


# DOWNSIDE

## Covid-19 Risk Register


17 September 2020

Ref.	Risk Details	Owner	Controls	Actions	Executive Summary	Trend	
1	<p><b>Title:</b> Inadequate hygiene practices</p> <p><b>Events:</b> Inadequate hygiene practices will lead to a rapid transmission of infection. This could lead to major disruption to the school, including closure and potential serious illness or death of pupils, staff or visitors.</p> <p><b>Causes:</b> Failure to implement and enforce good hygiene practices in terms of personal hygiene and cleaning regimes across the School.</p> <p><b>Consequences:</b> Closure of the School due to an outbreak. Death or serious illness. Litigation for failure to meet required legislation or standards.</p> <p><b>Risk Assessment:</b></p> 	suzanne faloon, Claire Murphy, michelle pye, Caroline Brawley	<p><b>Overall Control Effectiveness:</b> ●</p> <p><b>Policies:</b> Whole School Risk Assessment ; Gives clear information on how all key risks relating to hygiene practices will be followed.</p> <p><b>Systems &amp; Processes:</b> Provision of robust cleaning programme across the site. Clear signage. Multiple points for hand sanitisation. Provision of sanitisation kits across the site for regular touch point cleaning between main cleaning schedules. ; Provides cleaning instructions and products for all those on site giving reassurance and ability to quickly address and cleaning requirements.</p> <p><b>Training &amp; Communications:</b> Provision of Training to all staff at Induction when returning to work or at whole School INSET to ensure all staff are aware of what products they can use and how to use them to best effect. ; A workforce that has a clear understanding of how to ensure areas are kept clean and safe for use to minimise risk of infection transmission</p> <p><b>Risk Transfer &amp; Insurance:</b></p> <p><b>Governance &amp; Reporting:</b> Reporting to Board of Governors on management of infection control. ; Ensuring no cases of COVID-19 or swift control of any reported cases.</p>	To work with Pastoral staff and provide them with advice and guidance on how they can support the main cleaning and laundry programme across the School site. Ensure all boarding houses are aware of the cleaning protocols that will be put in place, and the process for collection and delivery of laundry to houses. (suzanne faloon)	16/10/2020 ○	Key to the prevention in the spread of COVID-19 are scrupulous hygiene practices including regular hand washing or sanitisation, using the government guidance on how to do so effectively. Coupled with this is a robust programme of cleaning and sanitisation of regular touch points and areas of shared use.	➔

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				<p>To provide clear signage around the site directing staff, pupils and visitors to site to follow hand hygiene protocols for hand washing and hand sanitisation. To provide hand sanitisation points at all key entrance/exits to buildings. To ensure a good supply of hand sanitiser is kept in stock at all times. To arranged for domestic staff to make regular checks of hand sanitisation points and ensure they are kept topped up with product. (suzanne faloon)</p>	<p>16/10/2020 ○</p>	


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				<p>Ensure cleaning regime includes regular sanitisation of shared facilities such as dining areas, drink or vending machines, kitchen areas, crockery and cutlery, bins and all catering related facilities. To work closely with the Catering Manager and their team on all catering related matters to ensure santisation of refectory between meal sittings and appropriate sanitisation points for hand cleaning. (suzanne faloon)</p>	<p>16/10/2020 ○</p>	
				<p>Put in place correct interventions to prevent risk of Legionella outbreak due to many buildings being out of normal use until School reopens. (Martin Holden)</p>	<p>06/09/2020 ○</p>	


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				<p>Develop and implement a cleaning regime that increases cleaning capacity in high traffic areas and touch points. Provide sanitisation kits for staff to use in between main cleaning programmes. Provide appropriate sanitisation tools e.g. cleaning wipes, for shared areas such as photocopiers and computer rooms. (suzanne faloon)</p> <p>16/10/2020 ○</p> <p>Deep clean to take place during half term should boarding houses be relatively clear. (suzanne faloon)</p> <p>31/10/2020 ●</p>		
2	<p><b>Title:</b> Outbreak of COVID-19 in the School</p> <p><b>Events:</b> A number of pupils and staff could fall ill due to COVID-19 which could significantly impact on the safe opening and running of the school due to available staffing.</p> <p><b>Causes:</b> Failing to follow Government guidance for social distancing, hand</p>	Caroline Brawley, Andrew Hobbs, Michael Randall	<p><b>Overall Control Effectiveness:</b> ●</p> <p><b>Policies:</b> Whole School Risk Assessment. ; A whole School Risk Assessment detailing all the hazards and controls for COVID 19</p> <p><b>Systems &amp; Processes:</b> Providing guidance for staff in the form of return to work inductions, localised risk assessments and written guidance published on the shared information drive. ; This provides staff with clear information about how they can work at School safely</p>	<p>To identify all new fire hazards as a result of implementing control measures for COVID-19 and to ensure these are addressed to ensure fire safety plans updated accordingly. (Martin Holden)</p> <p>30/09/2020 ●</p>	The School should put in place all reasonable measures possible to prevent an outbreak of COVID-19 in the School and to ensure the safety and welfare of all pupils, staff and visitors to the site.	➔

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	<p>hygiene and staying at home if displaying symptoms. Failing to ensure appropriate cleaning regimes around the School site.</p> <p><b>Consequences:</b> Possible outcomes from an outbreak are serious illness or death. Additionally, there could be resultant litigation from an employee, pupil, parent or visitor if the School has not put in place sufficient control measures to minimise the risk of an outbreak.</p> <p><b>Risk Assessment:</b></p> 		<p>and minimise risk of catching or spreading COVID.</p> <p><b>Training &amp; Communications:</b> Training and communication with staff through return to work inductions, whole School INSET and development of local area specific risk assessments. Training provided by SLT leads and subject matter experts e.g. DSL and Health Centre Lead. All information from INSET is added to the shared information drive for all staff to access. Head Master's communications to parents and guardians. ; Ensures all staff are provided with the same information and receive a collective opportunity to ask and hear responses to questions. Ensuring parents and guardians are kept up to date.</p> <p><b>Risk Transfer &amp; Insurance:</b></p> <p><b>Governance &amp; Reporting:</b> Head Master updates Governing Body of all actions relating to the management of COVID-19 ; Regular meetings in person of via Zoom with the Chair, Deputy Chair and full governing body as required.</p>	<p>To ensure Child Protection Policy is updated to account for any changes in school operation either on site or remotely that impact on keeping children safe in education. (Claire Murphy) 30/09/2020 ●</p> <p>Ensure that Senior Leadership Team are implementing all Government guidance in their respective areas of responsibility. (Andrew Hobbs) 04/09/2020 ○</p> <p>To identify any suspected cases of COVID-19 on site and alert the Head Master, Director of Pastoral Care and Director of Operations so that appropriate actions can be triggered. (michelle pye) 30/09/2020 ●</p> <p>To ensure provision of medical treatment / first aid to asymptomatic or symptomatic individuals. (michelle pye) 30/09/2020 ●</p>		


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				<p>To ensure appropriate safeguards are in place should there be a prolonged absence of the Designated Safeguarding Lead (DSL) or other key safeguarding staff such as the Deputy Designated Safeguarding Leads (DDSLs) (Andrew Hobbs) 28/08/2020 ○</p> <p>To ensure appropriate risk assessments are in place for any new or adapted teaching or other related activities. (Michael Randall) 02/09/2020 ○</p> <p>To ensure adequate numbers of first aid trained support staff across the site. (Caroline Brawley) 30/09/2020 ●</p> <p>To ensure adequate numbers of medical staff in the health centre and adequate numbers of first aid trained staff in the boarding houses. (Claire Murphy) 30/09/2020 ●</p>		

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				<p>To ensure adequate number of trained fire personnel in respect of responding to fire alarms and evacuation procedures. Taking into account a possible reduction in personnel due to a COVID outbreak. (Martin Holden) 30/09/2020 ●</p>		
				<p>To ensure adequate communication on COVID related procedures to parents, pupils, staff, guardians, carers and all visitors to the School site including contractors and suppliers. (Andrew Hobbs) 21/08/2020 ○</p>		
				<p>To gain board approval for, and monitor the implementation and effectiveness of the School's COVID-19 risk assessment and any associated policies and procedures. (Andrew Hobbs) 21/08/2020 ○</p>		



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3	<p><b>Title:</b> Full School closure</p> <p><b>Events:</b> The School may have to close if there is a significant local outbreak outside or inside the school leading to a lock down or reduction of available staff below minimum standards. Significant reduction in income if services are unavailable and cannot be charged for or if the economy affects affordability of the Schools services for our client base.</p> <p><b>Causes:</b> Significant COVID-19 Outbreak. Significant recession due to a crash in the economy nationally and internationally.</p> <p><b>Consequences:</b> The School would have to close resulting in redundancy of all staff and the requirement for 330 pupils to find alternative school provision.</p> <p><b>Risk Assessment:</b></p> 	Michael Randall, Adam Cray, Caroline Brawley, Andrew Hobbs	<p><b>Overall Control Effectiveness:</b> ●</p> <p><b>Policies:</b> Whole School risk assessment ; Details the School's controls for managing COVID-19</p> <p><b>Systems &amp; Processes:</b> Appropriate financial management to ensure cash flow sustained to meet organisations needs ; Good practices in place to collect fee income and to ensure appropriate budget controls are in place to minimise unnecessary expenditure.</p> <p><b>Training &amp; Communications:</b> Head Master to ensure clear communication to Parents, Pupils, Staff and all visitor types regarding the status of the School ; Information shared via website, briefings, INSET, newsletters, letters to parents and staff</p> <p><b>Risk Transfer &amp; Insurance:</b> Director of Finance to ensure appropriate insurance cover is in place for the School ; Providing appropriate cover for school</p> <p><b>Governance &amp; Reporting:</b> Ensuring the Governing Body are kept informed of the financial health of the School through the GFRC and that any incidents of COVID are identified swiftly. ; Governing body have full sight of the Schools position and can provide advice and guidance to support the Senior Leadership Team</p>	<p>Head of Nursing to ensure that Head Master is immediately notified of any suspected cases of COVID-19 in the School so that swift intervention can take place to reduce the spread of infection. (michelle pye) 30/09/2020 ●</p> <p>Director of Finance to ensure financial information is kept up to date and that all income is collected in a timely manner to keep the school solvent. (Adam Cray) 30/09/2020 ●</p> <p>Head Master to ensure he is fully informed by his Senior Leadership Team of all threats to the closure of the School be they financial or a COVID-19 outbreak. (Andrew Hobbs) 30/09/2020 ●</p>	In the event of an internal or external outbreak of COVID-19, it may be necessary to close the School. Additionally, if there were to be a rapid drop in income due to COVID-19 with pupil withdrawals and non payment of fees this could impact the financial viability of the School as it enters a it's second year of trading.	→
4	<p><b>Title:</b> Vulnerable and high risk groups or individuals</p> <p><b>Events:</b> A vulnerable or high risk employee or pupil catches</p>	michelle pye, Claire Murphy,	<p><b>Overall Control Effectiveness:</b> ●</p> <p><b>Policies:</b> Ensuring Child Protection Policy reflects how pupils in this group will be cared for</p>		During the COVID-19 outbreak there will be certain groups that have a higher level of	→

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	<p>COVID-19 with the risk of severe illness or death.</p> <p><b>Causes:</b> This could happen if appropriate steps are not taken to follow all guidance for shielding. This could also happen if appropriate steps are not taken to minimise risk once shielding is not in place.</p> <p><b>Consequences:</b> Serious illness or death.</p> <p><b>Risk Assessment:</b></p> 	<p>Caroline Brawley</p>	<p>during COVID-19 ; Ensures safety of pupils at School</p> <p><b>Systems &amp; Processes:</b> Ensuring all staff who are known to be high risk or vulnerable groups are met with and all reasonable adjustments are made to ensure their safety at work. Ensure Director of Pastoral Care and Head of Nursing are monitoring all pupils in this category. ; Staff and pupils feeling safe to return to School</p> <p><b>Training &amp; Communications:</b> Ensure that Staff and Pupils are communicated with if they are high risk or vulnerable and that they are advise of measures in place to support them. Director of Pastoral care to lead on communications with pupils in liaison with Head of Nursing ; Staff and Pupils feel safe at School</p> <p><b>Risk Transfer &amp; Insurance:</b></p> <p><b>Governance &amp; Reporting:</b> Head Master to Report to Governing Body ; Confirmation that effective measure are in place for these groups</p>	<p>To identify pupils with underlying health conditions that may put them at increased or very high risk of severe illness from COVID-19. To work with the Director of Pastoral Care to develop plans to ensure safety of these pupils whilst at School. (michelle pye)</p> <p>Update Child Protection Policy to reflect actions taken in the case of vulnerable or high risk pupils in relation to COVID-19. (Caroline Brawley)</p>	<p>30/09/2020 ●</p> <p>30/09/2020 ●</p> <p>vulnerability to infection due their age or a preexisting medical condition that is deemed to put them in a vulnerable category. Where the Government advice dictates that certain groups should be shielding, this must be followed.</p>	

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				All staff in vulnerable or high risk groups to be met with to discuss their individual case. Where staff have been shielding, they require a return to work meeting/discussion to ensure appropriate measures are in place to minimise risk and to ensure they feel safe at work. (Caroline Brawley)	10/09/2020 ○	
5	<p><b>Title:</b> Mental Health and Well-being</p> <p><b>Events:</b> Increased levels of anxiety for staff and pupils who are worried about catching COVID-19. This could result in a reduction of staff or pupils returning to School.</p> <p><b>Causes:</b> COVID-19 is still an active threat and as yet there is no vaccine against it.</p> <p><b>Consequences:</b> Long term effect on mental health resulting in the requirement for clinical intervention. Litigation from staff or parents who feel this matter has not be properly addressed by the organisation. Increased levels</p>	Andrew Hobbs, michelle pye, Claire Murphy, Caroline Brawley	<p><b>Overall Control Effectiveness:</b> ●</p> <p><b>Policies:</b> School wide policies for staff and pupils that include health and wellbeing ; Communicated regularly at INSET days</p> <p><b>Systems &amp; Processes:</b> Employee Assistance Programme for Staff offering counselling and advice services. On site Health Centre for Pupils providing professional medical and emotional support. ; Services promoted to staff an pupils/parents.</p> <p><b>Training &amp; Communications:</b> Training of Pastoral Staff ; Training provided at INSET</p> <p><b>Risk Transfer &amp; Insurance:</b></p>	To monitor existing and new cases of mental ill health among pupils that are affected by anxieties related to COVID-19. Ensure appropriate interventions are put in place and communicated to key stakeholders such as pastoral staff. (michelle pye)	10/09/2020 ●	Staff and pupils returning to School have been provided with clear information and guidance on safe practices for being at School. A number of measures have been put in place to support the School being a COVID safe environment. The return to work/school has reduced the impact of isolation and lone working however, there will still be some anxieties about the ongoing threat of COVID. →

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	<p>of sickness absence resulting in reduced capacity to deliver services.</p> <p><b>Risk Assessment:</b></p> 		<p><b>Governance &amp; Reporting:</b> Reporting to Governing Body at Governors Meetings ; Termly updates and more frequent contact during School closure period.</p>	<p>Ensure that staff who are lone working on site are kept in touch with and that there is a process for them to check in and out for the purposes of fire safety. Invite all on site staff to attend lunch for social interaction during their working day. Encourage staff to work from home if possible. (Caroline Brawley) 30/03/2020 ○</p> <p>To reduce the fear and anxiety staff may have about returning to school. Provide clear information and guidance to staff on how the School will manage the COVID risk. This includes a risk assessment on safe return to work and guidance on safe return to work. Ensure information is embedded at a return to work induction as each group of staff returns. (Caroline Brawley) 03/09/2020 ○</p>		


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				To ensure robust processes are in place to reduce the fear and anxiety pupils and their parents may have about returning to school. Provide clear information and guidance to families on how the School will manage the COVID risk. (Claire Murphy)	23/08/2020 ○		
6	<p><b>Title:</b> Home or off site working</p> <p><b>Events:</b> Home working could result in MSK issues for staff or pupils not working at an appropriate workstation or taking appropriate breaks. There are safeguarding risks with using on-line teaching methods, particularly in one-to-one tuition.</p> <p><b>Causes:</b> It has been necessary for staff and pupils to work remotely due to COVID-19 lockdown.</p> <p><b>Consequences:</b> Disengagement of staff and pupils due to reduced interaction. MSK issues due to working at inappropriate work station. Safeguarding issues arising from on line working or issues at home due to prolonged time away from School.</p>	michelle pye, Michael Randall, Claire Murphy, Caroline Brawley	<p><b>Overall Control Effectiveness:</b> ●</p> <p><b>Policies:</b> Provision of Home Working Guidance for Staff including HSE assessment tool and home working survey ; Staff completed and return survey and identify any concerns or requirements.</p> <p><b>Systems &amp; Processes:</b></p> <p><b>Training &amp; Communications:</b> Provision of training for staff and pupils on use of IT for remote working including safeguarding practices for teachers and pupils ; Teaching able to continue effectively via remote learning whilst School site not open.</p> <p><b>Risk Transfer &amp; Insurance:</b></p> <p><b>Governance &amp; Reporting:</b></p>	<p>Ensure risks to students associated with use of Display Screen Equipment (DSE) at home are addressed. (Claire Murphy)</p> <p>Staff provided with guidance for home working. Staff provided with a home working survey. Staff provided with HSE guidance regarding use of DSE in order to assess their home work station. (Caroline Brawley)</p>	<p>30/09/2020 ●</p> <p>20/03/2020 ○</p>	The re-opening of School has meant a significant reduction in home or off site working. The majority of pupils and staff are now based on site.	↓



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	<p><b>Risk Assessment:</b></p> 			<p>Ensure appropriate safeguards are in place to safeguard pupils and staff undertaking 1:1 tuition such as music lessons. (Claire Murphy) 30/09/2020 ●</p> <p>Update Child Protection Policy to reflect safeguarding requirements whilst remote working and teaching is taking place. (Claire Murphy) 23/08/2020 ○</p>		
7	<p><b>Title:</b> Travel to and from School site</p> <p><b>Events:</b> Increased risk of transmission of COVID-19 with more contacts being made between people.</p> <p><b>Causes:</b> Necessity to travel in and out of site for a variety of essential business reasons.</p> <p><b>Consequences:</b> The increased level of movement leads to an outbreak in the School.</p> <p><b>Risk Assessment:</b></p> 	Michael Randall, Claire Murphy, Caroline Brawley	<p><b>Overall Control Effectiveness:</b> ●</p> <p><b>Policies:</b> Risk Assessment and Guidance on Safe to Work ; Ensure staff are aware of the requirements they need to follow to reduce risk of transmission.</p> <p><b>Systems &amp; Processes:</b> Modification of Visitor process to reduce contact with receptionist. Minimal waiting time in reception area. Main door kept locked to ensure control over who enters building to ensure safe practices are followed. ; Reduce traffic in reception area where visitors must report to on arrival, including contractors and deliveries.</p> <p><b>Training &amp; Communications:</b> Explanation of Staff Safe Return to Work Guidance at INSET ; Sets clear process</p> <p><b>Risk Transfer &amp; Insurance:</b> To ensure appropriate insurance in place</p>	<p>Ensure pupils and parents are advised of COVID safe practices when driving to and from the School site and the School's requirements when the arrive at site. (Michael Randall) 23/08/2020 ○</p> <p>Ensure that staff are given guidance on safe practice for travelling to work using their own means. (Caroline Brawley) 03/08/2020 ○</p>	There will be a requirement for staff and pupils to travel to and from School on a daily basis. This may be by personal vehicle, School transport or public transport. There will also be visitors, contractors and delivery companies travelling to and from the School on a daily basis on essential business.	↓

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			<p>for School vehicles ; Appropriate cover in the event of a claim</p> <p><b>Governance &amp; Reporting:</b> Reporting to Governing Body ; Governors updated on movements at the School</p>	<p>To ensure that the School transport vehicles are appropriately serviced and cleaned before reopening and that the mini bus drivers are fully inducted into COVID safe practices for driving and maintaining the School vehicles. (Caroline Brawley)      23/08/2020 ○</p> <p>To ensure that any contracted transport services such as coach companies or taxi's, arranged by the School for transporting pupils, are fully risk assessed and comply with appropriate COVID safe practices. (Michael Randall)      23/08/2020 ○</p>		

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				<p>To ensure all visits to the School that involve pupils e.g. sports fixtures, school visits, visiting speakers, careers fairs etc. are only arranged following a full COVID-19 risk assessment that takes into account all Government guidance in place. (Michael Randall)</p>	<p>30/09/2020 ●</p>	
				<p>Off site trips and education visits. To ensure that any such visits are fully risk assessed and take into account all of the Government guidance in place at any point in time in respect of such trips/visits. (Michael Randall)</p>	<p>30/09/2020 ●</p>	
				<p>To ensure that all staff are made aware of the safe return to work guidance and risk assessment and that they understand visitors to site should be for essential School business only. (Martin Holden)</p>	<p>23/08/2020 ○</p>	

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				<p>To ensure that contractors and suppliers are only visiting site for essential business. (Martin Holden) 23/08/2020 ○</p> <p>Update Child Protection Policy to reflect new procedures for travel related to COVID-19. (Claire Murphy) 30/09/2020 ●</p>		
8	<p><b>Title:</b> Risk of exposure due to insufficient PPE</p> <p><b>Events:</b> Exposure to a hazardous workplace substance happening because appropriate PPE was not provided or worn.</p> <p><b>Causes:</b> Not planning ahead and having sufficient stocks available. Not ensuring staff are given appropriate PPE and training in its use. Not postponing tasks requiring PPE if it is not available.</p> <p><b>Consequences:</b> An accident at work requiring RIDDOR reporting. Potential litigation from HSE or employee for failing to follow regulations. Death or serious injury to employee/s.</p>	<p>michelle pye, Caroline Brawley, suzanne faloon, Martin Holden</p>	<p><b>Overall Control Effectiveness:</b> ●</p> <p><b>Policies:</b> Health and Safety Policy ; Detailing safe ways of working</p> <p><b>Systems &amp; Processes:</b> Incident Reporting Process ; Reported incidents followed up by Health and Safety Officer</p> <p><b>Training &amp; Communications:</b> Health and Safety update training at INSET. Ensuring staff attend appropriate training courses before undertaking hazardous tasks. ; Staff are booked onto courses relevant to risks posed by their role.</p> <p><b>Risk Transfer &amp; Insurance:</b> Director of Finance to ensure adequate risk management insurance in place ; Adequate insurance in place in the event of a claim</p> <p><b>Governance &amp; Reporting:</b> Chair of Health and Safety Committee reporting termly to the Board of Directors ; New Health and Safety Committee</p>	<p>Head of Building and Engineering to ensure works team have appropriate levels of PPE if they have to enter a high risk area during an outbreak in order to carry out essential business critical maintenance work. (Martin Holden) 03/09/2020 ○</p>	<p>Personal Protective Equipment (PPE is required where a task poses the risk of exposure to hazardous workplace substances. Where appropriate PPE is not available the the task should be postponed until it is.</p>	<p>↓</p>

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	<p data-bbox="174 126 365 149"><b>Risk Assessment:</b></p> 		<p data-bbox="716 126 1163 220">structure introduced to ensure actions resulting from Health and Safety policy are completed in a timely and effective way.</p>	<p data-bbox="1199 133 1600 1089">           Head of Estate      16/10/2020    ○            Operations to ensure that all domestic staff have correct PPE for use of hazardous cleaning materials whilst deep cleaning the School in advance of reopening. The same should be available for maintenance of increased cleaning schedule when School fully reopens. PPE should be made available to any staff who require it, where there is a higher risk of COVID-19 exposure when they are cleaning local areas.            (suzanne faloon)         </p> <p data-bbox="1199 1118 1600 1539">           Head of Nursing to      23/08/2020    ○            ensure nursing and health centre staff are provided with appropriate PPE when attending to patients in the Health Centre who may be infected with COVID-19 or suspected of having it. (michelle pye)         </p>		

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9	<p><b>Title:</b> Failure to implement Government legislation and guidance</p> <p><b>Events:</b> Failure to follow published guidance/legislation from Government and to implement appropriate measures for safe running of the School during COVID-19.</p> <p><b>Causes:</b> Not keeping abreast of published guidance/legislation. Not including all key stakeholders in discussions around appropriate implementation strategies for guidance and legislation. Not appropriately communicating requirements to end users.</p> <p><b>Consequences:</b> A failure to follow guidance and legislation could lead to a COVID related death or serious illness. Additionally, there could be resultant litigation from an employee, pupil, parent or visitor if the School has not put in place sufficient control measures to ensure the correct laws and procedures are being followed.</p> <p><b>Risk Assessment:</b></p> 	Michael Randall, Andrew Hobbs, Caroline Brawley	<p><b>Overall Control Effectiveness:</b> <span style="color: green;">●</span></p> <p><b>Policies:</b> Whole School Risk Assessment ; Ensures all areas of risk are covered</p> <p><b>Systems &amp; Processes:</b> Delegating areas of work to SLT members to take responsibility for ensuring COVID safe practice in their respective areas of responsibility ; A leadership approach to ensuring guidance is implemented and followed.</p> <p><b>Training &amp; Communications:</b> Guidance for Staff on Safe Return to Work ; Advice for staff on the behaviours required to return to work safely.</p> <p><b>Risk Transfer &amp; Insurance:</b></p> <p><b>Governance &amp; Reporting:</b> Reporting to Board of Governors ; Updates provided on measures taken in the School to follow guidance.</p>	<p>Ensure all pupils are educated on the symptoms of COVID-19 and what they should do if they believe they have any of the symptoms. (Michael Randall) 06/09/2020 ○</p> <p>Ensure all staff are advised of what to do if they display COVID-19 symptoms through information provided in the safe return to work guidance. (Caroline Brawley) 03/08/2020 ○</p> <p>To advise staff through the safe return to work guidance that they should cover their face with a face mask if they have to work in an enclosed space with others or in close proximity (i.e. closer than the recommended social distance) for any period of time, and when moving through communal areas such as hallways. (Caroline Brawley) 03/08/2020 ○</p>	The Government are providing significant guidance and legislation on all aspects of the management of COVID-19. This guidance is used by the School for the subsequent creation of appropriate guidance for staff, parents, pupils and visitors and to develop appropriate area risk assessments.	

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				<p>To ensure there is appropriate signage around the site to remind staff, pupils and visitors to wash or sanitise their hands regularly. (suzanne faloon) 16/10/2020 ○</p>		
				<p>To ensure that all pupils returning to School are fully inducted into the required hand hygiene protocols. (Claire Murphy) 06/09/2020 ○</p>		
				<p>To ensure that all staff returning to School are fully inducted in the importance of hand hygiene protocols. (Caroline Brawley) 03/08/2020 ○</p>		
				<p>To ensure appropriate supplies of hand washing and hand hygiene products are available and that they are suitably positioned across the School site at critical touch points. (suzanne faloon) 16/10/2020 ○</p>		

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				<p>To ensure appropriate measures are in place in staff work areas, break rooms, toilet and kitchen facilities, meeting rooms etc. to allow for social distancing. (Caroline Brawley) 23/08/2020 ○</p> <p>To ensure appropriate measures are in place in classrooms and other teaching areas, common areas such as corridors, social spaces toilet facilities and dining areas to allow for social distancing of pupils. (Michael Randall) 23/08/2020 ○</p> <p>To ensure appropriate measures are in place in the Boarding Accommodation to allow for social distancing. (Claire Murphy) 23/08/2020 ○</p>		