

## COVID-19 – A RISK ASSESSMENT FOR STEPPING UP CONTROL MEASURES

### Introduction

In accordance with the latest government guidance the school is required to have in place contingency plans (sometimes called outbreak management plans), outlining what we would do if pupils, students or staff test positive for COVID-19, or how we would operate if we were advised to take extra measures to help break chains of transmission.

Given the detrimental impact that restrictions on education can have on children and young people, any measures in schools should only ever be considered as a last resort, kept to the minimum number of schools or groups possible, and for the shortest amount of time possible.

Central government may offer local areas of particular concern an enhanced response package to help limit increases in transmission.

For most settings, it will make sense to think about taking extra action if the number of positive cases substantially increases. Information on what circumstances might lead you to consider taking additional action, and the steps you should work through, can be found in the [contingency framework](#).

The contingency framework describes the principles of managing local outbreaks of COVID-19 in education and childcare settings. Local authorities, directors of public health (DsPH) and PHE health protection teams (HPTs) can recommend measures described in the contingency framework in individual education and childcare settings – or a small cluster of settings – as part of their outbreak management responsibilities.

This COVID-19 risk assessment is part of the School's "Stepping Up Control Measures", and provides advice and guidance in identifying, assessing and describing methods of controlling hazards.

This document should be read in conjunction with the schools normal risk assessments and policy guidance for the re-opening of schools.

### Overall Risk Assessment in the COVID-19 Environment

	<b>Hazard</b>	<b>Control measures</b>	<b>Outcome</b>	<b>Remarks / Re-assessment</b>
A	Safeguarding policy and procedures not updated and / or staff and pupils not feeling safe.	Safeguarding policies and associated documents updated based on latest guidance. Covid-19 Annex created.	Policies assessed by SLT and approved by governors	Polices updated based on the latest government guidance
B	Government advice not being regularly accessed, assessed, recorded and applied.	Guidance is being accessed on a daily basis by SLT, shared and considered at Steering / Vocational Directors and Academic Heads of Years and Subject Leads and with governors	The schools is currently fully up to date with current guidance	Ongoing
C	Unions not consulted over plans.	Union reps will be consulted	SLT consultation throughout process	Ongoing
D	Changes not regularly communicated to staff, pupils, parents and governors	Regular communications are undertaken by the Principal	Regular communications are ongoing and information disseminated through departments.	Ongoing

E	Changes to assessments, procedures and other important matters not reviewed by Governors	Governors have received regular briefing updates. Regular briefings have continued  Governors are also receiving and encouraged to attend the Free AGBIS webcasts	Governors will continue to receive regular briefings	Governors have been kept advised throughout the new lockdown period with regular briefing updates via the Principal
F	Insurers not consulted with school's re-opening and / or amended plans	Insurers have been advised and meeting scheduled to discuss in further detail.	Ongoing – further communications sent to Insurers to advise the school is planning to fully re-open in January	Ongoing
G	Suspended services and subscriptions not re-set.	Subscription services have been maintained during the current period so no loss of service	Business as normal	Ongoing
H	Access to school not controlled effectively and visitor (if allowed) details not recorded.	Full access controls will be in place to control visitors onto the school site.	Normal term time access control, via the Main gate will be in operation.	Ongoing
i	Staff and pupils not being reminded and checked to ensure they are complying with hygiene and SD rules.	Regular reminders will be undertaken	In class reminders will be undertaken and escalated to parents as required	Ongoing

J	Insufficient supplies of hygiene materials and not being suitably placed.	Stock levels will be checked on a regular basis	Stocks are currently in place and additional stocks are being ordered.	Ongoing
K	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.	Regular inspections of the cleaning routine will be undertaken by the Head of estates and Caretaker to ensure appropriate standards are being met	Routine checks / inspections in place. Cleaning taking place during the summer vacation period. Enhanced cleaning across the school day will be introduced From 4th January and will be kept in place until such times as government guidance advises.	Enhanced cleaning has been maintained during the new lockdown period and will continue once the new term starts
L	High risk areas not being regularly monitored (including boarding areas) for hygiene.	Introduce enhanced cleaning within school, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach	Monitoring in place.	Enhanced cleaning / fogging in place and will be maintained
M	No contingency plans in place for the transition to full opening (or re-closing) including rapidly sharing updates and decisions.	SLT undertake regular catch up meetings (via MT if required to ensure that ideas and plans are shared and kept up to date	Regular meetings ongoing	Ongoing
N	All hazards identified properly mitigated and regularly re-assessed?	The is an ongoing process and will be reviewed on a regular basis by SLT	Review process ongoing	Ongoing

**Pupils, Parent and Staff Risk Assessment in the COVID-19 Environment**

	<b>Hazard</b>	<b>Control Measures</b>	<b>Outcome</b>	<b>Remarks / Re-assessment</b>
1	Communication channels not working and not being reviewed. (Email, text, Facebook etc.).	The IT department are undertaking regular routine maintenance and system updates as required	Normal routine checks / inspections ongoing	Ongoing
2	Lack of a robust feedback and reply system to ensure best practice and two-way communications for pupils, parents, staff and governors	Normal communications will resume with pupils, parents, staff and governors, where required the school will continue to maintain and offer Microsoft Teams.	The school will continue with the MT platform where appropriate	Ongoing, along with other approved virtual platforms to be used as required
3	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 Chair of Governors and Principal are in regular communication on matters relating to COVID-19. Governors details are clearly available on the OneDrive system and SLT member contact details have been shared	Regular meetings ongoing	ongoing
4	No system to communicate with parents and staff that have not returned to school for fear of infection.	From January attendance at school will be mandatory and pupil attendance will be resumed and monitored in accordance with government guidelines.	System in place.	Attendance from January mandatory - Ongoing

		Staff attendance will be managed through the schools attendance & absence policies. Communication with parents will continue as normal via iSAMS, email, letter and phone.		
5	Lack of knowledge of where pupils / staff have travelled from (other than home and school).	Pupils and staff attending school asked to the report if they travel to any high risk areas.	School informed of any potential risk.	To be kept under review
6	Lack of rules / procedures for hygiene standards for staff and pupils – and failure to adequately enforce standards	<p>Based on current government guidelines, Clear guidance on hygiene will be circulated to staff, pupils and parents and monitored on an ongoing basis and adapted / updated in accordance with government guidelines</p> <p><b>Face coverings</b></p> <p>Face coverings help protect the wearer and others against the spread of infection because they cover the nose and mouth, which are the main confirmed sources of transmission of COVID-19.</p> <p>Where pupils in year 7 (which would be children who were aged</p>	<p>Additional signage to be introduced and updated as required.</p> <p>introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach</p> <p><u>COVID-19: cleaning of non-healthcare settings guidance</u></p> <ul style="list-style-type: none"> <li>• Visitors and parents requested must wear face coverings if visiting the school.</li> <li>• Face coverings will be required when travelling on dedicated</li> </ul>	<p>Face coverings: -</p> <p>Latest government guidance to be followed</p>

		<p>11 on 31 August 2021) and above are educated, we recommend that face coverings should be worn by pupils, staff and adult visitors when moving around the premises, outside of classrooms, such as in corridors and communal areas. This is a temporary measure.</p> <p>From January 4th, we also recommend that in those schools where pupils in year 7 and above are educated, face coverings should be worn in classrooms. This does not apply in situations where wearing a face covering would impact on the ability to take part in exercise or strenuous activity, for example in PE lessons. This will also be a temporary measure.</p> <p>Pupils in these schools must also wear a face covering when travelling on public transport and should wear it on dedicated transport to and from school.</p> <p>We would not ordinarily expect teachers to wear a face covering in the classroom if they are at the</p>	<p>transport to school (i.e. the school minibus).</p>	
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		<p>front of the class, to support education delivery, although settings should be sensitive to the needs of individual teachers.</p> <p>In primary schools, we recommend that face coverings should be worn by staff and adults (including visitors) when moving around in corridors and communal areas. Health advice continues to be that children in primary schools should not be asked to wear face coverings.</p> <p>See Circumstances where people are not able to wear face coverings for exceptions to this. Face coverings do not need to be worn when outdoors.</p> <p>Schools, as employers, have a duty to comply with the Equality Act 2010 which includes making reasonable adjustments for disabled staff. They also have a duty to make reasonable adjustments for disabled pupils, to support them to access education successfully. No pupil should be denied education on the grounds that they are not wearing a face covering.</p>		
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7	Staff not trained or regularly updated in COVID-19 symptoms, and how these rules apply to teaching?	Regular communications are being sent to staff	Ongoing as required.	Ongoing
8	School transport not operating to reflect SD, hygiene, PPE and cleaning arrangements.	The government has removed the requirement to wear face coverings in law but expects and recommends that they are worn in enclosed and crowded spaces where you may come into contact with people you don't normally meet. This includes public transport and dedicated transport to school or college	Kept under review by SLT	Kept under review
9	Insufficient registration throughout the day	Teachers will check pupils are present in class and monitor for any signs of illness.	Regular check of pupils.	Ongoing
10	Lack of consideration of different age groups provided for in timetabling, length of the school day and exposure to other age groups.	In accordance with government guidelines the school timetable will operate as normal	To be monitored by SLT and Heads of Year	Ongoing

11	No system in place to deal with bereavements, trauma, anxiety, behavioural issues.	Usual pastoral support system in place including houseparent's and counsellors. Senior staff on hand for any behavioural issues.	System in place. Behaviour policies updated	Updated policy / guidelines in place
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**Pupil and Staff - Safety Risk Assessment in the COVID-19 Environment**

	<b>Hazard</b>	<b>Control Measures</b>	<b>Outcome</b>	<b>Remarks / Re-assessment</b>
1	Lack of review, update or sharing of safeguarding, code of practice, and staff handbook policies.	All safeguarding policies are currently up to date and where applicable have been reviewed by SLT and governors.	Policies will be kept up to date should any changes be required	Policies up to date
2	DSL and DDSL not easily contacted and their contact information not known to all.	The DSL & DDSL process is fully operational. No change to contact information which is published.	Normal safeguarding process to continue	ongoing
3	No COVID-19 specific policy that includes medical responses, SD, teaching, socialising, feeding, hydration, well-being etc.	Safeguarding policy Annex for COVID-19 and safeguarding bulletins on COVID-19. Social distancing measures in place to include teaching, feeding, socialising and hydration.	Policies and protocols in place., and will be updated in accordance with any updates from the government	In place
4	Fire drills, routes and assembly points not rehearsed.	In accordance with the schools normal testing routines evacuation drills will be undertaken, with appropriate attention given to COVID-19 guidance	Compliance checks will be undertaken as per normal	Ongoing

6	Needs of each age group and class not considered separately in terms of support, activities and facilities.	Classes to be reviewed regularly to ensure sufficient levels of support, activities and facilities are used	Class requirements to be reviewed regularly	ongoing
7	Staff not having sufficient down time / rest during the working day / week?	Normal work patterns will be implemented along with rest periods	To be monitored	ongoing
8	Lack of new staff and pupil induction. Registration and recruitment processes not adapted or compliant.	Safer recruitment process in place with requisite training provided for new staff. New pupils receive induction, mentors, welcome letters and handbooks containing necessary information.	To be monitored by HR	ongoing
9	SCR and required documents not properly verified or recorded.	SCR is checked on a regular basis.	Ongoing monitoring by HR	ongoing
10	Plans to working and learning outside not fully considered	Teachers will review on a daily basis which activities can take place outside. This is weather dependant.	To be monitored by teachers	ongoing
11	Security, CCTV and access systems not regularly checked, updated and (where necessary) re-coded.	Head of Estates and Director of IT	Normal routine checks ongoing	ongoing

12	Parent, Pupil, Staff, Contractor, Visitor drop-off and pick-up procedures, in and out routes not been shared, understood or applied.	Staff to park as normal and parents to follow normal parking arrangements.  Contractors will report to the main gate to be buzzed in. Guidance to be circulated to contractors.	Current guidance made available and will be updated in accordance with government guidelines	ongoing
13	No regular breaks for handwashing during the school day.	Appropriate breaks to be factored in to allow for handwashing	Ongoing and monitored	ongoing
14	Insufficient hygiene stations at entrances, exits, toilets, classrooms, play areas, common rooms, staff areas etc.	Enhanced hygiene / wash stations to be installed at the entrance to each building (no boarding) to allow pupils, staff, visitors to wash hands prior to entering the building	Ongoing and monitored	ongoing
15	Hygiene stations not stocked, checked and cleaned regularly.	Regular checks to be undertaken	Ongoing monitoring to be undertaken	ongoing
16	Unnecessary items not removed from classrooms and other learning environments.	Currently not applicable	This will be kept under review pending further government updates	ongoing

17	Medical advice for vulnerable staff and children not being followed and insufficient support both at school / home.	Current guidance will be followed. Where there are concerns, these will be discussed and reassurance given on measures now in place.	Suitable medical provision is in place and will be monitored. Specific RAs in place for vulnerable staff/children.	Ongoing
18	Pupil and staff mental health and wellbeing not properly considered with individual needs not identified or support.	<p>Counsellors offering counselling and advice to staff and pupils, wellbeing tips sent to staff and pupils. Medical Centre, houseparent's and DSL team contacting and supporting individual pupils. Weekly DSL meetings discuss and identify any individual concerns.</p> <p>The Department for Education is providing additional support for both pupil and staff wellbeing in the current situation. Information about the <a href="#"><u>extra mental health support for pupils and teachers</u></a> is available.</p> <p>The <a href="#"><u>Education Support Partnership</u></a> provides a free helpline for school staff and targeted support for mental health and wellbeing</p>	Suitable provision in place to identify and support staff and pupil mental health and wellbeing.	Ongoing

19	Re-scheduling of activities not operating efficiently or safely	Director of Vocational Studies will keep under review in liaison with teaching staff	Kept under review	ongoing
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### Medical Risk Assessment in the COVID-19 Environment

	Hazard	Control Measures	Outcome	Remarks / Re-assessment
1	Science of risk not understood e.g. less severe symptoms in adults, younger children less likely to become unwell, small class sizes will help.	Government guidance to be followed	Regular monitoring	ongoing
2	Hygiene rules not effective. "catch it, bin it, kill it" not re-publicised or applied.	Appropriate posters to be displayed and message conveyed to pupils, staff and parents	Ongoing monitoring	ongoing
3	No / insufficient staff supervising / supporting normal medical staff?	Medical staffing rota in place with remote support and supervision from Rothschild Surgery. Following 'Standard Operating Procedure for Medical Centre during Covid-19 Pandemic' document.	Ongoing monitoring	ongoing
4	Insufficient medical staff to deal with temperature testing, isolating and monitoring suspect COVID-19 cases, outside appointments and normal medical issues.	Medical staffing rota in place with remote support from Rothschild Surgery. Following 'Standard Operating Procedure for Medical Centre during Covid19 Pandemic' document. Pastoral staff assist with monitoring suspect cases.	Ongoing monitoring	ongoing
5	Insufficient First Aid trained personnel (ratio) for pupils in school	Sufficient trained personnel in school for current numbers.	Ongoing monitoring	ongoing



6	No or insufficient training for those operating temperature testing or other precautions that require new equipment. Training not recorded for future reference.	Medical and pastoral staff have training.	Ongoing monitoring	ongoing
7	Medical policy, procedures and appropriate response to spectrum of medical issues not being revised or shared?	Policies currently up to date and a separate COVID-19 appendix has been added along with 'Standard Operating Procedure for Medical Centre during Covid19 Pandemic' document.	To keep under review pending wider re-opening	Ongoing
8	Medical room(s) improperly equipped.	Medical Centre is fully equipped and isolation room prepared with PPE equipment	Ongoing monitoring	ongoing
9	Lack of School decision regarding the level of PPE required for pupils and staff. Insufficient training, face fit testing, use, care and disposal arrangements.	Government guidance to be followed and PPE supplied in medical centre, isolation room and boarding houses	Regular monitoring	ongoing
10	Sickness management rules and the "don't come to work if you are ill" not understood or observed.	Normal absence policy to be followed together with government guidelines	Regular monitoring	ongoing
11	Different age groups with different risk profiles for each group of staff and pupils not risk assessed?	Government guidance followed in terms of required risk assessments	Ongoing and reviewed based on latest government guidance.	ongoing
12	School unaware of any staff and pupil pre-existing medical conditions.	Current HR and pupil admissions records will identify any declared pre-existing medical conditions	HR records to be kept up to date, along with pupil records on ISAMs	ongoing

13	Lack of knowledge on whom has been tested (positive or otherwise) for COVID-19 and if it is recorded (for elimination purposes).	HR to maintain records for those staff who have had a test and the test has been positive	ongoing	ongoing
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.	HR to maintain records for those staff and pupils who have had a test and the test has been positive	ongoing	ongoing
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).	HR to maintain records for those staff who have been sent home.  Medical team to maintain similar records for pupils	ongoing	ongoing
16	Lack of regular dialogue with those that have suffered from COVID-19 and / or are isolated at home.	Support for staff will be through their line manager and HR. Support for pupils will be via the Pastoral team	ongoing	ongoing
17	Inadequate information on who is shielding another family member and/or who has a condition that precludes their attendance at school.	HR to liaise with staff and to maintain appropriate records	ongoing	ongoing
18	Insufficient proof of shielding and individual conditions?	HR to liaise with staff and to maintain appropriate records	ongoing	ongoing
19	No separate area for, holding and isolation of pupils/staff. Areas not easily identified or regularly cleaned?	The Medical centre staff will be used to assess pupils / staff. Boarders will be isolated in their dormitory and day pupils or staff in the isolation unit.	To be kept under review	ongoing

20	Insufficient or no procedure for summoning emergency services, lack of safe RV and cleared routes in and out.	Emergency procedures are in place and are kept under review	Kept under review	ongoing
21	Visits of or to GPs / nurses / dentists and local surgeries changed and not known by staff and or pupils	Medical Centre coordinates required visits and remote triaging with Rothschild Surgery.	Kept under review	ongoing
22	No regular supervision of staff and pupils to ensure they comply with hygiene rules (and the use of PPE where specified as needed)	The school will operate in accordance with government guidelines and the requirements for PPE in a school setting	To be kept under review	ongoing
23	Insufficient registration, induction, supervision and checking of contractors where essential work is required on site.	All contractors will be required to follow government guidelines for safe working	To be kept under review	ongoing
24	Medical staff have insufficient or unsuitable PPE, cleaning materials and training for tasks.	The school will operate in accordance with government guidelines and the requirements for PPE in a school setting	To be kept under review	ongoing
25	Lack of policy / procedures on washing school clothes so as to prevent infection of staff and pupils.	Latest Government guidelines to be followed.	To be kept under review pending further government advice. .	schools to maintain their usual uniform policies. Uniform can play a valuable role in contributing to the ethos of a school and setting an appropriate tone.

				<p>Uniforms do not need to be cleaned:</p> <ul style="list-style-type: none"> <li>• more often than usual</li> <li>• using different methods</li> </ul>
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### Boarding Risk Assessment in the COVID-19 Environment

	Hazard	Control Measures	Outcome	Remarks / Re-assessment
1	Boarding policies and procedures not updated, regularly reviewed and communicated.	Senior pastoral staff meet weekly to review, update and communicate.	To be monitored by Deputy Principal	ongoing
2	Security and access systems not regularly checked, updated and re-coded.	Normal security procedures in place.	Kept under review	ongoing
3	Boarding staff have inappropriate PPE, cleaning materials and training for tasks.	PPE, anti-bac wipes and cleaning materials provided. Medical Centre providing appropriate training in use.	Kept under review	ongoing
4	Procedures for welcoming back overseas pupils not applied.	Government guidelines to be followed	Kept under review	Some international / overseas will not be returning until after the Easter

				<p>break and as such online virtual learning will still be in place.</p> <p>Arrangements are in place for those overseas pupils who need to quarantine in accordance with the latest government guidance</p>
5	Insufficient space and resources for isolating overseas pupils (for 2 weeks) on their return.	Government guidance to be followed if this is required.	Kept under review	Ongoing
6	Rules and procedures for exeat, trips and activities out (or not!), appointments or visits from family and / or guardians not complied with or understood.	Activities follow government advice	Kept under review	ongoing
7	Fire instructions and new procedures not reviewed, understood or rehearsed.	Pupils given a 'walk through' of procedures on first evening. A fire evacuation drill to be undertaken to ensure staff and pupils are aware and the SD rules are in place	A test in the first week will be undertaken to assess effectiveness	A test will be undertaken within the first two weeks of pupils / staff returning

8	Fire drills, routes and assembly points not rehearsed.	A test in the first week will be undertaken to assess effectiveness	To be assessed	A test will be undertaken within the first two weeks of pupils / staff returning
9	Insufficient rooms to isolate and supervise pupils (and staff).	Sufficient rooms are available: individual dormitories, isolation unit, and medical centre.	Kept under review.	Sufficient rooms / areas have now been identified and in
10	Laundry, bedding, furnishings, games and items that are hard to clean not removed and stored securely.	Currently not applicable	Kept under review	ongoing
11	Insufficient bathroom facilities if bed spaces have been reconfigured.	Sufficient bathroom facilities for bed spaces within each house bubble. Additional cleaning schedule for those bathroom facilities that are not en-suite.	Kept under review.	To be kept under review
12	Clothes and bed linen not washed regularly and at appropriate setting (65°)	Normal laundry service to resume at the start of term following guidelines for safe washing.	Kept under review.	ongoing
13	Boarders not equipped with authorised equipment to stay-in touch with parents.	Pupils have their own mobile phones. If staff phone required Because pupil phone missing, anti-bac wipes to be used.	Kept under review.	ongoing

14	Boards aware of global news and how it may affect them or their family.	Pupils have access to news via television, social media. Pastoral support in place in case of distressing news.	Kept under review.	ongoing
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### Support Staff Risk Assessment in the COVID-19 Environment

	Hazard	Control Measures	Outcome	Remarks / Re-assessment
1	Support staff not briefed on changes regularly.	Regular communications via the Principals weekly briefing are undertaken together with supplementary updates as and when required	Regular briefing to continue	ongoing
2	Support staff have insufficient/inappropriate PPE, cleaning materials and training.	In accordance with government guidelines appropriate PPE where applicable will be made available to staff	Head of estates to keep under review	ongoing
3	Cleaning regimes not reviewed or inspected regularly and not conforming to revised hygiene rules.	Cleaning will be in accordance with government guidelines	Head of estates to keep under review	ongoing
4	Security and access systems not regularly checked, updated and re-coded.	IT in liaison with Estates already carry out regular reviews with normal update procedures still applicable	normal update procedures still applicable	ongoing
5	Reconfigured areas, zones and routes hampering fire exits and routes.	Head of Estates configuring route to ensure H&S compliance	To be kept under review	ongoing
6	Fire and other emergency procedures not reconfigured, routes not clear or regularly inspected.	Head of Estates configuring route to ensure H&S compliance	To be kept under review	ongoing



### Facilities Management Risk Assessment in the COVID-19 Environment

	Hazard	Control Measures	Outcome	Remarks / Re-assessment
1	Insufficient heating and/ or cooling system (Including insufficient fuel levels if applicable).	Regular testing being undertaken by qualified contractor	Normal monitoring and checks ongoing	No change ongoing
2	Insufficient gas supply, venting and valves?	Regular testing being undertaken by qualified contractor	Normal monitoring and checks ongoing	No change ongoing
3	Air conditioning units, ducts not checked on reoccupying school facilities.	Regular testing being undertaken by qualified contractor	Normal monitoring and checks ongoing	No change ongoing
4	Ventilation and extraction systems not checked.	Regular testing being undertaken by qualified contractor	Normal monitoring and checks ongoing	No change ongoing
5	Electrical tests not up-to-date including emergency lighting and PAT	Regular testing being undertaken by qualified contractor	Normal monitoring and checks ongoing	No change ongoing
6	All electrical equipment bought in to school PAT tested?	Regular testing being undertaken by qualified contractor	Normal monitoring and checks ongoing	No change ongoing
7	Water testing for temperature, flow and legionella not in date for test.	Regular testing being undertaken by qualified contractor	Normal monitoring and checks ongoing	No change ongoing
8	Water supply not tested for legionella on reopening facilities.	Regular testing being undertaken by qualified contractor	Normal monitoring and checks ongoing	No change ongoing
9	Fire alarm panel, system and extinguishers not in date and not serviced.	Recent compliance checks undertake and all systems full passed	Normal monitoring and checks ongoing	No change ongoing
10	Kitchen not reconfigured, stocked and cleaned if closed over a long period.	Refer to Sodexo RA	To be monitored by catering manager	No change ongoing
11	Insufficient chefs, supervising staff and cleaners to maintain high standards of hygiene.	Refer to Sodexo RA	To be monitored by catering manager	No change ongoing

12	Servery and dining room rules not properly considered, inadequate or safe.	Refer to Sodexo RA	To be monitored by catering manager	No change ongoing
13	Insufficient drinking supplies and hydration available in dining room.	Refer to Sodexo RA	To be monitored by catering manager	No change ongoing
14	Laundry wash and dryers not serviceable, unable to cope with demand, temperature requirements and insufficient wash products.	Sufficient laundry equipment is available and the laundry service will follow current government guidelines	To be monitored by Housekeeping Manager	Now monitored by Head of Estates
15	Suppliers not following appropriate SD and hygiene measures	Suppliers and contractors have been advised of the requirement to follow current government guidelines. This is being checked by Head of Estates and Caretaker.	Contractors on site are required to produce RAMS which are assessed by Head of Estates.	ongoing
16	Waste procedures not reviewed or sufficient.	Normal waste management process are in place	Ongoing monitoring	No change ongoing
17	Pest control services not recorded, deficiencies not identified or actioned.	Normal pest control measures are in place	Ongoing monitoring	No change ongoing
18	School vehicles not fully registered, insured, maintained and stocked with appropriate hygiene materials.	Prior to the lock down the required checks to relevant vehicles were undertaken and normal vehicle checks are being undertaken	Vehicles are currently compliant	No change ongoing