

RISK ASSESSMENT



St John's School
LEATHERHEAD

Department	Operations and Compliance
Subject of risk assessment	Covid Secure: Return to School, March 2021
Location(s) covered by this risk assessment	Whole School
Name of person(s) completing this risk assessment	Operations and Compliance Director, Senior Deputy Head
Date of completion	v7 (for 8/3 Return to School)
Risk assessment approved by	The Head and Governing Council
Date of approval	1.9.20
Date risk assessment to be reviewed by	Weekly review and update
Risk assessment no.	C3.7

What are the risks or hazards?	Who might be harmed and how?	What are you already doing to control or mitigate the risk?	Residual risk			Action required y/n	
			Likelihood	Severity	Risk		
Principle risks							
1	Safeguarding	All staff and pupils - all safeguarding and well-being risks	Staff and pupils will be attending school from 8.3.21 with the infection control measure of bi-weekly negative lateral flow testing (see risks 20-23 below) and new requirement to wear a face covering. Staff currently working at home and those furloughed are being supervised and monitored to ensure adequate oversight of staff wellbeing. The safeguarding policy was updated for the new academic year. Safeguarding oversight, staff training and processes are monitored carefully and are currently working effectively. Pastoral time has been set aside for meetings between pupil and tutor and their SHS. Records are being kept by SHS, concerns discussed and actions in meetings with DSL and Deputy Head pastoral. A mental health handbook has been introduced which provides guidance to staff and appropriate actions, supporting documents and risk assessments. The pupils continue to be educated on the benefits and risks of online behaviours. This has been supported by e-safety training for parents delivered live and via regular updates and letters. Attendance data is being collected and analysed to identify pupils of concern. All staff have been subject to specific risk assessments (via our OH provider Medwyn Occupational Health) to assess whether any health condition or other personal risk factor could prevent safe working. A number of emails, briefings and video communications brief staff regularly. Staff wellbeing champions have been put in place to support the wellbeing of both academic and support staff.	2	5	10	Y
2	Health and Safety	All staff, pupils, contractors and visitors on site risk infection from Covid-19 (and increased health and safety risks due to Covid-19 changes in operations)	The School's Health and Safety policy and risk assessments were updated for the new academic year with input from the H&S Consultant. All routine H&S checks are undertaken as normal, some (e.g. legionella) have been increased due to the lack of water use on the estate. Various sections of the H&S Policy have been amended to reflect temporary changes in procedures in response to Covid-19. Staff, pupils and parents receive detailed communications about any new H&S and hygiene procedures which are essential to control the spread of infection. The School procured additional toilets and hand washing facilities, positioned at key entrance points to the School; additional hand sanitisers, some of which are operated hands-free, at entrances and exits to frequently used buildings; increased frequency of cleaning of classrooms, work areas and equipment; increased signage and posters to provide regular reminders to staff and pupils to maintain hygiene standards; cleaning caddies in all offices and teaching spaces (which are locked when not in use).	2	4	8	Y
3	Quality of Education	All pupils at risk of having education disrupted by potential requirement to self-isolate or through the absence of teaching staff self-isolating. SEND, EAL, less socially/economically advantaged pupils (e.g. bursary pupils) will be disproportionately impacted (negatively) in line with national research about which pupils are most likely to experience this.	Meetings for heads of departments (both as a body and individual, line management meetings as well as informal drop-ins) ensure continual communication and discussion for effective planning and implementation as well as the wellbeing of all. - The academic and pastoral deputies to work closely with Hods and SHS to form strong lines of communication and effective interventions. - The Deputy Head (Academic) to work with Hods and the data manager to continue to develop and refine assessment and data tracking. - The Deputy Head (Academic) to continue to stay abreast of national developments and devise or oversee timely communications with staff, pupils and parents as well as clear, coherent responses. One-to-one contact has been built into the safeguarding policy in order to enable SEND/EAL support to continue. The School will monitor the progress and engagement of pupils in the groups most likely to be most negatively impacted by the school closures; interventions will be implemented on an individualised basis. Correspondence specifically to the U5 and U6 ensures they are informed about the most recent developments relating to public examinations and their year groups. Teaching observations continue to take place; drop-in observation of teaching on Teams is facilitated. Method of observation will be assessed with teaching staff in advance.	3	3	9	Y
4	Risk assessment not being fit for purpose	All members of the School community	RA informed by DfE advice and guidance and other available advice and guidance which the SLT deem to be useful, additional information. H&S Consultant reviewing all risk assessments. RA to be reviewed by SLT and staff consultation group with reference to Governing Council when necessary or as new information is made available to schools and/or the public. Updates to be circulated to staff in (i) briefing; (ii) via email; (iii) in meetings, as necessary.	2	2	4	N

Covid-19 infection risks							
5	Risk of Covid-19 transmission on the School site.	Staff, pupils, visitors and contractors risk infection by attending the School.	<p>Summary of systems and structures to fulfil the governmental hierarchy of control measures, including the requirement that people who are ill and/or awaiting Covid-19 test results stay at home; robust hand and respiratory hygiene; enhanced cleaning arrangements; active engagement with NHS Test and Trace; wearing of face coverings (see below); formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable.</p> <p>The overarching control measures are:</p> <ul style="list-style-type: none"> • Lateral Flow Testing (see below) • Face coverings should be worn indoors by staff and pupils, at all times when a two-metre social distance cannot be maintained. This will include classrooms, offices corridors and communal areas (including house spaces) except for when eating. Face coverings are not required to be worn outside or for sport except for the lunch queue when face coverings should be worn. The use of face coverings in specialist teaching spaces such as drama will be dependent on the ability to maintain a 2 metre social distance from other pupils and staff. A record of Pupils who have a medical exemption will be held by the Nurse Manager and a red lanyard will be provided so ensure staff are aware of this exemption. • Use of hand sanitiser when pupils transfer from one teaching space to another. • Whole year groups to be treated as a "bubble", each year group will be given a zone where all their teaching and pastoral care will take place (In Hamilton and Henry Dawes buildings, except for U6 who will be taught in rooms in Houses which have been converted to teaching spaces). Teachers will move to the classroom their class is in as pupils will not be moving around the site except to access a room with subject specific specialist equipment eg in art, D&E, Drama, some science lessons. Certain, limited activities that require a 'bubble break' are subject to separate risk assessment and approval by the Senior Deputy Head. Every pupil group has a designated outside space for use during break and lunchtime. • Thoroughfares clearly demarked to separate foot traffic. Henry Dawes building operating a one way system. Separate year group entrances to the Dining Hall. • Classroom layouts have been adapted to ensure that pupils are physically distanced during lessons and all face forward. • All classroom spaces have been RAG rated in light of the requirement for teachers to maintain 2m distance from pupils. Where classrooms have an area which does not meet this requirement, Perspex screens have been added to teacher desks. As per the government guidance, teachers will have to teach from the front of the class and will be discouraged from any circulation around the room because they will inevitably become closer than 2 metres to pupils. • Communal spaces, classrooms and offices have been RAG rated and adapted to ensure distancing, use of perspex screens where required, use on a rota basis if necessary. • Staff will only work in School where a physical presence is required, office sharing on a rota basis. Perspex screens provided where required. Clear desk policy to ensure effective cleaning. Caddies with cleaning materials available in all spaces. Device charging points will be made available with cleaning wipes to be used before and after use. • Gloves provided to classrooms for pupils to wear when handling cleaning wipes. • Detailed procedures communicated in advance and Covid-19 infection control refresher training for staff and pupils as required. Ongoing communication maintained to ensure regular reminders are given and to update as and when necessary. • Access to School is by designated entrances with direction to proceed immediately to hand washing. All locations used will be well-ventilated by (i) windows being kept open, except where air-conditioning extraction is available; (ii) internal and external doors will be left open where this complies with fire safety regulations. • Health Centre will be staffed and is managed by a fully qualified nurse. All new procedures communicated in advance, updated regularly and reminders provided in briefings. 	2	5	10	Y
6	Risk of Covid-19 transmission due to inadequate cleaning and waste disposal	All staff, pupils, visitors and contractors risk infection by attending the School	<p>Enhanced cleaning schedule in place. Effectiveness of cleaning and availability of supplies closely monitored: hand sanitiser units reallocated to areas of most frequent use. Classrooms are provided with caddies containing appropriate cleaning materials and PPE. Procedure for restocking cleaning caddies in classroom updated and communicated. Contracted cleaners have own risk assessment.</p> <p>Cleaning hours have been changed to ensure effective cleaning at correct times of the day.</p> <p>Handwashing stations checked throughout the day and santiser stocks replenished as required.</p> <p>Waste disposal process in place for disposal of contaminated waste.</p> <p>Classrooms where multiple year groups rotate (Art and D&E) receive a higher level of support from Operations Dept. to maintain cleaning standards. Detailed arrangements agreed locally between teachers and operational cleaning staff.</p>	2	5	10	Y
7	Increased risk of Covid-19 transmission due to lack of awareness of or adherence to new policies and procedures put in place to control risk	All staff, pupils, contractors and visitors on site risk infection	<p>All staff and pupils will be aware of all relevant policies and procedures including, but not limited to, the following: H&S Policy, Infection Control Policy, Face Coverings Policy, Medical and First Aid Policy. The Staff Guidance document (updated 4.3.21) clarifies that contravention of safety regulations, including Covid-19 infection control measures, is considered misconduct and may invoke the disciplinary procedure.</p> <p>All staff and pupils returning to School will have an updated briefing about Covid-19 infection and how to prevent it. Messages are reiterated regularly in staff briefings.</p> <p>All relevant staff have regard to all specific guidance and legislation including, but not limited to, the following: DfE Covid-19 guidance, RIDDOR, PHE, CLEAPPS and OH information.</p> <p>Staff who need PPE will have specific training on use and disposal of PPE.</p> <p>Pupils and parents are made aware of the School's infection control procedures (including the policy in relation to wearing face coverings) and updated procedures for lateral flow testing and isolation in the event of a positive test, via correspondence and centrally filed, accessible documentation for referral at any time. Pupils are aware that they must tell a member of staff immediately if they begin to feel unwell. Parents are informed that they must not send their child to school if the child or another household member develops Covid-19 symptoms. In these circumstances the parents/carers should call the school to inform the school of this and that they will be following the government guidance on isolating.</p> <p>All information received regarding illness of pupils, staff and parents is kept strictly confidential, filed by the Health Centre and HR, and shared on a need-to-know basis only.</p>	2	5	10	Y

8	Increased risk of transmission, due to lack of physical distancing	All staff, pupils, contractors and visitors on site risk infection from Covid-19 due to lack of physical distancing	<p>Teaching in year group bubbles. Teaching space reorganisation (covered at 5 above) will help ensure that staff and pupils can maintain physical distance.</p> <p>Entrance/exit arrangements designed to limit movement around the site and reduce mixing of pupils. Signage and markings around the School site support and indicate physical distancing arrangements. Signage will clearly mark the presence and flow of one way systems. One-way system for Hamilton building.</p> <p>Use of the Library: Pupils on a reduced timetable will be allocated two desks to each year group from L3 – U6 so pupils can be socially distanced and there is a designated year group space.</p> <p>Remote meeting arrangements will remain in place for staff (including staff briefings) to limit unnecessary face-to-face contact. The staff room will not be in use for on site staff: they will be able to work in separate, allocated locations. Staff working in shared offices will be able to work on a rota basis or have another designated area to work if office conditions are too crowded.</p> <p>Toilets will have clear signage to indicate both queuing distances outside and whether there is sufficient space for a new person to enter communal areas. Staff toilets will be clearly marked as separate from pupil toilets.</p> <p>Tape/barriers/locked doors and signage will be used to prevent access to unused parts of the school.</p> <p>Staff are discouraged from car-sharing and are regularly consulted with via the Staff Consultation Committee and union representative on all arrangements.</p> <p>Clinically Extremely Vulnerable and vulnerable staff are consulted with individually - individual risk assessments and flexible working arrangements will be in place, where necessary. Clinically Extremely Vulnerable staff are advised to work from home until 31 March 2021 and alternative staffing provision has been made.</p>	2	5	10	Y
9	Increased risk of transmission due to lack of Covid-19 specific hygiene control	All staff, pupils, contractors and visitors on site	<p>Increased cleaning and hygiene systems. See above.</p> <p>New policy for wearing of face coverings (in line with Government guidance) shared with parents, pupils and staff.</p> <p>Sufficient handwashing and toilet facilities available and additional mobile/outdoor handwashing stations have been procured. Additional alcohol-based hand sanitiser (that contains no less than 60 percent alcohol) will be provided in classrooms, corridors and other key environments, to ensure that pupils are able to sanitise hands when transferring from one teaching space to another. Additional cleaning regime implemented (see daily cleaning schedule) which ensures that surfaces such as desks, chairs, doors, sinks, toilets, light switches, bannisters etc. are cleaned more regularly than normal. Bins will be emptied more regularly. New lidded bins are in place.</p> <p>Clear desk policy implemented in all classroom and office spaces. All staff will limit the use of paper-based resources unless necessary. Limit the use of shared resources, in any context, to that which must be shared and must be cleaned in between uses. Staff and pupils to use their own resources wherever possible. Soft furnishings and unnecessary items are removed from all locations being used by staff. Offices have perspex screens where necessary and signage for maximum numbers/social distancing. Staff operate on a rota basis where offices are too crowded to allow for social distancing. Updated and more detailed Infection Control Policy provided to all staff and considered 'essential reading', staff have declared that it has been read and understood.</p> <p>All locations used will be well-ventilated by (i) windows being kept open, except where air-conditioning extraction is available); (ii) internal and external doors will be left open where this complies with fire safety regulations.</p> <p>Posters and signage displayed throughout the School reminding everyone to wash their hands, e.g. before entering and leaving the school.</p> <p>Staff and pupils to bring their own water bottles and snacks and instructed not to make drinks for colleagues.</p> <p>All staff and pupils will be briefed on the good hygiene, pupils will wear uniforms except on days they do sport when they can wear sports attire to avoid the need for changing. Staff to wear normal business dress.</p>	2	5	10	Y
10	Increased risk of transmission through coughing and sneezing	All staff, pupils and visitors to the site	<p>Social distancing measures; increased hygiene measures; the wearing of face coverings, noted above and below in relevant risks, mitigate for this.</p> <p>Signage and communications repeatedly reinforce the "Catch it, bin it, kill it" procedures.</p> <p>Tissues and lidded bins for safe disposal are available across the site, including in all teaching spaces.</p> <p>IT risk assessment details new protocol for support services and troubleshooting; IT services team to wear gloves and staff/pupils to wipe down equipment before use.</p> <p>The sports risk assessment details additional hygiene measures for this activity.</p> <p>Staff and pupils are briefed on the difference between hayfever, colds/flu and Covid-19 symptoms; the Health Centre is aware of these and holds a list of all staff and pupils who have hayfever and other allergies.</p>	2	5	10	Y
11	Increased chance of transmission due to medical emergency	Staff dealing with an urgent medical situation or staff/pupils on the receiving end of medical attention during the school day risk infection from Covid-19 due to lack of physical distancing or lack of PPE	<p>Classrooms are equipped with infection control packs containing PPE such as apron, gloves, surgical mask. The Nurse Manager will brief relevant staff on how to deal with a medical emergency prior to arrival of on-site nurse or ambulance.</p> <p>First aiders will read the Covid-19 specific guidance. The Nurse Manager will brief staff and pupils on how to deal with a medical emergency relating to Covid-19.</p> <p>The Health Centre will be open and provide higher level of medical expertise than first aiders or any staff or pupil responding to an emergency situation. The Health Centre has a specific risk assessment.</p>	1	5	5	Y

12	Increased risk of transmission due to Pupil or Staff becoming unwell with Covid-19 symptoms whilst on the School site	All staff, pupils, contractors and visitors on site risk infection from Covid-19 due to potential case on the School site	<p>Staff and pupils who are unwell/symptomatic should not attend School. Staff Guidance clarifies this and briefings will update staff regularly.</p> <p>Visitor protocol demands that symptomatic persons are not to come to the School site. Visitors must complete a declaration regarding Covid symptoms and provide contact details for NHS Test and Trace.</p> <p>Staff and pupils are informed of the symptoms of possible Covid-19 infection and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus.</p> <p>Any member of staff or pupil who displays signs of being unwell whilst in School is immediately referred to the Nurse Manager in line with the Infection Control Policy (which provides full detail about arrangements for isolation etc.). Any medication given to ease the unwell individual's symptoms, e.g. paracetamol, is administered in accordance with the Management and Administration of Medications protocols (appendices to the Medical and First Aid Policy and Procedures). Detailed protocol and flow chart shared with all staff.</p> <p>Confidential records are kept of suspected cases.</p> <p>Registers are kept of staff and pupil attendance and whereabouts on site daily so that contact can be made in the event of infection being confirmed.</p> <p>Teaching staff keep a record seating plans (updated following interaction with PHE/NHS Test and Trace)</p>	2	5	10	Y
13	Risk of transmission due to being a member of a BAME group	Any staff, pupil or visitor in this category or living with a member of a BAME group	<p>Staff and pupils are invited to declare their increased vulnerability due to this factor. As a result of any declaration, a meeting will be arranged to ascertain if there is any increased support required. Individual risk assessments will be completed where necessary.</p> <p>Staff and/or line managers/HR are briefed to be aware of the disproportionate impact of Covid-19 in BAME communities and so to be aware of increased levels of anxiety and need for support.</p> <p>SLT to monitor the need and effectiveness of additional support for those in the School community who may require it. If necessary, SLT will seek further advice about how to increase the School's effectiveness in this area.</p>	2	5	10	Y
14	Risk of transmission relating to the journey to and from school	All staff and pupils exposed to risk of Covid-19 infection whilst in transit to and from School	<p>School buses, controls:</p> <ul style="list-style-type: none"> • After school, bus queues organised in year groups • Use of hand sanitiser upon boarding and/or disembarking the buses. • Additional cleaning of vehicles. • The use of face coverings for pupils (and drivers). • Pupils will each have a designated seat on the bus and sit with their year group bubble. • Minibus drivers will be protected by Perspex screens. <p>Staff are encouraged to walk or cycle if possible and those planning to use public transport to attend School must discuss their arrangements with HR in advance so that specific risk assessment (or alternative arrangements) can be put in place. This also applies to staff who would normally share a private vehicle with a colleague that they don't live with.</p> <p>If pupils must use public transport, parents and pupils should be asked to provide written confirmation that they consent to this.</p> <p>Bicycle storage will be organised to maintain social distancing and increased hygiene.</p>	2	5	10	Y
15	Risk of transmission due to ineffective use of PPE or reckless disposal of PPE	All staff, pupils and visitors to the site	<p>Health Centre risk assessment covers use and disposal of PPE. Health Centre staff fully trained and will offer training to relevant staff that may need to use PPE in an emergency.</p> <p>PPE is not generally required for use by staff and pupils during the School day- see Infection Control Policy. (Face coverings are not considered PPE)</p> <p>Staff and/or pupils must have facecovering to wear on arrival and transit through the site on arrival and exit from School. This will not be disposed of or washed on the School site. Appropriate containers must accompany any PPE not provided by the Health Centre and so covered by their risk assessment.</p>	2	5	10	Y
16	Risk of transmission via catering, hospitality and/or use of the Dining Hall	All staff, pupils, contractors and visitors to the site	<p>Catering operation will comply with the government guidance for food businesses on Covid-19.</p> <p>Pupils must remain in year group bubbles at lunch and staff must maintain two metre social distancing. Pupils must wear face coverings while queuing.</p> <p>Lunch will operate from two venues on a non-contact basis for pupils and a 'grab and go' option can be collected by staff to consume in their staff bases. Food will be provided in biodegradable cartons with bins available for disposal. Pupils will bring their own water bottles and staff will bring their own refreshments (lunch provided) but refills will be available.</p> <p>All catering staff will wear face coverings, work at stations at least 2m apart and receive further training on additional food safety standards required including increased hand washing, use of PPE such as visors and disposable gloves, uniform laundered daily, increased cleaning regime of preparation and dining areas, symptom reporting requirements. Catering Team is split into two shift rotas so that if a member in one team becomes unwell with covid symptoms, we still have another team that can operate. Separate, detailed risk assessment for Catering operation. The Catering and Food Hygiene Policy has been amended to include the additional infection control arrangements.</p>	2	5	10	Y

17	Risk of transmission due to visitors	Staff and pupils	<p>Visitor numbers will be minimised. Visits will be by appointment, subject to risk assessment and prior approval.</p> <p>"Visitor Information" document to be provided in advance of visit; sets out additional controls such as requesting that visitors/parents remain in their vehicles/outside the building, telephone reception and wait to be collected. From 8 March 2021 visitors will be asked to wear a face covering.</p> <p>Calendar events will take place by Microsoft Teams/ Microsoft live events including open days, meet the tutor evenings. Parent meetings, meetings with suppliers, will take place virtually wherever possible.</p>	1	5	5	N
18	Enhanced risk of transmission from high risk curriculum activities such as Sport or specific lessons that use equipment e.g Art or Science experiments	Pupils and staff	Separate risk assessments in place for Sports, Science, Music, Art and D&E, following relevant guidance (e.g. sports governing bodies or CLEAPSS). Where shared equipment is in use cleaning will take place between use by different year groups. Staff will be provided with additional equipment e.g whiteboard markers to reduce the need for sharing.	2	5	10	Y
19	Enhanced risk of transmission in the Health Centre	Staff and pupils working in or needing to use this facility.	Separate Health Centre risk assessment in place - Health Centre Staff will wear PPE as appropriate.	2	5	10	Y
Asymptomatic Testing (Administration of Lateral Flow Tests to staff and pupils)							
20	Inadequate communication of the new testing system (either from DfE/PHE to the School, or from the School to its staff, parents and pupils)	All stakeholders could suffer anxiety through poor understanding of the process, the School risks reputational damage if process is not managed correctly.	Small management team set up to organise the process and share responsibilities. Information taken from DfE/ISC Testing Handbook and templates used for sending information to staff, parents and pupils. Privacy notices updated accordingly and active consent for testing obtained as appropriate. Existing medical staff will have additional training and further medically trained staff will be engaged for the larger scale testing when required. All staff involved in the process have received additional training. Confidentiality of results will be maintained where possible and data will be stored securely and destroyed after 14 days.	2	3	6	N
21	Inadequate staff training	New and complex procedures will be difficult to implement in the time required which may cause anxiety and confusion to all stakeholders.	A minimum of 3 hrs training with introduction video, on-line training and assessment plus practical training and rehearsal have been implemented. Information and guidance in the form of posters and signage will be readily available. Compliance checking and system oversight by the test centre manager. Revision and reminder training will be organised for staff prior to the roll-out of mass testing.	2	3	6	N
22	Insufficient number of trained staff available	Lack of trained staff may cause anxiety and confusion to all stakeholders.	Adequate staffing is planned but could be impacted by these staff being unwell/ required to self isolate. Back up contingency staffing in place but potential to reduce number of staff pupils that can be tested each day.	2	3	6	N
23	Poor management of testing procedures	New and complex procedures will be difficult to implement in the time required which may cause anxiety and confusion to all stakeholders	Test centre manager appointed. Sports Hall identified as space with adequate non porous flooring, good ventilation, one way system, required spacing between bays (2 metres), clear division and demarcation between swabbing and processing area. Processing bays cleaned as required and waste (including clinical waste) is properly disposed. Staff assisting with taking and processing swabs will wear appropriate PPE. Process of swabbing follows training and / or updated guidance. Test site registration, swabbing, recording and processing desks and waiting areas are all on a one-way system. Entry, processing, social distancing and exit movement will all be supervised by appropriate staff. Quality assurance, guidance and supervision will be closely monitored and reviewed and changes made as appropriate.	2	3	6	N
Other wellbeing risks							
24	Increased risk to health of vulnerable individuals and risk of poor mental health and low wellbeing of staff and pupils	<p>Staff and pupils could suffer poor health, increased stress and anxiety by accessing the School environment.</p> <p>Certain groups may be more likely to be impacted and experience higher levels of anxiety; for example, SEND pupils and staff.</p>	<p>Pupils' wellbeing will be closely monitored by teachers, Health Centre, SHS and SLT. SHS staff will be available to provide pastoral support. A number of staff hold the mental health awareness qualification and act as mentors.</p> <p>All staff have completed a risk assessment and questionnaire with OH. Staff will be supported by their Line Managers at home and/or will have return to School familiarisation where necessary.</p> <p>Regular communication of where to get support is circulated by email and is also available on Sharepoint. HR are in regular contact with staff. Some staff will work from home to reduce the numbers on the school site. Some shared offices will be manned on a rota basis.</p> <p>SLT and HR continue to seek external expertise in this area, either by responding to governmental guidance about who is classed as clinically extremely vulnerable/vulnerable using mental health expertise and support.</p> <p>Staff Information and Consultation Representatives are consulted and regular communication, in a range of ways, for the whole community is partly aimed at reassuring and easing anxiety.</p> <p>SLT to monitor the impact and support for specific pupil/staff groups who may experience high levels of anxiety or negative impact on their wellbeing; for example, SEND, BAME, bereaved people, etc. Individualised support will be provided where necessary and in consultation with the people involved.</p>	2	5	10	Y
Other safety risks							
25	Ineffective management of an emergency on the School site	All staff, pupils, contractors and visitors on site	<p>All pupils' and staff emergency contact details are up-to-date, including alternative emergency contact details, where required.</p> <p>Pupils' parents are contacted as soon as practicable in the event of an emergency. Pupils' alternative contacts are called where their primary emergency contact cannot be contacted.</p> <p>The School has an up-to-date Medical and First Aid Policy in place which outlines the management of medical emergencies and this policy is followed.</p>	2	5	10	Y
26	Emergency evacuation or lockdown is compromised by Covid-19 arrangements	All staff, pupils, contractors and visitors on site	Fire Safety Evacuation Procedures reviewed and not in need of Covid-19 update. Procedures to be followed in the event of emergency remain the same. Briefings to staff and pupils ensure that normal emergency response is carried out except with social distancing where possible. Staff and pupils are familiar with evacuation and lockdown procedures and they remain the same.	2	5	10	Y
27	Poor behaviour increasing the risk of transmission, either through carelessness, recklessness or malice.	All staff, pupils and visitors to the site.	<p>For pupil behaviour, the behaviour policy has been amended to respond to Covid-19 related incidents.</p> <p>For staff behaviour, standard competency or disciplinary processes will be followed.</p> <p>A member of SLT will be available at all times and will be able to remove any person from a situation if this is necessary.</p>	2	5	10	Y

28	Lack of appropriate and effective premises management	All staff, pupils, contractors and visitors on site.	Measures above (hygiene, etc.) mitigate for risk in this area plus there is an updated premises risk assessment in place.	2	3	6	Y
29	Security risk, use of keypad access controls	Staff and pupils at risk of contamination from high use touch points such as keypad access controls	Specific security risk assessment and whole site risk assessment will keep under review whether keypad access controls need to be temporarily decommissioned. Classrooms will be locked when not in use. Doors (except fire doors) can be propped open at high traffic times but risk assessment will consider balancing security risk.	2	4	8	Y
30	Poor communication leads to lack of understanding of new protocols in place	Staff, pupils', parents' lack of understanding could cause anxiety and/or a greater risk of transmission.	Internal and external communications with staff, pupils and parents is planned. Clear feedback routes always signposted. Staff have been consulted through the Staff Information and Consultation Group in addition to the policies and risk assessments. Governors have been briefed on the plans and controls in place to ensure safe operation. This risk assessment and other key documents will be published on the School's website. Briefings on arrival for anyone coming on site will rectify any confusion or lack of understanding.	1	5	5	Y

Business risks

31	Business continuity: Lack of staffing due to Covid related illness. Risk of IT failure impacting remote teaching and learning; information security and/or access to key information about staff and/or pupils.	Risk to the School, staff and pupils	SLT monitoring absence levels, cover staff identified and mobilised to be ready. Protocols in place in IT risk assessment to mitigate disrupted access to key information (for example, medical and/or contact information about staff and/or pupils in an emergency).	3	4	12	Y
32	Risk of complaint or legal claim for mismanagement or breach of duty of care in the event of Covid-19 cases, also risk of reputational damage	Pupils, parents, staff, visitors, contractors may contract Covid-19 and consider the School liable	All control measures in this risk assessment (and others) will be put in place to reduce risk to the lowest possible level and to ensure that it may be difficult to establish that the infection was caused by exposure at St John's School rather than exposure elsewhere. Pupils and parents will be updated about any changes to infection control procedures as necessary. Any member of staff, parent, pupil concerned about returning to School environment will be listened to and, if necessary, it will be agreed that they do not need to attend or they may be provided with additional control measures as applicable. Operations and Compliance Director monitoring employment law risks and ensuring that the School is acting reasonably towards staff at all times. Detailed advice taken to reduce risk to lowest possible levels. Insurers providing advice and will continue to do so in individual cases. Documenting actions to reduce / mitigate / eliminate risk of Covid-19 infection will help establish liability (or lack thereof). Consulting and communicating clearly and regularly with all stakeholders establishes where responsibility lies; for example, the School cannot be held responsible for the arrival of a member of staff or pupil who has Covid-19 symptoms when it have been repeatedly communicated that this means that the individual is not allowed on the School site. The Head identified as point of contact for HSE spot checks.	2	3	6	N
33	Financial Risk: impact of increased costs and loss of income due to Covid-19	Risk to the School as an ongoing concern	The School is closely monitoring financial impact (e.g. additional costs incurred due to Covid-19 response, loss of income etc.) and remains in close contact with auditors and insurers. Monitored by Governing Council's Finance Committee.	2	4	8	Y

Actions required to reduce risk			By whom?	By when?
1	Covid-19 planning team meeting/communicating regularly and updating all stakeholders as necessary	SLT		ongoing
2	Review of risks at least weekly; dynamic updating of risk assessments and controls	SLT		weekly
3	Regular communication with staff, parents and pupils to continue via email, video and face to face briefings	SLT		ongoing