

1/ Overall risk assessment in the COVID 19 environment

ISBA ref	Hazard	Control measures	Outcomes	Remarks
1A	Safeguarding policy and procedures not updated and/or staff and pupils not feeling safe	Follow regulatory changes	The school has chosen the most prudent of the 2 sets of guidance approach. In the event of contradiction between UK and AEFE H&S rules, the school will follow the UK rules; DB follows and disseminate the AEFE rules; TOG and VB follow UK rules and disseminate; specific H&S working group("groupe sanitaire") created to review and decide on reopening	Safeguarding policies may need further update
1B	Government advice not being regularly accessed, assessed, recorded and applied	Daily check of Government advice, applied if necessary	Addendum to child protection policy issued on 23 April 2020 and reviewed on 4 May	
1C	Unions not consulted over plans	N/A		No Unions at school
1D	Changes not regularly communicated to staff, pupils, parents and governors	H&S working group and Management group reviewing changes and ensuring communications are being prepared and sent; Comms officer is preparing communications with DB with support if need be of parent trustees	Staff: Communication sent on 13.05.20 + general assembly on 20.05.20. Families: parent survey sent on 16.05.20 + conference on 19.05.20	
1E	Changes to assessments, procedures and other important matters not reviewed by governors	Clerk to ensure guidance is sent to governors	Groupe sanitaire include trustee; guidance sent to governors; board meets frequently either in full or in committee	
1F	Insurers not consulted with School's reopening and/or amended plans	Consult Marsh	Marsh (J Moore advice 19 May): As long as CFBL is operating within the governments guidelines its policies will respond in the usual manner; Insurers would expect you to undertake risk assessments as you would for any activity and for these to be documented. Insurers will not require sight of these prior to CFBL reopening	
1G	Suspended services and subscriptions not re-set	Assess which services will be needed and reset as appropriate	Kitchen catering coming back on May 22nd	
1I	Social Distancing (SD) and other hygiene rules not communicated, understood and applied	Decide on SD and hygiene protocols, always following H&S guidance issued by UK Gov	See action plan sheet for description	
	Discrepancy between AEFE and UK H&S rules, e.g. for masks	Find if UK gov advises against or believes not useful	Masks and other PPEs offered to staff who believe they are necessary	
1J	Staff and pupils not being reminded and checked to ensure they are complying with hygiene and SD rules?		SEE PROTOCOL	
1K	Insufficient supplies of hygiene materials and not being suitably placed?		All in place	
1O	No contingency plans in place for the transition to full re-opening or re-closing incl. rapid sharing updates and decisions		Plan to open all elementary classes	School to assess needs to adjustment to current plan if further openings decided by government
1P	All hazards identified not properly mitigated and regularly re-assessed		Strong identification of vulnerable points made and re-assessed	

2/ Pupil, parents and staff risk assessment in the COVID 19 environment

ISBA ref	Consider	Control measures	Outcomes	Remark
	How many pupils can be safely accommodated on site while maintaining social distancing?	During phase 1 (from 01/06/20): No more than 15 pupils/class starting with GSM and CM2 pupils; Prepare phased reopening of other classes before the summer	From 02/06/20: School reopening restricted to GSM and CM2 pupils, in accordance with governmental scheme and approx. 10-12 key workers and vulnerable children	Are there individual children with particular needs that should return as a priority within specified year groups?
	How many pupils are likely to return?	Survey parents to ascertain how many may stay away from school	Parental survey sent on 14 May followed by video conferencing to answer questions on 19/05/20. around 80 every day	If school decides to postpone reopening, legal consequences to be checked
	How will pupils arrival and dismissal from school be managed? (e.g. staggered timings)		2 entrances, direct flow to the class room, staggered timing	

Managing routes across the school – to classrooms, across corridors or for staff coming from the car park – and use of facilities such as bathrooms. Where are the congestion points and could these be addressed through one-way systems, staff marshalling or other means?	See action plan	Separates routes for each group, doors maintained open, floor signalisation. Fire doors monitored while/if wedged opened temporarily	
Could other parts of the school e.g. sports or dining halls be utilised for teaching using exam hall format?		no	
To avoid lunchtime congestion could morning or afternoon sessions be allocated to pupils each day?	N/A	full day for each student; lunch provided in classrooms to avoid congestions and mixing bubbles	
Could staffing be maintained where pupils have to spread across more than one room?	N/A	one room one group	
Consideration of pupils having to travel by public transport especially in London.	Follow gov guidelines	Encourage pupils not to use public transports	
What activities will make SD more difficult to adhere to due to (e.g. play, games, drama, music etc)?	Consider which subjects can be taught on-site and whether safe to do so – e.g. practical science lessons hard to teach online, but in schools often involve working in pairs.	Only basic lessons in regular classrooms	
Can staffing be maintained if staff is ill or need to self isolate	Human resources checking	Substitute teacher ready to work	
Are plans being considered for school events including plays, concerts, parent and teacher meetings etc?	N/A	No events	
Does home working risk assessment need adjustment	Prepare/adjust home working risk assessment	No	

ISBA ref	Hazard	Control measures	Outcomes	Remark
2.1	Communication channels not working and not being reviewed (Email, text, facebook etc)		Large use of all communication channels during all lockdown period	
2.2	Lack of robust feedback and reply system to ensure best practice and two-way communications for pupils, parents, staff and governors		Constant interaction between all groups	
2.3	No governor and / or SLT member for the school / department nominated to be responsible for COVID-19 matters. Governor/SLT members' contact details not known		Health and Safety commission involved	
2.4	No system to communicate with parents and staff that have not returned to school for fear of infection	Staff: One to one meeting with HR service Pupils: parents asked to confirm if their children will attend, with possibility to comments/ask questions	One to one meeting with HR service; regular communication with parents	
2.5	Lack of knowledge of where pupils and staff have travelled from (other than home and school) (via app or written diary).	Staff: Pupils: survey families	The school knows exactly where staff was during lockdown. Survey sent to parents on May 14th	
2.6	Lack of rules/procedures for hygiene standards for staff and pupils, and failure to adequately enforce standards	Large communication, protocol in place		Communicate protocols to staff and families before reopening
2.7	Staff not trained or regularly updated in COVID-19 symptoms, SD and how these rules apply to teaching	Communicate protocols; training	Training will be done on 1 June	
2.8	School transport not operating to reflect SD, hygiene, PPE and cleaning arrangements	N/A		
2.9	At drop-off and pick-up, parents remain in vehicles and SD outside gates and entrances are not respected	No parents inside the school; SD signage on the pavement outside school gates		
2.10	Insufficient registration throughout the day including temperature / health checks	According to guidance, no formal registration without symptoms Communicate to parents/staff that they should not come if unwell	No systematic temperature check to avoid queues, but nurse available for any pupils who develop symptoms	Communicate to families/staff before reopening

2.11	Transit spaces (corridors), social zones (car parks, common rooms, playgrounds) not being configured to SD rules	Share medical protocols in case pupils/staff feel unwell during the day Identify congestion points; consider possible mitigation measures Prepare signage	School entrances and doors congestion points are organised; see action plan	
2.12	Learning and recreational spaces not configured to SD rules		All places checked and organized	
2.13	Lack of consideration of different age groups provided for in timetabling, length of school day and exposure to other age group		Special timetable for the period	
2.14	No system in place to deal with bereavements, trauma, anxiety, behavioural issues Vulnerable pupils and parents identified by other pupils/staff/parents		Psychologist, nurse and HR team on duty Children with their bubble when bubble is at school or with key workers and vulnerable children group	

3/ Pupil and staff - Safety risk assessment in the COVID 19 environment

ISBA ref	Hazard	Control measures	Outcomes	Remark
3.1	Lack of review, update or shading of safeguarding, code of practice, and staff handbook policies			
3.2	DSL and DDSL not easily contactable and their contact information not known to all	Circulate child protection policy + reminders	Done on 23 April and 4 May	Update to be conducted
3.4	Fire drills, routes and assembly points not rehearsed	School yard space analysed	Rehearsal done last term, assembly point moved by 1 meter to respect social distancing	
3.5	Class sizes not reduced and kept together in their "bubble" (minimizing contact with others) or properly supervised	trials made during preparation	Between 8 et 14 pupils in one room, creating a bubble, two adults, one group, on class, on outdoor space	
3.6	Needs of each age group and class not considered separately in terms of support, activities and facilities		Special plan for Y1 pupils in term of preparation and games	
3.7	Staff not having sufficient down time / rest during the working day / week?	Time table studied	Three breaks a day	
3.8	Lack of new staff and pupil induction. Registration and recruit processes not adapted or compliant Lack of flexibility in teaching arrangements to cover for staff who may fall ill, need to self-isolate or shield others	Human ressources checking	No new staff/pupil during this period Substitute teacher ready to work	
3.9	SCR and required documents not properly verified or recorded		HR to confirm	
3. 10	Plans to working and learning outside not fully considered	School yard space analysed	Under review from 15 June	
3.11	Opportunities for non contact sport, adventure play, forrest school, gardening etc not regulated or considered		PE will continue remotely. Outside breaks are organised every day	
3.12	Sporting, play and SD rules unclear to staff, pupils, parents and visitors		Protocol in place	
3.13	Drama, dance and music activities not applying SD or hygiene rules		Music activities will continue remotely	
3.14	Risk assessment for sport, play, drama, dance and music activities not properly formulated	not applicable		
3.15	Staff meetings and staff rooms unregulated in terms of space, equipments, resources (copiers, kettles, biscuits, tins etc) timings, SD and purpose	Room space checked	Room with social distance possibility	
3.16	Security, CCTV and access systems not regularly checked, updated and (where necessary) re-coded	Checked	In order	

3.17	Parent/ Pupil/ Staff / Contractor / Visitor drop-off and pick-up procedures, in and out routes not been shared, understood or applied		Protocol in place	
3.18	Transit spaces (corridors), social zones (common rooms / playgrounds) not configured to SD rules		Protocol in place	
3.19	Classrooms don't reflect SD layout, PPE, screening and regular cleaning rules	Prepare protocols re SD and cleaning; Order PPE	PPE ordered; classrooms layout to be rearranged to respect SD by teachers on 1 June; cleaning needs redefined and protocols in place	
3. 20	Minimising contact and mixing not effective in the classroom and during breaks	Staff: Pupil:	2 adults maximum one group One group, one size, enough space	
3.21	No regular breaks for handwashing during the school day	Staff: Inventory of places Pupil: Inventory of places	Organized in the day time table Organized in the day time table	
3.22	Insufficient hygiene stations at entrances, exits, toilets, classrooms, play areas etc	Monitored	Hygiene station at each point	
3.23	Hygiene stations not stocked, checked and cleaned regularly	Checked by cleaners team	Daily control sheets from cleaners	
3.24	Unnecessary items not removed from classrooms and other learning environments	Inventory made	Stored during preparation week	
3.25	Soft furnishings, soft toys, and toys that are hard to clean not removed and stored securely	Inventory made	Stored during preparation week	
3.26	Staff unable to manage, whilst in the transition phase, both in school and remote learning	Preparation sessions	Using same system as during remote lessons period	
3.27	Assemblies, break times, drop off and collection times not sufficiently well-staggered		See protocol, no assemblies	
3.28	Meal times not de-conflicted or possible to achieve SD in the servery and dining hall whilst still providing sufficient	Staff: dining hall organisation Pupils:	15 people in dining hall planned for 250 Lunch in the classroom	
3.29	Hazards and risks of providing breakfast and after school clubs not understood	N/A		
3. 30	Medical advice for vulnerable staff and children in school/home not being followed and insufficient support	Staff: Pupil:	Protocol in place and communication made Protocol in place and communication made	
3.31	Pupil and staff mental health and well not being properly considered with individual needs identified and supported	Staff: Pupil:	Psychologist and nurse on duty Psychologist and nurse on duty	
3.32	Rescheduling of activities not operating efficiently due to SD rules and timings not considered	list of activities	New weekly time table decided	

4/ Medical risk assessment in the COVID 19 environment

ISBA ref	Hazard	Control measures	Outcomes	Remark
4.1	Science of risk not understood e.g. less severe symptoms in adults, younger children less likely to become unwell, small	Everybody has to read all the protocols (staff, students, parents)	Training on first school day	
4.2	Hygiene rules not effective. "catch it, bin it, kill it" not re-publicised and applied	poster are going to be displayed in the classroom and the corridors	Training on first school day	
4.3	No/Insufficient staff supervising/supporting the normal medical staff	there is someone in addition supervising the normal medical staff	Sufficient staff is trained for that	
4.4	Insufficient medical staff to deal with temperature testing, isolating and monitoring suspect COVID-19 cases, outside	sufficient medical staff	Sufficient staff is trained for that	
4.5	Insufficient First Aid trained personnel (ratio) for pupils in school	all the AED and MDP are trained for 1st aid	Sufficient staff is trained for that	
4.6	No or insufficient training for those operating temperature testing or other precautions that require new equipment.	the school nurse will take the temperature		

4.7	Medical policy, procedures and appropriate response to spectrum of medical issues not being revised or shared	under construction	Will be ready for pupils return	
4.8	Medical room(s) improperly equipped	We decided to change the medical room (cf protocole infirmerie)	Isolation room identified	
	Not enough rooms/staff to isolate pupils/staff	isolation room identified with procedure (cf protocol for students with symptoms)		
4.9	Lack of school decision regarding the level of PPE required for pupils and staff. Insufficient training, face fit testing,	Staff: 2 face masks per day for staff, provision of visor (if projection like vomit) and gloves (if blood) Pupils: face masks for student with suspected covid	Staff wishing to use masks and/or visors must undergo specific training with nurse on the day before reopening	
4.10	Sickness management rules and the "don't come to work if you are ill" rule not understood or observed	Staff: see protocole "accueil des personnels et des visiteurs" Pupils: see protocole "accueil des "eleves"	Protocol will circulate shortly Protocol will circulate shortly	
4.11	Different age groups with different risk profiles for each group of staff and pupils not risk assessed	N/A		
4.12	School unaware of any staff/pupil pre-existing medical conditions	Staff: RH is aware of staff medical conditions	At initial reopening phase, 1 teacher will stay home as clinically vulnerable and 1 non teacher will stay furlough due to vulnerability	
4.13	Lack of knowledge on whom has been tested (positive or otherwise) for COVID-19 and if it is recorded (for elimination purposes)	recorded with NHS Pupils: recorded with NHS	Followed by nurse and HR Followed by nurse	GDPR considerations
4.14	Insufficient information on which staff or pupil(s) have had contact with anyone tested positive or suspected of COVID-19 and if recorded and actioned	Staff: questionnaire for staff Pupils: Questionnaire pupils		GDPR considerations
4.15	Lack of recording of which staff and pupils have been sent home with COVID-19 symptoms (a cough, high temperature or shortness of breath or loss of smell and taste)	Staff: HR to own record Pupils: School nurse owns record on Pronote		GDPR considerations
4.16	Lack of regular dialogue with those that have suffered from COVID-19 and / or are isolated at home?	Staff: followed by HR Pupils: not done yet		
4.17	Inadequate information on who is shielding another family member and/or who has a condition that precludes their attendance at school	Staff: followed by HR Pupils: questionnaire to families		
4.18	Insufficient proof of shielding and individual conditions	Staff: TBC - followed by HR (individual declaration?) Pupils:	Staff: not asked Pupils: not asked	
4.19	No separate area for temperature testing, holding and isolation of pupils/staff. Areas not easily identified or	for temperature testing : infirmary, for isolation : the little desk near the reception		

4. 20	Temperature testing undertaken using unsafe methods, not reflecting SD rules, not recorded or kept appropriately	Nurse will wear PPE to take temperature. Nurse records it on confidential section on Pronote	
4. 21	Insufficient or no procedure for summoning emergency services, lack of safe RV and cleared routes in and out	Prepare medical protocols	Protocols in place
4.22	Visits of or to GPs/nurses/dentists and local surgeries changed and not known by staff and/or pupils	?	
4. 23	No regular supervision of staff and pupils to ensure they comply with hygiene rules (and the use of PPE where	Staff: checks will be made periodically by the primary headteacher and the nurse Pupils: supervision by their teachers and nurse	
4. 24	Insufficient registration, induction, supervision and temperature checking of contractors where essential work is required on site	Follow protocol for visitors	No contact with pupils
4.25	Medical staff have insufficient or unsuitable PPE, cleaning materials and training for tasks	PPE and cleaning materials ordered, training for tasks is a part of our professional training	
4.26	Lack of policy / procedures on washing school clothes so as to prevent infection of staff and pupils	people wear own clothes and wash at home daily. For those who are wearing aprons, they are going to wash them at school	Protocol to be communicated to parents and staff

5/ Facilities management risk assessment in the COVID 19 environment

ISBA ref	Hazard	Control measures	Outcomes	Remark
	Rooms and space used before reopening not cleaned to standards	Sanitation and deep cleaning had been programmed during the lockdown	All rooms are ready to use for primary pupils reopening	secondary classroom may be used for temp storage
7.1	Insufficient heating and/or cooling and/or ventilation system (including insufficient fuel levels if applicable)	no shortage of gas - boilers and water heaters have been services during lockdown	All heating and hot water systems are ready for reopening	
7.2	Insufficient gas supply, venting and valves	no shortage of gas - boilers and water heaters have been services during lockdown		
7.3	Air conditioning units, ducts not checked on re-occupying the school facilities	None of the air conditioned equiped room have been assigned to reopening	Naturally ventilated classrooms will be in use for reopening	
7.4	Ventilation and extraction systems not checked	All systems operational	Lavatories: Continuous mandatory ventilation (CMV) are ensuring air renewal with no recycling	
7.5	Electrical tests not up-to-date including emergency lighting and PAT	Test up to date	All electrical apparatus are safe to use	
7.6	All electrical equipment bought in to school PAT tested?	Yes	All electrical appararus are safe to use	
7.7	Water testing for temperature, flow and legionella not in date for test?	Yes	Water system is legionella free and safe to use	
7.8	Water supply not tested for legionella on re-opening facilities	Hot water circuits have been either used or flushed regularly during lockdown	Water system is legionella free and safe to use	
7.9 and	Hazard re swimming pool	N/A		
7.10				
7.11	Fire alarm panel, system and extinguishers not in date and not serviced	Maintenance and testing up to date	All fire fighting equipment and alarms are optimal	
7.12	Kitchen not reconfigured, stocked and cleaned if closed over a long period	Holroyd's detailed mobilisation plan will be followed by their team; tailored to CFBL' needs		
7.13	Insufficient chefs, supervising staff and cleaners to maintain high standards of hygiene	See Holroyd for confirmation of status		
7.14	Servery and dining room rules not properly considered, inadequate or safe	See Holroyd for confirmation of status		
7.15	Insufficient drinking supplies and hydration available	See Holroyd for confirmation of status		

7.16	Washing machine not serviceable, unable to cope with demand, temperature requirements and insufficient	Washing machine and dish washer ready to used and sufficient for reopening needs	Enhanced cleaning can be performed on non disposable fabrics	
7.17	Suspended services not reset	N/A		
7.18	Approach not agreed to any scheduled or ongoing building works	N/A		
7.19	Suppliers not following appropriate SD and hygiene measures	Any visitors will be accompanied and required to respect CFBL SD and hygiene protocols		
7.20	Waste procedures not reviewed or insufficient	Procedures have been reviewed		
7.21	Pest control services not recorded, deficiencies not identified or actioned	all visits up to date	No findings - Kitchen area is safe for food preparation	

6/ Support staff risk assessment in the COVID 19 environment

ISBA ref	Hazard	Control measures	Outcomes	Remark
6.1	Support staff not briefed on changes regularly?	No support staff during this period (support staff includes AEDs and MDPs)		
6.2	Support staff have insufficient/inappropriate PPE, cleaning materials and training	No support staff during this period		
6.3	Cleaning regimes not reviewed or inspected regularly and not conforming to revised hygiene rules		Protocol in place	
6.4	Security and access systems not regularly checked, updated and re-coded?	Badges and Control access system has been reconfigured to match new operational time		
6.5	Reconfigured areas, zones and routes hampered fire exits and routes		Plans exist	
6.6	Fire and other emergency procedures not reconfigured, routes not clear or regularly inspected?	No change in fire strategy		Some fire doors will be kept open and monitored during pupils arrival, departure and breaks
3.14	Fire drills, routes and assembly points not rehearsed		Assembly points moved by one meter for social distancing	