

**Effingham Schools Trust Risk Assessment: Cranmore and St Teresa's Schools**

This risk assessment will be updated every half term but will be amended as the local situation changes. It will be like a 'living document'.

**1. Ensure good hygiene for everyone Hand hygiene**

- Frequent and thorough hand cleaning should now be regular practice. Which will continue to ensure that pupils clean their hands regularly. This can be done with soap and water or hand sanitiser.
- Respiratory hygiene  
The 'catch it, bin it, kill it' approach continues to be very important.
- Use of personal protective equipment (PPE)  
Most staff in schools will not require PPE beyond what they would normally need for their work. The guidance on the [use of PPE in education, childcare and children's social care settings](#) provides more information on the use of PPE for COVID-19.

**2. Maintain appropriate cleaning regimes, using standard products such as detergents**

- The schools have put in place and maintain an appropriate cleaning schedule. This should include regular cleaning of areas and equipment (for example, twice per day), with a particular focus on frequently touched surfaces.

**3. Keep occupied spaces well ventilated**

- When your school is in operation, it is important to ensure it is well ventilated and that a comfortable teaching environment is maintained.
- You should identify any poorly ventilated spaces as part of your risk assessment and take steps to improve fresh air flow in these areas.
- Mechanical ventilation is a system that uses a fan to draw fresh air or extract air from a room. These should be adjusted to increase the ventilation rate wherever possible and checked to confirm that normal operation meets current guidance and that only fresh outside air is circulated.
- If possible, systems should be adjusted to full fresh air or, if this is not possible, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply.
- Where mechanical ventilation systems exist, you should ensure that they are maintained in accordance with the manufacturers' recommendations.
- Opening external windows can improve natural ventilation, and in addition, opening internal doors can also assist with creating a throughput of air. If necessary, external opening doors may also be used (if they are not fire doors and where safe to do so).
- You should balance the need for increased ventilation while maintaining comfortable temperature.
- The [Health and Safety Executive guidance on air conditioning and ventilation during the COVID-19 pandemic](#) and [CIBSE COVID-19 advice](#) provides more information.

**4. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19**

- When an individual develops COVID-19 symptoms or has a positive test
- Pupils, staff and other adults should follow guidance on [People with COVID-19 and their contacts](#) if they have [COVID-19 symptoms](#).

- Pupils in boarding schools should usually self-isolate in their boarding school. Only in exceptional circumstances, where there is an overriding health or safeguarding issue, should a pupil self-isolate away from school.
- Pupils and staff should return to school as soon as they can, in line with guidance for [People with COVID-19 and their contacts](#).

### **The Contingency Framework**

- St Teresa's and Cranmore both have a contingency plans detailing how they would exceptionally and temporarily reintroduce any measures described in this document to manage risk and minimise disruption to face-to-face education and childcare.

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Overall Risk Assessment in the COVID-19 Environment

	Hazard	Control measures	Outcome	Remarks / Re-assessment
A	Safeguarding policy and procedures not updated and / or staff and pupils not feeling safe.	<p>Safeguarding policies are updated for the 1 September 2021. Signed off by Safeguarding Governor.</p> <p>Annex document updated and prepared for any lockdown during the year September 2021</p> <p>Inset Training has Safeguarding training on the 3<sup>rd</sup> September 2020. All staff will sign to say they have read and understood the policy.</p> <p>New Staff Induction involved safeguarding.</p> <p>Safeguarding Policies were updated at both sites to meet with the new ISI regulations dated October 2021.</p> <p><b>Additional safeguarding training to be given on the 10 January to all academic staff and updated in April Inset.</b></p>	Safeguarding policy and system will work whether the school is online or in person.	
B	Government advice not being regularly accessed, assessed, recorded and applied.	<p>MFA, NME, VLO, CMS, SCO, BEV are accessing data from</p> <ul style="list-style-type: none"> <li>• Government</li> <li>• Surrey county council</li> <li>• ISBA</li> <li>• IAPS</li> <li>• GSA</li> <li>• NAHT</li> <li>• BSA</li> <li>• ISI</li> </ul> <p>Key Staff have signed up to email updates.</p>	This lowers the chance of missing an important change in system or policy	
C	Staff and parents do not know or understand the new 'control measures (see above) and how they are applied.	<p>COVID RA and procedures are standing point of weekly staff meeting. Placed on school website for parental access.</p> <p>RA spoken about during the 3 September 2021 inset day and <b>10 January 2022, 24 April 2022.</b></p>	By sharing the information multiple ways it lowers the change of a staff/parent member not understanding the control measures.	

		<p>Policy and procedures emailed of all staff at the start of the year. Updates sent every half term, or sooner if a change is made.</p> <p>Parents receive opening email.</p>		
D	<p>Changes not regularly communicated to staff, their unions, pupils, parents, visitors, contractors and governors</p>	<p>We are using multiple channels effectively.</p> <ul style="list-style-type: none"> <li>• Important communications are being sent out via email.</li> <li>• Urgent communications are sent as both an SMS and via email.</li> <li>• For general information, Facebook is being used to update the wider community.</li> </ul> <p>Communication from the Heads is regular. In addition, communication to all parents and governors is sent out every Friday.</p> <p>Staff meetings are held weekly.</p>	<p>Increase in communications to all reducing the changes of misunderstandings.</p>	
E	<p>Changes to assessments, procedures and other important matters not reviewed by Governors</p>	<p>The Governors review assessment with the Academic Committee and Procedures are discussed in F&amp;GP</p> <p>The RA has been shared with all Governors for feedback for consultation.</p>		
F	<p>Insurers and / or brokers not updated with school's amended plans</p>	<p>Insurance company sent this copy of the RA each times it is updated.</p>	<p>Actioned.</p>	
G	<p>Not appreciating that Secretary of State has a statutory power to order schools to remain open.</p>	<p>The school will remain open unless told to by the Secretary of State.</p>		
H	<p>Insufficient liaison with local authority and health protection team over testing and actions.</p>	<p>The school will communicate with Health Protection Teams when an outbreak has occurred and will reach out to local authority as required.</p> <p>If an outbreak occurs we will move to our contingency plan. Each time the contingency plan is used, the actions are documented in the appendix.</p>		
I	<p>Active engagement with NHS Test and Trace not implemented and the procedures not understood by all staff and parents.</p>	<p>Medical procedures in place are all in line with the NHS Test and Trace.</p>	<p>Lowers the risk to the community if there is a member</p>	

		<p>These procedures have been shared with boarding, parents/guardians, staff and day pupils. Updates are sent as required.</p> <p>Communication sent to parents of senior pupils regarding mass testing on 23 and 26 (Cranmore) August 2021. In addition, communication to parents for mass testing in January 2022.</p> <p>All communication regarding a positive test is done with information about NHS Test and Trace.</p> <p>Communication about mass testing for return to school. Information links sent home in August 2021, and Jan 2022.</p>	of the community who tests positive.	
J	Insufficient systems and staff to support training.	Staff have done the NHS online training for testing, track and trace. Records are kept of the staff. Internal training has also occurred, run by the school nurse.	Training kept on file.	
K	Staff, parents, visitors, contractors (and pupils) do not understand and follow NHS Testing procedures.	All staff are given support on how to use the system, pupils and parents are shared information. Posters are visible for visitors and contractors.		
L	Testing Training modules and assessment not completed and recorded for specific roles	Evidence of the training can be found with the school nurses and with the Senior School Headmistress's PA.		
M	Training and testing activities insufficient to provide reassurance including feedback and Q&A?	Training sessions run by the school nurse allowed for questions and answers.		
N	No contingency or outbreak management plan in case of an outbreak in school or local area?	<p>All schools within the Effingham Schools Trust have a contingency management plan in place for each school site if an outbreak of COVID occurs.</p> <p>Contingency plans for self-isolation of boarders for the St Teresa's site and sick pupils are in place. These have been discussed with the appropriate members of staff and have been written up for distribution to key members of staff.</p> <p>If Boarders travelling from overseas which require isolation/quarantining will be done at the school. Two wings available.</p>	Prevents further spread of COVID through the school	

O	Those working in the Asymptomatic Testing Site (ATS) where appropriate not trained and competent to do so?	Only those staff who have completed the online training modules, and the onsite training with the school nurse are able to assist with LFT.	Only trained staff help administer tests.	
P	Are those that are self-testing (at home and in school) trained and competent to do so?	A video link will be sent home to all pupils who require testing on the process. Most pupils would have also self-administered three LFTs at school before they take any test at home.		
Q	Is it understood which pupils may have difficulty to self-swab?	Medical staff are responsible for identifying any individuals who require additional support if they are unable to take the swab themselves. These pupils will be able to continue to be tested onsite.	All students can have access to test regardless of ability/needs	
R	Are those unable to self-swab given additional support and reasonable adjustments?	If pupils are unable to test themselves onsite, an option to take the test at school with the school nurse is possible.		
S	No contingency plan, if it is necessary, to switch to remote learning for a temporary period.	As a Trust, if a school or part of a school is closed down due to outbreak, the school will provide online lessons.  This is part of the contingency plan for each site.		
T	Where appropriate a record to support NHS T&T close contacts not updated on a regular basis.	CHQ can identify close contact on the Bus and iSAMS can identify students in classes with a student. The school is not required to Track and Trace, however the information is available if required.		
U	Control and hygiene measures not regularly communicated, understood, applied and checked	Staff parents and pupils are notified of Hygiene and Control measures 6 September 2021. Director of Operations is responsible for checking that the measures are in place. All sites communicated with parents again before school returned after half term.  For H&S reasons we get a 3 <sup>rd</sup> party as an external regulator to check that the level of hygiene and control are appropriate for the students/children in the Trust. Audit was recently done in September 2021.		
V	No contingency plans for self-isolation of individuals, groups, multiple pupils and or staff if required by NHS T&T / HPT	Contingency plan and isolation in place for all within the school environment.		

W	Insufficient updated information (letters, Whatsapp etc) to communicate with parents, carers, staff and pupils if required to self-isolate by NHS	Communication between school and parents is constant. Information sent at the start of the school year and updated within weekly mailouts.		
X	Insufficient consideration to minimise contact and maximise distance - if required for a temporary period.	If we need to minimise contact we will move to the contingency plan.		
Y	Ventilation rules not sufficiently robust, understood, communicated, applied or checked.	Staff and pupils are aware that ventilation is key. Ideally windows open and during breaks opening external doors to allow air flow through buildings.		
Z	Unsuitable enhanced cleaning regime, not regularly re-assessed or revised for high-risk areas such as toilets, door handles, keypads, switches, handrails and frequently used hard surfaces.	Cleaning company contractors have been trained in the appropriate cleaning methods and chemicals required for COVID-19.  External regulator checked to ensure that satisfactory procedures to take place on the 14/15 September.  Supplies are located in classrooms for staff to clean, if necessary.  Cleaning requirements are monitored and re-assessed each week during lockdown.		
AA	High-risk areas not being regularly monitored (including boarding areas) for hygiene.	St Teresa's Site: Boarding Staff are alerted to the higher risk. The nightly Health and Safety boarding check has been amended to include hygiene checks.  Medical Centres: Staff have been trained and systems have been put in place to allow students to be seen safely.	This allow any new risk to be identified daily.	
BB	Access to school not controlled effectively and visitor (if allowed) details not recorded.	The school will allow visitors onsite, unless changes are made due to an outbreak on one of the sites.  These visitors will be for the purpose of maintenance, visiting the Head teacher or SLT, teaching the students, Governance and Recruitment.  All visitors arrive through reception. Visitors' details are recorded by reception staff, and they are given appropriate lanyards to wear.  If an outbreak occurs visitors will be limited based on risk as stipulated in the contingency plan.	This allows the school to help with T&T if needed.	

CC	Insufficient supplies of hygiene materials and not readily available, suitably stored or located.	Medical and Cleaning supplies are on schools site from 20 August 2021. Stored appropriately in both sites. <b>New stock due 20 April 2022.</b>	This prevents a shortage at the start of term.	
DD	Inadequate contingency / outbreak management plans for changes to school operation: temporary lockdown, re-closing, loss of catering or teachers?	Contingency plan created and provided for review by medical on a monthly basis. Options available to be taken are listed within the plan.  Changes will be made if guidance changes in any way.		
EE	Insufficient contingency / outbreak management plans in case of medical need for self-isolation of individuals, multiple pupils, staff or local outbreaks?	Contingency plan lists thresholds and specific actions that need to be taken at each of these limits.  Contingency plan takes into account single vs multiple cases of both staff and pupils.		
FF	Risk assessments and protective measures for holiday clubs, after-school clubs, trips, visits and other out-of-school clubs not regularly updated and communicated.	Risk Assessments are updated at the start of each academic year and staff have been asked to make sure COVID is considered in each of the RA.  This RA covers the after-school programme and any other activity run by the school regarding COVID risks. The school let facilities to different clubs/organisations, and it is their responsibility to have their own RA, but also to meet our standards regarding safeguarding, and that they also meet Government guidelines.  All trips Risk Assessments have COVID contingency planning requirement.	This prevents historic RA.	
GG	Risk Assessments not regularly reviewed and updated utilising feedback and lessons identified from all those in school including pupils and support staff, visitors and contractors.	Risk assessments are reviewed annually and discussed in the Health and Safety meetings. Systems are in place that if the RA does not meet the requirements it is altered at the point of the issue.	This prevent historic RA.	
HH	All hazards identified not properly mitigated and regularly re-assessed.	Systems are in place for staff to inform their line manager regarding risks needing to be mitigated. SLT have an open-door policy. Staff briefing weekly, minutes circulated.  This COVID risk assessment is due to be updated every half term, but is treated as a living document so		

		can be immediately altered if a new hazard is highlighted.		
II	No formal protocol in school to ensure symptom vigilance	Staff awareness and medical team protocols ensure symptom vigilance.		

Risk Assessment for COVID-19 Test Process

	Hazard	Control Measures	Outcome	Remarks / Re-assessment
1	Explanatory T&T letters / emails not sent to parents / pupils, staff and governors.	Letters sent 15 December 2021 (Cranmore) and 6 January 2022 (St Teresa's Senior).  Email also sent to all staff and Governors	All pupils staff and governors are aware to the process.	
2	No school "COVID-19 Testing Privacy statement".	Privacy statement produced from the template from the DfE dated 20 August 2021. This was sent to parents.	All are aware of the privacy statement.	
3	"COVID-19 Testing Privacy statement" not communicated to staff, parents, pupils and governors.	This privacy statement is included in the communication 24 and 26 August, and December 21/January 22.  Privacy statement on display in the testing centre.	All received the statement by email and can see in when they arrive at the testing centre	
4	Separate school register not kept of those tested to inform next test date, ordering test kits etc.	Medical lead has a spreadsheet of all those tested in line with the guidance. Kits are also ordered accordingly.	Actioned.	
5	Test data not recorded securely and kept until further guidance is given to delete the information.	This is kept in a secure online folder accessed only by the medical team and the Heads PA.	Actioned.	
6	'Test kit log' and 'test results register/log' documents not kept separately for data protection purposes.	Two documents are created as stated within the requirements.	Actioned	
7	Repeated or similar issues (e.g. multiple repeat void tests, unclear results, leaking/damaged tubes etc.) not recorded by the school and reported to DfE Helpline.	All test results are recorded on the spreadsheet.		
8	Those that have been identified as "close contact" via NHS T&T not self-isolating	All students and staff who test positive will need to isolate and get a PCR to confirm the results. They will not be allowed back in school until they have gained a negative PCR results.		
9	Age-appropriate consent statement for testing (under / over 16) not properly completed.	Consent gained by parents for all students under the age of 16. This is via a Microsoft Form in advance of mass testing.		

		Individual consent is also gained at the point of testing.		
10	Test instruction posters, booklets, FAQ and briefings not readily available and apparent.	All required posters and documents are located in the testing space.		
11	Testing Training modules and assessment not completed and recorded for specific roles.	All staff who are involved will undergo the government training.  Competencies will be collected by the medical team on all staff involved as proof of training and ability to test		
12	Tests not supervised or conducted by trained staff.	All staff who are involved will undergo the government training.		
13	AST area not sufficiently controlled to limit access to testers, those being tested and supervisors	Access to the testing centre in only allowed by trained and approved personnel.		
14	AST process not maintaining social distancing where appropriate, good hand and respiratory hygiene or keeping occupied spaces well ventilated.	The testing process requires washing hands, before and after the test. Strict social distance measures will be in place with 2m distances marked out. In addition to two hand wash area, and hand sanitiser will be available. Masks will be worn at all times by the testing team and test candidates when not performing the swab.  COVID Lead to check the rooms to make sure that staff/volunteers are adhering to the arrangements.		
15	Social distancing advice between testing staff and those being tested including distances between desks, chairs etc not being observed and supervised.	The room is set up with 2 metre distance between testing stations and chairs.		
16	Staff assisting with taking and processing swabs not wearing appropriated PPE.	All PPE is provided by the government and it will be a requirement that it is worn.		
17	Process of swabbing not following training and / or updated guidance.	There will be an information page on each swabbing station and the staff will be trained.  Competencies will be collected by the Medical team on all volunteers as proof of training and ability to test		
18	Tested sample incorrectly handled safely during the process including disposal.	Appropriate coloured disposal bags are used.		
19	Process for informing parents / pupils / staff not understood and implemented.	Information will be shared in emails messages.  Leaflets in the testing areas		

20	The process of barcoding, recording and communicating test results is not accurate and supervised	The medical lead has done all the training modules required to supervise the testing process.		
21	Inadequate supervision / checking to ensure equipment handled correctly and not shared.	The lead is part of the schools medical team and had under gone all the online modules training.		
22	Process of lost LFD, failed scans or damaged barcodes not understood or properly implemented.	This was covered in the training modules staff have completed.		
23	Extraction solution with lab test kit (there are no manufacture anticipated hazards) are inappropriately handled, stored and disposed.	The medical centre deal with the extraction solution appropriately.		
24	The training does not reflect hazards identified with testing and these are not communicated to testing and cleaning staff?	Hazards are identified within the training given to those in the testing centre.		
25	Those tested positive with LFD not confirming the positive result with a Polymerase Chain Reaction (PCR) test and failing to self-isolate pending confirmation.	The school will contact the parents to arrange the confirmatory PCR test if a student is positive.		
26	Key layout requirements including staff (see next grid below) not being fully met.	The room will be set up in line with the government guidelines.		

If now appropriate Risk Assessment for COVID-19 AST Sites

	<b>Hazard</b>	<b>Control Measures</b>	<b>Outcome</b>	<b>Remarks / Re-assessment</b>
27	Insufficient staff available (depending on throughput: Team Leader, Test Assistant, Processor, Coordinator, Registration Assistant, Results Recorder, Cleaner)	The school medical teams lead this process. During the process the medical team run the tests through the medical centre. Staffing is sufficient for the numbers of students through spaces.		
28	Training time and content inadequate (3 hrs with introduction video, on-line training and assessment plus rehearsal.)	Medical team have time available to training during inset day. Other staff have done the online training in advance.	Staff who are needed are trained.	
29	Consent forms are not available and properly completed?	Consent forms will be chased by staff if they are not completed. Students will sign consent on the day they receive their LFT test.		
30	Test site not kept separate from other activities (where space allows)?	On both sites the medical centre is in a separate area from the school. Both medical centres have an external access.  Testing sites are big spaces with different entry/exits.		
31	Test site flooring is not non-porous.	The room choice has the correct flooring	Complete	
32	Test site is not well lit with a good airflow	There is a flow of external air for the testing site. Windows/ doors will be opened.	Complete	
33	Test site Registration, Swabbing, Recording and Processing Desks and waiting areas not on a one-way system.	The rooms chosen allow external entrance and a one-way system.	Complete	
34	Test chair in swabbing bay not a minimum of 2m apart.	The rooms are set up with 2m distances between swabbing bay. In the space there is room for a much greater distance.	Complete	
35	Each swabbing desk and associated processing desk not more than 1m away and Recording desk not located close by.	All the desks are in the correct location, following the Government guidelines.  These will be checked by the COVID lead at the beginning of each testing session.		

36	No clear division and demarcation between swabbing and processing area.	Signs make it clear about the different divisions.		
37	Non-authorized people and test subjects able to enter the processing area	The testing area is only for those staffing the space or having the test.		
38	Inadequate evidence of quality assurance, guidance and supervision.	<p>Training, written information and guidance will be given to all those involved.</p> <p>A member of SLT will always be available during testing times.</p> <p>Competencies will be collected by the medical team on all volunteers as proof of training and ability to test</p> <p>The medical team will be conducting a daily review</p>		
39	Processing bays not properly cleaned, and waste (including clinical waste) is not properly disposed.	<p>Clinical waste bags will be in the appropriate places, as well as cleaning products to wipe down the appropriate areas.</p> <p>Plastic chairs will be used.</p>		
40	Disorderly entry, processing, social distancing and exit movement.	<p>Pupils will be monitored about their behaviour, and SD as they come for testing.</p> <p>Academic staff will support this.</p>		
41	Manual handling of testing kits, pallets, boxes, packages and waste not considered in terms of bulk, weight and access.	Staff trained in manual handling move the kits to the appropriate spaces.		
42	Testing kits not stored at 2 - 30°C and tests not given in the appropriate ambient temperature of 15 - 30°C.	Test kits are stored and given at the appropriate temperatures.		
43	Inadequate provision of a quiet space to talk with the pupil mindful of the need for social distancing / PPE / wellbeing.	The space given will be large for the small number of students. It is unlikely that they were ever be more than 12 in the space at the one time.		

Risk Assessment for COVID-19 Self-Testing

	Hazard	Control Measures	Outcome	Remarks / Re-assessment
44	Location and availability of LFD kits not understood by staff	Kits given out to students during their initial mass testing for the month of September and January 2022. Kits are no longer required Feb 2022. Stock kept for use within the Boarding and medical centers.		
45	Test kit not kept away from children until needed.	Test kept in a secure location so not accessible to children who do not require them.		
46	Self-testing not conducted in accordance with guidelines and supervised where required.	Pupils attend two monitored tests before they have to test themselves. Video sent to pupils to show them how it is done.		
47	Positive results not reported.	Parents and students informed how to upload results to the NHS Track and Trace.  Communication with Pupils to make sure this is happening.		
48	Incidents not reported to school or reported to DfE / DHSC (to help identify emerging issues).	Training and reporting lines are always followed.		
49	Incident protocols and feedback loop not understood and / or implemented.	Protocols for spillages and incidents are displayed in the testing site. They are also available to all staff.		
50	If appropriate test and report on children under 12 not tested by confident adult.	School is able to test pupils if the pupil is unable to manage		
51	Are those unable to self-swab given additional support and reasonable adjustments?	School is able to test pupils if the pupil is unable to manage.	In place	
52	Are there measures in place to reduce anxiety over testing and coping with a positive result?	Pastoral care within the school is strong and School Nurse aided by Pastoral team, will reassure all pupils of the testing procedures.	In place	
53	Clinical incident which has potential to harm not reported to <a href="https://coronavirussyellowcard.mhra.gov.uk">https://coronavirussyellowcard.mhra.gov.uk</a> and school.	Protocols for incidents are displayed in the testing site. They are also available to all staff.	In place	

54	Clinical incident which has led to harm and requires immediate medical care not reported to 111 or 999 and then to school.	Systems and procedures at the school require the contact of emergency services if any child or adult requires emergency help		
55	Non-clinical incidents occurring at home (something damaged, or missing or difficult to use in the kit, unable to log result etc) not reported to 119.	Parents recommended to called 119 if they experience any issue with non-clinical incidents regarding their home test.		
56	Do not eat or drink for at least 30 minutes before doing the test to reduce the risk of spoiling the test.	Instructions of timing are part of the information given to parents.		
57	Video on how to take the swab test: <a href="http://www.gov.uk/covid19-self-test-help">www.gov.uk/covid19-self-test-help</a> not referred to before testing.	Testing link shared with parents.		
58	Surface and hands not cleaned before test or after test (if more than one test).	Instructions shared with parents and pupils		
59	Test kit not checked for damage or expiry date.	Medical staff will check the kits before releasing them to staff and those pupils who require the test.		
60	Testing process not followed correctly for self / child including rubbing fabric tip of swab 4 x over both tonsils (or where they would have been) and then 10 complete circles of one nostril.	Instructions shared with parents and pupils. Pupils would have done three tests on site prior to taking their own test.		
61	Processing of the swab not completed in-line with guidance including transferring the sample into the liquid and the liquid then on to the well on the test strip.	Instructions shared with parents and pupils		
62	Soft, fabric tip of swab and fabric strip touches hands.	Instructions shared with parents and pupils		
63	Fabric tip of swab touches tongue, teeth, cheeks, gums, or any other surfaces.	Each pupil emailed video clip and verbal instructions how to do the test correctly.		
64	Test kit not properly disposed of in waste bag provided and placed in general household waste.	At the testing centre, all waste is place in the yellow and black bags.		
65	Test on children under 12 continued despite child feeling pain.	If a child under 12 requires testing and they report pain the school will stop the test.		
66	Test kit and each item in the test kit used more than once. (Do not re-use items. Each person's result must be reported).	Information sent to parent instructs them that results need to be reported and that each test is for one use only.		
67	Problems with hands or vision. (May need someone to assist with the swabbing and testing process).	If pupils are unable to swab themselves due to hand or impaired vision, the option is given to parent to help with the testing or use of the school nurse is also a possibility.		

68	No alternative measure if nose piercing (swab the other nostril or if both nostrils pierced remove one piercing before swabbing.)	If nose piercing is present, alternative measures are required to be followed.  For pupils, nose piercing are not allowed, therefore this is not applicable.		
69	Nosebleed within the last 24 hours (swab other nostril or wait 24 hours).	Staff are trained to swab the other nostril if a pupil identifies as having had a nosebleed within 24 hours of testing.		
70	Unable to take a throat swab. (then swab both nostrils)	Staff are instructed in training to use both nostrils if they are unable to swab the throat.		

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

	Hazard	Control Measures	Outcome	Remarks / Re-assessment
1	Communication channels not working and not reviewed. (Email, text, facebook etc).	Communication is via email, SMS, social media and written letters.  Cranmore SLT meets once a week to monitor systems.  St Teresa's Senior School SLT meet twice a week/Prep School SLT meet weekly to monitor systems that have been put in place.  There are multiple communication methods to allow for redundancy if one system breaks down.  The school has moved to the Cloud to allow multiple methods for accessing communication if a system fails onsite.		
2	New staff, parents and pupils joining school not provided or updated with full induction process or aware of changes and potential hazards.	This document has already been sent to all staff (including new staff). Each update is sent to all Staff.  This document is given to any new staff joiner to the school.  The RA is published on the school website for parents and visitors to view.		

		<p>Staff have been given the opportunity to feedback anonymously at each RA cycle.</p> <p>Online guidance booklet has been updated and sent to parents when required.</p> <p>Start of term information has been sent to all parents.</p>		
3	Lack of a robust feedback and reply system to ensure best practice and two-way communications for pupils, parents, staff and governors	<p>Email interchange is available directly with the Head of each school as well as the Executive Director of the EST.</p> <p>Pupils have effective and established methods of communication between teachers via MS Teams/Emails/Firefly.</p> <p>Governors are on Microsoft Teams and they can communicate with all staff and parents as required.</p> <p>Office staff monitor and respond to emails daily between 8am – 6pm term time. Boarding staff monitor emails until 11pm. During the holidays the office is staffed Monday, Wednesday, and Friday 9-12 as a minimum.</p>		
4	No Governor and / or SLT member for school / department responsible for COVID-19 matters. Governor / SLT members' contact details not known and not on call.	<p>Responsibility for our COVID-19 response has been distributed between the following individuals:</p> <p>EST Executive Head - Michael Farmer</p> <p>EST Director of Operations – Victoria Low</p> <p>Cranmore – Barry Everitt</p> <p>St Teresa's Senior – Claire McShane</p> <p>St Teresa' Prep – Sarah Conrad</p>		
5	No school representative identified to liaise with local authorities and local health protection team.	<p>School representatives are:</p> <p>SENCO Cranmore – Michael Peacock</p> <p>SENCO St Teresa's - Audrey Moncrieffe</p> <p>DSL Cranmore – Jessica Schembri</p> <p>DSL St Teresa's Senior - Victoria Low</p>		

		<p>DSL St Teresa's Prep - Denise Irons</p> <p>Nurse Cranmore: Katie Berry and Phillippa Smith</p> <p>Lead Nurse St Teresa's: Sarah Papageorgiou</p>		
6	Local authorities and health protection teams not engaged prior to re-opening (and the benefit of their services in case of infection).	SENCO, reception staff, medical staff, DSL and PAs to the Heads all have prior contact with relevant local authorities.		
7	No plan to inform local health protection team if two or more confirmed cases within 10 days or there is an overall rise in sickness absence.	Local Health Protection team to be notified if there is a confirmed case within the school.		
8	No system to communicate with staff who are unable or have not returned to school for fear of infection.	Staff are telephoned weekly. Currently this situation is not applicable.		
9	Lack of mechanism for parents of pupils with significant risk factors to discuss concerns and provide reassurance of the measures put in place to reduce the risk in school.	Any parent with concern has the medical teams, Heads and any pastoral member of staff to speak to (contact detailed previously provided).		
10	No staff, pupil and / or parent health declaration implemented or recorded.	Medical team has assessed existing records and ensured all records are present.		
11	Lack of robust rules for hygiene standards for staff and pupils – and failure to adequately enforce standards	<p>If a pupil/staff is on site:</p> <p>Pupils will sanitise/wash their hands on entrance to and exit from the school.</p> <p>Pupils are expected to wash their hands as they transition between inside/outside and PE.</p> <p>They will also wash hands before and after lunch, and after they use the lavatories, as normal.</p> <p>Washing hands for at least 20 seconds will be taught, practised and demonstrated for the younger years.</p> <p>Bins to be emptied during the day.</p> <p>The use of shared resources such as stationery and other equipment is limited and disinfected where not possible to avoid.</p>		

12	Class and activity rooms not properly and regularly ventilated with fresh air.	<p>Staff are requested to have windows open in classroom to allow ventilation. If a poorly ventilated room the door could be opened, if it is not a fire door.</p> <p>All fire doors must remain shut unless they are able to be opened on a magnetic latch.</p>		
13	Staff not trained or regularly updated in COVID-19 symptoms and how these rules apply to teaching?	<p>During INSET, the common symptoms identified were:</p> <ul style="list-style-type: none"> <li>• Fever</li> <li>• Cough</li> <li>• Lack of taste</li> </ul> <p><b>Additional symptoms have been highlighted to staff due to the new variant.</b></p> <p>Staff members are regularly updated by the Heads of School. They will also be given direct guidance on what to share with the pupils in terms of behaviour and management.</p> <p>This information can also be found in the contingency plan.</p>		
14	At drop-off and pick-up parents not complying with school policy (if required) outside gates and entrances.	<p><b>Cranmore:</b> Before school: Lower School parents are able to drop off to breakfast club or sports hall. Older children to be drop and go. At the end for the day: Children are taken to the car park but parent can walk up at normal collection times for extracurricular or after school care.</p> <p><b>St Teresa’s Senior school:</b> Parents wait in the carpark for their child to exit. The exception is Day Girl study. Parents enter reception to notify that they are here and return immediately to their vehicle.</p> <p><b>St Teresa’s Prep:</b> Parents wait in their cars in a queue to avoid groups congregating and mixing. Staff supervise the drop-off zones and use walkie talkies to ask for girls to walk to their cars. This allows the swift movement of students and parents.</p>		

15	Staff and parents not maintaining hygiene on frequently touched surfaces of bike, car, pram etc where appropriate.	Touch surfaces within the school are regularly cleaned. Pupils are asked to only touch <b>their</b> bike, car, pram.		
16	Insufficient on safe travel to and from school (e.g. encouraging walking, cycling, minimise car sharing) or protocols at school gates etc.	Due to the location of the schools, safe travel is either parent drop-off or by school buses. Some pupils take the train followed by the school bus.  At Cranmore a small number of students walk/bike to school. This is a parental decision.		
17	Insufficient consideration and alternatives to using public transport including staggering school start and finish times.	Pupils can use a mixture of public transport and school buses to get to school. Masks are compulsory on the school bus. No start time staggering required, however both sites have staggered finishing times between Prep and Seniors.		
18	No system in place to deal with bereavements, trauma, anxiety, stress, behavioural and sleep issues.	Each school has access to a counsellor and/or Chaplain and services will be provided for any family who is experiencing difficulties.  Surrey provides Early Help Support if there is a need beyond what the school can offer.  Prep School SLT have had Rainbows training 2.10.20 with the Diocese to be able to offer even more support to children finding these uncertain times difficult.  Bereavement policy has been updated by JGR and PCA 8 Jan 2021. PCA attended a Bereavement course run by the GSA Feb 2021. This was shared with all Heads of Years and a Bereavement list for the school created.		
19	Strategy to keep children safe online not re-assessed and insufficient consideration of supervising access to the internet, checking apps, websites and search results etc	New online policy for Effingham Schools Trust is in consultation process. Online policy in place Jan 2021  EST Head of IT has been introduced to allow cross-site resources and safety training.  E-Safety training took place for pupils and parents booked in for September.  Introduction of NetSupport and NetDNA to monitor what students across the Trust do on their devices November 2021.		

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

	Hazard	Control Measures	Outcome	Remarks / Re-assessment
1	Lack of review, update or sharing of safeguarding, code or practice, and staff handbook policies.	<p>Safeguarding policy has been updated and shared with all at INSET day.</p> <p>The Safeguarding policy is on the website and staff are required to sign the behaviour policy.</p> <p>All staff have trained in person on the “Surrey Safeguarding Working with Children” and will do an online training for evidence of understanding KCSiE (Keeping Children Safe in Education) 2021.</p> <p>Policy is on Firefly, school website and has been emailed to staff.</p> <p>Version 2 of the Safeguarding policy has been circulated due to minor amends which were required following ISI changes October 2021.</p> <p>Further Child Protection Training given inset day 10 January 2022</p>		
2	Inset does / did not reflect required training for COVID-19 related procedures, safeguarding, H&S, well-being etc	<p>Inset day involved some discussion of the COVID Risk assessment.</p> <p>Staff and Governors have been emailed it in advance for comments and feedback. These will be incorporated in the final version.</p>		
3	Staff have insufficient instruction and training on identifying and supporting vulnerable pupils, parents and other staff.	<p>Documentation is shared with all staff and time to ask questions has been given to those who require further clarification.</p> <p><b>Staff informed of the revised definition on the 14 March 2022</b></p>		
4	Control measures (see explanation above) not understood and / or properly implemented.	<p>All systems have been discussed during staff meeting September 2021 and in weekly meetings if required.</p> <p>Further staff meeting have discussed controls measures as the numbers have gone up and down. A timeline of</p>		

		actions can be found in the Annex of the Contingency plan document.		
5	DSL and DDSL (Deputy Designated Safeguarding Lead) not easily contacted and their contact information not known to all.	St Teresa's DSL team easily contacted, use of CPOMS notifies staff automatically and mobile phone numbers distributed to prevent lack of communication during potential lockdown.  Cranmore uses Wellbeing Manager (iSAMS) which also allows quick distribution of the information to the team.		
6	COVID-19 specific policy not updated to reflect medical responses, teaching, socialising, feeding, hydration, well-being etc.	COVID-19 policy produced by the medical team and guidance given for all other aspects of the school		
7	Revised fire drills, registers, routes and assembly points not updated or rehearsed	Fire policy and CIM updated for September 2021.  Fire Drill have happened half termly on both sites.		
8	Needs of each age group and class not considered discretely in terms of support, activities and facilities.	Division of the school was made based on the needs and requirements of the pupils. Students of a similar age each eat lunch together. Students from a similar year groups are linked together for afterschool/extra-curricular activities.		
9	Staff and pupils (where and if applicable) not wearing face coverings when and where recommended or appropriate.	Pupils to be taught about the reasons why a mask is strongly encouraged in certain situations. <b>Mask wearing is option unless we instigate the contingency plan.</b>		
10	Supply, peripatetic and temporary staff not observing control and hygiene measures.	Peripatetic teachers offered weekly home testing kits. The information about the schools control measures is shared with these staff in advance of their return to school.		
11	Roles conducive to home working (e.g. some admin roles) not identified.	School is fully operational, and staff are needed to work on site.		
12	If required or appropriate the "ideal" of adults maintaining 2m distance from each other, and from pupils not realised or insufficient mitigating measures.	Social distances will only be required if we have a school outbreak or one of the thresholds are meet. If this happens staff, pupils and parents will be informed.		
13	New controls measures and safety precautions not understood or implemented.	Any change in control measures will be shared with the community in advance of its implementation.		

14	No specific help and preparation for the changes to routine for pupils with SEND (whether education, health and care plans or on SEN (Special Educational Needs) support).	SEND (Special Educational Needs and Disability) lessons will continue to operate as they did last term.		
15	Where a pupil attends more than one setting on a part-time basis (e.g. dual registered) the system of controls not considered collaboratively if there are identified risks.	N/A		
16	ITT (Initial Teacher Training) trainees not sufficiently briefed, hosted and integrated in their support to school.	ITT have an allocated mentor, and there is a member of SLT who is responsible for the programme.		
17	Volunteers not checked, left unsupervised, allowed to work in regulated activity or supported.	Volunteers will not be used in school within the classroom.		
18	Recruitment process and pre-appointment checks not following legal requirements.	There are no alterations to the recruitment policy. New policies will take effect at the end of September.  Safer Recruitment training has occurred 14 May 2021 and February 2022. Next training will be done in June 2022.		
19	New staff and pupil registration and induction processes not adapted or compliant.	St Teresa's Senior School: all new staff have had some induction before the new academic year. Further induction happens during inset day.  Cranmore and St Teresa's Prep School, new staff initial induction happens during INSET day.  Staff who join the school at different points of the year will also undergo induction.  Member of SLT to check and monitor all new staff and a mentor has been allocated to each staff member.  New pupil induction days are for Year 7 and Year 12 pupils		
20	Support staff and TAs in regulated activity do not have the appropriate checks.	No member of the Effingham Schools Trust is permitted to do a Regulated Activity without appropriate checks. Risk Assessments can be completed for those staff who have had a barred list check but for whom we are still awaiting a DBS certificate.		
21	SCR (Single Central Register) not updated with DBS related issues and required documents not properly verified or recorded.	SCR is up to date. Safeguarding Governors to check SCR in early September and periodically through the year.		

22	Plans to separate work, learning, meetings, activities and play outside not fully considered – if required.	<p>This will only happen as one of the responses to a COVID positive threshold being reached:</p> <p>For staff: meetings can be held virtually and especially when involving more than 7 staff members. If a face-to-face meeting is required book spaces such as SFLT, MH, Mag, Lib, etc.</p> <p>Outside areas can have been divided up to each of the year group.</p>		
23	External coaches, clubs and organisations for curricular activities not risk assessed, or systems of control measures implemented.	<p>External coaches, clubs and organisations need to follow the school systems for COVID.</p> <p>If they are a private let, they need to provide their own RA.</p>		
24	New control measures for sport, adventure play, Forest School, gardening etc not regulated or considered	<p>Forest School is open as normal.</p> <p>For each sport, the guidance of the governing body will be followed as much as possible.</p>		
25	Physical education, sport and activities not following new control measures in their sport guidance	For each sport, the guidance of the governing body will be followed as much as possible		
26	Indoor sports and activity areas not sufficiently well and regularly ventilated with fresh air.	Doors of the sports halls are opened when students are using them to provide fresh air.		
27	Where appropriate guidance on <u>grassroot sports for public and sport providers</u> , <u>safe provision</u> and <u>facilities</u> , and guidance from <u>Sport England</u> , <u>Association for Physical Education</u> and the <u>Youth Sport Trust</u> not followed.	Sports Departments will use all the guidance available to them when making decisions about how to run classes.		
28	Sports equipment not sufficiently cleaned as for hygiene and control measures	Buckets of disinfectant are used to wash equipment between classes.		
29	If required or appropriate added risk of infection where there is singing, chanting, playing wind or brass instruments not reviewed.	<b>Singing is allowed at whole schools, lessons and chapels. This will be altered if we need to us the contingency plan.</b>		
30	If required or appropriate shared staff spaces are not set up or used to allow staff to distance from each other.	Staff spaces allow for social distancing should it be reintroduced.		
31	If required or appropriate staff meetings and staff rooms unregulated in terms of space, equipment, resources (copiers, kettles, biscuits tins etc) timings, SD and purpose.	All spaces are monitored by a member of staff. Shared equipment will be minimised and due to our move online there is a reduction of photocopying.		

32	If required or appropriate staff not having sufficient down time / rest during the working day / week?	From September 2021 we are planning to return to normal methods of teaching and workloads. If there is any change from addition support, it will be put into place		
33	Staff schedules do not build in the need to avoid increases in unnecessary and unmanageable workload burdens.	Staff workloads are in line with the expectations of their contracts.		
34	Staff unable to manage the provision of both in school and remote learning.	Blended learning is only required when a student is not onsite due to self-isolating or delayed return. All students who are ill will not be online.		
35	Security, CCTV and access systems not regularly checked, updated and (where necessary) re-coded.	Cranmore Site: There is a large amount of CCTV through the school. This is monitored by Facilities and Maintenance and the Office staff.  St Teresa's Site: IT systems in place to monitor CCTV on the entrance to the school site and within the wellbeing room.		
36	If required or appropriate Parent, Pupil, Staff, Contractor, Visitor drop-off and pick-up procedures, in and out routes not shared, understood or applied.	Any change of routine is shared with parents.  Cranmore/ St Teresa's Prep/St Teresa's senior: This has been shared with parents in a return to school document.		
37	Appropriate safety measures not in place for wraparound childcare for both indoor and outdoor provision.	Wraparound care follows the same safety measures the school uses both indoors and outdoors.		
38	Where required or appropriate Classrooms don't reflect recommended layout, enhanced cleaning rules and timings.	All classrooms are cleaned daily and touch points more than once.  The classrooms are now to be layout as the teacher requires.		
39	Hand washing not part of school culture or routine e.g. no regular breaks for hand washing during the school day.	Children are modelled handwashing by teachers in Prep school and good hygiene practise are embedded.		
40	Insufficient hygiene stations at entrances, exits, toilets, classrooms, play areas, common rooms, staff areas etc	Staff and students are able to contact the Operations Department if they feel there are any hygiene stations which are missing		
41	Hygiene stations (including bins) not stocked, checked, emptied and cleaned regularly.	Hygiene stations are check daily by the cleaners.		
42	If required or appropriate unnecessary / unused items not removed from classrooms and other learning environments.	The schools have systems which allow staff to get items removed from their classroom if not needed.		

43	Classroom based resources, such as books and games and all frequently touched surfaces, which are used and shared not regularly cleaned.	Equipment will be regularly cleaned.  Teachers will reduce the amount of equipment shared between classes.		
44	Management of resources shared between classes not regularly cleaned	Staff are aware of the need to have a gap between the sharing of resources or they should be cleaned.		
45	Regulating the use and cleaning of locker, changing rooms, toilets and showers not managed and supervised.	Lockers, changing rooms and toilets are cleaned twice a day as a minimum.  Staff supervise changing rooms when students are using them.		
46	Pupils not limiting the amount of equipment brought into school daily to essentials such as bags, lunch boxes, hats, coats, books, stationery and mobile phones.	Communication to parents has explained the requirements for a child to bring to school. Pupils will not bring in PE bags.  Swimming has been re-introduced, in line with Swim England's guidance.		
47	Outdoor playground equipment not frequently cleaned.	The cleaning of Outdoor equipment is part of the cleaning rota.		
48	If required or appropriate assemblies, break times, meals, drop-off and collection times not sufficiently well staggered.	This is not required. However, is one of the contingency plan options if the school gets an outbreak.		
49	Overnight educational visits not organised in line with school policy and control measures	Overnight visits will be organised in line with government guidance. COVID RA will be required for all overnight and oversea visits.		
50	Catering staff rota not configured to avoid all catering staff having to self-isolate in case of infection and kitchen closing	The rota is in place to minimise the number of catering staff that would have to be isolated if a case occurred.		
51	Organisation of breakfast and after school club revised to support new control and hygiene measures.	Breakfast and afterschool clubs run as normal this year. Hygiene systems and cleaning systems are put in place.		
52	Pupil and staff mental health and wellbeing not considered with individual needs not identified or supported.	Mental Health training was provided online for all academic staff during 2020-21. Mental Health first aid done by key members of the pastoral team on both sites.  Mental health leads within the school have a responsibility to make sure it is addressed as the year proceeds.		

53	Insufficient pastoral and extra-curricular support for pupils to rebuild friendships and social engagement.	Cranmore and St Teresa's have full extra curricula offering at the start of the year.  Pastoral systems in all 3 schools are outstanding and will allow pupils to rebuild friendships. Transition points Year 7 and Year 12 have specific induction days.		
54	Insufficient support to address and equip pupils to respond to COVID-19 related issues.	All staff are onsite for the September 2021		
55	Re-scheduling of activities not operating efficiently or safely as for new control measures	Any activity which could not operate efficiently or safely will be removed from the activity schedule. This will be constantly reviewed.		
56	Plans, briefing and statistics for ISI / Ofsted visit / inspection do not reflect new KCSiE or ISI Commentary	St Teresa's Susan Randall, Katherine Jones and Victoria Low to update DfE and ISI portal.  Cranmore Sonia Kang and Jessica Schembri update the DfE and ISI portal		
57	Roles suitable to home working, such as administration, not reflecting new methods of operating.	All staff are onsite from the 1 <sup>st</sup> September 2021		
58	Those working / schooling at home not provided sufficient information and training to work safely.	HSE (Health & Safety Executive) video and handout sent to all staff about workstation set up. <b>Health and Safety board is located in the staff room areas of both sites.</b>		
59	Those working / schooling at home not advised on suitable furniture and equipment.			
60	Those working / schooling at home not completed a Display Screen Equipment (DSE) assessment.			
61	Those working / schooling at home not able to take regular breaks, stretching exercises, avoiding eye fatigue etc.			
62	Those working / schooling at home not kept in regular contact with the school and insufficient regard to their well-being.	Those who are doing their schooling from home will see their teachers live. This provides daily contact to support mental health and wellbeing.		
63	Those working / schooling at home not advised on stress and mental health.	Staff working from home will be contacted by their line manager at least once a week if working from home. This provides weekly contact to support mental health and wellbeing. If staff members require more contact this will be provided.		
64	Those working /schooling at home do not have an emergency point of contact or know how to gain help if needed.	All staff know how to contact their line manager.		

		All pupils have form teacher to contact or a member of the SLT team in an emergency.		
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**Trip Risk Assessment in the Step 4 COVID-19 Environment**

	<b>Hazard</b>	<b>Control Measures</b>	<b>Outcome</b>	<b>Remarks / Re-assessment</b>
1	School not undertaken full and thorough risk assessments for all educational visits to ensure they can be undertaken safely	All educational visits require their own Risk Assessment.	Allows each trip to be assessed on their own merit	
2	Insufficient information and detailed itinerary for parents, pupils and accompanying staff.	A full itinerary is required of the trip with details of all the staff and pupils on the trip, including medical and contact details.		
3	Children and staff do not understand or not implementing new control measures during visit or at their destination.	Children are fully brief on the control measures in place for the trip.  SLT signs the trip RA off to make sure the staff have correctly put in place control measures for the trip.	Reduced the change of control measures not being in place	
4	Insufficient transport details including seating, queuing, boarding, ventilation and cleaning regime	Transport details are fully identified. Transport manager is responsible for making sure that the company used has good cleaning and ventilation. <b>Masks are optional on the buses.</b>		
5	School risk assessment does not consider what control measures required or follow wider advice on visiting venues.	The school risk assessment allows staff to add the venues' risk assessment to support the schools RA.		
6	School not consulted the <a href="#">health and safety guidance on educational visits</a> when considering visits.	H&S guidance is available to all staff when planning a visit.  SLT is always available to give advice to staff members who are not sure of the requirements.		
7	If required or appropriate overnight sleeping arrangements not properly considered with regard to control measures	All overnight RA needs to identify the sleeping arrangements. This includes the groups, the rooms and the type of accommodation.		
8	If required or appropriate adults not accommodated (ideally) in their own separate rooms.	For overnight stays, staff will be in separate accommodation.		

9	Shared facilities (bathrooms, kitchens etc) not effectively and frequently cleaned	RA includes mention of the cleaning controls of the shared facilities		
10	No contingency plans and rapid response protocols for those developing symptoms and needing to self-isolate	Each trip (day/overnight/oversea) will have a plan in place for if a student develops symptoms.		
11	Drivers (and escorts) insufficiently briefed on implementing control and hygiene measures (PPE, cleaning materials etc).	Transport manager will brief all drivers on the required control and hygiene measures required by the school		
12	Accommodation providers (where appropriate) not compliant with control measures and school requirement e.g. hygiene and HSE standards on ventilation.	Staff organising the trip will be responsible to make sure the venue meets the requirements for Control measures.		
13	Insufficient COVID-19 cancellation, travel insurance and adequate financial protection.	All oversea trip must get COVID travel insurance through the agency they are booking the trip – for the academic year 2021-2022.		

Medical Risk Assessment in the COVID-19 Environment

	Hazard	Control Measures	Outcome	Remarks / Re-assessment
14	Sickness management rules and the “don’t come to work if you are ill” not understood or observed.	This is explained to staff in inset day and followed up with formal communication from SLT.  Pupils are told during first day of school, and this is communicated with parents	Staff and families understand not to come to work unless well	
15	Staff and pupils who are ill or tested positive (as appropriate) not following recommendation (where appropriate) to stay at home.	Communication sent to all staff parents and pupils stating that if you have tested positive you must stay at home for 10 days. This can be reduced to 7 days if two negative LFTs are produced on day 6 and 7 with 24 hours between them.	No one who is needing to isolate does not understand the arrangements.	
16	No isolation room and separate bathroom available, inadequate signs (from reception?) for those waiting collection and no access to PPE for those attending to unwell staff and pupils.	Each site has the ability for an isolation room, a separate bathroom can be allocated if the situation requires.  PPE available for those dealing with a positive case.	Isolation rooms and bathrooms available for unwell staff and pupils.	

17	Procedure is not clear for those Staff who are not double vaccinated and have helped someone with symptoms or been in “close contact”.	Staff will be informed in inset day, in this RA and also in the summary of COVID return document.  On the 31 August all staff will be emailed in the Trust to request them to tell the medical team their vaccine status.	Procedure will be clear.	
18	Those waiting the confirmatory PCR results do not know of the recommendation to self-isolate.	COVID procedures have been written and circulated to all staff.	Procedure is clear	
19	Procedures for reporting COVID-19 instances to external authorities not known or applied.	Medical team has a flow chart of reporting COVID according.  Head will make contact on COVID Education line if any threshold is met regarding the potential for an outbreak.	All staff know the steps taken to notify external authorities.	
20	Procedure for washing hands thoroughly for 20 seconds with soap and running water or using hand sanitiser after any contact with someone who is unwell is not understood or applied.	Signage is up around the school  Younger students are taught how to wash hands for 20 seconds through games  Hand Sanitiser is in all rooms. The exceptions are Science labs where you will find liquid soap.  Staff in medical team told to wash hands between students.  Training on the INSET September for staff who will disseminate information to pupils	Reduction of spread from Students to nurses/teacher	
21	Procedure for cleaning, with normal household bleach, the area around a person with symptoms after they have left (to reduce the risk of infection) is not understood or applied.	Cleaning routines are outlined in the COVID procedures document and the infection disease protocol	All medical staff know the appropriate cleaning routines.	
22	Science of risk not understood e.g. less severe symptoms in adults, younger children less likely to become unwell.	Explanation of risk and infection spreading discussed in training <ul style="list-style-type: none"> <li>• Droplet</li> <li>• Airborne</li> <li>• vulnerabilities</li> </ul>	Staff have a better understanding of the risks and therefore less likely to ignore precautionary measures put in place. Lower	

			number of cases in school	
23	Although a useful confidence measure routine temperature testing is not a reliable method to identify COVID-19 (PHE advice refers).	St Teresa's: Boarders are able to have daily temperature checks if they would like.	Reduces the number of students at school with a high temperature.	
24	Insufficient medical staff to deal with temperature testing (if used), isolating and monitoring suspect COVID-19 cases, outside appointments and normal medical issues.	Cranmore's Medical team: consists of two part time trained nurses.  St Teresa's Medical Team consists of three trained nurses. Two days a week overlaps to allow a admin day. GP visits are available for boarders. Sufficient staffing in place to meet the requirements of temperature testing of the boarders.	Assessment of unwell pupil always available	
25	No or insufficient training for those operating temperature testing or other precautions that require new equipment. Training not recorded for future reference.	The only people temperature testing in the Trust are the boarding staff at St Teresa's or school nurses. They have been trained to take a temperature and use the appropriate PPE.	Boarders and medical staff trained to take temperature recordings.	
26	Medical staff have insufficient or unsuitable PPE, cleaning materials and training for tasks.	Sufficient PPE is in place for the start of the school year, as are cleaning products. Regular orders will be made to keep up with demand	Medical Staff fully protected at all times	
27	Temperature testing undertaken using unsafe methods, not reflecting SD rules, not recorded or kept appropriately.	Staff trained to take temperature tests safely using PPE. Medical centre reflects SD and the ability to isolate. Records kept of all students who visit the Medical centre.  Cranmore: Health Module iSAMS  St Teresa's Patient tracker	Medical Staff fully protected at all times	
28	No separate area for temperature testing, holding and isolation of pupils/staff. Areas not easily identified or regularly cleaned?	Cranmore: When a student is presented to the medical centre with a temperature, they are removed from the communal area to prevent mixing with the other students.  St Teresa's Senior: There is a hot room – for those students who are showing signs and symptoms of COVID 19		

		St Teresa's Prep: There is a medical room for those students showing signs and symptoms and the Senior School hot room can also be used.		
29	Insufficient registration, induction, supervision (and temperature checking) of contractors working on site.	The school does not temperature check contractors.		
30	Young children not supervised using hand sanitiser (risk of ingestion). (Note: Skin friendly cleaning wipes is an alternative).	Teachers supervise younger children with the hand washing and use of sanitiser.	Better hand washing technique and hand hygiene	
31	Lack of information on control measures e.g. how to react to coughing and sneezing using tissues (and their disposal), crock of arm and immediately cleaning hands with soap and water or hand sanitiser.	Will be covered in lessons with the pupils.	Ensures safety and lowers risk to employees and pupils on site	
32	Hygiene rules not effective. "catch it, bin it, kill it" not re-publicised or applied.	Signage up around the school. Discuss with staff and children.	Ensures safety and lowers risk to employees and pupils on site	
33	Pupils not aware of behaviours which may increase the risk of droplet transmission (such as biting, licking, kissing or spitting).	Students are told about what behaviours to be careful of.	Ensures safety and lowers risk to employees and pupils on site	
34	Insufficient staff supervising and supporting normal medical staff particularly in their liaison with GPs, LA(?) etc.	The increased use of first aiders to help out with everyday injuries while nurse is dealing with covid related illness.  Monitoring workload of nurses to ensure that cross infection risk is not compromised  St Teresa's only: Medical staff to liaise with GP about support and additional care requirements for boarders	Ensures safety and lowers risk to employees and pupils on site	
35	Visits of or to GPs / nurses / dentists and local surgeries changed and not known by staff and or pupils.	GP visits to be via appointment only, similar procedure for other HP's off site	Safe interaction with medical professionals	
36	Staff are not aware those with COVID-19 symptoms should not go to a GP surgery, pharmacy, urgent care centre or hospital.	Training on the 3 <sup>rd</sup> September 2021, and followed up January 2022.	Staff and parents aware of procedure for	

		Communication with family's	suspected case of covid19	
37	No procedure considered if a mobile testing unit is dispatched to test others in school. (Testing will focus on the person's class, followed by their year group, then the whole school if necessary.	Nurse to Liaise with LHPA on how this process will work in the eventuality it is required Currently no information forthcoming from LHPA		
38	Insufficient or no procedure for summoning emergency services, lack of safe RV and cleared routes in and out.	Nurse to contact 999 or NHS 111 if condition of casualty deteriorates  At St Teresa's Maintenance/boarding to direct EMS to archway  At Cranmore EMS to the walkway to Office.	Support from school community to ensure help is directed efficiently	
39	No early liaison with local health protection teams and Local Authorities who provide advice (and may recommend large groups self-isolate or school closure)	(Lead) Nurse in communication with LHPA	Information updated as received	
40	Insufficient First Aid trained personnel (ratio) for pupils in school and on activities and sport.	Training to continue to ensure numbers of FA is appropriate for both schools  Cranmore: SLT monitors numbers and books training accordingly.  St Teresa's: Lead nurse to monitor numbers and book training accordingly	Sufficient FA support	
41	Actions for using first aid on those with no COVID-19 symptoms unclear and not briefed.	Discussed with staff on inset day September	Full understanding by all members of staff	
42	Not compliant with requirements for EYFS (Early Years Foundation Stage) and PFA certification.	Modifications for all first aiders holding PFA, EFAW, FAAW certificates will be discussed for CPR <ul style="list-style-type: none"> <li>• Use of face shields</li> <li>• No feeling or hearing when assessing breaths</li> </ul>	First aiders up to date with HSE/resus changes	
43	Medical policy, procedures and appropriate response to spectrum of medical issues not revised or shared?	Cranmore: Medical policies can be found in the Networked Staff Area  St Teresa's: Medical policies have been updated and can be found on firefly and staff shared work	Policies and procedures are clear.	

44	Pregnant women are in the 'clinically vulnerable' category and not following the relevant guidance.	Staff questionnaire requests information about whether a staff member is pregnant. Lead nurse to discuss with staff member about additional precautions	Safe working environment for pregnant workers	
45	Lack of School decision or policy for level of PPE required for staff or pupils.	Decision has been made for PPE for all areas. The school has ordered this in advance of the school re opening.	Ensures safety and lowers risk to employees and pupils on site	
46	If required or appropriate insufficient training for all those that wear face coverings including fitting, storing, care and disposal arrangements.	Training has been given to all those who are required to wear PPE at the beginning of the academic year	Ensures safety and lowers risk to employees and pupils on site	
47	School unaware of those that have been identified as Clinically Extremely Vulnerable (CEV) via a letter to the individual from NHS or their GP.	Medical staff to keep a list of those clinical vulnerable, and act on this information accordingly.  Update on vulnerabilities requested from parents	Ensures safety and lowers risk to those at higher risk	
48	Clinically Extremely Vulnerable (CEV) staff and pupils have not been advised whether to work from home or go to school during period of temporary restrictions.	If a school outbreak occurs guidance will be sought from PHE/DFE and CEV students and staff will be discussed which actions to put in place.	Ensures safety and lowers risk to those at higher risk	
49	Control measures in school are not sufficiently robust for clinically vulnerable staff and pupils.	Medical teams identify those who are at increased risk and share this information with those who require the information.	Ensures safety and lowers risk to those at higher risk	
50	Medical advice for vulnerable staff and children (new definition) not being followed and insufficient support both at school and home.	Patient Tracker (St Teresa's) ISAMS (Cranmore) is used to track children's medical conditions and changes.  The school will follow any GP/Medical advice given and provide support for the families accordingly.	Ensures safety and lowers risk to those at higher risk	
51	Those with particular characteristics and an increased COVID-19 risk not identified and sufficient measures taken to reduce risks.	Medical teams identifies those who are of increase risk and share this information with those who require the information.  Parent information sent out to inform them of school's procedure and request changes to vulnerabilities.	Ensures safety and lowers risk to those at higher risk	

52	Lack of knowledge on whom has tested positive for COVID-19 and if it is recorded (for elimination purposes). Evidence of negative result should not be requested.	Medical Team logs those who have tested positive when they get the information.	Ensures strict monitoring of spread of covid 19	
53	Insufficient information and / or record of who is still shielding or had contact with anyone tested positive or suspected of COVID-19 and why this may preclude their attendance at school.	Parent information sent out to inform them of school's procedure and request changes to vulnerabilities.		
54	Lack of recording of which staff and pupils have been sent home with COVID-19 symptoms (a cough, high temperature or shortness of breath).	ISAMS records staff who are off ill, medical records when pupils are sent home due to illness. Medical staff to keep log of staff and pupils	Ensures strict monitoring of spread of covid 19	
55	Lack of regular dialogue with those that have suffered from COVID-19 and / or are isolated at home.	Medical team touch base with pupil's family if they are isolating with COVID. This will be in addition to the form teachers/class teachers communication.  Staff will be communicated with by their line manage.		

Boarding Risk Assessment in the COVID-19 Environment – St Teresa’s Only

	Hazard	Control Measures	Outcome	Remarks / Re-assessment
71	Boarding policies and procedures not updated, regularly reviewed and communicated.	Boarding procedures and handbooks updated at the start of term. September 2021. <b>Updates over the year are shared with the staff.</b>  VLO SRA Head of Boarding TGU meet weekly to update SEF and review procedures <b>in addition to the weekly meeting with TGU and CMS.</b>	Staff, pupils and parents have all the policies and procedures	
72	Security and access systems (if now in use) not regularly checked, updated and re-coded.	Boarding is secured by alarms at night time. These are tested weekly. Pin code changed at the start of term. Only staff and onsite adults have access to pin numbers. Glass door shut at 7pm by caretaker.  Alarm set at 10:30pm every night.	Students are safe in their boarding spaces.	
73	Boarding staff have inappropriate PPE, cleaning materials and training for tasks.	Boarding staff are supplied with appropriate PPE to look after quarantine pupils, and pupils who are isolating due to being COVID positive.	Boarding staff have access to appropriate PPE, cleaning material as they need.	
74	Communication and procedures for welcoming back boarders and part-time boarders not applied.	Boarders’ handbook is given to students on arrival. It provides a welcome to boarding, and the procedures in place.  Email interchange over the holidays have welcomed new families to St Teresa’s and helped them with their travel arrangements to school. The Headmistress has been in constant communication with those travelling from red or amber countries over the Summer Break. <b>Head of Boarding liaised with family over the return from holiday periods.</b>	All overseas pupils have been communicated with.	
75	Insufficient consideration of control measures and precautions for flexi and weekly boarders.	Boarding has reopened to flexi and weekly boarders. Any student in Year 10 and above have been placed in single rooms or rooms which share with another flexi boarder. The younger students who flexi/weekly board stay within the same room.	Students are safe in their boarding spaces.	

		<p>LFT done for those students showing symptoms.</p> <p>Students with positive LFT are able to either isolate within the isolation wing or to isolate from home/guardians.</p>		
76	If required or appropriate insufficient efforts to reduce travel between home and school to reduce infection risk.	If the contingency plan in put into place, students ability to move between school and home may be reduced depending on the size of the outbreak.		
77	If required or appropriate no alternative arrangements for boarders to travel on dedicated school transport rather than public transport.	The school only offers dedicated school transport. Boarders will need parental/guardian permission for the use of public transport. Masks are optional on the schools' transport at all times.	Reduces the students need to use public transport	
78	If required or appropriate guidance on the <a href="#">quarantine arrangements for boarding school students travelling to attend a boarding school</a> not known or implemented.	Clear communication has been made to all parents over the summer holidays by the Headmistress. Zoom/Teams calls have been offered if further clarification was required. Over the School holidays this was by the Head of Boarding.		
79	If required or appropriate insufficient space and resources for isolating overseas pupils on their return.	<p>If required the school has sufficient space to isolate the overseas students. Max 20 students at one time.</p> <p>The school would also be able to offer isolation over the holiday periods if required.</p>		
80	Rules and procedures for exeat, trips and activities out (or not!), appointments or visits from family and / or guardians not complied with or understood.	<p>All trips an activities are approved by a member of SLT.</p> <p>Risk assessments are filled out and consent is required for students to participate on these trips.</p> <p>Masks must be worn on school buses/trains at all time.</p> <p>Guardians and parents have been informed about this.</p>	Rules of trips and visits are clear.	
81	Fire instructions and new procedures not reviewed, understood or rehearsed. (Fire drills, routes and assembly points)	New procedures have been updated and students now line up in corridor. The housemistress of each corridor is responsible for roll call. These are explained on their first day in boarding	Students know the fire evaluation procedures and these are updated due to COVID 19	
82	Are there sufficient rooms and a bathroom to isolate and supervise pupils (and staff).	The isolation area has bathrooms which will suffice and supervision has been planned if the isolation rooms are needed.	Student have access to appropriate bathrooms if isolating.	

83	Do those attending isolated cases know the procedures and have access to PPE?	PPE and training to use the PPE has been done for all the Boarding Staff and Medical staff.	Those attending isolated cases know the procedure minimising the risk of spread.	
84	Have parents been consulted prior to start of term as to where boarders will self-isolate should it be required? Advice suggests boarders should self-isolate in school (rather than go home).	Parents have been notified by medical of the process of what would happen if a child is self isolating.  The HOB or a member of the medical team should be notified immediately if a child falls ill with COVID.		
85	Laundry, bedding, furnishings, games and items that are hard to clean not removed and stored securely.	Red Laundry bags to be used for the isolating rooms or infected materials.  Training has been given to the Laundry staff and instruction for what is required.  Staff have gone through communal spaces making sure only appropriate furnishing etc are left in place.		
86	Insufficient bathroom facilities if bed spaces have been reconfigured.	In the September 2021 configuration there are enough bathroom facilities for students.		
87	Boarders not equipped with authorised and compliant equipment to stay-in touch with parents.	The boarding areas have WIFI allowing communication through internet – e.g. Teams, Zoom Skype, WhatsApp.  Schools phones are also available.  Students will have access to their phones at set times during day.		
88	Boarders not aware of global news and how it may affect them or their family.	Newspapers are available for all pupils as well as the use of the internet.		

Dedicated School Transport and Driver Risk Assessment in the COVID-19 Environment

	Hazard	Control Measures	Outcome	Remarks / Re-assessment
1	Pupils do not know to board dedicated transport or public transport if they have symptoms or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (e.g. if they are required to quarantine).	All parents are communicated with regarding the procedures for boarding the dedicated school transport.  No child will be allow on the bus if they are showing the three signs of COVID – fever, persistent cough, lost of taste. <b>Masks are optional.</b>		
2	Drivers not regularly briefed on changes or included in staff briefings and revised schedules and notices.	All driving staff are briefed on the procedures at inset day (1 September 2021 St Teresa's, 6 September 2021 Cranmore). <b>New staff have undergone an induction program.</b>  <b>Staff meet their line managers daily.</b>		
3	Drivers not fully considered, supported or rostered (particularly relating to age and vulnerability).	A dedicated transport manager is responsible for supporting the drivers. There are multiple options of staff the drivers can go and see if they have any concerns. Eg Director of Operations, any member of SLT, Heads PA		
4	Drivers have insufficient / inappropriate PPE, cleaning materials and training if risk level increased or would normally need for their work.	Drivers are provided PPE by the school. They are also provided with cleaning products which are approved by the third party.		
5	Inappropriate cleaning schedule that does not focus on control measures particularly frequently touched surfaces.	Cleaning schedule in in place which allows the bus to remain clean for next users. All major touch points are cleaned after each use.		
6	Vehicles not well ventilated when occupied, particularly by opening windows and ceiling vents (with a balance between increased ventilation and maintaining a comfortable temperature).	All buses are ventilated and drivers are asked to open windows to increase the ventilation.		
7	If required or appropriate insufficient or no use of hand sanitiser upon boarding and/or disembarking.	Hand sanitiser available on all buses.		
8	Pupils aged 11 and over are unaware that a face covering, is necessary on transport unless they wish to wear one	Children aged 11 and above are required to wear a face mask on the dedicated school bus.		
9	Unnecessary risks such as poorly organised queue and boarding process and overcrowding not minimised.	Pupils and Drivers are aware of the procedures of boarding the bus in an orderly fashion.		
10	No plan for measures, in case of emergency, for the movement of a symptomatic pupil by school transport.	Symptomatic pupils are to be collected by a family member.		
11	No contingency plans outlining how to operate if there were an outbreak in their school or local area. The <a href="#">contingency framework</a> refers.	The school has a contingency plan, and transport will only be stopped if the school moves to online learning for everyone.		

12	School vehicles not fully registered, insured, maintained and stocked with appropriate hygiene materials.	Transport manager is responsible for keeping the buses fully registers, insured and maintained with the appropriate hygiene materials		
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**Support Staff Risk Assessment in the COVID-19 Environment**

	<b>Hazard</b>	<b>Control Measures</b>	<b>Outcome</b>	<b>Remarks / Re-assessment</b>
1	Support and contract staff not regularly briefed on changes to school operation.	All support staff are briefed on the appropriate parts at inset on the 1 and 2 September 2021.  Weekly meeting with Support allows regular briefing. Standing point Systems/Issues on the agenda.		
2	Physical meetings recognise hygiene arrangements including well-ventilated rooms	All meetings take place in big spaces.  Meetings should either be conducted in a well-ventilated area or in smaller groups ensuring adequate space is provided.		
3	Support staff and cleaners not fully considered or supported (particularly relating to age and vulnerability).	Cleaning staff and Catering staff both have a line manager where they can raise concerns with.  Weekly meeting allows managers to raise issues with the school staff. (Thursday AM St Teresa's, Friday AM Cranmore)  Occupation Health assessment for most at risk staff RA will be done if a staff member is extremely clinically vulnerable or at high risk for other reasons		
4	Support staff have insufficient/inappropriate PPE, cleaning materials and training.	School has adequate stocks of PPE and cleaning products ordered and distributed to classrooms through Cleaning Supervisor. Facilities Manager/ controls strategic PPE stock holdings centrally at Cranmore, while the medical centre controls PPE stock at St Teresa's		
5	Cleaning regimes not enhanced, regularly reviewed, inspected or conforming to revised hygiene rules.	Cleaning Supervisor consulted frequently by SLT and daily on site to monitor, access and amend cleaning regime if required.		
6	Security and access systems not regularly checked, updated and re-coded.	Pin coded door lock reset for start of term. Access control systems working, and alarms checked.		
7	Reconfigured areas, zones and routes hampering fire exits and routes.	Checked before start of term and daily at lock up by the caretaker or another member of staff.		

8	Fire and other emergency procedures not reconfigured, routes not clear or regularly inspected.	Fire systems serviced and working prior to 1 September 2021. Fire drill has been completed during first half term for both sites.		
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Facilities Management Risk Assessment in the COVID-19 Environment

	Hazard	Control Measures	Outcome	Remarks / Re-assessment
1	Insufficient hand washing or hand sanitiser 'stations' for all pupils and staff to clean their hands regularly.	Foot operated hand sanitisers in strategic locations e.g. Reception, individual hand sanitisers in all classrooms and offices renewed and replenished as necessary by cleaning staff.		
2	Policy and procedures for contractors including signing in and out, and badges on school sites not reviewed, and / or enforced.	Visitor and contractor signing in policy vigorously applied with badging and escorting.		
3	If required or appropriate contractor health declaration and pre-work briefings not considered or implemented.	Contractor's induction briefing pro forma includes health and Safety statement which requires a signed declaration which is overseen by the Facilities Manager or Facilities and Estates Manager.		
4	If required or appropriate contractor (and visitor) hygiene arrangements not considered including parking, guiding, supervision, breaks, meals and toilets.	Induction briefing pro forma considers these areas and responsibilities. No meals will be offered, and contractors are directed to the visitor's toilets.		
5	Insufficient heating and/ or cooling system (including insufficient fuel levels if applicable).	Heating systems are sufficient and have been checked annually on both sites.		
6	Insufficient gas supply, maintenance, checks, venting and valves.	Full inspection and maintenance regime and protocols in place for the M&E systems in the schools.		
7	Air conditioning units, ducts, ventilation and extraction systems not checked on re-occupying school facilities (including workshops).	<b>Cranmore:</b> Full air conditioning service conducted by outside contractor on 3rd August 2020  <b>St Teresa's:</b> These were check when we reopened.		
8	Centralised ventilation system that removes and circulates air to different rooms is not using a fresh air supply.	<b>Cranmore:</b> Auditorium air handling system pulls fresh air from outside and expels stale. Sports hall does not contain an air handling system. Outside doors should be opened to allow fresh air intake. Rob Monks to check with air handling contractor re-swimming pool system compliance.		

		<b>St Teresa's:</b> N/A		
9	Electrical tests not up-to-date including emergency lighting and PAT including electrical equipment bought in to school.	5 Year fixed Wiring test – up to date on both sites and PAT testing up to date.		
10	Water testing for temperature, flow and legionella not in date, recorded or tested on re-opening facilities.	Cranmore and St Teresa's systemic water testing arrangements are in place and undertaken in accordance with a recognised schedule within all areas of the school.		
11	Insufficient arrangements for the operation, additional cleaning and security (and use) of the swimming pool.	Comprehensive risk assessment for the controlled letting of the pool has been in place since 4 August 2020.		
12	Fire alarm panel, system and extinguishers not in date and not serviced.	Fire servicing including fire extinguisher complete and up to date for the start of term on 1 September 2021.  Fire panel(s) tested weekly during holidays.		
13	Fire doors improperly propped open to limit use of door handles and increase ventilation.	Staff informed that no fire door should be propped open with wedges etc		
14	Kitchen not reconfigured, stocked and cleaned if closed over a long period.	Kitchen has been cleaned by Harrisons staff and equipment started up to be ready for the opening in September 2021.		
15	Insufficient chefs, supervising staff and cleaners to maintain high standards of hygiene.	External company, Harrisons, is responsible for the staffing of catering		
16	Servery and dining room rules inadequate or unsafe including wiping table, chairs and hard surfaces between sittings.	Pupils have allocated times for using the dining rooms at each of the sites. Cleaners wipe down the tables and chairs between sittings.		
17	Insufficient drinking supplies and hydration available in dining room and around the school.	Students reminded to bring their own drinking bottles as a primary source of water augmented with drinking fountains which will be cleaned after each break and lunch during the day.  Children to only fill their bottles up from the water fountains and should not drink from them directly to avoid contamination		
18	Cleaners changed working patterns during the day not discussed or agrees to meet the revised hygiene requirements.	Cleaning supervisor is engaged with SLT on adapting and implementing cleaning regimes. This has been implemented by briefing and working with his cleaners many of whom have been working throughout August. Additional cleaning capacity identified and sourced for during the daytime.		
19	Cleaners have insufficient or revised instructions and training for appropriate cleaning and the wearing and disposal of PPE.	ISCC Cleaning consultant's inspection and advisory visit due 13 September 2021 with Simon Lewis (Cleaning Contractor).		

20	New service level agreement not agreed for contract cleaners, maintenance and grounds for a new working environment.	Maintenance and Grounds staff are employed by the trust.  Cleaning staff briefed by Simon Lewis and Rob Monks (H&S Officer) at Cranmore and briefed by Simon Lewis and Victoria Low St Teresa's.		
21	Insufficient cleaning staff for revised cleaning schedule and deep clean of each room and space daily unless left fallow.	Extra hours have been allocated to cleaning staff. A cleaner will be present during the mornings and the afternoons.		
22	Insufficient immediate procedures (quarantine and deep clean) and PPE where areas contaminated with bodily fluids.	Cleaners and maintenance staff have access to several cleaning stores around each of the school. Each of which is fully stocked up with equipment and disinfecting chemicals to cope with any incidents related to bodily fluids or spillage.  Any person on site that experiences symptoms of COVID 19 while at work should put on a surgical face mask immediately, inform their line manager and return home as quickly as safely possible and should follow the government guidance on testing and isolation periods.		
23	Cleaning staff not equipped or using appropriate PPE where recommended including aprons, gloves, face coverings and their subsequent disposal.	Cleaning stores have been fully stocked with appropriate PPE. Simon Lewis has briefed cleaners on the correct use of PPE.		
24	Laundry wash and dryers not serviceable, unable to cope with temperature requirements and insufficient wash products.	Rob Monks to discuss this requirement with Steve Novak and if so, contact a suitable contractor		
25	Suspended services not re-set or reviewed to cater for current school operation including waste disposal.	Services have been reactivated.		
26	Scheduled or on-going building works not reviewed given revised school timetables, staggered drop-off / pick-ups times.	Facilities Manager and Facilities and Estate manager is acutely aware of the curriculum timetable and limitation on maintenance and contractor freedom of movement during school day		
27	Suppliers not following appropriate SD, hygiene measures and new routes, arrival details etc	Harrisons and maintenance staff to reinforce.		
28	Waste procedures not reviewed or sufficient to cater for increase in waste measures.	Recycling will increase at Cranmore in the next few weeks with the inclusion of plastics, cans, paper, and other items. Rob Monks & Mike Mellstrom to advise all staff recyclables.  Recycling bins will also be placed in communal areas.  Guildford borough council will collect all waste weekly.		

29	Pest control services not sufficiently regular, recorded or deficiencies identified and actioned.	ECOLAB servicing is being reinstated at Cranmore starting week of 24th August 2020  St Teresa's - already contracted for servicing with Ecolab		
30	How often is this Risk Assessment reviewed	This will be updated every half term and if any new hazards are identified and the need requires.		