

COVID RISK ASSESSMENT (Dated 19 April 2021)

	RISK	MITIGATING CONTROL	OWNER & STATUS
A	Policies, planning and compliance		
1	Key policies not updated to reflect changes resulting from COVID-19 measures.	<ul style="list-style-type: none"> a. Review of key policies to assess what revisions need to be made. b. COVID Secure Policy to be documented covering guidelines for staff, guidelines for pupils and parents, medical response arrangements, social distancing arrangements, teaching provision for absent pupils, catering and other areas identified in the risk COVID risk assessment. c. Amendments to key policies to be captured as an annex to each policy where needed. 	<ul style="list-style-type: none"> a. Complete b. Complete c. Complete
2	Government advice not being monitored on a daily basis meaning that the School is not compliant.	<ul style="list-style-type: none"> a. Daily updates from D for E emailed to SMT. b. Daily monitoring of news by members of the SMT. 	SMT / Ongoing
3	Insurers not consulted sufficiently regarding re-opening meaning that the School's insurance is invalid.	<ul style="list-style-type: none"> a. Regular dialogue with School's brokers who have advised that cover will apply if the School adheres to government guidance. b. Risk assessment to be shared with broker and underwriter prior to re-start. 	<ul style="list-style-type: none"> a. Complete b. Complete
4	Risk assessment is not complete and all risks not therefore identified or mitigated appropriately.	Risk assessment based on multiple sources to ensure completeness, including ISBA templates, NEU guidance, D for E guidance, BSA guidance and MOSA.	Bursar / Ongoing
5	Individual risk assessments for activities not updated or revised to take account of risks associated with virus transmission or social distancing measures.	All individual risk assessments to be updated by Department Heads or activity leaders.	Deputy Bursar, Estates / Ongoing
B	Communication & awareness		
1	Changes to policies and methods of working not adequately communicated to staff, pupils, parents and governors.	<ul style="list-style-type: none"> a. Full risk assessment to be reviewed and approved by governors before September 2020. b. Draft risk assessment shared with staff in July 2020 and updated version re-shared at start of September 2020 and in March 2021. c. A summary of the risk assessment focussed on the mitigating control measures to be shared with parents via COVID Secure Policy. 	<ul style="list-style-type: none"> a. Complete b. Complete c. Complete d. Complete

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		d. Briefings to be given to all staff, both academic and bursarial, and pupils on their return to School.	
2	Social distancing rules and other hygiene rules not communicated, understood and applied.	a. COVID Secure Policy to include detail of social distancing and hygiene expectations of all staff, parents and pupils. b. Awareness to be raised through staff briefings, both academic and bursarial. c. Posters to be placed around School reinforcing social distancing and hygiene measures.	a. Complete b. Complete c. Complete
3	Staff and pupils not being reminded and checked to ensure they are complying with hygiene and social distancing rules.	Incorporated as part of amendment to the School Rules, Rewards & Sanctions. Academic Staff briefed that they are expected to enforce as they would any normal school rule.	SMT / Ongoing
4	Communication channels with staff, parents and pupils not effective.	a. COVID page to be set up on School website setting out key documents and points of communication. b. Regular update letters from Head Master to parents and staff. c. Common Room Briefings by SMT. d. Briefing to all Bursarial Staff by Bursar. e. Health & Safety Committee meeting to be convened very early at the start of term for members to feedback on risk assessment.	a. Complete b. Head Master / Ongoing c. SMT / Ongoing d. Bursar / Ongoing e. Complete
5	No system in place to communicate with parents, pupils and staff that have not returned to School for fear of infection, shielding, quarantine etc	a. Housemasters / housemistresses and tutors will remain in contact regardless of whether pupils are present or not. b. SMT, HR and Head of Department to contact staff at home on a regular basis.	a. Deputy Head, Pastoral / Ongoing b. SMT, HR, HoDs / Ongoing
C	Social distancing		
1	Classrooms not set up or configured to support social distancing requirements.	a. Classroom layout to ensure that all pupils face the front with no layouts which mean that pupils are facing each other (eg. horseshoes, Horseshoes, rectangles and longitudinal desk layouts). b. Teaching in classrooms will be restricted to pupils from specific groups which comply with the School's defined bubbles.	a. Complete b. Complete c. Complete d. Complete e. Complete f. Complete g. Complete

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		<ul style="list-style-type: none"> c. Additional mitigating measures to be adopted in classroom environment – Pupils to sanitise hands on entry, pupils to wipe down chair and desk at start of lesson, lidded bins provided, tissues available in each classroom, additional disinfectant spray available in classroom. d. Teachers to be briefed on COVID Secure Policy and mitigating measures to be adopted in classroom environment. e. Screens to be made available for staff where the front row of desks is within 2m of the teacher’s desk. f. Appropriate measures to be put in place in smaller teaching spaces in consultation with relevant teaching staff (eg. Music rooms, Learning Support and EAL). g. The school will implement government guidelines in respect of mask wearing in classrooms. 	
2	Corridors and other high-traffic areas not adequately configured to ensure that social distancing requirements are followed.	<ul style="list-style-type: none"> a. One-way systems to be implemented. b. Queuing areas either to be marked to highlight requirement for social distancing or supervised by members of staff and pupils will be asked to wear masks. c. Cleaning and / or fogging of high-traffic areas to be undertaken using specialist outside contractors 	<ul style="list-style-type: none"> a. Complete b. SMT / Ongoing c. Deputy Bursar, Estates / Ongoing
3	Social spaces in the School not adequately configured to ensure that social distancing requirements are followed or soft furnishings in these spaces could spread the virus.	<ul style="list-style-type: none"> a. 17 Club to remain open with soft furnishings in place as 6th Form will be treated as one entire bubble. Seating in 17 Club to be adjusted to reduce face to face seating. No other year groups will be allowed to enter. Screen to be installed on food / drink counter together with cashless payment system. Registration by NFC card reader required for all 6th Formers will be taken to comply with Test & Trace requirements. b. Tuck Shop will be open for takeaway only. Tuck Shop queue to start in Cyber Café and pupils let in 	<ul style="list-style-type: none"> a. Complete b. Complete c. Ongoing d. Complete e. Complete f. Complete g. No further action h. Complete

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		<p>2 at a time. Screen to be installed on food / drink counter together with cashless payment system.</p> <p>c. Use of the Common Room will be kept to a minimum as per Government advice. Common Room briefings on a Monday will be held elsewhere or via Teams.</p> <p>d. Staff to reminded of need to social distance in Common Room.</p> <p>e. Staff to reminded of need to social distance in bursarial staff rooms.</p> <p>f. Common Rooms in boarding houses to remain open as boarding houses will be considered a bubble.</p> <p>g. Soft furniture and kitchen facilities will not be removed from the Day Houses as they will be considered a bubble. (In each Boys Day House there is separate rooms for each year group and they each have soft furnishings and a kitchen. However, in the Girls Day House whilst the year groups have separate rooms and furnishings and can remain, they have a communal kitchen facility shared across both Houses. A year group rota will need to be put in place across both Houses to allow the kitchen to be used. The Girls will be asked to wipe down between year group bubbles.)</p> <p>h. The school will implement government guidelines in respect of mask wearing indoors.</p>	
4	<p>The structure of the school day is not sufficiently adapted to reduce normal points of congregation which could encourage breaches of social distancing requirements (eg. Lunch, assemblies, break times, prep).</p>	<p>a. School events (eg. assembly, services) which would otherwise bring together different bubbles will be continually reviewed or restricted just to individual bubbles.</p> <p>b. Pupils to be briefed that they cannot mix at break times with other pupils outside of their bubble / group unless they are socially distanced or wearing masks.</p>	<p>a. SMT / Ongoing</p> <p>b. Complete</p> <p>c. Complete</p> <p>d. Complete</p> <p>e. Complete</p>

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		<ul style="list-style-type: none"> c. Class-rooming to be reviewed and revised where practical noting that this will not be practical for many subjects (eg. science, DT, art, music). Extra time to be allowed for between periods to allow for a controlled use of the one-way system. d. All pupils and staff to be issued with ID card that allows for proximity registration and door entry. e. Additional proximity registration point to be located in Awdry Sports Centre to confirm that pupils and staff are registered for temperature checks. 	
5	Staff office accommodation not set up or configured to support social distancing requirements.	<ul style="list-style-type: none"> a. Academic Staff members to address any concerns they have regarding office accommodation to their Head of Department who will feedback to the Deputy Bursar, Estates where additional measures are requested. In the interim, Academic Staff should work in other available classrooms or office space if necessary. b. Bursarial department heads to identify what changes to their own departmental areas are required to comply (eg. desk layout, screening). Where this cannot be practically solved, a rota may be established to allow affected staff members to work from home. Individual Head of Department to review their own departments. 	<ul style="list-style-type: none"> a. Head of Departments & Deputy Bursar, Estates / Ongoing b. Head of Departments Deputy Bursar, Estates / Ongoing
6	Inadequate ventilation in meeting rooms or staff offices	<ul style="list-style-type: none"> a. Staff to be encouraged ventilate offices and meeting rooms by keeping windows or doors open. b. Face to face meetings to be kept short or with minimal attendees if they cannot be held in a well-ventilated space. c. Teams to be considered as an alternative to face to face meetings where practical. 	<ul style="list-style-type: none"> a. Heads of Departments / Ongoing b. Heads of Departments / Ongoing c. Heads of Departments / Ongoing
D	Staff		
1	Staff not adequately consulted over plans	<ul style="list-style-type: none"> a. Draft risk assessment shared with staff in July 2020 and updated version re-shared at start of September 2020. Further update issued March 2021 	<ul style="list-style-type: none"> a. Complete b. Complete c. Complete

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		<ul style="list-style-type: none"> b. Health & Safety Committee meeting to be convened very early at the start of term for members to feedback on risk assessment. c. Staff can request additional PPE if needed. 	
2	Lack of knowledge if staff have been on holiday overseas whether they may have been exposed to the virus in a high-risk area.	Staff to be briefed that they must not come to work if they are in breach of the Government's quarantine rules.	Complete
3	Staff not feeling adequately supported over changes resulting in higher workloads and potential for stress or anxiety.	<ul style="list-style-type: none"> a. Staff to be consulted over changes resulting from this risk assessment. b. Staff to be encouraged to use existing communication channels through SMT, Department Heads, Line Managers, HR etc where stress and anxiety increases. 	<ul style="list-style-type: none"> a. Complete b. Deputy Bursar, HR / Ongoing
4	New staff not adequately inducted in new protocols.	All staff, current and new joiners, to be advised where they can find the COVID Secure Policy.	Complete
5	Staff fail to follow medical advice if they are in a clinically vulnerable (including pregnancy) or clinically extremely vulnerable category.	All staff asked to inform HR if they are considered clinically vulnerable (including pregnancy) or clinically extremely vulnerable so that the School can identify who should and should not be shielding.	Complete
6	Failure of staff to understand isolation rules that if they are symptomatic they should not come to work.	<ul style="list-style-type: none"> a. LFD test kits to be offered to all staff in line with government guidelines. b. COVID Secure Policy to lay out expressly that staff should not come to School if they are unwell or if they or their household members are symptomatic. c. All staff told to follow Government guidance regarding Test and Trace and to self isolate if contacted. 	<ul style="list-style-type: none"> a. Complete b. Complete c. Complete
7	Staff numbers are significantly reduced either because staff are ill, isolating, shielding themselves or family members or too anxious about returning to School.	<ul style="list-style-type: none"> a. All staff asked to inform HR if they are considered clinically vulnerable (including pregnancy) or clinically extremely vulnerable so that the School can identify who should and should not be shielding. b. Isolating and shielding staff to continue to deliver lessons via Teams and Firefly to pupils unless they are ill. 	<ul style="list-style-type: none"> a. Deputy Bursar, HR / Ongoing b. Complete c. Second Master / Ongoing d. SMT / Ongoing

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		<ul style="list-style-type: none"> c. Arrange cover arrangements for staff not able to come to School. d. Pupil numbers to be reduced or school temporarily closed if staffing levels are not sufficient to operate safely. 	
8	Staff may not feel comfortable in returning to School unless they are able to wear masks.	All staff and pupils should wear face coverings inside buildings during the working day (between 8am and 5.30pm) unless they have a valid exemption. This means that they should be worn inside when moving around the School between lessons and in all corridors.	Complete
E	All pupils		
1	Lack of knowledge of where pupils have travelled from and whether they may have been exposed to the virus.	<ul style="list-style-type: none"> a. All pupils arriving from overseas to comply with current quarantine requirements. b. Pupils arriving from overseas will be asked to provide evidence of when they arrived in the country and where from, thus demonstrating compliance with the quarantine requirements. c. Parents to be told that they must not send their children to school if they are in breach of the Government's quarantine rules. 	<ul style="list-style-type: none"> a. SMT / Ongoing b. House Masters & Mistresses / Ongoing c. Complete
2	Pupils (or their parents) follow medical advice if they are in a clinically vulnerable or clinically extremely vulnerable category.	Parents asked to complete a health declaration form for their children so that the School can identify which pupils should and should not be shielding.	Complete
3	Failure of pupils to understand isolation rules that if they are symptomatic they should not come to School.	<ul style="list-style-type: none"> a. COVID Secure Policy to be sent to all parents with clear guidance on the symptoms and the requirement that pupils are not sent to school if they or their family exhibit these. b. All pupils to be given clear guidance on the symptoms and asked to speak to nursing staff or another member of staff if they exhibit any of them. c. All pupils to have their temperatures taken daily via thermographic cameras. Staff to be asked to remain alert for pupils displaying symptoms. d. Should a day pupil display symptoms then they report to the Medical Centre and their parents will 	<ul style="list-style-type: none"> a. Complete b. Complete c. Complete d. Ongoing e. Complete f. Ongoing – subject to latest Government guidance

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		<p>be informed and asked to collect the pupil as soon as possible.</p> <p>e. Boarding pupils displaying symptoms to be sent immediately to Medical Centre.</p> <p>f. COVID Secure Policy to lay out expressly that pupils should not come to School if they are unwell or if their household members are symptomatic unless they have had a negative test.</p>	
4	Pupils may not feel comfortable in returning to School unless they are able to wear masks.	All staff and pupils should wear face coverings inside buildings, although separate arrangements will apply in boarding houses. Day pupils arriving at School on the buses will be required to continue to wear their face covering until they have been through the temperature scanner and have exited the Sports Hall onto the basketball court. At the same time pupils are reminded that they should always remember to socially distance from both staff and other pupils who are not in their 'bubble', wherever possible, both inside and outside.	Complete
5	Pupils do not have sufficient items of School uniform to allow daily washing of items meaning that they come to School with contaminated clothing.	School uniform regulations relaxed to allow pupils to wear sports kit on days when they have PE or games.	Complete
6	Chewing gum left by pupils transmits the virus.	School rules already forbid chewing gum although many pupils break this rule. Rule to be reinforced by communication to parents.	Complete
F	Day pupils		
1	Parents dropping off their children congregate at drop off points in breach of social distancing requirements.	COVID Secure Policy to include requirement that parents do not get out of their cars at drop off or pick up.	Complete
2	Day pupils arrive on site displaying symptoms of COVID-19 with the potential to spread it to others.	<p>a. COVID Secure Policy shared with parents to underline the requirement that symptomatic pupils must not come to School and must follow the government's self-isolation guidance.</p> <p>b. All pupils to walk past thermographic camera in Awdry Sports Centre on arrival at the School. Pupils will tap their registration cards as they walk past so that the School has a record of pupils who</p>	<p>a. Complete</p> <p>b. Complete</p>

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		have not been checked. Day pupils with a high temperature to be isolated in Medical Centre and parents asked to come and collect them as soon as possible.	
3	Day pupils arrive on site with no symptoms but carrying the virus.	All pupils arriving on site to wash their hands and use hand sanitiser on arrival. All pupils to be told to follow other hygiene and distancing requirements during the day. Testing with LFD tests implemented in March 2021.	Complete
4	House registration leads to increased risk of transmission of virus due to finger-registration touch points and the congregation of mixed-groups in a confined space.	<ul style="list-style-type: none"> a. Pupils to be issued with NFC cards for use on touch points instead of fingers. b. Day pupils to be treated as separate bubbles as follows. <ul style="list-style-type: none"> a. Lower School Day Houses b. Upper School Day Houses – 4th, 5th and 6th Form Registration happens via card reader in Awdry Sports Centre.	<ul style="list-style-type: none"> a. Complete b. Complete
5	Pupils accessing lockers in the day houses breach social distancing rules.	Lockers will be available to pupils to allow them to leave items at School. Government guidance says that pupils should limit the amount of equipment they bring to school each day and lockers facilitate this. Pupils will be briefed about the need to socially distance where possible and will be provided with a face mask if this is not possible.	Complete
6	Pupils from other houses visit a different house encouraging the transmission of the virus	No visitors permitted to enter other houses	Complete
G	Boarding pupils		
1	Social distancing and socialisation rules not adhered to in the boarding houses.	<ul style="list-style-type: none"> a. School to follow D for E and BSA guidance in respect of boarding provision. This will be kept under regular review. b. In line with D for E guidance which permits one group for the school day and one group residentially, boarding houses will be treated as independent bubbles allowing pupils to mix across 	<ul style="list-style-type: none"> a. SMT / Ongoing b. No further action c. Complete

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		year groups. Sensible precautions to be implemented in the social areas in boarding houses. c. Procedures for dropping off pupils at the start of term to be revised to restrict visitors from entering the house.	
2	Bathroom facilities may be insufficient if their usage is limited to comply with social distancing requirements.	Bathrooms to be allocated to specific year groups where practicable.	Complete
3	House staff could be exposed to virus if one of their pupils becomes unwell.	Staff briefed on what symptoms to look out for and to be provided with PPE in case they are in contact with ill pupils before they are isolated in the Medical Centre.	Complete
4	Quarantine restrictions prevent pupils arriving ready for the start of term.	a. On-line lessons to be available for pupils quarantining at the start of term. b. Separate risk assessment prepared for quarantine arrangements.	a. Complete b. Complete
5	Insufficient space and resources for isolating overseas boarders on their return to the School.	a. Overseas pupils to be surveyed to assess level of interest in quarantine provision to be offered by School. b. Quarantine plan to be prepared to be sufficient to meet the needs of those wanting to stay here using Evans and potentially Manor.	a. Complete b. Complete
6	Rules and procedures for exeats, trips and other visits not complied with or understood.	a. Overnight trips are currently not recommended by D for E and will therefore not happen. Day trips can be facilitated provided they do not breach the school's bubbles and D for E guidelines. b. Risk assessments for each trip to be updated.	a. Bursar / Ongoing b. Second Master / Ongoing
7	Visitors to boarding houses (eg. parents, other pupils) encourage the transmission of the virus	No visitors permitted to enter the boarding houses, including other pupils at the School.	Complete
8	Boarding staff numbers could be significantly reduced either because house staff fall ill or are isolating.	Boarding staff contingency plan to be developed in case boarding staff numbers are insufficient.	Deputy Head Pastoral / Ongoing
H	Hygiene arrangements including cleaning		
1	Insufficient or unsuitable cleaning regime which fails to address higher risk areas such as toilets, door handles, keypads, switches, photocopiers, hand rails and other frequent touch points.	a. Revised cleaning regimes to be implemented to address higher risk areas including cleaning of toilet facilities during the day. b. Periodic sanitation to be carried out by third party contractors.	a. Complete b. Deputy Bursar, Estates / Ongoing c. Complete d. Complete

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		<ul style="list-style-type: none"> c. Third Party contractor to provide specialist cleaners to sanitise high usage areas on a daily basis. d. Use of frequent touch points for finger registration and printing to be eliminated by issuing pupils with NFC cards. 	
2	Insufficient supplies of hygiene materials	Identify the critical hygiene materials (eg. cleaning products, hand sanitisers, hand soap, hand towels, alcohol wipes, PPE, masks, tissues). Monitor stocks going forward.	Deputy Bursar, Estates / Ongoing (reviewed weekly)
3	Use of shared teaching equipment could transmit the virus between staff members.	<ul style="list-style-type: none"> a. Staff issued with own laptops which limits the need to share computer keyboards etc. b. Staff have been provided with sanitising wipes as part of a “re-start pack” so they can wipe down pens etc before use if needed. c. All classrooms to be provided with a bucket of sanitising wipes, tissues and sanitiser spray so that staff and pupils can wipe down desks, chairs and equipment before use if needed. 	<ul style="list-style-type: none"> a. Complete b. Complete c. Complete
4	Hygiene supplies not adequately or suitably placed around the School site	<ul style="list-style-type: none"> a. 400+ additional wall-mounted hand sanitisers have been installed around the site with one next to the door of every classroom. b. All staff and pupils to be provided with a re-start pack containing hand sanitiser for their personal use, a reusable face mask, sanitising wipes (and a box of gloves for staff). c. Additional hand-washing sites to be installed around the site (eg. outside squash courts, under the Pavilion and Awdry Sports Centre). d. Hot-air hand driers to be replaced with paper towel dispensers. 	<ul style="list-style-type: none"> a. Complete b. Complete c. Complete d. Complete
5	Hygiene supplies not replenished when they run out	<ul style="list-style-type: none"> a. A member of the Facilities Team will monitor usage of products and replenish as needed. b. Staff to be told that may replenish their own products in the classroom by visiting the Facilities Manager. 	<ul style="list-style-type: none"> a. Deputy Bursar, Estates / Ongoing b. Complete
6	Use of water fountains encourages spread of the virus	<ul style="list-style-type: none"> a. Water fountains to be disconnected. 	<ul style="list-style-type: none"> a. Complete

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		b. Pupils are able fill up water bottles from the dining room water taps and the hand-wash stations that will be sanitised on a regular basis.	b. Complete
I	Safeguarding		
1	The changes to the School's working practices have a negative impact on the School's ability to safeguard its pupils.	The risk assessment and the COVID Secure Policy to be reviewed by the SMT (including the DSL) to ensure that any safeguarding implications are understood and addressed appropriately.	Complete
2	School not able to identify and help pupils suffering from anxiety, behavioural issues or other trauma arising from the consequences of lockdown, social distancing or the virus itself.	Guidance to be given to staff on how to identify pupils in need of support and then how to support them.	Deputy Head Pastoral / Ongoing
3	Pupils from Asian backgrounds may experience racism and bullying about the perceived origin of the virus in China.	The School's policy on bullying is sufficient to address this but the COVID Secure Policy will incorporate some expectations of pupil behaviour.	Complete
4	Safeguarding leads not easily contacted or their contact information not known to all if some pupils or staff are not present on the School premises.	a. DSL and DDSL landline phone numbers and email addresses are published on the School website. DSL and DDSLs all able to access email and landline remotely if they are not at School. b. DSL's mobile phone number will be published on the reception voicemail when reception is not manned and also separately to all parents.	a. Complete b. Complete
5	Single Central Register and required documents not adequately updated or checked prior to new staff joining.	No changes to be made or required to existing procedures. All new staff will be required to present verifiable hard copies of documents as is currently the case.	Complete
J	Learning environment		
1	Movement of pupils around the School site increases the risk of transmission.	Timetable to be revised to allow for slower transition of pupils around the site in the one-way system.	Complete
2	Insufficient ventilation and air flow in classrooms.	a. Each classroom to be checked to ensure that there is a sufficient number of opening windows in each one. b. Windows in the classrooms in the Olive Building to be replaced with opening windows.	a. Complete b. Complete

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3	Marking of exercise books and sharing of paper worksheets increases the risk of transmission between staff and pupils.	a. Academic staff to be offered PPE (eg. gloves) if requested or to be asked to consider submission of work electronically instead. b. Staff to be advised to wash hands after handling pupils' books.	a. Complete b. Complete
4	Exam desks positioned too close together facilitating spread of the virus.	Spaces used for exams not to exceed maximum socially distanced capacities.	Deputy Head, Academic / Ongoing
5	Parents' evenings not adequately controlled to enforce social distancing and hygiene measures.	Parents' evenings to be carried out remotely.	Complete
K	Music & Performing Arts		
1	Drama, dance and music activities fail to apply social distancing rules.	Requirement to comply with social distancing rules and bubbles for these activities documented in COVID Secure Policy and reinforced with the relevant members of staff.	Complete
2	Use of shared instruments could transmit the virus between staff and pupils.	a. All music rooms to be provided with a bucket of sanitising wipes so that staff and pupils can wipe down instruments before use if needed. b. Woodwind and Brass instruments will not be shared.	a. Complete b. Complete
3	Use of woodwind or brass instruments or singing leads to spread of virus due to expulsion of infected air and droplets.	a. Teaching of woodwind, brass and singing to follow Government guidelines. b. Ensembles, choir or band practice will only happen if social distancing can be enforced or if screens are in place.	a. Complete b. Complete
5	Music lessons cannot not be taught in music rooms due to size of rooms making social distancing impossible.	Perspex screens installed in rooms where social distancing is not otherwise possible.	Complete
6	Pupils who are not able to attend School are not able to have music lessons.	Delivery of virtual lessons to continue for those pupils remaining at home.	Complete
L	Sport		
1	Sporting activities offered by the School are restarted in contravention of guidance issued by relevant sporting bodies resulting in unsafe	Monitoring of advice from sporting bodies to ensure that all sports are undertaken in line with their guidance.	Director of Sport / Ongoing
2	Risk assessments for each sporting activity not properly formulated to take account of risk of virus transmission or social distancing requirements.	Risk assessments for all sports to be revised.	Complete

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3	Parents and other spectators congregate on site to watch fixtures resulting in higher risk of transmission and breach of social distancing requirements.	COVID Secure Procedures to specify that parents can may only come on site to watch matches on Saturday afternoons when the School shall have implemented appropriate mitigations to enforce social distancing (eg. safe areas for staff and pupils, supervision by senior staff members and one-way systems where needed). Monitoring of wider-government guidelines to ensure that parents can only gather on site when permitted.	Complete
4	The lack of social distancing in the changing facilities increases the risk of transmission of the virus.	Pupils to come to School wearing clean sports kit on the days when they have PE or games.	Complete
5	Use of activities within the Sports Centre encourages spread of the virus.	<ul style="list-style-type: none"> a. Swimming pool to open once relevant sporting body advises on regime for safe opening. b. All indoor sporting facilities to remain closed for outside hire and to be reviewed in Easter 2021 c. Gym to be allowed to open once relevant bodies provide advice on regime for safe opening. 	<ul style="list-style-type: none"> a. Complete b. Sports Centre Manager / Ongoing c. Complete
M	Clubs and societies		
1	Clubs and societies fair may encourage too many pupils to assemble in breach of social distancing requirements and bubbles.	Clubs and societies run on a year-group basis to preserve integrity of bubbles.	Complete
2	Clubs and societies do not operate in a socially distanced way.	<ul style="list-style-type: none"> a. Members of staff responsible for clubs and societies to be briefed that they must comply with social distancing rules and bubbles. b. Where relevant risk assessments for each club or society to be updated to reflect social distancing requirements. 	<ul style="list-style-type: none"> a. Complete b. Second Master / Ongoing
N	School transport		
1	School transport not operating to reflect social distancing, hygiene, PPE or cleaning required to operate safely.	<ul style="list-style-type: none"> a. All bus companies expected to follow government guidance and advice from the Confederation of Passenger Transport. b. Government has confirmed that social distancing is not required on dedicated school transport. c. Dauntsey's bus providers use dedicated school buses that are not used by members of the public whilst transporting pupils. 	<ul style="list-style-type: none"> a. No further action b. No further action c. No further action d. Complete e. Complete f. Complete g. Complete h. Deputy Bursar, Estates / Ongoing

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		<ul style="list-style-type: none"> d. School's COVID Secure Policy to include details of travel regulations including social distancing hand washing or sanitising after disembarkation at School. e. Minibuses to be stocked with a supply of appropriate PPE (eg. face masks and sanitiser). f. Pupils to sit with their peers in order to maintain year group bubbles. g. Review the adequacy of bus prefects as the numbers on the buses are reduced. Brief the bus prefects on their role ensuring that bus protocols are followed. h. Up to date register of all pupils travelling on the bus to be maintained on a daily basis so that Test and Trace teams can access the data in the case of a positive test. 	
2	Social distancing on coaches or minibuses will severely restrict the number of pupils that can be transported to sports fixtures or other trips.	Not applicable as it counts as dedicated school transport under DfE guidance.	Complete
3	Pupils arriving from overseas will not be able transit safely to School.	The School will arrange collection of pupils from airports on school transport and will provide appropriate PPE for the journey to school (eg. face masks, hand sanitiser) and pupils will have temperature checks prior to boarding the buses.	Complete
4	Pupils waiting to board buses do not observe social distancing requirements.	Requirements to socially distance when boarding the buses to be communicated to all bus pupils.	Complete
5	School transport providers go into administration due to financial pressures of COVID-19 and are unable to service the existing contracts.	Approach made to other remaining transport providers to see if they can service the required routes instead.	No further action
O	Visitors, contractors and reception		
1	Access to School not controlled effectively and visitor details not recorded.	<ul style="list-style-type: none"> a. Visitor details logged through InVentry system. b. Consider amending InVentry system to allow a health declaration from all visitors. c. Parents to be advised that they should only come onto School premises for essential reasons (eg. drop off / collection limited to turning circle). 	<ul style="list-style-type: none"> a. Complete b. Complete c. Complete

	RISK	MITIGATING CONTROL	OWNER & STATUS
2	Insufficient induction or supervision of contractors coming on site meaning that symptomatic visitors come on site.	<ul style="list-style-type: none"> a. All visitors and contractors to complete a health declaration as part of sign in process. b. All visitors asked to use hand sanitisers on arrival. 	<ul style="list-style-type: none"> a. Complete b. Complete
3	Social distancing and other hygiene precautions are not observed by visitors arriving at the School reception.	<ul style="list-style-type: none"> a. Glass screen to be installed on reception desk. b. The InVentry touch screen to be wiped down after each visitor. c. Every visitor to be asked to use hand-sanitiser. 	<ul style="list-style-type: none"> a. Complete b. Complete c. Complete
4	Visits by prospective parents or for other marketing activities are not controlled effectively leading to a breach of social distancing or hygiene measures.	<ul style="list-style-type: none"> a. Mercers' Lectures to be cancelled for 20/21 academic year. b. Prospective parent visits will be allowed on site provided they have a pre-arranged appointment. c. They will made aware in advance that there is no access to classrooms or boarding houses (except for the Manor by prior arrangement and only at times when there are no pupils presents). The Matron at the Manor must be advised in advance when visiting parents and Admissions staff are due to arrive. All visitors and accompanying staff members must re-sanitise their hands on arrival at the Manor and wear a mask. d. Visitors must also be advised in advance of arrival that they should wear a mask at all times while they are on the School premises indoors. e. Visiting parents will be advised that there cannot be more than three people in their party. f. Tours for prospective parents will be carried in a socially distanced way and sixth formers may act as guides if they are willing to do so. Tour groups will only be permitted outside, with the exception being Reception, the Head Master's Study the Registrar's office, the ground floor corridor of the Olive Building and the Pavilion (the latter two will only be accessible during periods and not during breaks, change-over times between lessons or other times when pupils are present). 	<ul style="list-style-type: none"> a. Complete b. Registrar / Ongoing c. Registrar / Ongoing d. Registrar / Ongoing e. Registrar / Ongoing f. Registrar / Ongoing

	RISK	MITIGATING CONTROL	OWNER & STATUS
P	Fire safety and emergency procedures		
1	Fire drills and emergency evacuation procedures not rehearsed properly.	Full fire drill may need to be rehearsed more than once if pupils attend School on a rotational basis.	No further action
2	Fire drills and emergency evacuation procedures do not comply with social distancing requirements.	Fire drill procedure to be revised to reflect social distancing requirement, particularly with respect to assembly points.	Complete
3	Fire doors wedged open to increase ventilation and reduce touch points are not closed leading to spread of fire and invalidation of insurance.	Staff to be told not to wedge open fire doors unless absolutely necessary to increase ventilation in the rooms and only while they are occupied.	Complete
4	Inadequate number of fire marshals on site due to higher levels of staff absence.	Review the number of trained fire marshals to ensure sufficient coverage. Consider training more fire marshals if needed.	Deputy Bursar, Estates / Ongoing
5	Inadequate number of first aiders on site due to higher levels of staff absence.	Review the number of trained first aiders to ensure sufficient coverage. Consider training more if needed.	Deputy Bursar, Estates / Ongoing
6	Increased fire risk due to the flammability of hand sanitiser.	Fire risk assessment to be reviewed and updated.	Complete
Q	Medical provision		
1	Insufficient medical staff to deal with daily temperature testing, isolating and monitoring suspected COVID-19 cases, outside appointments and other normal medical issues.	<ul style="list-style-type: none"> a. Pupils with normal coughs and colds will be asked not to attend School, regardless of whether they are symptomatic with COVID-19 or not. This is to prevent higher levels of anxiety for staff and other pupils and to prevent them needing treatment or rest in the Medical Centre. b. Bank nurse and agency staff arrangements to be reviewed to ensure that there is access to appropriate medical staffing. The use of Bank Staff to be kept to a minimum because they can inadvertently spread COVID-19. c. Outside appointments to be limited to only those that are considered absolutely necessary to reduce the burden of staff and also to the reduce the risk of transmission from outside the School. d. Alternative provision to be made for the time-out facilities and counselling routine to reduce the number of pupils attending the Medical Centre in case of suspected cases of COVID-19. 	<ul style="list-style-type: none"> a. Complete b. Complete c. Senior Nurse / Ongoing d. Complete

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2	Those staff members overseeing the thermographic testing not suitably trained meaning that the screening is not sufficiently rigorous.	Training to be arranged for relevant medical staff by camera providers.	Complete
3	Medical centre procedures and risk assessments not suitably revised to respond to COVID-19 issues.	Medical centre procedures and risk assessments to be updated by the Senior Nurse and reviewed by Deputy Bursar, Estates.	Complete
4	Medical centre staff not properly protected from the risk of virus transmission.	PPE provision, in-accordance with NHS guidance for health care staff, to be reviewed to ensure that appropriate and sufficient PPE is held on site in the Medical Centre to deal with a potential outbreak.	Complete
5	Medical centre staff not properly trained in how to put on and dispose of PPE safely.	Training on how to wear and dispose of PPE to be provided.	Complete
6	School unaware of any pupils with pre-existing medical conditions.	Senior Nurse to ensure that the medical forms have been received for all pupils.	Complete
7	Medical staff unable to access testing facilities for boarding pupils who are symptomatic.	Testing now available to anybody in the UK with symptoms. LFD test kits available to all schools.	Complete.
8	Medical staff not sufficiently aware of pupils or staff who may have either had a test previously (positive or negative) or anyone who has been contact with other people who may have tested positive.	Health declaration will ask pupils to state if they have had a positive test.	Complete
9	Inadequate facilities to isolate pupils who are symptomatic – either boarders in the medical centre or day pupils awaiting collection by parents.	Isolation areas to be identified with a contingency for overflow if required.	Complete
10	Temperature testing of pupils arriving on site undertaken using unsafe methods which do not reflect social distancing rules or which prevent risk of transmission.	Pupils arriving on site will be channelled through the rear entrance of the Awdry Sports Centre and asked to walk past a thermographic camera located on the front desk. This does not require any physical contact and social distance markers will be set out along the corridor. Nurse A to review thermographic camera and where pupil show a higher temperature, they will be directed to Nurse B who will recheck their temperature using a digital tympanic thermometer. Both nurses to wear appropriate PPE. Day pupils with raised temperatures to be sent to the Medical Centre where Nurse C will contact the parents. Boarding pupils to go to the Medical Centre. In an emergency where nursing	Deputy Bursar, HR / Ongoing

	RISK	MITIGATING CONTROL	OWNER & STATUS
		<p>staff may not be available, then non-medically training staff may supervise the thermographic camera.</p> <p>Pupils at the Manor will have their temperature taken by a non-medically trained tutor each morning. Pupils arriving late will register at reception and have their temperature taken by the Receptionist.</p>	
11	Daily temperature check data held for longer than necessary in breach of GDPR regulations.	The temperature data will not be recorded.	Complete
12	Boarding pupils unable to access routine dental or medical appointments due to restrictions imposed by the relevant surgeries.	Appointments will be made to the extent they are available and emergency medical care will continue regardless.	Complete
13	Insufficient rooms to isolate and supervise boarding pupils who become symptomatic.	Contingency plan in case additional bed spaces were needed would be to use additional beds in Evans or Awdry House.	Complete
14	Staff and pupils turning up at the Medical Centre unannounced.	<p>a. All staff and pupils to contact the Medical Centre in advance so that the duty nurse can under-take a triage assessment prior to admittance.</p> <p>b. Medical Centre doors to remain locked at all times.</p>	<p>a. Senior Nurse/ Ongoing</p> <p>b. Complete</p>
15	Cross contamination of clothing worn by Nursing Staff	<p>a. Nurses to arrive wearing civilian clothes and change in the Medical Centre.</p> <p>b. Nurses have the option to have their uniforms washed in Medical Centre.</p> <p>c. In the event of any infection, medical staff to change into alternative uniform prior to entering other areas of the school.</p>	<p>a. Complete</p> <p>b. Senior Nurse/Ongoing</p>
R	Facilities		
1	Inadequate or infrequent laundry regime fails to reduce risk of transmission from clothing or bedding from boarding pupils.	<p>a. Laundry capacity to be increased to facilitate more frequent washing routine for boarding houses.</p> <p>b. Laundry procedures to be revised (temperature and detergents) to ensure it is effective.</p>	<p>a. No further action</p> <p>b. Complete</p>
2	Boarding house domestic staff or laundry staff exposed to virus from inappropriate handling of laundry items.	Boarding house domestic staff and laundry staff to be provided with PPE (ie. gloves and masks) when handling dirty laundry.	Complete

	RISK	MITIGATING CONTROL	OWNER & STATUS
3	Washing machines or dryers fail due to service or maintenance issue meaning that dirty laundry cannot be processed fast enough.	Laundry contingency plan to be put in place either by sourcing replacement parts or changing shift pattern of laundry operatives.	Deputy Bursar, Estates / Ongoing
4	Waste handling procedures not sufficient for dealing with potentially contaminated waste streams thereby increasing the risk of infection.	<ul style="list-style-type: none"> a. Waste management protocol to be developed and staff handling waste to be issued with appropriate PPE. b. Lidded pedal bins to be provided in classrooms where needed. c. Waste to be double bagged from the Medical Centre during quarantine period and if there is an outbreak. 	<ul style="list-style-type: none"> a. Deputy Bursar, Estates / Ongoing b. Complete c. Deputy Bursar, Estates / Ongoing
S	IT		
1	The use of IT equipment (eg. computers, printers, photocopiers, finger-registration) may increase the risk of virus transmission due to frequent touching.	<ul style="list-style-type: none"> a. Staff have their own laptops which reduces the risk of shared devices. b. Staff can use sanitising wipes to clean equipment before use. c. Shared keyboards in IT rooms and libraries to be wiped down by pupil using sanitising wipes before they use them. d. Finger-registration units to be removed and replaced with cards. 	<ul style="list-style-type: none"> a. Complete b. Complete c. Complete d. Complete
T	Catering		
1	Insufficient chefs or other catering staff available to prepare food and maintain high standards of hygiene.	Agency chefs available if needed.	Catering Manager / Ongoing
2	Kitchen not appropriately stocked or cleaned having been closed for a period of time.	<ul style="list-style-type: none"> a. Catering Manager to organise a deep clean prior to re-start. b. Catering Manager to restock in August ahead of re-start. c. Stores Manager to check whether food is in date. 	<ul style="list-style-type: none"> a. Complete b. Complete c. Complete
3	Kitchen equipment no longer functioning when turned back on.	Catering Manager to run test in August so that equipment can be repaired before September if needed.	Complete
4	Lack of social distancing in the kitchens or insufficient hygiene standards lead to the transmission of the virus.	<ul style="list-style-type: none"> a. Food preparation risk assessment to be revised and a COVID-19 kitchen and serving protocol to be developed. b. Chefs and kitchen staff to be issued with appropriate PPE. 	<ul style="list-style-type: none"> a. Complete b. Complete c. Complete d. Complete e. Complete

	RISK	MITIGATING CONTROL	OWNER & STATUS
		<ul style="list-style-type: none"> c. Staff will not be able to eat in the dining hall and will have to use take-away option. d. Meals to be served to individual pupil bubbles at any one time (ie. year groups for lunch and houses for breakfast and dinner) e. Tables and chairs to be wiped down between bubble sittings. f. Staff canteen to be cleaned on a regular basis. 	f. Complete
5	Social distancing requirements in the Dining Hall significantly reduces the number of pupils that can be fed at any one time.	<ul style="list-style-type: none"> a. Dining hall will sit 142 people at one time in socially distanced seating pattern b. Screens to be installed along tables to allow pupils to face one another at meal times. c. All meals to be served in disposable packaging to limit potential for cross-contamination and also to facilitate take-away option for lunch. 	<ul style="list-style-type: none"> a. Complete b. Complete c. Complete
U	Buildings and maintenance		
1	Air-conditioning or air-handling units continue to be used allowing the virus to circulate in the air.	<ul style="list-style-type: none"> a. Staff to be advised not to turn on air conditioning units. b. Chimneys in Olive Building to be assessed to ensure it does not increase the risk. 	<ul style="list-style-type: none"> a. Deputy Bursar, Estates / Ongoing b. Complete
2	Windows do not open sufficiently to encourage the flow of fresh air into classrooms.	<ul style="list-style-type: none"> a. Maintenance staff to carry out a window audit to ensure that all classroom windows can be opened. b. Windows in Olive Building to be reviewed to look at options to increase air flow. 	<ul style="list-style-type: none"> a. Complete b. Complete
3	Water supplies not tested for legionella or other bacteria prior to re-opening.	<ul style="list-style-type: none"> a. Testing regime already in place. b. Water being run daily in all building to ensure sufficient throughput of water flow. 	<ul style="list-style-type: none"> a. Complete b. Complete
4	Critical safety checks and maintenance not up to date due to the temporary closure of the School (eg. gas, fire, kitchens, security, accessibility).	Critical safety checks continued throughout the period of closure.	Complete
V	Library		
1	Use of shared spaces in the library leads to a breach of social distancing rules or virus transmissions from desks, keyboards or books.	<ul style="list-style-type: none"> a. One in, one out policy to be put in place to limit capacity based on numbers permitted. b. Pupils to be told to wipe down desks and keyboards before and after use with a sanitising wipe. 	<ul style="list-style-type: none"> a. Head Librarian / Ongoing b. Head Librarian / Ongoing c. No further action d. Complete e. Complete

	RISK	MITIGATING CONTROL	OWNER & STATUS
		<ul style="list-style-type: none"> c. Additional areas around the School to be timetabled for private study. d. Additional screens to be put in place in the Library. e. Pupils to be told to sanitise hands after using books from library. Returned books to be put aside for 72 hours before being handled by staff and re-shelved. 	
W	School Shop		
1	Lack of social distancing and hygiene measures increases the risk of virus transmission.	<ul style="list-style-type: none"> a. One in, one out policy to be put in place to limit capacity based on numbers permitted. b. Shop staff to be issued with appropriate PPE and sanitisers etc. Pupils asked to wear masks in shop. c. Perspex screen to be installed in shop. d. One-way markers to be put in place. 	<ul style="list-style-type: none"> a. Deputy Bursar, Estates / Ongoing b. Complete c. Complete d. Complete
2	Lost property is contaminated with the virus which leads to the onward transmission to shop staff or other items of lost property.	<ul style="list-style-type: none"> a. Pupils to be asked to wear sports kit to School on the days they do sport – the lack of changing reduces the opportunity to lose items. b. All staff handling lost property will be given PPE. c. Lost property to be left untouched for period of 72 hours before being organised to give the virus time to die. d. All lost property to be returned to the Houses for House Staff to distribute. e. Lending of items to pupils will be temporarily stopped. 	<ul style="list-style-type: none"> a. Complete b. Complete c. Complete d. Complete e. Complete
X	On-site COVID-19 Testing		
1	No school 'COVID-19 Testing Privacy Statement in place. COVID-19 Testing Privacy Statement not communicated to staff, parents, pupils and governors	<ul style="list-style-type: none"> a. Dauntsey's School has a dedicated COVID-19 Testing Privacy Statement in place. b. The COVID-19 Testing Privacy Statement has been communicated to staff, parents, pupils and governors. 	Bursar/Ongoing
2	Insufficient staff available to undertake testing.	<ul style="list-style-type: none"> a. Review of available academic and bursarial staff to undertake roles of Team Leader, Test Assistant, Processor, Coordinator, Runner, Registration Assistant, Results Recorder, Cleaner. 	Bursar/Ongoing

	RISK	MITIGATING CONTROL	OWNER & STATUS
		<ul style="list-style-type: none"> b. Trained Test Assistants to supervise all tests. Majority of the Dauntsey's Test assistant are fully trained nurses. c. All staff identified to be informed by HR Department. d. Increase in nursing staff to act as Test Assistants. e. Agency Nurse to be asked to come in. f. Use of additional staff with current DBS. g. Academic Member of staff to control pupils. 	
3	Training of personnel inadequate	<ul style="list-style-type: none"> a. Team Leaders to view on-line training. b. Staff to be sent link to view training material. 	Complete
4	Consent Forms not available and properly completed	<ul style="list-style-type: none"> a. Dedicated consent form created on 'Firefly' and sent to each parent. b. Consent form designed so that active consent is obtained, it requires an answer either yes/no which is communicated electronically to the School. c. Parents to be chased up by Registration Assistant. 	Complete
5	Test site not kept separate from other activities	<ul style="list-style-type: none"> a. Pavilion is a separate building with a dedicated parking area b. The Pavilion is sited on the edge of the campus away from other buildings. 	Complete
6	Test site does not have non-porous floor and lacks the light and ventilation	<ul style="list-style-type: none"> a. The Pavilion has a sealed polished floor making the area non-porous. b. The Pavilion is well lit at all times. c. Fully automated windows and additional doors. 	Complete
7	The process barcoding, recording and uploading to NHS Digital not properly implemented	<ul style="list-style-type: none"> a. Each pupil will have a designated card and a unique bar code. b. Only those pupils who have consented will have their details uploaded to the NHS site. c. The card will contain the following information: name, house, gender, DoB, Age on 4 Mar 2021, unique bar code and the results of each test. d. The data will be pre-registered and uploaded to NHS Digital. e. The results will be collected by bar code reader. 	Deputy Bursar Estates/Ongoing

	RISK	MITIGATING CONTROL	OWNER & STATUS
8	Not interpreting the LFD Results correctly	<ul style="list-style-type: none"> a. The results from the device will be recorded by the staff member after 30 minutes. The timing is critical, as leaving the test for longer can lead to false positive results and the test will need to be repeated. b. Results should be recorded in line with the following: Negative: The presence of only the control line (C) and no test line (T) within the result window indicating a negative result. Positive: The presence of the test line (T) and the control line (C) within the result window, regardless of which line appears first, indicating a positive result. The presence of any test line (T), no matter how faint, indicates a positive result. Invalid result: If the control line (C) is not visible within the result window after performing the test, the result is considered invalid. c. When an invalid result is observed, the test will be repeated with a new test kit. 	Deputy Bursar Estates/Ongoing
9	Test Site Registration, Swabbing, recording and Processing desks and waiting areas not on a one- way system	<ul style="list-style-type: none"> a. The Pavilion has a dedicated and well signed one-way system which starts with the waiting area, registration desk, 6 designated swabbing zones separated by screens, and departure door. b. The test assistants to operate swabbing desks and are separated from the pupils by a screen in order to maintain social distancing. c. Test assistants advise pupils on how to take the swab who will then place swab into the dedicated test tube and squeeze the liquid. d. Test Assistants will then take test tube and place 2 drops into the test slide and record time. e. The test card will be taken by the runner to the analysis desk. Once a negative or positive tick is recorded at the 30-minute interval the results card is then taken to the recording desk for inclusion on to the NHS template. 	Deputy Bursar, Estates/ Ongoing

	RISK	MITIGATING CONTROL	OWNER & STATUS
		<ul style="list-style-type: none"> f. There is a clear demarcation between the swabbing and processing area. g. Non-authorized personnel are unable to enter the processing area. h. The Team leaders provide evidence of quality assurance. i. The dedicated cleaners will clean all areas where the pupils have sat, seats, swabbing desk a, mirror and screen. j. Pupils leave swabbing area and follow one-way system. k. For first test the pupils return to parent's car to await result. Boarders will be unable to enter the Boarding House until a negative result is received. 	
10	Testing kits not stored at ambient temperature	<ul style="list-style-type: none"> a. All tests stored between 2 and 30 degrees C. b. Tests given at ambient temperature of 15 to 30 degrees C. 	Deputy Bursar, Estates/ Ongoing
11	Communication of the result not communicated properly	<ul style="list-style-type: none"> a. The result will be communicated to the parent/pupil by email confirming either negative or positive result. b. Boarding House staff will only be informed of a positive test result. 	Bursar/Deputy Bursar Estates/ Ongoing
12	Inadequate disposal of waste material.	<ul style="list-style-type: none"> a. All waste to be disposed of in sealed bags using the dedicated foot pedal bins. b. Waste material can then be treated a normal waste and placed into black bin bags and disposed of accordingly. 	Deputy Bursar Estates/ Ongoing