

# HANFORD

## COVID-19 – RISK ASSESSMENT UPDATED – 4 JANUARY 2021 & 22<sup>nd</sup> FEBRUARY 2021

All schools are required to carry out a risk assessment directly addressing risks associated with COVID-19 and operating safely. The Government also expects that businesses with more than 50 employees publish the COVID-19 risk assessment on their website.

	Latest Policy Review	Review By	Further Action Required	Comment
	4 <sup>th</sup> January 2021 22 February 2021	Head / SLT / Nurse	Ongoing review, amendment and approval by SLT and Governors  Circulate final version of this risk assessment to parents; publish on website	Reviewed in light of latest Govt guidance and opening restrictions and asymptomatic testing for all staff and secondary pupils  Reviewed ahead of return of vulnerable children

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## Overall Risk Assessment in the COVID-19 Environment

	Hazard	Mitigating Actions	Further Action Required	Comments
A	Safeguarding policy and procedures not updated and / or staff and pupils not feeling safe. (16.5.20)	<p>DSL supported in monitoring changes to legislation by Governor responsible for safeguarding</p> <p>Review of KCSIE 2020 carried out</p> <p>Update to staff on (with Q&amp;A) safeguarding – 8 September followed by questionnaire</p>	Policy reviewed and updated as of November 2020	To be further amended to reflect new DSL
B	Government advice not being regularly accessed, assessed, recorded and applied.	<p>Senior Leadership Team receive DfE updates and the ISC newsletter. The Bursar also receives bi-weekly ISBA Covid19 Bulletins and the Head receives updates from the IAPS.</p> <p>SLT meet a minimum of 3 times per week to discuss changes.</p>	<p>Ongoing review of advice</p> <p>Ongoing review of policies and procedures to ensure that they comply</p>	

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C	Unions not consulted over plans. (17.5.20)	n/a – fewer than 20 teaching staff  Staff have been regularly consulted and briefed – including a pre-return questionnaire		
D	Changes not regularly communicated to staff, pupils, parents and governors (16.5.20)	Twice weekly staff meetings, thrice weekly SLT meetings. Weekly communication with parents via either Zoom or e-letter. Weekly contact between the Chair, Head & Bursar and regular Governors Meetings.  Town Hall / Q&A session for parents together with letter  Staff meeting to communicate the approach to be adopted	Ongoing review of procedures and discussion with staff  Investigate opportunity for regular meetings for staff feedback	
E	Changes to assessments, procedures and other important matters not reviewed by Governors		See above	Governors updated on status 17 Feb
F	Insurers not consulted with school's re-opening and / or amended plans (16.5.20)	Insurers have received this risk assessment prior to opening and are satisfied that cover is in place.	Risk assessment to be reviewed by insurers	Insurers informed of status w/c 8 Feb
G	Suspended services and subscriptions not re-set. (16.5.20)	FS has checked with accounts that all necessary Direct Debits	.	No change

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		and standing orders have been re-set prior to opening		
H	Access to school not controlled effectively and visitor (if allowed) details not recorded.	<p>Doors remain secured. Door locks re-set. School Office manned to ensure visitor details recorded.</p> <p>Staggered drop off pick/up times for different classes to promote SD. Parents are requested not to leave their cars when dropping children off or picking them up.</p> <p>Clear signage and staff to direct parents as necessary</p> <p>Instructions sent to parents in advance.</p> <p>Zoom call with parents to discuss protocols in advance.</p>	Visitor policy wrapper: all visits by prior appointment; pre-declaration; access to house / classrooms only as needed Does this need updating in the light of today's SLT meeting?	No change
I	Social Distancing (SD) and other hygiene rules not communicated, understood and applied.	<p>Hygiene and SD policy communicated to parents and pupils via Zoom and e-letter prior to reopening.</p> <p>Signage at all entry points and in all rooms that are being used.</p>	<p>Briefing for all girls on return to be done in forms</p> <p>Access to house and dormitories to be severely restricted</p> <p>Regular ongoing review of procedures to identify and resolve issues</p>	Briefing for all girls and staff on return to school

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		<p>Hygiene and SD protocols re-stated in daily briefing by Head and tutors.</p> <p>One way corridors, pod specific toilets, reduced requirement for changing facilities. Showers and baths dedicated to boarding households.</p> <p><b><u>Teaching.</u></b></p> <p>Desks to be spaced as far apart as possible.</p> <p>During normal operation, a maximum occupancy of 15 in any classroom. Smaller groups such as 7 likely to be adopted to keep SD protocols.</p> <p>Staff informed of importance of avoiding contact and to keep 2m distance where possible.</p>		
J	Staff and pupils not being reminded and checked to ensure they are complying with hygiene and SD rules.	Regular updates: to pupils via tutors and to staff via the Head		No change
K	Insufficient supplies of hygiene materials and not being suitably placed.	Nurse and domestic bursar working closely to ensure ample supply of tissues, soap, hand sanitiser, wipes and lidded bins	Timetable to be adjusted where necessary to allow for additional handwashing.	No change

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		<p>available in suitable areas around the school.</p> <p>Hand sanitiser/tissues/wipes and lidded bins in all classrooms &amp; staff rooms.</p> <p>Soap and water in all loo areas</p> <p>Paper towel dispensers to replace towels.</p> <p>Handwashing troughs to be set up to allow for more girls to wash hands more frequently.</p>		
L	<p>Insufficient or unsuitable cleaning regime - lack of regularly re-assessment and revision to high risk areas such as toilets, door handles, keypads, switches, hand rails and regularly used hard surfaces etc. (16.5.20)</p>	<p>At this time the cleaning of regularly touched surfaces is the responsibility of all staff and cleaning products will be made available in all rooms so to assist with this. In addition the cleaning routine of the core cleaning staff will be adjusted to focus on high risk areas such as toilets, light switches, keyboards and desks.</p>	<p>Brief staff on cleaning routine (especially re staff loos)</p> <p>Check that cleaning procedure for Art / Handwork / Science rooms (common classrooms) is satisfactory as part of ongoing review</p>	<p>One cleaner out of furlough</p>
M	<p>No precautions to keep shared teaching equipment (e.g. musical instruments, pens, pointers, keyboards) hygienic. (16.5.20)</p>	<p>Teaching spaces linked to pods.</p> <p>Covid19 hygiene protocols are the responsibility of all staff.</p> <p>Daily briefings and plentiful supplies of wipes and lidded</p>	<p>Musical instruments (exc. pianos) not to be shared – check plan for piano / drums / strings</p> <p>Pianos to be cleaned between users</p>	<p>No change</p>

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		bins (emptied regularly) to assist with cleaning shared equipment.		
N	High risk areas not being regularly monitored (including boarding areas) for hygiene.	<p>Boarding areas linked to households.</p> <p>Access to kitchens restricted to kitchen staff</p> <p>Access to showers restricted to members of a household</p> <p>Toilet facilities restricted to households</p> <p>Staff toilet facilities regularly cleaned</p> <p>Staff room / communal access limited to a particular number in any given room</p>	Review cleaning checklists – not always completed last term?	No change
O	No contingency plans in place for the transition to full opening (or re-closing) including rapidly sharing updates and decisions.	<p>The SLT, wider staff, governors and parents can be convened at short notice on Zoom. Isams enables the rapid sharing of letters and news bulletins.</p> <p>School plan in place for full opening.</p> <p>Virtual Hanford to continue to be in operation to enable pupils overseas to take part</p>		No change

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P	All hazards identified properly mitigated and regularly re-assessed?	This is a working document	Thorough ongoing review of all operations and 'work flows' to minimise risk of hazards not being identified  Reminder to all staff that if they spot something of concern, they should raise it immediately	No change
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## Pupils, Parent and Staff Risk Assessment in the COVID-19 Environment

	Hazard	Control Measures	Further Action Required	Comments
1	Communication channels not working and not being reviewed. (Email, text, facebook etc).	Communication via Zoom & e-letter (via isams) or direct email / letter to minimise risk that parents miss key communications		No change
2	Lack of a robust feedback and reply system to ensure best practice and two-way communications for pupils, parents, staff and governors	Regular zoom meetings between the Head and Governors, Staff & Parents.  Staff on hand at drop-off  Office staff on site throughout week		No change
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 Clerk(Bursar) has all Governor Contact details. Details of all staff are on isams. The Chair of		No change



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		<p>Governors has taken responsibility for Covid19. In addition there is a Governor specialising in Covid19 finance, one with close links to the parent body and three Heads at different schools able to share advice and best practice. The SLT is united in its drive to be on the front foot as far as Covid19 matters are concerned and meets at least three times per week..</p>		
4	<p>No system to communicate with parents and staff that have not returned to school for fear of infection.</p>	<p>The school nurse is in contact with all staff and has asked each member of staff to classify themselves in this respect.</p> <p>Pre-return questionnaire sent in summer to identify which parents were not keen for children to return; Headmaster / tutors were in touch where appropriate</p> <p>Year group town halls were held to communicate plans</p>		<p>No change</p>

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		(supported by a letter for those not able to be present)  Parents advised to contact the school nurse if they remain concerned		
5	Lack of knowledge of where pupils / staff have travelled from (other than home and school). (via app or written diary?)	Pupils and staff have completed a self-certification  Regular contact with parents has helped us to identify which children may have been elsewhere		No change
6	Lack of rules / procedures for hygiene standards for staff and pupils – and failure to adequately enforce standards	Time set aside for supervised hand-washing (together with suitable facilities) at appropriate times of the day  Staff briefed by Deputy Head / School Nurse on timings of the day / procedures (8 September)		No change
7	Staff not trained or regularly updated in COVID-19 symptoms, SD and how these rules apply to teaching?	Staff briefed by Deputy Head / School Nurse on timings of the day / procedures (8 September)		No change
8	School transport not operating to reflect SD, hygiene, PPE and cleaning arrangements.	No use of school transport for the time being – clear	Staff to be reminded	No change

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		guidelines / cleaning arrangements should it be used		
9	At drop-off and pick-up parents remain in vehicles and SD outside gates and entrances. (17.5.20)	Clear pick-up and drop-off procedures – sent to and discussed with parents  Signs to be placed at all entrances to school grounds  Staff to be at pick-up / drop-off locations to ensure that rules are adhered to		No change
10	Insufficient registration throughout the day including lack of temperature / health checks.	No generic temperature tests  Pupils, parents and staff to be made aware of the symptoms  School Nurse on site during school day to help monitor girls' health and hygiene		No change
11	Transit spaces (corridors), social zones (car parks, common rooms, playgrounds) not being configured to SD rules.	One way system in place around the main building  Specific entrances / exits for each pod to their classrooms	Staff car parking to be confirmed once field no longer available	No change – although girls will be part of a single household

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		Supervision of girls outside lesson time – and use of the lawn to promote SD		
12	Learning and recreational spaces not configured to SD rules.	Classrooms have been reconfigured  Outside spaces allocated to particular pods / households		No change
13	Lack of consideration of different age groups provided for in timetabling, length of the school day and exposure to other age groups.	School day tailored to the needs of the girls (in accordance with Virtual Hanford timetable)		No change
14	No system in place to deal with bereavements, trauma, anxiety, behavioural issues.	Pre-declaration to assess need	Review pre-declaration and put plans in place as necessary	No change

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

	Hazard	Control Measures	Further Action Required	Comments
1	Lack of review, update or sharing of safeguarding, code of practice, and staff handbook policies.	All covered as part of pre-opening inset		No change
2	DSL and ADSL not easily contacted and their contact information not known to all.	DSL always on site and details readily available		No change – RWRJ to be DSL for as long as SA in furlough

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3	No COVID-19 specific policy that includes medical responses, SD, teaching, socialising, feeding, hydration, well-being etc.	Risk assessment has been prepared together with specific 'wrappers' for particular policies (behaviour, visitors)	SLT to review wrappers	No change
4	Fire drills, routes and assembly points not rehearsed. (16.5.20)	Fire drills to be rehearsed by household	Carry out fire drill after return of pupils	No change
5	Class sizes not reduced and kept together in their "bubble" (minimising contact with others) or properly supervised. (14.5.20)	Forms / sets kept to below 15 Each household has its own classroom and recreational / outside space Additional GAPS to assist with supervision in opening week		Girls to be taught in year groups. Owing to numbers, they will be a single household
6	Needs of each age group and class not considered separately in terms of support, activities and facilities. (14.5.20)	Each household has suitable curriculum and facilities (both classroom and recreational)		No change
7	Staff not having sufficient down time / rest during the working day / week? (14.5.20)	Staff timetable carefully monitored to ensure that each member of staff has down time		No change
8	Lack of new staff and pupil induction. Registration and recruitment processes not adapted or compliant.	New staff induction and new pupil induction procedures unchanged		No change

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9	SCR and required documents not properly verified or recorded. (16.5.20)	SCR updated for new pastoral staff		No change
10	Plans to working and learning outside not fully considered (17.5.20)	Each household has its own outside recreational space		No change
11	Opportunities for non contact sport, adventure play, Forest School, gardening etc not regulated or considered (17.5.20)	Sport and other outdoor activities a central part of the curriculum		No change
12	Sporting, play and SD rules unclear to staff, pupils, parents and visitors.	Sport / Riding: specialist staff have clear understanding of rules and requirements  Play: staff aware of recreational areas and rules		No change (although no riding at present; girls all in a single household)
13	Drama, dance and music activities not applying SD or hygiene rules	All activities will apply SD and hygiene rules	SLT to discuss Dance	No change
14	Risk assessment for sport, play, drama, dance and music activities not properly formulated. (17.5.20)	Wrapper prepared for each risk assessment		No change
15	Staff meetings and staff rooms unregulated in terms of space, equipment, resources (copiers, kettles, biscuits tins etc) timings, SD and purpose.	Communal areas to have a maximum capacity  Staff encouraged to bring in coffee / water as needed		No change

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		Staff reminded of need to wipe down areas when they leave a communal area		
16	Security, CCTV and access systems not regularly checked, updated and (where necessary) re-coded.	All done as part of normal operating procedures  Doors recoded prior to the start of term		No change
17	Parent, Pupil, Staff, Contractor, Visitor drop-off and pick-up procedures, in and out routes not been shared, understood or applied.	Wrapper prepared for visitor policy  Parents informed of pick-up / drop-off procedures (see above)	SLT to approve 'wrapper' Hasn't this been done?	No change
18	Transit spaces (corridors), social zones (common rooms / playgrounds) not configured to SD rules.	Limited use of indoor congregation spaces (beyond classroom)  Classrooms to be used in inclement weather (girls to be supervised)		No change – although girls will be part of a single household
19	Classrooms don't reflect SD layout, PPE, screening and regular cleaning rules.	No requirement for PPE / screening in classrooms  Desks spaced out in accordance with SD rules <b>Is this still relevant?</b>		No change – although girls will be part of a single household

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		Regular cleaning procedures		
20	Minimising contact and mixing not effective in the classroom and during breaks. (17.5.20)	Girls supervised in free-time and made aware of rules Households kept separate One way system in place – and access to school severely restricted Location of breaks and supervision reduce risk of mixing between pods		No change – although girls will be part of a single household
21	No regular breaks for handwashing during the school day. (17.5.20)	Hand-washing breaks introduced into the daily routine		No change
22	Insufficient hygiene stations at entrances, exits, toilets, classrooms, play areas, common rooms, staff areas etc (16.5.20)	New toilet facilities to give us more capacity	Finalise plans for toilet access	No change
23	Hygiene stations not stocked, checked and cleaned regularly. (16.5.20)	Major delivery of key cleaning / hygiene equipment Stocks regularly reviewed		No change
24	Unnecessary items not removed from classrooms and other learning environments. (14.5.20)	Rooms cleared where possible as part of final preparations	SLT / School nurse to walk around school prior to reopening	No change



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25	Soft furnishings, soft toys and items that are hard to clean not removed and stored securely. (14.5.20)	Where possible, these have been removed  Girls' teddies etc. to remain upstairs		No change
26	Staff unable to manage, whilst in the transition phase, both in school and remote learning.	Plan in place for remote and in person teaching and learning	CL / FRP to follow up with staff and parents This has been done	Teachers will be able to teach via zoom or in person as they wish
27	Assemblies, break times, drop-off and collection times not sufficiently well staggered. (14.5.20)	Thorough review of daily routine  Whole school assemblies to be carried out via Zoom or outside if appropriate		Return times staggered on 22 Feb to reduce waiting time  No staggered start to the day thereafter (as part of a single household)
28	Meal times not de-conflicted or possible to achieve SD in the servery and dining areas whilst still providing sufficient nourishment.	Detailed plan in place for mealtimes  Boarders to be provided with all meals  Staggered mealtimes to allow girls to eat in Hall	Check timing and location of pack lunch  Review timings / cleaning procedures	Girls are part of single household
29	Hazards and risks of providing breakfast and after school clubs not understood. (14.5.20)	Covered as part of normal operating procedures		No change

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30	Medical advice for vulnerable staff and children not being followed and insufficient support both at school / home. (14.5.20)	School Nurse has identified vulnerable staff and children and is providing necessary support and advice		No change – albeit that the girls returning are vulnerable (as defined in the COVID guidance)
31	Pupil and staff mental health and wellbeing not properly considered with individual needs not identified or support. (14.5.20)	Pupil and staff mental health considered as part of normal operating procedures  Pastoral tutors / staff will be able to identify any additional concerns		Mental health of all pupils and staff has been a material factor in this return  Mental Health Days instituted
32	Re-scheduling of activities not operating efficiently or safely due to SD rules and timings (14.5.20)	Timing and location of all activities has been carefully planned to comply with SD rules  Regular review and reporting of concerns to identify and resolve issues as soon as practicable		No change

## Medical Risk Assessment in the COVID-19 Environment

	Hazard	Control Measures	Further action required	Comments
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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. (14.5.20)	School nurse has briefed staff on symptoms and risks of COVID-19		No change
2	Hygiene rules not effective. "catch it, bin it, kill it" not re-publicised or applied. (14.5.20)	Communicated to staff and to pupils. Signage in all functional areas of the school.  Pedal bins installed  Tissues to be included in each classroom  Kit list includes disposable hankies  Nurse has notified parents and staff of importance of flu jab  Flu jab to be carried out at school and recommended to all staff and girls		No change
3	No / insufficient staff supervising / supporting normal medical staff?	Hygiene rules the responsibility of all staff.  School nurse supported by pastoral team and teachers		No change
4	Insufficient medical staff to deal with temperature testing, isolating and monitoring suspect COVID-19 cases, outside appointments and normal medical issues.	Temperature testing will not be carried out unless a child is considered to be showing symptoms of COVID-19  Additional nursing staff available if a pupil needs to be isolated	Dry run of procedures to be carried out 10 September <b>Does this need updating?</b>	No change

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5	Insufficient First Aid trained personnel (ratio) for pupils in school (16.5.20)	First Aid training covered as part of normal operating procedures		No change
6	No or insufficient training for those operating temperature testing or other precautions that require new equipment. Training not recorded for future reference. (14.5.20)	N/A (No new equipment to be employed)		No change
7	Medical policy, procedures and appropriate response to spectrum of medical issues not being revised or shared?	School nurse responsible for medical policy as part of normal operating procedures  'Wrapper' / Appendix to be prepared		No change
8	Medical room(s) improperly equipped.	Surgery properly equipped; sick bay available for isolation	Consider School Nurse being based in Junior Comm during school day	No change
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.	PPE only to be used by School Nurse when strictly required		No change
10	Sickness management rules and the "don't come to work if you are ill" not understood or observed. (14.5.20)	Rules clearly communicated to staff and parents		No change
11	Different age groups with different risk profiles for each group of staff and pupils not risk assessed? (14.5.20)	Vulnerable groups identified		No change
12	School unaware of any staff and pupil pre-existing medical conditions.	School nurse has identified vulnerable staff and children / families		No change

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13	Lack of knowledge on whom has been tested (positive or otherwise) for COVID-19 and if it is recorded (for elimination purposes). (16.5.20)	Covered as part of pre-return questionnaire / declaration		No change
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.	Covered as part of pre-return questionnaire / declaration		No change
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).	School nurse records all incidents as part of normal operating procedures		No change
16	Lack of regular dialogue with those that have suffered from COVID-19 and / or are isolated at home.	School Nurse to be in contact with pupils / families / staff as necessary		No change
17	Inadequate information on who is shielding another family member and/or who has a condition that precludes their attendance at school. (14.5.20)	School nurse has identified vulnerable staff and children / families		No change
18	Insufficient proof of shielding and individual conditions? (14.5.20)	Pupils not in school are still able to attend Virtual Hanford (and attendance is reviewed)  Staff not in school are in direct contact with school nurse		No change
19	No separate area for temperature testing, holding and isolation of pupils/staff. Areas not easily identified or regularly cleaned?	Isolation area identified		No change
20	Temperature testing undertaken using unsafe methods, not reflecting SD rules, not recorded or kept appropriately.	N/A – temperature testing is not part of our procedure		No change

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21	Insufficient or no procedure for summoning emergency services, lack of safe RV and cleared routes in and out.	Emergency service procedures clearly laid out as part of normal operating procedures	Ensure that up-to-date procedures are on displ <b>Hasn't this been done?</b>	No change
22	Visits of or to GPs / nurses / dentists and local surgeries changed and not known by staff and or pupils (16.5.20)	School nurse to communicate as necessary		No change
23	No regular supervision of staff and pupils to ensure they comply with hygiene rules (and the use of PPE where specified as needed)	Pupils supervised Staff briefed as part of inset with follow-up at staff meetings as required		No change
24	Insufficient registration, induction, supervision and temperature checking of contractors where essential work is required on site.	Pre-visit declaration for all visitors (including contractors)		No change
25	Medical staff have insufficient or unsuitable PPE, cleaning materials and training for tasks.	School nurse has received delivery of PPE		No change
26	Lack of policy / procedures on washing school clothes so as to prevent infection of staff and pupils.	Regular washing of school clothes on site		No change

## Boarding Risk Assessment in the COVID-19 Environment

	Hazard	Control Measures	Outcome	Remarks / Re-assessment
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1	Boarding policies and procedures not updated, regularly reviewed and communicated.	Covered as part of ongoing review of policies	Wrapper to be prepared (setting out details of households and behaviour policy)	No change – all boarders will be in Fan's
2	Security and access systems not regularly checked, updated and re-coded.	Systems reviewed as part of normal operating procedures		No change
3	Boarding staff have inappropriate PPE, cleaning materials and training for tasks.	Cleaning materials already in place Only school nurse / matrons dealing with a suspected case to use PPE	Training for pastoral staff on what to do if they encounter a case Hasn't this been done?	No change
4	Procedures for welcoming back overseas pupils not applied. (16.5.20)	Pre-return declaration identifies all pupils who have come from overseas  Checks when necessary to confirm that they have observed quarantine requirements		No change
5	Insufficient space and resources for isolating overseas pupils (for 2 weeks?) on their return. (16.5.20)	School will not be providing quarantine facilities this term		No change
6	SD, separation and socialising rules not adhered to in the boarding house.	Strict rules on separation of households	Girls to be given clear guidance on expectations	No change (although girls will be in a single household)
7	Rules and procedures for exeat, trips and activities out (or not!), appointments or visits		Parents to be reminded that they need to notify us of a change in circumstances	No change

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	from family and / or guardians not complied with or understood. (16.5.20)			
8	Fire instructions and new procedures not reviewed, understood or rehearsed.	Fire drill by household on return	Fire drill on girls' return	No change
9	Fire drills, routes and assembly points not rehearsed. (16.5.20)	Fire drill by household on return	Fire drill on girls' return	No change
10	Insufficient rooms to isolate and supervise pupils (and staff).	Each form has its own classroom Isolation room available Further rooms could be used if needed		No change
33	Laundry, bedding, furnishings, games and items that are hard to clean not removed and stored securely. (16.5.20)	Will not be possible to remove all bedding / furnishings etc.	Walk around school prior to opening to clarify risk areas (e.g. South / Library) and to minimise risks	No change
11	Staff to pupil ratio does not reflect SD rules (including medical and emotional support).	Staff to pupil ratio is more than adequate		No change
12	Insufficient bathroom facilities if bed spaces have been reconfigured.	Each household has sufficient bathroom facilities		No change
13	Clothes and bed linen not washed regularly and at appropriate setting (65°)	Laundry procedures in place – and clothes / linen washed on site		No change
14	Boarders not equipped with authorised equipment to stay-in touch with parents.	Telephones to be wiped down after use		No change
15	Boarders aware of global news and how it may affect them or their family. (16.5.20)	Dealt with as part of normal operating / teaching procedures		No change



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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.	All staff invited to regular staff meetings Inset training Follow-up as required		No change
2	Support staff have insufficient/inappropriate PPE, cleaning materials and training.	See above re School Nurse / Pastoral staff use of PPE		No change
3	Cleaning regimes not reviewed or inspected regularly and not conforming to revised hygiene rules.	Cleaning regime has been reviewed and modified  Cleaners to complete daily checklists to confirm that areas have been cleaned		No change
4	Security and access systems not regularly checked, updated and re-coded.	Covered as part of normal operating procedures  Security codes updated at beginning of term		No change
5	Reconfigured areas, zones and routes hampering fire exits and routes.	Fire exits kept clear as part of reconfiguration		No change

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6	Fire and other emergency procedures not reconfigured, routes not clear or regularly inspected.	No changes to fire emergency procedures  Fire drill has been reorganised to keep households separate		No change
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## 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). (16.5.20)	Oil tanks refilled in May to take advantage of low prices.		No change
2	Insufficient gas supply, venting and valves?	n/a		No change
3	Air conditioning units, ducts not checked on re-occupying school facilities. (17.5.20)	n/a		No change
4	Ventilation and extraction systems not checked. (16.5.20)	n/a		No change
5	Electrical tests not up-to-date including emergency lighting and PAT	All in date.		No change
6	All electrical equipment bought in to school PAT tested? (16.5.20)	RJ to PAT test any electrical items coming into school such as computers.		No change
7	Water testing for temperature, flow and legionella not in date for test.	Testing resumed in May.		No change

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8	Water supply not tested for legionella on re-opening facilities. (16.5.20)	Testing resumed in May.		No change
9	Swimming Pool not secure or inspected regularly. (16.5.20)		Pool testing continued through lockdown.	No change
10	Insufficient arrangements for the operation, cleaning (and use) of the swimming pool.	Management of the pool is outsourced to an external company.	SB to clarify protocol for use of pool such as SD changing arrangements.	No change
11	Fire alarm panel, system and extinguishers not in date and not serviced.	In service.		No change
12	Kitchen not reconfigured, stocked and cleaned if closed over a long period. (16.5.20)	Kitchen staff back in school		Kitchen stocked and cleaned prior to return; staff working in kitchen have undertaken online L2 Food Hygiene Course
13	Insufficient chefs, supervising staff and cleaners to maintain high standards of hygiene. (16.5.20)	Sufficient staffing levels. Should staff levels fall the number of pupils in school would be reduced.		Kitchen to be staffed by suitably trained pastoral staff
14	Servery and dining room rules not properly considered, inadequate or safe. (16.5.20)	Hall to be used at half capacity.  Meal times staggered and where possible lunch to be		No change (although grls are in a single household)

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		delivered outside to separate areas.		
15	Insufficient drinking supplies and hydration available in dining room. (16.5.20)	Drinking fountain not to be used.  Girls to bring in water bottles (washed each day)		No change
16	Laundry wash and dryers not serviceable, unable to cope with demand, temperature requirements and insufficient wash products.	Washers and dryers in service and able to deal with the reduced numbers of boarders.	Ensure laundry is stocked with supplies.	No change
17	Suspended services not re-set. (16.5.20)		Check with accounts that all necessary services have had DD/SO reset	No change
18	Approach not agreed to any scheduled or ongoing building works. (17.5.20)	Ongoing works completed prior to reopening of school		No change
19	Suppliers not following appropriate SD and hygiene measures (17.5.20)	Suppliers to only visit by pre-appointment.		No change
20	Waste procedures not reviewed or sufficient.		FS to reinstate more regular waste collections for July	No change
21	Pest control services not recorded, deficiencies not identified or actioned.	Pest control has continued throughout the closure period.		No change
22	School vehicles not fully registered, insured, maintained and stocked with appropriate hygiene materials.		FS to talk to Robert.	No change

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