



ROYAL
BALLET
SCHOOL

SETTING THE STANDARD

SCHOOL REOPENING RISK ASSESSMENT

SPRING 2021

Registered address: 46 Floral Street • Covent Garden • London WC2E 9DA

www.royalballetschool.org.uk

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Overall Risk Assessment

Hazard	Control measures	Outcome	Remarks / Re-assessment
Safeguarding policy and procedures not updated and / or staff and students not feeling safe.	The regulations that inform the School's Safeguarding policy are monitored by the DSL, Deputy DSLs and the School Compliance Officer. The DSL still sends monthly safeguarding updates to all staff which contains detailed contact information	The Schools safeguarding policies are up to date. Keeping Children Safe in Education which comes into effect in September 2020 was updated January 2021 for changes resulting from the UK's exit from the EU/EEA Safeguarding training for all staff was conducted at inset in September 2020.	
Government advice not being regularly accessed, assessed, recorded and applied.	The School has in place a Covid 19 team that is lead by the Covid Responsible Officer (Jason Hughes, Compliance Officer). The team contains a number of senior members across all functions of the School of staff including a Medical Officer A member of the Governing Board has been allocated to act as a link Governor (Ms. Menna McGregor). Governemnt advice/guidance (as well as advice from other bodies such as ISBA, BSA, PHE, EIS) is closely monitored by the School. All decisions are documented with reference to specific guidance.		

Unions not consulted over plans	The Royal Ballet School does not recognise unions but is aware that many staff do belong to unions. Staff can contact their unions for advice at any time and ahead of planning to reopen a staff survey was conducted to gauge staff opinions on the proposals	Staff are encouraged to discuss any concerns with the School.	
Changes not regularly communicated to staff, students, parents and governors	The School has been diligent in sending information to all stakeholders. Parents, students and staff have received regular updates. Student council meetings have continued virtually when the School has been closed. The Executive Leadership team has been in regular contact with the Chair of Governors. All Governor committee meetings continue as scheduled. The Senior Leadership Team meets every two weeks during term time with COVID-19 and related issues as standard agenda items.		
Changes to assessments, procedures and other important matters not reviewed by Governors	See above		
Insurers not consulted with school's re-opening and / or amended plans	The School is in regular contact with its insurers and would not undertake a reopening of the School without their agreement.		

Suspended services and subscriptions not re-set.	The Site Operations team has a detailed list of all services used by the School and their current status. All statutory work is continuing as planned	Unlike the 2020 closure the School buildings have not been “mothballed” and all necessary maintenance can continue ahead of the School reopening.	
Access to school not controlled effectively and visitor (if allowed) details not recorded.	The School has an access control system on all premises. There is a Reception desk at both White Lodge and Floral Street. Visitors (including parents) are not allowed passed the Reception area. All visitors are recorded for fire safety and Safeguarding purposes	Non-essential visitors are not be permitted on site. This will be reassessed on an on-going basis	
Social Distancing (SD) and other hygiene rules not communicated, understood and applied.	Ahead of the opening detailed communication will be sent that reiterates/updates the rules/expectations of all students and parents returning to the site. Signage will be placed all around the School reinforcing the message of social distancing and hygiene		
Staff and students not being reminded and checked to ensure they are complying with hygiene and SD rules.	As well as the signage above staff will be expected to monitor the students compliance with social distancing and hygiene. The School will operate a zero tolerance approach to the breaking of these rules and students will be sanctioned (including ultimately being asked to leave the School) if the rules		

	are not complied with. Deliberate or repeated non-compliance by staff members will be treated as a disciplinary matter.		
Insufficient supplies of hygiene materials and not being suitably placed.	<p>The School has been able to source all the hygiene materials it requires. Disinfectant, hand sanitiser and all other cleaning materials are available from normal suppliers under normal delivery times.</p> <p>The School also has sufficient medical PPE if required in the event of a case.</p> <p>PPE for the new testing regime is provided by the DfE</p>	<p>Current Government guidance is that staff do not need to wear PPE in the normal operation of the School. PPE need only be worn when dealing with a student or member of staff displaying symptoms of Covid-19. Members of staff can choose to wear PPE if they so wish</p> <p>Students are required to wear face coverings as they move around the School to reduce the risk of contamination between bubbles. They are not required to wear coverings in classrooms, studios, boarding houses and dining hall.</p>	
Insufficient or unsuitable cleaning regime - lack of regularly re-assessment and revision to high risk areas such as toilets, door handles, keypads, switches, hand rails and regularly used hard surfaces etc.	The autumn term has provided the School with extensive experience in managing a school in the current environment		
No precautions to keep shared teaching equipment (e.g. musical instruments, pens, pointers, keyboards) hygienic.	Students will be able to share teaching resources within their own year group bubble. There will be no sharing between different year groups.	Students have been asked to bring their own laptop to School. For those students who do not have their own laptop one has been provided by the School.	

	<p>Hard surfaces such as chairs, desk, keyboards are cleaned by the students after use.</p> <p>Students wipe down ballet barres and pianists will clean pianos after use.</p>		
High risk areas not being regularly monitored (including boarding areas) for hygiene.	As part of the cleaning plan the monitoring and cleaning of high risk areas (toilets, studios, boarding houses etc.) will be addressed	Ahead of the opening of the School in September all sites were disinfected and treated with an antimicrobial coating. An electrostatic charge is applied to the coating killing any micro-organism that lands on it. During the Christmas holidays this was reassessed by the company that carried out the work. The treatment was repeated during February half term	
No contingency plans in place for the transition to full opening (or re-closing) including rapidly sharing updates and decisions.	The School already has in place systems and procedures for rapidly sharing information with staff, students, parents, guardians and governors as has been demonstrated over the past 12 months		
All hazards identified properly mitigated and regularly re-assessed?	The Covid-19 team will be responsible for this		

Student, Parent & Staff Risk Assessment

Hazard	Control Measures	Outcome	Remarks / Re-assessment
Communication channels not working and not being reviewed. (Email, text, facebook etc).	The School holds contact details for all parents and guardians. If normal communication channels are not available Social Media will be utilised		
Lack of a robust feedback and reply system to ensure best practice and two-way communications for students, parents, staff and governors	Communication between the School and parents, staff and governors is well established. Student Council meetings continue virtually when the School is closed and the School has in place an electronic platform (Tootoot) which allows students to anonymously share concerns.		
No Governor and / or SLT member for school / department nominated to be responsible for COVID-19 matters. Governor / SLT members' contact details not known and not on call.	The Covid-19 team contains members of SLT and a link Governor.	The School's link governor is Ms Menna McGregor.	
No system to communicate with parents and staff that have not returned to school for fear of infection.	We will ensure that those students who, for whatever reason, do not return to School are communicated with. Initially this will be via house staff, artistic and academic teachers. If required the DSL and senior pastoral staff could also be used		
Lack of knowledge of where students / staff have travelled from (other than home and school). (via app or written diary?)	International students not already in the UK will be reminded they must comply with all restrictions for	Students returning from "Red List" countries are required to quarantine for 14 days in a designated hotel at their	

	<p>entering the UK ahead of the School reopening.</p> <p>Students will be asked to return to School using private vehicles and not public transport. Once on the School site movement will be restricted i.e no school trips etc.</p> <p>Staff will plan their journeys according to their circumstances and the site which they have to attend. Adherence to social distancing should minimise the possibility of infection</p>	<p>own cost. Boarding schools have just been given permission to quarantine such students at school sites. We have 2 students from such a country but have to consider the practicalities before committing to using the School for this purpose.</p>	
Lack of rules / procedures for hygiene standards for staff and students – and failure to adequately enforce standards	<p>As well as the signage staff will be expected to monitor the students compliance with social distancing and hygiene. The School will operate a zero tolerance approach to the breaking of these rules and students will be sanctioned (including being asked to leave the School) if the rules are not complied with</p>		
Staff not trained or regularly updated in COVID-19 symptoms, SD and how these rules apply to teaching?	<p>Staff are well practiced in all aspects of Covid-19 management. During the autumn term no cases were recorded at any School site. All staff will be reminded of procedures, protocols before the School reopens.</p>		

School transport not operating to reflect SD, hygiene, PPE and cleaning arrangements.	The School minibuses have been adapted and provide a limited service for staff arriving in Richmond. Places need to be booked in advance. Face masks are required at all times		
At drop-off and pick-up parents remain in vehicles and SD outside gates and entrances.	As a boarding school this is not a daily issue. At weekends, Exeat and holidays parents will remain in car and students will come to them. Our 5 day students will continue to board when we reopen.	The School has requested that students remain at School as much as possible to avoid possible infection of bubbles.	
Insufficient registration throughout the day including lack of temperature / health checks.	Students register 3 times a day Temperatures are taken on arrival at the School and then every morning. Students complete a health questionnaire ahead of arrival and then once a week week which will automatically feed to Smartabase. Sanctions will be imposed if this is not completed.	Covid-19 symptoms will be displayed on signs throughout the School. Staff and students reminded to report any symptoms immediately.	
Transit spaces (corridors), social zones (car parks, common rooms, playgrounds) not being configured to SD rules.	Where possible all rooms are configured to meet social distancing guidelines. Year groups will create bubbles and interaction between bubbles will be kept to a minimum.		

	Lessons will be staggered to reduce the chance of interaction between year groups and a one way system will be used where possible		
Learning and recreational spaces not configured to SD rules.	All spaces are configured to meet current guidelines		
Lack of consideration of different age groups provided for in timetabling, length of the school day and exposure to other age groups.	As discussed above year groups have become their own bubbles and function accordingly. For those members of the student or staff body not in the bubble social distancing will be observed.		
No system in place to deal with bereavements, trauma, anxiety, behavioural issues.	The School has an experienced pastoral team and our healthcare team includes a mental health lead who is a clinical psychologist. Bereavement policy in place.		

Student & Staff Risk Assessment

Hazard	Control Measures	Outcome	Remarks / Re-assessment
Lack of review, update or sharing of safeguarding, code of practice, and staff handbook policies.	All School policies are reviewed on a regular timetable which has continued throughout the School closure		
DSL and DDSL not easily contacted and their contact information not known to all.	DSL and DDSLs still working and using School contact details. Students		

	receive regular communication and there has been contact from both student and parents during School closure. Contact details are held within the Safeguarding Policies and available on the Schools' website. Both MyConcern and Tootoot are available remotely and monitored by the DSL and DDSL		
No COVID-19 specific policy that includes medical responses, SD, teaching, socialising, feeding, hydration, well-being etc.	The School will write to all parents, students and staff to outline the procedures and protocols ahead of the School reopening. The Covid-19 team will monitor the workings of the School and any new government guidelines and make any necessary changes.		
Fire drills, routes and assembly points not rehearsed.	Fire drills will take place as per normal schedule with social distancing in place.		
Class sizes not reduced and kept together in their "bubble" (minimising contact with others) or properly supervised.	Class sizes will reflect the distinct bubbles set-up by the School adhering to Government guidance.		
Needs of each age group and class not considered separately in terms of support, activities and facilities.	All of the School plans have been developed taking in to account the very different needs of each year group		

	(e.g . Year 7 new to School, year 11 GCSE, 3 rd Year professional contracts).		
Staff not having sufficient down time / rest during the working day / week?	With the staff room capacity reduced and no provision of lunch (WL) the School has constructed a heated marquee for the use of staff. Tea and coffee making facilities are available as well as fidges and microwaves. Staff will need to provide their own crockery and cutlery.		
Lack of new staff and student induction. Registration and recruitment processes not adapted or compliant.	All staff have been at the School for at least 1 term		
SCR and required documents not properly verified or recorded.	Human Resources still conducting all checks on new starters while following the government guidance on virtual checking of documents. SCR continuing to be updated.	New requirements of Keeping Children Safe in Education (updated january 2021) incorporated in to HR procedures.	
Plans to working and learning outside not fully considered	Where appropriate		
Sporting, play and SD rules unclear to staff, students, parents and visitors.	Detailed return to school plan will address these issues and will be communicated at inset ahead of the reopening of School		
Drama, dance and music activities not applying SD or hygiene rules	Dances classes will take place within year group bubbles negating the need		

	<p>for social distancing. Teachers will be required to maintain social distancing.</p> <p>Drama and music will also be within bubbles.</p> <p>Peripatetic music lessons will continue as face to face with the necessary, social distancing, PPE and ventilation in place</p>		
Risk assessment for sport, play, drama, dance and music activities not properly formulated.	All activities and spaces are risk assessed. Concept of social distancing incorporated.		
Staff meetings and staff rooms unregulated in terms of space, equipments, resources (copiers, kettles, biscuits tins etc) timings, SD and purpose.	Staff meetings can be held either virtually, in large spaces where social distancing is possible (studio) or a combination of both.	Marquee provided for staff use (see above)	
Security, CCTV and access systems not regularly checked, updated and (where necessary) re-coded.	Checked and serviced as part of site operations maintenance program		
Parent, Student, Staff, Contractor, Visitor drop-off and pick-up procedures, in and out routes not been shared, understood or applied.	<p>Parents will not be allowed to enter the School building. Similarly, for exeat, holidays, students will be brought by staff to their parents.</p> <p>No non-essential visitors will be allowed on site</p>		

	Contractors will only be allowed on site on completion of a health questionnaire, a temperature check and with correct PPE. The areas will then be thoroughly cleaned		
Transit spaces (corridors), social zones (common rooms / playgrounds) not configured to SD rules.	<p>Where possible all rooms have been configured to meet social distancing guidelines. Year groups create bubbles and interaction between bubbles will be kept to a minimum.</p> <p>Lessons are staggered where possible to reduce the chance of interaction between year groups and a one way system is in use where possible</p> <p>Students wear face coverings as they move around the School</p>		
Classrooms don't reflect SD layout, PPE, screening and regular cleaning rules.	As discussed earlier		
Minimising contact and mixing not effective in the classroom and during breaks.	Year group bubbles and staggered day		
No regular breaks for handwashing during the school day.	Sufficient breaks and materials (soap, hand cleanser) is available all around the School sites. Signs remind both staff and students of the need for good hygiene.		

Insufficient hygiene stations at entrances, exits, toilets, classrooms, play areas, common rooms, staff areas etc	Hygiene stations have been established all around the School		
Hygiene stations not stocked, checked and cleaned regularly.	The School has sufficient stocks of all required materials and there are no supply chain issues.		
Unnecessary items not removed from classrooms and other learning environments	A classroom audit has been undertaken and inventory complied and unnecessary equipment removed.		
Soft furnishings, soft toys and items that are hard to clean not removed and stored securely.	Where possible this type of item has been removed		
Staff unable to manage, whilst in the transition phase, both in school and remote learning.	<p>If the reopening of the School is staggered virtual lessons can be taught from the School sites.</p> <p>If a year group(s) are required to leave to isolate there may be a requirement for two teaching methods which will be closely monitored.</p>		
Assemblies, break times, drop-off and collection times not sufficiently well staggered	<p>No Assemblies or held virtually. Use of SMART Boards in classrooms and studios.</p> <p>Boarding school so drop offs etc less relevant</p>		

Meal times not de-conflicted or possible to achieve SD in the servery and dining areas whilst still providing sufficient nourishment.	Meal times staggered by year group bubble with a strict hygiene protocol in place between sittings		
Medical advice for vulnerable staff and children not being followed and insufficient support both at school / home.	Medical advice informs all decisions for staff and students.		
Student and staff mental health and wellbeing not properly considered with individual needs not identified or support.	School mental health lead has been active in reaching out to all students and staff. Employee Assistance Programme available for staff and actively advertised.		

Medical Risk Assessment

Hazard	Control Measures	Outcome	Remarks / Re-assessment
Science of risk not understood e.g. less severe symptoms in adults, younger children less likely to become unwell, small class sizes will help.	Government guidance is followed at all times. Year groups are in their own bubble with as little contact as possible between year groups. Staff will stay, where possible, 2 metres away from students and other staff. Students are required to wear face coverings while moving around the site. They are not required in classrooms, studios, boarding houses or the dining hall.		

	Staff are not required to wear PPE unless dealing with a student or member of staff displaying Covid-19 symptoms. However, any member of staff can wear PPE if they so wish.		
Hygiene rules not effective. “catch it, bin it, kill it” not re-publicised or applied.	Signs will be visible around the School. Information sent to students ahead of time will outline the hygiene standards expected for their time at the School. Briefings given at the start of each day and regularly thereafter will reinforce this message		
No / insufficient staff supervising / supporting normal medical staff?	The autumn term has provided excellent insight to the management of the School staff, site and students. The procedures and protocols in place have resulted in no student cases on site and limited staff absence.		
Insufficient medical staff to deal with temperature testing, isolating and monitoring suspect COVID-19 cases, outside appointments and normal medical issues.	When the School reopens procedures will be in place for the monitoring of student symptoms (Smartabase app) and temperature testing (system requires no manual intervention). Space will be configured to deal with any outbreaks of Covid-19 and/or any other illness or injury.		
Insufficient First Aid trained personnel (ratio) for students in school	School has a wide pool of first aid trained staff.	New and existing staff received first aid training at the September 2020 inset.	
No or insufficient training for those operating temperature testing or other precautions that require new equipment. Training not recorded for future reference.	Temperature screening is electronic and results are recorded automatically. Training for Lateral Flow Testing has already taken place.		

Medical policy, procedures and appropriate response to spectrum of medical issues not being revised or shared?	All policies and procedures are reviewed on a regular cycle. The current situation will, from a medical standpoint, require that these will need to be reviewed more frequently		
Medical room(s) improperly equipped.	All equipment requested by the medical team will be provided		
Lack of School decision regarding the level of PPE required for students and staff. Insufficient training, face fit testing, use, care and disposal arrangements.	Government guidance is that PPE does not need to be used in the normal running of the School Arrangements for all aspects of PPE use are in place	Students will be required to wear face coverings while moving around the site. They are not required in classrooms, studios, boarding houses or the dining hall. Staff are not required to wear PPE unless dealing with a student or member of staff displaying Covid-19 symptoms. However, any member of staff can wear PPE if they so wish.	
Sickness management rules and the “don’t come to work if you are ill” not understood or observed.	Students to complete a weekly healthcare questionnaire which will trigger alerts to the healthcare team. Staff reminded of the importance of not attending School should they show any symptoms		
Different age groups with different risk profiles for each group of staff and students not risk assessed?	For full School return year groups will form bubbles with as little contact as possible between groups. HR records and open dialogue with staff have highlighted particular issues.		
School unaware of any staff and student pre-existing medical conditions.	Staff complete a medical questionnaire as part of recruitment process. Ahead of the September reopening a staff survey recently completed highlighted		

	<p>any issues that may make them vulnerable.</p> <p>Students complete a healthcare questionnaire before they begin studying at the School</p>		
<p>Lack of knowledge on whom has been tested (positive or otherwise) for COVID-19 and if it is recorded (for elimination purposes).</p>	<p>Staff are asked to provide information on any Covid-19 testing they, or a member of close family, had undertaken</p> <p>If a student is sent home from School with suspected Covid-19 symptoms it is the responsibility of the parent/guardian to arrange a test. The School has the right to ask for the result of that test.</p> <p>During the holidays or School closure parents are asked to advise School of any positive tests so lessons can be adapted accordingly.</p>		
<p>Insufficient information on which staff or student(s) have had contact with anyone tested positive or suspected of COVID-19 and if recorded and actioned.</p>	<p>The School will contact PHE and NHS Test & Track in the event of a case of Covid-19 at the School. Staff, students and parents reminded to inform School if they are contacted about possible exposure to symptomatic individual.</p>		
<p>Lack of recording of which staff and students have been sent home with COVID-19 symptoms (a cough, high temperature or shortness of breath).</p>	<p>Any member of staff who exhibits symptoms will be asked to leave site and self isolate for 10 days and undertake a Covid-19 test. Only if that test is negative and they no longer</p>		

	<p>display any symptoms will they be allowed to return to School.</p> <p>Students who display symptoms will be asked to isolate at home (parents will be asked to collect as soon as possible and will only be allowed to return after 10 days, a negative test and no symptoms. All other members of the bubble will be asked to isolate at home for 14 days. For students unable to return to their parents or guardians they will isolate at a School site</p> <p>School Healthcare team will keep records of all cases.</p>		
Lack of regular dialogue with those that have suffered from COVID-19 and / or are isolated at home.	<p>The School will ensure there is regular contact with any member of staff who has to isolate. Initially contact will be with line manager and if required the DSL/Mental Health lead or a member of SLT may also be involved.</p> <p>Similarly, any student will see receive initial contact from house staff as well as academic and artistic teachers. The DSL/Mental Health lead or a senior member of pastoral staff will also contact them if required</p>		
Inadequate information on who is shielding another family member and/or who has a condition that precludes their attendance at school.	<p>Information has been sourced from the staff survey and staff are asked to inform the School about any possible change in circumstances..</p>		

Insufficient proof of shielding and individual conditions?	For any member of staff or student who is diagnosed with Covid-19 the School will request to see proof of a negative test ahead of their return to the School.		
No separate area for temperature testing, holding and isolation of students/staff. Areas not easily identified or regularly cleaned?	The School has identified areas within all School sites where students or members of staff can isolate. Cleaning and rubbish disposal will take place following PHE guidelines (clinical waste bins) with the correct equipment made available		
Temperature testing undertaken using unsafe methods, not reflecting SD rules, not recorded or kept appropriately.	The School has digital temperature checking devices that require no manual intervention.		
Insufficient or no procedure for summoning emergency services, lack of safe RV and cleared routes in and out.	The School has clear procedures for the summoning of emergency services to all its sites.		
No regular supervision of staff and students to ensure they comply with hygiene rules (and the use of PPE where specified as needed)	Ahead of the opening detailed communication will be sent that set out the rules/expectations of all students and parents returning to the site. Signage will be placed all around the School reinforcing the message of social distancing, hygiene and the use of PPE As well as the signage above staff will be expected to monitor the students compliance with social distancing and hygiene. The School will operate a zero tolerance approach to the breaking of these rules and students will be		

	sanctioned (including being asked to leave the School) if the rules are not complied with. Deliberate or repeated non-compliance by staff members will be treated as a disciplinary matter.		
Insufficient registration, induction, supervision and temperature checking of contractors where essential work is required on site.	All contractors that attend School will be asked to confirm that they do not have any symptoms or been in contact with person(s) who have Covid-19. They will have their temperature taken before being allowed on to the School site and they will be required to wear PPE. On completion of work areas will be thoroughly cleaned.		
Medical staff have insufficient or unsuitable PPE, cleaning materials and training for tasks.	The School is committed to providing its staff with all the equipment and materials to carry out their roles to ensure the health and safety of all staff and students.	Medical grade PPE requested by the School's healthcare team has been purchased.	
Lack of policy / procedures on washing school clothes so as to prevent infection of staff and students.	Government guidelines state no special requirements for frequency of washing of uniform and bedding etc.		

Test and Trace Risk Assessment

Hazard	Control Measures	Outcome	Remarks / Re-assessment
Explanatory Test and Trace (T&T) letters / emails not sent to parents / pupils, staff and governors.	Information sent		

No school "COVID-19 Testing Privacy statement".	Prepared and sent with above		
"COVID-19 Testing Privacy statement" not communicated to staff, parents, pupils and governors.	See above		
T&T data not recorded securely with consideration given to deletion after 14 days.	Data will be recorded and retained for only as long as relevant		
Age-appropriate consent statement for testing (under / over 16) not properly completed.	Forms have been compiled and will be sent with other T&T information		
Test instruction posters, booklets, FAQ and briefings not readily available and apparent.	Information available		
Tests not supervised or conducted by trained staff.	Staff members already trained so tests on international students and staff currently on site can be carried out.		
Testing area not sufficiently controlled to limit access to testers, those being tested and supervisors	Areas for each School site have been identified and procedures will ensure testing carried out within guidelines		
Test process not maintaining social distancing where appropriate, good hand and respiratory hygiene or keeping occupied spaces well ventilated.	See above		
Social distancing advice between testing staff and those being tested including distances between desks, chairs etc not being observed and supervised.	See above		
Staff assisting with taking and processing swabs not wearing appropriated PPE.	The School has the required PPE and staff will wear when involved in conducting tests		
Process of swabbing not following training and / or updated guidance.	All guidance will be followed		
Tested sample incorrectly handled safely during the process including disposal.	All guidance will be followed		
Process for informing parents / pupils / staff not understood and implemented.	Process is understood and parents, students and staff are aware of communication protocols.		

The process of barcoding, recording and communicating test results is not accurate and supervised	All guidance will be followed		
Inadequate supervision / checking to ensure equipment handled correctly and not shared.	All guidance will be followed and staff have been trained		
Process of lost LFD, failed scans or damaged barcodes not understood or properly implemented.	All guidance will be followed		
Extraction solution with lab test kit (there are no manufacture anticipated hazards) are inappropriately handled, stored and disposed.	All guidance will be followed		
The training does not reflect hazards identified with testing and these are not communicated to testing and cleaning staff?	All guidance will be followed and all staff will be aware of all issues		
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.	The School has detailed procedures and protocols in the event of a positive Lateral Flow Test.		
Key layout requirements including staff not being fully met.	All guidance will be followed		

Test Site Risk Assessment

Hazard	Control Measures	Outcome	Remarks / Re-assessment
Insufficient staff available (depending on throughput: Team Leader, Test Assistant, Processor, Coordinator, Registration Assistant, Results Recorder, Cleaner)	Procedures and protocols in place to meet all requirements		
Training time and content inadequate (3 hrs with introduction video, on-line training and assessment plus rehearsal.)	Staff have already been trained to conduct tests on students and staff currently on-site		
Consent forms are not available and properly completed?	Forms sent with reopening information. Spare copies available on arrival and all forms checked by member of testing team		
Test site flooring is not non-porous.	Sites identified at all School site that meet required criteria		
Test site is not well lit with a good airflow	Sites identified at all School site that meet required criteria		
Test site Registration, Swabbing, Recording and Processing Desks and waiting areas not on a one-way system.	All guidance will be followed		
Test chair in the swabbing bay not a minimum of 2m apart.	All guidance will be followed		
Each swabbing desk and associated processing desk not more than 1m away and Recording desk not located close by.	All guidance will be followed		
No clear division and demarcation between swabbing and processing area.	All guidance will be followed		
Non-authorized people and test subjects able to enter the processing area	All guidance will be followed		
Inadequate evidence of quality assurance, guidance and supervision.	Detailed procedures and protocols in place that adhere to all guidance		

Processing bays not properly cleaned, and waste (including clinical waste) is not properly disposed.	All guidance will be followed		
Disorderly entry, processing, social distancing and exit movement.	Staff will book time for test. Students will be admitted to test area in a controlled manner		
Manual handling of testing kits, pallets, boxes, packages and waste not considered in terms of bulk, weight and access.	Materials have already been received and storage areas etc. have been identified		
Testing kits not stored at 2 - 30°C and tests not given in the appropriate ambient temperature of 15 - 30°C.	Storage area and testing area with correct criteria have been identified in all School sites		

Boarding Risk Assessment

Hazard	Control Measures	Outcome	Remarks / Re-assessment
Boarding policies and procedures not updated, regularly reviewed and communicated.	All policies and procedures are reviewed on a regular cycle		
Security and access systems not regularly checked, updated and re-coded.	All security systems are regularly checked and door codes changed each term		
Boarding staff have inappropriate PPE, cleaning materials and training for tasks.	Government guidelines state that PPE is not required unless dealing with a student displaying Covid-19 symptoms where social distancing cannot be maintained. The School has sourced significant supplies of PPE (including first aid PPE). Staff may wear PPE at all times if they so wish.		

Procedures for welcoming back overseas students not applied.	Overseas students will be asked to comply with all government guidelines in terms of isolation, quarantining and testing. For students from high risk countries the School can offer a School site as a "Quarantine Hotel" in line with BSA guidelines		
Insufficient space and resources for isolating overseas students on their return.	See above		
SD, separation and socialising rules not adhered to in the boarding house.	The School is split in to year group bubbles which do not require social distancing. Contact between year groups will be kept to an absolute minimum and monitored closely by all house staff		
Rules and procedures for exeats, trips and activities out (or not!), appointments or visits from family and / or guardians not complied with or understood.	Students are encouraged to remain at School at weekends to reduce the risk of breaking the year group bubbles. At Exeats (and weekends away) parents and students will be asked to adhere to a protocol to limit the chance of infection on their return to School. There will be no offsite trips Non-essential visitors will not be allowed on site. For the arrival/leaving of students parents/guardians will remain in their cars and students brought to them		
Fire instructions and new procedures not reviewed, understood or rehearsed.	Fire drills were held during autumn term. These will continue when the School reopens		

Fire drills, routes and assembly points not rehearsed.	See above		
Insufficient rooms to isolate and supervise students (and staff).	UK based students will be asked to isolate at home. Those displaying symptoms for 10 days and all others in the year group for 14 days. Guardians of overseas students will be asked to collect them but should they be unwilling they will isolate on a School site.		
Laundry, bedding, furnishings, games and items that are hard to clean not removed and stored securely.	Government guideline state that no special precautions are required in terms of washig, soft furnishings etc. Hard surfaces and items such as games etc. will be cleaned after use by the students.		
Staff to student ratio does not reflect SD rules (including medical and emotional support).	As the School will be split in to year group bubbles staff student ratios remain unchanged		
Insufficient bathroom facilities if bed spaces have been reconfigured.	With the creation of year group bubbles bathroom facilities remain as was which comply with National Minimum Standards.		
Clothes and bed linen not washed regularly and at appropriate setting (65°)	Government guidance is that there is no need for any special washing regime for school uniforms or any other item.		
Boarders not equipped with authorised equipment to stay-in touch with parents.	All students have mobile phones and while the mobile signal is poor the wi-fi has been upgraded allowing for communication via other formats (WhatsApp, Facetime etc.). The School		

	also has landlines which students can use		
Boarders aware of global news and how it may affect them or their family.	Boarders access news, information on their phones. House meetings (allowable under the bubble approach) will provide information		

Support Staff Risk Assessment

Hazard	Control Measures	Outcome	Remarks / Re-assessment
Support staff not briefed on changes regularly.	Support staff receive same communication as all staff. Supervisors provide extra information if required		
Support staff have insufficient/inappropriate PPE, cleaning materials and training.	See earlier		
Cleaning regimes not reviewed or inspected regularly and not conforming to revised hygiene rules.	See earlier		
Security and access systems not regularly checked, updated and re-coded.	See earlier		
Reconfigured areas, zones and routes hampering fire exits and routes.	See earlier		
Fire and other emergency procedures not reconfigured, routes not clear or regularly inspected.	See earlier		

Facilities Risk Assessment

Hazard	Control Measures	Outcome	Remarks / Re-assessment
Insufficient heating and/ or cooling system (including insufficient fuel levels if applicable).	Gas deliveries to White Lodge have continued during the School closure and will continue do so as required		
Insufficient gas supply, venting and valves?	The School's plumbing team are available to address any issues		
Air conditioning units, ducts not checked on re-occupying school facilities.	All air-conditioning units are serviced as per normal maintenance schedules. During the autumn term there were no issues	Upper School air-conditioning unit to be replaced when a suitable window can be arranged under current conditions	
Ventilation and extraction systems not checked.	White Lodge kitchen has been in use for students and residential staff AJH equipment will be checked ahead of reopening. Service schedules continue as planned	.	
Electrical tests not up-to-date including emergency lighting and PAT	All statutory electrical testing has been completed as scheduled		
All electrical equipment bought in to school PAT tested?	The School has its own PAT testing machine. At the start of each term students are asked to leave out all new electrical items that are tested by a member of the site operations team.		
Water testing for temperature, flow and legionella not in date for test.	Statutory testing has continued throughout closure on normal timetable		
Water supply not tested for legionella on re-opening facilities.	See above		

Swimming Pool not secure or inspected regularly.	The swimming pool is currently not in use. Maintenance checks continue as per normal schedule	.	
Insufficient arrangements for the operation, cleaning (and use) of the swimming pool.	See above		
Fire alarm panel, system and extinguishers not in date and not serviced.	All School sites are in date for servicing. Further testing will take place as required under service contract		
Kitchen not reconfigured, stocked and cleaned if closed over a long period.	WL kitchens have been in use for students and residential staff		
Insufficient chefs, supervising staff and cleaners to maintain high standards of hygiene.	See above		
Servery and dining room rules not properly considered, inadequate or safe.	Staggered times for year group meals were introduced in September and these will continue when the School reopens	Dialogue underway.	
Insufficient drinking supplies and hydration available in dining room.	The School has water dispensers around all sites (including the dining room) and students will use their own cups/glasses/bottles to avoid cross-contamination		
Laundry wash and dryers not serviceable, unable to cope with demand, temperature requirements and insufficient wash products.	The School has its own laundry service at White Lodge and the Upper School boarding houses all have sufficient facilities for students to do their own laundry. The School's laundry process will be adapted to ensure that all bedding, clothes, etc. are washed at a minimum as often as government guidance requires and at the correct		

	temperatures using the correct detergents.		
Suspended services not re-set.	The Site Operations team has a detailed list of all services used by the School and their current status.		
Approach not agreed to any scheduled or ongoing building works.	In consultation with the Governing Board all major building works have been postponed and where possible rescheduled for 2021. Any work that is required to meet H&S guidelines will be carried out as soon as contractors become available and before the School reopens		
Suppliers not following appropriate SD and hygiene measures	The School will have in place signage that highlights the importance of social distancing and proper hygiene. All suppliers who visit the School will be expected to comply with these requirements.		
Waste procedures not reviewed or sufficient.	The School has in place regular waste disposal contracts across all sites. We will follow all guidance issued on the disposal of waste (general and clinical) and adapt procedures to reflect these and our experience on the return of the students.		
Pest control services not recorded, deficiencies not identified or actioned.	Pest control has continued at all sites during the School closure and has been documented accordingly		
School vehicles not fully registered, insured, maintained and stocked with appropriate hygiene materials.	All School vehicles (which are less than 1 year old) have all necessary documentation in place. Hygiene		

	material will be available on board and a cleaning regime will be instigated between journeys. Social distancing will be enforced.		
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