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COVID-19 – RISK ASSESSMENT UPDATED – 7 SEPTEMBER 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 th January 2021 22 February 2021 7 September 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 changes in recommendation re face coverings, households etc. ahead of beginning of Autumn term

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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 2021 carried out</p> <p>Update to staff on (with Q&A) safeguarding – 7 September followed by questionnaire</p>	<p>Policy reviewed and updated as of November 2020</p> <p>Policy review now underway</p>	
B	Government advice not being regularly accessed, assessed, recorded and applied.	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>Ongoing review of advice</p> <p>Ongoing review of policies and procedures to ensure that they comply</p>	
C	Unions not consulted over plans. (17.5.20)	n/a – fewer than 20 teaching staff		

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		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)	<p>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.</p> <p>Letter sent to parents outlining key changes – 6 September 2021</p> <p>Staff meeting to communicate the approach to be adopted – 6 September</p>	<p>Ongoing review of procedures and discussion with staff</p> <p>Staff given opportunity to raise questions / concerns at all times</p> <p>COVID-19 procedures document to be finalised and sent to parents</p>	
E	Changes to assessments, procedures and other important matters not reviewed by Governors		See above	Governors updated on status 7 Sep
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 to be sent copy of this risk assessment and our COVID-19 procedures

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G	Suspended services and subscriptions not re-set. (16.5.20)	All necessary Direct Debits and standing orders have been re-set prior to opening	.	No change
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>	<p>Visitors to be by appointment only.</p> <p>Limits on access to school by parents (including fixtures)</p>	
I	Social Distancing (SD) and other hygiene rules not communicated, understood and applied.	Hygiene policy communicated to parents via e-letter prior to reopening. SD no longer required amongst pupils or visitors.	<p>Briefing for all girls on return to be done in forms</p> <p>Access to house and dormitories to be severely restricted</p>	Briefing for all girls and staff on return to school

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		<p>Signage at all entry points and in all rooms that are being used.</p> <p>Staff informed of continued Hygiene protocols 6 September and approach to COVID-19</p> <p>One way corridors replaced by awareness by staff of need to avoid prolonged contact in enclosed spaces. All pupils are considered part of the same household. Teaching.</p> <p>Desks to be spaced as far apart as possible. Rooms to be well-ventilated. Staff reminded of need for regular hand-washing and commonsense approach to SD.</p> <p>During normal operation, a maximum occupancy of 15 in any classroom.</p> <p>Staff informed of importance of avoiding prolonged contact, particularly in enclosed spaces.</p>	Regular ongoing review of procedures to identify and resolve issues	
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

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K	<p>Insufficient supplies of hygiene materials and not being suitably placed.</p>	<p>Nurse and domestic bursar working closely to ensure ample supply of tissues, soap, hand sanitiser, wipes and lidded bins available in suitable areas around the school.</p> <p>Hand sanitiser/tissues/wipes and lidded bins in all classrooms & 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>	<p>Timetable to be adjusted where necessary to allow for additional handwashing.</p>	<p>No change</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>	

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M	No precautions to keep shared teaching equipment (e.g. musical instruments, pens, pointers, keyboards) hygienic. (16.5.20)	Teaching spaces linked to pods. Covid19 hygiene protocols are the responsibility of all staff. Daily briefings and plentiful supplies of wipes and lidded bins (emptied regularly) to assist with cleaning shared equipment.	Musical instruments (exc. pianos) not to be shared. Piano keyboards to be cleaned regularly (ideally after each use).	No change
N	High risk areas not being regularly monitored (including boarding areas) for hygiene.	Heightened cleaning regime around the school monitored by school nurses.		
O	No contingency plans in place for the transition to full opening (or re-closing) including rapidly sharing updates and decisions.	School to reopen 8 September		No change
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

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		No change

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		that parents miss key communications		
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 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..		No change

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4	No system to communicate with parents and staff that have not returned to school for fear of infection.	<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>Letter sent to parents to outline plan.</p> <p>Parents advised to contact the school nurse if they remain concerned</p>		No change
5	Lack of knowledge of where pupils / staff have travelled from (other than home and school). (via app or written diary?)	<p>Pupils and staff have completed a self-certification</p> <p>Regular contact with parents has helped us to identify which children may have been elsewhere</p>		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	New handwash facilities installed outside.	No change

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		<p>suitable facilities) at appropriate times of the day</p> <p>Staff briefed by Deputy Head / School Nurse on timings of the day / procedures (8 September)</p>		
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 (6/7 September)		No change
8	School transport not operating to reflect SD, hygiene, PPE and cleaning arrangements.	School transport to be used; face coverings to be worn if not possible to keep vehicle well-ventilated	CHECK	No change
9	At drop-off and pick-up parents remain in vehicles and SD outside gates and entrances. (17.5.20)	Parents will now be allowed to leave their vehicles and to enter the school for appointments.		No change
10	Insufficient registration throughout the day including lack of temperature / health checks.	<p>No generic temperature tests</p> <p>Pupils, parents and staff made aware of the symptoms</p> <p>School Nurse on site during school day to help monitor girls' health and hygiene</p>		No change

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11	Transit spaces (corridors), social zones (car parks, common rooms, playgrounds) not being configured to SD rules.	Staff and pupils reminded of the need to avoid 'milling around' for too long within the school building. Girls encouraged to be outside when not in lessons or other than at mealtimes or when needing to be inside		No change – although girls will be part of a single household
12	Learning and recreational spaces not configured to SD rules.	Desks in classrooms to be spaced as far apart as possible – principal line of defence: hygiene and ventilation		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.	Timetable reflects differing ages and needs of pupils		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 or practice, and staff handbook policies.	All covered as part of pre-opening inset		No change

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2	DSL and ADSL not easily contacted and their contact information not known to all.	DSL / Deputy SL always on site and details readily available		No change
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)	Wrappers to be revised in light of new Government recommendations	No change
4	Fire drills, routes and assembly points not rehearsed. (16.5.20)	Fire drills to be rehearsed at start of term.	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)	Bubbles / Households no longer a Government recommendation There will be contact between girls of different year groups, but it will be carefully managed.		
6	Needs of each age group and class not considered separately in terms of support, activities and facilities. (14.5.20)	Each age group 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

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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
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)	Staff are encouraged to make full use of the garden / other outside spaces for teaching (weather permitting)		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		No change
13	Drama, dance and music activities not applying SD or hygiene rules	All activities will apply relevant hygiene rules		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.	Staff reminded of need for good hygiene as well as common sense.		No change

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		Library also to be used for break times to reduce risk of overcrowding in a confined space		
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)	Wrapper to be revised in light of new procedures.	No change
18	Transit spaces (corridors), social zones (common rooms / playgrounds) not configured to SD rules.	Limited use of indoor congregation spaces (beyond classroom) Girls to be encouraged to be outside even in inclement weather.		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 Regular cleaning procedures		

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20	Minimising contact and mixing not effective in the classroom and during breaks. (17.5.20)	Girls part of a single household. As mentioned above, however, we will be trying to maximise time spent outside and minimise prolonged contact inside.		
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 hand-washing facilities to give us more capacity		No change
23	Hygiene stations not stocked, checked and cleaned regularly. (16.5.20)	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		No change
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.	All teaching to be face-to-face		

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27	Assemblies, break times, drop-off and collection times not sufficiently well staggered. (14.5.20)	Thorough review of daily routine. Staggered start not required.		
28	Meal times not de-conflicted or possible to achieve SD in the servery and dining areas whilst still providing sufficient nourishment.	Girls part of a single household. Table plan in place to keep unfettered mixing inside to a minimum.		
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
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		
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 Wellbeing days introduced into the school calendar		
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		No change

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		Government recommendations.		
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Medical Risk Assessment in the COVID-19 Environment

	Hazard	Control Measures	Further action required	Comments
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	CHECK STATUS	No change
3	No / insufficient staff supervising / supporting normal medical staff?	Hygiene rules the responsibility of all staff.		No change

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		School nurse supported by pastoral team and teachers		
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		No change
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

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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
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)	Staff not in school are in direct contact with school nurse	Alternative arrangements to be put in place for pupils not in school	No change

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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
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		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.	Visitors require appointments, register on arrival and are required to wear face coverings if they are in enclosed space.		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

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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.	Covered as part of ongoing review of policies	Wrapper to be prepared (setting out details of households and behaviour policy)	No change.
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		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

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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 from family and / or guardians not complied with or understood. (16.5.20)	Regular communication with parents and pupils helps us to ensure that relevant procedures continue to be observed.		No change
8	Fire instructions and new procedures not reviewed, understood or rehearsed.	Fire drill on return	Fire drill on girls' return	No change
9	Fire drills, routes and assembly points not rehearsed. (16.5.20)	Fire drill on return	Fire drill on girls' return	No change
10	Insufficient rooms to isolate and supervise pupils (and staff).	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. Risk limited as the girls are all part of a single household.		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.	School has sufficient bathroom facilities		No change

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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 in place Girls also have supervised access to email		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

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		No change

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		Cleaners to complete daily checklists to confirm that areas have been cleaned		
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
6	Fire and other emergency procedures not reconfigured, routes not clear or regularly inspected.	No changes to fire emergency procedures		No change

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

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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)	RJa 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
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

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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 delivered outside to separate areas.		No change (although grls are in a single household)
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)	CHECK	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 kept separate from rest 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

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20	Waste procedures not reviewed or sufficient.	Waste collections ongoing and sufficient.		
21	Pest control services not recorded, deficiencies not identified or actioned.	Pest control procedures ongoing and sufficient		No change
22	School vehicles not fully registered, insured, maintained and stocked with appropriate hygiene materials.		Checked with Robert.	No change