**Introduction**

The COVID-19 outbreak is dynamic and changing daily, if not hourly, and there are now many agencies providing information almost to the point of information overload.

This COVID-19 risk assessment identifies risks and assesses and describes methods of controlling those risks. We recognise that this risk assessment must be a dynamic process, updated whenever advice, circumstances, or any of the assessed risk factors are seen to have changed.

**Rationale**

The logic behind these actions, and the need for this risk assessment, is the ongoing ‘duty of care’ the School has for its whole community: Governors, staff, parents and pupils.

A 'duty of care' means a legal obligation to ensure the safety and well-being of others. Some duties are established, such as “the teacher and pupil relationship”, and “the employer and employee relationship”. With COVID-19 Schools are having to make difficult and timely decisions in order to fulfil this duty to their pupils, parents and staff.

The test when considering whether a duty has been properly discharged is “what would the reasonable person have done, or not done, in the circumstances of this particular incident?”.

For COVID-19 there are three important factors to take into account:

a. *state of knowledge* - the developing knowledge of the virus itself and up-to-date government guidance at the time decisions are made.

b. *seriousness of likely injury* – this will have to be assessed on a case by case basis. For example, if there has been a confirmed case in the School population. A proportionate risk assessment would also have to be taken to identify where the affected individual has been, with whom they had contact and areas they have used. A further concern is for pupils that may be more vulnerable to COVID-19 than others.

c. *Cost and difficulty of taking precautionary measures* - closing Schools has had considerable costs and difficulties from furloughing staff, ensuring the provision of education remotely to School fees and examinations.

**The School – States of Operation**

For the purposes of this risk assessment a number of stages of operation for Schools have been considered:

1. Fully Open Business as usual: no travel or trip restrictions.
2. Open Business as usual: with caveats – no visitors or trips.
3. Open T In transition: some teaching in School and some remotely.
4. Open K Key staff and certain children in School. All other teaching remotely.
5. Open R Teaching is all achieved remotely.
6. Fully Closed No one on site except Head/Bursar and maintenance staff.

**Risk Assessment**

Government advice states that “every setting should carry out a risk assessment before opening. The assessment should directly address risks associated with coronavirus (COVID-19), so that sensible measures can be put in place to control those risks for children and staff. All employers have a duty to consult employees on health and safety, and they are best placed to understand the risks in individual settings.”

**Running the School - Assessing the Risk**

Assessing COVID-19 is particularly awkward as the outcome of the risk assessment for one group within a School will have an impact on another: teaching staff, support staff, visitors and contractors (if these groups are allowed access) and pupils of varying age groups and class size.

The overall assessment of risk will require regular revision and will include, but not be limited to, the following questions:

1. Is government advice being regularly accessed, assessed, recorded and applied?
2. Are changes regularly communicated to staff, pupils, parents and Governors?
3. Are changes reviewed by Governors?
4. Is access to School controlled effectively and are visitor (if allowed) details recorded?
5. Are Social Distancing (SD) and other hygiene rules communicated, understood and applied?
6. Are staff and pupils being reminded and checked to ensure they are complying with hygiene and SD rules?
7. Are there sufficient supplies of hygiene materials and are they well placed?
8. Has the cleaning regime been regularly re-assessed and, if necessary, revised to high risk areas such as toilets, door handles, switches, hand rails and regularly used hard surfaces?
9. What precautions are being used to keep shared teaching equipment (e.g. musical instruments) hygienic?
10. Are high risk areas being regularly monitored for hygiene?
11. Are contingency plans in place for the transition to full opening (or re-closing) including rapidly sharing decisions?
12. Are all the risks identified properly mitigated and regularly re-assessed?

In addition to the above, the following will be considered for pupils, parents and staff:

1. What SD rules has the School decided? Are they different for various activities (play, games, drama, music) and locations (classroom, playground) and have all adhered to these SD rules?
2. What PPE has been recommended and, dependent on risk assessment, what has the School decided to equip staff and pupils? The range of PPE may include:
	1. Masks;
	2. Gloves;
	3. shields (for face or lecterns, desk separators, staff desks);
	4. sanitisers (gel and tissues).
3. Medical. Who has:
	1. Pre-existing medical conditions and are they fully declared?
	2. Have all vulnerable pupils, parents and staff been identified and recorded?
	3. Tested positive for COVID-19 and is it recorded? (for elimination purposes)?
	4. Come into contact with anyone tested positive to COVID-19?
	5. Travelled where: other than home and School?
	6. Been sent home with COVID-19 symptoms (a cough, high temperature or shortness of breath)?
4. Have all adhered to the external socialising rules set by the School such as:
	1. shopping;
	2. parties;
	3. games and play;
	4. travel (other than home to School and return).
5. Are plans being considered for School events including parent and teacher meetings etc?

A grid, to record the risks, control measures and outcomes, is at Annex A.

**Conclusion**

The phrase “a lot of moving parts” has never been so correctly applied to a situation where the risk posed by the virus is dynamic and will remain so. So many different stakeholders of varying ages and health will bring multiple shifting risks which will be considered on a daily basis for the safety of pupils, staff and parents.

The Senior Leadership Team (SLT) will analyse and then co-ordinate the way ahead. To do this, information will be drawn from all relevant agencies in order to ensure informed decisions and changes that reflect a safe and secure School environment.

**ANNEX A**

1. **Overall Risk Assessment in the COVID-19 Environment**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Risk** | **Control Measures** | **Outcome** | **Remarks /** **Re-assessment** |
|  | Is government advice being regularly accessed, assessed, recorded and applied? | * Head monitors ISA /DfE/Gov.UK
* Bursar monitors ISBA/DfE/Gov.UK
* Head/Bursar attend all relevant sector association webinars
* Governors are provided with access to information and opportunity to attend advisory webinars.
 | YES  | All years returning, bubbles have been determined |
|  | Are changes regularly communicated to staff, pupils, parents and Governors? | * General announcements are communicated by the Head via email.
* Updated Policy document is available to staff via SharePoint and Parents via the School Website/email.
* Pupils receive updates from teaching staff directly.
 | YES  | No change |
|  | Are changes reviewed by Governors? | * Governors review the Risk Assessment documents on a weekly basis and an online meeting with the Head and Bursar is held as required for significant changes.
* Governors ratify any decision to open the School or make any amends to the School’s “status of operation”.
 | YES  | No change |
|  | Is access to School controlled effectively and are visitor (if allowed) details recorded? | * From 18/5/2020: visitors only permitted by advance arrangement, declaration of good health in advance and continued mandatory ID checks.
* No visitors permitted from 1st June 2020 without the express permission of the Head/Registrar/Bursar.
* Office staff to register all visitors to negate requirement to use touch-screen Inventory system and reduce interaction with Reception staff.
* All visitors directed to Main Reception Area. Communicated in advance of arrival and strictly observed.
 | YES  | No change |
|  | Are Social Distancing (SD) and other hygiene rules communicated, understood and applied? | * Rules and requirements are updated dynamically and communicated to parents, pupils and staff on a weekly basis by the Head (Newsletter & Email) and by regular update on the School website.
* Pupils are advised directly by teaching staff on a daily basis.
 | YES  | No change |
|  | Are staff and pupils being reminded and checked to ensure they are complying with hygiene and SD rules? | * On site posters, floor markings in place prior to opening to reinforce and remind all in School.
* Posters in communal areas and classrooms to remind of the SD requirements.
* Hand sanitiser units set up plus mobile hand sanitiser pumps as needed.
 | YES  | No change |
|  | Is there sufficient supplies of hygiene materials and are they well placed? | * The School has sufficient stocks of PPE including visors/face masks for Staff, hand sanitiser, handheld thermometer in school office.
* Pupils can wear masks if they wish but they are not being provided by the School.
* Hand sanitiser units placed around the school in main thoroughfare areas and ensuring covering each main route.
 | YES  | No change |
|  | Has the cleaning regime been regularly re-assessed and, if necessary, revised to high risk areas such as toilets, door handles, switches, hand rails and regularly used hard surfaces? | * A deep clean of the school undertaken during the school holidays by the regular cleaning company used by the school under the direction of the Bursar.
* Caretaker to continue to wipe down hard surfaces during routine site walks at specified times of day
* JP will clean daily as directed by the Bursar.
* Cleaning company will perform thorough daily cleans from 1/9/2020 as directed by Bursar/Head
 | YES  | Cleaners are resuming normal cleaning from Monday + appropriate deep cleans are being undertaken. JP will continue regular sanitising as required. |
|  | What precautions are being used to keep shared teaching equipment (e.g. musical instruments) hygienic? | * The School is currently NOT permitting the use of shared equipment such as musical instruments.
* Each member of staff and every pupil will be required to use and retain their own pens, pencils and other stationery equipment.
* As much as possible telephones will be kept to single users and sanitiser wipes will be provided.
* There is sanitiser unit near the main staff room photocopier and both copiers have sanitiser wipes.
* Any group activites will be individually risk assessed
 | YES  | Any group activities to be risk assessed and in line with bubble arrangements. |
|  | Are high risk areas being regularly monitored for hygiene? | * All members of the SLT and the Caretaker will regularly check high risk areas to ensure that appropriate hygiene standards are being observed.
* Operation of a “tick-list” in all areas to confirm regular checks by staff.
 | YES  | No change |
|  | Are contingency plans in place for the transition to full opening (or re-closing) including rapidly sharing decisions? | * Requirement to re-close would be communicated as original closedown on 20th March. Proven channels of communication.
* Remote teaching would resume in the event of any lockdown – full or partial
 | YES |  |
|  | Are all the risks identified properly mitigated and regularly re-assessed? | * The Bursar/Head will discuss operational risks observed (building/facilities/health) on a daily basis, having also consulted the onsite caretaker.
* Teaching Staff will report concerns to the Head who will consider/action in conjunction with the Bursar/Caretaker/SLT as appropriate.
* Initially a daily update will be provided to the Head by the Bursar or Caretaker.
* A weekly update will be provided to Governors by the Head and Bursar.
 | YES | No change |

1. **Pupils, Parents and Staff Risk Assessment in the COVID-19 Environment**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Risk** | **Control Measures** | **Outcome** | **Remarks /** **Re-assessment** |
|  | Are communication channels working and being reviewed? Email, text, facebook etc | * The School uses Facebook and Twitter in addition to its own website, email and texting channels to communicate with parents and staff. These channels are maintained and reviewed operationally by the Office staff.
* Registrar/Office monitor content of messages posted on Social Media.
* Email services checked operationally by the Office/Head
* Feedback from parents being received by all and fed back to the Head personally.
* Schoolbase portal will be used for email messages and also publicise general communications.
 | YES | No change |
|  | Is there a robust feedback and reply system to ensure best practice and two-way communications for pupils, parents, staff and Governors? | * The Head, all SLT and Bursar are available by email at all times for parents and staff to communicate to.
* Pupils are directly connected each day with their tutors and class teachers. Every week the teaching staff are asked for feedback.
* Chair of Governors undertakes a weekly review meeting by video conferencing with Head. All weekly communications are sent to all governors.
* The Chair of Governors is in regular contact with the Head and Bursar and available on need to assist with strategic matters and provide some operational feedback.
 | YES | No change |
|  | If there is a Governor and / or officer for the School / department nominated to be responsible for COVID-19 matters, are their contact details known and are they on call? | * The Chair of Governors co-ordinates all Covid-19 related matters with the Governing Body. The CoG contact details are published on the School website for parents.
* The Head acts as the “Covid-19 Co-ordinator” (available by email/phone) working closely with the Bursar.
* The Head/Registrar live nearby and therefore available as required for staff and pupils. Parents can contact by email or telephone through well-established channels.
* All staff emails are published on the School website for parents use.
 | YES | No change |
|  | Is there a system to communicate with parents and staff that have not returned to School for fear of infection? | * The Head retains overall control of the communications with parents, with reference to the SLT, Governors and Bursar and will provide information about the safe return plans to all stakeholders in advance of 15t June.
* The Head and Office are nominated as points of contact for parents and/or staff who wish to report dis-inclination to attend in advance.
* Children expected at School who do not attend will be contacted by their Class Teacher on the day. This may be delegated to the Office.
* The Headmaster will be alerted to non-attendees on a daily basis and will co-ordinate a suitable approach with the Bursar.
* Where appropriate LA will also be notified.
 | YES | No change |
|  | Who has travelled where: other than home and School?  | * Head write to all parents and staff with health declaration asking for them to comfirm that they have followed government guidelines. Staff for 1/9/2020 and pupils for 7/9/2020
 | YES |  |
|  | What are, and have the hygiene rules set by the School been adhered to by pupils, parents and staff?  | * The basic plan for movement around the site and hygiene rules are being communicated to Pupils/parents/staff before 1 September 2020.
* The hygiene rules are communicated to staff and pupils via posters displayed around the School.
* Teaching staff update pupils personally on a daily basis, and staff are reminded weekly by the Head via email/staff meetings.
 | YES |  |
|  | Are all staff trained and regularly updated in COVID-19 symptoms, SD and how these rules apply to teaching? | * All staff are reminded of the symptoms of C-19 and the requirements for SD via posters around the School, staff meetings and by emails from the Head, Office and Bursar.
 | YES | No change |
|  | Is School transport operating to reflect SD, hygiene, PPE and cleaning arrangements? | Transport will be in place for September including JBS and minibus. Communications to parents prior to 7/9/2020 will confirm to parents arrangements in place | YES |  |
|  | How is registration throughout the day managed including temperature / health checks? | * Pupils or staff reporting C19 symptoms are directed to office where they will be checked by First Aid staff (wearing suitable PPE).
* If symptoms confirmed the person will be isolated in the hub and in the case of pupils, parents will be immediately contacted to collect their child.
 | Reasonable measures taken | No change |
|  | Are transit spaces (corridors), social zones (car parks, staff rooms, playgrounds) configured to SD rules? | * Bubbles will be in operation and flow around the school will relate to the bubble and staggered timings of breaktimes and lunches
* The plan will be communicated to pupils, parents and staff in preparation for 7/9/2020 return.
* 2 Metre markings will be put in communal areas to assist SD.
 | YES | No change |
|  | Are learning and games spaces configured to SD rules? | Appropriate Games Lessons will take place on site.  | YES | No change |
|  | Are different age groups catered for in terms of timetabling, length of the School day and exposure to other age groups. | Separate bubbles and staggered timings will be in place and clearly communicated | N/A |  |
|  | Is there a system in place to deal with bereavements, trauma, anxiety, behavioural issues? | * School Counsellor available (ELSA), School DSL on site.
 |  | No change |

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Risk** | **Control Measures** | **Outcome** | **Remarks / Re-assessment** |
|  | Have safeguarding, code of practice, and staff handbook policies been updated, regularly reviewed and shared? | * Safeguarding document has been updated and shared with staff by DSL during INSET
* Updated staff handbook distributed and read by staff during INSET
 | YES | No change |
|  | Are the DSLs easily contacted and their contact information known to all? | * DSLs details are well known. They are available either on site or by email/telephone daily.
 | YES | No change |
|  | Is there a COVID-19 specific policy that includes medical responses, SD, teaching, socialising, feeding, well-being etc? | Phased return to school policy will be published with risk assessment – used ISBA template | YES | No change  |
|  | Are class sizes reduced and kept together in their “bubble” (minimising contact with others) and properly supervised? (14.5.20) | Bubbles will be in operation as per attached staff commnication | YES |  |
|  | Should the needs of each age group and class be considered separately in terms of support, activities and facilities?  | Year groups to be kept apart in separate ‘bubbles’. No staff to cross over between bubbles. See attached staff communication | Separate bubbles | No change |
|  | Are staff having sufficient down time / rest during the working day / week? (14.5.20) | SLT will provide breaks for staff at school.  | YES | No change |
|  | How are new staff and pupils inducted and has the registration and recruit process been adapted to ensure compliance? | Full induction to take place.  | Reasonable measures in place | No change |
|  | Are sporting, play and SD rules clear to staff and pupils? | Head to reinforce at staff meeting.  | YES | No change |
|  | Are drama, dance and music activities applying SD rules? | Individual risk assessments to be undertaken. | N/A | No change |
|  | How are staff meetings and staff rooms regulated in terms of space, equipments, resources (copiers, kettles, biscuits etc) timings, SD and purpose? | * Staff meetings take place by TEAMS.
* Caretaker to ensure that there are santiser and wipes for shared equipment (hot water, photocopier, fridge, telephones etc).
* Staff to adhere to bubbles and stagger times to ensure they can remain in their bubbles
 | Reasonable measures in place | No change |
|  | Are drop-off and pick-up procedures, in/out routes shared, understood and applied? | Yes | YES | No change |
|  | Are transit spaces (corridors), social zones (common rooms / playgrounds) configured to SD rules? | 2 metre distancing | YES | No change |
|  | Do classrooms reflect SD layout, PPE, screening and regular cleaning rules? | Yes. Caretaker to clean at break times.  | YES | No change |
|  | Have unnecessary items been removed from classrooms and other learning environments? (14.5.20) | Teachers preparing individual classrooms within guidelines | YES | No change |
|  | Are soft furnishings, soft toys and toys that are hard to clean been removed? (14.5.20) | Staff room soft furnishings have been packed away. Will perform classroom review to ensure shared equipment/furnishings removed as necessary, HUB will be cleared by ELSA. | YES | No change |
|  | Can staff manage to deliver both in-School and remote learning, whilst in the transition phase? | N/A | N/A |  |
|  | Are assemblies, break times, drop-off and collection times sufficiently well staggered?(14.5.20) | Staggered as required | N/A |  |
|  | Are meal times safely managed? | All children to bring lunchboxes. In-line with normal policy. Will eat in classrooms | YES | No change |
|  | What are the risks of providing breakfast and after School clubs? (14.5.20) | * Individual risk assessments to be carried when requirements known
 | N/A | N/A |
|  | What vulnerable staff and children are in School / home, is medical advice being followed and are they properly supported? (14.5.20) | * Staff declaration and responses being monitored. Update to be done for 1/9/2020
* Pupils will be covered by declaration to determine any new factors.
* Support is in place for those with identified needs.
 | Reasonable measures in place | No change |
|  | Is pupil and staff mental health and wellbeing properly considered with individual needs identified and supported? (14.5.20) | * Regular bulletins added to weekly staff email.
* Head to contact ELSA for further suggestions.
* Regular staff informal chat time slot once a week. To bring together remote and on-site staff.
* Reiterate to all staff the welfare support available to them.
* Pupil support plan being put in place with further facilities being reviewed
 | YES | No change |
|  | Where activities have been re-scheduled is SD working and are the timings sufficient? | Head to update where appropriate.  | YES |  |

**d) Medical Risk Assessment in the COVID-19 Environment**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Risk** | **Control Measures** | **Outcome** | **Remarks / Re-assessment** |
|  | Is the science of risk understood e.g. less severe symptoms in adults, younger children less likely to become unwell, small class sizes will help? (14.5.20) | * Head has advised staff via email communication updated during INSET
 | YES | No change |
|  | How effective are the hygiene rules? Is “catch it, bin it, kill it” still publicised and applied? (14.5.20) | * Yes – posters and reminders communicated
 | YES | No change |
|  | Is there anyone in addition supervising the normal first aid trained staff? | * First Aiders are the School Office staff and teaching staff, teaching assistants.
* No further medical advisors present in the building.
 | Reasonable Measures | No change |
|  | Are there sufficient first aid trained staff to deal with temperature testing, isolating suspect COVID-19 cases, outside appointments and normal medical issues? | * AD/JP to lead on this. Other staff on site also trained
 | YES | No change |
|  | If temperature testing or taking other precautions that require new equipment, do operators have the appropriate training and has it been recorded? (14.5.20) | * Temperature testing equipment will be sanitised in between each use.
* Visitors will be checked
 | YES | No change to process |
|  | Have medical policy, procedures and appropriate response to spectrum of medical issues been revised and shared? | * Medical Needs Policy reviewed and added reference to COVID 19 policy
 | YES | No change |
|  | Is the medical room(s) properly equipped? | * School First Aid Room is fully equipped and will be used for non-Covid 19 suspected illness
* Covid-19 symptomatic patients will be attended to in the hub.
 | YES | No change |
|  | What has the School decided is the level of PPE required for pupils and staff and are they trained as to their purpose, use, care and disposal? | * Head to update with reference to SLT and Bursar.
* Gloves and masks purchased for staff, use,care and disposal procedures to be communicated.
* Children to bring in their own masks if they want to.
 | Reasonable measures in place | No change |
|  | Do the sickness management rules need to be re-stated and the “don’t come to work if you are ill” understood. (14.5.20) | * Head to communicate to all regularly by newsletter, email and posters in school.
 | YES | No change |
|  | As different age groups have different risk profiles is each group (staff and pupils) risk assessed? (14.5.20) | * Head/Bursar/ need to keep a confidential list of staff and pupils and a risk assessment should be signed off by the Head
 | YES – self declarations completed and reviewed | No change |
|  | Is the School aware of all pre-existing medical conditions? | * Staff and pupil medical declarations sent out.
* Head to include request / reminder in pre-opening communications.
 | YES | No change |
|  | Who has tested positive for COVID-19 and is it recorded? (for elimination purposes)? | * Head and Bursar maintain a confidential list.
 | Reasonable measures in place | No change |
|  | Who has come into contact with anyone tested positive to COVID-19 and is it recorded? | * Head and Bursar maintain a confidential list.
 | Reasonable measures in place | No change |
|  | Who has been sent home with COVID-19 symptoms (a cough, high temperature or shortness of breath)? | * Details are maintained on Schoolbase
 | Reasonable measures in place | No change |
|  | Is there regular dialogue with those that have suffered from COVID-19 and / or are isolated at home? | * Head to initiate.
 | YES | No change |
|  | Who is shielding another family member and/or who has a condition that precludes their attendance at School? (14.5.20) | * Head/Bursar to maintain a list of staff and pupils affected.
 | Reasonable measures in place | No change |
|  | Is proof required for shielding and of individual conditions? (14.5.20) | * Yes – declaration forms completed by all staff and individual requirements will be actioned
 | YES | No change |
|  | If there is a separate area for temperature testing, holding and isolation areas and are they easily identified and regularly cleaned? | * Yes, School Hub.
* Isolation area is regularly cleaned.
 | YES | No change |
|  | Is temperature testing safe, reflecting SD rules, recorded and kept appropriately? | * Achieved by using infra-red thermometer.
* Used for visitors only from 1/9/2020
 | YES |  |
|  | If emergency services are called is there well understood procedure, RV and cleared routes in and out? | * First Aid policy to be followed
 | Reasonable measures in place | No change |
|  | Are staff and pupils regularly supervised and checked to ensure they are complying with hygiene rules and the use of PPE? | * SLT and Bursar undertake regular checks with staff to ensure compliance
* Reminders of how to use PPE provided.
 | YES | No change |
|  | If essential work is required on site are contractors properly registered, inducted supervised and temperature checked? | * Yes, usual access requirements undertaken.
* Pre-registered visitors details and lanyard production.
* Access via Main School Reception LOBBY ONLY
* Temperature taken and then visitor is taken to area of work and supervised throughout with SD protocols observed
 | YES | No change |
|  | Do medical staff have the appropriate PPE, cleaning materials and training? | * Yes
 | YES | No change |
|  | What is the policy on washing School clothes so as to prevent infection? | * Pupils wear uniform when attending school and clothes suitable for outdoor activities as no changing on site provided.
* Parents and staff asked to observe excellent standards of hygiene throughout including clothing worn in school.
 | Reasonable measures in place | No change |

**e) Support Staff Risk Assessment**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Risk** | **Control Measures** | **Outcome** | **Remarks / Re-assessment** |
|  | Are support staff briefed on changes regularly? | * Will be provided with initial training upon return to School and weekly reminders as a minimum.
* Will be updated when new requirements advised by Govt. PHE etc.
 | YES | No change |
|  | Do support staff have the appropriate PPE, cleaning materials and training? | * Yes all available in each room being used including School Office, Kitchen etc.
 | YES | No change |
|  | Are cleaning regimes reviewed and inspected regularly and conforming to revised hygiene rules? | * Cleaning regimes reviewed daily by Bursar, and Caretaker.
* Regimes updated in line with latest PHE, Govt advice and guidelines.
 | YES | No change |
|  | Are all security and access systems regularly checked, updated and re-coded? | * All systems are fully maintained and working. The School has been overseen by the Head/Bursar through the initial lockdown period.
 | YES | No change |
|  | Have reconfigured areas, zones and routes hampered fire exits and routes? | * No
 | Reasonable measures in place | NO |
|  | Are fire and other emergency procedures reconfigured, routes clear and regularly inspected? | * Yes, by Bursar and Caretaker.
 | YES | No change |

**f) Facilities Management Risk Assessment**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Risk** | **Control Measures** | **Outcome** | **Remarks / Re-assessment** |
|  | Gas supply, venting and valves? | Pipes,connections, seals all Checked Oct 19 as part of boiler inspection | Regularly Serviced | No change |
|  | Have air conditioning ducts and units been checked and reviewed? | Air conditioning units currently not in use. | Air con not used | No change |
|  | Electrical tests up-to-date including emergency lighting and PAT? | * Yes all up-to-date.
* Fixed Wire testing scheduled for review October 2020
 | YES | No change |
|  | Water testing for temperature, flow and legionella in date for test? | * Yes checked August 2020
 | YES | No change |
|  | Fire alarm panel, system and extinguishers in date and serviced? | * Yes Completed July/August 2020
 | YES | No change – regularly testing carried out |
|  | Have waste procedures been reviewed? | * All in place
 | YES | No change |
|  | School vehicles fully registered, insured, maintained and stocked with appropriate hygiene materials if they are to be used? | * Confirmed registered, insured, maintained.
* Bursar/caretaker to stock all School vehicles (2 x minibuses) with sanitiser
 | YES | No change |