

COVID-19 Risk Assessment for Hallfield School

COVID-19 Risk Assessment

Overall Risk Assessment in the COVID-19 Environment

	Hazard	Control measures	Outcome	Remarks / Re-assessment
A	Safeguarding policy and procedures not updated and / or staff and pupils not feeling safe. (01.09.20)	Safeguarding policy has been updated. This is on the website and has been sent to all staff. We are following government guidance on social distancing, maintaining children in small groups, PPE and cleaning.	Revised working procedures to be shared with staff in staff meeting prior to full re-opening. Risk assessment to be published on the website in accordance with government guidance.	No further updates as yet required.
B	Government advice not being regularly accessed, assessed, recorded and applied.	Regular updates sent to the school by the DfE and distributed to the Exec Team. Regular updates are provided by professional bodies such as IAPS, ISBA, ISC, Birmingham Early Years Team.	Processes continue to be altered based on latest guidance as the situation develops.	Risk assessment revisited Dec 2020 based on latest Government guidance.
C	Unions not consulted over plans. (01.09.20)	Staff will be asked to re-read this risk assessment and share it with their union.	All known union reps will be contacted by HR and a copy of this risk assessment shared.	Union advice being reviewed as situation develops
D	Changes not regularly communicated to staff, pupils, parents and governors (01.09.20)	Weekly Head's briefing and additional staff meetings to update staff. ParentMails are sent as often as necessary with a more detailed communication each Friday.	Detailed communication is to follow for parents of children returning to school on 7 th September to ensure the most up to date guidance is followed.	Further update provided on 4 th January Inset Day.

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		<p>Governors receive ParentMail communications and a sub-committee of Governors meet periodically to discuss Hallfield's approach during the Coronavirus outbreak.</p> <p>Children are reminded of protocols throughout the day.</p>		
E	Changes to assessments, procedures and other important matters not reviewed by Governors	Matters are discussed with Governors primarily during the Covid-19 Sub-Committee group with actions followed up as necessary.	Governors will reappraise risk assessment periodically.	Latest developments to be discussed with Covid sub-committee
F	Insurers not consulted with Schools re-opening and / or amended plans (01.09.20)	ISBA guidance is being followed as they are consulting with the various insurers that cover the sector collectively.	SB discussed re-opening plans with Marsh as part of insurance renewal.	No further implications identified.
G	Suspended services and subscriptions not re-set. (01.09.20)	No subscriptions were suspended and therefore the school remains able to continue its business as usual.	N/a	N/a
H	Access to School not controlled effectively and visitor (if allowed) details not recorded.	<p>School has issued clear instructions to parents about how children should be dropped off and picked up.</p> <p>The front office remains open and the ring of steel remains in force thus preventing unknown access.</p>	High presence at the front of school during drop-off and collection to ensure processes are followed.	Guidance on visiting the front office to be reiterated to parents before school re-opens in January.

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I	Social Distancing (SD) and other hygiene rules not communicated, understood and applied.	As a school for children aged 3 months to 13 years, the limitations of social distancing with young children are well understood. Different protocols are in place for Year 6 and 7 children and appropriate PPE and handwashing protocols are adopted throughout the school.	A briefing of the cleaners on the expected standards moving forward when the school has a higher occupancy along with refresher training held 4 th September 2020 and training provided as necessary.	Regular fogging undertaken by cleaners. Use of PPE to be re-iterated.
J	Staff and pupils not being reminded and checked to ensure they are complying with hygiene and SD rules.	Staff and pupils are reminded daily.		Regular reminders to be continued with staff and pupils.
K	Insufficient supplies of hygiene materials and not being suitably placed.	Additional orders have been placed to ensure sufficient supplies are held. All dispensers have been serviced by Inspire (our hygiene professionals) in the run up to re-opening fully.	Estates team tasked with regularly checking stock levels and reordering as appropriate.	Staff know to contact the helpdesk should they run low on supplies. Estates team replenish weekly.
L	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. (01.09.20)	Government guidance being followed.	Reminder given to cleaning team in refresher training. Full-time Housekeeper recruited to ensure cleaning standards throughout the day. Additional resource being recruited as required.	New Domestic Services Co-ordinator being recruited to enhance cleaning team further.

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M	No precautions to keep shared teaching equipment (e.g. musical instruments, pens, pointers, keyboards) hygienic. (01.09.20)	Staff to be allocated a room that they will use for the day. Cleaning materials will be available for staff to wipe surfaces as necessary throughout the day. IT support clean the keyboards after every lesson in the IT suite.	Children to be advised to bring their own pencil cases in Prep and allocated individual resources will be allocated in the Pre-Prep.	Existing controls to remain in place.
N	High risk areas not being regularly monitored for hygiene.	Cleaning regime to target high risk areas such as toilets and door handles.	Additional cleaning to be carried out throughout the day by the full time Housekeeper in communal areas.	Additional resource being recruited.
O	No contingency plans in place for the transition to full opening (or re-closing) including rapidly sharing updates and decisions.	Senior staff have prepared detailed plans for re-opening fully during the Summer holidays.		Senior staff continue to review latest guidance and amend as necessary.
P	All hazards identified properly mitigated and regularly re-assessed?	Regular review of risk assessment to be undertaken.	Risk assessment to be revisited after first day and then weekly going forward.	Risk assessment remains under constant review.

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

	Hazard	Control Measures	Outcome	Remarks / Re-assessment
1	Communication channels not working and not being reviewed. (Email, text, Facebook etc).	Regular ParentMails issued to parents.	Salient points reissued regularly to ensure parents are aware.	Weekly communication strategy remains in place unless more frequent communication required.
2	Lack of a robust feedback and reply system to ensure best practice and two-way communications for pupils, parents, staff and governors	Parent feedback is regularly received. Weekly Head's briefing to allow staff questions to be raised.	Regular socially distant staff meetings scheduled weekly for staff to feedback as necessary.	Existing socially distant meetings and briefing schedule remains in place.
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.	SB oversees H&S at the school and reports to KBM as necessary. Governor appointed with responsibility for H&S and they are on the Covid sub-committee.		Covid sub-committee continues to meet fortnightly to address matters or more frequently if necessary.
4	No system to communicate with parents and staff that have not returned to school for fear of infection.	Regular Parent Mails are issued to all parents.		Regular communication strategy remains in place.
5	Lack of knowledge of where pupils / staff have travelled from (other than home and School). (via app or written diary?)	Regular advice on the circumstances under which	A reminder has been issued in the run up to reopening.	Parents have been reminded of the need to isolate after travel in line with

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		isolation is required have been regularly communicated to parents.		government guidance.
6	Lack of rules / procedures for hygiene standards for staff and pupils – and failure to adequately enforce standards	Regular reminding of the rules to be done at the start and throughout the day.	An increased number of signs to be placed at entrances to the school where hand sanitiser stations will be based and at high risk places such as toilets.	Existing control measures remain in force.
7	Staff not trained or regularly updated in COVID-19 symptoms, SD and how these rules apply to teaching?	Staff have been briefed on expectations in the staff training days on Thursday 3 rd and Friday 4 th September, prior to reopening.	Senior team is on hand to support queries as they arise.	Mrs Mian to brief staff on new lateral flow test protocols so that staff can test themselves weekly or more frequently if considered necessary.
8	School transport not operating to reflect SD, hygiene, PPE and cleaning arrangements.	N/a	N/a	N/a
9	At drop-off and pick-up parents remain in vehicles and SD outside gates and entrances. (01.09.20)	Clear guidance has been given to parents. Prep parents to be encouraged to remain in their vehicles and use the drop-off zone. Parents of younger children to be encouraged to socially distance whilst collecting and to not enter the school unless directed to do so.	Processes will be reviewed and refined as necessary. Parents have been encouraged to wear face masks at collection and drop-off. Socially distant collection markings have been created at main collection points.	Masks remain mandatory for parents at collection and drop-off.
10	Insufficient registration throughout the day including lack of temperature / health checks.	Children will be referred to state registered school nurse for	Parents will be contacted to arrange collection and self-isolation should then occur. Children with suspected	Daily temperature checks will continue for all children on

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		temperature checks if symptoms are suspected.	symptoms will be isolated within school until they are collected.	arrival with additional checks by the nurse should symptoms be suspected.
11	Transit spaces (corridors), social zones (car parks, common rooms, playgrounds) not being configured to SD rules.	Playgrounds are to be zoned to allow for social distancing. One way routes to be adopted for transit around school in higher risk areas: Year 1 Corridor and Centenary block. Rules for drop-off and collection by parents established as above.	To be revisited after day one and revised as necessary. Staff have been encouraged to wear face masks / visors for their protection.	Staff have been reminded about SD rules as part of January re-opening communication from the Head Master.
12	Learning and recreational spaces not configured to SD rules.	All classrooms to be reviewed and any unnecessary soft furnishing removed.	Sign-off of higher risk areas in Foundation and Reception to be done prior to re-opening.	High risk areas remain under constant review by senior leaders.
13	Lack of consideration of different age groups provided for in timetabling, length of the school day and exposure to other age groups.	Detailed timetable has been created with allocated rooms, single members of staff per group, dining to be undertaken in year group bubbles and pick-up and drop-off set to minimise contact with other groups.	To be reviewed after the first day.	Existing protocols are working well and remain in force.
14	No system in place to deal with bereavements, trauma, anxiety, behavioural issues.	Registered counsellor on site two days per week and school nurse available daily. Normal pastoral rules will still apply.		School counsellor works 3 days per week to provide support if necessary.

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

	Hazard	Control Measures	Outcome	Remarks / Re-assessment
1	Lack of review, update or sharing of safeguarding, code of practice, and staff handbook policies.	All these are available on the school intranet.	Staff to be reminded of this by Senior Team.	Staff are to be reminded about need to be familiar with existing policies.
2	DSL and ADSL not easily contacted and their contact information not known to all.	Staff are contactable in the usual way and staff know this.	Reminder of process to contact DSLs re-iterated during staff training day on 3 rd September, 2020.	New staff inducted on processes on 4 th January, 2021.
3	Fire drills, routes and assembly points not rehearsed. (01.09.20)	Fire drill to be undertaken first week back.	Any outcomes will be reflected in the revised policy.	Regular practices remain in force.
4	Class sizes not reduced and kept together in their "bubble" (minimising contact with others) or properly supervised. (01.09.20)	Class sizes remain low and a bubble has been established for all year groups attending.		Existing protocols are working well and remain in force.
5	Staff not having sufficient down time / rest during the working day / week? (01.09.20)	Staff rotas have been developed to ensure a fair work load. Non-teachers are being used where possible to provide planning time for teachers.		Existing protocols are working well and remain in force.
6	SCR and required documents not properly verified or recorded. (01.09.20)	Normal practices are being followed.	Full review of SCR undertaken before complete re-opening in September 2020. Risk assessments have been undertaken for staff returning after a period of absence.	Existing protocols are working well and remain in force.

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7	Opportunities for non-contact sport, adventure play, Forest School, gardening etc not regulated or considered (01.09.20)	Extra-curricular activities are only planned where SD is possible and small groups are possible.		Existing protocols are working well and remain in force.
8	Sporting, play and SD rules unclear to staff, pupils, parents and visitors.	Designated play areas have been allocated to pupil groups on rotation. Requirements will be reinforced daily.		Existing protocols are working well and remain in force.
9	Staff meetings and staff rooms unregulated in terms of space, equipment, resources (copiers, kettles, biscuit tins etc) timings, SD and purpose.	Staff room capacity restricted due to SD principles.		Staff have been reminded about rules around social distancing.
10	Security, CCTV and access systems not regularly checked, updated and (where necessary) re-coded.	Normal protocols have been observed.		Existing protocols are working well and remain in force.
11	Parent, Pupil, Staff, Contractor, Visitor drop-off and pick-up procedures, in and out routes not been shared, understood or applied.	Visitors restricted to absolute minimum. Contractors only allowed out of hours / in emergencies. All visitors will arrive through the Front Office where they will be briefed as necessary.		Existing protocols are working well and remain in force. Masks are mandatory for all visitors in corridors.
12	Classrooms don't reflect SD layout, PPE, screening and regular cleaning rules.	Small class sizes, PPE and cleaning regimes being adopted in line with Government guidance. Visors to be provided to all staff that would like to use one.		Existing protocols are working well and remain in force.

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13	Minimising contact and mixing not effective in the classroom and during breaks. (01.09.20)	Pupils to be regularly reminded of the requirements. Year group bubbles to be maintained.		Existing protocols are working well and remain in force.
14	Insufficient hygiene stations at entrances, exits, toilets, classrooms, play areas, common rooms, staff areas etc (01.09.20)	School has been risk assessed and extra stations have been added.	To be reviewed and amended as necessary following reopening.	Existing protocols are working well and remain in force.
15	Hygiene stations not stocked, checked and cleaned regularly. (01.09.20)	Caretaker and Housekeeper to be responsible for daily checks. Estates team will check and replenish weekly each Monday morning.	Hand sanitiser stations to be added to all rooms.	Existing protocols are working well and remain in force.
16	Unnecessary items not removed from classrooms and other learning environments. (01.09.20)	Unnecessary soft furnishings to be removed from all areas; touch points in libraries to be cleaned between lessons.	A full review of classrooms has been made in readiness for re-opening in September.	Existing protocols are working well and remain in force.
17	Soft furnishings, soft toys and items that are hard to clean not removed and stored securely. (14.5.20)	See above.	See above.	See above.
18	Staff unable to manage, whilst in the transition phase, both in school and remote learning.	N/a	On-site learning only to be provided from September.	Staff being given time on Inset day to plan for potential on-line learning and the possibility of blended learning, where we have children wishing to learn at home and not return to school.

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19	Assemblies, break times, drop-off and collection times not sufficiently well staggered. (14.5.20)	Detailed collection and drop-off rotas issued to parents. Assembly rotas have been amended to reflect SD rules.		Existing protocols are working well and remain in force. Year 7 being separated from Year 6 to strengthen bubble segregation.
20	Meal times not de-conflicted or possible to achieve SD in the servery and dining areas whilst still providing sufficient nourishment.	Strict rota created to facilitate all children having a hot meal whilst dining in their year group bubbles.		Existing protocols are working well and remain in force. Year 7 being separated from Year 6 to strengthen bubble segregation.
21	Hazards and risks of providing breakfast and after school clubs not understood. (01.09.20)	Breakfast club running on minimal occupancy. After school care running with care being provided in year group bubbles until 4:30pm.		Aftercare protocols run in bubbles until 4:30pm. Children from year group bubbles dine at different tables to maintain SD principles. Music school continues to be used from 5pm onwards as this enables maximum SD between year groups.

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22	Medical advice for vulnerable staff and children not being followed and insufficient support both at school / home. (01.09.20)	Should staff and children be required to shield moving forward, they will be protected by not coming into school.	Children who are vulnerable, or live with someone who is vulnerable, will be permitted to wear a face mask during the school day. Children will need to be responsible for wearing and the safekeeping of their face mask.	Government guidance continues to be followed and risk assessments will be updated for individual staff members at greatest risk.
23	Pupil and staff mental health and wellbeing not properly considered with individual needs not identified or support. (01.09.20)	School counsellor available to assist with any staff or children requiring support.		Access to school counsellor continues to be an option for those staff and children that require additional support.

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Medical Risk Assessment in the COVID-19 Environment

	Hazard	Control Measures	Outcome	Remarks / Re-assessment
1	Science of risk not understood e.g. less severe symptoms in adults, younger children less likely to become unwell, small class sizes will help. (01.09.20)	All government guidance being followed.		Latest Government guidance being reviewed and being implemented as necessary.
2	Hygiene rules not effective. "catch it, bin it, kill it" not re-publicised or applied. (01.09.20)	Hygiene rules to be reinforced.	Additional signage to be put up in each classroom.	Staff and pupils to be reminded of the need to follow good hygiene practices.
3	Insufficient First Aid trained personnel (ratio) for pupils in School (01.09.20)	All Pre-Prep LSAs and nursery nurses are first aid trained.		No concerns over first aid training as regular training is provided.
4	Medical policy, procedures and appropriate response to spectrum of medical issues not being revised or shared?	School nurse has reviewed and updated Administering Medication in Schools Policy.		Existing protocols are working well and remain in force.
5	Lack of School decision regarding the level of PPE required for pupils and staff. Insufficient training, face-fit testing, use, care and disposal arrangements.	Parents have been advised that they can provide a mask for their children if they wish to with strict instructions about how and where it should be worn. We will continue to follow government advice should this change to mandatory for all.		Existing protocols are working well and remain in force.

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6	Different age groups with different risk profiles for each group of staff and pupils not risk assessed? (14.5.20)	PPE requirements to be followed throughout the school. Vulnerable staff have continued to be shielded as necessary.		Existing protocols are working well and remain in force. Risk assessments for vulnerable staff to be updated based on latest guidance.
7	School unaware of any staff and pupil pre-existing medical conditions.	Medical questionnaires are completed by staff and pupils.		Existing protocols are working well and remain in force.
8	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.	Parents have been advised of the protocols to follow in relation to coming into contact with anyone with suspected symptoms or a positive diagnosis. Staff are familiar with the Public Health guidance on what to do if potential contact is suspected.		All staff and parents are required to share details of test results to ensure isolation is managed effectively when necessary.
9	Lack of recording of which staff and pupils have been sent home with COVID-19 symptoms (a cough, high temperature or shortness of breath).	Registers and HR records are maintained as usual.		Existing protocols are working well and remain in force.
10	Lack of regular dialogue with those that have suffered from COVID-19 and / or are isolated at home.	Welfare calls are made by HR and teachers as appropriate.		New HR Manager recruited who will oversee welfare of staff.
11	Inadequate information on who is shielding another family member and/or who has a condition that precludes their attendance at school. (01.09.20)	Parents have been encouraged to provide as much information as		Regular contact is maintained with parents of children

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		possible to enable us to support them.		who are shielding to ensure welfare is maintained.
12	No separate area for temperature testing, holding and isolation of pupils/staff. Areas not easily identified or regularly cleaned?	Medical room has been designated as an isolation unit should it be required for school children and an unused room in the nursery has been designated for HF children.		Medical room and the Nurture room opposite it provide adequate space for testing and isolating if necessary.
13	Temperature testing undertaken using unsafe methods, not reflecting SD rules, not recorded or kept appropriately.	Only temperatures that are abnormally high will be recorded and appropriate interventions taken. Temperatures will only be taken if symptoms are suspected.		Existing protocols are working well and remain in force.
14	No regular supervision of staff and pupils to ensure they comply with hygiene rules (and the use of PPE where specified as needed)	Staff and pupils will be reminded of the rules on a daily basis.		Existing protocols are working well and remain in force.
15	Insufficient registration, induction, supervision and temperature checking of contractors where essential work is required on site.	Contractors are only allowed on site out of hours / in emergency conditions.		Use of contractors to be restricted to emergencies only with visits occurring after hours happening where possible. Strict SD protocols to be followed.
16	Medical staff have insufficient or unsuitable PPE, cleaning materials and training for tasks.	Nurse is state registered and responsible for ordering whatever equipment is required.		Existing protocols are working well and remain in force.

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17	Lack of policy / procedures on washing school clothes so as to prevent infection of staff and pupils.	Parents are to be encouraged to wash uniform on a daily basis where possible.		Existing protocols are working well and remain in force.
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Support Staff Risk Assessment in the COVID-19 Environment

	Hazard	Control Measures	Outcome	Remarks / Re-assessment
1	Support staff not briefed on changes regularly.	Staff are encouraged to attend Head Master's briefing and minutes are emailed afterwards if attendance was not possible.		Staff are being briefed on new requirements on 4 th January and regular update briefings will follow as necessary.
2	Support staff have insufficient/inappropriate PPE, cleaning materials and training.	PPE is to be provided in line with government guidance. Additional cleaning materials are to be provided. Staff to be advised on how to use them.		See above. Additional cleaning materials are available for staff to use regularly.
3	Cleaning regimes not reviewed or inspected regularly and not conforming to revised hygiene rules.	Daily checks to be undertaken going forwards.	Caretaker to update on a daily basis as necessary.	We continue to work with external cleaning advisor to ensure protocols reflect best practice. Domestic Services Co-ordinator being recruited to further enhance processes.
4	Security and access systems not regularly checked, updated and re-coded.	N/a as school did not close.		N/a
5	Reconfigured areas, zones and routes hampering fire exits and routes.	N/a	Fire evacuation planned first week back.	Existing protocols are working well and remain in force.

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6	Fire and other emergency procedures not reconfigured, routes not clear or regularly inspected.	N/a as school did not close.	See above.	Existing protocols are working well and remain in force.
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Facilities Management Risk Assessment in the COVID-19 Environment

	Hazard	Control Measures	Outcome	Remarks / Re-assessment
1	Insufficient heating and/or cooling system (including insufficient fuel levels if applicable). (01.09.20)	N/a as school did not close.		Existing protocols are working well and remain in force.
2	Insufficient gas supply, venting and valves?	N/a as school did not close.		Existing protocols are working well and remain in force.
3	Air conditioning units, ducts not checked on re-occupying school facilities. (01.09.20)	Air-conditioning units being serviced in early September.		Existing protocols are working well and remain in force.
4	Ventilation and extraction systems not checked. (01.09.20)	Usual extract checks have occurred during the summer holidays.		Existing protocols are working well and remain in force.
5	Electrical tests not up-to-date including emergency lighting and PAT	Emergency lighting tests undertaken in house as normal. PAT tests considered low risk so deferred until safe to be undertaken.		Existing protocols are working well and remain in force.
6	All electrical equipment brought in to school PAT tested? (01.09.20)	Staff are discouraged from bringing in new equipment at this time.		Existing protocols are working well and remain in force.
7	Water testing for temperature, flow and legionella not in date for test.	Testing regime being followed.		Existing protocols are working well and remain in force.
8	Water supply not tested for legionella on re-opening facilities. (01.09.20)	Testing regime being followed as normal.		Existing protocols are working well

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				and remain in force.
9	Fire alarm panel, system and extinguishers not in date and not serviced.	N/a – all checks are up to date.		Existing protocols are working well and remain in force.
10	Kitchen not reconfigured, stocked and cleaned if closed over a long period. (01.09.20)	N/a – school has remained open.		Existing protocols are working well and remain in force.
11	Insufficient chefs, supervising staff and cleaners to maintain high standards of hygiene. (01.09.20)	Detailed planning for re-opening has occurred throughout the summer holidays.		Existing protocols are working well and remain in force.
12	Servery and dining room rules not properly considered, inadequate or safe. (01.09.20)	Bistro and Pre-Prep dining rooms to be configured with reduced capacity to limit risk.		Existing protocols are working well and remain in force. Year 7 to dine separately from January 2021.
13	Suspended services not re-set. (01.09.20)	N/a – school remained open.		N/a
14	Approach not agreed to any scheduled or ongoing building works. (01.09.20)	All building works suspended until further notice.		No building works currently being undertaken.
15	Suppliers not following appropriate SD and hygiene measures (01.09.20)	Very limited number of suppliers allowed on site and they will be briefed prior to starting any work.		External contractor visits to be minimised as detailed above.
16	Waste procedures not reviewed or sufficient.	Ongoing dialogue has been had with our supplier. Normal out of hours collections rescheduled for September.		Existing protocols are working well and remain in force.

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17	Pest control services not recorded, deficiencies not identified or actioned.	Normal procedures apply.		Existing protocols are working well and remain in force.
18	School vehicles not fully registered, insured, maintained and stocked with appropriate hygiene materials.	School vehicle insurance renewed 1 st September.		All insurances remain valid.