BROMSGROVE SCHOOL

Bromsgrove School COVID–19 Risk Assessment

Preparatory School

Overall Risk Assessment in the COVID-19 Environment

Hazard	Risk	Individuals at risk	Risk Rating	Control Measures	Remarks / Additional Control Measures	Residual Risk
School opening without consulting latest Government guidance	Lack of correct information resulting in poor management and procedures being implemented	All users of School facilities, pupils, staff, visitors and contractors.	High	Daily review of all Government, Department for Education, UK Health Security Agency (UKHSA) , HSE, ISBA and Boarding School's Association advice and guidance. <u>Sources</u> Department for Education – School Coronavirus (Covid-19) Operational Guidance – updated 05/01/2022. Department for Education – Actions for early years and child care providers during the COVID-19 pandemic – updated 06/01/22 UKHSA – Guidance for contacts of people with confirmed coronavirus(COVID-19) infection who do not live with the person updated – 23/12/21	Risk Assessment amended in line with the Governments change to Plan B	Low

				UKHSA – Stay at Home Guidance for households with possible or confirmed coronavirus (COVID-19) infection – updated 30/12/21 GOV.UK – Travel to England from another country during Coronavirus (COVID-19) updated 09/01/22 GOV.UK – COVID-19: cleaning in non-healthcare settings outside the home – update 19/07/2021 HSE – Ventilation and Air conditioning during the Coronavirus (COVID-19) pandemic – update 31/12/21 CIBSE COVID-19 Ventilation Guidance – Version 5 – 16/07/21 Boarding School's Association – Covid-Safe Charter – 15/06/2020 ISBA – Contingency Planning Document – August 2021.		
Lack of planning by school management	Key risks could have been overlooked, lack of robust control measures or lack of supervision leading to an outbreak of COVID-19	All users of School facilities, pupils, staff, visitors and contractors.	High	A number of meetings have been held by the Critical Incident Team chaired by the Headmaster to review how teaching, boarding provision and support services will be delivered onsite in light of current government guidance. Physical walk rounds have taken place with various managers and plans formulated from these meetings to mitigate identified risks to all parties using school sites. From this Subcommittee meetings have taken place with other key members for example the Operations Manager, Transport Manager and the Catering Manager (Holroyd Howe) EXEC, Senior Managers and Heads of Department will review all elements on a daily basis and change procedures if they are not working correctly to remain in line with government guidance.	An outbreak management/ contingency plan has been put in place to accommodate the changing environment. Any additional control measures required in the event of an outbreak and subsequent advice given by UKHSA will be communicated to all staff and students in the appropriate manner.	Low

No specific COVID-19 procedures in place	Lack of coherent written control measures leading to an outbreak of COVID-19 or lack of documented mitigating control measures to follow during an outbreak	All users of School facilities, pupils, staff, visitors and contractors.	High	Alongside this umbrella document for COVID-19 there will be the following updated risk assessments: - Departmental Academic Risk Assessments to include COVID-19 control measures. - Specific Risk assessment for use of school transport to include COVID-19 control measures. - Specific Risk Assessment(s) for various sporting activities, with guidance from the various sporting governing bodies; - Specific Risk Assessment for use of Gym, swimming pool and similar facilities by pupils and staff; - Specific Risk Assessments for work undertaken by the Estates Team (maintenance, portering and grounds) to cover working practices and where entry into buildings are required; - Gatehouse Risk Assessment where members of the public/visitors and couriers may be encountered. - Specific risk assessment and procedures for Housekeeping and laundry staff; - Specific Risk Assessment for NS Optimum's operations – School's IT provider. - Specific Risk Assessment for use of School & Exchange Shop to cover parental scheduled visits. - Procedures produced by Holroyd Howe – School Caterers; - Protocol in place for Contractor Control during Covid Pandemic. - Code of Conduct document reviewed and amended accordingly. - Written procedures in place for pastoral care to include COVID-19 Isolation Procedures document.	Managers/HOD's have completed their own departmental risk assessments to include COVID-19 control measures.	Low
School opening without consulting or training staff	Lack of correct information to staff resulting in poor management and procedures being implemented	All users of School facilities, pupils, staff, visitors and contractors.	High	New information relating to Covid procedures will be cascaded to staff, pupils, parents, governors and Visitors/Contractors. This will include induction of **Academic Staff during induction week (week commencing 30th August)** to include: - Safety of themselves and others including what to do if they feel unwell whilst at work, recognising the		Low

				symptoms of COVID-19, what to do and who to report this to, the need for regular handwashing and respiratory hygiene; - Informed not to come into work if they are displaying symptoms or who have someone in their household that is displaying symptoms. - Procedures in place on what to do if isolating from home; - An overview of how the school plan to manage an outbreak of COVID-19; - Any new teaching arrangements due to the current situation; - New Pastoral Care arrangements where applicable; - Possible amended duties to cover the current pandemic situation; - New enhanced cleaning regimes and expected hygiene standards; - Dining and rest break arrangements; - Access to and training on the correct use of PPE if required etc; - Confirmation that regular updates will be provided if local or government guidance changes requiring a need to change or amend the schools COVID-19 arrangements. - To be consulted on changes and have the opportunity to comment on new safety measures and arrangements and asked to report any areas or practices they consider unsafe under the current restrictions, this includes feedback from pupils. - Support Staff Managers have been provided with similar information at Support Staff meeting (31/08/21) to cascade down to their teams on the new measures. Holroyd Howe (School Caterers) Management have briefed their staff using their own workplace risk assessment Version 5 – 25/08/2021. Peripatetic staff will be informed of changes to procedures before the start of term.		

				All Boarding Pupils will receive new information relating to any restrictions for those returning for the start of Lent Term. All pupils & parents will receive updated information about the new restrictions electronically. All pupils will also receive a verbal briefing upon arrival at School. All pupils & parents will receive updated information about the new restrictions electronically. All pupils will also receive a verbal briefing upon arrival at School. All day pupils and boarding pupils will be reminded by academic staff on a regular basis about the control measures in place and enforce them when required. Senior Management Team and Heads of Department will ensure monitoring and enforcement of control measures required by their staff in their area(s) of responsibility. Any changes to procedures will be reviewed by EXEC and Governors kept informed to ensure they are kept up to date with latest changes allowing them to feedback and comment. These changes will be cascaded to staff and pupils as and when required.		
Lack of increased cleaning regime during COVID-19 pandemic	Increased risk of transmission of the virus	All users of School facilities, pupils, staff, visitors and contractors.	High	Operations Manager has sourced appropriate cleaning and hygiene materials. Domestic and academic staff will have access to strategically placed cleaning produces. A number of foot operated sanitiser stations are placed at key locations to ensure everyone on site is able to regularly sanitiser their hands. Domestic staff will be on hand to provide extra cleaning throughout the day at appropriate times, boarding houses, classrooms, communal buildings etc – this list is not exhaustive. Cleaning staff continue to clean in line with Government cleaning guidance – https://www.gov.uk/government/publications/COVID-19-decontamination-in-non-healthcare-settings/COVID-19-	Holroyd Howe have formulated their own cleaning regimes of kitchens and serveries.	Low

Lack of washing of clothing or bedding for boarding pupils during pandemic	Risk of transmission of virus via clothing or bedding	All users of School facilities, pupils, staff, visitors and contractors.		decontamination-in-non-healthcare-settings.This also forms part of the schools own COVID-19 Isolation Procedures document. Cleaning regimes will be monitored by senior managers to ensure the standard of cleaning is in line with Government guidelines. The guidelines will be kept under review and amendments made if guidelines change. Clothing and bedding is laundered on a regular basis as part of the schools welfare duties. Pupils are asked to strip their own beds and place their own clothing in laundry bags which are provided. Separate bedding will be supplied for those boarding pupils who are undergoing travel quarantining for the first two weeks. Laundry, Portering and Housekeeping staff who deal with bedding and clothing will be provided with additional information and guidance on how to handle and launder items to ensure they are kept safe during this process. Additional PPE will be provided if required. A separate risk assessment will be completed for all laundry areas. Suspected/confirmed cases of laundry that may be infected with COVID-19 will be washed in a separate bag. This will include any laundry from any of the self-isolation units. Government advice is to wash such clothing as per manufactures guidance. There is no need to wash clothing differently. All contaminated laundry is placed in red bag and washed in this bag to reduce the need to handle contaminated laundry.		

Student and Staff Risk Assessment in the COVID-19 Environment

Hazard	Risk	Individuals at Risk	Risk Rating	Control Measures	Remarks/Additional Control Measures	Residual Risk
Lack of communication among the school community	Risk of information being missed, misinterpreted	All users of School facilities, pupils, staff,	High	School is continuing to use email and social media to remain in regular contact with parents and staff.		Low

	among the school community	visitors and contractors.		School switchboard is staffed to allow parents to call in if required. For out of hours calls switchboard automatic transfers calls to Rachel Scannell – Assistant Head. Good Communication regarding the measures in place to combat the spread of the coronavirus will ensure confidence is maintained and anxiety reduced among parents. Communication from future meetings and any changes to government guidelines will be delivered in a timely manner to all members of the school community. Feedback systems are in place to ensure any concerns from the school community is fed back to Exec. This has been communicated at all staff briefings. Termly sub-committee meetings involving Governors will continue to take place as normal and minutes recorded. Information provided to Contractors and visitors coming to site. Nominated person responsible for COVID-19 matters – Rachel Scannell (RS) – Assistant Head. Available by email. RS able to delegate specific COVID-19 tasks if required to various departmental managers. Umbrella Risk Assessment (this document) will be placed on School website alongside other COVID-19 related correspondence.		
Lack of Hygiene and in place	Increased chance of COVID-19 spreading through the school community	All users of School facilities, pupils, staff, visitors and contractors.	High	- Staff and Students encouraged to regularly hand wash or sanitize. - Robust cleaning regime in place by domestic staff - All staff and pupils should follow good respiratory hygiene catch it, bin it, kill it approach. - If weather allows windows and doors will be opened to encourage airflow through buildings as this lowers the risk from the airborne virus. Fans can also be utilised to promote air circulation. - All cleaning regimes will be overseen by designated managers to ensure the quality and level of cleaning is in line with Government Guidance and maintained throughout to that level.	Regular monitoring and inspections by designated support staff HOD's to ensure the standard of cleaning and adherence to site hygiene rules. *SteriKleen has been tested and conforms to	Low

				- Face coverings for year 7 pupils and above including staff and visitors (unless there is a medical/disability reason not to) should be worn in all communal areas including when using School transport. - From 4th January Pupils from year 7 upward are strongly recommended to wear face coverings in the classroom – This will be reviewed again by the government on 26th January. - Any changes in government guidance regarding the use of face coverings will be implemented as and when necessary. - Use of disabled platform lift within the Prep school is very minimal. If lift is used then only one person should use it at a time. Cleaning of lift controls will be undertaken as part of the enhanced cleaning regime. - Schools own COVID-19 Isolation Procedures document in place for staff and pupils who are displaying symptoms. Plan communicated to staff. - All staff have been encouraged to obtain both vaccinations in addition to a booster as soon as they are eligible. - A large number of students aged 12 and above received a single dose of the Covid vaccination on 09/11/21.	EN14476:2013 + A2:2019 which confirms its effective against all enveloped viruses which includes Coronavirus and SARS-COV-2 NHS poster to be provided at strategic locations to reinforce expected behaviour.	
Using School operated or third party school transport	Possible transmission of the Coronavirus within an enclosed space during transport.	All users of School facilities and transport, pupils, staff, and transport contractors.	High	The Schools transport manager has a separate risk assessment and code of conduct that should be read in conjunction with this umbrella assessment. However the following general control measure will be in place: - Code of Conduct explaining the transport procedures will be sent to parents in advance of their travel. - Face coverings will be worn by all pupils, year 7 and above (unless there is a medical/disability reason not to) when using the schools own or third party transport – this will include coaches, minibuses and taxi vehicles. - Driver and escort (if applicable) will also wear face masks.		Low

				- Vehicles ventilation systems will be used alongside opening windows and ceiling vents where practicable. - Records will be kept of the pupils on board for each journey including the driver's details to aid with NHS Test and Trace in the event of an outbreak. - Risk Assessments have been obtained from all third party transport companies to quality assure their contents and control measures. - For Airport transfers, where possible, pupils will only share vehicles if they have travelled on the same flight. If an emergency situation arises i.e. a pupil from a different flight arrives without prior warning and will be stranded for a number of hours at the airport then providing they need to do the same as the pupils already on the vehicle (travel quarantine or early returners) then they will travel back on the same transport providing there is space. - School vehicles will be cleaned down between journeys to include frequently touched surfaces. - All school minibuses supplied with hand sanitiser, passengers will be asked to sanitise before entering the vehicle. - All school minibuses will be supplied with boxes of tissues to ensure coughs and sneezes can be caught if required. - No food or drink to be consumed on school minibuses during daily drop off and pick-ups. - Where pupils have to attend GP/Hospital appointments school transport (hire car) will be used to eliminate the need to use staff members private vehicles. If private vehicle is used then it should have all hard surfaces cleaned and ventilated accordingly in line with current recommendations.		

Teaching - Safety Risk Assessment in the COVID-19 Environment

Hazard	Risk	Individuals at risk	Risk Rating	Control Measures	Remarks / Additional Control Measures	Residual Risk
Exposure to COVID-19 through aerosol production or contact transfer during general classroom based teaching activities.	Chance of infection from person with Covid -19 virus using the classroom	All users of School facilities, pupils, staff, visitors and contractors.	High	- Windows and external doors should be opened to increase the supply and circulation of fresh air. <u>However, internal fire doors should not be propped open</u>. - Staff and Students should be encouraged to hand wash or sanitise their hands regularly. - Building Mechanical Ventilation Units which draw air directly from outside and expel air to outside will be used to increase ventilation.		Low
Possible exposure to COVID-19 through attending an offsite trip	Potential to come into contact with additional people and places that may not be Covid Secure	All pupils and staff leaving the school site and members of the public.	High	<u>Offsite Educational Trips</u> - Government guidance on international trips will be followed taking account of the host's countries status and the fact this can change during the visit. All domestic trips will continue to be risk assessed as per school policy.		Low

Boarding Risk Assessment in the COVID-19 Environment

Hazard	Risk	Individuals at risk	Risk Rating	Control Measures	Remarks / Additional Control Measures	Residual Risk
Large number of pupils residing in a boarding house during a pandemic	Potential for virus to spread quickly if control measures not followed	All users of School facilities, pupils, staff, visitors and contractors.	High	Pupils will be reminded not to travel if they are showing signs or symptoms of COVID-19 or if they are in a household of someone that is currently affected. All boarders up to the age of 18 returning to school have to take a test on a pre purchased LFT or undergo a PCR test on day two on arrival in the UK. The school are providing PCR testing to all oversees students. All oversees students 18 and over on arrival stay in travel quarantine within designated areas of the school and have 2 PCR (Polymerase chain reaction) tests on day 2 and 8. There is the opportunity to have a 5 day release test on day five. If not opted for they remain in travel quarantine for 10 days. All school staff (Academic & Support Staff) staff will complete twice weekly at home Lateral Flow Device (LFD) Testing. All Pupils (Boarding & Day) from Year 7 upward will also be provided with twice weekly home testing kits. Staff and parents/pupils need to provide consent to have the test. The test is not mandatory but is strongly advised to break the chain of transmission. In the event of a positive LFD they will be required self-isolate for at least 7 days. Mass Lateral Flow Testing of all students from Year 7 upward will take place on 10th January – First day of the Lent Term. Pupils should be encouraged to open windows in bedrooms and common rooms to increase the supply and circulation of fresh air. <u>However, internal fire doors should not be propped open</u>. Designated staff (pastoral and cleaning) will provide live in support during the self-isolation period. They will follow careful	All boarding pupils (Year 7 upward) will continue to undergo twice weekly LFD testing once they have completed all other government related testing for oversees students returning to the UK. Designated staff members have been trained in undertaking LFT. These tests are being undertaken in specified areas, set up in line with government guidelines. A risk assessment has been	Low

				infection control measures as outlined earlier in this document. Anyone entering the designated red list boarding house will also follow careful infection control measures. Hand sanitiser will be available in communal areas within the house. Airport transfer/transport control measures are covered in previous transport section.	completed covering the area and testing process.	

Medical & Safeguarding Risk Assessment in the COVID-19 Environment

Hazard	Risk	Individuals at risk	Risk Rating	Control Measures	Remarks / Additional Control Measures	Residual Risk
Lack of medical facilities or procedures in place to identify and deal with a case or cases of Coronavirus	Symptoms going un-noticed, no action taken and Coronavirus spreading through the school community	All users of School facilities, pupils, staff, visitors and contractors.	High	All staff have previously been briefed either by email or verbally on the symptoms of Coronavirus and be provided with the procedures to take if they suspect themselves or a pupil has Coronavirus The School has a written contingency plan in place (COVID-19 Isolation Procedures document) for the isolation of pupils showing signs and symptoms or confirmed cases of COVID-19. Contingency plan also in place for what will happen in the event of a large outbreak of COVID-19 within the school. In such an event, the School would be under the direction of instructions issued by UK Health Security Agency (UKHSA) and local authorities Assistant Head (RS) will take the lead on all Coronavirus related medical issues. They will liaise with The Exec and UKHSA. <u>Day Pupils</u> Any day pupil displaying signs or symptoms of COVID-19 will be isolated in a specified area awaiting collection by a parent/guardian as soon as possible– dependent on age of pupil	COVID-19 Responses Poster and Test & Trace Poster will be displayed in all classrooms. It will be the responsibly of Pupils & Nursery pupils parents to make a decision on whether their child is well enough to attend School.	Low

				this maybe with class TA or other designated person (who will be provided with PPE if a distance of at least 2 metres cannot be met) and be provided with the correct Personal Protective Equipment (PPE – gloves, mask, apron and face shield (if required)) and be trained on how to store it, use it and dispose of it correctly. They will also be responsible to cleaning the designated isolation areas. <u>Boarding Pupils</u> Boarding pupils if requiring isolation will be accommodated in a specified room or rooms in a boarding house. The school will arrange tests to confirm if they have Coronavirus. Designated members of staff will look after the pupils and be provided with the correct PPE and be trained on how to store it, use it and dispose of it correctly. They will also be responsible to cleaning the designated isolation areas. <u>Members of Staff</u> Academic & Support staff will be made aware at inset/induction of the following symptoms to look out for: - A high temperature – – this means you feel hot to the touch on your chest or back. - A new, continuous cough – this means coughing a lot for more than an hour or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual); - a loss or change to your normal sense of smell or taste (anosmia) – this means you have noticed you cannot smell or taste anything, or things smell or taste different to normal. In the event of a staff displaying signs or symptoms of COVID-19 they should inform their line manager and go home immediately and arrange to be tested.	Staff should note the isolation period is at least 7 days from the day you have symptoms, test positive or are a close contact unless they have received both vaccinations in which case you don't need to self-isolate if you are a close contact. You are advised to undertake daily LFT's for 7 days.	

				This government link provides stay at home guidance regarding households with possible or confirmed coronavirus (COVID-19) Infection: Living with someone with Symptoms: https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance?priority-taxon=774cee22-d896-44c1-a611-e3109cce8eae A close contact of someone with symptoms or Covid -19: https://www.gov.uk/government/publications/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person The School will encourage staff onsite who are not feeling well not to feel pressured into coming into work if they suspect they may have the symptoms, but to obtain a Covid test as soon as possible. All school staff (Academic & Support Staff) staff will complete twice weekly at home Lateral Flow Device (LFD) Testing. All Pupils from Year 7 upward will also be provided with twice weekly home testing kits. Staff and parents/pupils need to provide consent to have the test. The test is not mandatory but is strongly advised to break the chain of transmission. In the event of a positive LFD they will be required to self-isolate for at least 7 days.		
Lack of First Aid trained Staff during pandemic	Staff not available to render First Aid treatment in the event of a First Aid Emergency	All users of School facilities, pupils, staff, visitors and contractors.	High	First Aid The school has designated trained First Aiders located at all school sites. Defibrillators located at key locations. First Aid Policy amended for administering First Aid during the Coronavirus pandemic. In general good hygiene procedures will be followed as per First Aid Training, use of gloves and	Accident records will completed and retained as per the Schools Accident reporting policy.	Low

				handwashing before and after administering first aid. Face shields and masks will be available to all staff.		
Lack of fire drill training leading to new and existing staff and pupils unsure of evacuation procedures.	Serious injury or loss of life from an emergency situation.	All users of School facilities, pupils, staff, visitors and contractors.	High	<u>Fire</u> Upon evacuation everyone should leave as per school policy and training now the bubble system has been removed.	Fire Drills will be run and supervised within the first few days of a return to school – as per Schools Fire Management Policy.	Low
Protection of vulnerable and clinically vulnerable Staff & Pupils on returning to work	Potentially at higher risk from COVID-19 due to underlying health condition, ethnic background or pregnancy.	School staff and pupils	High	All pregnant members of staff undergo individual risk assessment as per school policy. COVID-19 risk will be assessed as part of this. Any member of staff or student who deems themselves in the Clinically Extremely Vulnerable group – should discuss their concerns with their health care specialist (not GP) and provide this feedback to the school. This will enable the school to assess each case individually and put in place appropriate control measures in line with professional medical advice obtained by the member of staff or student or their parent.		Low
Lack of record keeping in relation to those that have previously tested positive or have been sent home with COVID-19 symptoms	Lack of record keeping could hinder the Test & Trace system in the event of an outbreak or help with elimination purposes.	All users of School facilities, pupils, staff, visitors and contractors.	High	Close contacts in schools are now identified by NHS Test and Trace. The School is not expected to undertake contact tracing. Any information will be maintained under GDPR conditions. This information will only be shared with UKHSA to aid with the NHS Test and Trace process in the event of a suspected or confirmed outbreak.		Low

Mental Health concerns associated with numerous topics including COVID-19	Staff/pupils not being able to cope with a given situation	School staff and pupils.	High	Staff should speak with their line manager in the first instance if they wish to discuss problems or have any concerns. They can also approach the HR Manager if required. Regular staff departmental meetings undertaken to enable staff members to continue to feel connected to their colleagues. Form tutors will liaise with families about any pupil wellbeing issues. Houseparent's will deal with any wellbeing issues for boarding pupils. School counselling service is available for referrals		Medium
Safeguarding measures being overlooked during the Pandemic	Safeguarding standards falling below the schools policy standards		High	Safeguarding Policy amendment included in current policy to cover COVID-19 period. This has been communicated to staff via email, website, and netconsent. Face to Face Safeguarding training has resumed. Staff to complete KCSIE 2021 Part 1 Update unit within first week of return to school. DSL & ADSL is known to all staff and displayed on posters in appropriate areas.		Low

Facilities Management Risk Assessment

Hazard	Risk	Individuals at risk	Risk Rating	Control Measures	Remarks / Additional Control Measures	Residual Risk
People returning to School Buildings that have not been maintained or cleaned during the closure of the School	School Building being unsafe for reoccupation.	All users of School facilities, pupils, staff, visitors and contractors.	High	All School Buildings have received an internal and external walk around check by members of the Estates department to identify any areas that may have deteriorated during the lockdown period. Any obvious issues have been dealt with. <u>Water</u> All water systems have been flushed and water temperatures are recorded on a weekly basis to eliminate the potential for the growth of legionella bacteria in pipework and water tanks. Water treatment contractor have undertaken shower head cleans.		Low

				All water systems have undergone their annual cleaning and chlorination process in August 2021 by the schools designated water treatment contractor. <u>Gas</u> All Gas boiler system have undergone their annual maintenance regime by gas safe registered contractor and been issued with a Landlords Gas Safety Certificate during July 2021. <u>Electrical</u> Building due for their hardwiring testing has been completed during July/August 2021. Annual PAT Inspections have been completed during September & October 2021. <u>Fire</u> Building that where due their annual fire risk assessment during the summer period have been completed and any issues remedied. New route configurations have not compromised fire exit routes. Some fire exits are being utilised to allow one way systems in certain buildings. Annual Fire alarm servicing undertaken during July/August. Weekly fire alarm testing to resume at the beginning of term. These will be undertaken by Unifire with additional hygiene control measures in place. Annual Fire Extinguisher servicing completed August 2021. Emergency Light testing completed August 2021. Designated School staff will recommence with their weekly fire checks to include Fire Extinguishers and Fire Exit checks. Any issues will be recorded and reported as per the schools Fire Safety Management Policy and Procedures.		

				Fire Drills will be undertaken within 5 days of return to school as per Fire Safety Management Policy and procedures. Most assembly points allow for social distancing upon evacuation. Most of the newly sourced (SteriKleen) hand sanitiser used on school sites is non-alcohol based and is therefore not flammable. <u>Air Conditioning Units</u> All units have been serviced and tested during the lockdown period. Those with recirculation/transfer systems from one room to another will be switched off. <u>Passenger Lifts</u> All passenger lifts have undergone their six monthly LOLER inspection and annual maintenance programme. <u>Cleaning</u> All school buildings have been cleaned thoroughly prior to reoccupation. <u>Laundry Equipment</u> All equipment has been serviced and maintained during the lockdown period. Sufficient washing products sourced. <u>Waste Collections</u> Collections will continue as normal. Any contaminated materials associated with COVID-19 will be quarantined and disposed of as per Government guidelines. Face coverings and gloves can be disposed of in normal waste streams. <u>Pest Control</u> Pest Control visits have continued through lockdown to service and monitor bait stations and attend to any newly reported activity.		

				<u>Security</u> Security systems (CCTV, door access control systems etc) have been maintained. <u>Estates School Vehicles</u> All vehicles have been mechanically maintained, taxed & MOT'D Inc. LOLER throughout the pandemic. Estates Risk Assessment acknowledges the fact that numerous people could operate the same vehicle. Hygiene control measures identified and in place. <u>School Minibuses</u> All vehicles have been mechanically maintained, taxed & MOT'D throughout the pandemic		

Risk Assessment completed – 29th August 2020.
First Review – 15th September 2020
Second Review – 8th October 2020
Third Review - 7th November 2020
Forth Review – 2nd December 2020
Fifth Review – 11th January 2021
Sixth Review – 19th February 2021
Seventh Review– 5th March 2021
Eighth Review – 16th April 2021
Ninth Review – 14th May 2021
Tenth Review – 21st June 2021
Eleventh Review – 19th July 2021
Twelve Review – 6th September 2021
Thirtieth Review – 11th October 2021
Fourteenth review - 29th November 2021

This Review – 10th January 2022
Next Review – 25th February 2022*
*Or before if there is a Covid outbreak, Government guidance changes, or control measures are found to need adjustment once School begins.