



ROYAL
BALLET
SCHOOL

SETTING THE STANDARD

SCHOOL REOPENING RISK ASSESSMENT

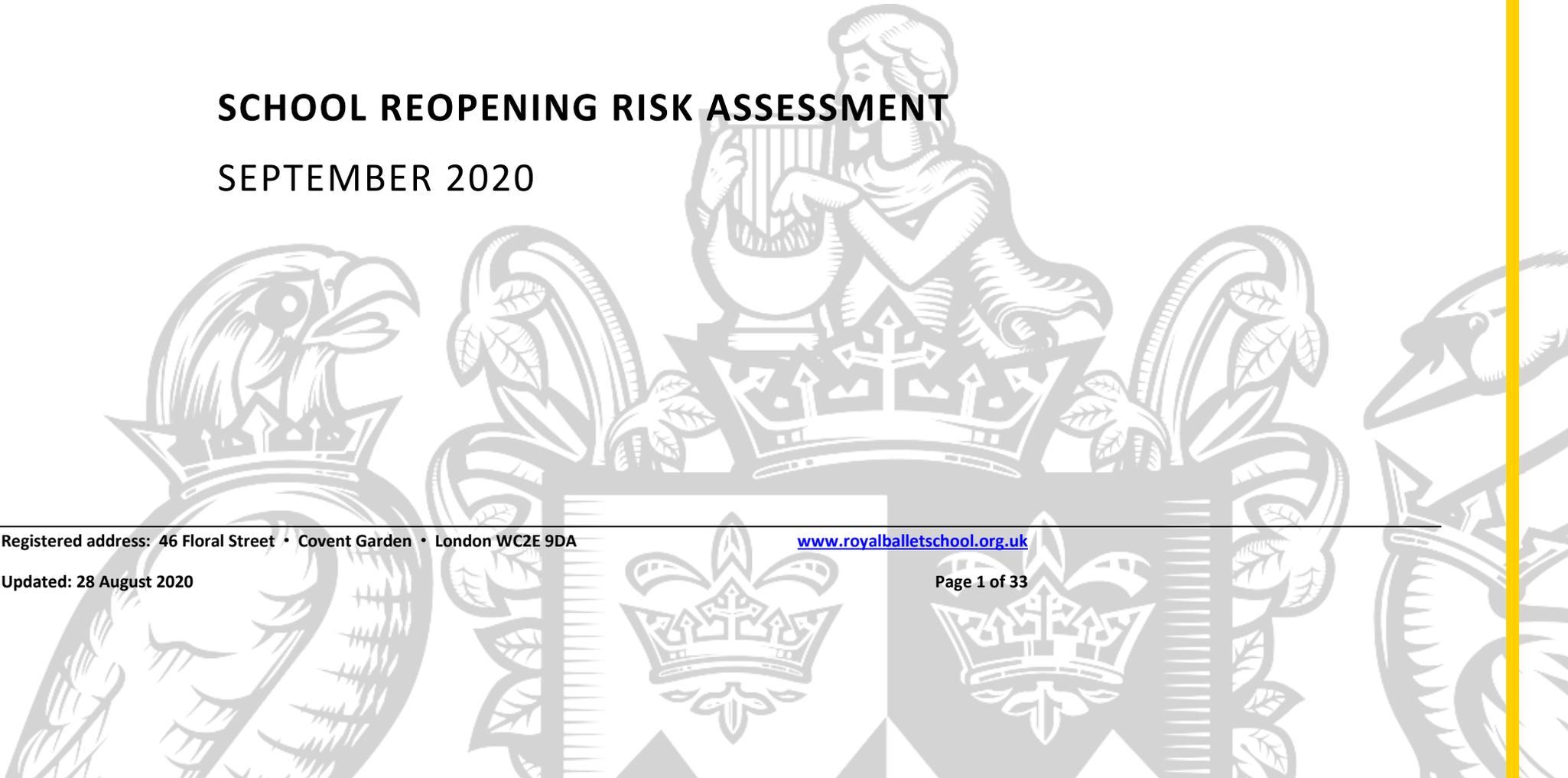
SEPTEMBER 2020

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

www.royalballetschool.org.uk

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Overall Risk Assessment

Hazard	Control measures	Outcome	Remarks / Re-assessment
Safeguarding policy and procedures not updated and / or staff and students not feeling safe.	The regulations that inform the School's Safeguarding policy are monitored by the DSL, Deputy DSLs and the School Compliance Officer. The current version was sent to staff just ahead of the School closure in March. The DSL still sends monthly safeguarding updates to all staff which contains detailed contact information	The School;s safeguarding poolicies are currently being updated to reflect the new Keeping Children Safe in Education which comes into effect in September 2020. Safeguarding training for all staff will be conducted at inset.	
Government advice not being regularly accessed, assessed, recorded and applied.	The School is putting in place a Covid 19 team that will be lead by the Covid Responsible Officer (Jason Hughes, Compliance Officer). The team will contain a number of senior members across all functions of the Schoolof staff including a Medical Officer A member of the Governing Board will be allocated to act as a link Governor. Governemnt advice/guidance (as well as advice from other bodies such as ISBA, BSA, PHE, EIS) is closely monitored by the School. All decisions are documented with reference to specific guidance.		

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

	School follows relevant guidance, a risk-assessment is completed and decision making is evidenced with supporting documentation.		
Suspended services and subscriptions not re-set.	The Site Operations team has a detailed list of all services used by the School and their current status. Services will be reestablished as and when required. All necessary inspections will take place ahead of the reopening (see facilities section for more detail)		
Access to school not controlled effectively and visitor (if allowed) details not recorded.	The School has an access control system on all premises. There is a Reception desk at both White Lodge and Floral Street. Visitors (including parents) will not be allowed passed the Reception area. All visitors are recorded for fire safety and Safeguarding purposes	Non-essential visitors will not be permitted on site at the onset of the autumn term. This will be reassessed on an on-going basis	
Social Distancing (SD) and other hygiene rules not communicated, understood and applied.	Ahead of the opening detailed communication will be sent that set out the rules/expectations of all students and parents returning to the site. Signage will be placed all around the School reinforcing the message of social distancing and hygiene		
Staff and students not being reminded and checked to ensure they are complying with hygiene and SD rules.	As well as the signage above staff will be expected to monitor the students		

	<p>compliance with social distancing and hygiene. The School will operate a zero tolerance approach to the breaking of these rules and students will be sanctioned (including ultimately being asked to leave the School) if the rules are not complied with. Deliberate or repeated non-compliance by staff members will be treated as a disciplinary matter.</p>		
<p>Insufficient supplies of hygiene materials and not being suitably placed.</p>	<p>The School is able to source all the hygiene materials it requires. Disinfectant, hand sanitiser and all other cleaning materials are available from normal suppliers under normal delivery times.</p> <p>The School also has sufficient medical PPE if required in the event of a case.</p>	<p>Government guidance is that PPE does not need to be worn in the normal operation of the School. PPE need only be worn when dealing with a student or member of staff displaying symptoms of Covid-19.</p> <p>Students will be required to wear face coverings as they move around the School to reduce the risk of contamination between bubbles. They will not be required to wear coverings in classrooms, studios, boarding houses and dining hall.</p>	
<p>Insufficient or unsuitable cleaning regime - lack of regularly re-assessment and revision to high risk areas such as toilets, door handles, keypads, switches, hand rails and regularly used hard surfaces etc.</p>	<p>Ahead of the day sessions held in June the School brought back a number of its housekeeping staff from furlough. This allowed a chance to assess the type of regime that would be required</p>	<p>The School is currently interviewing to recruit 3 FTE for the cleaning staff. This will aid the increased cleaning regime</p>	

	when the School is fully opened. A detailed cleaning plan and rota for all buildings is being compiled using the information gained from the day sessions and the cleaning guidance from organisations such as Public Health England (PHE)	and provide cleaners on site during the weekends.	
No precautions to keep shared teaching equipment (e.g. musical instruments, pens, pointers, keyboards) hygienic.	Students will be able to share teaching resources within their own year group bubble. There will be no sharing between different year groups. Hard surfaces such as chairs, desks, keyboards will be cleaned by the students after use. Students will wipe down ballet barres and pianists will clean pianos after use.	Students have been asked to bring their own laptop to School for the autumn term. For those students who do not have their own laptop one will be provided, stocks permitting, by the School.	
High risk areas not being regularly monitored (including boarding areas) for hygiene.	As part of the cleaning plan the monitoring and cleaning of high risk areas (toilets, studios, boarding houses etc.) will be addressed	Prior to reopening, all School sites will be disinfected and treated with an antimicrobial coating. An electrostatic charge is applied to the coating killing any micro-organism that lands on it. This will allow higher levels of hygiene on touch points around the School. The coating will be checked for effectiveness every three months.	

<p>No contingency plans in place for the transition to full opening (or re-closing) including rapidly sharing updates and decisions.</p>	<p>The School already has in place systems and procedures for rapidly sharing information with staff, students, parents, guardians and governors as was demonstrated when the School closed in March The reopening of the School in September will be phased. Should the School suffer an outbreak of Covid-19 we will liaise with the relevant authorities to determine the best course of action for the students and the School</p>		
<p>All hazards identified properly mitigated and regularly re-assessed?</p>	<p>The Covid-19 team will be responsible for this</p>		

Student, Parent & Staff Risk Assessment

Hazard	Control Measures	Outcome	Remarks / Re-assessment
Communication channels not working and not being reviewed. (Email, text, facebook etc).	The School holds contact details for all parents and guardians. If normal communication channels are not available Social Media will be utilised		
Lack of a robust feedback and reply system to ensure best practice and two-way communications for students, parents, staff and governors	Communication between the School and parents, staff and governors is well established. Students will be encouraged to raise any concerns to Housestaff. By September the School will have in place a student concerns system (Toot Toot) which will allow all students to anonymously report any concerns or suggestions they may have.		
No Governor and / or SLT member for school / department nominated to be responsible for COVID-19 matters. Governor / SLT members' contact details not known and not on call.	The Covid-19 team will contain members of SLT and a link Governor will be designated	The School's link governor is Ms Menna McGregor.	
No system to communicate with parents and staff that have not returned to school for fear of infection.	We will ensure that those students who, for whatever reason, do not return to School are communicated with. Initially this will be via house staff, artistic and academic teachers. If required the DSL and senior pastoral staff could also be used		

<p>Lack of knowledge of where students / staff have travelled from (other than home and school). (via app or written diary?)</p>	<p>Students will be asked to return to School using private vehicles and not public transport. Once on the School site movement will be restricted i.e no school trips, visits to Sheen etc. Upper School students will not use public transport to travel between AJH and Floral Street.</p> <p>It is anticipated that there will be 5 day students travelling to WL at the start of term. The parents of these students will be asked if they could initially board with the situation reviewed on a regular basis.</p> <p>Staff will plan their journeys according to their circumstances and the site which they have to attend. Adherence to social distancing should minimise the possibility of infection</p>	<p>The 5 day students for 2020/21 have agreed to board at the start of the autumn term. This situation will be reviewed on an on-going basis</p>	
<p>Lack of rules / procedures for hygiene standards for staff and students – and failure to adequately enforce standards</p>	<p>As well as the signage staff will be expected to monitor the students compliance with social distancing and hygiene. The School will operate a zero tolerance approach to the breaking of these rules and students will be sanctioned (including being asked to</p>		

	leave the School) if the rules are not complied with		
Staff not trained or regularly updated in COVID-19 symptoms, SD and how these rules apply to teaching?	Staff Inset in September will introduce the procedures etc. at that time. The Covid-19 team will monitor any changes communicate with the members of staff impacted		
School transport not operating to reflect SD, hygiene, PPE and cleaning arrangements.	Site operations are currently writing a protocol for the use of the School minibuses.	The School minibuses will provide a limited service for staff arriving in Richmond. Places will be limited and will need to be booked in advance. Face masks are required at all times	
At drop-off and pick-up parents remain in vehicles and SD outside gates and entrances.	As a boarding school this is not a daily issue. For our day students, who are brought by car, parents will be informed that they cannot leave their car. At weekends, Exeat and holidays parents will remain in car and students will come to them.	In September we will allow a parent of year 7 students to escort them to their boarding house to help with the process of settling in. The arrival will be staggered and we will let four year 7 students (2boy & 2girl) at a time with a cleaning protocol in place.	
Insufficient registration throughout the day including lack of temperature / health checks.	Students register 3 times a day Temperatures will be taken on arrival at the School and then every morning. Students will complete a health questionnaire ahead of arrival and then once a week week which will automatically feed to Smartabase.	Covid-19 symptoms will be displayed on signs throughout the School. Staff and students reminded to report any symptoms immediately.	

	Sanctions will be imposed if this is not completed.		
Transit spaces (corridors), social zones (car parks, common rooms, playgrounds) not being configured to SD rules.	Where possible all rooms will be configured to meet social distancing guidelines. Year groups will create bubbles and interaction between bubbles will be kept to a minimum. Lessons will be staggered to reduce the chance of interaction between year groups and a one way system will be used where possible		
Learning and recreational spaces not configured to SD rules.	All spaces will be configured to meet current guidelines		
Lack of consideration of different age groups provided for in timetabling, length of the school day and exposure to other age groups.	As discussed above year groups will become their own bubbles and will function accordingly. For those members of the student or staff body not in the bubble social distancing will be observed.		
No system in place to deal with bereavements, trauma, anxiety, behavioural issues.	The School has an experienced pastoral team and our healthcare team includes a mental health lead who is a clinical psychologist. Bereavement policy in place.		

Student & Staff Risk Assessment

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Hazard	Control Measures	Outcome	Remarks / Re-assessment
Lack of review, update or sharing of safeguarding, code of practice, and staff handbook policies.	All School policies are reviewed on a regular timetable which has continued throughout the School closure		
DSL and DDSL not easily contacted and their contact information not known to all.	DSL and DDSLs still working and using School contact details. Students receive regular communication and there has been contact from both student and parents during School closure. Contact details are held within the Safeguarding Policies and available on the Schools' website.		
No COVID-19 specific policy that includes medical responses, SD, teaching, socialising, feeding, hydration, well-being etc.	The School is currently writing to all parents, students and staff to explain the changes required to allow the School to reopen under current guidance. The Covid-19 team will monitor the workings of the School and any new government guidelines and make any necessary changes.		
Fire drills, routes and assembly points not rehearsed.	When the final numbers and configuration of the School is known site operations will check all escape routes and muster points. Fire drills will be held as soon as students return		

Class sizes not reduced and kept together in their “bubble” (minimising contact with others) or properly supervised.	Class sizes will reflect the distinct bubbles set-up by the School adhering to Government guidance.		
Needs of each age group and class not considered separately in terms of support, activities and facilities.	All of the School plans have been developed taking in to account the very different needs of each year group (e.g . Year 7 new to School, year 11 GCSE, 3 rd Year professional contracts).		
Staff not having sufficient down time / rest during the working day / week?	As the School will be fully open in September there will only be face to face lessons which will reduce pressure on staff who will be working to a more normal timetable. If a year group(s) are required to leave the School because of an outbreak of Covid-19 there may be a need to run some lessons virtually. The impact of this will have to be carefully monitored. With the staff room capacity reduced and no provision of lunch (WL) the School will allocate space and equipment for staff to have breaks, eat lunch etc.	A heated marquee will be constructed in the area outside the dining hall that will be for the use of staff. Tea and coffee making facilities will be available as well as fidges and microwaves. Staff will need to provide their own crockery and cutlery.	

Lack of new staff and student induction. Registration and recruitment processes not adapted or compliant.	All School Inset to take place in September (some sessions may be virtual) New staff induction with SLT scheduled for 22/9/2020 All students will receive normal induction on arrival in September adapted for guidance in place at that time		
SCR and required documents not properly verified or recorded.	Human Resources still conducting all checks on new starters while following the government guidance on virtual checking of documents. SCR continuing to be updated.	From September the process of checking will return to normal i.e. new staff will need to bring documentation to School	
Plans to working and learning outside not fully considered	Where appropriate		
Sporting, play and SD rules unclear to staff, students, parents and visitors.	Detailed return to school plan will address these issues and will be communicated at inset ahead of the reopening of School	Strenght & Conditioning (S&C) – guidance now permits the use of gyms. The School’s S&C program can proceed with consideration of space and hygiene measures in place	
Drama, dance and music activities not applying SD or hygiene rules	Dances classes will take place within year group bubbles negating the need for social distancing. Teachers will be required to maintain social distancing.		

	<p>Drama and music will also be within bubbles.</p> <p>Peripatetic music lessons will continue to be virtual</p>		
Risk assessment for sport, play, drama, dance and music activities not properly formulated.	All activities and spaces are risk assessed. Concept of social distancing to be incorporated. Covid-19 team to coordinate		
Staff meetings and staff rooms unregulated in terms of space, equipments, resources (copiers, kettles, biscuits tins etc) timings, SD and purpose.	Staff meetings can be held either virtually, in large spaces where social distancing is possible (studio) or a combination of both.	Marquee provided for staff use (see above)	
Security, CCTV and access systems not regularly checked, updated and (where necessary) re-coded.	Checked and serviced as part of site operations maintenance program		
Parent, Student, Staff, Contractor, Visitor drop-off and pick-up procedures, in and out routes not been shared, understood or applied.	<p>Return to School to be staggered for different year groups. Parents (except for year 7) will not be allowed to enter the School building. Similarly, for exeat, holidays, students will be brought by staff to their parents.</p> <p>No non-essential visitors will be allowed on site</p> <p>Contractors will only be allowed on site on completion of a health</p>		

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

Hygiene stations not stocked, checked and cleaned regularly.	The School has sufficient stocks of all required materials and there are no supply chain issues.		
Unnecessary items not removed from classrooms and other learning environments	Ahead of term a classroom audit will be undertaken and inventory complied and unnecessary equipment removed.		
Soft furnishings, soft toys and items that are hard to clean not removed and stored securely.	Where possible this type of item will be removed		
Staff unable to manage, whilst in the transition phase, both in school and remote learning.	The Government has decreed that the School will be fully open in September so no virtual lessons. If a year group(s) are required to leave to isolate there may be a requirement for two teaching methods which will be closely monitored.		
Assemblies, break times, drop-off and collection times not sufficiently well staggered	No Assemblies or held virtually. Use of SMART Boards in classrooms and studios. Boarding school so drop offs etc less relevant		
Meal times not de-conflicted or possible to achieve SD in the servery and dining areas whilst still providing sufficient nourishment.	Meal times will be staggered by year group bubble with a strict hygiene protocol in place between sittings		

Medical advice for vulnerable staff and children not being followed and insufficient support both at school / home.	Staff survey has already ascertained those staff deemed vulnerable. Mitigations put in place. Similarly for students medical advice and guidance will inform all decisions		
Student and staff mental health and wellbeing not properly considered with individual needs not identified or support.	School mental health lead putting in place program for return to School for all students. Employee Assistance Programme available for staff and actively advertised.		
Re-scheduling of activities not operating efficiently or safely due to SD rules and timings (14.5.20)	Covid-19 team will meet at least daily (and more often if required) to review all aspects of School life		

Medical Risk Assessment

Hazard	Control Measures	Outcome	Remarks / Re-assessment
Science of risk not understood e.g. less severe symptoms in adults, younger children less likely to become unwell, small class sizes will help.	For the return of students in September 2020 the School will follow government guidance. Year groups will be in their own bubble with as little contact as possible between year groups. Staff will stay, where possible, 2 metres away from students and other staff.		

	<p>Students will be required to wear face coverings while moving around the site. They are not required in classrooms, studios, boarding houses or the dining hall.</p> <p>Staff are not required to wear PPE unless dealing with a student or member of staff displaying Covid-19 symptoms. However, any member of staff can wear PPE if they so wish.</p>		
Hygiene rules not effective. "catch it, bin it, kill it" not re-publicised or applied.	<p>Signs will be visible around the School. Information sent to students ahead of time will outline the hygiene standards expected for their time at the School. Briefings given at the start of each day and regularly thereafter will reinforce this message</p>		
No / insufficient staff supervising / supporting normal medical staff?	<p>Staff survey showed support for the School reopening to students. Sufficient staff will be available to provide whatever support is necessary</p>		
Insufficient medical staff to deal with temperature testing, isolating and monitoring suspect COVID-19 cases, outside appointments and normal medical issues.	<p>The School will return as normal in September with a full complement of staff. Procedures will be in place for the monitoring of student symptoms (Smartabase app) and temperature testing (system requires no manual intervention). Space will be configured to deal with any outbreaks of Covid-19 and/or any other illness or injury.</p>		

Insufficient First Aid trained personnel (ratio) for students in school	School has a wide pool of first aid trained staff.	HR arranging training/refresher training for staff required to be first aiders during September INSET.	
No or insufficient training for those operating temperature testing or other precautions that require new equipment. Training not recorded for future reference.	Training and the correct equipment will be available for all staff undertaking these screenings. Results will be recorded.		
Medical policy, procedures and appropriate response to spectrum of medical issues not being revised or shared?	All policies and procedures are reviewed on a regular cycle. The current situation will, from a medical standpoint, require that these will need to be reviewed more frequently		
Medical room(s) improperly equipped.	All equipment requested by the medical team will be provided		
Lack of School decision regarding the level of PPE required for students and staff. Insufficient training, face fit testing, use, care and disposal arrangements.	Government guidance is that PPE does not need to be used in the normal running of the School	Students will be required to wear face coverings while moving around the site. They are not required in classrooms, studios, boarding houses or the dining hall. Staff are not required to wear PPE unless dealing with a student or member of staff displaying Covid-19 symptoms. However, any member of staff can wear PPE if they so wish.	
Sickness management rules and the “don’t come to work if you are ill” not understood or observed.	Students to complete a weekly healthcare questionnaire which will trigger alerts to the healthcare team. Staff reminded of the importance of not attending School should they show any symptoms	Roll out Smatabase app to new year 7 so they can begin using ahead of start of term in September	

Different age groups with different risk profiles for each group of staff and students not risk assessed?	For full School return year groups will form bubbles with as little contact as possible between groups. Staff survey highlighted any potential issues with members of staff		
School unaware of any staff and student pre-existing medical conditions.	Staff complete a medical questionnaire as part of recruitment process. The staff survey recently completed asked for staff to highlight any issues that may make them vulnerable. Students complete a healthcare questionnaire before they begin studying at the School		
Lack of knowledge on whom has been tested (positive or otherwise) for COVID-19 and if it is recorded (for elimination purposes).	Staff survey asked for information on any Covid-19 testing that staff had undertaken If a student is sent home from School with suspected Covid-19 symptoms it is the responsibility of the parent/guardian to arrange a test. The School has the right to ask for the result of that test.		
Insufficient information on which staff or student(s) have had contact with anyone tested positive or suspected of COVID-19 and if recorded and actioned.	The School will contact PHE and NHS Test & Track in the event of a case of Covid-19 at the School. Staff, students and parents reminded to inform School if they are contacted from about possible exposure to symptomatic individual.		
Lack of recording of which staff and students have been sent home with COVID-19 symptoms (a cough, high temperature or shortness of breath).	Any member of staff who exhibits symptoms will be asked to leave site and self isolate for 10 days and		

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

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

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

Boarding Risk Assessment

Hazard	Control Measures	Outcome	Remarks / Re-assessment
Boarding policies and procedures not updated, regularly reviewed and communicated.	All policies and procedures are reviewed on a		
Security and access systems not regularly checked, updated and re-coded.	All security systems are regularly checked and door codes changed each term		
Boarding staff have inappropriate PPE, cleaning materials and training for tasks.	Government guidelines state that PPE is not required unless dealing with a student displaying Covid-19 symptoms wher social distancing cannot be maintained. The School has sourced significant supplies of PPE (including first aid PPE)		
Procedures for welcoming back overseas students not applied.	Overseas students will be asked to enter the UK 14 days before the start of term. They are to travel to their guardians by private transport. A health questionnaire is to be complited on the day before their arrival at School. Students will be required to provide proof of the day they arrived in the UK		
Insufficient space and resources for isolating overseas students (for 2 weeks?) on their return.	See above		
SD, separation and socialising rules not adhered to in the boarding house.	The School will be split in to year group bubbles which will not require social distancing. Conatct between year grouppls will be kept to an		

	absolute minimum and monitored closely by all house staff		
Rules and procedures for exeat, trips and activities out (or not!), appointments or visits from family and / or guardians not complied with or understood.	Initially students will be encouraged to remain at School at weekends to reduce the risk of breaking the year group bubbles. At Exeats (and weekends away) parents and students will be asked to adhere to a protocol to limit the chance of infection on their return to School. There will be no offsite trips in the Autumn term Non-essential visitors will not be allowed on site. For the arrival/leaving of students parents/guardians will remian in their cars and students brought to them		
Fire instructions and new procedures not reviewed, understood or rehearsed.	Fire instructions will be reviewed to reflect the rules on social distancing. Tests will be held at the very start of the autumn term		
Fire drills, routes and assembly points not rehearsed.	See above		
Insufficient rooms to isolate and supervise students (and staff).	UK based students will be asked to isolate at home. Those displaying symptoms for 10 days and all others in the year group for 14 days. Guardians of overseas students will be asked to collect them but should they be unwilling they will isolate on a School site.		

Laundry, bedding, furnishings, games and items that are hard to clean not removed and stored securely.	Government guideline state that no special precautions are required in terms of washig, soft furnishings etc. Hard surfaces and items such as games etc. will be cleaned after use by the students.		
Staff to student ratio does not reflect SD rules (including medical and emotional support).	As the School will be split in to year group bubbles staff student ratios remain unchanged		
Insufficient bathroom facilities if bed spaces have been reconfigured.	With the creation of year group bubbles bathroom facilities remain as was which comply with National Minimum Standards.		
Clothes and bed linen not washed regularly and at appropriate setting (65°)	Government guidance is that there is no need for any special washing regime for school uniforms or any other item.		
Boarders not equipped with authorised equipment to stay-in touch with parents.	All students have mobile phones and while the mobile signal is poor the wi-fi has been upgraded allowing for communication via other formats (WhatsApp, Facetime etc.). The School also has landlines which students can use		
Boarders aware of global news and how it may affect them or their family.	Boarders access news, information on their phones. House meetings (allowable under the bubble approach) will provide information		

Support Staff Risk Assessment

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

Facilities Risk Assessment

Hazard	Control Measures	Outcome	Remarks / Re-assessment
Insufficient heating and/ or cooling system (including insufficient fuel levels if applicable).	Gas deliveries to White Lodge have continued during the School closure and will continue do so as required		
Insufficient gas supply, venting and valves?	The School's plumbing team will conduct a review of all of the School's systems prior to reopening		
Air conditioning units, ducts not checked on re-occupying school facilities.	All air-conditioning equipment will be inspected prior to the reopening of the School. Good ventilation will be critical to the management of the artistic aspect of the School and we are investigating improvements at all School sites.	At White Lodge the air-conditioning in the MFT studio has been repaired. Maintenance is being carried out on the air-conditioning at Upper School	
Ventilation and extraction systems not checked.	All kitchen equipment will be inspected prior to the reopening of the School. School's catering company fully engaged and have protocols in place. Catering staff will attend site one week prior to opening to ensure training is in place.	The School's caterers are returning on 1 st September and have in place all the necessary checks, protocols etc. ahead of the students return.	
Electrical tests not up-to-date including emergency lighting and PAT	The School's PAT testing takes place in August each year and has been scheduled for this year. Emergency lighting will be tested by the School electrician ahead of the reopening 5 year fixed wire testing scheduled for August 2020		

All electrical equipment bought in to school PAT tested?	The School has its own PAT testing machine. At the start of each term students are asked to leave out all new electrical items that are tested by a member of the site operations team.		
Water testing for temperature, flow and legionella not in date for test.	White Lodge water supply was tested on 28 May 2020 and the water disinfected. The School received a compliance certificate on 2 June 2020. Further tests will be conducted on a timetable agreed with the contractors to ensure all regulations are met. Other sites will be tested in early August to ensure compliance ahead of the reopening in September		
Water supply not tested for legionella on re-opening facilities.	See above		
Swimming Pool not secure or inspected regularly.	The swimming pool is locked between use with the key held by reception. The key has to be signed out by the member of staff wishing to use the facility. The water is tested each morning by a member of the site operation team and the area cleaned by a member of the housekeeping staff. Regular testing by an external specialist takes place weekly	With swimming pools reopened the School will use the pool for both recreation (in year group bubbles) and rehabilitation.	
Insufficient arrangements for the operation, cleaning (and use) of the swimming pool.	See above		

Fire alarm panel, system and extinguishers not in date and not serviced.	All School sites are in date for servicing. Further testing will take place as required under service contract		
Kitchen not reconfigured, stocked and cleaned if closed over a long period.	CH & Co (external catering company) are putting plans in place for the reopening. They will be onsite ahead of term start to agree procedures and protocols with School	Have engaged with CH&Co who appear well prepared (already operating in kitchens in schools who have reopened)	
Insufficient chefs, supervising staff and cleaners to maintain high standards of hygiene.	See above		
Servery and dining room rules not properly considered, inadequate or safe.	In consultation with CH & Co the School will have in place new protocols for the serving of food. This will include the staggering of dining times for different year groups so as to maintain the bubble effect that will be used on reopening. A new cleaning regime will be put in place and this will be reviewed continually to take in to account the experience we gain on the return of the students as well as any changing Government guidance.	Dialogue underway.	
Insufficient drinking supplies and hydration available in dining room.	The School has water dispensers around all sites (including the dining room) and students will use their own cups/glasses/bottles to avoid cross-contamination		
Laundry wash and dryers not serviceable, unable to cope with demand, temperature requirements and insufficient wash products.	The School has its own laundry service at White Lodge and the Upper School boarding houses all have sufficient facilities for students to do their own		

	laundry. The School's laundry process will be adapted to ensure that all bedding, clothes, etc. are washed at a minimum as often as government guidance requires and at the correct temperatures using the correct detergents.		
Suspended services not re-set.	The Site Operations team has a detailed list of all services used by the School and their current status. Services will be reestablished as and when required		
Approach not agreed to any scheduled or ongoing building works.	In consultation with the Governing Board all major building works have been postponed and where possible rescheduled for 2021. Any work that is required to meet H&S guidelines will be carried out as soon as contractors become available and before the School reopens		
Suppliers not following appropriate SD and hygiene measures	The School will have in place signage that highlights the importance of social distancing and proper hygiene. All suppliers who visit the School will be expected to comply with these requirements.		
Waste procedures not reviewed or sufficient.	The School has in place regular waste disposal contracts across all sites. We will follow all guidance issued on the disposal of waste (general and clinical) and adapt procedures to reflect these		

	and our experience on the return of the students.		
Pest control services not recorded, deficiencies not identified or actioned.	Pest control has continued at all sites during the School closure and has been documented accordingly		
School vehicles not fully registered, insured, maintained and stocked with appropriate hygiene materials.	All School vehicles (which are less than 1 year old) have all necessary documentation in place. Hygiene material will be available on board and a cleaning regime will be instigated between journeys. Social distancing will be enforced.		