

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	As in May, the school has chosen the most prudent of the 2 sets of guidance approach. In the event of contradiction between UK and AEFH H&S rules, the school will follow the UK rules except for face covering where french approach is more prudent; DB follows and disseminate the AEFH rules; TOG and VB follow UK rules and disseminate	
1B	Government advice not being regularly accessed, assessed, recorded and applied	Daily check of Government advice, applied if necessary		
1C	Staff and parents do not know or understand the 'systems of controls' and how they are applied	<p>System of Controls DfE/PHE has a set of actions schools must take. They are grouped into 'prevention' and 'response to any infection' and build on the hierarchy of protective measures. When implemented with a "revised risk assessment, these measures create an inherently safer environment for pupil and staff where the risk of transmission of infection is substantially reduced".</p> <p><i>Prevention: Numbers 1 to 4 must be in place in all schools, all the time . Number 5 must be properly considered and schools must put in place measures that suit their particular circumstances. Number 6 applies in specific circumstances.</i></p> <p><i>Response to any infection: Numbers 7 to 9 must be followed in every case where they are relevant .</i></p>	<p>School protocols reviewed on 31/08/20 and send to allparents and staff on 01/09/20</p> <p>Protocols implemented</p> <p>Gel or sink in each class, new sinks in the school yard installed E. Hand wash protocol implemented : entering and going the class room, the canteen and before and after breaks and toilets</p> <p>As much as possible work with open windows and doors. If not possible open windows 15' every 2 hours</p> <p>Principle of cleaning beginning and end of class activities if there is a change of class room</p> <p>Class bubbles, level bubbles and limited cycle bubbles</p> <p>Masks for all adults all the time, and for pupils starting secondary school (French rules)</p> <p>Ready for NHS Test and Trace process</p> <p>Protocol are ready</p> <p>Protocol are ready</p>	
	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 27.08.20 and 01/09/20 + general assembly on 28.08.20. Families: Sent on 27.08.20 and 01/09/20 + FAQ on website	
1E	Changes to assessments, procedures and other important matters not reviewed by governors	Clerk to ensure guidance is sent to governors	Groupes sanitaire include trustee; guidance sent to governors; board meets frequently either in full or in committee	
1F	Insurers and/or brokers 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	Local authority and health protection team not engaged prior to the beginning of term			
1H	Active engageent wih NHS Test and Trace and the procedures not understood by all staff and parents		Explained in Protocols	

1I	No contingency plans for self-isolation of individuals, groups, multiple pupils and/or staff		Explained in Protocols	
1J	Insufficient consideration to minimising contact and maximising distance between all those in school where ever possible		Implemented in protocols	
1K	Social Distancing (SD) and other hygiene rules not sufficiently robust, understood, communicated, applied or checked	Decide on SD and hygiene protocols, always following H&S guidance issued by UK Gov	See action plan sheet for description. H&S committee planed 3 weeks after back to school	
1L	SD rules for activities (play, games, drama, music) not understood or adhered to		Protocols and specifi risk assessments ready for 04/09/20	
	Staff and pupils not being reminded and checked to ensure they are complying with hygiene and SD rules?		SEE PROTOCOL	
1M	Unsuitable enhanced cleaning regime, not regularly reassessed or revise for high risk areas such as toilets, door handles, keypads, switches, hand rails and frequently used hard surfaces		Protocol reviewed, one staff more than usual, controls in place under supervision of premisses manager	
1N	High risk areas not being regularly monitored for hygiene		Protocol reviewed, one staff more than usual, controls in place under supervision of premisses manager	
1O	Suspended services and subscriptions not re-set or updated due to new needs in time for return to school	Assess which services will be needed and reset as appropriate	Kitchen catering starts on 03/09/20, no clubs the first term, afterschool daycare starts on 07/09/20	
1P	Access to school not controlled effectively and visitor (if allowed) details not recorded		Only one access during school day, controled access and recorded by receptionist	
1Q	Insufficient supplies of hygiene materials and not readily available, suitably stored or located.		All supplies ordered during summer break	
1R	Insufficient contingency plans for changes to school operation such as re-closing, loss of catering or teachers?		remote learning plan ready 14/09/20, adult catering orgnized. Telecommuting plan in place end of September	
1S	Insufficient contingency plans in case of medical need for self-isolation of individuals, multiple pupils, staff or local outbreaks?		Plan in place with nurse, headteacher and DSL	
1T	Are all Risk Assessments regularly reviewed and updated based on feedback and lessons identified from all those in school including pupils and support staff, visitors and contractors.		Multiple meetings organized, revision meeting planed	
1U	All hazards identified not properly mitigated and regularly re-assessed		Strong identification of vulnerable points made and re-assessed	
	Discrepancy between AEFEE and UK H&S rules, e.g. for masks	Find if UK gov advises against or believes not useful	Masks for staff and secondary pupils compulsory, according to french rules and decided after risk assessment	
	No contingency plans in place for the transition to full re-opening or re-closing incl. rapid sharinꝰ updates and decisions		remote learning plan ready 14/09/20, adult catering organized	

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?	According to Uk guidances all pupils must be accomodated	All pupils accomodated from 02/09/20	

How many pupils are likely to return?	Survey parents to ascertain how many may stay away at the beginning of school year for quarantine	30% of pupils will arrive later
How will pupils arrival and dismissal from school be managed? (e.g. staggered timings)		3 entrances, normal staggered timing, waiting places in bubbles and direct flow to the class room,
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?		Separates routes for some groups, 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 as required by guidance; lunch time organisation reviewed (see specific risk assessment and protocols)
Could staffing be maintained where pupils have to spread across more than one room?	N/A	one room one group in general, some exception for Art, Music ICT, Labs and language lessons. Specific risk assessments in place. Cleaning at beginning and end of lessons implemented
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.	All shared classroom (see line 55, PE lessons, lunch and break time and afterschool activities. But everything monitored
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 on site under further notice
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, initial maintenance controls made before starting school year	
2.2	Staff, parents and pupils returning to school not provided with full induction process or not aware of changes and potential hazards		Communication made date?	
2.3	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	
2.4	No governor and / or SLT member for the school / department responsible for COVID-19 matters. Governor/SLT members' contact details not known and not on call		Health and Safety commission involved	
2.5	No school representative identified to liaise with local authorities and local health protection team		Head of finance and administration identified to liaise with local authorities	
2.6	Local authorities and health protection teams not engaged prior to re-opening (and the benefit of their services in case of infection).			
2.7	No plan to inform local health protection team if two or more confirmed cases within 14 days or there is an overall rise in sickness absence.		Following guidance	
2.8	No system to communicate with staff that have not returned to school for fear of infection	N/A		
2.9	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		Nurse, headteacher and Deputies emails and phones open. Answers given within 24 hours or less	

2.10	No staff, pupil and / or parent health declaration implemented or recorded.		Only a quarantine declaration	Shall we do more ?
2.11	Lack of knowledge of where pupils and staff have travelled from (other than home and school) on holiday or at weekends	Survey send in August	The school knows where staff was during holiday. New system has to be decided for week end and next holidays	Pupils?
2.12	Staff, parents and pupils not self-isolating after holiday and work visits (for 2 weeks?) to non-government agreed countries.	Pupil families and staff survey	Survey send to parents on August 15; staff requested to quarantine if need be (email of XX.08.20) and communication made to families on XX.08.20	
2.13	Lack of rules/procedures for hygiene standards for staff and pupils, and failure to adequately enforce standards	Large communication, protocol in place	Protocols sent on 01/09/20	Communicate protocols to staff and families before reopening to pupils; Enforcement of protocols to be reviewed daily;
2.14	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	
	School transport not operating to reflect SD, hygiene, PPE and cleaning arrangements	N/A		
2.15	At drop-off and pick-up, parents not complying with SD policy outside gate and entrances	No parents except nursery inside the school; Supervisor at gates		
2.16	Staff and parents not cleaning frequently touched surfaces of bike, car, pram etc before and after journeys to school.			
2.17	Insufficient or no guidance on safe travel to and from school (e.g. encouraging walking, cycling) or protocols at school gates etc. 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 Share medical protocols in case pupils/staff feel unwell during the day	Message given to parents on XX.08.20 No systematic temperature check to avoid queues, but nurse available for any pupils who develop symptoms Done on xx Done on xx	Thinking about temperature checking Has to be repeated every two weeks
2.18	Transit spaces (corridors), social zones (car parks, common rooms, playgrounds) do not support SD. Walk on the left protocol?	Identify congestion points; consider possible mitigation measures	School entrances and doors congestion points are organised; see action plan	
2.19	Learning and recreational spaces not de-conflicted or configured to SD rules for different groups or bubbles		All places checked and organized	
2.20	Little consideration of different age groups in timetabling, length of school day and exposure to other age groups		Bubbles system, timetables configured, lunch break time reduced for primary pupils,	
2.21	Insufficient consideration and alternatives to using public transport including staggering school start and finish times.		Promotion of not using public transports, special organization for bikes and scooter parking	Difficult to do more, a lot of families have more than one child and have to arrive and leave together
2.22	No system in place to deal with bereavements, trauma, anxiety, behavioural stress and sleep issues		Psychologist, nurse, headteacher, deputies, class teachers and HR team on duty	
2.23	Strategy to keep children safe online not re-assessed and insufficient consideration of supervising access to the internet, checking apps, websites and search results etc Vulnerable pupils and parents identified by other pupils/staff/parents		Procedure in place with On line DSL and IT manager	

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

ISBA ref	Hazard	Control measures	Outcomes	Remark
----------	--------	------------------	----------	--------

3.1	Lack or review, update or shading of safeguarding, code or practice, and staff handbook policies		Updates made regularly	Has to be checked for staff handbook
3.2	Inset does / did not reflect required training for COVID-19 related procedures, safeguarding, H&S, well-being etc			
3.3	Staff have insufficient instruction and training on identifying and supporting vulnerable pupils, parents and other staff.			
3.4	DSL and DDSL not easily contactable and their contact information not known to all		Details in Child Protection Policy (updated 24.08.20)	
3.5	No COVID-19 specific policy that includes medical responses, SD, teaching, socialising, feeding, hydration, well-being etc.		See Protocols	
3.6	Revised fire drills, registers, routes and assembly points not rehearsed.		Premises manager is working on it	
3.7	Needs of each age group and class not considered discretely in terms of support, activities and facilities.			
3.8	Staff moving between classes and year groups not maintaining distance from pupils and other staff (ideally 2 m between adults)		See protocols	
3.9	Supply, peripatetic and/or other temporary staff moving between schools not minimising contact or maintaining as much distance as possible from other staff.			
3.10	Roles conducive to home working and therefore helping to reduce infection (e.g. some administrative roles) not identified.		All staff requested to come on site with hygiene protocols in place to minimize risk of infection and transmission; a working from home protocol for administrative staff will be discussed in Sept	
3.11	The "ideal" of adults maintaining 2 m distance from each other, and from pupils not realised.		See protocols	
3.12	Contact between groups or bubbles is not minimised or distance between individuals maintained and properly supervised.		Timetables, school organization and circulation in place for that	
3.13	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.		Three kinds of bubbles clearly identified : class, level and cycle	
3.14	Insufficient controls measures for larger groups with greater risk of infection and need to all isolate.			
3.15	Large gatherings such as assemblies or collective worship with more than one group not avoided.		no collective event on site, only online collective events	
3.16	Insufficient controls for those pupils allowed to mix into wider groups for specialist teaching, wraparound care and transport.		Pupils allowed to mix clearly identified	
3.17	Younger pupils not supported in understanding the importance of maintaining distance, not touching staff and their peers - where possible.		Class teacher and supervisors in charge of that	
3.18	No specific help and preparation for the changes to routine for pupils with SEND (whether education, health and care plans or on SEN support).	N/A		
3.19	Where a pupil routinely attends more than one setting on a part time basis (e.g. dual registered) the system of controls not considered collaboratively to address identified risks.	N/A		
3.20	Classrooms do not have side-by-side seating or forward facing desks to reduce risks. Classrooms don't reflect SD layout, PPE, screening and regular cleaning rules		All classes have side-by-side seating or forward facing desks PPE ordered; classrooms layout rearranged to respect SD, cleaning needs redefined and protocols in place	
3.21	ITT trainees not sufficiently briefed, hosted and integrated in their support to school.		School follows safer recruitment policy and procedures	
3.22	Volunteers not checked, left unsupervised, allowed to work in regulated activity or supported.		School follows safer recruitment policy and procedures	
3.23	Recruitment process and pre-appointment checks not following legal requirements.		School follows safer recruitment policy and procedures	
3.24	New staff and pupil registration and induction processes not adapted or compliant.		School follows safer recruitment policy and procedures	
3.25	Support staff and TAs in regulated activity do not have the appropriate checks.		School follows safer recruitment policy and procedures	

3.26	<p>SCR not updated with DBS related issues and required documents not properly verified or recorded.</p> <p><i>Lack of flexibility in teaching arrangements to cover for staff who may fall ill, need to self-isolate or shield others</i></p> <p>Medical advice for vulnerable staff and children in school/home not being followed and insufficient support both at school and at home</p>	<p>Human resources checking</p>	<p>School follows safer recruitment policy and procedures</p> <p>Substitute teacher ready to work</p>	
3.27	<p>Plans to separate work, learning, meetings, activities and play outside not fully considered</p>			
3.28	<p>Opportunities for non contact sport, adventure play, forrest school, gardening etc not regulated or considered</p>		<p>PE lessons and curriculum planned to catch up those oopportunities</p>	
3.29	<p>Physical education, sport and physical activities not following the measures in their system of controls.</p>		<p>Special risk assessment done</p>	
3.30	<p>Sporting, play and SD rules unclear to staff, pupils, parents and visitors</p>		<p>Protocol in place</p>	
3.31	<p>Pupils not kept in consistent groups, maximising distance between pupils or paying scrupulous attention to cleaning and hygiene during sports activities.</p>		<p>Special risk assessment done</p>	
3.32	<p>Sports equipment not sufficiently cleaned between each use by different individual groups.</p>		<p>Special risk assessment done</p>	
3.33	<p>Risk assessment for play, drama and dance activities not re-assessed, applied or checked.</p>			
3.34	<p>Added risk of infection where there is singing, chanting, playing wind or brass instruments not reviewed.</p>		<p>Special risk assessment done</p>	
3.35	<p>Shared staff spaces are not set up or used to allow staff to distance from each other.</p>		<p>Staff room moved to library for more space</p>	
3.36	<p>Staff meetings and staff rooms unregulated in terms of space, equipment, resources (copiers, kettles, biscuits tins etc) timings, SD and purpose.</p>	<p>Room space checked</p>	<p>Special rules for Room compliant with social distance possibility</p>	
3.37	<p>Staff not having sufficient down time / rest during the working day / week?</p>	<p>Time table studied</p>	<p>Three breaks a day</p>	
3.38	<p>Staff schedules do not build in the need to avoid increases in unnecessary and unmanageable workload burdens.</p>			
3.39	<p>Staff unable to manage the provision of both in school and remote learning.</p>		<p>no provision of both in school and remote learning at the moment</p>	<p>Plan will be put in place for the future</p>
3.40	<p>Security, CCTV and access systems not regularly checked, updated and (where necessary) re-coded</p>	<p>Checked</p>	<p>In order</p>	
3.41	<p>Parent/ Pupil/ Staff / Contractor / Visitor drop-off and pick-up procedures, in and out routes not shared, understood or applied</p>		<p>Protocol in place</p>	
3.42	<p>Appropriate safety measures not in place for wraparound childcare for both indoor and outdoor provision</p>			
3.43	<p>Transit spaces (corridors), social zones (common rooms / playgrounds) not configured to separate different groups</p>		<p>Protocol in place</p>	
3.44	<p>Classrooms don't reflect recommended layout, PPE, screening, enhanced cleaning rules and timings.</p>		<p>Done according to guidance, protocol exists</p>	
3.45	<p>Hand washing not part of school culture or routine e.g. no regular breaks for hand washing during the school day.</p>		<p>Done according to guidance, protocol exists</p>	
3.22	<p>Insufficient hygiene stations at entrances, exits, toilets, classrooms, play areas, common rooms, staff areas etc</p>	<p>Monitored</p>	<p>Hygiene station at each point</p>	
3.23	<p>Hygiene stations (including bins) not stocked, checked, cleaned and emptied regularly</p>	<p>Checked by cleaners team</p>	<p>Daily control sheets from cleaners</p>	

3.48	Unnecessary and unused items not removed from classrooms and other learning environments.	Inventory made	Stored during preparation week	protocols to be checked
3.49	Soft toys, furnishings, spare furniture and items that are hard to clean not removed and stored securely.	Inventory made	Stored during preparation week	protocols to be checked
3.50	Individual and frequently used equipment, such as pencils and pens not shared by staff or pupils (who use their own).		Done according to guidance, protocol exists	
3.51	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.		Done according to guidance, protocol exists	
3.52	Management of resources shared between classes or bubbles not cleaned frequently and meticulously or rotated to be left unused and out of reach for a period of 48 hours (72 hours for plastics).		Done according to guidance, protocol exists	
3.53	Regulating the use and cleaning of locker, changing rooms, toilets and showers not managed and supervised.		No lockers used by pupils, done according to guidance, protocol exists	
3.54	Pupils not limiting the amount of equipment brought into school daily to essentials such as bags, lunch boxes, hats, coats, books, stationery and mobile phones.		Done according to guidance, protocol exists	protocols to be checked
3.55	Pupils and staff taking necessary books and other shared resources home not sufficiently managed.		Done according to guidance, protocol exists	protocols to be checked
3.56	Outdoor playground equipment should be more frequently cleaned or left fallow.		Done according to guidance, protocol exists	protocols to be checked
3.57	Assemblies, break times, meals, drop-off and collection times not sufficiently well staggered.		See protocol; no assemblies	
3.58	Non-overnight educational visits not organised in line with protective measures (keeping children within consistent groups) and COVID-19 measures in place at destination.		Non-overnight educational visits not organised in line with protective measures (
3.59	Meal times not de-conflicted or possible to achieve SD in the servery and dining hall whilst still providing sufficient nourishment	Staff: dining hall organisation	See catering risk assesement and protocol and 2 classes everyday lunch in the classroom	
3.60	Organisation of breakfast and after school club not revised in to small, consistent groups and maintaining year groups or bubbles.		Bubbles respected for after school day care	
3.61	Pupil and staff mental health and wellbeing not considered with individual needs not identified or supported.		Psychologist and nurse on duty	
3.62	Insufficient pastoral and extra-curricular support for pupils to rebuild friendships and social engagement.		Class teacher, pastoral team and "medical" team actions coordinated	
3.63	Insufficient support to address and equip pupils to respond to COVID-19 related issues.			
3.64	Re-scheduling of activities not operating efficiently or safely due to SD rules and timings			
3.65	Plans, briefing and statistics for ISI / Ofsted visit not updated.			
3.66	Roles suitable to home working, such as administration, not considered to help reduce risks of infection in school. <i>Fire drills, routes and assembly points not rehearsed</i> <i>Medical advice for vulnerable staff and children in school/home not being followed and insufficient support both at school and at home</i> <i>Rescheduling of activities not operating efficiently due to SD rules and timings not considered</i>	<i>School yard space analysed</i>	Homeworking plan in place for end of September <i>Premises manager is working on the plan a special meeting will be held mid September</i>	

4/ Medical risk assessment in the COVID 19 environment

ISBA ref	Hazard	Control measures	Outcomes	Remark
----------	--------	------------------	----------	--------

4.1	Sickness management rules and the "don't come to work if you are ill" not understood or observed.	Staff: see protocole "accueil des personnels et des visiteurs"	Protocol sent on 01/09/20	
		Pupils: see protocole "accueil des "eleves"	Protocol sent on 01/09/20	
4.2	Staff and pupils who are ill or tested positive in the last 7 days do not know or are unwilling to stay at home.			
4.3	The procedure for isolating or sending staff and pupils home for			
4.4	7 days and arranging a COVID-19 test is not understood (if anyone becomes unwell in school).			
4.5	Given (Serial 1 & 2) above household or group members do not understand that they must self-isolate for 14 days.			
4.6	No isolation room and separate bathroom available, inadequate signs (from reception?) for those waiting collection and no access to PPE for those attending to unwell staff and pupils.			
4.7	Staff not aware of meaning of "close contact" i.e.: <ul style="list-style-type: none"> - 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). - Proximity contacts: extended close contact (within 1 to 2 m for more than 15 minutes) with infected individual. - Sitting in a small vehicle (car) with an infected person. 	Everybody has to read all the protocols (staff, students, parents)	Protocols reviewed and sent on 01/09/20, the red will be amended before 22/09/2020	
4.8	Procedures for reporting COVID-19 instances to external authorities not known or applied.			
4.9	Procedure for washing hands thoroughly for 20 seconds with soap and running water or using hand sanitiser after any contact with someone who is unwell is not understood or applied.			
4.10	Procedure for cleaning, with normal household bleach, the area around a person with symptoms after they have left (to reduce the risk of infection) is not understood or applied.			
4.11	Science of risk not understood e.g. less severe symptoms in adults, younger children less likely to become unwell, small class sizes will help			
4.12	Although a useful confidence measure routine temperature testing is not a reliable method to identify COVID-19 (PHE advice refers).			
4.13	Insufficient medical staff to deal with temperature testing (if used), isolating and monitoring suspect COVID-19 cases, outside appointments and normal medical issues	sufficient medical staff	Sufficient staff is trained for that	
4.14	No or insufficient training for those operating temperature testing or other precautions that require new equipment. Training not recorded for future reference	the school nurse will take the temperature		Some other staff will be trained in case of more temperature checking
4.15	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 nurse professional training	PPE ordered during summer break	
4.16	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 if necessary		
4.17	No separate area for temperature testing, holding and isolation of pupils/staff. Areas not easily identified or regularly cleaned?	for temperature testing : infirmary, for isolation : the little desk near the reception		
4.18	Insufficient registration, induction, supervision (and temperature checking) of contractors working on site.	Follow protocol for visitors	No contact with pupils	
4.19	Young children not supervised using hand sanitiser (risk of ingestion). (Note: Skin friendly cleaning wipes is an alternative).	Always under supervision		
4.20	Young children and those with complex needs not supported in understanding importance of hygiene rules.		Class teachers and pastoral team in charge of following special needs pupils	

4.21	Lack of information on how to react to coughing and sneezing using tissues (and their disposal), crock of arm and immediately cleaning hands with soap and water or hand sanitiser.		Nurse explains in all the classes	
4.22	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	Nurse explains in all the classes	
4.23	Pupils not aware of behaviours which may increase the risk of droplet transmission (such as biting, licking, kissing or spitting).			
4.24	Insufficient staff supervising and supporting normal medical staff particularly in their liaison with GPs, LA(?) etc.			
4.25	Visits of or to GPs/nurses/dentists and local surgeries changed and not known by staff and/or pupils	?		
4.26	Staff are not aware those with COVID-19 symptoms should not go to a GP surgery, pharmacy, urgent care centre or hospital.			
4.27	No procedure considered if a mobile testing unit is dispatched to test others in school. (Testing will focus on the person's class, followed by their year group, then the whole school if necessary.			
4.28	Insufficient or no procedure for summoning emergency services, lack of safe RV and cleared routes in and out.			
4.29	No early liaison with local health protection teams and LA who provide advice (and may recommend large groups self-isolate or school closure)			
4.30	Insufficient First Aid trained personnel (ratio) for pupils in school and on activities and sport.	all the AED and MDP are trained for 1st aid	Sufficient staff is trained for that	
4.31	Actions for using first aid on those with no COVID-19 symptoms unclear and not briefed.			
4.32	Requirements for EYFS on PFA certification not identified given recent modifications and 3 month extensions.			
4.33	Medical policy, procedures and appropriate response to spectrum of medical issues not being revised or shared			
4.34	Pregnant women are in the 'clinically vulnerable' category and not following the relevant guidance.			
4.35	Lack of School decision or policy for level of PPE required for staff or pupils.			
4.36	Insufficient training for all those that wear face coverings including fitting, storing, care and disposal arrangements.		See protocol Training done by nurse	
4.37	Different age groups with different risk profiles for each group of staff and pupils not risk assessed?			
4.38	Measures in school are not sufficiently robust for extremely clinically vulnerable and clinically vulnerable to return to school.			
4.39	Medical advice for vulnerable staff and children not being followed and insufficient support both at school and at home.			
4.40	Those with particular characteristics and an increased COVID-19 risk not identified and sufficient measures taken to reduce risks.			
4.41	Lack of knowledge on whom has tested positive for COVID-19 and if it is recorded (for elimination purposes). Evidence of negative result should not be requested.	recorded with NHS	Followed by nurse and HR	GDPR considerations

4.42	Insufficient information and / or record of who is still shielding or had contact with anyone tested positive or suspected of COVID-19 and why this may preclude their attendance at school.	Pupils: recorded with NHS Staff: questionnaire for staff Pupils: Questionnaire pupils	Followed by nurse	GDPR considerations
4.43	Lack of recording of which staff and pupils have been sent home with COVID-19 symptoms (a cough, high temperature or shortness of breath).	School nurse owns record on Pronote (staff + pupils)		GDPR considerations
4.44	Lack of regular dialogue with those that have suffered from COVID-19 and / or are isolated at home.	Staff: followed by HR		
4.45	Policy on wearing uniform and if washing also required to prevent infection for staff and pupils not re-considered. <i>Medical room(s) improperly equipped</i> <i>Inadequate information on who is shielding another family member and/or who has a condition that precludes their attendance at school</i> <i>Insufficient proof of shielding and individual conditions</i> <i>No regular supervision of staff and pupils to ensure they comply with hygiene rules (and the use of PPE where specified as needed)</i>	Pupils: not done yet people wear own clothes and wash at home daily.	Protocols to be communicated to staff/parents Room properly equiped Staff: checks will be made periodically by the deputies, the headteacher, and the nurse Pupils: supervision by their teachers and nurse	

5/ Facilities management risk assessment in the COVID 19 environment

ISBA ref	Hazard	Control measures	Outcomes	Remark
7.1	Rooms and space used before reopening not cleaned to standards Insufficient hand washing or hand sanitiser 'stations' for all pupils and staff to clean their hands regularly.	Sanitation and deep cleaning had beendone	All rooms are ready to use for school reopening Enough stations are in place	
7.2	Policy and procedures for contractors including signing in and out, and badges on school sites not reviewed, and / or enforced.	Any visitors will be accompanied and required to respect CFBL SD and hygiene protocols	Review of visitor policy to be done in September	
7.3	Contractor health declaration and pre-work briefings not considered or implemented.			
7.4	Contractor (and visitor) hygiene arrangements not considered including parking, guiding, supervision, breaks, meals and toilets.			
7.5	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 and checked since	All heating and hot water systems are ready for reopening	
7.6	Insufficient gas supply, maintenance, checks, venting and valves	no shortage of gas - boilers and water heaters have been services during lockdown and checked since		
7.7	Air conditioning units, ducts, ventilation and extraction systems not checked on re-occupying the school facilities (Including workshops)	Only a few air conditioning units, not in use at the moment	Naturally ventilated classrooms will be in use	
7.8	Centralised ventilation system that removes and circulates air to different rooms in not using a fresh air supply		Lavatories: Continuous mandatory ventilation (CMV) are ensuring air renewal with no recycling	

7.9	Electrical tests not up-to-date including emergency lighting and PAT including electrical equipment bought in to school	Test up to date	All electrical apparatus are safe to use	
7.10	Water testing for temperature, flow and legionella not in date, recorded or tested on reopening facilities	Yes	Water system is legionella free and safe to use	Includes drinking facilities
7.11	Hazard re swimming pool	N/A		
7.12	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	
7.13	Fire doors propped open to limit use of door handles and increase ventilation.		During pupils circulation only to facilitate flow and limit contact with surfaces; doors closed once teaching starts	
7.14	Limiting occupancy of as many rooms as possible (offices, laundry, common rooms etc) not considered.		One class, one room as much as possible	
7.15	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		To be checked by TOG
7.16	Insufficient chefs, supervising staff and cleaners to maintain high standards of hygiene	See Holroyd for confirmation of status		
7.17	Servery and dining room rules not properly considered, inadequate or safe including wiping table, chairs and hard surfaces between sittings	See Holroyd for confirmation of status		
7.18	Insufficient drinking supplies and hydration available in dining room and around the school		Sufficient drinking supplies in dining room, 8 new stations installed in the school yard	
7.19	Cleaners changed working patterns during the day not discussed or agrees to meet the revised hygiene requirements.		Protocol in place,	
7.20	Cleaners have insufficient or revised instructions and training for appropriate cleaning and the wearing and disposal of PPE.		Protocol in place,	
7.21	New service level agreement not agreed for contract cleaners, maintenance and grounds for a new working environment.			
7.22	Insufficient cleaning staff for revised cleaning schedule and deep clean of each room and space daily unless left fallow.		One cleaner more during class time	
7.23	Insufficient immediate procedures (quarantine and deep clean) and PPE where areas contaminated with bodily fluids.			
7.24	Cleaning staff not equipped or using appropriate PPE including aprons, gloves, face coverings and their subsequent disposal.		Protocol in place,	
7.25	Laundry wash and dryer not serviceable, unable to cope with demand, temperature requirements and insufficient wash products?	Washing machine and dish washer ready to used and sufficient for reopening needs	Enhanced cleaning can be performed on non disposable fabrics	
7.26	Suspended services not reset or reviewed to cater for current school operation incl waste disposal			
7.27	Scheduled or on-going building works not reviewed given revised school timetables, staggered drop-off / pick-ups times.			
7.28	Suppliers not following appropriate SD and hygiene measures and new routes, arrivals etc	Any visitors will be accompanied and required to respect CFBL SD and hygiene protocols		
7.29	Waste procedures not reviewed or sufficient to cater for increase in waste measures	Procedures have been reviewed		
7.30	Pest control services not sufficiently regular, recorded or deficiencies identified and actioned.	all visits up to date	No findings - Kitchen area is safe for food preparation	
7.31	How often is this Risk Assessment reviewed? Daily? Weekly? Monthly? Termly? Annually?		every three weeks and according to the needs	

6/ Support staff risk assessment in the COVID 19 environment

ISBA ref	Hazard	Control measures	Outcomes	Remark
6.1	Support and contract staff not regularly briefed on changes			

6.2	Physical meetings recognise SD, hygiene arrangements including well-ventilated rooms or, if possible, outside.		Limited number of people in one room - in the meeting room and masks compulsory	
6.3	Drivers not fully considered or supported (particularly relating to age and vulnerability).	N/A		
6.4	Support staff have insufficient/inappropriate PPE, cleaning materials and training			
6.5	Cleaning regimes not enhanced, regularly reviewed or inspected regularly or conforming to revised hygiene rules		Protocol in place	
6.6	Security and access systems not regularly checked, updated and re-coded		Badges and Control access system regularly checked	
6.7	Reconfigured areas, zones and routes hampering fire exits and routes		Plans exist	
6.8	Fire and other emergency procedures not reconfigured, routes not clear or regularly inspected? Fire drills, routes and assembly points not rehearsed		No change in fire strategy Under review by premises manager	Some fire doors will be kept open and monitored during pupils arrival, departure and breaks