

Cavendish Education & Training Ltd

Pull Court, Bushley, Tewkesbury, GL20 6AH

Location: Whole School

Title : Whole School Risk Assement	Date of Assessment : 17/05/2021	Risk Assessor : Stephen Giles
Risk Assessment Reference : COVID-19 - Whole School	People involved in making this assessment : Stephen Aiano , Branimir Karavla, Robert Starr, Candie Thorley, Tom Butt, Gwen Hamilton , Stephen Giles, Nick Oldham	
Task/ Process : Assessing and mitigating the risks associated with COVID-19	People at Risk :	

Hazard : Visitors/ Contractors Visitors or contractors are at risk of infecting/ becoming infected with COVID-19
Control Measures:
1. Please refer to visitor risk assessment.
2. Visitors are to report to reception to complete the iPad sign in and must read the T&Cs for visitors & contracts visitor log book and complete a COVID-19 declaration form (return to work form).
3. All visitors to wear face mask onsite and can only remove this once Social Distancing can be maintained or work in isolation.
4. All visitors are to wash thoroughly their hands or sanitise their hands and adhere to the "Hands, Face, Space" and "Catch it, Bin it, Kill it" protocol promoted on site
5. Following Step 3 (17th may 2021) of The Roadmap out of Lockdown, Visitors, Peri Teachers and contractors will be required to continue wearing facemasks whilst onsite until further notice.

Hazard : Pupils are at risk of infecting/ being infected Pupils returning to site are asymptomatic and infect others within school or are infected whilst at school
Control Measures:
1. All boarders & day pupils are testing twice a week in boarding houses/ from home
2. Following latest government advice, pupils will be tested 3 times (3-5 days apart) with Lateral Flow Test on 07/03 (Boarders) 08/03 (Key Stage 4/5) and 09/03 (Key Stage 3). (Updated 04/03/21)
3. Refer to all other "Hands, Face, Space & Ventilation" and year group bubbles in operation on this risk assessment. (Updated 04/03/21). Facemasks are no longer mandatory in schools (updated 17/05/21).

Hazard : Staff attending site are at risk of infecting/ being infected with COVID-19 Infection is introduced onto site or passed onto staff
Control Measures:
1. All staff are now self tested twice weekly with Lateral Flow Tests as per government advice. Results are to be kept by teaching staff and Test & Trace used. Positive results/ test issues are to be conveyed to school nurses immediately and staff are to PCR test (updated 17/05/21).
2. Hands, Face, Space, Ventilation must be adhered to by all staff. Facemasks are not mandatory from 17/05/21.

Hazard : Transport It is impossible for the school to provide separate transport for each bubble on each route. Therefore, the risk is managed with the used of PPE and other practical mitigants. The use of school transport provides an environment where the spread of COVID-19 can occur

Control Measures:

1. Refer to separate Bus & Pedestrian Risk assessment
2. School Bus COVID rules v4 communicated to parents & operators on 01/03/21 (parents) and 04/03/21 (operators).
3. Sanitising of hands on entering and leaving the bus (at school).
4. Risk assessments provided by each operator.
5. Face coverings worn on school transport by all passengers and driver.
6. Air flow encouraged on buses. If not able to open window "through flow of air" is used, rather than recycling warm air.
7. Pupils on different transport routes are treated as separate bubbles for purposes of a direct contact (as defined by the government).
8. Following Step 3 (May 17th) of The Roadmap out of Lockdown, face masks will continue to be worn on school buses, except where an entire year group is on one bus.

Hazard : Start & End of School – procedures not in place/ followed That bubbles are compromised at the start and end of the day, with an increase in the volume of people converging on concentrated areas of the school.

Control Measures:

1. Day buses areas are marked with 2m ground markings and have several hand sanitising stations.
2. Day bus areas are staffed to assist pupils and ensure that they are adhering to social distancing.
3. Defined area of car park is used for junior school.
4. Low volume of day pupils that do not use school transport, so relatively easy to socially distance.
5. Parents- Parents can enter site, but only via reception at Pull Court (from 17/5/21). Parents must wear a facemask until asked to remove it by a staff member, if preferred.

Hazard : Unsuitable cleaning/ Sanitising regime in school Areas of the school are inadequately cleaned, leaving COVID-19 able to spread within the school community.

Control Measures:

1. In-house Cleaning team - 7 cleaning staff, each maintaining their allotted areas on a daily basis
2. Cleaning between use/ claseses - Teachers use ionised disinfectant to wipe desks and Chromebooks between classes. This is ionised water disinfectant is 100% safe and no COSHH implications.
3. Fogging of classrooms - Sanitising of classrooms occurs during break and lunch using fogging machines. Each classroom can be fogged in less than 1 minute.
4. Regular use items - Cleaning staff follow 21 day rotational cleaning of items that have regular use, using specialist Zono product
5. Sign off of areas cleaned within school to ensure full and regular coverage.
6. Cleaning products - only use of non-harmful/ products that combat COVID-19.
7. Following Step 3 (May 17th) of The Roadmap out of Lockdown, the school will continue with all aspect of cleaning & sanitisation employed during previous steps of lockdown

Further Control Measures Required:	Added Documents	Assignee	Due Date	Status
1. To ensure all areas of school are sanitised and recorded as such with 21 day cover applied to high touch points in school		Branimir Karavla	11/01/2021	Completed
2. To ensure all areas of school are sanitised and recorded as such with 21 day cover applied to high touch points in school		Branimir Karavla	18/01/2021	Completed
3. To ensure all areas of school are sanitised and recorded as such with 21 day cover applied to high touch points in school		Branimir Karavla	25/01/2021	Completed
4. To ensure all areas of school are sanitised and recorded as such with 21 day cover applied to high touch points in school		Branimir Karavla	01/02/2021	Completed
5. To ensure all areas of school are sanitised and recorded as such with 21 day cover applied to high touch points in school		Branimir Karavla	08/02/2021	Completed
6. To ensure all areas of school are sanitised and recorded as such with 21 day cover applied to high touch points in school		Branimir Karavla	15/02/2021	Completed
7. To ensure all areas of school are sanitised and recorded as such with 21 day cover applied to high touch points in school		Branimir Karavla	22/02/2021	Completed
8. To ensure all areas of school are sanitised and recorded as such with 21 day cover applied to high touch points in school		Branimir Karavla	01/03/2021	Completed
9. To ensure all areas of school are sanitised and recorded as such with 21 day cover applied to high touch points in school		Branimir Karavla	08/03/2021	Completed
10. To ensure all areas of school are sanitised and recorded as such with 21 day cover applied to high touch points in school		Branimir Karavla	15/03/2021	Completed
11. To ensure all areas of school are sanitised and recorded as such with 21 day cover applied to high touch points in school		Branimir Karavla	22/03/2021	Completed
12. To ensure all areas of school are sanitised and recorded as such with 21 day cover applied to high touch points in school		Branimir Karavla	29/03/2021	Completed
13. To ensure all areas of school are sanitised and recorded as such with 21 day cover applied to high touch points in school		Branimir Karavla	05/04/2021	Completed
14. To ensure all areas of school are sanitised and recorded as such with 21 day cover applied to high touch points in school		Branimir Karavla	12/04/2021	Completed
15. To ensure all areas of school are sanitised and recorded as such with 21 day cover applied to high touch points in school		Branimir Karavla	19/04/2021	Completed
16. To ensure all areas of school are sanitised and recorded as such with 21 day cover applied to high touch points in school		Branimir Karavla	26/04/2021	Completed
17. To ensure all areas of school are sanitised and recorded as such with 21 day cover applied to high touch points in school		Branimir Karavla	03/05/2021	Completed
18. To ensure all areas of school are sanitised and recorded as such with 21 day cover applied to high touch points in school		Branimir Karavla	10/05/2021	Completed

19. To ensure all areas of school are sanitised and recorded as such with 21 day cover applied to high touch points in school		Branimir Karavla	17/05/2021	Completed
20. To ensure all areas of school are sanitised and recorded as such with 21 day cover applied to high touch points in school		Branimir Karavla	24/05/2021	Action Due

Hazard : Supplies of hand soap/ hand santiser/ paper towels The supply of soap/ hand sanitiser and paper towels are not maintained correctly around the school premises

Control Measures:

1. Cleaning staff are responsible for the replenishment of soap and hand sanitiser around site. Therefore as a minimum these are checked daily.
2. Stock of high use items are maintained. Regular stock take is maintained and re-order process is in place.
3. Staff know to contact bursary in the event that any shortages happen around site
4. Cleaning on a daily basis of surfaces is using ionised water, which will kill COVID-19 after 1 minute of being applied. The school produces this onsite and is not reliant on an external supplier therefore.

Further Control Measures Required:

	Added Documents	Assignee	Due Date	Status
1. Ensure all stocks of sanitising, cleaning items are maintained		Branimir Karavla	11/01/2021	Completed
2. Ensure all stocks of sanitising, cleaning items are maintained		Branimir Karavla	18/01/2021	Completed
3. Ensure all stocks of sanitising, cleaning items are maintained		Branimir Karavla	25/01/2021	Completed
4. Ensure all stocks of sanitising, cleaning items are maintained		Branimir Karavla	01/02/2021	Completed
5. Ensure all stocks of sanitising, cleaning items are maintained		Branimir Karavla	08/02/2021	Completed
6. Ensure all stocks of sanitising, cleaning items are maintained		Branimir Karavla	15/02/2021	Completed
7. Ensure all stocks of sanitising, cleaning items are maintained		Branimir Karavla	22/02/2021	Completed
8. Ensure all stocks of sanitising, cleaning items are maintained		Branimir Karavla	01/03/2021	Completed
9. Ensure all stocks of sanitising, cleaning items are maintained		Branimir Karavla	08/03/2021	Completed
10. Ensure all stocks of sanitising, cleaning items are maintained		Branimir Karavla	15/03/2021	Completed
11. Ensure all stocks of sanitising, cleaning items are maintained		Branimir Karavla	22/03/2021	Completed

12. Ensure all stocks of sanitising, cleaning items are maintained		Branimir Karavla	29/03/2021	Completed
13. Ensure all stocks of sanitising, cleaning items are maintained		Branimir Karavla	05/04/2021	Completed
14. Ensure all stocks of sanitising, cleaning items are maintained		Branimir Karavla	12/04/2021	Completed
15. Ensure all stocks of sanitising, cleaning items are maintained		Branimir Karavla	19/04/2021	Completed
16. Ensure all stocks of sanitising, cleaning items are maintained		Branimir Karavla	26/04/2021	Completed
17. Ensure all stocks of sanitising, cleaning items are maintained		Branimir Karavla	03/05/2021	Completed
18. Ensure all stocks of sanitising, cleaning items are maintained		Branimir Karavla	10/05/2021	Completed
19. Ensure all stocks of sanitising, cleaning items are maintained		Branimir Karavla	17/05/2021	Completed
20. Ensure all stocks of sanitising, cleaning items are maintained		Branimir Karavla	24/05/2021	Action Due

Hazard : Staff training is inadequate on COVID-19 (symptoms, handwashing, testing) Staff are not fully aware of the expectations regarding COVID-19 and the prevention of it, based on the latest guidance issued.

Control Measures:

1. Staff have been given access to training videos included as links to the Whole School Risk Assessment in September 2020, via Staff update.
2. INSET training day, prior to the start of September, covered COVID and staff expectations.
3. Headmasters/ bursars updates to staff - reminder of protocol.
4. Staff briefings/ Google meets used as format to convey changes & discuss Return to School. (Updated 04/03/21)
5. Frequently Asked Questions issued to staff on 03/03/21, including testing videos & expectations regarding testing. (Updated 04/03/21).
6. Staff Update issued on Friday 14th May, regarding new protocol for Monday 17th May and daily briefing notes are used to remind staff of COVID protocol, where needed.

Hazard : Restricted areas, e.g. corridors, car parks Areas where social distancing cannot be easily maintained increases the risk of COVID-19 transmitting between the Bredon School Community.

Control Measures:

1. Where possible one-way systems operate. Where this is not possible, SD rules and hygiene emphasised (notices).
2. Pupils are told to avoid cross-over where possible.

3. Clearly mark floors (directional signage)
4. Signage (one-way and SD in abundance in corridors)
5. Following Step 3 (May 17th) of The Roadmap out of Lockdown, the mandatory use of facemasks in common areas and classrooms has been lifted. However, pupils and staff can choose to wear a facemask if they wish.
6. Parents communication, via headmasters letter have asked parents not to congregate in car parks. The meeting of parents outside in the car park will follow step 3 of the Roadmap out of National Lockdown (i.e. 30, but socially distanced).
7. Following Step 3 (May 17th) of The Roadmap out of Lockdown, 1m + social distancing is still being promoted around school

Hazard : Hygiene and social distancing rules are not adhered to in school All people attending site are not following the government guidelines on "Hand, Face, Space"

Control Measures:

1. Visible reminders (1m + social distancing)
2. Supervision of pupils to ensure that they are verbally reminded of SD, during breaktimes
3. Junior School to operate in bubble (pupil numbers are similar to a senior year group) & senior School will operate in year group bubbles.
4. Communications to staff in INSET and at briefings to remind pupils to use sinks
5. Separation of bubbles in break time into defined areas of school, to help with adherence to "Space" element
6. "Wet break" protocol ensures all age groups remain supervised and separated
7. Staff briefings used as communication to remind staff to ensure pupils conform to rules - cascaded at tutor groups.
8. Use of Zoono (24 hour protection) hand sanitiser is used at entrance to dining room. Alcohol-based hand sanitisers are used at various hand sanitising stations around site.
9. High touch points are cleaned on 21 day cycle with Zoono product that protects against COVID-19 (and other variants of the coronavirus) for 28 days e.g. sports equipment, door handles.
10. Catering - dining hall set up with all forward facing tables to reduce aerosol effect of eating and talking
11. One way systems are in place all around and marked with signage and floor markings. These continue to be operation, even after 17th May 2021.
12. "Catch it Bin it Kill it" signage displayed around site to encourage reduced aerosol spread

Hazard : The transfer of infection with the use of shared equipment School equipment is shared between pupils that have not been cleaned or quarantined between use and could be the source of COVID-19 transmission.

Control Measures:

1. Classroom - Pupils are to bring their own stationery to school (no sharing).
2. Classroom - Teachers to clean shared school equipment when shared use is unavoidable, between classes for example.
3. Refreshments - Pupils bring their own water bottles into school.
4. Parents have been asked for pupils to Bring Your Own Device (laptop) into school where possible to reduce multi use.

- 5. Catering - All snacks are handed out by catering (with PPE worn) at break time. All fruit and cakes provided to pupils and staff have been removed until further notice.
- 6. Shared equipment that cannot be avoided is cleaned on a rotational basis every 21 days with Zoono (28 day cover) product e.g. sports equipment, which kills COVID-19 on contact.

Hazard : Clothing The regular washing of clothing and changing facilities are adequate to not encourage the spread of COVID-19.

Control Measures:

- 1. Full School uniform is to be worn.
- 2. On days when games afternoons take place, pupils are encouraged to wear sports kit to school to reduce the need for changing room use.
- 3. Boarding pupils clothes are washed regularly and capacity of laundry increased with new gas tumble drier in autumn term & washing capacity has been increase with 4 new machines.
- 4. Separate apron, overall and boots are used in most instances for activities such as art, catering and outdoor education.

Hazard : Configuration of classrooms are not compliant to SD rules In classroom, pupils are seated in a way to reduce the impact of being a direct contact.

Control Measures:

- 1. Forward facing desks in classrooms only
- 2. Teachers at the front of the class, more than 2m away from pupils
- 3. Classrooms have signage and tape on floors to encourage social distancing.
- 4. One-way systems in operation in most areas of school. Where not possible, teachers are to stagger the leaving of classrooms.
- 5. Flexi-use of largest classrooms, so that largest class sizes can adhere to social distancing.
- 6. Promotion of air flow in classrooms
- 7. Following Step 3 (May 17th) of The Roadmap out of Lockdown, pupils are no longer mandated to wear facemasks, although this remains optional.

Hazard : Ventilation & fresh air Rooms are not accessing fresh air

Control Measures:

- 1. Teachers to encourage the opening of windows & doors throughout the day.
- 2. Transport users (see transport users)
- 3. Staff to close windows and doors at end of the day (for security reasons).
- 4. Additional heating of classrooms has been provided where needed to encourage window opening, when weather is colder.

Hazard : External space enables mixing of 'Bubbles' There is a potential for different year group bubbles to mix within the school

Control Measures:

1. Summer boundaries (use on field) from 17th May 2021, cordoned off with rope and fully supervised.
2. Separate snack stations for each year group, manned outside by catering staff to encourage social distancing (and where PPE).
3. Staggered lunch easing dining room congestion
4. Wet break protocol, with snack drop off by catering – securing bubbles.

Hazard : Internal space enables mixing of Bubbles The limited internal space compromises the operation of bubbles.

Control Measures:

1. Separate areas of the school are used for different Bubbles, eliminating cross-over of Bubbles.
2. Staggered lunch to reduce lunchtime
3. One way systems and 1m+ SD to minimise close contact
4. One way systems limit the direct contact of different year group bubbles
5. Following Step 3 (May 17th) of The Roadmap out of Lockdown, face masks are no longer mandatory in schools common areas and in classrooms.

Hazard : Boarding bubbles There is a conflict between boarding bubbles and Day pupils, in that there is an unavoidable mixing during the day.

Control Measures:

1. All other mitigants, such as "Hand, Space, Ventilation is promoted during the day and will be a "break" in the chain of contacts of bubbles.
2. Refer to classroom risk and mitigants
3. Refer to catering risk and mitigants.
4. Please refer to the boarding risk assessments

Hazard : Use of ablution facilities Toilet facilities are adequate for the number of pupils and are that cleaning occurs regularly.

Control Measures:

1. Designated toilet areas for 'Bubbles' to use (Male and female). These are regularly cleaned and sanitised.
2. Additional sanitising of stable house toilets that also double as boarding toilets.

Hazard : Staff /pupil meetings & gatherings Gatherings of staff or pupils provides an opportunity for social distancing to not be adhered to and possible transmission of COVID-19. Where possible these should be conducted remotely.

Control Measures:

1. From 17th May 2021, all staff briefings continue to be remote briefing until advised by government as safe to do so.
2. Assemblies reduced to year group bubble assemblies.

3. 1m + Social distancing should be maintained.

Hazard : School Sports In conducting school sports, COVID-19 can be spread amongst players and staff. however, there is a generally accepted view that sports are an important part of the social development and well-being of pupils.

Control Measures:

1. Sports Risks Assessments undertaken by the Director of Sport and based on latest advice and Best Practice.
2. All sports activities are risk assessed and follow, where applicable, sporting governing body guidelines
3. All sports fixtures can resume from May17th, with COVID risk assessments prepared for each activity.

Hazard : Use of play/ outdoor activity equipment The constant use of activities equipment is a contact point for the transmission of COVID-19.

Control Measures:

1. Play equipment is used only in controlled circumstances (e.g. climbing walls and shooting are an organised event with separate risk assessments for COVID-19).
2. Play equipment to be sanitised with Zoono product (21 day cover)
3. Focus on outdoor activities
4. Adherence to sports governing bodies for return to sport protocol (e.g. RFU, Netball England, England Hockey, etc.).

Hazard : Catering facilities – control of COVID-19 In providing onsite catering facilities for pupils and staff, that measures are in place to reduce the risk of the spread of COVID-19.

Control Measures:

1. Catering is outsourced to Palmer & Howell.
2. Staff all wear PPE
3. One-way system in operation
4. On entrance to dining hall, 24 hour protection sanitiser is used.
5. "Grab & Go" food options to minimise the congregation of pupils and staff in the dining hall.
6. Staggered sittings per year group with cleaning of desks in between sittings.
7. All 72 seating places desks are forward facing and socially distanced from one another, normally three diners per tressell table.
8. External marquee and picnic benches outside provide more seating when preferred.

Hazard : Admissions The importance of new pupils to the roll is high and therefore, every effort is made to balance the future of the school with the health of it's existing community.

Control Measures:

1. Please refer to the Admissions and taster day risk assessments.
2. School sign in and sign out protocol is followed, with visitor risk assessments being completed at reception.
3. Visitors onsite can begin, but must adhere to Hands, Face & Space
4. Taster days can begin. If years 7 and above, must seek evidence of a negative lateral flow test prior to entering site.

Hazard : Medical - Insufficient Staffing of Medical/ Testing areas In the control and treatment of COVID-19, there is to be adequate staffing in the medical centre.

Control Measures:

1. Nurses available First Aid trained staff on site identified
2. Welfare staff assigned on site, via Pastoral centre.
3. Two nurses employed within medical centre.
4. Teens in Crisis is an external contract the school has for mental health wellbeing in addition to our school nurses,
5. Extra hours are given to ensure full complement of staff, always.

Hazard : Medical - Medical room not properly equipped Insufficient amounts of PPE, drugs, sanitiser, rooms, etc

Control Measures:

1. Medical room has been moved at start of autumn term to SMART building (see above)
2. Regular stock takes of PPE and medicines are carried out by the nurses.
3. Access to Mythe Medical Practice, with a short drive.

Further Control Measures Required:	Added Documents	Assignee	Due Date	Status
1. Maintain stocks of PPE		Branimir Karavla	11/01/2021	Completed
2. Maintain adequate medical supplies		Jill Blakeney	11/01/2021	Completed
3. Maintain adequate medical supplies		Jill Blakeney	18/01/2021	Completed
4. Maintain stocks of PPE		Branimir Karavla	18/01/2021	Completed
5. Maintain adequate medical supplies		Jill Blakeney	25/01/2021	No Longer Required
6. Maintain stocks of PPE		Branimir Karavla	25/01/2021	Completed
7. Maintain stocks of PPE		Branimir Karavla	01/02/2021	Completed

8. Maintain stocks of PPE		Branimir Karavla	08/02/2021	Completed
9. Maintain stocks of PPE		Branimir Karavla	15/02/2021	Completed
10. Maintain stocks of PPE		Branimir Karavla	22/02/2021	Completed
11. Maintain stocks of PPE		Branimir Karavla	01/03/2021	Completed
12. Maintain stocks of PPE		Branimir Karavla	08/03/2021	Completed
13. Maintain stocks of PPE		Branimir Karavla	15/03/2021	Completed
14. Maintain stocks of PPE		Branimir Karavla	22/03/2021	Completed
15. Maintain stocks of PPE		Branimir Karavla	29/03/2021	Completed
16. Maintain stocks of PPE		Branimir Karavla	05/04/2021	Completed
17. Maintain stocks of PPE		Branimir Karavla	12/04/2021	Completed
18. Maintain stocks of PPE		Branimir Karavla	19/04/2021	Completed
19. Maintain stocks of PPE		Branimir Karavla	26/04/2021	Completed
20. Maintain stocks of PPE		Branimir Karavla	03/05/2021	Completed
21. Maintain stocks of PPE		Branimir Karavla	10/05/2021	Completed
22. Maintain stocks of PPE		Branimir Karavla	17/05/2021	Completed
23. Maintain stocks of PPE		Branimir Karavla	24/05/2021	Action Due

Hazard : Inadequate PPE/ training The use of PPE is not being worn in as recommended

Control Measures:

1. Current government advice is that Facemasks are not mandatory from 17th may 2021.

2. Abundant availability of face masks and face shields, if needed

Hazard : Medical PPE Inadequate PPE for school nurses

Control Measures:

1. Stocks of PPE are maintained and readily available.
2. Additional stock has been provided by the government.

Hazard : Medical Area/ behavioural areas not sufficient Congestion of medical and pastoral areas of the school

Control Measures:

1. Medical bay moved to SMART building with 7 sick rooms.
2. Light and airy consultation room
3. One-way system in operation in medical and pastoral areas
4. "Chit" system in operation in medical area, which is a "green card" to attend. This reduces unnecessary visits to the medical bay.
5. All behavioural areas are to adhere to the segregation of bubbles and other COVID measures as per this risk assessment.

Hazard : DSL/ Safeguarding access not available The access to a pastoral lead or to raise safeguarding concerns is not readily available in school.

Control Measures:

1. Safeguarding Lead always on site
2. DSL or nominated Deputy DSL always on campus

Hazard : Procedure to follow if suspected case of COVID-19 The correct protocol is followed when the school has a suspected or positive case of COVID-19

Control Measures:

1. Following government protocol, which was issued in staff update.
2. Contact with Local Area Response Team (Worcestershire) in the first instance
3. Test & Trace Protocol is followed - PHE templated letters issued to anyone deemed a contact.
4. Pupils onsite are isolated by School Nurse in quarantine area of medical centre and, where possible, immediately collected by parents.

Hazard : Welfare & mental health associated with lock-down & non-attendance at school An increase in mental health issues and attendance at school as a result of COVID-19 and the restrictions imposed on schools.

Control Measures:

1. Use of Teens in Crisis - counselling service.

2. School Nurse with Mental Health qualification, new for September 2020.

Hazard : Reporting of accidents/ and suspected cases of COVID-19 The reporting of accidents and COVID-19 cases do not happen as required

Control Measures:

1. Contact already made with LORT Worcestershire
2. Letter templates ready to distribute in the event of.
3. Adhere to LORT advice only.
4. Reporting of cases/ impact on school via Cavendish Group

Hazard : Government Advice is not applied correctly/ being followed Government updates are not being reviewed by leaders within Bredon School and applied correctly

Control Measures:

1. Regular updates provided from Cavendish Board, summarising latest developments - issued to all Senior Leaders at Bredon School
2. Updates received from Society of Heads and Independent School Bursars Association, Boarding School Association to members - cascaded to school community as appropriate
3. Regular review of www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools
4. All aspects of Step 3 Roadmap out of lockdown have been discussed between senior leaders and implements for 17th May.

Hazard : Communications to stakeholders are not regularly provided Information regarding COVID-19 is not being cascaded to stakeholders of the school

Control Measures:

1. Communications to stakeholders are provided by Bursar and Headmaster either by email or in updates to parents using Schoolbase system.
2. Boarding update issued to parents on 04/08/20. RA updated 04/11/20.
3. Return to School document 04/09/20 & updated email sent by Mr. Butt w/c 01/03/20 in readiness for 07/03/21, 08/03/21 & 09/02/21 staggered return.
4. Transport COVID rules sent 07/09/20 (parents and operators) 10/11/20, 23/11/20 & end of term letter 11/12/20 & w/c 01/03/21 (operators only for minor changes and reminders)
5. Headmasters communication issued to all parents and staff w/c 31/08/20, 25/09/20, 02/10/20, 09/10/20, 05/11/20, 26/02/21.
6. Daily briefing and tutor groups are used as regular forums for reminder to pupils and staff, by SLT and teachers respectively.
7. All communications are kept permanently under review and are kept updated with relevant addressees at earliest opportunity wherever appropriate.
8. Staff body communicated to prior to re-starting on 8th March, including optional Google Meets to ask questions
9. Headmaster and Bursars communications were issued to Parents and staff respectively on 14th may 2021, outlining move to Step 3 of Roadmap out of National lockdown.

Further Control Measures Required:

Added Documents

Assignee

Due Date

Status

1. Communicate key points to Exec SLT and relevant staff as part of daily update		Stephen Aiano	11/01/2021	Completed
2. Communicate key points to Exec SLT and relevant staff as part of daily update		Stephen Aiano	08/03/2021	Overdue

Hazard : Non-adherence to Tiers With changing Tiers in operation from Dec-20 - ensuring that any adjustments are made and communicated.

Control Measures:

1. Bredon is currently in Step 3 of the governments Roadmap out of lockdown

Hazard : Regular appraisal of hazards & mitigants via suitable forum

Control Measures:

1. The Health & Safety Committee meet monthly and COVID-19 is an agenda items for discussion, meetings held with all Exec SLT present and representation from estates, boarding, medical, catering and farm.

2. Escalation of items from H&S Committee to Exec Senior Leadership Team as necessary, which is a weekly meeting.

3. Escalation of items to Board (each term) as required.

4. Bursar leads all day to day COVID-19 appraisal of hazards and mitigants.

Further Control Measures Required:

	Added Documents	Assignee	Due Date	Status
1. Review and appraisal of hazards and mitigants through Health & Safety Committee Meetings or updates.		Stephen Giles	14/01/2021	Completed
2. Review and appraisal of hazards and mitigants through Health & Safety Committee Meetings or updates.		Stephen Giles	14/02/2021	Completed
3. Review and appraisal of hazards and mitigants through Health & Safety Committee Meetings or updates.		Stephen Giles	14/03/2021	Overdue

Hazard : Test & Trace Programme The school community is not aware of the Test & Trace programme to alert contacts of a positive case of COVID-19 to self-isolate

Control Measures:

1. School Nurses are leading the Test & Trace within Bredon School.

2. Latest protocol to call the Worcestershire Local Outbreak Response Team in the event of a case of COVID-19.

3. Communication to parents on 10/12/20 from bursar to ensure that test & trace is still adhered to for 6 days following the end of term (sent to all parents via Schoolbase).

4. Original Whole School risk assessment contained a test & trace graphic, which is on the school website.

5. Test & trace communication sent to all parents, using the Boots graphic

6. Consent forms for testing for Spring Term 2021 mean all test results are recorded to subjects. Added 08/01/21.

7. Consent Forms have been chased again prior to 8th March using Google Form to outstanding parents

8. Parents asked to complete confirmation of testing pupils prior to the start of the summer term, via Google Form.

Hazard : Test & Trace process That the government Test & Trace scheme rolled out to schools on 4th January is not adequately followed and results in the spread of COVID-19

Control Measures:

1. The government Test & Trace scheme is now well establish, using the website and App 17/05/21

Hazard : Fire Drills/ Evacuation Procedure In the event of a fire or fire drill that COVID protocol is not maintained

Control Measures:

1. Fire Drills have been conducted regularly to encourage social distancing and a staggered return back to class within bubbles.

2. All actions captured and reporting in Health & Safety committee minutes.

Documents Associated with this Risk Assessment:	Letter to All parents - DfE face mask update 5 Nov 2020.pdf(Facemasks) Letter to All parents - Contact Tracing over holiday period 10 Dec 2020.docx(Contract Tracing) Test (Test & Trace) Staff Letter - Step 3 - Roadmap out of National Lockdown 150521.pdf(Staff comms 140521)
Review Date : 21/06/2021	Reviewer : Stephen Giles