

COVID-19 Risk Assessment –January 2022 revision 8

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Overall Risk Assessment in the COVID-19 Environment

	Risk	Control Measures	Outcome	Remarks / Re-sessment
A	Safeguarding policy and procedures not updated and / or staff and pupils not feeling safe.	Safeguarding policy reviewed in September as a matter of course. COVID-19 element of this also reviewed. Communications regarding all arrangements for the beginning of the academic year sent to staff and parents in a timely manner, meaning there is time for discussion and reassurance. Safeguarding Policy displayed on School website.	Staff and pupils feel safe. Safeguarding policy is updated. Updates are communicated to staff at September January and April Inset. Any safeguarding concerns are sent to the appropriate staff in a timely manner as required.	Safeguarding policy has been written and has been ratified by individual Governors via e-mail to the bursar. Safeguarding reminders are sent to staff at subsequent staff meetings and via written/e-mail reminders. New DSL and team of deputies, half termly meetings. CPOMS installed for accessibility and consistency in reporting
B	Government advice not being regularly accessed, assessed, recorded and applied.	Updates received by Headmaster, Bursar and the HR Manager and Compliance Officer.	Headmaster, DHPO, Bursar, HR Manager and Compliance Officer take relevant information to SLT, governors and staff	All year groups returned for the final weeks of the Summer term 2020. Lessons learnt during this time have been applied to September 2020 opening and the 3 rd National lockdown in January 2021. All Government emails are received by both the Headmaster, Bursar, HR Manager and & Compliance Manager who discuss the implications and implementation with SLT. Government guidance issued prior to return on 8/3/21 has been considered and will be

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			<p>applied. Communicated to all staff via staff meeting 4/3/21.</p> <p>Changes announced in the Government guidance for wider community re-opening on 17/5/21 considered and communicated to staff at staff meetings 12/5/21.</p> <p>Government guidance interpreted, discussed and followed</p> <p>Dec 9 2021 – ‘work from home if you can do so’ guidance issued by the Govt and comes into effect on Monday 13th December 2021. Term will have finished. Any staff due to work during the holidays can request via their line manager to work from home – this will be assessed and agreed on a case-by-case basis</p> <p>4th Jan staff return to school. Clear whole staff briefing on Covid safety measures, testing twice per week, wearing masks in communal spaces and classrooms if children within 1.5 m, being mindful of numbers of people in and ventilation of rooms and offices</p>
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C	Changes not regularly communicated to staff, pupils, parents and governors	Communications made via staff meetings, emails, Governors meetings and emails, weekly newsletter and assemblies	Minutes circulated to those not able to attend meetings	<p>Government guidance issued is reviewed daily considered and will be applied. Communicated to all staff via emails from HM and Compliance Officer</p> <p>Updated Government guidance in January and shared with stakeholders via email prior to return to school and at January INSET</p> <p>Reminders through HSS committee members sent on Sept 30th, will be after 25th Jan and emailed whenever amendments made</p> <p>Control measures reviewed daily. So 5pm daily communication if there are any updates to inform school community . Review date published for 26/1/22</p>
D	Changes to assessments, procedures and other important matters not reviewed by Governors	<p>The Covid-FGPC working party of Governors met weekly during the first National lockdown and again during the 2nd and 3rd lockdown. Changes are reviewed at these meetings.</p> <p>Weekly meeting between Headmaster and Chair of Governors.</p> <p>If required, interim meetings for the full Governing Body are arranged. When this is not possible,</p>	Governors are kept updated of changes and have the chance to make suggestions ahead of policy implementation	<p>Changes implemented as a result of the Government guidance changes in advance of 26/11/21 recorded in the RA and circulated to Governors.</p> <p>The Covid-FGPC stood down in Summer 2 and will re convene should the need arise again</p>

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		briefing papers from the Chair of Governors, Chair of Finance Committee and Headmaster are circulated.		
E	Insurers and / or brokers not consulted with school's re-opening and / or amended plans	Bursar has been in direct contact with insurers before any planned changes were implemented in March 2020.	Insurers are happy for School to open on the explicit understanding all Government guidance is correctly followed.	The School's insurance broker, Marsh, have confirmed the School must follow all Government guidance. Bursar confirmed that as long as the School follows Government guidelines, they are content not to see updates. (18/5/21) Government guidance continues to be followed
F	Suspended services and subscriptions not re-set or updated due to new needs in time for return to school.	Subscriptions and essential services have been maintained throughout by Estate Manager and Finance Managers. Any outstanding items were brought to the attention of the Bursar. On-site catering continued throughout both National lockdowns.	All routine H&S tests continued throughout lockdown. Usual summer checks and maintenance occurred	There are back up plans for catering and financial services
G	Access to school not controlled effectively and visitor details not recorded.	Children and adults assigned entrance and exit points. No parents allowed in the building, other than by invitation from staff or organised event with control measures. Visitors met at the main entrance door, Nursery or Pre Prep outdoor areas. Essential maintenance contractors are asked to confirm that they have no symptoms. VisiPoint	Visitors to the School are incredibly limited. Any essential visitors sign in via VisiPoint. Parents' Evenings will take place in person or via Zoom. Curriculum information and parent teacher consultation occurring in large space, a year	From March 2021 visits will resume for potential pupil parents in line with guidance. All visitors to be signed in by staff on VisiPoint system. Home parents attending school matches as spectators from 19/5/21 have been asked to scan the QR code posted on the School site.

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		registration includes contact details so that 'Test and Trace' could be informed if necessary.	group at a time or offered as virtual meeting	No away spectators this December or first week back as in house games only
H	Is there active engagement with NHS Test and Trace and are the procedures understood by all staff.	<p>The School records all potential Covid-19 cases and updates results daily as identified or notified to Matrons by parents and staff. The control system is set to calculate the self-isolation period and is monitored by Matrons to ensure any-one expected to self-isolate is not attending School. In the event of a positive Covid test, all staff, parents and children are reminded to follow NHS Test and Trace procedures.</p> <p>Any staff notifying the School that they are required by the NHS Test and Trace system to self-isolate are also added to the electronic records with the end isolation date recorded.</p>	The School has a large supply of LFD home testing kits should COVID tests not be available through the NHS.	<p>In January 2022, lateral flow testing commenced for all consenting staff and onsite for pupils in Years 7 and 8.</p> <p>Existing staff involved in tests and some new did NHS training for the Rapid Antigen Orene Gene test</p> <p>Repeated twice, onsite asymptomatic tests for pupils in Years 7 and 8. Staff asked to test before returning to site for the start of Autumn and Spring term.</p> <p>Onsite test being planned for one test before pupils return from Christmas holidays</p> <p>Thereafter all staff and the Key Stage3 Pupils encouraged to home test, twice per week with lateral flow device</p> <p>All those testing at home have been advised that they must inform NHS Test and Trace and School of test results on the day the test is completed. School will be informed via a LFT result button on the parent and staff portals.</p> <p>All contacts in school will be asked to isolate regardless of their vaccination status and age. This period may be only 5 days if symptom free and 2 negative LFD tests on consecutive days. Return to school after serving 5 full days</p>

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				of isolation (after receiving negative tests on Day 5 AND the morning of Day 6 BEFORE attending school). This is a change from the previous rules where members of the community would have to wait until Day 8 (having already tested negative on Day 6 and 7). Note that the first day of your self-isolation is counted as Day 0 and not Day 1.
I	Social Distancing (SD) and other hygiene rules not sufficiently robust, understood, communicated or applied.	SD, hygiene and other rules are clearly explained to all staff, pupils and parents via weekly staff meetings and Insets and in communications with parents. SD not enforceable in Nursery. Staff wear masks or visors and wear gloves and aprons for nappy changing and toileting assistance.Regular handwashing for staff and children.Reception staff also need to provide toileting assistance	All adults in the School Community understand the hygiene and SD rules and can help teach these to children. Nursery/ Reception(EYFS) staff ensure PPE available daily.	Staff and children to wear masks when in all communal spaces. Staff have been asked to re-iterate social distancing with pupils on their return to school on 6/1/22. Staff were reminded at the Staff meeting held via Zoom on 4/1/22. Minutes have been circulated to all staff including those not able to attend the meeting. Social distancing reminders to spectators at school matches. Masks are now worn by any adults unless eating and drinking or circulating around children Sufficient distancing between 2year groups only in Sports hall for assembly other year groups zoom in. Hall to be aerated
J	SD rules for activities (play, games, drama, music) not understood or adhered to	It is the responsibility of all adults to regularly remind children about the rules.	Staff and pupils adhere to rules and challenge those who aren't.	Various posters around the school site and electronic slides on screen encourage SD and hand washing.

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		SD not enforceable in Nursery and Reception (EYFS) as close contact between staff and children is necessary for changing shoes, putting on coats etc as well as providing emotional support. Staff are reminded of hygiene and SD rules via weekly briefings and emails.	Staff in EYFS explain hygiene needs to children.	Visiting Music Teachers advised to follow all mitigating procedures including ventilation, handwashing and cleaning. Screens available in music practice rooms.
K	Insufficient consideration of how to reduce contact and maximise distancing between those in school where ever possible and minimise potential for contamination	Every aspect of the School day has been thought through, from the moment the first person is on site until the last person leaves. Procedures are regularly reviewed and adaptations made as needed.	The procedures in place allow for reduced contact and Social Distancing wherever possible. The potential for contamination is minimised.	A revised oneway system continues to be implemented upstairs in the Music School from 31/8/21 since music lessons re-started in the Music suite
L	Staff and pupils not being reminded and checked to ensure they are complying with hygiene and SD rules.	Regular reminders take place at class and whole school level (daily in classrooms and weekly in assembly). Parents are also encouraged to support and remind their children at home. Staff regularly reminded at staff meetings. Individuals reminded when seen to not be following guidelines.	Regular reminders of hygiene and SD rules are in place.	Teachers will remind children returning to school on 6/1/22 in tutor/form time as requested at the staff INSET held 4/1/22. Staff frequently prompting children and revisiting stay Covid safe messaging concerning thorough handwashing, coughing and sneezing
M	Insufficient supplies of hygiene materials and not readily available, suitably stored or located.	Sprays and paper towels available in each classroom. Cleaning cupboards fully stocked. Hand sanitizer available regularly throughout the School. Additional outside sinks and hand sanitizing stations installed March 2020. Children will either wash their hands on arrival at school or use hand sanitizer after every transition. Hand Sanitizer is available at all entry	Good hygiene habits are kept, thus minimising risk of spreading the virus. Temperature of hot water monitored to ensure it is in recommended boundaries.	All teachers reminded to check they have sufficient supplies in their classroom.

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		<p>points and in all classrooms. Supplies are checked by the Estates Team who also re-order if anything is in short supply.</p> <p>Fogging materials ordered in consultation with Cathedral cleaning to ensure the fogging programme can take place.</p>		
N	<p>Unsuitable enhanced cleaning regime, not regularly re-assessed or revised for high-risk areas such as toilets, door handles, keypads, switches, hand rails and frequently used hard surfaces.</p>	<p>Cleaning schedule was adjusted dramatically from 1st June onwards and remains in place. More regular cleaning of classrooms and communal areas. The whole School is ‘fogged’ every half term and before each INSET with a chemical called Zoono .</p> <p>Cleaning records are maintained of the wiping down of regular touch points.</p>		<p>Bursar reviewed the need for fogging with HR & Compliance Manager w/c 1/3/21 and agreed to fogging prior to the pupil’s return to school on 8/3/21. Cathedral Cleaning carried out fogging on 5th, 6th and 7th March 2021.</p> <p>No fogging since May’21 has no proven benefits</p> <p>Additional cleans arranged in spaces whenever required</p>
O	<p>No precautions to keep shared teaching equipment (e.g. musical instruments, pens, pointers, keyboards, remotes) hygienic.</p>	<p>Classrooms where more than one teacher is working have reduced equipment and resources. All sides are easy to wipe down. Teachers reminded to wipe down where they have been at a shared desk. Wipes available in each classroom/office work station space.</p> <p>Toys and equipment are sterilised with Milton regularly in all Pre Prep classrooms. Milton, washing bags and wipes are provided for each class.</p> <p>Music lessons resumed in September for some instruments.</p>	<p>No shared equipment such as musical instruments. On the rare occasion there is shared equipment e.g. Chromebook, it is thoroughly cleaned between pupils.</p> <p>Shared equipment and toys are cleaned regularly after use.</p> <p>Pupils wash hands after using any shared equipment.</p>	<p>Staff reminded of the precautions required at the Staff meeting held 6/10/21.</p> <p>Items are cleaned weekly-Aut 21</p>

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		<p>Prep Pupils bring all their own stationery items and are instructed not to share at the present time. Prep Children have their own Chromebook.</p> <p>Pre Prep pupils in Y1/2 are provided with their own sealable set of named stationery .</p> <p>Ipads are used in Pre Prep classrooms and are cleaned with wipes after each use,</p>		
P	High-risk areas not being regularly monitored for hygiene.	<p>All classrooms and toilets are thoroughly cleaned at least once a day. Particular attention is taken to clean toilets and to wipe down door handles, light switches and touchable surfaces. Staff advised not to use light switches when possible. To reduce the contact of door handles, doors are being left open wherever possible. Some lights have PIR sensors and no lightswitches.</p> <p>Teachers report to the Estates Manager or to individual cleaners direct if a greater hygiene care routine is required.</p> <p>Teachers are asked to keep surfaces clear from equipment to ensure cleaning can take place.</p>	Areas are clean and good hygiene standards are maintained.	Teachers and Learning Support Assistants encouraged to wipe down classroom surfaces regularly throughout the day.
Q	Insufficient contingency plans for changes to school operation such as re-closing, loss of catering or teachers	<p>Digital Learning Strategy in place in the event of subsequent lockdowns.</p> <p>Parents are encouraged to keep their child at home if they are at all unwell to avoid the risk of staff sickness. Cover within the School is possible if limited to a few teachers.</p>	Robust contingency plans are in place.	In the event of a coronavirus case in the boarding house, the School requires a defined policy that covers the weekend and holiday periods.

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		<p>The School has not had any cases of Covid-19 due to direct transmission in the School.</p> <p>Sodexo have a contract with sandwich supplier should we lose their catering services.</p>		<p>Government requirement, from July for a published Outbreak Management Plan in addition to a live risk assessment.</p> <p>With the introduction of mixed year group boarding in September, two or more positive cases in boarding will trigger a meeting between the Boarding Housemaster, Headmaster, Bursar, DHPO, Compliance Officer/ HR Manager.</p>
R	<p>Insufficient contingency plans in case of medical need for self-isolation of individuals, multiple pupils, staff or local outbreaks?</p>	<p>Contingency plans in place in the event of School needing to close to single or multiple year groups. Good communication with local authority. Self isolation within the School possible in the Beach Hut. A Matron is always on site during term time and throughout lockdown.</p> <p>Matrons are socially distancing themselves and where possible, working in two teams to reduce the possibility of close contact in case of a COVID-19 case in their team.</p>	<p>Robust contingency plans are in place. OMP created.</p> <p>Should the Headmaster and Bursar both need to self isolate at the same time, the remaining members of the SLT would assume responsibility.</p> <p>In the event the Head and Bursar are unable to authorise payments, either the HR Manager or DHPO can authorise the Finance Manager to make relevant payments after discussion with either the Chair of Governors or Chair of F&GP.</p>	<p>In the event they need to be held in person, they will be held in the Mulbury Pavilion to minimise prolonged contact between key personnel. The doors are opened for the duration of the meeting.</p> <p>Meetings which involve more than eight people being in the same room are kept to a minimum, social distancing, room aerated and Zoom is used wherever possible.</p> <p>Meetings are now being held on site and face-to-face but with the following mitigation:</p> <p>Face masks worn in communal areas and on school transport. As they limit communication clear visors are recommended for learning, but in absence of these face masks to be worn by staff circulating between children.</p>

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S	All hazards identified properly mitigated and regularly re-assessed.	The revised Risk Assessment January 2021 is written in collaboration with SLT. Assessment will then be shared with Governors and Staff for their input.	<p>The Risk Assessment will be reviewed at least half termly, and when a major change in Government guidance is instigated by the Bursar and HR Manager & Compliance Officer, or more frequently if relevant information is released by the Government.</p> <p>The SLT review the Risk Assessment prior to it being distributed to the Governors and all other staff personnel.</p>	<p>Risk Assessments made available to staff on portal and parents via school website. Feedback will be carefully considered.</p> <p>Risk Assessment revisited in advance of the re-opening of school on 31/8/21, Thereafter 8th November and 30th Nov, 13th Dec ,4th and 18th January.</p> <p>Reminded all staff of H&S tab on portal and then Covid tab from there.</p> <p>Health and Safety added to all weekly meeting agendas as a standing item.</p> <p>COVID RA updated and reviewed after every Government guidance/announcement.</p>
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Pupils, Parent and Staff Risk Assessment in the COVID-19 Environment

	Risk	Control Measures	Outcome	Remarks / Re-assessment
1	Communication channels not working and not reviewed. (Email, text, facebook etc).	Email is the primary method of communication with staff. With parents, Email and schoolpost is used effectively. There has been a weekly newsletter throughout the lockdown period. Zoom is the primary method of communication for non face to face meetings. TheTwyford Link has a link to a Covid page enabling updates to be shared.	Positive responses on methods and means of communication	School Post used to communicate with parents. (Feb 2021)
2	Lack of a robust feedback and reply system to ensure best practice and two-way communications for pupils, parents, staff and governors	Emails are responded to in a timely manner (within 24hrs where possible). Where relevant, pupils have now been assigned Chromebooks and are making use of these. Weekly staff meetings carried out via Zoom for the the Prep School and in person for Pre-Prep.	Robust systems are in place and in use as school is fully open. During the 3 rd National Lockdown the School Office is manned during the normal School day except Saturdays. Saturday School is currently not operating.	School full opening times including Saturday. Administrative positions are fully staffed. Prep Sch staff meeting will be on Wednesday at 10.15 am and will held on Zoom at least until the end of the Spring 1 half term. All staff informed. Meetings with more than 8 people will only take place face to face if sufficient space to socially distance and in a well ventilated room. Masks will be worn by those in attendance.
3	No Governor and / or SLT member for school / department responsible for COVID-19 matters. Governor / SLT members' contact	The Headmaster and Bursar regularly communicate with the Chair of Governors on Zoom and by email. SLT have a designated WhatsApp group which the HR & Compliance Manager is part of. There is also one	The Headmaster and Bursar regularly feedback to the SLT, and staff where relevant, on the outcomes of these meetings	Staff contact details are held on iSams–All SLT have access to personal contact information. The Covid-FGPC meetings has collapsed - unless Covid situation requires them to reconvene

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	details not known and not on call.	for the Covid Working Party (SLT + HR & Compliance Manager + Head of Boarding, Matrons)		The Heads PA has the contact details of the Chair of Governors and Finance Manager the Chair of F&GP. All Governors have Twyford email accounts.
4	No school representative identified to liaise with local authorities and local health protection team.	The DSL is the contact for Safeguarding. The HR Manager is the contact for UK HSA Headmaster is the general identified contact for the DfE. The Bursar is the contact for the Boarders Agency (tier 4 pupils)		
5	Local authorities and health protection teams not engaged prior to re-opening (and the benefit of their services in case of infection).	The School engages with all relevant authorities as required	.	
6	No plan to inform local health protection team if three or more confirmed cases within 14 days or there is an overall rise in sickness absence.	In the event of several confirmed positive Covid cases, the HRManager or Compliance Officer, or a designated member of SLT, will follow the guidance and may contact the DfE , specialist testing provision team on 119 and subsequently Health and Security Agency. (UKHSA).		This procedure was actioned in January 2021 and the process worked effectively and efficiently. No change to the procedure required at present.
7	No system to communicate with parents and staff who are unable or have not	Online Home learning has taken place throughout lockdowns, quarantines and isolations if well.	A clear system is in place for overseas home learners and those children who have	Children who are well and Covid free must attend school.Government policy since 19 th July 2021

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	returned to school for fear of infection.		remained at home since October.	See Twyford Learning Guide for Absent Children and Guidance Absence Chart
8	Lack of mechanism for parents of pupils with significant risk factors to discuss concerns and provide reassurance of the measures put in place to reduce the risk in school.	<p>Should a parent wish to discuss concerns or to keep their child learning at home, this would be escalated to DHPO.</p> <p>Children who have tested positive, have minor symptoms and are able to work will have aspects of most lessons that will be live on Zoom and other work is set on their google chrome books.</p> <p>Those children whose parents have chosen to keep their children at home even though they have not tested positive, work for some subjects will be uploaded onto google chrome books.</p>	<p>Mechanism in place.</p> <p>System working effectively since October.</p>	<p>Remind staff there is no shielding currently recommended as vaccinate, booster and regular testing strategies are promoted.</p> <p>Children, if well should be in school learning.</p> <p>Siblings of children who test positive on a PCR should have a PCR test if they are also symptomatic. If the test is negative they may return to school provided they are well.</p> <p>If asymptomatic siblings, government recommend lfd daily testing of those in household where there is a positive confirmed virus case</p>
9	No staff, pupil and / or parent health declaration implemented.	All staff complete a medical form prior to commencing work at Twyford. It is their responsibility to inform either Matrons or the HR Manager of any medical changes. Parents complete an annual health form for their child.	Staff reminded to inform the Matrons and/or HR Manager of any medical changes at the beginning of term Inset.	Parental consent via online form gained to enable testing in School to take place. No testing carried out unless consent has been given. Consent will not be required once the home test kits have been issued with the exception of Boarders.
10	Lack of knowledge of where pupils / staff have travelled from (other than home and school) on holiday or at weekends. (via app or written diary?)	In September, staff were asked to notify the HR Manager of any overseas holidays taking place		It is good housekeeping to remind staff of the need to notify the School when their holiday may impede on their ability to work safely in School.

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				HR Manager to remind staff of process for this with staff.
11	Staff and pupils not self-isolating or quarantining (for the required time) after visiting non-government agreed countries.	In the event of School becoming aware of a member of staff or pupil who had travelled to a country requiring a two week quarantine on return, we would refuse to admit that person to the premises until the quarantine period had expired.	No-one allowed on site until quarantine period is completed.	Government quarantine rules to be adhered to at all times. BSA and Government guidance to be adhered to for overseas boarders or boarders returning from overseas.
12	Lack of robust rules for hygiene standards for staff and pupils – and failure to adequately enforce standards	The general principle is wash your hands before and after every activity and before moving into the next space. Staff who do not move locations (e.g. Office Staff) are asked to regularly sanitize. Teachers and assistants are wiping down areas regularly (at least every 2 hours) with anti-bacterial wipes and/or spray. Cleaning of classrooms and toilets is taking place at the end of the day. The fogging of the whole School coats surfaces with an antiviral finish lasting up to 30 days. Teaching staff and pupils are encouraged to wash their hands / sanitize at specific times of the day especially before eating School has already discontinued practice of staff shaking hands with pupils and visitors.	All areas are monitored by the Estates Manager for cleanliness. Children with any symptoms are immediately isolated in the Beach Hut and parents requested to collect them. Boarding pupils are isolated in boarding sick bay. Parents are contacted to see whether they will take them home. If they decline, the matter is passed to the Headmaster.	Boarding contingency plans to be agreed by SLT for any child requiring isolation and whose parent refuses to take them home. With the introduction of mixed year group boarding in September, two or more positive cases in boarding will trigger a meeting between the Boarding Housemaster, Headmaster, Bursar, DHPO, Compliance Officer/ HR Manager.
13	Staff not trained or regularly updated in COVID-19 symptoms,	Staff are regularly updated via weekly staff briefings, assemblies and emails of the School's anti-coronavirus measures.	Posters have been updated and are displayed around School.	Staff reminded at INSET and on regular documentation.

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	SD and how these rules apply to teaching		TV screens around the site promote good practice.	
14	At drop-off and pick-up parents not complying with SD policy outside gates and entrances.	<p>Headmaster and other members of SLT/Pre Prep staff are outside daily welcoming parents in their cars or at Nursery or Pre Prep gates and outdoor areas at drop-off time. Parents not complying with the rules are challenged.</p> <p>At pick-up all parents, except Nursery, telephone reception and reception ensure children are notified and released to their parents.</p> <p>Nursery parents park and walk to the Nursery gate or doors and staff bring children out.</p> <p>Pre Prep parents park and walk to Pre Prep. They are met at the outdoor allocated areas by Pre Prep staff.</p> <p>All staff are encouraged to challenge parents who are not following SD rules.</p>		<p>Revised drop off times shared with staff in July and maintained throughout the Autumn/Spring terms.</p> <p>Parents come to outdoor areas/ Nursery doors or gates at pick up times and after school clubs. They telephone for PP collection for Woodpeckers only, Spring 2022</p>
15	Learning and recreational spaces not de-conflicted or configured to SD rules for different groups or bubbles.	Each group has a clearly defined allocated space to use for both learning and playtime. Where groups do use communal space e.g. dining hall, provision is made to wipe down between uses.	Spaces are not conflicted.	<p>All children playing in one PP bubble from November 2021.</p> <p>Pre-Prep have returned to the Dining room for lunch in one PP bubble . They do not enter other areas of the Prep school during lunch</p>

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				<p>with the exception of the toilet nearest the Dining room, if essential.</p> <p>Children and staff sit in class/ year group tables each day.</p> <p>Tables spaced to separate two year groups that may overlap</p>
16	<p>Transit spaces (corridors), social zones (car parks, common rooms, playgrounds) do not support SD / Walk on the left protocol</p>	<p>All staff and pupils of Years 7 & 8 must wear facemasks / visors in all communal areas.</p> <p>Parents are not allowed in School and drop their children off at their allocated drop off bays or at Pre Prep and Nursery gates.</p> <p>If they have to come into School for any reason, they must use the intercom and wait outside until the School Secretary arrives.</p> <p>The front door intercom and door handles are regularly cleaned throughout the day. Hand sanitizer is available.</p>	<p>SLT continue to monitor the implementation of the risk assessment procedures.</p>	<p>Masks must be worn by adults and years 7/8 in corridors and communal areas.</p> <p>Pupils reminded of courtesy in keeping to left and leaving social distancing spacing with adults.</p>
17	<p>Little consideration of different age groups in timetabling, length of the school day and exposure to other age groups.</p>	<p>Very careful consideration is given to timetabling, length of the day and length of lessons in order for all children to get the most out of their day. All ages given plenty of breaks during the day. The length of the day has been shortened for all children in Prep. Key worker children ‘bubbled’ in different rooms, eating and having breaks in different spaces.</p>		<p>School recommenced and the day runs from 08:00 – 18:00, Monday – Saturday with minor adjustmenst to allow for staggered drop-off and pick-up. This maintained for 2021-22.Timetables closely reflect the normal school day.</p>

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18	Insufficient consideration and alternatives to using public transport including staggering school start and finish times.	The School minibuses are currently not being used and the morning minibus routes cancelled.		<p>5 minibus routes continue.</p> <p>Minibus Drivers and children in Years 7 & 8 are required to wear masks. Children will be required to sit as requested by drivers. Hand sanitiser must be used both on boarding and exiting buses. Drivers will clean bus before leaving school to pick-up and on return. Each bus will carry spare masks incase children arrive without their own. Staff travelling as passengers are advised to wear masks.</p> <p>Drivers know what is expected before they take buses out .</p>
19	No system in place to deal with bereavements, trauma, anxiety, stress, behavioural and sleep issues.	<p>The School already has a bereavement policy and robust pastoral care system in place. This will continue.</p> <p>When children need comfort if they are crying, suggested method is to stand behind the child and touch their back, using words of comfort and reassurance. Children in EYFS and Y1/2 will still need physical contact when in distress due to feeling unwell, physical accident, toileting accident or emotional difficulty.</p> <p>Wash hands. Remind pupils to not offer comfort by hugging one another.</p> <p>The School Counsellor, together with Matrons, provide excellent support for those children requiring additional help.</p>	<p>Good systems in place to deal with bereavements, trauma, anxiety, stress, behavioural and sleep issues.</p> <p>Pre Prep staff will minimise contact wherever possible, Masks or visors are worn. Gloves are worn when dealing with accidents. Staff try to avoid face to face contact where possible,</p>	



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

	Risk	Control Measures	Outcome	Remarks / Re-assessment
1	Lack of review, update or sharing of safeguarding, code of practice, and staff handbook policies.	COVID-19 annex to the Safeguarding Policy has been in place since lockdown. All policies are available on the Staff Hub. Staff have been asked to complete the Educare Child Safeguarding training (Dec 2020).	Regularly review policies.	All new staff complete the detailed Safeguarding training at start of year and as part of induction. Signatures verify this.
2	Inset does not reflect required training for COVID-19 related procedures, safeguarding, H&S, well-being etc	COVID-19 related procedures, safeguarding, Health and Safety and well-being are part of the start of term Inset and then regular agenda items at staff briefings throughout the term. Inset January 2021 was delivered by Zoom.	COVID-19 related procedures added as a regular agenda item to staff briefing agenda.	H & S is a standing agenda item at all future staff meetings. Covid-19 update and any implications for safeguarding is a made a priority at meetings.
3	DSL and DDSLs not easily contacted and their contact information not known to all.	This information has always formed part of the staff handbook. Contact details for DSLs, DDSLs, Safeguarding Governor and Hampshire Referrals, LADO and Prevent Duty are all held on the back of ID badges. Posters are displayed around the School. It is clear who the DSLs are.		Updated information shared September 2021 A safeguarding team support DSL.
4	No COVID-19 specific policy that includes medical responses, SD, teaching, socialising, feeding,	Information is clearly defined in this document and on Twyford Covid-19 Summary risk assessment which is located on the Staff Hub (policies-Covid)		

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	hydration, well-being etc.			
5	Revised fire drills, registers, routes and assembly points not rehearsed.	Fire drills have taken place each term in Prep and half termly in Pre Prep. These will continue, with the first drill taking place within the first two weeks of term. Subsequent drills will take place during varied times of the day.	Drills, registers, routes and assembly points rehearsed.	Whole school evacuation drill following return, route signs prepared for each classroom to ensure routes do not become jammed with everyone trying to go the same way. An unannounced evacuation drill will be take place each half term.
6	Contact between pupils and staff is not sufficiently managed or reduced.		The issue of distance between staff and pupils is suitably managed.	Staff who are circulating between pupils in classrooms can wear masks if they wish. All staff and pupils advised of where to sit in dining room. Face visors worn by some staff.
7	Staff moving between classes and year groups not maintaining distance from pupils and other staff (ideally 2 m between adults)		Distance between pupils and staff, and between adults, is maintained.	
8	Supply, peripatetic and/or other temporary staff moving between schools not minimising contact or maintaining as much distance as possible from other staff.	Specialist staff teaching clubs are instructed to maintain a 2m distance between them and their pupils.	Contact is minimized and distance is maintained.	New Barring checks, DBS checks (or Update checks) and safeguarding training undertaken. Where DBS certificates are not seen before onsite teaching or coaching begins, an individual RA will be put in place and reviewed fortnightly. Judo will follow national association Covid guidance and good practice.

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				Director of music has implemented safe methods and has shared the details with all VMTs and Music School secretary.
9	Roles conducive to home working and therefore helping to reduce infection (e.g. some administrative roles) not identified.			Home working undertaken when situation enforces self-isolation but member of staff well enough to work remotely.
10	The “ideal” of adults maintaining 2 m distance from each other, and from pupils not realised.			Whilst numbers in shared areas no longer restricted staff strongly advised of caution and sensible measures to protect them selves. For this reason limiting numbers left in key areas to guide staff in making this personal choice.
11	Contact between groups or bubbles is not minimised or distance between individuals maintained and properly supervised.			Bubbles not in operation this Spring term.
12	Distinct and consistent groups or ‘bubbles’ not maintained or separated and so, in the event of a positive case, difficult to identify those who may need to self-isolate.			Bubbles no longer required from September 21. Year groups are being grouped together. Nursery & Reception; Yr 1&2; Yr 3&4; Yr 5&6; Yr 7&8 Where specialist clubs or lessons (e.g. dance) have children from different year groups, names will be recorded to assist in close

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				<p>contact identification in case a Test and Trace situation arises.</p> <p>Whole school assemblies in person for two year groups and zoomed in to for others are held virtually in September. This will be reviewed regularly. Each year group sat separately with their adults, 2m spacing between cohorts and all doors open.</p> <p>Two year groups in their phases KS1, lower KS2, UKS2 KS3 have assemblies and some social break times</p> <p>Class assembly introduced from w/c 13/9/21</p>
13	Insufficient controls measures for larger groups with greater risk of infection and need to all isolate.	Woodpeckers bubbles remain as EYFS/KS1 in Pre Prep and per year/KWS bubbles.	Control measures are in place.	All staff reminded by SLT that seating plans required, pupils facing forwards where possible and must be distanced for test and trace purposes.
14	Large gatherings such as assemblies or collective worship with more than one group not avoided.	<p>All regular collective worship takes place via Zoom. Chapel is restricted to one class with all other classes joining via Zoom.</p> <p>Chapel is delivered to all children in Prep via Zoom during the 3rd National lockdown.</p>	Large gatherings do not take place.	<p>Single year group Chapel services resume this Spring term. Individual year groups with seating plans and distancing.</p> <p>Front pews may not be used. Children should distance in Chapel corridor when entering the Chapel and must be supervised by an adult.</p>
15	Insufficient controls for those pupils allowed to mix into wider groups for			Transport resumed. Drivers instructed to distance children on buses unless they are siblings. Children should sit within year group and those in year 7 & 8, like adults must wear

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	specialist teaching, wraparound care and transport.			face masks. Hands must be sanitised when entering and exiting the buses. Spare face masks will be available incase a child forgets their own. Drivers will clean the buses both before collection and on return. Face masks must continue to be worn until further notice.
16	Younger pupils not supported in understanding the importance of maintaining distance, not touching staff and their peers - where possible.	Existing Nursery and Pre Prep pupils have been taught the rules relating to distancing. New pupils entering the School will learn from their example. Parents are asked and encouraged to support by reminding their child of the School rules.	From January 2021 staff in Pre Prep are encouraged to wear clear visors.	Teachers have been asked to remind children of the protection systems on their return to school on 31/8/21. During last two weeks of term there will be an adjusted hub timetable to prevent too many children being in a confined space at any one time
17	Classrooms do not have side-by-side seating or forward facing desks to reduce risks.		Classroom layouts reflect current Government guidance.	Staff reminded that classroom layouts where possible should be forward facing. Where spacing or furniture prevents this other measures should be introduced to mitigate against the risk
18	Needs of each age group and class not considered discretely in terms of support, activities and facilities.	The School is operating as close to normal as possible. Children are all receiving a breadth of subjects and a varied timetable. Regular form/tutor time for children who can ask for support	Needs of each age group has been carefully considered.	Full timetable with small adaptations to allow for implementation of Government guidance – distancing in particular. Choirs will be limited to year grouping except in exceptional circumstances and where adequate space and ventilation permits. All clubs will resume and will follow national guidelines for performing arts or sports.

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				<p>SLT have sent reminders to staff of the need to be aware of children’s needs on their return to school on 2/9/21.</p> <p>Away fixtures have been cancelled but are being reviewed for amid January start</p>
19	ITT trainees not sufficiently briefed, hosted and integrated in their support to school.	There are no ITT trainees at present		
20	Volunteers not checked, left unsupervised, allowed to work in regulated activity or supported.	Volunteers are checked and supervised in the same way as pre-COVID-19 and in compliance with all ISI requirements.	Volunteers, when used, are checked and supervised as appropriate.	TPA volunteers will wear masks and take LFD tests prior to helping at any event eg Christmas cracker opportunities this December
21	Recruitment process and pre-appointment checks not following legal requirements.	New members of staff are recruited and checked in complete compliance with ISI regulations.	Recruitment and checking process is robust and compliant.	
22	New staff and pupil registration and induction processes not adapted or compliant.	<p>When recruiting new staff, the relevant process and checks are implemented.</p> <p>New pupils have joined the School since the pandemic. There has been close communication between the class teacher and parents. Relevant paperwork has been completed.</p>	New staff and pupil registration and induction is in place.	Robust process continues for those children joining from 6/1/22.

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23	Support staff and TAs in regulated activity do not have the appropriate checks.	All staff undertaking regulated activity have the appropriate checks. Staff who have not worked in School since lockdown have been re-checked.	All relevant checks have been completed.	
24	SCR not updated with DBS related issues and required documents not properly verified or recorded.	SCR has been maintained throughout. Peripatetic “staff” who are not employed by Twyford and have not been in School for three months or more will be asked to submit a new DBS check before recommencing onsite lessons. Where possible, the School uses the update service to check DBS of “staff” not employed by Twyford as and when peripatetic sport and music lessons begin. If required new DBS’ are sought.	All checks have been completed and SCR is up to date. The HR Manager has received written confirmation from 3 rd party contractors, Sodexo and Cathedral Cleaning, that staff working at Twyford have up to date employment checks.	All returning VMTs and sports coaches who were not in school in Summer2021 have been subject to DBS Update Services checks, Barred list checks or new DBS checks. Where the certificate has not been returned in time for lessons resuming on 2/9/21, risk assessments will be implemented and will be reviewed fortnightly until the DBS is seen.
25	Plans to separate work, learning, meetings, activities and play outside not fully considered	Staff meetings all take place remotely via zoom. The Prep staff room is limited to 8 people at one time. The Pre Prep staffroom is limited to 4. Staff are encouraged to use their own drinks containers. Used mugs should be placed in the dishwasher at the end of each day or taken home to wash. Hand sanitiser is also available in the staff room. Hand sanitiser to be used after using photocopier and wipes must be used to clean the copier. Wipes available for own work areas.	SLT to monitor the use of communal spaces.	Prep school Staff meetings will continue on Zoom from Wednesday 12 th January until further notice.

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26	Opportunities for non contact sport, adventure play, Forest School, gardening etc not regulated or considered	Forest School is timetabled for Nursery and all pre-prep classes. Sporting opportunities are provided in line with IAPS sports guidelines, which follow National Association guidelines. KW children organised to play games once a day during current lockdown	Relevant opportunities have been provided in a safe manner.	Sports resumed on 8/3/21 in line with National Association guidance. Interscholar matches resumed from the start of the Summer Term and a separate protocol is being followed. Visiting teams have their own toilets (Mulberry Pavilion) Post match teas are only provided for the children. Each team has their own tray of sandwiches and are supervised by staff. Children are accompanied by Twyford Staff (socially distanced) to the playing space and return to their transport immediately after matches. No away fixtures or Sports matches involving non Twyford pupils this Dec. Jan review.
27	Sporting, play and SD rules unclear to staff, pupils, parents and visitors.	Children are encouraged to Social Distance during breaktimes. This is challenging. Children must wash their hands before going to break and when they return to the classroom. Year groups have designated play zones. Washable PE items are being washed between groups and use. Children wash their hands before and after use of these items. Weekend breaks allow virus spores to have died before used the following Monday morning.	Children to be reminded about SD at breaktimes.	Children were reminded on Monday 8/3/21 of the revised rules for all sports in School which are in line with the National Association Guidance . Details are held by the Sports' Leaders and shared with the HR & Compliance Manager. The Head of Girls Sport and the Head of Sport are responsible for ensuring all staff are aware of the guidelines they must follow.

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		Rules have been explained to all very clearly and children, staff and parents are reminded regularly		
28	Physical education, sport, drama and physical activities not following the measures in their system of controls.	<p>All specialist lessons are continuing in Pre-Prep using face to face teaching or Zoom and videos for CW and Nursery children and for those at home. In Prep, where they can be delivered in line with SD in School they will continue for CW children and via Google Classroom, Zoom or Video for those at home. Where possible activities will take place outside. If the weather does not allow for this, lessons will take place in the hall and SD will be adhered to.</p> <p>Equipment is cleaned regularly and in between groups using clinical wipes.</p> <p>Children are wearing clothing which do not have to be changed for PE during the National Lockdown beginning January 2021 negating the need to use changing rooms. Pre Prep children have stayed in Home clothes, negating the need to change for Games, Gym, dance and playtimes, since March 2020 and avoiding close contact with staff having to assist with changing clothing and shoes.</p> <p>External cages for storing trainers.</p>	<p>Groups are consistent in School, Teachers are wearing masks in communal areas together with pupils in years 7 & 8.</p> <p>Swimming is currently not included in available activities within School.</p>	<p>The following activities were revisited before being revived.</p> <p>Sport: Football, Rugby, Netball, Hockey, Lacrosse, Swimming, Athletics, Tennis including inter school sport</p> <p>Music: Choir, orchestra and performances</p> <p>Chapel: Using the Chapel for daily services</p> <p>Drama: Productions and performances</p> <p>All sports resume in line with National Association guidelines.</p> <p>Interschool matches resumed from the start of the Summer Term and a separate protocol is being followed. Visiting teams have their own toilets (Mulberry Pavilion). Post match teas are only provided for the children. Each team has their own tray of sandwiches and are supervised by staff. Children are accompanied by Twyford Staff (socially distanced) to the playing space and return to their transport immediately after matches.</p> <p>Lifeguard training has been delivered in line with COVID regulations .</p>

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				<p>Year groups in Prep will be returning in full uniform and have been allocated separate changing rooms where possible and if this is not possible, touch points in changing rooms will be cleaned between bubbles. Training has been delivered to the new gap assistants.</p> <p>Spectators are allowed to watch matches. They will be asked to park in the Carpark between the Astro and the Tennis Courts. They should socially distance themselves. Maximum group size 30. Toilet facilities will be available in the Jimmy Adams Pavilion. No food will be provided to the parents by School.</p> <p>All legionella testing is up-to-date and additional cleaning will be undertaken by Cathedral Cleaning. All teaching staff supervising children must remind children that when using the showers, they must follow social distancing.</p>
29	<p>Pupils not kept in consistent groups, maximising distance between pupils or paying scrupulous attention to cleaning and hygiene during sports activities.</p>	<p>Pupils are taught in consistent groups for all lessons. Hygiene and cleaning procedures are well established.</p> <p>Records of those in the groups are maintained for identification of close contacts if required.</p>	<p>Groups are consistent and cleaning regimes are in place.</p>	<p>Seating/group plans are to be updated in case they are required to identify close contacts by NHS Test and Trace.</p> <p>Pupils are once required to be sat facing forward unless this is not optimum for learning situation. In Art and DT masks or face visors are worn by pupils as table cannot be barged facing forwards</p>

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30	Sports equipment not sufficiently cleaned between each use by different individual groups.	Equipment is washed regularly. Equipment that is used by more than one group is washed between lessons.	Cleaning regime in place.	
31	Added risk of infection where there is singing, chanting, playing wind or brass instruments not reviewed.	<p>Wind and brass instrumental lessons are mostly online but, when they are in School, the teacher has a perspex screen in use.</p> <p>The Head of Music may sing when teaching but will maintain a large distance from the rest of the class and the room will be well ventilated.</p>	Rules in place follow Government advice and systems of control.	<p>Singing is in classes and in year group choirs The music room will be well-ventilated, children will face forward and the music teacher will not stand in front of the children. Social distancing will be maintained as afar as possible.</p> <p>Where possible singing will be outside, or in sporthall or local Twyford Church</p> <p>Individual music lesons with VMTs in well-ventilated rooms. Screens are in place and VMTs have been informed of the need not to wear facemasks when within 2 metres of others unless the lesson requires them to remove the facemask to demonstrate technique.</p> <p>The Director of Music has clear protocols in place in line with the Government guidance.</p>
32	Shared staff spaces are not set up or used to allow staff to distance from each other.	Staff meetings take place remotely via zoom. The staff room is no longer limited to 8 people at one time. Staff must wash hands/sanitise on entering the staff room and wash hands/sanitise when they leave.. Staff should only use their own drinks containers. Used mugs should	Estates Manager to monitor the use of communal spaces and ensure adequate supplies of hand sanitiser and cleaning wies are available at all times.	Staff meeting will continue on Zoom for the reminder of the Spring 1 half term and will be reviewed for the second half of term.

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		<p>be placed in the dishwasher at the end of each day or taken home to wash.</p> <p>Hand sanitiser is also available in the staff room.</p> <p>Hand sanitiser to be used after using photocopier and wipes must be used to clean the copier.</p>		
33	Staff not having sufficient down time / rest during the working day / week	<p>All Prep teaching staff have one hour for lunch and regular frees, together with allocated break and lunch duties across the week.</p> <p>Prep Support staff have a minimum of 30min lunch break and 20min morning break. Time is allowed after staff have been on duty for a toilet break. Staff meetings are kept to a minimum.</p> <p>Pre Prep staff have a short break at morning playtime and again at lunch playtime.</p>	Staff are given sufficient time during the working week.	
34	Staff schedules do not build in the need to avoid increases in unnecessary and unmanageable workload burdens.	<p>Timetables have been prepared to ensure staff should not feel overburdened.</p> <p>Some non-contact time for staff in Pre Prep has been lost due to Specialist Teachers working remotely. We have however put a rota in place for staff to work on different areas: in school with R-Y2 CW children/ working from home . There are no additional staff to support the Nursery staff.</p>	Scheduling has been carefully thought through with staff well-being in mind.	<p>Staff workloads have been affected greatly by COVID-19 and alterations in priorities have had to be changed.</p> <p>A review of the resulting gaps should be undertaken to ensure compliance can be achieved.</p>
35	Staff unable to manage the provision of both in school and remote learning.	Timetables prepared by SLT to ensure there is adequate cover both in School and at home to deliver in-School care and online learning.		IPads are being installed in classrooms where children need to be taught in both the clasroom and home at the same time. This

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				<p>should reduce the need for dual planning and delivery for teachers. Issues should be brought to the attention of IT and SRid in the first instance and to SLT if solutions to issues cannot be resolved speedily.</p> <p>Staff can refer to expectations of them setting the learning in Twyford School Remote Learning Plan and the information for parents in Twyford Learning Guide for Absent Children.</p>
36	Security, CCTV and access systems not regularly checked, updated and (where necessary) re-coded.	<p>This is part of our usual maintenance schedule.</p> <p>Door entry is via staff lanyards.</p>	All checks have been carried out.	<p>All visitors should be booked in to the VisiPoint system by staff supporting reception immediately.</p> <p>Staff remain vigilant to politely challenge any visitor or person not wearing a lanyard who may wander through an open door which has been left ajar for ventilation</p>
37	Parent, Pupil, Staff, Contractor, Visitor drop-off and pick-up procedures, in and out routes not shared, understood or applied.	Email communication to parents clearly states the arrangement for drop off and pick up. Outside of drop off and pick up times, parents will only be allowed in the car park area if they are dropping off something later in the day. They may buzz at the door but must wait outside or telephone ahead when collecting children.		Further communication shared with parents
38	Transit spaces (corridors), social zones (common rooms / playgrounds)	Playground spaces are zoned and phase groups are now allowed to use the same spaces at the same time. Staff on duty will encourage SD where possible and taking in to account the age of the children.	Playground supervisors to monitor SD at playtimes.	Chalk mounds now available to children dependent on adequate weather conditions

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	not configured to separate different groups.	Most corridors are outside and therefore staff and pupils have fewer opportunities to mix in transit spaces. In communal areas, staff and pupils in year 7 & 8 no longer wear masks. The corridor towards the dining rooms are one way and marked to help raise awareness of social distancing.		
39	Classrooms don't reflect recommended layout, PPE, screening, enhanced cleaning rules and timings.	Classroom desks are set out as per Government guidelines. Natural 'barriers' are used to help children show their work to the teacher without having to be too close. Each classroom is cleaned daily (evening).	PPE is available to staff who wish to use it.	Face coverings or visors are currently being worn by staff within 2 metres of teaching and supporting children. All staff and pupils in years 7 and 8 will wear masks in transition and communal areas
40	Hand washing not part of school culture or routine e.g. no regular breaks for hand washing during the school day.	Handwashing is integral to School culture and has been since the start of the first lockdown. All children have had experience of this when returning to the School at the end of each school holiday period or at the end of a National lockdown.	Handwashing integral to School routines. Wash handbasins have been installed outside at the arched gate entrance and Pre-Prep entrance and outside Nursery to provide additional facilities.	Staff had been asked to re-introduce handwashing concepts to children on their return on Thursday 2/9/21 and Thursday 6/1/22.
41	Insufficient hygiene stations at entrances, exits, toilets, classrooms, play areas, common rooms, staff areas etc	Hand washing facilities are in place for everyone in School. Hand sanitiser is in place at every entrance points, in corridors and in every classroom.	Sufficient hygiene stations are in place.	
42	Hygiene stations (including bins) not stocked, checked,	Stocking, checking, emptying and cleaning of hygiene stations is part of the daily regime for cleaning contractors.	Hygiene stations regularly checked.	Hygiene products kept constantly supplied

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	emptied and cleaned regularly.			
43	Unnecessary and unused items not removed from classrooms and other learning environments.	Classrooms have been pared down to only contain items they actually need.	No unnecessary items in classrooms, with the exception of EYFS ,including soft toys and soft furnishings.	Staff to be reminded each term to keep their resources to a minimum.
44	Individual and frequently used equipment, such as pencils and pens not shared by staff or pupils (who use their own).	All children in Prep bring in their own pencil cases. Toys and equipment in the Nursery are wiped down and cleaned. Shared resources in Art and DT are wiped down between users.	Sharing of equipment kept to a minimum.	
45	Classroom based resources, such as books and games and all frequently touched surfaces, which are used and shared within a group or bubble not regularly cleaned.	Shared classroom resources are regularly cleaned and only shared if necessary. In Early Years, boxes of toys are used on a rotation basis so that a minimum of 72 hours is left between uses unless cleaned daily in Milton (plastic toys only). Library books and individual reading books when issued and borrowed are deemed unavailable for 72 hours whilst left in quarantine.	Cleaning and use of equipment has been thought about and planned.	.
46	Pupils not limiting the amount of equipment brought into school daily to essentials such as bags, lunch boxes, hats, coats,	Equipment limited to only what is absolutely necessary. Catering provided so no need for lunch.	Pupils are limited in what they can bring to School.	Further reminders will be issued if required.

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	books, stationery and mobile phones.			
47	Pupils and staff taking necessary books and other shared resources home not sufficiently managed.	Chromebooks are named and issued to the same individual daily to use throughout the School day. This minimises the need for books to be taken home. Teachers to aim to mark books in School if possible.	The flow of books between home and School is carefully managed.	IT ensure they are returned safely, wiped and safe to use.
48	Outdoor playground equipment should be more frequently cleaned or left fallow.	Playground equipment is allocated to one group at a time.		<p>A review of the external cleaning regime to be undertaken as a priority.</p> <p>The Chalkmounds have been out of use to all pupils whilst essential maintenance was completed. They are now reopened and pupils were advised how to stay safe to start the new term in January2022</p>
49	Assemblies, break times, meals, drop-off and collection times not sufficiently well staggered.	<p>Drop off and pick up times are staggered. Break zones are well spaced out. Chapel services have been resumed and Chapel is delivered via Zoom to Prep Children on line or in their classrooms if they are CW children. The dining room has multiple sittings of year groups. The Old Dining Room is available for staff not eating /supervising children. The Pre Prep Hall is used as a lunch servery with a one way system in place . Nursery and Pre Prep eat in their classroom.</p> <p>Assemblies are delivered via Zoom or Video.</p>	All times have been staggered.	<p>Timings relating to drop-off and pick-up from shared with parents and staff last July. They have since been implemented.</p> <p>Chapel services will resume in line with the protocols established in Autumn 2021. Children will attend in single year groups The front pews are not to be used. Children are to be supervised by an adult when entering Chapel and waiting in the corridor. Services will be shared via video to other year groups.</p> <p>Dining room rota for all year groups KS1 upwards</p> <p>Children have been allocated a lunch time slot in the dining room. Only staff accompanying</p>

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				<p>children to lunch are allowed to eat in the dining room. The exception is the Old Dining Room which is available to other staff and zoned area in main dining room</p> <p>Dining tables will be thoroughly wiped down between year groups by Sodexo Staff.</p>
50	Non-overnight educational visits not organised in line with protective measures (keeping children within consistent groups) and COVID-19 measures in place at destination.	Educational visits are taking place. Those which took place during the start of the Autumn term were well managed.		<p>In line with Government guidance, educational visits are now taking place.</p> <p>A separate risk assessment will be undertaken in line with our External Visits Protocol and will include a COVID RA.</p>
51	Meal times not de-conflicted or possible to achieve SD in the servery and dining areas whilst still providing sufficient nourishment.	Catering has been provided throughout and the kitchen staff are well versed in managing the busy lunch time period. During lockdown there will be a limited menu. Staff either eat their lunch in their workspace or use the upstairs Dining area. SD is actively encourage in all dining spaces.	Lunches have been organised so that SD is in place and children can have a hot meal each day.	Children have been allocated a lunch time slot in the dining room.. Only staff accompanying children to lunch are allowed to eat with them. The exception is the Old Dining Room which is available to staff .Dining tables will be wiped down between classes by Sodexo Staff.
52	Organisation of breakfast and after school club not revised in to small, consistent groups and maintaining year groups or bubbles.	No breakfast club at the current time. Woodpeckers is available. Children sit and play in their groups: EYFS or KS1, much time is spent outside. Handwashing takes place before and after eating.	Adaptations made to wrap around care.	<p>PP (N-Y2) in one bubble from November 2021.Breakfast Club reintroduced.</p> <p>Lists of children attending clubs will be maintained to enable Test and Trace in the event of a positive case being identified.</p>

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53	Measures in school are not sufficiently robust for extremely clinically vulnerable and clinically vulnerable to return to school.	Discussions continue with clinically vulnerable and extremely clinically vulnerable staff to ensure they are comfortable with the arrangements that have been put in place to support them. These terms no longer current.	All staff have the option of face shields, masks and other PPE.	All staff are routinely working on site. Appropriate adaptations made as individual circumstances dictate, eg isolation or quarantine prior to an operation
54	Pregnant women are in the 'clinically vulnerable' category and not following the relevant guidance.			Pregnancy RAs are completed with staff members. RA'S are reviewed as necessary. Future pregnancy notifications will be RA when they are formally reported to HR.
55	Medical advice for vulnerable staff and children not being followed and insufficient support both at school and at home.	This is managed by the duty Matron / School Nurse		
56	Those with particular characteristics and an increased COVID-19 risk not identified and sufficient measures taken to reduce risks.	The HR and Compliance Manager had a list of staff with a potential increased risk of COVID-19 together with information regarding members of their household. Government guidance no longer warrants the School to hold this information.		
57	Pupil and staff mental health and wellbeing not considered with individual needs not	There are regular check ins with staff and pupils. Each member of the SLT is encouraged to regularly contact staff allocated to them by the Head of Pastoral..	Mental health of all within the School has been considered.	A new mental health lead and a new HR Manager appointed All teaching staff were encouraged to undertake a 3 hour online training session All

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	identified or supported.	Details of how pupils and parents can contact the School Listener, Mrs Camilla Winter-moore, were distributed at the beginning of the current lockdown.		staff reminded by SLT to watch caefully for children’s behaviours.
58	Insufficient pastoral and extra-curricular support for pupils to rebuild friendships and social engagement.	Due to the nature of how lessons were taught throughout lockdown, and the fact that all pupils were able to return before the end of the summer term, friendships and social engagement have been maintained.	Pastoral support is given to all pupils. EDUCARE Child Safeguarding training which includes a module reflecting COVID-19.	
59	Insufficient support to address and equip pupils to respond to COVID-19 related issues.	Pupils have been supported with this throughout lockdown and continues when School is on site.	DHPO to monitor.	
60	Re-scheduling of activities not operating efficiently or safely due to SD rules and timings	Timetabling regularly reviewed by the Head of Pre-Prep, Prep Deputy Heads and Assistant Heads		New timetable for Aut term 2021. Christmas arrangements revisited and adapted so performance still go ahead where possible. Daily reviews of mitigating measures and current Government guidance. Extra performances to allow additional spacing between audience. Single year group performances Parents asked to wear masks and perform LFD test before attending. Fperformances will be live streamed and in PP able to purchase a DVD

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61	Plans, briefing and statistics for ISI visit not updated.	School preparing for ISI compliance inspection.		Priority must be given to preparation and planning.
62	Coronavirus risk assessment not followed outside of normal term time when Holiday Clubs are in operation	Separate risk assessment for holiday clubs prepared July 2021.		Next review due after Government Spring term review on 26th 2022.

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Medical Risk Assessment in the COVID-19 Environment

	Risk	Control Measures	Outcome	Remarks / Re-assessment
1	Are those staff and pupils who are ill or tested staying at home for the required period of time?	<p>No School employees have to date tested positive for COVID-19 except when they had been on leave for more than 13 days before displaying symptoms.</p> <p>Lateral flow testing commenced for all staff and pupils in Years 7 & 8 in January 2021</p>	<p>Twyford’s pupils, whose siblings or parents have tested positive, are following Government guidelines and staying at home for the required amount of time.</p>	<p>Matrons manage the tracking system to ensure self-isolation periods and testing is followed.</p> <p>SLT inform all stakeholders when rules change</p> <p>From 30/8/21, staff are requested to undertake twice weekly LFD home testing.</p> <p>On 5/1/22 Pupils in Year 7 and 8 were tested in School where consent had been granted prior to home testing kits being issued. Tests completed in school were uploaded to NHS Test and Trace using the bulk upload process and are recording school results on an excel spreadsheet. Access to the spreadsheet is limited in line with GDPR protocols.</p> <p>All staff required to complete a home LFD test before returning for Jan 22 INSET. No face to face INSET for larger groups, all virtual meetings</p> <p>Parents and Staff have been asked to notify NHS Test and Trace of all home tests results as well as informing School using the LFT Results button on the portals. IT have set up the system to confirm with GDPR. Limited</p>

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				personnel have access to the results depending on their responsibilities within School.
2	Is the procedure of isolating or sending staff and pupils home for the required period of time and arranging a COVID-19 test understood if anyone becomes unwell in school?	Yes. This is clearly laid out in a variety of correspondence to staff, pupils, parents and other stakeholders.		
3	Given the above do members of their household or group understand they should no longer self-isolate for the required period of time?	Yes. This is clearly explained in repeated correspondence to all stakeholders..		Two emails and updated Covid Absence Guidance Chart posted on Link 21.1.22
4	Is there an isolation room and bathroom available and adequately signed (from reception) for those waiting collection and do those in attendance have access to PPE?	Yes – the Beach Hut and the toilets opposite the Beach Hut. Anyone being collected will be escorted by Matrons (socially distanced and with relevant PPE if required) to the exit door. Matrons understand the cleaning regime to carry out if they have had a possible positive case in their areas. All staff have access to PPE if required..		
5	Staff who have helped someone with symptoms and pupils	The staff receive regular updates on how to react to possible COVID-19 positive cases from		All members of the school workforce have been reminded of the coronavirus symptoms

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	<p>who have been in “close contact” know they do not need to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test)?</p>	<p>the HR Manager. The advice is given in line with Government guidance.</p> <p>Testing (LFD) is now available to all staff Those not double vaccinated, older than 18years and 6 months must follow self-isolation rules. Negative LFD test results mean the individual does not need to self-isolate. If a positive LFD result follows the testing, the individual will require a confirmatory PCR test and will be told to self-isolate.</p>		<p>and the need to follow the Government guidance on self-isolation.</p> <p>Most staff testing is now undertaken at home. LFT kits are available to all staff . All have been informed to share their results with Twyford School via a hyperlink provided by IT.</p> <p>Will jog memories of this once more in memo during last week of Aut term.</p>
6	<p>Staff not aware of meaning of “close contact”:</p> <p>Direct close contacts: face-to-face contact with an infected individual for any length of time, within 1 m, including being coughed on, talking face to face, or unprotected physical contact (skin-to-skin).</p> <ul style="list-style-type: none"> Proximity contacts: extended close contact (within 1 to 2 m for more than 15 	<p>This information shared regularly to staff at INSET and in the COVID-19 Risk Assessment.</p>		

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	minutes) with infected individual. <ul style="list-style-type: none"> Sitting in a small vehicle (car) with an infected person. 			
7	Do all understand they must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell?	Yes. This information is regularly shared and supported by videos playing throughout the school and through posters in toilet areas and communal areas..		Staff reminded at the INSET meeting on 31/8/21.
8	Do staff know the area around a person with symptoms must be cleaned with normal household bleach after they have left to reduce the risk of infection?	Yes. This is managed by Matrons and in consultation with Cathedral Cleaning where appropriate..		
9	Science of risk not understood e.g. less severe symptoms in adults, younger children less likely to become unwell. Consistent groups help.	Staff are reminded of this at Inset and regularly at Staff Briefings.		

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10	Is it understood that routine temperature testing is not a reliable method for identifying COVID-19 (or recommended by PHE)	Only Matrons will undertake temperature testing and they will give advice accordingly. Pre Prep staff take childrens temperatures as no Matrons or medical room in Pre Prep. All staff are FA trained with many holding PFA qualifications in addition.		
11	Hygiene rules not effective. “catch it, bin it, kill it” not re-publicised or applied.	Rules are constantly revisited with children. ‘Catch it, bin it, kill it’ posters around School and highlighted by form teachers/tutors	Hygiene rules are effective.	All staff reminded at the staff meeting on 31/8/21 and repeatedly reminded children throughout the Aut term since their return on 2/9/21.
12	No supervision of hand sanitiser use given risk of ingestion by young children. (Skin friendly cleaning wipes is an alternative).	Children are supervised using hand sanitiser.	No children have ingested hand sanitiser.	
13	Lack of information on how to react to coughing and sneezing using tissues (and their disposal) or crook of arm and immediately cleaning hands with soap and water or hand sanitiser.	Children from Nursery upwards are shown and taught how to catch coughs and sneezes in the crook of their arm. Regular and meticulous hand washing is expected.	Lots of information on how to maintain good hygiene.	All staff reminded at the staff meeting on 31/8/21 .

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14	Pupils not aware of behaviours which may increase the risk of droplet transmission (such as biting, licking, kissing or spitting).	Where such behavior takes place in Pre-Prep, teachers and classroom assistants proactively manage the situation including discussions with parents as appropriate.	It is rare that pupils do not display these behaviours, with the exception of the youngest children in Nursery.	
15	Insufficient medical staff to deal with temperature testing (if used), isolating and monitoring suspect COVID-19 cases, outside appointments and normal medical issues.	Duty Matron (trained SRN) on site every day. Beach Hut is used to isolate those with a suspected case. The area is then thoroughly cleaned before being used again following guidelines.		
16	Insufficient First Aid trained personnel (ratio) for pupils in school and on activities and sport.	Almost all staff are trained in First Aid with those staff working with young children trained in Paediatric first aid.	Sufficient staffing in School at all times.	Training for 75 staff member originally due in Spring happened in September 2021.
17	Procedures for First Aid to those that do not have COVID-19 symptoms unclear and not briefed. (no need for extra measures).	All recent first aid training has included COVID-19 guidance. This information has been shared by Matrons.		Reminder by Matrons on first aid procedure during COVID-19 pandemic to be reiterated by the end of September.
18	Requirements in EYFS on PFA certification not identified given recent modifications and 3 month extensions.		Both School Nurses hold current PFA certificates and one is always on duty every day.	Adequate PFA cover is in place and those requiring updates have been identified.

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			<p>Ten PrePrep staff have in date PFA certificates.</p> <p>Eight PrePrep staff are awaitig PFA training.</p>	
19	<p>Medical policy, procedures and appropriate response to spectrum of medical issues not revised or shared</p>	<p>The School's First Aid Policy is reviewed annually.</p> <p>Pupils must immediately tell a member of staff if they begin to feel unwell. Any medication given to pupils to ease the unwell individual's symptoms must be recorded in writing and given to the parents.</p> <p>Any pupil taken to Matrons because they are feeling unwell will have their temperature checked .as a matter of course.</p>	<p>Medical policy and procedures in place.</p>	
20	<p>Medical room(s) not properly equipped.</p>	<p>There is an isolation space with a sink and toilet nearby. Staff have access to gloves, plastic aprons and masks if required.</p> <p>Pre Prep children, including Nursery children, who become unwell are brought to the Pre Prep office for medical attention.</p>	<p>Spaces available to unwell children are</p> <ol style="list-style-type: none"> 1) Isolation – Beach Hut 2) Isolation – Boarding sick bay (until boarding resumes) 3) General sickness – Matrons main room. 	<p>The Isolation Bay in boarding will now revert to Boarding use from 8/3/21.</p>
21	<p>Lack of School decision or policy for level of PPE required for staff or pupils.</p>	<p>The School follows Government guidelines. Staff and pupils may choose to wear PPE providing they understand how to put it on and take it off safely.</p>	<p>Posters detailing how to safely don and doff PPE is on display in Matrons and staff common rooms</p>	<p>The Government has provided PPE to the School. Clear guidance for use during the testing process on site.</p>

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		<p>As from January 2021 staff in Pre Prep will wear face masks when with children.</p> <p>The School has adequate supplies should staff not have their own.</p> <p>Those undertaking LFD testing have completed the PPE training module.</p>		<p>PPE supplies provided by the Government to assist in school testing means we currently have excellent stock levels.</p> <p>Stock control is managed by the Boarding Matron.</p>
22	Insufficient training for the wearing of face coverings including fitting, storing, care and disposal arrangements.	Web guidance on doffing and donning PPE has been shared with all staff. Form teachers of pupils in years 7 & 8 have shown the children the guidance.	Posters detailing how to safely don and doff PPE is on display in Matrons and staff common rooms	Staff are required to wear face masks when travelling on the minibuses. All drivers must wear a face mask in accordance with latest Government guidance.
23	Sickness management rules and the “don’t come to work if you are ill” not understood or observed.		This is clearly outlined in staff handbook and communicated at Insets, emails and regular meetings	
24	Lack of knowledge on whom has been tested (positive or otherwise) for COVID-19 and if it is recorded (for elimination purposes). Evidence of negative result should not be requested.	Staff reminded at INSET	If the School has any concerns about someone who has, or potentially has, come into contact with COVID-19, the School will contact Public Health England for immediate advice.	

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25	Lack of recording of which staff and pupils have been sent home with COVID-19 symptoms (a cough, high temperature or shortness of breath).	A small percentage of staff have had symptoms. Some self isolated for two weeks (prior to testing being available) Some have had tests. Records are maintained by Matrons and shared with Bursar and HR & Compliance Manager.	If the School has any concerns about someone who has, or potentially has, come into contact with COVID-19, the School will contact Public Health England for immediate advice.	Matrons record the details of those who are sent home to self isolate or who notify the School they are isolating.
26	Lack of regular dialogue with those that have suffered from COVID-19 and / or are isolated at home.		The Head of Pastoral care and form teachers keeps in contact with pupils and their families. Head of Pre-Prep, Deputy Heads and HR & Compliance maintain contact with staff members.	
27	Information on anyone that may still be shielding another family member and why this may preclude their attendance at school.	HR & Compliance will maintain a register of those staff who have family members who are clinically extremely vulnerable or who are asked to shield.	No shielding.	
28	No separate area for temperature testing, holding and isolation of pupils/staff. Areas not easily identified or regularly cleaned		Temperatures no longer taken for everyone every day. Those who need their temperature taking will have this done in Matrons.	
29	Insufficient or no procedure for summoning emergency services, lack of safe RV and	The Estates Manager and the Estates Team ensure all access routes into the School are clear to ensure the emergency services can quickly deal with the incident.		

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	cleared routes in and out.			
30	No links with local health protection teams who provide advice (and may recommend large groups self-isolate or school closure)		Links have already been made with our local team and would continue to do so if required in the future.	
31	Insufficient registration, induction, supervision (and temperature checking) of contractors where essential work is required on site.	Contactors are asked to notify the School if they have Covid-19 symptoms.		Receiving staff are asked to ensure all contractor visits are recorded via VisiPoint from 8/3/21. This will replace the paper systems used in some areas during the lock-down period to avoid touching the VisiPoint screens. Wipes are available for staff to wipe down the screen before and after use.
32	Medical staff have insufficient or unsuitable PPE, cleaning materials and training for tasks.	Additional PPE has been supplied by the Government to enable LFD testing for all staff weekly, children in years 7 & 8 on day 1 and a further day on day 3 – 5 of returning to school after Christmas.	First aiders have access to gloves, apron and mask if required.	Matrons will manage the testing PPE levels and Compliance will order additional PPE for all other purposes.
33	Policy on wearing uniform and if washing also required to prevent infection for staff and pupils not re-considered.	Children attending school as CW children in the period of National Lockdown starting January 2021 are not required to wear uniform. Staff are required to wear smart casual dress or appropriate warm outdoor clothing and not formal suits until school re-opens fully.		Uniform is being introduced for all those in prep from 8/3/21 in line with Government guidance. Parents have been asked to ensure it is washed regularly. Children in Pre-Prep will continue to wear their own clothes for the remainder of the Spring Term. Uniform reintroduced for PP children April 2021.

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				Staff are expected to revert to wearing smart clothes in line with the normal expectations from 8/3/21.
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Support Staff Risk Assessment

	Risk	Control Measures	Outcome	Remarks / Re-assessment
1	Support staff not regularly briefed on changes	Support staff are included in all staff meetings. The minutes are circulated. Part-time staff and/or those staff without regular access to school email are briefed by their Line Manager.		
2	Support staff have insufficient /inappropriate PPE, cleaning materials and training.	The Government do not advise the wearing of specific Covid-19 related PPE equipment. However, gloves, masks and aprons are available should any staff wish to use them. <u>Facemasks must be worn in all communal areas.</u>		Should a child be sick on the buses, drivers will be required to clean the buses wearing PPE. Spare PPE will be stocked on the buses (Masks, Aprons, Gloves.)
3	Cleaning regimes not enhanced, regularly reviewed, inspected or conforming to revised hygiene rules.	New regimes and timetables are in place. These are reviewed regularly.		
4	Security and access systems not regularly checked, updated and re-coded.	Access is via ID badges.		
5	Reconfigured areas, zones and routes	All fire exits are clearly marked. Children and staff are able to exit the School through their		Revised routes to the muster points have been introduced by the Estates Manager.

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	hampering fire exits and routes.	<p>normal fire exit route. Most classrooms open directly to the outside.</p> <p>There is no change to the normal fire muster point on the tennis courts. Staff will ensure line-up of class pods are adequately spaced to ensure SD using the spaces taped out.</p> <p>In the event of a partial or full lockdown, groups should remain in their designated classrooms, lock doors and close window blinds and follow normal lockdown procedures.</p>		
6	Fire and other emergency procedures not reconfigured, routes not clear or regularly inspected.	<p>No changes to the arrangements in place</p> <p>In the event of a fire alarm, the need to exit buildings usurps SD unless the alarm is a known drill.</p>		Revised routes to the muster points were introduced by the Estates Manager last Spring. They are regularly tested.

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Facilities Management Risk Assessment

	Risk	Control Measures	Outcome	Remarks / Re-assessment
1	Insufficient hand washing or hand sanitiser 'stations' for all pupils and staff to clean their hands regularly.	Handwashing facilities and sanitiser in or just outside each classroom. Sanitiser throughout the School. Additional handwashing facilities have been installed outside Nursery, the Sports Hall and the entrance to Pre-prep to allow for greater handwashing on arrival and departure.		
2	Insufficient heating and/ or cooling system (including insufficient fuel levels if applicable).	All boilers are either gas or electricity fired. All boilers are tested and maintained annually. Cooling systems are maintained and tested annually.		
3	Insufficient gas supply, maintenance, checks, venting and valves.	Regular annual maintenance and testing is ordered and controlled by the Estates Manager via a qualified contractor.	Emergency contact details are available from the Estates Manager/Team	As at 5/9/21 all testing is up to date.
4	Air conditioning units, ducts, ventilation and extraction systems not checked on re-occupying school facilities (including workshops).	School was open throughout the Pandemic at all times and continues to be so during the January National Lockdown.		Staff reminded that windows/doors must be opened at least 3 times a days to promote good air flow. Staff to be reminded aof procedures in cold weather, when windows should be opened just enough when rooms are occupied to allow some airflow but without making rooms too cold and to be opened wide when the room is vacated at breaks/lesson transitions to allow for the air to be adequately changed.

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5	Electrical tests not up-to-date including emergency lighting and PAT	Ongoing monthly testing is continuing.		As at 5/9/21 all testing is up to date.
6	Water testing for temperature, flow and legionella not in date, recorded or tested on re-opening facilities.	Weekly flushing, monthly and six monthly checks taking place as due. School has remained in constant use so no increased risk due to stagnant water.		As at 5/9/21 all testing is up to date.
7	Fire alarm panel, system and extinguishers not in date and not serviced.	Ongoing regular testing has continued throughout the Pandemic and will continue going forward.		As at 5/9/21 all testing is up to date. There is one faulty sensor under investigation by the external contractors but the issue is not affecting the efficiency of the fire alarm systems.
8	Fire doors propped open to limit use of door handles and increase ventilation.	Doors may be propped open to avoid increasing the number of touches but doors must be closed when the room is vacated for a period of time, including the end of the working day.		Routinely fire doors should never be propped open.
9	Laundry wash and dryers not serviceable, unable to cope with demand, temperature requirements and insufficient wash products.	Laundry is limited during the time school is only open to CW children and there have been no issues with Laundry facilities. Regular maintenance continue to take place.		
10	Waste procedures not reviewed or sufficient to cater for increase in waste measures.	Matrons are liaising with clinical waste contractors to ensure adequate provision including the increased provision as a result of LFD testing. Regular waste collections are managed by the Estates Manager.		Government guidance has confirmed that LFD testing materials no longer have to be treated as medical waste. All Matrons are aware.

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11	Pest control services not sufficiently regular, recorded or deficiencies identified and actioned.	Estates Team are monitoring and managing this area as usual. No changes as result of the pandemic identified.		
12	Ability to continue to work in event of internet service interruption considered	IT have a back-up system in case of failure of the main system. If the back-up fails, IT can be accessed from home. Most systems are supported in the Cloud.		
13	Limiting occupancy of as many rooms as possible (offices, laundry, common rooms etc) not considered	Many rooms have maximum numbers highlighted at the entrances. Classrooms are limited to a maximum of 19. Smaller rooms, less. The usual numbers accommodated within a room has been judged not to exceed 1.5 metres space. Mitigation such as wearing masks, handwashing and forward facing is applied.		
14	Kitchen not reconfigured, stocked and cleaned if closed over a long period.	The School catering kitchen has not been closed throughout the pandemic with the exception of normal school holidays.. Regular deep cleans are undertaken by the Catering team. The cleaning team support the hygiene in the dinings rooms by fogging each half term and regular daily cleaning.		
15	Insufficient chefs, supervising staff and cleaners to maintain high standards of hygiene.	The catering manager is supported by Sodexo in case of large numbrs of catering having to self-isolate or stay at home due to COVID sickness. Shift patterns enable good staffing levels on a day-to-day basis. Smaller numbers of pupils and staff being fed daily, together with no requirements for boarders' beakfasts or suppers means that catering numbers have been		All Sodexo staff return to work from 31/8/21. Catering Manager delivered update training to all staff.

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		reduced in consultation between Sodixo and the School.		
16	Servery and dining room rules not fully considered, inadequate or safe including wiping table, chairs and hard surfaces between sittings.	Consideration of staffing numbers has been made to ensure adequate staffing levels allow for regular cleaning of dining areas between sittings.		Catering Manager has confirmed that cleaning of dining areas is being cleaned between sittings.)
17	Insufficient drinking supplies and hydration available in dining room and around the school.	All children and staff are encouraged to bring in drinking vessels which can be topped up from water taps. All water fountains have been disabled to help reduce the possibility of spreading COVID-19. Pre Prep children, including Nursery, have school water bottles or lidded cups. Pre Prep and Nursery staff refill and wash these. Water jugs are provided at lunch time. Jugs are filled by catering staff between sittings. Staff also have access to communal kitchens in both Prep and Pre-Prep where they can make hot drinks and store cold drinks in fridges.	Kitchens are being cleaned thoroughly and daily by the cleaning contractors.	
18	Cleaners changed working patterns during the day not discussed or agreed to meet the revised hygiene requirements.	Cathedral cleaning have increased their presence on site throughout the day to enable more cleaning of touch points and toilets especially where facilities are shared by groups.	.	Cathedral Cleaning have reverted back to the pre-lockdown enhanced cleaning regime
19	Cleaners have insufficient or revised instructions and training for	Cathedral Cleaning are well-informed on the wearing of PPE and on revised cleaning products and techniques brought in as a result of coronavirus.	Cleaners have had revised instructions.	

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	appropriate cleaning and the wearing and disposal of PPE.			
20	Insufficient cleaning staff for revised cleaning schedule and deep clean of each room and space daily unless left fallow.		Sufficient cleaning is in place.	
21	Insufficient immediate procedures (quarantine and deep clean) and PPE where areas contaminated with bodily fluids.	Matrons are versed on how to manage contaminated bodily fluids safely using the Government guidance and best practise. All Matrons have completed and passed the LFD testing module which includes cleaning up bodily fluids safely.	Any area involving potentially contaminated bodily fluids are immediately quarantined until cleaning can take place.	Staff and volunteers assisting Matrons with in-school testing have completed the relevant training modules. Certificates are filed and recorded on a spreadsheet accessible to Matrons amd the Compliance Manager.
22	Suspended services not re-set or reviewed to cater for current school operation including waste disposal.	No services have been suspended throughout the pandemic.		

Attachments relevant to this risk assessment:

- **Safeguarding Policy Addendum:**
https://twyfordschool.sharepoint.com/:w:/r/sites/Policies/_layouts/15/Doc.aspx?sourcedoc=%7B01609B64-1323-4DE5-AF7C-36FCD3536612%7D&file=SAFEGUARDING%20ADDENDUM.docx&action=default&mobileredirect=true
- **Online Learning Programme**

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- **Twyford School Remote Learning Guide for Absent Children**
- **Online Communication to Parents**

Version 2 replaces Version 1 which was originally approved by SLT and Governors on 26/1/21 and 29/1/21 respectively

Version 3 replaces Version 2 which was originally approved by SLT and Governors on 9/3/21.

Version 4 replaces Version 3 and approved by SLT May 2021.

Version 5 replaces Version 4 which was approved by SLT September 2021

Version 6: Minor changes made November 2021

Version 7: Updates following changed Government guidance 30/11/21

Version 8: Updates following changed Government guidance 14/1/22