff regarding when not to attend work due to displaying symptoms which could relate to COVID-19. Reminders will be issued regularly and help will be available should anyone have any queries or be unsure as to action they should take. Line managers will monitor those in their department and will report to SMT/H&S Officer/HR in the event of any queries/concerns.	Risk reduced. Regular review required.	

		Procedures for staff and links to Government websites on COVID-19 symptoms, testing and self-isolating rules, including being COVID-19 positive, someone in your household who is COVID-19 positive or you have had 'close' contact with a person who has tested COVID-19 positive has been circulated to staff.		
12	Different age groups with different risk profiles for each group of staff and pupils not risk assessed?	Risks are assessed as appropriate for all ages/year groups/ethnicities/medically (clinically) vulnerable and adjustments made as needed.	Risk reduced. Regular review required.	
13	School unaware of any staff and pupil pre-existing medical conditions.	Staff have been and will continue to be asked to provide details of pre-existing medical conditions which could make them vulnerable to COVID-19. Strict controls are in place regarding the access, use and storage of such data in line with GDPR. Risk assessments will be produced as appropriate. Students are required to submit details of all pre-existing conditions prior to their arrival and these form part of their medical records, held within the Medical Dept under strict GDPR regulations. Risk assessments will be produced as appropriate.		
14	Lack of knowledge on who has been tested (positive or otherwise) for COVID-19 and if it is recorded (for elimination purposes).	<p>PCR testing of staff and pupils will be undertaken by BioGrad at the start of the new term. The test results will be received by the College and handled strictly in accordance with GDPR regulations. The test results will enable an appropriate response in the event of any being positive, which will assist the College in providing as COVID-safe an environment as possible for all. Staff and pupils will be asked to inform the College of any additional tests undertaken for completeness of information and any required contact tracing.</p> <p>The College continues to strongly encourage staff and pupils to conduct LFD tests twice a week, 3-4 days apart, reporting their results to the NHS and to the College via a Microsoft Form.</p> <p>Some staff have informed the College when they have received the vaccination and this information is handled in accordance with GDPR regulations.</p>	<p>PCR testing of staff and students the w/b 30<sup>th</sup> August 2021.</p> <p>Ongoing NHS Test and Trace Weekly Rapid Lateral Flow Testing of staff as deemed appropriate to improve detection of asymptomatic cases.</p>	NHS Test and Trace Rapid Lateral Flow Testing Programme continues and consenting staff and students participate.
15	Insufficient information on which staff or pupil(s) have had contact with anyone tested positive or	Staff and pupils will be asked to provide information on whether they have had contact with anyone who has tested positive or who has been suspected of having COVID symptoms. Each case will be considered and appropriate action taken, as necessary.		

	suspected of COVID-19 and if recorded and actioned.			
16	Lack of recording of which staff and pupils have been sent home with COVID-19 symptoms (a cough, high temperature or shortness of breath).	The medical department will record details of any action taken regarding day students and HR will record the same for staff, complying with GDPR regulations. This will enable the best approach is taken regarding the protection of the College community and the provision of cover for staff absence.	Risk reduced. Regular review required.	
17	Lack of regular dialogue with those who have suffered from COVID-19 and / or are isolated at home.	In the event of a day pupil isolating at home, the VPP will maintain contact with the pupil and parents. In the event of a member of staff isolating at home, their line manager and HR will maintain contact.		
18	Inadequate information on who is shielding another family member and/or who has a condition that precludes their attendance at school.	Updated information to be requested to ensure the College is fully aware of individual circumstances and can respond appropriately, follow Government guidance and provide required risk assessments. All sensitive data to be kept by HR and handled in accordance with GDPR regulations.		
19	Insufficient proof of shielding and individual conditions?	Proof to be provided/requested of shielding and individual conditions to ensure the College's response and risk assessments are appropriate. All sensitive data to be kept by HR and handled in accordance with GDPR regulations.		
20	No separate area for temperature testing, holding and isolation of pupils/staff. Areas not easily identified or regularly cleaned?	A designated COVID medical centre has been set up with a triage room and isolation pods. Detailed guidance has been produced in the form of a flowchart to illustrate each stage of procedures to be followed in the event of the onset of symptoms and a subsequent positive test result. Full instruction will be given to staff and students on action to be followed in every case. Strict cleaning regimes are in place for the COVID medical centre and any boarding residence where a student presenting symptoms is in isolation prior to being tested.	Risk reduced. Regular review required.	
21	Temperature testing undertaken using unsafe methods, not reflecting SD rules, not recorded or kept appropriately.	During boarders quarantining on their return to school, temperature testing will be undertaken with appropriate PPE in place where necessary and following SD guidelines. Action is taken immediately if the result shows a temperature of 37.8°C or above. The boarder will be confined to their bedroom and tested. They will not be allowed back into circulation until their symptoms have subsided/they have tested negative/they have isolated for a minimum of 10 days, following Government guidance.	There should be no member of staff, visitor or pupil in circulation around the College with a temperature of 37.8°C or higher.	

22	Insufficient or no procedure for summoning emergency services, lack of safe RV and cleared routes in and out.	All members of staff are aware of procedures for calling for assistance from the emergency services, and in the (unlikely) event of support being unavailable, all are capable and have access to a telephone to make such a call themselves.		
23	Visits of or to GPs / nurses / dentists and local surgeries changed and not known by staff and or pupils	The College is in communication with all NHS services and will continue providing support for the pupils who need access to such. The local GP practice with which the boarding pupils are registered will conduct twice weekly remote consultation surgeries for students, which will be monitored by the medical team. Any cases which are more urgent will be dealt with in consultation with the GP practice.		
24	No regular supervision of staff and pupils to ensure they comply with hygiene rules (and the use of PPE where specified as needed).	Staff will receive initial training and ongoing monitoring in the use of PPE and in increased hygiene practices/rules. This will be carried out by line managers in consultation with the H&S Officer. Ongoing training/instruction will be provided to ensure compliance and a standardised approach.	Risk reduced. Regular review required.	
25	Insufficient registration, induction, supervision and temperature checking of contractors where essential work is required on site.	Contractors/Instructors/Trainers/Invigilators etc are provided with detailed instructions regarding access to the site and requirements whilst on site prior to any visit including the proof of a negative lateral flow test. The Estates and Health & Safety Officer is responsible for ensuring that all rules are complied with and for monitoring activity/practices. Contact details recorded for tracing purposes.	Risk reduced. Regular review required.	
26	Medical staff have insufficient or unsuitable PPE, cleaning materials and training for tasks.	A full stock of PPE is in place and will be maintained to ensure supplies are always available. Cleaning materials are in stock and will be replenished on an ongoing basis. The medical team will liaise with the Domestic Services Manager regarding ongoing supplies.	Risk reduced. Regular review required.	
27	Lack of policy / procedures on washing school clothes so as to prevent infection of staff and pupils.	The College will follow Government guidance on the washing of clothes for students and will circulate any required guidance for staff and day students.		
28	Mental health concerns associated with numerous topics including COVID-19.	Staff should speak with their line managers in the first instance. If they wish to discuss problems or have any concerns. Staff can also approach the HR Manager if required. Regular staff departmental meetings undertaken via TEAMS to enable staff members to continue to feel connected to their colleagues.	Ongoing monitoring	

		<p>Academic staff will report any concerns about a pupil's mental health to their Tutor, VPP and/or Boarding Parent. In consultation with the VPP, boarding parents may then refer cases of concern to the Medical Team.</p> <p>VPP will also liaise with families about any pupil wellbeing issues.</p>		
29	Safeguarding measures being overlooked during the pandemic.	<p>Safeguarding Policy amendment including in current policy to cover COVID-19 period. This has been communicated to staff via email and website.</p> <p>Other updated information will be provided during online inductions or onsite inductions to staff. Staff to complete KCSIE 2020 Part 1 Update unit during INSET at the beginning of the new term (KCSIE 2021 from 1 September)</p> <p>DSL and ADSLs (plus deputy ADSL's) are known to all staff. Posters are displayed identifying DSL and ADSLs in appropriate areas.</p>	Regular review	

### Boarding Risk Assessment in the COVID-19 Environment

	Hazard	Control Measures	Outcome	Remarks / Re-assessment
1	Boarding policies and procedures not updated, regularly reviewed and communicated.	All boarding policies and procedures have been updated to include reference to COVID-19. They will be kept under regular review and will be updated as necessary and in line with guidance. All updates are communicated to stakeholders.		
2	Security and access systems not regularly checked, updated and re-coded.	All security systems have been maintained on a regular basis.	Security levels maintained.	
3	Boarding staff have inappropriate PPE, cleaning materials and training for tasks.	All boarding residences have a supply of PPE and cleaning materials which are accessible to boarding parents and domestic staff from the housekeeping cupboard in the residence. Orders are placed on a weekly basis to replenish the College's stock of cleaning materials to ensure supplies are adequate.	Housekeeping cupboards will be fully stocked at all times, allowing boarding staff to work safely.	Supplies of single use face masks placed in every classroom and department. Staff advised and reminded regularly to contact H&S Office for further supplies when required.

4	Procedures for welcoming back overseas pupils not applied.	<p>The College is going further than Government guidance in order to reduce anxiety levels and to prevent an outbreak at the start of the academic year when we recognise that the campus will become a mixing pot for students arriving from many countries around the world as well as those staff and students from the UK. All boarders will be required to quarantine and there are 3 different types of quarantine:</p> <p><b>Full quarantine</b> for those boarders arriving from <b>red list countries</b> with meals delivered to students in temporary accommodation in the pods or a self-contained boarding area.</p> <p><b>Full quarantine</b> for those boarders arriving from <b>amber list countries</b> who are over 18 under the UK Government’s test and release scheme which involves PCR testing on days 2, 5 &amp; 8. They should be able to end their quarantine sooner than the 10 days required once their negative test result from day 5 is received and our medical team authorises their release from full quarantine. Until then, they will have meals delivered to their bedrooms in their residences.</p> <p><b>Concord quarantine</b> – will be required for the vast majority of boarding students from <b>green list countries</b> to <b>amber, if under 18 years of age</b>.</p> <p>Detailed plans are in place to welcome pupils back in accordance with quarantine and testing guidance. Overseas pupils collected from Heathrow as they arrive and transported by coach/ taxi to the College. On arrival at the College they are taken to their allocated bedroom/pod and a member of the medical team or their boarding parent will explain quarantine procedures. Meals and refreshments are delivered to bedrooms/pods daily during the quarantine period. The medical team organise and carry out the appropriate testing. Quarantined pupils can join lessons online. They have access to separate garden areas for fresh air and supervised exercise 1 hour a day.</p> <p>Parents and pupils can order online (click &amp; collect) from the West-End Shop where personal items, stationery, small electrical appliances, toiletries, SIM cards, snacks, dried, canned and fresh food etc can be purchased.</p>	Ongoing review and subject to Government guidance on testing and quarantine arrangements after arrival in the UK.	
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5	Insufficient space and resources for isolating overseas pupils on their return.	All rooms are single occupancy. Meals and refreshments are delivered to bedrooms/pods daily during the quarantine period. The medical team organise and carry out the appropriate testing. Quarantined pupils can join lessons online. They have access to separate garden areas for fresh air and supervised exercise 1 hour a day.		
6	SD, separation and socialising rules not adhered to in the pods or boarding residences during quarantine period.	The quarantining rules will be explained fully and Boarding Parents and Boarding Assistants will monitor practices within the boarding residences, taking appropriate action if the guidance is not followed.	Ongoing monitoring	
7	Rules and procedures for exeats, trips and activities, appointments or visits from family and / or guardians not complied with or understood.	<p>The College will recommence voluntary town trips to Shrewsbury (all subject to parental consent) from Saturday 11<sup>th</sup> September. Wednesday afternoon trips will only be available for Upper School (6.1s &amp; 6.2s), but all students including Lower School (F3, F4 &amp; F5) will be able to join the Saturday afternoon town trips.</p> <p>Saturday evening cinema trips will become a privilege for 6.2 pupils only from this September and Sunday morning church buses will resume.</p> <p>In addition an outdoor educational activity schedule is planned for the new term, although more limited than normal consisting of local day activities i.e. walking, canoeing, bush craft and cycling, no residential aspect and in year group bubbles (all subject to parental consents).</p> <p>Government guidance advises that day trips can commence and domestic residential trips can take place. Risk Assessments for each trip will be completed to ensure trips are conducted in line with the current Schools COVID-19 operational guidance.</p> <p>A programme of activities onsite will be provided to enable pupils to exercise and enjoy free-time.</p> <p>Exeats for boarding pupils will recommence on Saturday nights at weekends from Saturday 25<sup>th</sup> September onwards. The school's agreement to the student to leave on overnight exeat is given on the understanding aht the student will complete a COVID-19 LFD test two days after returning to campus.</p>	The Government states that from the start of the new term, you can go on international visits that have previously been deferred or postponed and organise new international visits for the future.	To be reviewed in January 2022.

		Parents and other members of family will not be permitted to enter boarding residences. These arrangements will be fully explained and circulated to pupils and their parents.		
8	Fire instructions and new procedures not reviewed, understood or rehearsed.	Instruction on fire safety forms part of INSET for all staff at the beginning of each academic year. This year delivery will be via video and Teams and will include any new procedures. Instructions and procedures are regularly reviewed and adjusted as necessary.		
9	Fire drills, routes and assembly points not rehearsed.	Procedures for fire drills, routes and assembly points are fully explained to students by Boarding Parents and Tutors and information notices are posted in all bedrooms. Termly fire drills are undertaken and are repeated for any group not responding appropriately. Particular attention will be given to the requirement for SD at times of evacuation without compromising safety and this will be fully explained to staff and students.		
10	Insufficient rooms to isolate and supervise pupils (and staff).	All pupils are in single occupancy study bedrooms, a large number of which have ensuite facilities. Symptomatic pupils will be isolated in their bedrooms. Isolation pods have been hired to provide a stand alone medical facility for managing confirmed COVID-19 cases. In the event that numbers of confirmed cases exceed pods, a boarding residence will be designated an isolation unit. Any resident member of staff who needs to isolate will do so in their own staff residence following NHS guidance, together with members of their family. Any member of staff presenting with symptoms whilst on the College premises will be asked to go home immediately and follow NHS guidance on isolation. Communication will be maintained via HR and their line manager.		
11	Laundry, bedding, furnishings, games and items that are hard to clean not removed and stored securely.	Items which are hard to clean will be put into storage. The College has a storage area which will accommodate this and if this is insufficient, the use of off-site storage will be utilised.		
12	Staff to pupil ratio does not reflect SD rules (including medical and emotional support).	Staff to pupil ratios are sufficient to enable SD rules. In the event of staff absences, temporary appointments will be made wherever possible to provide additional support. In areas where increased hygiene practices will require additional working time, additional staff will be appointed.		

13	Insufficient bathroom facilities if bed spaces have been reconfigured.	The provision of sufficient bathroom facilities has not been compromised with the small adjustments which have been made to some areas of boarding. In some areas the ratio has been increased as the use of all double bedrooms has been changed to single occupancy only, reducing the number of students in these areas.	The provision of sufficient bathroom facilities will be maintained.	
14	Clothes and bed linen not washed regularly and at appropriate setting.	Bedding and clothes are washed on a weekly basis.  The washing of clothes will follow label instructions. Double washing will be done as necessary. The laundry of any student who tests positive for COVID-19 will be washed following relevant guidance.  Boarding pupils have access to their own laundry facility with washing machines and dryers.		
15	Boarders not equipped with authorised equipment to stay-in touch with parents.	All pupils have mobile phones and there are also a number of landlines available for them to use as needed. Pupils also have other mobile devices, such as iPads/laptops which can be authorised to connect to the College's internet. In the event that any pupil experiences problems maintaining contact with parents/family the College will assist with resolving this.	Students are provided with the means to maintain contact with their parents/family.	
16	Boarders aware of global news and how it may affect them or their family.	All pupils have mobile phones through which they have access to the internet and news sites via the College's IT system, with the only restriction being filtering to prevent access to sites which are deemed unacceptable for safeguarding reasons. In addition the College has interactive information screens which can be configured to provide access to news stories. Each bedroom has a wireless access point for continuous internet access, following an extensive upgrade to the College's IT infrastructure during this period of closure. The pupils are able to maintain links with their families without restriction.	All students have access to global news events.	

**School Transport (private coach companies) and Driver Risk Assessment in COVID-19 Environment**

	<b>Hazard</b>	<b>Control Measures</b>	<b>Outcome</b>	<b>Remarks / Re-assessment</b>
1	Using school operated or third party school transport – possible	The College uses local and trusted coach companies who provide appropriate risk assessment for the transport of passengers in accordance with Government COVID-19 guidance (SD, hygiene rules, PPE and cleaning	Regularly review as guidance changes.	

	transmission of COVID-19 within an enclosed space during transport.	<p>arrangements of vehicles) as well as insurance and operator licence documents.</p> <p>For Airport transfers, where possible, pupils will only share vehicles if they have travelled on the same flight. If an emergency situation, pupils in the same situation e.g. travel quarantine or early returners, may share transport if there is space.</p>		
2	Poorly organised queue and boarding process and SD not observed within vehicles wherever possible.	Duty staff/Pastoral Assistants manage the queuing and boarding of coaches as and when required. Separate coaches are hired to maintain SD and to accommodate year group bubbles.	Ongoing	
3	Insufficient arrangements made for the transportation of Day students to and from school.	Details explaining the transport arrangements and procedures sent to all day students and parents termly. Arrangements include timings, temperature checking at home, SD, face masks, hand hygiene and year group bubbles. Duty staff/pastoral assistants are assigned to oversee and monitor the Day pupil coaches.	Ongoing	
4	Authorised school drivers not briefed on changes, not fully considered or have insufficient/inappropriate PPE, and cleaning materials.	<p>The College cars are used to transport boarding pupils to and from hospital/GP appointments etc. These cars are fitted with protective screens/sneeze guards. No passengers in the front seats of vehicles. All school vehicles are equipped with cleaning materials – ‘Safe Zone’ spray and disposable paper towel to clean down touch points, hand sanitiser, boxes of tissues and a supply of face masks.</p> <p>Vehicle ventilation systems will be used alongside opening windows and ceiling vents where practicable.</p> <p>Records kept of the driver and pupils on board for each journey, to aid contact tracing.</p> <p>Authorised school drivers must read, understand and sign the Travel by Minibus Risk Assessment.</p>	Regularly checked and risk assessment reviewed and updated in accordance with guidance changes.	
5	No additional cleaning of vehicles (touch points) before and after journey.	<p>Authorised College drivers are reminded that additional cleaning of the vehicles before and after use is required, and forms part of the pre-drive check and the cleaning materials are provided in the vehicle.</p> <p>Full issue of hygiene supplies will be provided in all vehicles and strict routines will be in place.</p>	Ongoing	

6	Use of face coverings as a mitigating measure not understood by pupils and parents.	Face masks are to be worn by all persons travelling in a College vehicle or coach. This instruction is made clear through communications with parents and students regarding transportation.		
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### Support Staff Risk Assessment in the COVID-19 Environment

	Hazard	Control Measures	Outcome	Remarks / Re-assessment
1	Support staff not briefed on changes regularly.	All staff have regular meetings with line managers, there are also COVID - 19 notice boards in place displaying up to date Government guidance and College specific information. Updated guidance is circulated in a timely manner.	Information is displayed for all staff. Signature sheets provided to confirm read, checked by line manager with follow-up as needed.	
2	Support staff have insufficient or inappropriate PPE, cleaning materials and training.	All support staff have access to appropriate PPE. All boarding residences will have adequate supplies of PPE and cleaning materials which will be replenished on a weekly basis or as required. Maintenance team to have PPE in all vehicles. Training is consistent and updated regularly.	Housekeeping cupboards will be fully stocked at all times, allowing staff to work safely. Vehicles to be fully stocked.	
3	Cleaning regimes not reviewed or inspected regularly and not conforming to revised hygiene rules.	Random and regular spot checks will be carried out across the College to ensure compliance. Regimes will be reviewed regularly to ensure approach is appropriate and addresses any concerns raised or issues identified.	Consistent approach aimed at providing delivery of highest levels of hygiene.	
4	Security and access systems not regularly checked, updated and re-coded.	All security systems have been maintained on a regular basis.	Security levels maintained.	
5	Reconfigured areas, zones and routes hampering fire exits and routes.	No fire exits will be compromised with the introduction of movement restrictions in buildings (one-way systems). Some will be used as additional 'normal' exit routes to aid SD. Travel distances to fire exits to comply with fire safety regulations.	Fire escape routes and exits will not be compromised.	

6	Fire and other emergency procedures not reconfigured, routes not clear or regularly inspected.	Fire and other emergency procedures are reviewed on a regular basis and adjustments made to accommodate COVID-19 specific requirements, such as SD. Routes are checked regularly and issues are reported to the H&S Officer. Regular checks are made to ensure routes are kept clear.		
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#### 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).	Boilers all serviced. BMS (Building Management System) in operation and checked daily for any faults. This is serviced annually. Oil levels checked on a weekly basis and replenished on a top-up basis. Supplies stable.	All systems checked and working as per legislation.	
2	Insufficient gas supply, venting and valves?	LPG gas tested by a competent contractor. Gas supply stable.	All systems checked and working as per legislation.	
3	Air conditioning units, ducts not checked on re-occupying school facilities.	Air conditioning serviced by a competent engineer.	All systems checked and working as per legislation.	
4	Ventilation and extraction systems not checked.	Filters changed in accordance with specification frequency. Extraction cleaned biannually. Measures are being taken to increase ventilation in areas where there is no mechanical system in place. All systems in place have been checked for compliance with fresh air inflow requirements and changes made to introduce this where possible. Any air recirculation systems only to be used where fresh air intake is available through separate means. Where this is not possible, such systems to be made unusable to prevent non-compliance.	All systems checked and working as per legislation.	
5	Electrical tests not up-to-date including emergency lighting and PAT.	Ongoing PAT carried out by the maintenance team. Emergency lighting checked monthly.	All checks up to date and recorded.	
6	All electrical equipment bought in to school PAT tested?	PAT testing on student owned items will be undertaken during the autumn term (or spring term for January arrivals). Any items brought into College by staff are tested and recorded.	Electrical safety ensured.	Regular reminders to staff and students to report new items which require testing.

7	Water testing for temperature, flow and legionella not in date for test.	Water temperature testing carried out on a monthly basis.	All checks up to date and recorded.	
8	Water supply not tested for legionella on re-opening facilities.	During College closure from March-August 2020, staff purged all water systems on a weekly basis (hot and cold) for 5 minutes. Water systems are checked and purged weekly in unoccupied rooms. Competent contractors chlorinated all water tanks and associated pipework in August 2020. Water samples were taken and sent to the laboratory for testing.	Work conducted August 2020 – ongoing checks and monitoring.	
9	Swimming Pool not secure or inspected regularly.	The pool has been tested daily for chemical balance. Plant is serviced by a competent contractor. Sample water is sent for laboratory bacteria testing monthly. Heating turned off during shut down. Will be turned back on when facility is given the go ahead to be used in accordance with Government guidelines.	All checks up to date and recorded.	The swimming pool will be re-opened. Doors will be opened to provide general ventilation.
10	Insufficient arrangements for the operation, cleaning (and use) of the swimming pool.	Pool Plant Operator in attendance daily, undertaking strict cleaning schedule. Pool cleaning robot in place. Pool will only be used under strict controls and in accordance with Government guidelines.	The swimming pool remains closed.	
11	Fire alarm panel, system and extinguishers not in date and not serviced.	Servicing of fire alarms and extinguishers is up to date. Full service undertaken in July 2021. Fire alarms tested on a weekly basis, including during closure.	Fire alarms in good working order.	
12	Kitchen not reconfigured, stocked and cleaned if closed over a long period.	All equipment has been checked and serviced. A full cleaning schedule has taken place in readiness for the start of the new term September 2021. Food orders are placed in a timely manner to ensure sufficient stock.	Catering service is fully operational.	
13	Insufficient chefs, supervising staff and cleaners to maintain high standards of hygiene.	A full complement of catering staff are working on a rota system. Cleaning schedules have been increased to ensure safe hygiene practices. Additional staff are recruited as needed. Disinfection of surfaces between users given priority.	High standards of hygiene to be maintained.	
14	Servery and dining room rules not properly considered, inadequate or safe.	Arrangements have been made for normal breakfast and supper mealtimes for pupils (after pupils have completed quarantine). A planned staggered lunch time will be in place initially. All food to be served by staff wearing appropriate PPE; no self-service, all utensils to be handled by catering staff only to prevent spread of any infection.	Protection of all diners and catering staff maintained.	

15	Insufficient drinking supplies and hydration available in dining room.	Mains water fountain cooler regularly serviced by competent contractor. Drinking directly from fountain option to be turned on. Lever operation for the filling of water bottles to be the only option, to reduce contamination. A new wall mounted water bottle refilling station has been installed in sports hall one. Arrangements for serving water to individuals in the dining room to be put in place to avoid multi-user handling of water jugs on dining tables.	Unlimited supply of drinking water to be maintained.	
16	Laundry wash and dryers not serviceable, unable to cope with demand, temperature requirements and insufficient wash products.	All equipment is new, following the full refurbishment of the laundry in 2019. Temperature requirements are therefore not an issue – a full range can be accommodated as required. In the event that demand on the facility increased significantly, its hours of operation would be extended, which could be up to 24, with the appointment of additional staff working a shift pattern. In the unlikely event that this proved insufficient for demand, we would outsource to third party commercial facilities. We have a contract in place for a regular supply of washing products. Stock levels will be increased to protect against delayed deliveries.	Th facility is being carefully managed to protect its continuous operation.	
17	Suspended services not re-set.	Services suspended during lockdown in 2020 have now been reinstated. Where appropriate and if required, systems cleaned and/or disinfected by a competent person. Contact with third party companies has been maintained.	All such services will be in place as required, removing the possibility of any disruption to operations.	
18	Approach not agreed to any scheduled or ongoing building works.	No action required as there were no scheduled or ongoing building works at the start of the pandemic.		
19	Suppliers not following appropriate SD and hygiene measures.	Reassurances will be sought on their SD and hygiene practices from those suppliers with whom we are in direct contact.		
20	Waste procedures not reviewed or sufficient.	Procedures for the safe handling, disposal and collection of waste are in place and are monitored on an ongoing basis to ensure needs are met appropriately. Clinical waste recepticals will be increased and distributed across the College to accommodate the safe disposal of masks and other disposable PPE. Staff will be advised to report any concerns to their line managers to ensure these are dealt with and any appropriate action is taken swiftly.	Exposure to contaminated waste redcued to a minimum.	

21	Pest control services not recorded, deficiencies not identified or actioned.	Pest control contractor visits on a twice monthly basis. Full records maintained of services and action taken. Regular checks have been maintained during closure.	Pests reduced to a minimum.	
22	College vehicles not fully registered, insured, maintained and stocked with appropriate hygiene materials.	All vehicles are checked by the Transport Assistant and records maintained. Full issue of hygiene supplies will be provided in all vehicles and strict routines will be in place.	Vehicles are ready for use. Protection of drivers and passengers to be monitored and maintained on an ongoing basis.	