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Risk Assessment for Covid-19 (including Lateral Flow Testing on site)

A Risk Assessment for COVID-19 (Including Lateral Flow Testing on site)

Introduction

This Risk Assessment was originally done in June 2020 for a partial return to school, it was then updated for a full return and any other changes to guidelines or the situation. It has now been updated to consider the new requirement for testing on site of staff and years 7-8 and the new more easily transmitted variant of Covid-19. It is a live document subject to regular review.

UK.Gov has pledged to keep schools open so as to provide “a full educational experience for children”. The core obligation to ensure “so far as is reasonably practicable the health, safety and welfare of staff, pupils and visitors” remains as does the obligation to risk assess and implement relevant control measures. From 8 March, all pupils should attend school.

Over the time this risk assessment has evolved the threat posed by the virus has grown as it has mutated. Schools are asked to be aware of the effects of the mutation when considering their controls and if need be, they should look to modify existing controls to make certain that they are offering as safe a working environment as can be achieved in their current local circumstances.

This updated Risk Assessment aims to set out the hazards associated with testing **asymptomatic** (producing or showing no symptoms) staff and pupils in all schools and colleges.

COVID testing for staff and pupils from 8 March 2021

- Primary Schools:
 - Staff in primary schools carry out lateral flow tests at home twice a week.
 - There is no testing for primary age pupils at present.
- Secondary Schools revised arrangements:
 - Secondary age pupils to test 3 times on site when they return to school (3 – 5 days apart).
 - Thereafter, secondary age pupils test twice a week using home testing kits from 15 March.
 - Staff to test twice a week with home testing kits from the time they return to school.

The additions to this risk assessment now include a self-test section and are mainly taken from:

- Schools and Colleges [Handbook](#)
- NHS Test and Trace document – Appendix C ([Template for Risk Assessment](#))
- [How to guide](#) – Rapid Testing of primary and nursery workforce updated 20 January 21.
- Your [step-by-step guide](#) for COVID-19 self-testing – as at 15 Jan 21 (V1.3.2)
- DfE Annex A: [Health and Safety Risk Assessment](#) (updated 22 Feb 21)

This revised COVID-19 risk assessment provides advice and guidance in identifying, assessing and describing methods of controlling hazards. It aims to prompt the thought and decision-making processes but with the normal caveat: that it is only as good as for the minute it is published. Risk assessments (and there will be many for different age groups, activities, buildings etc) must be dynamic and be updated whenever advice, circumstances, or any of the assessed risk factors have changed. The resulting measures should be available on school websites. Further reference documents are available in ISBA's bulletins.



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Risk Assessment for Covid-19 (including Lateral Flow Testing on site)

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

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



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Risk Assessment for Covid-19 (including Lateral Flow Testing on site)

Risk Assessment 02/01/2021
Victoria Smith

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>School has and keeps up-to-date a document 'Operating Procedures (COVID-19) - A Guide for staff, pupils and parents' This is published on the website.</p> <p>Safeguarding and H&S policies have been updated to reference this dynamically evolving document.</p> <p>Staff and parents were surveyed to see how they feel about a return to school and to ask what measures would help them feel safe to return.</p>		
B	Government advice not being regularly accessed, assessed, recorded and applied.	Emails received daily by Head, Bursar and SMT from organisations such as NAHT, Surrey CC, ISBA, IAPS, BSA. All reference up-to-		



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Risk Assessment for Covid-19 (including Lateral Flow Testing on site)

		<p>date government advice.</p> <p>The document 'Operating Procedures (COVID-19) - A Guide for staff, pupils and parents' and this RA both are updated dynamically to reflect the changes.</p>		
C	Staff and parents do not know or understand the 'system of controls' (see explanation above) and how they are applied.	<p>The document "Operating Procedures (COVID-19) - A Guide for staff, pupils and parents" is sent out by e mail whenever it is updated.</p>		
D	Changes not regularly communicated to staff, their unions, pupils, parents and governors	<p>Staff meetings take place weekly online or in person (minutes taken and distributed) – a forum for communicating updates. Parents regularly emailed with updated.</p> <p>In a parent survey, 93% said they were very, or quite, satisfied with communication from the school regarding the DL Programme.</p> <p>The Head and Bursar regularly update Governors</p>		



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Risk Assessment for Covid-19 (including Lateral Flow Testing on site)

		Pupils meet daily with their Form Tutors and this is a vehicle for communication with them.		
E	Changes to assessments, procedures and other important matters not reviewed by Governors	The RA and 'Operating Procedures (COVID-19) - A Guide for staff, pupils and parents' will be shared with the Chair of Governors and with the wider governors via its availability on the website.		Updated versions have been shown to the Board at FGB meetings.
F	Insurers and / or brokers not updated with school's amended plans	School insurers have been sent a copy of this RA and 'Operating Procedures (COVID-19) - A Guide for staff, pupils and parents', and informed with any significant updates thereafter.		
G	Not appreciating that Secretary of State has a statutory power to order schools to remain open.	The School is doing everything in its power to remain open.		
H	Insufficient liaison with local authority and health protection team over testing and actions.	The Head and the School Nurse are in communication with Public Health England and local teams whenever needed.		



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Risk Assessment for Covid-19 (including Lateral Flow Testing on site)

I	Active engagement with NHS Test and Trace not implemented and the procedures not understood by all staff and parents.	As above. All staff and parents are reminded of the requirements regularly. A weekly Covid self declaration form is completed by anyone attending site and detailed seating plans are kept of all classes and the Dining Hall.		
J	Insufficient systems and staff to support training, testing and contact tracers.	Staff have had a term to practice and this has been working robustly.		
K	Staff, parents (and pupils) do not understand and follow NHS Test and Trace procedures.	All individuals associated with the school are reminded of the rules regularly and have to fill out a weekly Covid self declaration form.		
L	Testing Training modules and assessment not completed and recorded for specific roles	Testing staff emailed with details on training modules and reminded if not completed. School nurse keeps a log of certificates of successfully completed training. Staff only allocated to roles once training is complete.		
M	Training and testing activities insufficient to provide reassurance including feedback and Q&A?	Staff provided with training		



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Risk Assessment for Covid-19 (including Lateral Flow Testing on site)

		where needed and shown video. Q & A with school nurse before staff have to test themselves.		
N	DfE advice to keep groups separate (in “bubbles”) not being fully implemented where appropriate.	Bubbles have been set since Sept 2020 and adhered to well. Additional work is being done to ensure strict separation at break times. Lunch has been split into three sittings to fit with the bubbles.		
O	Those working in the Asymptomatic Testing Site (ATS) not trained and competent to do so?	Training explained to testing staff and knowledge assessment undertaken as instructed in the NHS Test & Trace Training Handbook.		
P	Are those that are self-testing (at home and in school) trained and competent to do so?	Yes, they have either undertaken the NHS Test & Trace training provided for in school testing or been given an NHS Test & Trace leaflet with a step-by-step guide for at home testing. Pupils will also have attended 3 testing sessions in school in their first week to learn how		



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Risk Assessment for Covid-19 (including Lateral Flow Testing on site)

		to test successfully.		
Q	Is it understood which pupils are unlikely to be able to self-swab?	We have no pupils on site with SEND that will affect their ability to self-swab, but we do have pupils with anxiety regarding testing.		
R	Are those unable to self-swab given additional support and reasonable adjustments?	We have put in place reasonable measures to help those with anxiety around testing e.g. Nasal swabbing only and/or parent assistance with swabbing in test centre.		
S	Each group's ("Bubble") health not properly analysed and risk assessed to consider switching to remote learning.	Weekly Covid self declaration form used along with any relevant info from parents or the school nurse to risk assess groups.		
T	The definitions of "close contact" and the trigger for a pupil/staff to self-isolate not understood.	The Head, his wife and the school nurse have spent considerable time with Public Health England to ensure that we have an accurate definition of "Close contact". This has then been disseminated to all staff.		



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Risk Assessment for Covid-19 (including Lateral Flow Testing on site)

U	Record of names of pupils / staff in their groups / bubbles, locations visited, seating arrangements (via App / spreadsheet etc) not updated on a regular basis.	These are kept by the school secretary and all staff are regularly reminded to update them as soon as anything changes.		
V	Insufficient information to identify close contacts of symptomatic individuals and support contract tracing.	All kept as above.		
W	No contingency plans for self-isolation of individuals, groups, multiple pupils and or staff.	DL timetable ready to be put into practice immediately. One dorm ready as an isolation dorm complete with separate shower/toilet facilities.		
X	Insufficient preparation (letters, Whatsapp etc) to communicate with parents, carers, staff and pupils in case of infection and groups needing to self-isolate.	All are kept up to date with regular e mail communication.		
Y	Insufficient consideration to minimising contact and maximising distance between all those in school where ever possible.	Bubble groups strictly adhered to. Staff move between classes rather than pupils. No parents on site. Social distancing in all classrooms and the Dining Hall. Masks worn by staff and years 7-8 when moving around school.		
Z	Social Distancing (SD), hygiene and ventilation rules not sufficiently robust, understood, communicated, applied or checked.	All staff and pupils are regularly reminded.		



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Risk Assessment for Covid-19 (including Lateral Flow Testing on site)

		<p>Distances between desks checked on a routine basis.</p> <p>Windows are open in all classrooms and doors when appropriate.</p> <p>Markers placed on the floor to indicate 2m spacing and down the centre of corridors.</p>		
AA	No consideration of place markers on the floor to indicate appropriate SD, physical screens, splash barriers or “drop zones” for passing materials between people	<p>Social distancing measures in place with two metre floor markers in the waiting area and test area.</p> <p>Physical screens at the registration and results desks.</p>		
BB	SD rules and safety precautions for activities (play, games, drama, music) not understood or adhered to?	<p>Games follow the latest guidelines from the relevant sporting bodies.</p> <p>Music lessons take place in larger ventilated spaces.</p> <p>Group activities curtailed where necessary.</p>		
CC	Unsuitable enhanced cleaning regime, not regularly re-assessed or revised for high-risk areas such as toilets, door handles, keypads, switches, hand rails and frequently used hard surfaces.	<p>Strict cleaning regime of whole school.</p> <p>Fogging used when necessary.</p> <p>Cleaning materials in each</p>		



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Risk Assessment for Covid-19 (including Lateral Flow Testing on site)

		<p>room for the member of staff to wipe all frequently touched areas between classes.</p> <p>Tick sheets in each classroom to remind of this.</p> <p>Tick sheets in toilets for cleaners to mark when they have been cleaned and key points.</p>		
DD	High-risk areas not being regularly monitored (including boarding areas) for hygiene.	As above. Bursar and Estates manager carry out random spot checks.		
EE	Contract providers and services suspended or unable to attend school.	Where possible these are organised for out of hours or term time.		
FF	Access to school not controlled effectively and visitor (if allowed) details not recorded.	<p>Visitors not permitted on site unless essential.</p> <p>Contractors only to attend when essential, to be kept away from staff and pupils and made aware of social distancing and hygiene rules that must be followed on site.</p> <p>Any visitors must sign in at the front desk and have completed a Covid self</p>		



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Risk Assessment for Covid-19 (including Lateral Flow Testing on site)

		<p>declaration form before entry.</p> <p>Arrival at school controlled at the main gate to the Sports Centre Car Park and by the Tennis Courts to limit traffic in and out. Cars to pull up outside ASC for pupil drop-off. Parents not to get out of cars. Pupils dropped off one at a time.</p> <p>Pupils to enter the school via the ASC gate or down the path by the Tennis Courts.</p> <p>Pupil access to school via different doors, dependent on bubble.</p> <p>Staggered timings for collection and drop off of all year groups.</p>		
GG	Insufficient supplies of hygiene materials and not readily available, suitably stored or located.	<p>The school has access to a variety of suppliers of hygiene materials and PPE.</p> <p>Hand sanitisers are outside each classroom used, and in the toilet facilities.</p> <p>Pupils and staff to use only</p>		



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Risk Assessment for Covid-19 (including Lateral Flow Testing on site)

		<p>designated toilets and washing facilities. Each bubble to have designated toilet cubicles and sinks.</p> <p>The School has sufficient supplies of cleaning liquids, wipes and gloves for cleaners and teaching staff. Disposable cloths will be used for cleaning. Further supplies are ordered when needed.</p>		
HH	Inadequate contingency plans for changes to school operation: local or national lockdown, re-closing, loss of catering or teachers?	<p>Distance learning timetable ready to go live. A survey has been carried out of staff and pupils regarding computer and internet access and sufficient supplies kept.</p> <p>Loss of catering and teaching staff kept under constant review.</p>		
II	Insufficient contingency plans in case of medical need for self-isolation of individuals, multiple pupils, staff or local outbreaks?	<p>Separate medical rooms for boarders and day pupils. Isolation dormitory prepared.</p> <p>As above.</p>		



ALDRO

Risk Assessment for Covid-19 (including Lateral Flow Testing on site)

JJ	Risk assessments and protective measures for holiday clubs, after-school clubs and other out-of-school clubs not regularly updated.	None running until Easter.		
KK	Are all Risk Assessments regularly reviewed and updated based on feedback and lessons identified from all those in school including pupils and support staff, visitors and contractors.	Reviewed regularly by the Bursar in light of changing conditions.		
LL	All hazards identified properly mitigated and regularly re-assessed?	New hazards mitigated as and when they appear.		

Risk Assessment for COVID-19 Test and Trace Process

	Hazard	Control Measures	Outcome	Remarks / Re-assessment
1	Explanatory T&T letters / emails not sent to parents / pupils, staff and governors.	Letters have gone to staff and pupils to inform them of the plans.		
2	No school "COVID-19 Testing Privacy statement".	Prepared and sent out by School Nurse. Amended for March 2021		
3	"COVID-19 Testing Privacy statement" not communicated to staff, parents, pupils and governors.	Sent out to all by e mail		
4	Separate school register not kept of those tested to inform next test date, ordering test kits etc	Covid-19 Test Register in place		
5	T&T data not recorded securely and kept until further guidance is given to delete the information	T&T data saved on school One Drive with limited access to those that need it. Data of tests in school deleted after 2 weeks on a rolling basis.		
6	"Test kit log" and "test results register/log" documents not kept separately for data protection purposes	Saved as two separate documents		
7	Repeated or similar issues (e.g. multiple repeat void tests, unclear results, leaking/damaged tubes etc.)	Daily quality audit and incidents recorded in school		



ALDRO

Risk Assessment for Covid-19 (including Lateral Flow Testing on site)

	not recorded by the school and reported to DfE helpline	and reported to DfE via incident reporting form		
8	Those that have had “close contact” with someone tested positive for COVID-19 do not know they must self isolate.	This is specifically mentioned in the letter that has gone out.		
9	Age-appropriate consent statement for testing (under / over 16) not properly completed.	Parents/guardians completed consent		
10	Test instruction posters, booklets, FAQ and briefings not readily available and apparent.	Emailed to all staff and parents/guardians and on-site instructions laminated at each testing station.		
11	Testing training modules and assessment not completed and recorded for specific roles.	Training explained to testing staff and knowledge assessment undertaken as instructed in the NHS Test & Trace Training Handbook. Staff competency documents completed before testing.		
12	Tests not supervised or conducted by trained staff.	Only staff who have been trained are allowed to test or supervise.		
13	Testing area not sufficiently controlled to limit access to testers, those being tested and supervisors	Biology lab being set up as a test centre. Has one way access/exit. Non porous flooring.		



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Risk Assessment for Covid-19 (including Lateral Flow Testing on site)

		<p>Three bays can be separated.</p> <p>Room to be fogged after each session.</p> <p>Good ventilation possible.</p>		
14	Test process not maintaining social distancing where appropriate, good hand and respiratory hygiene or keeping occupied spaces well ventilated.	<p>Biology lab being set up as a test centre.</p> <p>Has one way access/exit.</p> <p>Non porous flooring.</p> <p>Three bays can be separated.</p> <p>Room to be fogged after each session.</p> <p>Good ventilation possible.</p>		
15	Social distancing advice between testing staff and those being tested including distances between desks, chairs etc not being observed and supervised.	<p>Biology lab being set up as a test centre.</p> <p>Has one way access/exit.</p> <p>Non porous flooring.</p> <p>Three bays can be separated.</p> <p>Room to be fogged after each session.</p> <p>Good ventilation possible.</p>		



ALDRO

Risk Assessment for Covid-19 (including Lateral Flow Testing on site)

16	Staff assisting with taking and processing swabs not wearing appropriated PPE.	Appropriate PPE being purchased in conjunction with advice from school nurse.		
17	Process of swabbing not following training and / or updated guidance.	All staff to be trained with school nurse taking the lead on ensuring that latest protocols are followed.		
18	Tested sample incorrectly handled safely during the process including disposal.	Appropriate training provided and completed by testing staff		
19	Process for informing parents / pupils / staff not understood and implemented.	Email sent to parents/staff as indicated by Test & Trace		
20	The process of barcoding, recording and communicating test results is not accurate and supervised	Training undertaken and team leader present supervising registration and results recording staff.		
21	Inadequate supervision / checking to ensure equipment handled correctly and not shared.	Clear information at entry and two members of staff observing three bays to ensure this doesn't happen.		
22	Process of lost LFD, failed scans or damaged barcodes not understood or properly implemented.	Incident reporting process available. Can manually enter barcode numbers. Test can be repeated.		
23	Extraction solution with lab test kit (there are no manufacture anticipated hazards) are inappropriately handled, stored and disposed.	Training undertaken by testing processors		



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Risk Assessment for Covid-19 (including Lateral Flow Testing on site)

		and all buffer solution stored as directed. All items kept out of reach of children.		
24	The training does not reflect hazards identified with testing and these are not communicated to testing and cleaning staff?	Clear guidance given to cleaning staff and reporting of incidents made clear.		
25	Those tested positive not confirming the positive result with a Polymerase Chain Reaction (PCR) test and either failing to self-isolate pending the confirmation test or self-isolating unnecessarily after a confirmatory PCR test might have cleared them as having a false positive.	Clear instructions to get a PCR test is positive and self-isolate		
26	Key layout requirements including staff (see next grid below) not being fully met.			

Risk Assessment for COVID-19 Test Sites

	Hazard	Control Measures	Outcome	Remarks / Re-assessment
27	Insufficient staff available (depending on throughput: Team Leader, Test Assistant, Processor, Coordinator, Registration Assistant, Results Recorder, Cleaner)	Reserve staff available		
28	Training time and content inadequate (3 hrs with introduction video, on-line training and assessment plus rehearsal.)	Online training taken in operative's own time. Team leader to check with staff their understanding of their role at the beginning of each session.		
29	Consent forms are not available and properly completed?	Consent forms all completed prior to start of testing		
30	Test site not kept separate from other activities (where space allows)?	Biology lab is a discrete building.		
31	Test site flooring is not non-porous.	It is.		
32	Test site is not well lit with a good airflow	It is.		



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Risk Assessment for Covid-19 (including Lateral Flow Testing on site)

33	Test site Registration, Swabbing, Recording and Processing Desks and waiting areas not on a one-way system.	They are.		
34	Test chair in the swabbing bay not a minimum of 2m apart.	They are measured.		
35	Each swabbing desk and associated processing desk not more than 1m away and Recording desk not located close by.	They are measured out.		
36	No clear division and demarcation between swabbing and processing area.	Tape and barriers.		
37	Non-authorized people and test subjects able to enter the processing area	No access to anyone other than the team. Clearly signposted.		
38	Inadequate evidence of quality assurance, guidance and supervision.	Quality assurance spreadsheet completed each day.		
39	Processing bays not properly cleaned, and waste (including clinical waste) is not properly disposed.	Wiped down after each test. Fogged after each session and clinical waste removed by professional company.		
40	Disorderly entry, processing, social distancing and exit movement.	All clearly marked and explained.		
41	Manual handling of testing kits, pallets, boxes, packages and waste not considered in terms of bulk, weight and access.	The maintenance team have been asked to move items that are too big.		
42	Testing kits not stored at 2 - 30°C and tests not given in the appropriate ambient temperature of 15 - 30°C.	Temperature of the room monitored and temporary heaters used to ensure it is kept at the right level.		
43	Inadequate provision of a quiet space to talk with the pupil mindful of the need for social distancing / PPE / wellbeing.	PPE available for all who are working. Quiet space can be outside or in the		



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Risk Assessment for Covid-19 (including Lateral Flow Testing on site)

		other science lab or prep room		
44	LFD kits not supplied and distributed in time or safely.	LFD kits have arrived		
45	Test kit not stored at room temperature (20°C – 30°C) or in a cool dry place.	Test kits stored in the medical room which is in the heated area of school		
46	LFD kits not properly managed and tracked	All test kits are kept in the medical room and issued by school nurse.		
47	Test kit not kept away from children until needed	Test kits are kept in the locked medical room until day of testing and then kept in the processing area of test site away from children		
48	Self-testing not conducted in accordance with guidelines and supervised where needed.	Written information given to all self-testing at home and members of staff will supervise the children at the test site at all times		
49	Positive results not recorded	Processors have received online training to recognise positive tests and this will be recorded both on the school database and that which is uploaded.		
50	All results not reported, collated and recorded by the individual and the school	Training has been received by those collating recording and reporting results. The		



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Risk Assessment for Covid-19 (including Lateral Flow Testing on site)

		school will chase any results that are not given.		
51	Incidents not reported to school or DfE/DHSC (to help identify emerging issues)	Parents asked to report incidents to the school nurse and/or bursar.		
52	Incident protocols and feedback loop not understood and/or implemented	Incident protocols explained via email to all parents and staff.		
53	Test and report on children under 12 not tested by confident adult	Not applicable		
54	Are those unable to self-swab given additional support and reasonable adjustments?	There are two members of staff to give support and guidance. There will also always be a team lead present.		
55	Are there measures in place to reduce anxiety over testing and coping with a positive result?	Test assistants present to help support pupils. School nurse and school counsellor available. Case by case evaluation of anxiety if needed pupil can test both nostrils rather than throat.		
56	Clinical incident which has potential to harm not reported to https://coronavirusyellowcard.mhra.gov.uk and school.	Parents and staff aware of incident reporting system in place.		
57	Clinical incident which has led to harm and requires immediate medical care not reported to 111 or 999 and then to school.	Clear guidelines to call 111 or 999 if critical incident occurs all staff and parents aware.		
58	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.	Clear guidelines to inform school nurse if any non-		



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Risk Assessment for Covid-19 (including Lateral Flow Testing on site)

		clinical incidents. School nurse to ensure it is reported to 119.		
59	Do not eat or drink for at least 30 minutes before doing the test to reduce the risk of spoiling the test.	This is detailed in the instructions with test-at-home LFD tests. Staff briefed in the staff meeting accordingly.		
60	Video on how to take the swab test: www.gov.uk/covid19-self-test-help not referred to before testing	Emailed to parents and staff.		
61	Surface and hands not cleaned before test or after test (if more than one test)	There is clear signage to wash hands and staff at the test site will remind those taking the test		
62	Test kit not checked for damage or expiry date	Test kits checked by processors		
63	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.	Clear information will be given and the child will be supervised		
64	Processing of the swab not completed in line with guidance including transferring the sample into the liquid and the liquid on to the well on the test strip.	Only processors will do this and have completed online training. those testing at home have written instruction.		
65	Not waiting 30 minutes, recording the result correctly with NHS and then taking the appropriate action if positive.	A timer is set for each test		
66	Soft, fabric tip of swab touches hands.	New swab given		
67	Fabric tip of swab touches tongue, teeth, cheek, gums or any other surfaces	New swab given		
68	Test kit not properly disposed of in waste bag provided and placed in general household waste	Information leaflet provided instructing to dispose of test kit in waste bag		



ALDRO

Risk Assessment for Covid-19 (including Lateral Flow Testing on site)

		provided in general household waste.		
69	Test on children under 12 continued despite child feeling pain	Not applicable		
70	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)	All test kits kept separate by processors in individual baskets		
71	Problems with hands or vision (May need someone to assist with the swabbing and testing process)	Staff available to assist		
72	No alternative measure if nose piercing (swab the other nostril or if both nostrils pierced remove one piercing before swabbing)	No one has a nose piercing but will follow the guidance if they do.		
73	Nosebleed within the last 24 hours (swab other nostril or wait 24 hours)	This guidance will be followed		
74	Unable to take a throat swab (then swab both nostrils)	This guidance will be followed		

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

	Hazard	Control Measures	Out come	Remarks / Re-assessment
1	Communication channels not working and not reviewed. (Email, text, facebook etc).	Staff are expected to check emails daily and have a staff meeting weekly. Minutes are sent out for those who miss the meeting, which staff are expected to read. Parents receive regular communication from the school via email. No parents allowed on site. Risk of		



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Risk Assessment for Covid-19 (including Lateral Flow Testing on site)

		missed communication mitigated by control measures on pupil arrival to school. Risk assessment and the guide will be available on the website.		
2	Staff, parents and pupils returning to school not provided or updated with full induction process or aware of changes and potential hazards.	Operating Procedures emailed to all staff and parents each time it is updated.		
3	Lack of a robust feedback and reply system to ensure best practice and two-way communications for pupils, parents, staff and governors	Pupils have a daily Form-time. Parents are in email contact with the school. Staff, and parents of pupils in school have a medical self-declaration to fill in.		
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.	The Headmaster (Head@aldro.org) is the hub for all COVID-19 related matters. The Bursar (bursar@aldro.org) should be contacted if the Headmaster is unavailable for any reason. The Chair of Governors is the nominated governor for COVID-19 matters and is routinely briefed by the Headmaster of any changes to the situation at school.		



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Risk Assessment for Covid-19 (including Lateral Flow Testing on site)

5	No school representative identified to liaise with local authorities and local health protection team.	The Headmaster, Nicky Carlier and the School Nurse.		
6	Local authorities and health protection teams not engaged prior to re-opening (and the benefit of their services in case of infection).	Regular contact where necessary. The school receives regular emails from the LA. PHE consulted in the case of an infection.		
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.	A spreadsheet is maintained by the School Nurse and the Bursar to record all Covid related absence so that it can be reported as needed.		
8	No system to communicate with staff who are unable or have not returned to school for fear of infection.	All staff are anticipated to be in school or working from home.		
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.	All parents have the school nurse's contact details		
10	No staff, pupil and / or parent health declaration implemented or recorded.	Weekly covid self declaration form sent out to all.		
11	Lack of knowledge of where pupils / staff have travelled from (other than home and school) on holiday or at weekends.	As above.		
12	Insufficient information on where pupils, staff and visitors have been located in school including the make-up of bubbles and activity groups.	All information recorded and kept with school secretary.		
13	Staff, parents and pupils not self-isolating after holiday and work visits to non-government agreed countries.	All staff, parents and pupils have been regularly reminded to follow Government guidance.		
14	Lack of robust rules for hygiene standards for staff and pupils – and failure to adequately enforce standards	All staff and pupils are reminded to wash their hands on		



ALDRO

Risk Assessment for Covid-19 (including Lateral Flow Testing on site)

		<p>arrival and at the start and end of each break.</p> <p>Hand sanitiser is provided throughout the school.</p> <p>Cleaning is done after each class, lunch sitting in addition to the normal regime.</p>		
15	Class and activity rooms not properly and regularly ventilated with fresh air.	There are windows in each room and these are kept open to ensure ventilation.		
16	Staff not trained or regularly updated in COVID-19 symptoms, SD and how these rules apply to teaching?	<p>There are signs up throughout the school to remind all of the 2m rule and likely symptoms.</p> <p>Teachers are reminded regularly to keep their distance from pupils.</p> <p>Staff to wear masks around school and where SD cannot be applied. Pupils in forms 7 & 8 to wear masks in the classroom as well as around school.</p>		
17	At drop-off and pick-up parents not complying with SD policy outside gates and entrances.	Two pick up/drop off points have been set up. The Headmaster/Bursar or Mrs Carlier are in attendance at drop off and then teaching staff at pick up.		



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Risk Assessment for Covid-19 (including Lateral Flow Testing on site)

		Timings are staggered and parents are reminded regularly of the rules.		
18	Staff and parents not cleaning frequently touched surfaces of bike, car, pram etc before and after journeys to school.	All reminded of the need for frequent cleaning.		
19	Insufficient or no guidance on safe travel to and from school (e.g. encouraging walking, cycling, minimise car sharing) or protocols at school gates etc.	Carefully staggered arrival and departure times. Parents are advised not to lift share and use their own vehicles. A school minibus service is in operation.		
20	Transit spaces (corridors), social zones (car parks, common rooms, playgrounds) do not support SD. Walk on the right protocol?	Transit spaces minimised to reduce risk. Parents to remain in cars at drop off and pick up. Pupils to enter through the gate one at a time. Markings on the ground in transit areas to show pupils where to stand and correctly SD. Corridors marked up using tape to show the required distance. Each bubble to have a separate outside area for play and lunch Only pupils of one bubble allowed in		



ALDRO

Risk Assessment for Covid-19 (including Lateral Flow Testing on site)

		<p>toilet facilities at any one time. Separate cubicles, sinks and urinals marked up for each bubble.</p> <p>Tape down the centre of corridors to allow two way traffic.</p>		
21	Learning and recreational spaces not de-conflicted or configured to SD rules for different groups or bubbles.	<p>All classrooms reconfigured to allow for 2m distance from the teacher and other pupils. All forward facing.</p> <p>Dining Hall reconfigured to allow maximum space between diners.</p> <p>Outside space/play areas split into zones for each bubble.</p>		
22	Little consideration of different age groups in timetabling, length of the school day and exposure to other age groups.	School day run almost as normal, shorter for the younger pupils.		
23	Insufficient consideration and alternatives to using public transport including staggering school start and finish times.	Staggered start and finish times and school minibus provided.		
24	No system in place to deal with bereavements, trauma, anxiety, stress, behavioural and sleep issues.	<p>School counsellor is available via teams.</p> <p>All staff INSET in Sept on child trauma.</p> <p>Assistant Head Pastoral will be kept up to date with any issues and a school nurse or matron will</p>		



ALDRO

Risk Assessment for Covid-19 (including Lateral Flow Testing on site)

		always be available when pupils are on site. 15 staff trained in First Aid for Mental Health in Summer term.		
25	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	Usual protocols apply.		

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

	Hazard	Control Measures	Out come	Remarks / Re-assessment
1	Lack of review, update or sharing of safeguarding, code of practice, and staff handbook policies.	Safeguarding policy has been updated to reflect current situation. The document 'return to school – a Guide for parents and staff' to run alongside code of conduct and staff handbook.		
2	Inset does / did not reflect required training for COVID-19 related procedures, safeguarding, H&S, well-being etc	Inset training on H & S and LFT. Usual safeguarding updates and training.		
3	Staff have insufficient instruction and training on identifying and supporting vulnerable pupils, parents and other staff.	All staff have received safeguarding training and know who to refer to.		
4	System of controls (see explanation above) not understood and / or properly implemented.	All staff have received safeguarding training and know who to refer to.		
5	DSL and ADSL not easily contacted and their contact information not known to all.	Information is displayed in school and included in the back of the guide for staff and parents. It is also on the website.		
6	No COVID-19 specific policy that includes medical responses, SD, teaching, socialising, feeding, hydration, well-being etc.	This document and the "Operating Procedures".		



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Risk Assessment for Covid-19 (including Lateral Flow Testing on site)

7	Revised fire drills, registers, routes and assembly points not rehearsed (to ensure where safe to include SD)	Pupils will be reminded of normal fire rules and the nearest exit and will complete fire drills as usual Pupils will be reminded to protect SD protocols during the drill.		
8	Needs of each age group and class not considered discretely in terms of support, activities and facilities.	As usual.		
9	Staff moving between classes and year groups not maintaining distance from pupils and other staff (ideally 2 m between adults)	Staff to wear masks and markings on the corridors to remind them to distance.		
10	Staff and pupils (where applicable) not wearing face coverings (if required) whilst moving between classrooms or activities. When and where appropriate.	All staff and pupils in years 7-8 are required to have at least 2 masks on site. A supply is kept for sale in the Headmasters Secretary's Office.		
11	Supply, peripatetic and/or other temporary staff moving between schools not minimising contact, maintaining as much distance as possible from other staff or observing hygiene rules.	All staff are communicated with in the same way.		
12	Roles conducive to home working and therefore helping to reduce infection (e.g. some administrative roles) not identified.	School Accountant works from home. IT occasionally. No other roles identified as suitable.		
13	The "ideal" of adults maintaining 2m distance from each other, and from pupils not realised or insufficient mitigating measures.	Plenty of space in school to allow for this. Constant reminders to all.		
14	Contact between groups or bubbles is not minimised or distance between individuals maintained and properly supervised.	Bubbles are kept separate with different drop off/pick up times, staggered breaks and different lunch sittings.		
15	Distinct and consistent groups or 'bubbles' not maintained or separated and so, in the event of a positive case, difficult to identify those who may need to self-isolate.	As above.		
16	Insufficient controls measures and safety precautions for larger groups with greater risk of infection.	Larger groups minimised and kept to bubbles only.		
17	Large gatherings such as assemblies or collective worship with more than one group not avoided.	Chapels and Assemblies held by bubble.		



ALDRO

Risk Assessment for Covid-19 (including Lateral Flow Testing on site)

18	Insufficient controls for those pupils allowed to mix into wider groups for specialist teaching, wraparound care and transport.	Specialist teaching and wraparound care continues in bubbles. Transport pupils are advised to wear masks and keep 2m apart.		
19	Younger pupils not supported in understanding the importance of maintaining distance, not touching staff and their peers - where possible.	Youngest pupils are year 3 and capable of understanding.		
20	No specific help and preparation for the changes to routine for pupils with SEND (whether education, health and care plans or on SEN support).	Pupils for concern raised weekly in staff meetings. Care Plans regularly updated where necessary. Classes given briefing on minimum expectations of classroom conduct.		
21	Where a pupil attends more than one setting on a part-time basis (e.g. dual registered) the system of controls not considered collaboratively to address identified risks.	Not applicable.		
22	Classrooms do not have side-by-side seating or forward facing desks to reduce risks.	All are forward facing and side by side.		
23	ITT trainees not sufficiently briefed, hosted and integrated in their support to school.	All are trained and briefed as usual.		
24	Volunteers not checked, left unsupervised, allowed to work in regulated activity or supported.	No volunteers on site.		
25	Recruitment process and pre-appointment checks not following legal requirements.	The usual recruitment processes and checks are followed and for interviews conducted online the Bursar meets online to check ID. The normal checks are then carried out for successful candidates.		
26	New staff and pupil registration and induction processes not adapted or compliant.	All induction processes are carried out as usual.		
27	Support staff and TAs in regulated activity do not have the appropriate checks.	This is all done as usual.		
28	SCR not updated with DBS related issues and required documents not properly verified or recorded.	SCR is updated as usual and normal checks carried out.		
29	Plans to separate work, learning, meetings, activities and play outside not fully considered	Detailed plans made to keep everything separate.		



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Risk Assessment for Covid-19 (including Lateral Flow Testing on site)

30	External coaches, clubs and organisations for curricular activities not risk assessed, or systems of control measures implemented.	All follow the same control measures as the normal school day.		
31	Opportunities for non contact sport, adventure play, Forest School, gardening etc not regulated or considered	These all continue as usual but following the latest guidance.		
32	Physical education, sport and physical activities not following the measures in their system of controls.	Head of Sport keeps abreast of the latest sports guidelines and ensures these are followed by the team.		
33	Indoor sports and activity areas not sufficiently well and regularly ventilated with fresh air.	ASC is a large well ventilated space.		
34	Sporting, play and SD rules unclear to staff, pupils, parents and visitors.	All school staff and pupils reminded on a regular basis.		
35	Pupils not kept in consistent groups, maximising distance between pupils or paying scrupulous attention to cleaning and hygiene during sports activities.	Bubbles are adhered to for sport.		
36	Sports equipment not sufficiently cleaned between each use by different individual groups.	All equipment cleaned between sessions and different sets used for different bubbles.		
37	Risk assessment for play, drama and dance activities not re-assessed, applied or checked.	The latest guidance is followed, some activities have been stopped and larger spaces are used for lessons.		
38	Added risk of infection where there is singing, chanting, playing wind or brass instruments not reviewed.	The latest guidance is followed, some activities have been stopped and larger spaces are used for lessons.		
39	Shared staff spaces are not set up or used to allow staff to distance from each other.	Drawing room and staff room set up to allow distancing.		
40	Staff meetings and staff rooms unregulated in terms of space, equipment, resources (copiers, kettles, biscuits tins etc) timings, SD and purpose.	Wipes available by copiers so that they can be wiped down. Soft furnishings removed from Staff room and screens erected between computers. Staff required to bring their own tea/coffee in flasks.		
41	Staff not having sufficient down time / rest during the working day / week?	Staff have the usual amount of time to rest.		



ALDRO

Risk Assessment for Covid-19 (including Lateral Flow Testing on site)

42	Staff schedules do not build in the need to avoid increases in unnecessary and unmanageable workload burdens.	All staff workload assessed annually. An allocation for 'duties' is given. Staff rep meetings fortnightly in alternance with the staff and the Headmaster		
43	Staff unable to manage the provision of both in school and remote learning.	All classrooms set up with Video streaming capabilities including webcams and MS Teams access.		
44	Security, CCTV and access systems not regularly checked, updated and (where necessary) re-coded.	These are checked and updated as usual.		
45	Parent, Pupil, Staff, Contractor, Visitor drop-off and pick-up procedures, in and out routes not shared, understood or applied.	These are shared in the "Operating Procedures"		
46	Appropriate safety measures not in place for wraparound childcare for both indoor and outdoor provision.	Wraparound care continues as usual but in bubbles.		
47	Transit spaces (corridors), social zones (common rooms / playgrounds) not configured to separate different groups.	Covered above.		
48	Classrooms don't reflect recommended layout, PPE, screening, enhanced cleaning rules and timings.	Covered above.		
49	Hand washing not part of school culture or routine e.g. no regular breaks for hand washing during the school day.	Covered above.		
50	Insufficient hygiene stations at entrances, exits, toilets, classrooms, play areas, common rooms, staff areas etc	Covered above.		
51	Hygiene stations (including bins) not stocked, checked, emptied and cleaned regularly.	Maintenance team and cleaners check and refill or empty on a routine basis.		
52	Unnecessary and unused items not removed from classrooms and other learning environments.	All unnecessary items removed and stored.		
53	Soft toys, furnishings, spare furniture and items that are hard to clean not removed and stored securely.	All unnecessary items removed and stored.		
54	Individual and frequently used equipment, such as pencils and pens not shared by staff or pupils (who use their own).	Pupils have own pencil cases that remain in school. Staff provided with board pens and rubbers to name and keep for personal use. Supply kept in the Bursars Office.		



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Risk Assessment for Covid-19 (including Lateral Flow Testing on site)

55	Classroom based resources, such as books and games and all frequently touched surfaces, which are used and shared within a group or bubble not regularly cleaned.	Minimal sharing. Library books quarantined for 72 hours.		
56	Management of resources shared between classes or bubbles not cleaned frequently and meticulously or rotated to be left unused and out of reach for a period of 48 hours (72 hours for plastics).	Minimal sharing. Library books and science equipment quarantined for 72 hours.		
57	Regulating the use and cleaning of locker, changing rooms, toilets and showers not managed and supervised.	Cleaned regularly by cleaning team and monitored by duty staff. Changing is supervised.		
58	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.	Pupils able to bring in essentials only in their school bags. Sports kit goes home weekly for washing. Pupils encouraged not to bring in other items.		
59	Pupils and staff taking necessary books and other shared resources home not sufficiently managed.	Pupils and staff encouraged to only take home essential items.		
60	Outdoor playground equipment should be more frequently cleaned or left fallow.	Equipment is cleaned frequently, and between each separate bubble's use.		
61	Assemblies, break times, meals, drop-off and collection times not sufficiently well staggered.	All staggered by bubble.		
62	Non-overnight educational visits not organised in line with protective measures (keeping children within consistent groups) and COVID-19 measures in place at destination.	No visits taking place.		
63	Meal times not de-conflicted or possible to achieve SD in the servery and dining areas whilst still providing sufficient nourishment.	Three sittings at lunch to allow for bubbles to separate.		
64	Catering staff rota not configured to avoid all catering staff having to self-isolate in case of infection and kitchen closing.	Not possible so staff required to wear PPE and keep their distance.		
65	Organisation of breakfast and after school club not revised in to small, consistent groups and maintaining year groups or bubbles.	Kept in bubbles.		
66	Pupil and staff mental health and wellbeing not considered with individual needs not identified or supported.	Staff wellbeing monitored, staff rep appointed and arrangement entered into with The Eaves.		
67	Insufficient pastoral and extra-curricular support for pupils to rebuild friendships and social engagement.	All staff keeping a close eye on this and reporting to the		



ALDRO

Risk Assessment for Covid-19 (including Lateral Flow Testing on site)

		Pastoral Care team who meet weekly.		
68	Insufficient support to address and equip pupils to respond to COVID-19 related issues.	Pupils receive Operating Procedures' via their parents. Details of Operating Procedures' discussed in Form Time and Assemblies, as well as in notices.		
69	Re-scheduling of activities not operating efficiently or safely due to SD rules and timings	All activities considered in the light of NGB guidelines and run accordingly.		
70	Plans, briefing and statistics for ISI / Ofsted visit not updated.	All documents being kept up to date and reviewed regularly. Preparation for ISI visit underway and INSET arranged. Mock inspections planned for Summer and Christmas terms.		
71	Roles suitable to home working, such as administration, not considered to help reduce risks of infection in school.	Accountant working from home, other roles all require presence on site when pupils are in.		
72	Those working/schooling at home not provided sufficient information and training to work safely	At home study and teaching supported by well-understood Teams platform.		
73	Those working/schooling from home not advised on suitable furniture and equipment	Allowed to take office chairs from school for home use.		
74	Those working/schooling from home not completed a Display Screen Equipment (DSE) assessment	As above, many do work in unsuitable conditions and where that is the case may be allowed to work on site.		
75	Those working/schooling at home not able to take regular breaks, stretching exercises, avoiding eye fatigue etc	30 min breaks between lessons and 1.5 hrs lunch to encourage this.		
76	Those working/schooling at home not kept in regular contact with the school and insufficient regard to their wellbeing	Questionnaires sent to all staff and those on furlough contacted by SMT. Regular weekly staff meeting and some social events online.		
77	Those working/schooling at home not advised on stress and mental health	Wellbeing focus, staff reminded of EAP.		



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Risk Assessment for Covid-19 (including Lateral Flow Testing on site)

78	Those working/schooling at home do not have an emergency point of contact or know how to gain help if needed	All staff know to contact the Head or the Bursar.		
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Medical Risk Assessment in the COVID-19 Environment

	Hazard	Control Measures	Outcome	Remarks / Re-assessment
1	Sickness management rules and the "don't come to work if you are ill" not understood or observed.	All staff reminded of this and the weekly Covid self declaration reinforces it.		
2	Staff and pupils who are ill or tested positive in the last 10 days do not know or are unwilling to stay at home.	A spreadsheet with dates is kept and so the school know who can return when.		
3	The procedure for isolating or sending staff and pupils home for 10 days and arranging a COVID-19 test is not understood (if anyone becomes unwell in school).	There is a flow chart detailing the process.		
4	Given (Serial 1 & 2) above household or group members do not understand that they must self-isolate for 10 days.	Everyone is reminded of the rules.		
5	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.	Staff have plenty of PPE and there are separate isolation areas for boarders and day pupils. Each with access to separate toilet facilities.		
6	Procedure is not clear for those Staff who have helped someone with symptoms and pupils who have been in "close contact".	Those who have been in close contact would be sent home or offered serial testing. Those who have helped if they adhered to the rules would continue as usual.		



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Risk Assessment for Covid-19 (including Lateral Flow Testing on site)

7	Staff not aware of meaning of "close contact" i.e.: <ul style="list-style-type: none"> Direct close contacts: face-to-face contact with an infected individual for any length of time, within 1 m, including being coughed on, talking face to face, or unprotected physical contact (skin-to-skin). Proximity contacts: extended close contact (within 1 to 2 m for more than 15 minutes) with infected individual. Sitting in a small vehicle (car) with an infected person. 	All staff are made aware and this is reiterated in the event of track and trace.		
8	Procedures for reporting COVID-19 instances to external authorities not known or applied.	The Headmaster, School Nurse and Bursar are all aware.		
9	Procedure for washing hands thoroughly for 20 seconds with soap and running water or using hand sanitiser after any contact with someone who is unwell is not understood or applied.	All staff and pupils were shown how to hand wash correctly by the school nurse. There are also posters in all hand washing areas to remind people.		
10	Procedure for cleaning, with normal household bleach, the area around a person with symptoms after they have left (to reduce the risk of infection) is not understood or applied.	Cleaning and medical staff aware and applying this.		
11	Science of risk not understood e.g. less severe symptoms in adults, younger children less likely to become unwell. Consistent groups help.	School Nurse keeps up to date with the latest science.		
12	Although a useful confidence measure routine temperature testing is not a reliable method to identify COVID-19 (PHE advice refers).	Temperature testing is only done for those who appear unwell.		
13	Insufficient medical staff to deal with temperature testing (if used), isolating and monitoring suspect COVID-19 cases, outside appointments and normal medical issues.	Temperature testing not carried out routinely as team know how to do it. All team know the procedure for isolation.		
14	No or insufficient training for those operating temperature testing or other precautions that require new equipment. Training not recorded for future reference.	All staff being trained for LFT.		
15	Medical staff have insufficient or unsuitable PPE, cleaning materials and training for tasks.	Plenty of PPE and cleaning		



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Risk Assessment for Covid-19 (including Lateral Flow Testing on site)

		equipment is maintained. Training is updated when needed.		
16	Temperature testing undertaken using unsafe methods, not reflecting SD rules, not recorded or kept appropriately.	Not applicable.		
17	No separate area for temperature testing, holding and isolation of pupils/staff. Areas not easily identified or regularly cleaned?	Medical room designated.		
18	Insufficient registration, induction, supervision (and temperature checking) of contractors working on site.	They are registered and supervised as normal.		
19	Young children not supervised using hand sanitiser (risk of ingestion). (Note: Skin friendly cleaning wipes is an alternative).	Not applicable.		
20	Young children and those with complex needs not supported in understanding importance of hygiene rules.	Not applicable.		
21	Lack of information on how to react to coughing and sneezing using tissues (and their disposal), crook of arm and immediately cleaning hands with soap and water or hand sanitiser.	All staff and pupils have been informed and posters are displayed.		
22	Hygiene rules not effective. "catch it, bin it, kill it" not re-publicised or applied.	Posters up and pedal bins in each classroom.		
23	Pupils not aware of behaviours which may increase the risk of droplet transmission (such as biting, licking, kissing or spitting).	Pupils informed by staff,		
24	Insufficient staff supervising and supporting normal medical staff particularly in their liaison with GPs, LA(?) etc.	All staff briefed on COVID matters. Well-resourced medical team made up of nurse, 2x matrons and Headmaster's wife.		
25	Visits of or to GPs / nurses / dentists and local surgeries changed and not known by staff and or pupils.	All pupil absence is registered with the Headmaster's Office. Pupil absence is checked daily.		
26	Staff are not aware those with COVID-19 symptoms should not go to a GP surgery, pharmacy, urgent care centre or hospital.	Everyone is aware.		



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Risk Assessment for Covid-19 (including Lateral Flow Testing on site)

27	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.	The school takes advice from PHE for all track and trace activity		
28	Testing equipment (such a Samba 2) not operated by trained staff or not compliant with CQC and GDPR rules.	Not applicable.		
29	Insufficient or no procedure for summoning emergency services, lack of safe RV and cleared routes in and out.	Usual procedure and routes followed.		
30	No early liaison with local health protection teams and LA who provide advice (and may recommend large groups self-isolate or school closure)	In the event of a case a phone call is made to discuss this immediately.		
31	Insufficient First Aid trained personnel (ratio) for pupils in school and on activities and sport.	Plenty of first aid staff and lists displayed throughout school.		
32	Actions for using first aid on those with no COVID-19 symptoms unclear and not briefed.	People with COVID-symptoms are not in school. Those presenting with symptoms in school are isolated and cared for by the medical team who are wearing appropriate PPE.		
33	Not compliant with requirements for EYFS and PFA certification.	NA		
34	Medical policy, procedures and appropriate response to spectrum of medical issues not revised or shared?	Revised by the School Nurse.		
35	Pregnant women are in the 'clinically vulnerable' category and not following the relevant guidance.	No pregnant women currently on site.		
36	Lack of School decision or policy for level of PPE required for staff or pupils.	PPE requirements and expectations cleared laid out.		
37	Insufficient training for all those that wear face coverings including fitting, storing, care and disposal arrangements.	Only the medical team who have been trained by the School Nurse.		



ALDRO

Risk Assessment for Covid-19 (including Lateral Flow Testing on site)

38	Different age groups with different risk profiles for each group of staff and pupils not risk assessed?	The school operates in KS2-3. The same RA and operating procedures apply to all, with age-specific differences highlighted (eg mask wearing)		
39	School unaware of those that have been identified as Clinically Extremely Vulnerable (CEV) via a letter to the individual from NHS or their GP.	All staff were asked this question and a log kept.		
40	Clinically Extremely Vulnerable (CEV) staff and pupils have not been advised whether to work from home or go to school during period of national restrictions.	CEV staff advised to stay at home for work or kept on furlough.		
41	Measures in school are not sufficiently robust for clinically vulnerable staff and pupils.	As above		
42	Medical advice for vulnerable staff and children not being followed and insufficient support both at school and at home.	Staff and pupils in receipt of medical advice share this with the Bursar and specific risk assessments are undertaken for vulnerable people.		
43	Those with particular characteristics and an increased COVID-19 risk not identified and sufficient measures taken to reduce risks.	These members of staff have been identified through the use of a questionnaire and any necessary steps taken.		
44	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.	This is recorded in a spreadsheet shared by the School Nurse and the Bursar.		
45	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.	As above.		



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Risk Assessment for Covid-19 (including Lateral Flow Testing on site)

46	Lack of recording of which staff and pupils have been sent home with COVID-19 symptoms (a cough, high temperature or shortness of breath).	As above.		
47	Lack of regular dialogue with those that have suffered from COVID-19 and / or are isolated at home.	Staff are checked in with by their line manager and pupils/parents communicated with by Form teacher.		
48	Policy on wearing uniform and if washing also required to prevent infection for staff and pupils not re-considered.	Normal uniform and washing considered to be sufficient.		

Boarding Risk Assessment in the COVID-19 Environment

	Hazard	Control Measures	Outcome	Remarks / Re-assessment
45	Boarding policies and procedures not updated, regularly reviewed and communicated.	Updated on each return to school and e mailed to parents.		
46	Security and access systems (if now in use) not regularly checked, updated and re-coded.	Door codes updated each half term. Only boarding staff have access to the boarding house.		
47	Boarding staff have inappropriate PPE, cleaning materials and training for tasks.	PPE and equipment available. Matrons and school nurse responsible for all covid related matters and have received required training.		
48	Communication and procedures for welcoming back boarders and part-time boarders not applied.	Usual processes followed. Parents not allowed in the boarding house at the moment.		
49	Insufficient consideration of measures and precautions for flexi and weekly boarders.	All boarders treated as one household due to low numbers and only one house.		



ALDRO

Risk Assessment for Covid-19 (including Lateral Flow Testing on site)

		If a suspected case of a part time boarder parents required to collect immediately. If full time then isolated in isolation dorm.		
50	Insufficient efforts by school and parents to reduce travel between home and school and so reduce risk of infection.	Parents encouraged to increase boarding nights in order to reduce travel.		
51	No plans or alternative arrangements for boarders to travel on dedicated school transport rather than public transport.	Boarders generally travel in taxis or guardians' private vehicles.		
52	Insufficient space and resources for isolating overseas pupils for 10 days on their return.	Not required as boarders isolate with guardians prior to arrival.		
53	Insufficient controls for boarders to move between residential and school day groups.	One household over night but then in class bubbles during the day.		
54	SD, separation and socialising rules not adhered to in the boarding house.	One household, staff keep two meters SD and wear masks in the boarding house.		
55	Rules and procedures for exeat, trips and activities out (or not!), appointments or visits from family and / or guardians not complied with or understood.	Parents and guardians not allowed access to the boarding house and no external trips are undertaken.		
56	Fire instructions and new procedures not reviewed, understood or rehearsed. (Fire drills, routes and assembly points)	Usual procedures apply.		
57	Are there sufficient rooms and a bathroom to isolate and supervise pupils (and staff).	Dorm and separate bathroom available to isolate pupils. Staff would go home.		
58	Do those in attending isolated cases know the procedures and have access to PPE?	Staff trained and PPE available.		



ALDRO

Risk Assessment for Covid-19 (including Lateral Flow Testing on site)

59	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).	No, full time boarders isolate at school unless parents in UK and can collect. Part time boarders sent home immediately.		
60	Laundry, bedding, furnishings, games and items that are hard to clean not removed and stored securely.	N/a		
61	Staff to pupil ratio does not reflect SD rules (including medical and emotional support).	N/a		
62	Insufficient bathroom facilities if bed spaces have been reconfigured.	N/a		
63	Boarders not equipped with authorised and compliant equipment to stay-in touch with parents.	Pupils always able to contact parents with permission and when required.		
64	Boarders aware of global news and how it may affect them or their family.	Yes, with staff supervision.		

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

	Hazard	Control Measures	Outcome	Remarks / Re-assessment
1	Drivers not regularly briefed on changes or included in staff briefings and revised schedules and notices.	External company used, Bursar has spoken to them regarding their Covid protocols.		
2	Drivers not fully considered, supported or rostered (particularly relating to age and vulnerability).			
3	Drivers have insufficient / inappropriate PPE, cleaning materials and training.			
4	Drivers not protected by screens and / or procedures that should be known to parent, carers and pupils.			
5	Dedicated transport not aligned with the principles underpinning the system of controls.			
6	Travel in or out of local areas not minimised or avoided, and the number of journeys not reduced where possible.			
7	Dedicated school transport not operating to SD and hygiene rules or with sufficient PPE and cleaning arrangements.			
8	Pupils not grouped together on transport reflecting consistent bubbles or groups that are adopted within school.			
9	Insufficient or no use of hand sanitiser upon boarding and/or disembarking.			
10	No additional cleaning of vehicles (all touch points) before and after each journey.			



ALDRO

Risk Assessment for Covid-19 (including Lateral Flow Testing on site)

11	Poorly organised queue and boarding process and SD not observed within vehicles wherever possible.			
12	Use of face coverings for pupils in Year 7 and above as a mitigating measure not understood by pupils and parents.			
13	Measures, in case of emergency, for the movement of a symptomatic pupil by school transport not considered in policy.			
14	School vehicles not fully registered, insured, maintained and stocked with appropriate hygiene materials.			

Support Staff Risk Assessment in the COVID-19 Environment

	Hazard	Control Measures	Outcome	Remarks / Re-assessment
1	Support and contract staff not regularly briefed on changes to school operation.	Weekly staff meetings and minutes sent around. The Bursar holds separate support staff meetings to brief on any major changes.		
2	Physical meetings recognise SD, hygiene arrangements including well-ventilated rooms or, if possible, outside.	These are held in the Dining Hall, SD, with masks being worn.		
3	Support staff and cleaners not fully considered or supported (particularly relating to age and vulnerability).	Communication channels vary to ensure all can be spoken with.		
4	Support staff have insufficient/inappropriate PPE, cleaning materials and training.	Support staff have access to plenty of PPE.		
5	Cleaning regimes not enhanced, regularly reviewed, inspected or conforming to revised hygiene rules.	All regimes updated to comply with new rules.		
6	Security and access systems not regularly checked, updated and re-coded.	Codes changed termly as usual.		
7	Reconfigured areas, zones and routes hampering fire exits and routes.	Checks made to ensure this does not happen.		
8	Fire and other emergency procedures not reconfigured, routes not clear or regularly inspected.	As above.		

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.	Sanitiser outside all classrooms and plenty of handwashing facilities.		



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Risk Assessment for Covid-19 (including Lateral Flow Testing on site)

2	Policy and procedures for contractors including signing in and out, and badges on school sites not reviewed, and / or enforced.	Contractors kept to a minimum. Usual sign in procedure with the addition of the covid weekly self declaration. Badges kept in quarantine for 72 hours after use.		
3	Contractor health declaration and pre-work briefings not considered or implemented.	All considered as usual.		
4	Contractor (and visitor) hygiene arrangements not considered including parking, guiding, supervision, breaks, meals and toilets.	As above.		
5	Insufficient heating and/ or cooling system (including insufficient fuel levels if applicable).	Maintained as usual		
6	Insufficient gas supply, maintenance, checks, venting and valves.	As above.		
7	Air conditioning units, ducts, ventilation and extraction systems not checked on re-occupying school facilities (including workshops).	As above.		
8	Centralised ventilation system that removes and circulates air to different rooms is not using a fresh air supply.	No applicable.		
9	Electrical tests not up-to-date including emergency lighting and PAT including electrical equipment bought in to school.	Carried out as usual.		
10	Water testing for temperature, flow and legionella not in date, recorded or tested on re-opening facilities.	Carried out as usual.		
11	Insufficient arrangements for the operation, additional cleaning and security (and use) of the swimming pool.	Closed for the winter.		
12	Fire alarm panel, system and extinguishers not in date and not serviced.	Carried out as usual.		
13	Fire doors improperly propped open to limit use of door handles and increase ventilation.	This is allowed for entry in the morning and staff have been reminded to ensure they are closed after.		
14	Limiting occupancy of as many rooms as possible (offices, laundry, common rooms etc) not considered.	Not possible.		
15	Kitchen not reconfigured, stocked and cleaned if closed over a long period.	Not applicable.		
16	Insufficient chefs, supervising staff and cleaners to maintain high standards of hygiene.	Agency staff on standby to assist if needed.		
17	Servery and dining room rules inadequate or unsafe including wiping table, chairs and hard surfaces between sittings.	All areas are cleaned between sittings.		
18	Insufficient drinking supplies and hydration available in dining room and around the school.	Pupils and staff are reminded to bring in their own water bottles. There are		



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Risk Assessment for Covid-19 (including Lateral Flow Testing on site)

		refilling stations at each break.		
19	Cleaners changed working patterns during the day not discussed or agrees to meet the revised hygiene requirements.	Amended as needed if possible.		
20	Cleaners have insufficient or revised instructions and training for appropriate cleaning and the wearing and disposal of PPE.	Cleaners all informed of latest protocols and given PPE.		
21	New service level agreement not agreed for contract cleaners, maintenance and grounds for a new working environment.	Not applicable		
22	Insufficient cleaning staff for revised cleaning schedule and deep clean of each room and space daily unless left fallow.	Agency staff on standby.		
23	Insufficient immediate procedures (quarantine and deep clean) and PPE where areas contaminated with bodily fluids.	Fogging machine purchased,		
24	Cleaning staff not equipped or using appropriate PPE including aprons, gloves, face coverings and their subsequent disposal.	All cleaning staff provided with PPE.		
25	Laundry wash and dryers not serviceable, unable to cope with temperature requirements and insufficient wash products.	Laundry maintained as usual.		
26	Suspended services not re-set or reviewed to cater for current school operation including waste disposal.	All services running as usual.		
27	Scheduled or on-going building works not reviewed given revised school timetables, staggered drop-off / pick-ups times.	Not applicable.		
28	Suppliers not following appropriate SD, hygiene measures and new routes, arrival details etc	Suppliers briefed as needed.		
29	Waste procedures not reviewed or sufficient to cater for increase in waste measures.	Increased pick ups organised		
30	Pest control services not sufficiently regular, recorded or deficiencies identified and actioned.	Carried out as usual.		
31	How often is this Risk Assessment reviewed? Daily? Weekly? Monthly? Termly? Annually?	As needed		