

Risk Assessment

School operation during the Covid 19 pandemic

Section 1

Date of Assessment: 5/1/2021	MAT/Establishment/Section/Team: Chew Valley School	Review date: (Complete once the action plan section below is addressed)	
Assessed by: Please print names of all those involved with this assessment.	1. Julie Seeley	Date:	5/1/2021
	2. Kate Rowlands		
	3. Gareth Beynon		
	4. Phil Heath (chair of Governors)		
Staff signatures: I/We have read and understood this RA and our role in its implementation.	1.	Date:	
	2.		
	3.		
	4.		

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BACKGROUND AND CONTEXT:

From 1 September 2020 all schools are required to reopen for all pupils.

This model risk assessment has been developed to support schools in implementing government guidance for the reopening of schools first issued on 2 July 2020. It has now been updated to reflect updates published on 28 August 2020. The guidance is frequently updated and is available here: [Guidance for full opening: schools - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/guidance-for-full-opening-schools)

The risk assessment will be reviewed in response to updates to government guidance including any outcomes arising from the government *COVID-19: review of disparities and outcomes report* and any examples of shared 'best practice' that we receive. We have adapted this risk assessment in consultation with relevant partners including trade union representatives where available.

In line with government guidance to other businesses that are advised to go back to work, this risk assessment will be made publicly available to those who wish to see it. The same guidance also provides those employers with a downloadable notice which we have placed on display.

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/903464/staying-covid-19-secure-2020-230720.pdf

Regionally differentiated approach to restrictions to prevent the spread of COVID-19

From 2 December there will be regionally differentiated set of restrictions in place. There are 3 tiers for local restrictions which are set out in the following guidance: <https://www.gov.uk/guidance/local-restriction-tiers-what-you-need-to-know>

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This risk assessment reflects the modifications made to the [Guidance for full opening: schools](#) (see above) following announcements set out on 30 December 2020. It also reflects the national lockdown announced on 5th January 2021.

From 4 January 2021 secondary schools will be planning and then implementing a COVID 19 testing programme. The risk assessment for this process is set out in an Appendix to this document

This period also coincides with the gradual roll out of the COVID-19 vaccination programme.

Part 1: Reopening schools from 1 September 2020

The rationale for schools re-opening for more groups of pupils is set out in the document Education and childcare during coronavirus: Guidance for the full reopening of schools. It is predetermined on the principle that cases of coronavirus have reduced and that there is an effective 'Track and Trace' process in place. The guidance is clear that risks posed to pupils from remaining out of school in terms of their wellbeing, safeguarding and academic achievement outweigh those posed from the contraction of coronavirus. In relation to working in schools the guidance states that "whilst it is not possible to ensure a totally risk-free environment, the Office of National Statistics' analysis on coronavirus (COVID-19) related deaths linked to occupations suggests that staff in educational settings tend not to be at any greater risk from the disease than many other occupations. There is no evidence that children transmit the disease any more than adults."

This risk assessment is based on the control measures described in the government guidance for reopening schools referred to above. This states that if schools follow the control measures as set out below, they can be "confident that they are managing risk effectively".

The system of controls: protective measures

Having assessed their risk, schools must work through the below system of controls, adopting measures in a way that addresses the risk identified in their assessment, works for their school, and allows them to deliver a broad and balanced curriculum for their pupils, including full educational and care support for those pupils who have SEND.

If schools follow the guidance set out here, they will effectively reduce risks in their school and create an inherently safer environment.

System of controls

This is the set of actions schools must take. They are grouped into 'prevention' and 'response to any infection' and are outlined in more detail in the sections below. The updated risk assessment has been organised to relate to the system of controls.

Prevention:

- 1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school
- 2) where recommended, use of face coverings in schools.
- 3) clean hands thoroughly more often than usual
- 4) ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- 5) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach
- 6) minimise contact between individuals and maintain social distancing wherever possible
- 7) where necessary, wear appropriate personal protective equipment (PPE)
- 8) always keeping occupied spaces well ventilated

Numbers 1 to 5 and number 8 must be in place in all schools, all the time.

Number 6 must be properly considered and schools must put in place measures that suit their particular circumstances.

Number 7 applies in specific circumstances.

Response to any infection:

- 9) engage with the NHS Test and Trace process

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10) manage confirmed cases of coronavirus (COVID-19) amongst the school community

11) contain any outbreak by following local health protection team advice

Numbers 9 to 11 must be followed in every case where they are relevant.

What is the Task/Activity or Environment you are assessing?	What Hazards are present or may be generated? Look at the activity, processes or substances used that could cause harm to health or injury. Use a row for each one identified	Who is affected or exposed to hazards? (Staff Students Visitors Contractors Etc.)	What Severity of Harm can reasonably be expected? (See Definitions Table 1)	What Precautions (Existing Controls) are already in place to either Eliminate or Reduce the risk of an accident happening?	What Likelihood is there of an accident occurring? (See Definitions Table 1)	What is the Risk Rating? (See Risk Rating Matrix Table 2)
Prevention						
1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school						
Contact with infected persons/ exposure to the virus within the school.	Person contracts coronavirus as a result of direct contact with an infected person (or a symptomatic person) entering the premises.	Pupils and staff	Fatal/Major	<p>Guidance has been issued to the entire school community. Anyone affected must stay at home if they (or their family members) have any of the following symptoms: a high temperature, a new continuous cough, a loss or change to your sense of smell or taste. OR they have tested positive for coronavirus in the last 7 days.</p> <p>Those affected must follow government stay at home guidance as follows</p> <p>https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</p> <p>Temperature testing is not recommended on its own. Guidance states that it is not a reliable method for identifying coronavirus.</p>	Low	Medium

	Contact with those developing symptoms of the virus during the working day.	Pupils and staff	Fatal/Major	<p>Our procedure will be that If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they will be sent home and advised to follow https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection which sets out that they must self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 10 days from when the symptomatic person first had symptoms.</p> <p>If a child is awaiting collection, they will be moved, via a route involving the shortest possible internal distance (i.e. including an outside route where possible) if possible, to the school medical room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window will be opened for ventilation. If it is not possible to isolate them, we will move them to an area which is at least 2 metres away from other people. We have produced a plan to show the</p>	Medium	Medium

				<p>shortest routes possible and shared this with staff.</p> <p>If they need to go to the bathroom while waiting to be collected, we endeavour that they will use a separate bathroom if possible. The bathroom will be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>PPE will be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).</p> <p>In this case the supervising staff member should wear a fluid-resistant surgical face mask if they can't keep 2 metres away from the pupil. If the staff member can't avoid contact with the child, they should wear:</p> <ul style="list-style-type: none"> • Disposable gloves • A disposable apron • A fluid-resistant surgical face mask • Eye protection (if there's a risk of coughing, spitting or vomiting) <p>In an emergency we will call 999 if they are seriously ill or injured or their life is at risk. We will not suggest a visit to the GP, pharmacy, urgent care centre or a hospital.</p>		
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				<p>Any member of staff who has provided close contact care to someone with symptoms, while wearing PPE, and all other members of staff or pupils who have been in close contact with that person with symptoms, if wearing a face mask, do not need to go home to self-isolate unless:</p> <ul style="list-style-type: none"> • The symptomatic person subsequently tests positive • They develop symptoms themselves (in which case, they should arrange to have a test) • They are requested to do so by NHS Test and Trace or the PHE advice service (or PHE local health protection team if escalated). <p>They are instructed to wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. We will clean the affected area with normal household disinfectant after someone with symptoms has left to reduce the risk of passing the infection on to other people. See https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p>		
Provision of first aid	Inadequate first aid treatment	Pupils and staff	Serious	Qualified first aiders are available as required.	Low	Low

	exacerbates injury or pre-existing conditions.			<p>Where reasonably practicable we will ensure that opportunities for pupils to mix with pupils who are not in their group are limited during the administration of first aid.</p> <p>Normal hygiene precautions (handwashing and use of gloves) are taken when administering first aid.</p> <p>See below re: use of PPE and working in close proximity to an injured person.</p>		
Administration of medication	Illness or injury to those who are unable to access their medication	Pupils and staff	Fatal/ major	<p>School procedures for the administration of prescription and controlled medication will continue to apply.</p> <p>Parents have been advised that they must return any required medication to school; we will check that medication that has remained in school is still in date. Parents have been advised where this is not the case.</p> <p>Staff will wear PPE whilst administering medication if it is not possible to maintain 2m social distancing.</p> <p>Pupils/ students with allergies and/or those requiring medication (including asthma inhalers) will be known to all staff and their requirements identified on class lists for each teaching group.</p> <p>EHC Plans or other relevant Healthcare Plans to be shared with staff responsible for each teaching group.</p> <p>Adrenaline Auto-injectors (AAI) and asthma inhalers to be easily accessible and their whereabouts known by staff</p>	Low	Medium

				<p>and pupils. Pupils requiring these will be placed in a group with a member of staff who has had the relevant training to administer the AAI and recognise the signs of an allergic reaction/asthma attack.</p> <p>They accept that in an emergency the importance of immediate action to save life takes precedence over social distancing.</p> <p>We will provide refresher training for all staff re: the requirements for individual children with known allergies and ensure that those supervising groups of children at lunchtime are aware of the importance of avoiding cross contamination.</p> <p>Disinfectant sprays will be available in classrooms for the cleaning of tables. Rubbish disposed of and bin emptied to avoid allergens remaining in the classroom for longer than necessary</p>		
2) where recommended, use of face coverings in schools.						
Use of face coverings	Failure to use face masks in areas where it is difficult to maintain social distancing increases the likelihood of exposure to coronavirus in the school community.	Pupils and staff	Serious	Government guidance (04/11/11) states: In schools where pupils in year 7 and above are educated, face masks should be worn by adults and pupils when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained. This relates in internal and external spaces.	Medium	Medium

				<p>Staff have been consulted on this approach and face masks are provided for staff by the school.</p> <p>We have advised staff that face visors or shields should not routinely be worn as an alternative to face masks. They may protect against droplet spread in specific circumstances but are unlikely to be effective in preventing aerosol transmission, and therefore in a school environment are unlikely to offer appropriate protection to the wearer. Staff are able to utilise visors or shields in addition to face masks.</p> <p>Staff will remain within their defined bubbles wherever possible. Where this is not possible additional precautions, such as the wearing of face coverings by staff, will be implemented.</p> <p>This approach has been explained to parents and carers in newsletters, via text message and is clearly signposted within the school grounds.</p> <p>In cases of non-compliance the member of SLT on duty will remind those not wearing masks of the requirement to do so. In the case of continued non-compliance this will be followed up by letter reiterating our approach. Further non-compliance will lead to the headteacher sending a Final Warning Letter</p>		
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				As a last resort the headteacher and in the case of further non-cooperation, in consultation with the MAT, will consider the potential of approaching DS and activating the 'Landlord Right' to warn the parent/carer and then, if necessary, proportionately ban them from the school site, backed by potential criminal sanction under section 47 of the Education Act 1996.		
	<p>Students/ staff do not have face masks.</p> <p>Face masks is damaged or otherwise unsuitable for use.</p>	Pupils and staff	Serious	<p>Requirements for students to have a face masks have been communicated to parents/carers.</p> <p>It is reasonable to assume that staff and young people will now have access to face masks due to their increasing use in wider society, and Public Health England has made available resources on how to make a simple face masks.</p> <p>However, where anybody is struggling to access a face mask, or where they are unable to use their face mask due to having forgotten it or it having become soiled or unsafe, we will take steps to have a small contingency supply available to meet such needs.</p> <p>No-one should be excluded from education on the grounds that they are not wearing a face mask.</p>		

	Students, staff or visitors exempt from wearing a face covering	Pupils, staff, visitors	Serious	<p>Some individuals are exempt from wearing <u>face coverings</u>. This applies to those who:</p> <ul style="list-style-type: none"> cannot put on, wear or remove a face covering because of a physical or mental illness or impairment or disability speak to or provide assistance to someone who relies on lip reading, clear sound or facial expression to communicate <p>The same exemptions will apply in our school; we will ensure that staff and students are aware of this and are sensitive to those needs.</p>	Medium	Medium
Safe wearing and removal of face coverings	Potential of contamination if face coverings are removed or disposed of incorrectly.	Pupils and staff	Serious	<p>A process is in place for removing face coverings when those who use face coverings arrive at school, and when face coverings are worn at school in certain circumstances. This process has been communicated clearly to pupils and staff.</p> <p>Safe wearing of face coverings requires cleaning of hands before and after touching – including to remove or put them on – and the safe storage of them in individual, sealable plastic bags between use. Where a face covering becomes damp, it should not be worn</p>	Medium	Medium

				<p>and the face covering should be replaced carefully.</p> <p>Pupils will be instructed not to touch the front of their face covering during use or when removing it and they must dispose of temporary face coverings in a covered waste bin (not recycling bin) or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom.</p>		
3) clean hands thoroughly more often than usual						
Hand hygiene	Poor hand hygiene increases the likelihood of infection from coronavirus	Pupils and staff	Serious	<p>Opportunities are provided for staff and pupils to clean their hands with soap and water/hand sanitiser and dry thoroughly:</p> <ul style="list-style-type: none"> • on arrival at school • after using the toilet • after breaks and sporting activities • before food preparation • before eating any food, including snacks • before leaving school • after sneezing/coughing. <p>Paper towels will be used to dry hands in preference to hand dryers. Delegated Services response have confirmed there is no Government guidance to this effect. Using hand towels leads to vandalism and excessive cost in our experience. Governors agreed on to continue to use hand dryers.</p>	Low	Low

				<p>Covered bins available for disposal of paper towels will be emptied periodically during the day.</p> <p>Signage about how to wash hands properly, is on display and reinforced with pupils.</p> <p>Where sinks are not easily accessible from the room used by a 'group' of pupils hand sanitiser will be available in every room.</p>		
	Use of hand sanitiser potential for improper use and ingestion.	Pupils and staff	Serious	<p>We are providing/allowing the use of hand sanitisers that contain at least 60% alcohol.</p> <p>Recognising it is not possible to follow the hand wash advice everywhere, a hand sanitiser is next best and unless there's some allergy, and depending on the age of our pupils, they could use their own/ours under supervision through to it being 'dispensed'.</p> <p>We have obtained the Safety Data Sheet for the product(s). They advise on action to be followed if the sanitiser is not used as designed i.e. a child drinks some; it gets in eyes etc.</p> <p>This will also help with potential reactions to the product.</p> <p>We have and will secure adequate supplies of the product and provide it, especially in areas such as reception to the building(s).</p> <p>We will not make our own having addressed the national CLEAPSS guidance.</p>	Low	Low

4) ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach						
Respiratory Hygiene	Poor respiratory hygiene increases the likelihood of infection from exposure to coronavirus.	Pupils and staff	Serious	Catch it, kill it, Bin it – tissues are available in all classrooms, staffroom and reception at a minimum. The message is reinforced with pupils. Covered bins are available for the disposal of used tissues.	Low	Low
Ventilation (Open windows and doors are recommended as a means of improving air circulation within the building)	Falls from height (open windows)	All premises occupants	Serious	Whilst taking into consideration the necessity to increase ventilation by improving air circulation within the building we have advised staff that window opening restrictors must not be removed.	Low	Low
	Use of air conditioning accelerates the spread of coronavirus	All premises occupants	Serious	We have taken advice from our contractors re: the suitability of our air conditioning system for use at this time and taken the following action: The risk of air conditioning spreading coronavirus (COVID-19) in the workplace is extremely low. We will limit the use of air conditioning. But, if used it we will turn off recirculation and use a fresh air supply.	Low	Low
	Additional doors and windows are left open compromising site security/fire safety.	All premises occupants	Serious	We have reviewed our site and identified doors that could remain open without compromising fire safety/ and or security. For high risk areas such as kitchens and boiler rooms fire doors will be kept in the closed position. Lower risk rooms such as classrooms and offices may be propped open with a removable weight or wedge. There are people present who	Low	Low

				<p>will be tasked with removing it if the alarm goes off and at the end of the day.</p> <p>Door guards etc, will continue to be used to improve circulation in the building (and also reduce the need for touching the door handles).</p>		
	Open windows in the winter months mean that the temperature in buildings is uncomfortable.	All premises occupants	Serious	<p>We will ensure that our building is heated to a temperature whereby staff and pupils can work comfortably whilst endeavouring to ensure that there are measures in place to ensure good ventilation. This will include closing external doors to avoid unnecessary heat loss from occupied buildings. Advice from HSE available https://www.hse.gov.uk/temperature/thermal/managers.htm</p> <p>NB Minimum workplace temperature is 16 degrees centigrade.</p>	Medium	Medium
Use of temporary heaters	Unguarded devices increase potential for fire and injury to staff and pupils	All premises occupants	Serious	<p>Where temporary devices are deployed, we will ensure that:</p> <ul style="list-style-type: none"> • electrical sockets are not overloaded • heaters are suitably guarded so as not to cause injury to staff and pupils • cables etc do not form trip hazards <p>There is a regime in place to ensure that all devices are switched off when not in use and that this is checked at the end of the day.</p>	Low	Low
5) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach						
Cleaning	Person contracts COVID19 as a	Pupils and staff	Fatal/Major	We have reviewed the cleaning specification with our cleaning contractor	Medium	High

	result of inadequate cleaning			<p>to ensure that this meets requirements set out in https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</p> <p>We have identified cleaning of high-risk areas to be undertaken throughout the school day to include:</p> <p>Door handles</p> <p>Kettles</p> <p>Taps</p> <p>Switches</p> <p>Phones</p> <p>Laptops /</p> <p>Printers and photocopiers</p> <p>Staffroom/ food preparation</p> <p>Surfaces that pupils are touching e.g.: books, chairs, tables, doors, sinks, toilets, bannisters, light switches, etc.</p> <p>Janitorial services will be available during the school day for this purpose.</p> <p>Lids on toilets, where available, will be closed when not in use</p>		
	Inappropriate exposure to cleaning product results in allergic	Pupils and staff	Serious	All staff involved in cleaning duties will receive training re: safe use and storage of cleaning materials.	Low	Low

	<p>reaction/ poisoning etc</p> <p>Storage arrangements of cleaning product change increasing potential for unauthorised 'use' by pupils.</p>			<p>PPE will be provided for all cleaning activities.</p> <p>Safety data sheets for cleaning products are available.</p> <p>Only recommended cleaning products will be used.</p>		
Measures to reduce contamination from coronavirus.	Use of shared resources	Pupils and staff	Serious	<p>Staff and pupils will have individual pens, pencils etc that are not shared.</p> <p>Classroom based resources such as books and games will be shared within the 'group/bubble'; these will be cleaned frequently along with frequently touched surfaces.</p> <p>Resources that are shared between groups/bubbles will be cleaned frequently and between use by different groups/bubbles or rotated to allow them to be quarantined and out of reach for 48 hours (72 hours plastics).</p> <p>Staff have been advised that they must wash their hands and surfaces before and after handling pupils' books.</p>	Low	Low
	Harder to clean items	Pupils and staff	Serious	<p>We have removed soft furnishings, that are harder to clean (such as those with intricate parts) from classrooms and teaching spaces until further notice.</p> <p>Where these remain, they will be subject to regular cleaning and disinfection.</p>	Low	Low

	Items from home to school and vice versa	Pupils and staff	Serious	<p>We are limiting the items that pupils bring in from home each day to essentials such as lunch boxes, hats, coats, stationery and mobile phones. Bags are allowed.</p> <p>Pupils and teachers can take books and other shared resources home although this will be limited.</p> <p>Rules on hand cleaning, cleaning of the resources and rotation will apply to these resources.</p>	Low	Low
	Items requiring laundry	Pupils and staff	Serious	<p>We will ensure that all items that are laundered within the school eg: towels, are washed in line with guidance on cleaning in non-healthcare settings and that these items are not shared by children between washes.</p>	Low	Low
6) minimise contact between individuals and maintain social distancing wherever possible						
Individual pupil medical requirements	Pupils (or their family members) in identified groups are vulnerable to contracting Coronavirus.	Extremely clinically vulnerable pupils (shielded)	Fatal/ Major	<p>Shielding advice is in place as part of the national lockdown, and so all children still deemed clinically extremely vulnerable are advised not to attend school.</p> <p>Children who live with someone who is clinically extremely vulnerable, but who are not clinically extremely vulnerable themselves, should still attend school if they meet the vulnerable child or child of a key worker definition.</p> <p>https://www.rcpch.ac.uk/resources/covid-19-shielding-guidance-children-young-people</p>	Low	Low

				<p>Where a pupil is unable to attend school because they are complying with clinical or public health advice, we shall immediately offer them access to remote education such as the Trust's Home Learning Offer. We shall keep a record of, and monitor engagement with this activity but this will not be formally recorded in the attendance register.</p> <p>Where children are not able to attend school as parents are following clinical and/or public health advice, absence will not be penalised.</p>		
		Clinically vulnerable pupils	Serious	These pupils should attend school if they meet the vulnerable child or child of a key worker definition.	Low	Low
		Pupils living in a household with a person who is extremely clinically vulnerable.	Serious	These pupils should attend school if they meet the vulnerable child or child of a key worker definition.	Low	Low
		Those living in a household with a person who is clinically vulnerable. (Including pregnant)	Serious	These pupils should attend school if they meet the vulnerable child or child of a key worker definition.	Low	Low

Individual staff requirements	Concerns from staff in identified work groups	Clinically extremely vulnerable (Shielding)	Fatal/ Major	<p>We have taken note of government guidance (4/1/21) stating that: during the national lockdown, individuals who are clinically extremely vulnerable are advised to work from home and where this is not possible, they should not go into work. Individuals in this group will have been identified through a letter from the NHS or from their GP and may have been advised to shield in the past, most recently in November 2020.</p> <p>Staff should talk to their employers about how they will be supported, including to work from home where possible. Schools should continue to pay clinically extremely vulnerable staff on their usual terms.</p> <p>All other staff can continue to attend work, including those living in a household with someone who is clinically extremely vulnerable.</p> <p>See:</p> <p>Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19 - GOV.UK (www.gov.uk)</p> <p>We will continue to review individual staff risk assessments as necessary.</p>	Medium	Low
		Clinically vulnerable	Serious	May attend work but should follow advice	Low	Low

		including pregnant women		<p>https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing#clinically-vulnerable-people</p> <p>We have taken note of government guidance (30/12/20) as follows:</p> <p>Pregnant women are considered 'clinically vulnerable' or in some cases 'clinically extremely vulnerable' to coronavirus (COVID-19) and therefore require special consideration as set out in the guidance for pregnant employees.</p> <p>We will carry out an individual risk assessment to follow the Management of Health and Safety at Work Regulations 1999 (MHSW). More information is available on workplace risk assessment for vulnerable people vulnerable people working in other industries. Information contained in the Royal College of Obstetricians and Gynaecologists, Royal College of Midwives guidance on coronavirus (COVID-19) in pregnancy should be used as the basis for a risk assessment.</p> <p>Pregnant women of any gestation should not be required to continue working if this is not supported by the risk assessment.</p> <p>Women who are 28 weeks pregnant and beyond, or are pregnant and have an underlying health condition that puts them at a greater risk of severe illness from COVID-19 at any gestation, should</p>		
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				take a more precautionary approach. Employers should ensure pregnant women are able to adhere to any active national guidance on social distancing and/or advice for pregnant women considered to be clinically extremely vulnerable (this group may previously have been advised to shield).		
		Those living in a household with a person who is extremely clinically vulnerable.	Serious	These staff members are attending work. We will follow government guidance (30/12/20) that states that: People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace unless advised otherwise by an individual letter from the NHS or a specialist doctor.	Low	Low
		Those living in a household with a person who is clinically vulnerable. (Including pregnant)	Serious	These staff members are attending work. We will follow government guidance (30/12/20) that states that: People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace unless advised otherwise by an individual letter from the NHS or a specialist doctor.	Low	Low
Use of supply teachers and other temporary or peripatetic staff	Potential for the introduction of coronavirus into the school	Staff and pupils	Serious	We note that it is permissible for supply staff and other temporary works to move between schools. We will ensure that such staff follow our control measures for the prevention of coronavirus and advise them to take particular care in minimising contact with pupils as far as is practicable.	Low	Low

				<p>All casual staff will be required to read and agree to the actions in this risk assessment</p> <p>Where possible we will endeavour to engage staff on a consistent basis.</p>		
Use of trainees and students	Potential for the introduction of coronavirus into the school	Staff and pupils	Serious	<p>Trainees and students may be able to work at the school, as would usually be the case, as long as they are attached to a consistent group or bubble</p> <p>All trainees and students will be expected to follow our control measures to reduce the spread of coronavirus. Mixing of trainees or students across groups will not be permitted, and they should remain 2 metres from pupils and staff where possible.</p> <p>All trainees and students will be required to read and agree to the actions in this risk assessment</p>	Low	Low
Use of volunteers	Potential for the introduction of coronavirus into the school	Staff and pupils	Serious	<p>Volunteers may be used to support the work of the school, as would usually be the case.</p> <p>All volunteers will be expected to follow our control measures to reduce the spread of coronavirus. Mixing of volunteers across groups will not be permitted, and they should remain 2 metres from pupils and staff where possible.</p> <p>All volunteers will be required to read and agree to the actions in this risk assessment</p>	Low	Low

Social distancing across the site	Too many people on site increases likelihood of exposure to coronavirus	Pupils and staff	Serious	<p>We will utilise the space available within the school to maximise social distancing between all on site, children and adults alike.</p> <p>We have taken the following measures to reduce footfall and maintain social distancing on site including:</p> <p>Advising parents that only one person should attend to deliver/pick up their child.</p> <p>Erected signage and barriers to remind those visiting the site of social distancing requirements.</p> <p>Pupils will be advised of the appropriate entrance and exit to use. Opportunities for groups of pupils congregating on site before and after school will be minimised.</p>	Medium	Medium
	Large groups of pupils and/or adults increase the likelihood of exposure to and transmission of coronavirus	Pupils and staff	Serious	<p>Assemblies, performances, visiting groups etc will not take place until further notice.</p> <p>Microsoft Teams may be used as an assembly replacement</p>	Low	Low
Grouping pupils and social distancing of pupils:						
	<p>Exposure to infection</p> <p>Classroom teaching</p> <p>Secondary</p>	Pupils and staff	Serious	<p>We are following government guidance as follows:</p> <p>https://www.gov.uk/government/publications/actions-for-schools-during-the-</p>	Low	Low

			<p>coronavirus-outbreak/guidance-for-full-opening-schools</p> <p>We will maintain consistent groupings of pupils. This will reduce the number of pupils and staff potentially becoming infected with coronavirus and required to self-isolate should a case occur.</p> <p>In our school this will be achieved as follows:</p> <p>All pupils will be maintained in year group bubbles within specified blocks during teaching time and specified areas in social time. Separate toilets and food provision areas will be provided.</p> <p>During the lockdown period some year groups may form new, combined bubbles in order to maximise staff contact/ supervision and manage the demands of on line learning. They will become a new consistent bubble.</p> <p>We will make small adaptations to the classroom to support distancing where possible. That may include seating pupils side by side and facing forwards, rather than face to face or side on, and might include moving unnecessary furniture out of classrooms to make more space.</p> <p>We have advised staff of the strong public health advice that secondary school staff maintain distance from their</p>		
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				<p>pupils, staying at the front of their class and away from their colleagues where possible. Ideally this should be at a 2m distance.</p> <p>This guidance is reinforced on a regular basis particularly to avoid staff working 'across' bubbles.</p> <p>We will minimise mixing for arrival, lunchtime, breaks and departure. The end of the school day will have a staggered finish. While in general groups should be kept apart, brief, transitory contact, such as passing in a corridor, is low risk.</p> <p>Science and Technology rooms will be cleaned thoroughly between groups.</p> <p>PE equipment for different groups of pupils, all resources and the room will be cleaned thoroughly between groups.</p> <p>We are referring to CLEAPS/DATA/ afPE guidance available for specialist areas.</p>		
Small Group Work	Exposure to infection	Pupils and staff	Serious	<p>Where small group work is undertaken pupils and staff members will remain 2 metres apart wherever possible. Where this is not possible, or where work is required to be undertaken in close proximity to another, additional precautions, such as the use of PPE (face masks, visors, screens etc) will be deployed to reduce the risk of exposure to infection.</p>	Low	Low
Provision of SEN	Increased likelihood of	Pupils and staff		<p>We will mitigate the risk of close contact between staff and students by:-</p>	Low	Low

<p>Insertion due to positive cases 1 and 2 related to SEN provision, November 2020</p>	<p>infection from coronavirus with staff working across bubbles</p>			<ul style="list-style-type: none"> • Removal of some support from lower needs students • Individual risk assessment written for high needs Down Syndrome student (11.11.2020) • Reduction in numbers of staff in the work room (2.11.2020) • TAs will place themselves at a distance from the student(s). (no more than 1 minute at 1 metre and no more than 15 mins at 2 metres), wearing PPE • TAs will 'step in' to support when necessary and then to 'step out' again • TAs liaise with class teacher about best seating arrangements for SEND student(s) • If it is not possible to be at safe distance student can be withdrawn from lessons to work in the LSB as necessary • Visual instructions can be given to students with SEND, this will avoid prolonged close contact • Use of the phrase 'hands, space, face' as a visual with some students • LVH and the LSB to be used if space is needed 		
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<p>Curriculum delivery: Music</p>	<p>Increased likelihood of infection from coronavirus from playing musical instruments and singing.</p>	<p>Pupils and staff</p>		<p>We have an operating procedure for cleaning any shared instruments.</p> <p>Singing, wind and brass instrument playing can be undertaken in line with this and other guidance, in particular guidance provided by the DCMS for professionals and non-professionals, available at working safely during coronavirus (COVID-19): performing arts</p> <p>We will mitigate the potential aggregate risk of aerosol transmission by:</p> <ul style="list-style-type: none"> • Playing instruments and singing outdoors where possible. If indoors limiting numbers where necessary to take account of space. • If indoors using a room with as much space as possible eg: large room with high ceiling. Limiting numbers to take into account ventilation and the ability to social distance. • Singing, wind and brass playing will not take place in larger groups such as choirs and ensembles or assemblies unless significant space, natural airflow (at least 10l/s/person for all present including audiences) and strict social distancing is in place. • In smaller groups where activities can take place strict social distancing between each singer and player and between singers and players and any other persons eg: conductors or accompanists must be observed. 	<p>Low</p>	<p>Low</p>
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				<p>Current guidance is that if the activity is face to face and without mitigating actions 2m is appropriate.</p> <ul style="list-style-type: none"> • Pupils should be positioned back to back or side to side when playing or singing (rather than face to face) whenever possible. Position wind and brass players so that the air from their instrument does not blow into another player. • Microphones will be used where possible or singing to be carried out quietly <p>When handling instruments:</p> <ul style="list-style-type: none"> • Increased handwashing is required before and after handling equipment particularly if it is being used by more than one person. • Sharing equipment will be avoided. Any shared equipment including cases, props, chairs and microphones must be disinfected regularly and always between users. • Instruments should be cleaned by the pupils playing them where possible. • Handling of music, parts and scripts to be limited to individual using them only. Pick up and drop off points to be set up rather than passing equipment etc hand to hand. <p>Schools are able to work with external organisations for the delivery of music lessons where they are satisfied that this is safe to do so and where is meets the</p>		
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				guidelines above. Schools should consider carefully how such arrangements can operate within their wider protective measures.		
Curriculum delivery: Drama and dance	Increased likelihood of infection from coronavirus	Pupils, staff	Serious	In addition to the adherence to agreed pupil groupings particular care will be taken to maintain social distancing. Staff will not physically correct pupils. Lessons will be devised that do not incorporate opportunities for contact between pupils Background or accompanying music will be kept at levels that do not encourage teachers or other performers to raise their voices unduly.	Low	Low
Curriculum delivery: Physical Education	Increased likelihood of infection from coronavirus	Pupils and staff	Serious	Pupils will be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided. Outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene. Students will be asked to wear PE kit to school on PE days, bringing a change of clothes in case they get wet. This is particularly important in a sports setting because of the way in which people breathe during exercise. External facilities can also be used in line with	Low	Low

				<p>government guidance for the use of, and travel to and from, those facilities.</p> <p>Sports whose national governing bodies have developed guidance under the principles of the government's guidance on team sport and been approved by the government are permitted. Schools must only provide team sports on the list available at return to recreational team sport framework.</p> <p>Schools should refer to the following advice:</p> <ul style="list-style-type: none"> • guidance on the phased return of sport and recreation and guidance from Sport England for grassroot sport • advice from organisations such as the Association for Physical Education and the Youth Sport Trust • guidance from Swim England on school swimming and water safety lessons available at returning to pools guidance documents. • guidance from Swim England on school swimming and water safety lessons available at returning to pools guidance documents <p>Schools are able to work with external coaches, clubs and organisations for curricular and extra-curricular activities where they are satisfied that this is safe to do so. Schools should consider how</p>		
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				<p>such arrangements can operate within their wider protective measures.</p> <p>Schools in tier 4 PE, sport and physical activity provided by schools to their own pupils under their systems of control can continue. This includes sports clubs or activities before or after school, in addition to their regular PE lessons.</p> <p>Pupils should be kept in consistent groups and sports equipment thoroughly cleaned between each use by different individual groups. Competition between different schools should not take place, in line with the local restrictions on grassroots sport.</p> <p>Schools can hold PE lessons indoors, including those that involve activities related to team sports, for example, practising specific techniques, within their own system of controls. When it comes to playing team sport, schools can offer those with approved guidance listed in the DCMS return to recreational team sport framework, offering the activity in line with guidance.</p> <p>Outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising natural ventilation flows (through opening windows and doors or using air conditioning systems wherever possible)</p>		
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				distancing between pupils and paying scrupulous attention to cleaning and hygiene. Where open, external facilities, including other schools' facilities, can also be used in line with government guidance for the use of, and travel to and from, those facilities and schools' own systems of controls		
Public Examinations (Use of the school as an Examinations Centre for existing and potentially returning students who are no longer on the school roll.)	Failure to engage with the 'track and trace process' increases the likelihood of exposure to and transmission of coronavirus in the school community and beyond.	Pupils and staff	Serious	We will collect and keep contact information for candidates and invigilators so that we can share it with NHS Test and Trace if needed. This is particularly important for any external visitors, including any non-school staff assisting with exams, and candidates not on roll at the school. Every exam will have a seating plan, so we will add the names of the invigilators and cross reference them to the contact details we hold for candidates and invigilators.	Low	Low
	Poor social distancing increases the likelihood of the transmission of coronavirus on arrival and departure of candidates	Pupils and staff	Serious	Candidates will be advised to read the safer travel guidance before planning their journey to their exam, especially where the exam is being held in a location to which the candidate does not normally travel. As candidates arrive before the scheduled start time of exams, we will keep them separate from other students arriving at the school.	Low	Low

				<p>We will also make sure that any candidates who arrive late for the exam follow social distancing measures.</p> <p>There will be a plan to manage candidates leaving the exam room and site, particularly as exams may finish at different times. As part of this, we will take into account any candidates who need extra time in exams.</p>		
	Inadequate cleaning increases the likelihood of the transmission of coronavirus.	Pupils and staff	Serious	<p>Exam rooms will be kept clean. Frequently touched surfaces (for example, door handles, individual desks) will be cleaned after every exam with the usual cleaning products, including the backs of chairs where candidates may pull chairs out to sit.</p> <p>Rooms do not need to be left empty between exams, provided they are cleaned properly each time.</p>	Low	Low
	Poor social distancing increases the likelihood of the transmission of coronavirus	Pupils and staff	Serious	<p>Desks will not be set up face to face. For GCSE, AS and A level exams, the minimum distance in all directions from centre to centre of candidates' chairs must be 1.25 metres, following JCQ's Instructions for Conducting Examinations. This distance is the minimum that must be maintained for students within a group bubble. For VTQ exams, we will follow the guidance specified by the relevant awarding organisation.</p>	Low	Low

				<p>All other candidates, whether in different group bubbles, private candidates or those returning to school to take exams, will be seated 2 metres apart from each other. These candidates can be seated in the same room.</p> <p>There is no overall limit on the number of candidates who can sit in a room, as long as desks are correctly spaced. The upper limit to the number of candidates who can take an exam in a room together depends on the desk spacing requirements.</p> <p>The importance of adequate ventilation will also be considered when selecting the room for exams.</p> <p>Invigilators may walk up and down aisles between desks, but there will also be points in the room where an invigilator can stand at least 2 metres from the nearest desks and see all the candidates in the room.</p>		
	Failure to wear a face covering increases the likelihood of the transmission of coronavirus in areas where social	Pupils and staff	Serious	Candidates and invigilators do not need to wear face masks during exams, but they may wear them if they wish to. Candidates and invigilators should wear face masks in communal areas Everyone who uses public transport to travel to exams should follow the requirements for wearing face masks	Low	Low

	distancing cannot be observed.					
	Invigilators - Poor social distancing increases the likelihood of the transmission of coronavirus	Pupils and staff	Serious	<p>We will follow our protocols in place for visitors and temporary staff. Invigilators can move between different schools. They should minimise contact and maintain as much distance as possible from other staff.</p> <p>Before the exams, we will advise invigilators what they need to do to minimise contact and maintain as much distance as possible from other staff. Invigilators do not need to wear gloves when collecting exam scripts from candidates but will be advised to wash their hands thoroughly and more frequently than usual and particularly after handling exam papers.</p>	Low	Low
	Poor social distancing between staff and candidates increases the likelihood of the transmission of coronavirus.	Pupils and staff	Serious	<p>We will advise invigilators and other staff to stand alongside candidates when interacting with them, rather than face to face.</p> <p>For encounters of over 15 minutes, for example, when scribes, readers or other individuals are supporting candidates, staff should maintain a 2-metre distance where possible, for example using a separate room from other candidates. If staff cannot maintain a 2-metre distance, they should avoid close face to face contact, wear a face mask and minimise time spent within 1 metre of others.</p> <p>These arrangements may not be possible when working with some candidates who have complex needs, in</p>	Low	Low

				<p>which case these candidates' educational support should be provided as normal during exams.</p> <p>If candidates need to leave the exam room and need to be accompanied for more than 15 minutes, staff will maintain a 2-metre distance where possible. If this is not possible, staff should take mitigating measures, such as standing alongside the candidate and using a face mask</p>		
Visits for prospective parents	Large groups of adults increase likelihood of exposure to and transmission of coronavirus	Pupils and staff	Serious	Virtual tours will be provided for prospective parents and carers	Low	Low
Staffing availability and ratios	Staffing ratios insufficient for pupil numbers and grouping arrangements. Need to consider safe levels of supervision and social distancing arrangements.	Pupils and staff	Serious	Utilise other suitably qualified members of staff within the school alongside casual staff/agency staff to cover absence.	Low	Low
	Daily variation in staffing means that the school is unable to operate safely for all groups of pupils.	Pupils and staff	Serious	<p>Staff have been advised that they must inform Charlene Hathaway (HR Officer) and Kate Duncan (Cover Supervisor) as soon as possible if there are any changes in their circumstances that will affect their ability to work.</p> <p>Headteacher to notify the Chief Executive/Chief Financial and Operating Officer if part closure is necessary due to</p>	Low	Low

				<p>insufficient staff available. The school will work with the Trust to put in place alternative arrangements e.g. the Trust's home learning for any period of temporary closure.</p> <p>We will inform affected members of the school community if full or partial closure is required at short notice i.e. via Insight, school email.</p>		
Emergency Evacuation and lockdown	Failure to follow procedures leads to injury or loss of life.	Pupils and staff	Serious	<p>Measures necessary for additional ventilation of the building have been and will not compromise fire safety or site security arrangements.</p> <p>We have briefed staff who are aware of the measures to take in the event of an emergency evacuation or lockdown. Registers for different groups will be required.</p> <p>Safe evacuation/ lockdown takes priority over the maintenance of social distancing arrangements temporarily.</p>	Medium	Medium
Arrival and departure from school	Exposure to infection from inadequate social distancing	Pupils and staff	Serious	<p>We will review start/ finish times to keep groups of pupils apart as they arrive and finish school. Year groups will be released at staggered points for departure. This will not involve the loss of teaching time</p>	Medium	Medium
Circulation within the building	Exposure to infection from inadequate social distancing	Pupils and staff	Serious	<p>We will arrange for pupils to access rooms directly from outside where possible.</p> <p>Circulation routes around the school have been reviewed. There is a one-way system in corridors and stairways.</p>	Low	Low

Lunchtimes and break times	Exposure to infection from inadequate social distancing during preparation and serving of food (catering staff)	Pupils and staff	Serious	Liaison with catering contractors is in place.	Low	Low
	Payment for food (secondary)	Pupils and staff	Serious	Finger recognition systems are not in use for meal payment. Students will be provided with PIN numbers. .	Low	Low
	Exposure to infection from inadequate social distancing: Collection of food by pupils and eating arrangements	Pupils and staff	Serious	Pupils will enter the their identified lunch area in their existing groups. Groups to be kept apart as far as possible. We have addressed the potential for eating in classrooms during inclement weather and will use/use this option if necessary, as long as suitable levels of supervision can be achieved and cleaning is carried out before and after the consumption of food.	Low	Low
	Exposure to infection from inadequate social distancing: breaktimes	Pupils and staff	Serious	Outside areas can be shared but pupils will remain in their distinct groups. Different groups of pupils must not play sports or games together. Adequate arrangements have been made for staff to maintain social distancing during breaktimes	Low	Low
Public performances	Exposure to infection from inadequate social distancing.	Pupils Staff Wider community	Serious	During the national lockdown schools should not host performances with an audience. Where schools are unable to put on live performances to parents, they	N/A	N/A

				may wish to consider alternatives such as live streaming and recording performances, subject to the usual safeguarding considerations and parental permission.		
Educational visits	Exposure to infection from inadequate social distancing etc	Pupils and staff	Serious	Educational visits will not be undertaken during the national lockdown	Low	Low
Social distancing with other children/young people	Attendance at multiple settings (eg wrap around care or Early Years attendance at LA and private provision on different days of the week).	Pupils and staff	Serious	<p>We have advised parents that where possible they should limit the number of settings that their child attends.</p> <p>We recognise that there are some circumstances where a pupil will attend multiple settings (eg: as part of provision outlined in an EHP). In these circumstances we will work with the partner setting to address any risks identified to enable us to jointly deliver a broad and balanced curriculum to the pupil in question.</p>	Low	Low
School Reception areas	Exposure to infection from inadequate social distancing: visitors to school.	Pupils and staff	Serious	<p>Any visitors to site are to be by appointment only. Parents have been advised that they should call the office rather than coming into school.</p> <p>Door entry systems to be adjusted so that visitors cannot enter the reception area where there is not a physical barrier between office staff and visitors.</p> <p>Signage has been erected to advise visitors of social distancing protocols.</p>	Low	Low

				<p>Visitors to the school have the opportunity to check in via the NHS COVID-19 app and a QR code is displayed in the schools reception area for this purpose.</p> <p>If a visitor chooses not to check in using the NHS COVID-19 app, we will collect, store and dispose of contact details in line with Government guidance</p> <p>https://www.gov.uk/guidance/maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace#information-to-collect</p> <p>Consultations with parents/ outside agencies etc, to take place over the phone/ video conferencing where feasible. If this is not possible 2m social distancing will be observed in any consultation room and the room cleaned after use.</p> <p>Payments to be online/ contactless where possible. Office staff to wear gloves when handling cash.</p> <p>Hand sanitiser will be provided to all persons entering premises with signage to explain control measures etc.</p>		
	Exposure to infection from deliveries arriving at the school.	Staff	Serious	<p>Clear guidance for delivery drivers to be placed at the school entrance to include advising the school reception by phone of their arrival.</p> <p>School staff will advise the delivery driver of a safe space to leave the goods and</p>	Low	Low

				<p>must not come into contact with the driver.</p> <p>Where it is not feasible to quarantine deliveries staff must wash their hands after unpacking items and dealing with waste packaging.</p>		
	Violence and aggression towards school staff causes injury and distress	Pupils and staff	Serious	<p>We will maintain transparency and regular contact with all members of the school community.</p> <p>Regular briefings/updates for all staff so that they are aware of school response to the COVID 19 virus and can communicate consistently to those who ask.</p> <p>Readiness to deploy the range of behaviour remedies if behaviour becomes unacceptable from warning to full banning from site/sect 547 warnings/action.</p>	Low	Low
Other work areas e.g. Offices	Exposure to infection from inadequate social distancing: other work areas	Staff	Serious	<p>Where non-pupil facing staff can work from home, they should.</p> <p>We are continuing the opportunity for working from home for some specific elements of work e.g. PPA/leadership time etc. These arrangements will be agreed on an individual basis</p> <p>Staff meetings will be held remotely; if this is not possible 2m social distancing guidance will be followed.</p> <p>Furniture will be reconfigured/adapted in staff areas to allow social distancing e.g. screens between office workers</p> <p>Room capacity is adhered to.</p>	Low	Low

				<p>All areas are cleaned regularly, a dishwasher is available for cleaning crockery, utensils etc. No tea towels or hand towels are to be used.</p> <p>ICT equipment should not be shared. If this is not possible keyboards and work areas must be cleaned between use.</p>		
Contractors working on the premises.	Exposure to infection from inadequate social distancing/ hygiene arrangements	All	Serious	<p>All contractors working on the premises will be required to follow control measures listed for visitors above. Where possible they will be required to visit after school hours. Contractors will remain entirely separate from the school community.</p> <p>For areas where there are larger scale building projects in place, contractors will remain entirely separate from the school community.</p>	Low	Low
Travelling to and from school	Risk of exposure to coronavirus whilst using dedicated school transport.	Pupils and staff	Serious	<p>We will ensure that transport providers are aware of any changes to start and finishing times. We will ask individual transport providers for their risk assessments.</p> <p>We note that pupils on dedicated school services do not mix with the general public on those journeys and tend to be consistent. This means that the advice for passengers on public transport to adopt a social distance of two metres from people outside their household or support bubble, or a 'one metre plus' approach where this is not possible, will not apply from the autumn term on dedicated transport.</p>	Low	Low

				<p>Our approach to dedicated transport will follow government guidance set out in: https://www.gov.uk/government/publications/transport-to-school-and-other-places-of-education-autumn-term-2020/transport-to-school-and-other-places-of-education-autumn-term-2020</p> <p>Our expectations are that for dedicated transport parents and transport providers will consider:</p> <ul style="list-style-type: none"> • how pupils are grouped together on transport, where possible this should reflect the bubbles that are adopted within school. Ensuring the same children sit together will minimise the number of contacts a child has • use of hand sanitiser upon boarding and/or disembarking • additional cleaning of vehicles • organised queuing and boarding where possible to ensure that distancing is maintained • distancing within vehicles wherever possible • clear information for parents and children about the arrangements that are needed for picking up and dropping off children at their home destination. • PHE advice (update for Sept 2020) set out in: 	
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				<p>https://www.gov.uk/government/publications/transport-to-school-and-other-places-of-education-autumn-term-2020/transport-to-school-and-other-places-of-education-autumn-term-2020</p> <p>That children and young people over the aged 11 and over wear a face mask when travelling on dedicated school transport.</p> <p>We note Public health advice that staff should wear a face covering when they are unable to maintain social distancing in passenger facing roles, recognising that there will be exceptional circumstances when a staff member cannot wear a face covering, or when their task makes it sensible (based on a risk assessment) for them not to wear a face covering.</p> <p>We will liaise with transport providers and any relevant LA department if applicable to ensure that their drivers/escorts do not work if they have symptoms of the virus, hygiene rules are followed and appropriate distance kept between passengers.</p> <p>(See link above to transport guidance updated 27th November 2020)</p>		
	Exposure to coronavirus when travelling to and from school and within wider social	Pupils	Serious	Pupil travel arrangements have been taken into consideration in our plans for opening as follows:	Low	Low

	groupings (outside school).			<ul style="list-style-type: none"> We will encourage pupils to walk or cycle to school where possible. Adjusted timings of the end of the school day to allow for a safer departure from school. <p>We have provided clear messages to pupils about minimising the use of public transport and how to reduce the risks of transmission outside of school.</p> <p>Children and young people aged 11 and over must wear a face mask on public transport</p> <p>We have also discussed with pupils the potential for coronavirus to spread when they socialise in groups outside school and have reminded them of the importance of following social distancing guidance in the wider community.</p>		
	Risk of exposure to coronavirus whilst using school vehicles.	Pupils and staff	Serious	<p>School vehicles will be used for essential purposes only.</p> <p>Passenger numbers to be reduced to allow for social distancing</p> <p>Where possible consistent allocation of driver, escort and passengers to vehicle.</p> <p>Hard surfaces eg: steering wheel, handbrake other controls, door handle, seatbelts etc to be cleaned after use.</p>	Low	Low

				<p>Vehicle users to wash hand before entering the vehicle. Sanitiser and wipes available for use within the vehicle.</p> <p>School safeguarding procedures to be followed re1:1 transport in school vehicles.</p>		
	<p>Potential for increased exposure to coronavirus (and potential for introduction into the school) through staff use of public transport at peak times.</p>	All staff	Serious	<p>Staff use own private cars or cycle to work.</p> <p>Where staff are lift sharing they have considered social distancing.</p>	Low	Low
<p>7) where necessary, wear appropriate personal protective equipment (PPE) (A face covering is technically not PPE because they are not designed to protect the wearer from infection from coronavirus).</p>						
Use of Personal Protective Equipment (PPE)	<p>Incorrect use exacerbates the risk of further infection.</p>	Pupils and staff	Fatal/Major	<p>The majority of staff in education settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others. PPE is only needed in a small number of cases including:</p> <ul style="list-style-type: none"> if a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a 	Low	Medium

				<p>fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn”</p> <ul style="list-style-type: none"> • Where an individual risk assessment has identified PPE as a specific control measure for you. • Face masks should be worn by adults and pupils in secondary schools when moving around the school, in line with government guidelines, such as in corridors and communal areas where social distancing is difficult to maintain. This relates to internal and external spaces. <p>It may also be necessary to wear PPE if working in very close proximity to another e.g. in one to one or small group work with children, particularly if the children are normally in different groups/bubbles</p> <p>Any staff that wish to use PPE outside the scenarios listed above should discuss this with their line manager.</p> <p>We are complying with the above and are using our local supply chains to obtain PPE. We have noted where this is not possible, and there is unmet urgent need for PPE in order to operate safely,</p>		
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				<p>we may approach our local resilience forum.</p> <p>We will ensure that, staff who are likely to have to support pupils in the circumstances identified above and potentially in the administration of some first aid have access to appropriate equipment and training in its correct use and disposal.</p> <p>See: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/877658/Quick_guide_to_donning_doffing_standard_PPE_health_and_social_care_poster.pdf</p>		
8) always keeping occupied spaces well ventilated						
Ventilation (Open windows and doors are recommended as a means of improving air circulation within the building).	Falls from height (open windows)	All premises occupants	Serious	Whilst taking into consideration the necessity to increase ventilation by improving air circulation within the building we have advised staff that window opening restrictors must not be removed	Low	Low
	Use of air conditioning accelerates the spread of coronavirus	All premises occupants	Serious	We have taken advice from our contractors re the suitability of our air conditioning system for use at this time and taken the following action: Air conditioning systems will not be used.	Low	Low
	Additional doors and windows are left open	All premises occupants	Serious	We have reviewed our site and identified doors that could remain open without compromising fire safety/ and or security.	Low	Low

	compromising site security/fire safety			<p>For high risk areas such as kitchens and boiler rooms fire doors will be kept in the closed position. Lower risk rooms such as classrooms and offices may be propped open with a removable weight or wedge. There are people present who will be tasked with removing it if the alarm goes off and at the end of the day.</p> <p>Door guards etc, will continue to be used to improve circulation in the building (and also reduce the need for touching the door handles).</p> <p>A fire drill will be run with all staff, before pupils return, to make sure everyone is clear about the importance of safely closing doors and windows, including any temporary 'hold open' measures as part of leaving the building.</p> <p>We have reviewed and updated our fire risk assessment accordingly</p>		
	Inadequate ventilation contributes towards the spread of coronavirus. Open windows in the winter months mean that the temperature in buildings is uncomfortable.	All premises occupants	Serious	<p>We will ensure that our building is heated to a temperature whereby staff and pupils can work comfortably whilst endeavouring to ensure that there are measures in place to ensure good ventilation.</p> <p>This will be achieved by a variety of measures including:</p> <ul style="list-style-type: none"> mechanical ventilation systems – these will be adjusted to increase the ventilation rate wherever possible, 	Low	Low

				<p>and checked to confirm that normal operation meets current guidance (if possible, systems should be adjusted to full fresh air or, if not, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply)</p> <ul style="list-style-type: none"> • natural ventilation – opening windows (in cooler weather windows will be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space). Opening internal doors can also assist with creating a throughput of air • natural ventilation – if necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so) <p>We note the following advice from HSE:</p> <p>https://www.hse.gov.uk/temperature/thermal/managers.htm</p> <p>https://www.cibse.org/coronavirus-covid-19/coronavirus,-sars-cov-2,-covid-19-and-hvac-systems</p> <p>NB Minimum workplace temperature is 16 degrees centigrade.</p> <p>Once the school is in operation, we will ensure it is well ventilated and a</p>		
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				<p>comfortable teaching environment is maintained.</p> <p>To balance the need for increased ventilation while maintaining a comfortable temperature, the following measures will also be used as appropriate:</p> <ul style="list-style-type: none"> • opening high level windows in preference to low level to reduce draughts • increasing the ventilation while spaces are unoccupied (e.g. between classes, during break and lunch, when a room is unused) • providing flexibility to allow additional, suitable indoor clothing. Including advising staff and pupils re: the value of layering clothing. • rearranging furniture where possible to avoid direct drafts • Heating will be used as necessary to ensure comfort levels are maintained particularly in occupied spaces. 		
General						
Management of expectations within the school community	Anxiety within school community re: prevalence and effectiveness of infection control and social distancing measures.	All members of the school community	Serious	<p>Our communication with parents and pupils prior to our return in September will include information about:</p> <ul style="list-style-type: none"> • Arrival and departure from school and arrangements for parents to access the site • Arrangements for infection control 	Low	Low

				<ul style="list-style-type: none"> • Pupil groupings • What school day will look like • Expectations for attendance • Expectations for the wearing of school uniform (government guidance is that this should be worn as usual). • The avoidance of travel to school via public transport at peak times and measures the school are taking to work with parents to alleviate this • Expectations re: any new behaviour systems that we have put in place to support our work in infection control and social distancing • How we are permitting/requiring the use of face masks for staff, pupils or other visitors • What will happen if there is a case of coronavirus at the school. <p>We are using this as an opportunity to ensure that pupils' emergency contact details are up to date.</p> <p>Government guidance for parents is available at:</p> <p>https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-in-the-autumn-term</p>		
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Pupil wellbeing	Changing family circumstances likely to have an adverse effect of pupil's ability to reengage with school	Pupils and staff	Serious	<p>Contact with families has been made by school staff to ensure that they are aware of any potential issues and that relevant support is made available.</p> <p>Staff responsible for pupil groups have been briefed in advance and made aware of any existing support plans/ risk assessments etc, for individual pupils. Plans will be reviewed before the start of each term to ensure that pupil's needs are met.</p>	Medium	Medium
	Anxiety re: coronavirus and constraints of new learning environments	Pupils and staff	Serious	<p>Pupils will have been pre-warned about what to expect when they return to school.</p> <p>Behaviour expectations will be explained to all pupils and reinforced by all staff to support pupils in gaining an understanding that it is safe to be in school.</p>	Medium	Medium
	School is unable to meet the needs of pupils with an EHP	Pupils	Serious	<p>We have reviewed our existing risk assessments of children with an EHC plan and will follow guidance set out below to tailor provision to meet the needs of individual pupils as far as possible.</p> <p>https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance/coronavirus-covid-19-send-risk-assessment-guidance</p>	Low	Low
	Inadequate understanding or enforcement of	Pupils and staff	Serious	The school Behaviour Policy has been updated to include expectations re:	Low	Low

	pupil behaviour expectations.			arrangements for social distancing and movement around school; hygiene rules. Consistent methods of communication ensure that staff, pupils and parents are aware of these.		
	Ineffective reintegration of young/ vulnerable pupils who have not been attending school for a number of weeks causes anxiety and distress for parents and pupils	Pupils and staff	Serious	As parents will not be able to stay with their children to support their reintegration, we will discuss arrangements on an individual basis where we anticipate difficulties in this area. We will ensure that we have a contact number for the parent so that we can call to ask them to collect their child or provide reassurance to the parent if required.	Low	Low
	Pupils behaviour escalates and presents a risk to staff and other pupils	Pupils and staff	Serious	We have identified a 'safe spaces' via our student services reception for pupils who need to leave the lesson rather than having a 'meltdown' which could be likely after 6 months without schooling.	Low	Low
Staff wellbeing	Staff anxiety re: returning to work and potential exposure to the virus.	All staff	Serious	Individuals have been encouraged to discuss this with their line manager and have been signposted to the Employee Assistance Programme which provides telephone counselling and support for Mental Health and Wellbeing. HR advice is available if required. We have consulted with trade unions, via the Employee Liaison Committee, on the	Medium	Medium

				template risk assessment and our advice to staff.		
Staff training	Staff are not aware or do not understand the requirements for working safely.	All staff	Serious	<p>Training and written instruction has been provided re: operating procedures outlined in this risk assessment to all staff. This includes:</p> <ul style="list-style-type: none"> • The importance of protecting their own wellbeing. Staff will be advised to take appropriate breaks and exercise during the school day • What to do if they suspect that they or a member of their household has coronavirus (including testing arrangements) • Day to day organisations and procedures including arrangements for cleaning, staff welfare facilities, travel to work • The importance of keeping teaching groups separate during the day • Arrangements for breaktimes and lunchtimes • Safeguarding including the continued importance of all staff acting immediately on any safeguarding concerns and any updates to school procedures re: recording concerns, contacting DSL (or Deputy). • Procedures to follow if they suspect that a child in their group is displaying coronavirus symptoms • Changes to school behaviour policies 	Low	Low

				<ul style="list-style-type: none"> • Curriculum adaptations required re: social distancing • Site security and fire safety including evacuation and lockdown procedures. • Use of PPE (where applicable). • How we are permitting/requiring the use of face masks for staff, pupils or other visitors 		
Lettings	Potential for the introduction of coronavirus into the school, additional expense and possible reputational damage.	Staff and pupils and wider community	Serious	<p>Where we are satisfied that it would be safe to do so, and in accordance with the guidance set out for activities permitted in the relevant tier of restrictions in place for our school Local restriction tiers: what you need to know - GOV.UK (www.gov.uk), we may choose to open up or hire out our premises for use by external bodies or organisations, such as external coaches or after-school or holiday clubs or activities.</p> <p>In doing so, we will ensure that we are considering carefully how such arrangements can operate within our wider protective measures and also have regard to any other relevant government guidance set out in https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities (NB this document contains details of</p>	Low	Low

				<p>the application of 'the rule of 6' and permitted activities)</p> <p>Where opening up school leisure facilities for external use, we will do so in line with government guidance on working safely during coronavirus (COVID-19) for providers of grassroots sport and gym or leisure facilities. (See Section 1: N re: operation of Breakfast and After School Clubs)</p>		
	Failure to meet legal obligations re: track and trace	Staff, pupils and wider community	Serious	<p>Community centres and village halls which may host a variety of social, recreational and cultural activities, must collect information for all activities and events taking place within the venue. This should be collected by the person who hires the space. The venue must display an official NHS QR code poster which can be used for every activity that takes place there.</p> <p>https://www.gov.uk/government/publications/use-of-the-nhs-covid-19-app-in-schools-and-further-education-colleges/use-of-the-nhs-covid-19-app-in-schools-and-further-education-colleges</p>	Low	Low
Response						
9) engage with the NHS Test and Trace process						
Engagement with the NHS Track and trace Process	Failure to follow PHE/ NHS Track and Trace procedures increases the likelihood of exposure to	Pupils and staff	Serious	<p>Relevant staff understand the NHS Test and Trace process and how to contact their local Public Health England health protection team. We will ensure that staff members and parents/carers understand that they will need to be ready and willing to:</p>	Low	Low

	<p>coronavirus in the school community.</p> <p>Anxiety and dissent within the school community</p>			<ul style="list-style-type: none"> • book a test if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit • provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace • self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19) <p>Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS testing and tracing for coronavirus website, or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing.</p> <p>The government will ensure that it is as easy as possible to get a test through a wide range of routes that are locally accessible, fast and convenient.</p>		
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				<p>Home test kits are available in school and will be offered in the exceptional circumstance that we believe an individual may have barriers to accessing testing elsewhere. We note that it is for schools to determine how to prioritise the distribution of their test kits in order to minimise the impact of the virus on the education of their pupils, and will therefore provide these to staff or pupils on the basis of an agreed set of criteria to be determined by the school.</p> <p>https://www.gov.uk/government/publications/coronavirus-covid-19-home-test-kits-for-schools-and-fe-providers/coronavirus-covid-19-home-test-kits-for-schools-and-fe-providers</p> <p>We will ask parents and staff to inform us immediately of the results of a test:</p> <ul style="list-style-type: none"> • if someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating. • if someone tests positive, they should follow the ‘stay at home: 		
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				<p>guidance for households with possible or confirmed coronavirus (COVID-19) infection and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 10 days.</p>		
10) manage confirmed cases of coronavirus (COVID-19) amongst the school community						
Management of confirmed cases of coronavirus	<p>Failure to follow PHE/ NHS Track and Trace procedures increases the likelihood of exposure to coronavirus in the school community.</p> <p>Anxiety and dissent within the school community</p>	Pupils and staff	Serious	<p>Records will be kept of all visitors with sufficient detail to support rapid contact tracing if required by NHS Track & Trace.</p> <p>We will take swift action if we become aware that someone who has attended has tested positive for coronavirus (COVID-19).</p> <p>We will contact the local health protection team. This team will also contact schools directly if they become</p>	Medium	Medium

				<p>aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace.</p> <p>Alternatively, we will call the Department for Education's existing coronavirus (COVID-19) helpline number on 0800 046 8687, and select option 1. The advice service is open Monday to Friday from 8am to 6pm and 10am to 4pm on Saturdays and Sundays. The call will be with a dedicated team of advisors who will inform the setting of what action is needed based on the latest public health advice.</p> <p>The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.</p> <p>The health protection team will work with schools in this situation to guide them through the actions they need to take. Based on the advice from the health protection team, we will send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 10 days since they were last in close contact with that person when they were infectious. Close contact means:</p>		
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				<ul style="list-style-type: none"> • direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin) • proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual • travelling in a small vehicle, like a car, with an infected person <p>The health protection team will provide definitive advice on who must be sent home. To support them in doing so, we will keep a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups (see section 5 of system of control for more on grouping pupils). This should be a proportionate recording process. Schools do not need to ask pupils to record everyone they have spent time with each day or ask staff to keep definitive records in a way that is overly burdensome.</p> <p>We note that a template letter will be provided to schools, on the advice of the health protection team, to send to parents and staff if needed. Schools must not share the names or details of people with coronavirus (COVID-19) unless essential to protect others.</p> <p>Household members of those contacts who are sent home do not need to self-</p>		
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				<p>isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 10-day isolation period they should follow ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’. They should get a test, and:</p> <ul style="list-style-type: none"> • if the test delivers a negative result, they must remain in isolation for the remainder of the 10-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days. • if the test result is positive, they should inform their setting immediately, and must isolate for at least 10 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 10-day isolation period). Their household should self-isolate for at least 10 days from when the symptomatic person first had symptoms, following ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’ <p>We note that schools should not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation.</p>		
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				Further guidance is available on testing and tracing for coronavirus (COVID-19) .		
Inadequate response to alerts provided by use of NHS COVID-19 App	Inability to take the appropriate action in the same of a suspected case of COVID-19	Pupils and staff	Serious	<p>We note government guidance for use of the App in schools as set out below. https://www.gov.uk/government/publications/use-of-the-nhs-covid-19-app-in-schools-and-further-education-colleges/use-of-the-nhs-covid-19-app-in-schools-and-further-education-colleges</p> <p>The agreed process for ensuring a setting is aware of a positive case, as set out in the guidance for full opening for schools and further education colleges in the autumn term, is still in place and is not changed by the introduction of the app.</p> <p>If we become aware that a student or member of staff has tested positive for coronavirus (COVID-19), we will contact PHE using agreed local procedures. It is not necessary for staff or pupils old enough to use the app to use the check in feature of the app as school is their regular place of work. Parents should not check in if they are picking pupils up outside as to do so would create queues and compromise the COVID safety of the site. Visitors to the buildings should have the opportunity to check in and a QR code should be displayed at reception.</p> <p>It is not necessary for staff or pupils old enough to use the app to use the check in feature of the app as school is their</p>	Low	Low

				<p>regular place of work. Parents should not check in if they are picking pupils up outside as to do so would create queues and compromise the COVID safety of the site. Visitors to the buildings should have the opportunity to check in and a QR code should be displayed at reception.</p> <p>(For Secondary School students which do have the app) We have informed all of students, to inform a member of staff if they receive a notification during the day that they had been in contact with a positive case. To support this, the notification itself will advise them that if they are under the age of 18, they should show the message to a trusted adult and self-isolate. The staff member will then put in place the school's agreed process, including making appropriate arrangements for the student to leave the school at the earliest opportunity to begin self-isolation.</p> <p>Where staff have downloaded the app we have advised them to pause the contact tracing function ('trace') in the app whilst they are work if they do not keep their device with them at all times.</p>		
11) contain any outbreak by following local health protection team advice						

<p>Containing any local outbreak</p>	<p>Failure to follow PHE/ NHS Track and Trace procedures increases the likelihood of exposure to coronavirus in the school community.</p> <p>Anxiety and dissent within the school community</p>	<p>Pupils and staff</p>	<p>Serious</p>	<p>We note that if schools have two or more confirmed cases within 10 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak, and must continue to work with their local health protection team who will be able to advise if additional action is required.</p> <p>In some cases, health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure – perhaps the whole site or year group. If schools are implementing controls from this list, addressing the risks they have identified and therefore reducing transmission risks, whole school closure based on cases within the school will not generally be necessary, and should not be considered except on the advice of health protection teams.</p> <p>In consultation with the local Director of Public Health, where an outbreak in a school is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive. Testing will first focus on the person's class, followed by their year group, then the whole school if necessary, in line with routine public health outbreak control practice.</p>	<p>Medium</p>	<p>Medium</p>
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				<p>We note the government publication of a temporary continuity direction</p> <p>https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/923539/Remote_Education_Temporary_Continuity_Direction_Explanatory_Note.pdf</p> <p>which makes it clear that schools have a duty to provide remote education for state funded school age children unable to attend school due to coronavirus (COVID 19). This came into effect from 22 October 2020.</p> <p>We have developed a Contingency Plan to ensure that the education of affected groups of pupils is maintained. This will include support in the use of the Trust's Home Learning Offer.</p>		
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Part 2: Maintaining educational provision in the event of a local outbreak

Maintaining contact with pupils staying at home	Safeguarding concerns are not reported; pupil/student is placed at risk.	All	Serious	<p>Concerns may become apparent during interaction in the community, online communication etc</p> <p>All school staff to be aware of arrangements in place for contacting school DSL/ Deputies during any full or partial closure period.</p>	Medium	Medium
E-Safety	Enhanced risks to pupils re: online safety resulting from increased internet exposure;	Pupils	Serious	School to provide information to parents and pupils re: online safety. Including encouraging parents to set up age-appropriate parental controls and internet filters as applicable. Also	Medium	Medium

	working remotely without access to support from peer group and school			signposting to support available for reporting bullying and online abuse. School to make parents aware of sites they are asking their children to use and school staff their child will interact with.		
	E-Safety. Inappropriate staff contact with pupils/ students	Pupils	Minor to Serious	School E-Safety Polices continue to apply. Communication must only take place through school channels approved by the senior leadership team. Staff must not make informal arrangements to contact students using their own phones/ devices etc.	Low	Low
Home visits	Injury or contamination of staff undertaking home visits. Vulnerable pupils/ students are 'missed' through lack of contact etc.	Visiting staff	Serious	Staff to follow government guidance on social distancing. Speak to families on the door step or through a window if they are self-isolating. Any home visit will be carried out by 2 members of staff subject to risk assessment associated with that home, location and family profile. School Lone Working Procedures to be followed (including the maintenance of a school contact during the visit). Where the family is self-isolating ask that the child comes to the window so that they can be seen by professionals. If phoning families we will speak to the child as well.	Medium	Low

PART 3: Arrangements for staff working from home e.g. during a local outbreak						
Use of display screen equipment eg: laptop, desktop etc.	Back/neck/wrist injury from poor posture and use of equipment over a prolonged period of time.	Staff working from home	Serious	<p>We follow guidance from HSE (March 2020) as follows:</p> <p>For those people who are working at home, the risks associated with DSE must be controlled. This includes doing home workstation assessments. However, there is no increased risk from DSE work for those working at home very temporarily.</p> <p>We have provided workers with advice on completing their own basic assessment at home using: www.hse.gov.uk/pubns/ck1.pdf</p> <p>We advise staff that there are some simple steps to be taken to reduce the risks from display screen work:</p> <ul style="list-style-type: none"> • breaking up long spells of DSE work with rest breaks (at least 5 minutes every hour) or changes in activity • avoiding awkward, static postures by regularly changing position • getting up and moving or doing stretching exercises • avoiding eye fatigue by changing focus or blinking from time to time. 	Low	Low
Data protection	Data breach exposes staff or students to risk of harm.	All	Serious	All staff have received GDPR training and are aware of their responsibilities re: use and transfer of personal data.	Medium	Low

	Data breach is undetected.			School Data Protection Policies and Procedures apply. Staff are aware of their responsibilities for reporting a data breach to relevant staff at school. Our DPO is involved if required.		
Workplace stress exacerbated by social isolation.	Depression Anxiety and other forms of mental illness	Staff working from home	Serious	The importance of protecting their own wellbeing will be stressed to staff. Staff will be advised to take appropriate breaks and exercise during the school day. Opportunities are in place for regular contact from line managers and colleagues. Albeit remotely via online methods. Access to counselling services is provided through the Employee Assistance Programme. All staff have been provided with details of this for use at home.	Medium	Medium

Section 3 – ACTION PLAN

Instructions for completion

1. Any item that has a risk rating of Red or Amber in section 2 above - the right-hand risk rating column needs to be addressed in this action plan. There may be a small number of hazards where it is not possible for the school to take any further actions to reduce the risk rating below amber. In these circumstances schools need to be satisfied that they have taken all actions possible and that any further actions that would lower the risk are beyond their control. When you have completed this section, then decide and complete the box on page 2 that confirms when you will review this whole assessment. When you then review the assessment: 1. clear the review date box and 2. Move all the controls in the action plan section up into the main section to show they are now incorporated into what you do. *Now reassess and see if you can decrease the risk rating conclusions?*
2. When an item can be removed altogether (e.g. a dangerous staircase is removed) it can be deleted from section 2 but there must be a historic evidence trail (see point 4)

3. Some items are so high hazard that they will never be reduced to a risk rating lower than Medium – these must be kept in the action plan but can be marked as addressed and all being done that is reasonably practicable.
4. The original document and any changes to the Risk Assessment, over time, need to be documented for record-keeping purposes. This is especially relevant in the event of any legal claims.

What is the Hazard you need to Control? (high or amber from the risk rating column above)	What Additional Precautions do you need to either eliminate or reduce the risk to an acceptable level.	Who is Responsible for implementing these controls?	When are these controls to be implemented (Date)?	When Were these controls implemented (Date)?
HIGH item 1	None			
HIGH item 2	None			
MEDIUM item 1 Contact with infected persons/ exposure to the virus within the school.	No additional mitigation if procedures are followed appropriately.	Cleaning team, staff and students	September 2020	
MEDIUM item 2 Contact with those developing symptoms of the virus during the working day	If the procedures are followed appropriately, then risk will be mitigated. Training for the first aid team on use of PPE and safe removal will need to be repeated.	First Aid team, school.	September 2020	
MEDIUM item 3 Person contracts COVID19 as a result of inadequate cleaning	Contractors to follow procedures outlined	Cleaning team contractors	August 2020	
MEDIUM item 4 Concerns from staff in	Individual staff with high concerns will have an individual risk assessment.	HR team and staff	August/ September 2020	

identified work groups	Steps will be taken to discuss and reduce their concerns.			
MEDIUM item 5 Too many people on site increases likelihood of exposure to coronavirus	No other additional mitigation apart from that in notes			
MEDIUM item 6 Emergency Procedure -Failure to follow procedures leads to injury or loss of life	Clear emergency procedure is outlined to staff and students on first day, training in new process to be undertaken in year group bubbles during first days in September	SLT, all staff and students	September 2020	
MEDIUM item 7 Exposure to infection from inadequate social distancing	No additional mitigation can be put in place apart from good signage, reminders to students and staff. Sanctions will be used for students who cannot follow these directions, in an amendment to the Behaviour policy operating guidance.	All staff SLT HAK	September 2020	
MEDIUM item 8 Changing family circumstances likely to have an adverse effect of pupil's ability to reengage with school	Pastoral team and good communication with home and Attendance officer	Pastoral team Attendance officer	September 2020	
MEDIUM item 9 Anxiety re: coronavirus and constraints of new learning environments	Pastoral team to support students and staff to liaise with line managers and HR department	HR team Pastoral team SLT		
MEDIUM item 10	Staff returning to work will be briefed about how to	HR team		

<p>Staff anxiety re: returning to work and potential exposure to the virus.</p>	<p>conduct themselves on site and between bubbles. Individual staff risk assessments will be undertaken where anxiety is particularly acute.</p>	<p>SLT and Line managers Staff</p>		
<p>MEDIUM item 11 Failure to follow PHE/ NHS Track and Trace procedures increases the likelihood of exposure to coronavirus in the school community. Anxiety and dissent within the school community</p>	<p>No additional mitigation to be undertaken other than in notes.</p>	<p>HR team</p>	<p>September 2020</p>	
<p>MEDIUM item 12 Maintaining contact with pupils staying at home</p>	<p>Pastoral support will maintain contact with these students.</p>	<p>Pastoral team</p>	<p>September 2020</p>	
<p>MEDIUM item 13 Enhanced risks to pupils re: online safety resulting from increased internet exposure; working remotely without access to support from peer group and school</p>	<p>Maintenance of sending advice and guidance to parents/ students via internal and social media platforms. Recording of concerns via CPOMS</p>	<p>Pastoral team All staff</p>	<p>September 2020</p>	

<p>MEDIUM item 14</p> <p>Workplace stress exacerbated by social isolation</p>	<p>Maintenance of contact with school will be a priority as per the comments.</p>	<p>Line managers and SLT</p>	<p>September 2020</p>	
<p>MEDIUM item 15</p> <p>Failure to use face covering in areas where it is difficult to maintain social distancing increases the likelihood of exposure to coronavirus in the school community.</p>	<p>Letters to parents and students have indicated how facial coverings are to be used.</p> <p>Students are reminded by staff when leaving classrooms into corridors.</p>	<p>SLT via letters</p> <p>All staff</p>	<p>September 2020</p> <p>September 2020</p>	
<p>MEDIUM item 16</p> <p>Students/ staff do not have face covering.</p> <p>Face covering is damaged or otherwise unsuitable for use</p>	<p>Spare face masks are available for students without them.</p> <p>Parents/ carers will be contacted if this is a persistent issue.</p>	<p>All staff</p> <p>HOH/ Pastoral team</p>	<p>September 2020</p> <p>As and when it occurs.</p>	
<p>MEDIUM item 17</p> <p>Students, staff or visitors exempt from wearing a face covering</p>	<p>A full list is available for all staff to see.</p> <p>They will then ensure they can socially distance from these students or wear a mask if going within 2 metres.</p>	<p>Pastoral team</p> <p>All staff</p>	<p>September 2020</p>	

MEDIUM item 18 Potential of contamination if face coverings are removed or disposed of incorrectly	Covered bins are in every classroom and outside space – reminders will be needed to get students and staff to dispose carefully of the face masks.	SLT and all staff	September 2020	
Medium item 19 Open windows in the winter months mean that the temperature in buildings is uncomfortable.	Heating has been turned on earlier than usual and staff and parents informed of this. Mitigation with closing outside doors has occurred.	All staff	October 2020	

References: Describe what standards are being applied (such as HSE Approved code of practice or Design and technology association training course guidance etc.) other supporting material. This can of course include the MAT/Establishment's own policies and guidance. For major risk assessments notes of consultation or other discussion may also be useful.

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Information to Aid the completion of the Risk Assessment format

Table 1: Definitions

Potential Severity of Harm	Meaning of the harm description	Likelihood of Harm	Meaning of likelihood
Fatal/Major Injury	Death, major injuries or ill health causing long term	High (frequent)	Occurs repeatedly/ to be

	disability/absence from work.		expected.
Serious Injury	Injuries or ill health causing short-term disability/absences from work (over three days absence)	Medium (possible)	Moderate chance/could occur sometimes.
Minor Injury	Injuries or ill health causing no significant long-term effects and no significant absence from work.	Low (unlikely)	Not Likely to occur

Table 2: Risk rating matrix: **Potential severity of Harm** + **Likelihood of Harm** = Risk rating

	+ High (Likely)	+ Medium (Possible)	+ Low (Improbable)
Fatal/Major Injury	VERY HIGH Risk	HIGH Risk	MEDIUM Risk
Serious Injury	HIGH Risk	MEDIUM Risk	LOW Risk
Minor Injury	MEDIUM Risk	LOW Risk	No Significant Risk

Table 3: Action required: Key to Ranking and what action to take.

VERY HIGH Risk	STOP ACTIVITY! Take action to reassess the work/activity and apply reduction hierarchy before proceeding.
HIGH Risk	Action MUST be taken as soon as possible to reduce the risks and before activity is allowed to continue.
MEDIUM Risk	Implement all additional precautions that are not unreasonably costly or troublesome and monitor the situation on an agreed frequency.
LOW Risk	Monitor and review your rolling programme.



1: J Premises						
Preparation of school building	Failure to complete compliance checks renders the building unfit for use.	All premises occupants	Serious	<p>We will ensure that all outlets have been flushed before resuming normal operation. Following this, we have commissioned a water treatment specialist to test the system, which we anticipate will present no problems. If it does, they will chlorinate and flush the complete system for all hot and cold-water systems (including drinking water) and certify the water system is safe before the buildings are reoccupied. Allow sufficient time for this activity, approx. 1 week before opening if possible.</p> <p>All systems have been recommissioned before re-opening, as would normally be done after a long holiday period. This includes gas, heating, water supply, mechanical and electrical systems, and catering equipment.</p> <p>Our fire safety systems have been checked including and making sure:</p> <ul style="list-style-type: none"> • all fire doors are operational • the fire alarm system and emergency lights are operational <p>All areas and surfaces have been cleaned and disinfected prior to reopening and if necessary, pest control deployed for insect infestations, particularly in the kitchen and/or food</p>	Low	Low



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				<p>preparation areas. The kitchen has been deep cleaned too prior to reopening and before food preparation resumes.</p> <p>See: https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak?utm_source=c51bac38-4a28-4136-b096-4d23f07da6f4&utm_medium=email&utm_campaign=govuk-notifications&utm_content=daily</p>		
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1: K Curriculum delivery: Music and PE						
Curriculum delivery: Music	Increased likelihood of infection from coronavirus from playing musical instruments and singing.	Pupils and staff		<p>We will reduce the risk of transmission by physical distancing and playing outside wherever possible.</p> <p>No peripatetic music lessons within the school day.</p> <p>There will be no shared instruments. Singing, wind and brass playing should not take place in larger groups such as school choirs and ensembles, or school assemblies.</p> <p>Further more detailed DfE guidance will be published shortly.</p>	Low	Low



<p>Curriculum delivery: Physical Education</p>	<p>Increased likelihood of infection from coronavirus</p>	<p>Pupils and staff</p>	<p>Serious</p>	<p>Pupils will be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided.</p> <p>Outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene. This is particularly important in a sports setting because of the way in which people breathe during exercise. External facilities can also be used in line with government guidance for the use of, and travel to and from, those facilities.</p> <p>Schools should refer to the following advice:</p> <ul style="list-style-type: none"> • guidance on the phased return of sport and recreation and guidance from Sport England for grassroots sport • advice from organisations such as the Association for Physical Education and the Youth Sport Trust <p>Schools are able to work with external coaches, clubs and organisations for curricular and extra-curricular activities where they are satisfied that this is safe to do so. Schools should consider carefully how such arrangements can operate within their wider protective measures.</p>	<p>Low</p>	<p>Low</p>
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				Students will wear PE kits on PE days to avoid changing.		
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1:N Afterschool and breakfast clubs						
Afterschool and Breakfast Clubs	Arrangements for infection control, social distancing etc are not practised at Breakfast and Afterschool Club thus increasing the risk of infection within the school community.	All members of the school community	Serious	<p>We will consider how this provision will work alongside our wider protective measures, including keeping children within their year groups or bubbles where possible. If it is not possible to maintain bubbles being used during the school day then we will use small, consistent groups.</p> <p>As with physical activity during the school day, contact sports should not take place.</p>	N/A	N/A



LIGHTHOUSE
SCHOOLS PARTNERSHIP

Updated 6th July 2020



LIGHTHOUSE
SCHOOLS PARTNERSHIP

Updated 6th July 2020

(Added 19/5) Appendix A: Overview of scientific advice and information on coronavirus (COVID-19) published on 15 May 2020

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/885631/Overview_of_scientific_advice_and_information_on_coronavirus_COVID19.pdf