

RISK ASSESSMENT

COVID19 Risk Assessment Whole School

Covered by this assessment; staff, students, parents, visitors and volunteers.

Date of Assessment: 28th August 2020 Re-assessed 02.11.20, 06.03.21, 15.04.21, 17.06.21, 25.08.21 Date for Re-assessment 31st August 2022

Name of Assessor: Jennie Fisher Signature: _____
Operations Manager

Hazard is something with the **potential** to cause **harm**. **Risk** is the **likelihood** of someone being hurt multiplied by the **severity** of the occurrence.

Level of risk = likelihood x severity

Risk Matrix

5 x 5 RISK ASSESSMENT MATRIX						
Increasing consequence or severity ↑	5	5 low	10 med	15 med	20 high	25 high
	4	4 very low	8 low	12 med	16 med	20 high
	3	3 very low	6 low	9 low	12 med	15 med
	2	2 very low	4 very low	6 low	8 low	10 med
	1	1 very low	2 very low	3 very low	4 very low	5 low
		1	2	3	4	5
Increasing likelihood or probability →						

PRIORITY OF ACTION

- High 17 - 25 Unacceptable – Stop work or activity until immediate improvements can be made.
- Medium 10 – 16 Tolerable but need to improve within a reasonable timescale, e.g., 1-3 months depending on the situation.
- Low 5 - 9 Adequate but look to improve by next review.
- Very Low 1 – 4 Residual risk acceptable and no further action will be required all the time the control measures are maintained.

Score	Likelihood / Probability	Description
5	Very likely / Almost certain	Event is expected to occur in most circumstances
4	Likely	Event will probably occur in most circumstances
3	Fairly likely / Possible	Event could occur at some time
2	Unlikely	Event is not likely to occur in normal circumstances
1	Very unlikely	Event may occur only in exceptional circumstances

Score	Consequence/Severity	Description
5	Catastrophic / Severe / Fatality	Death or permanent disability to one or more persons
4	Major injury / ill health	Hospital admission required, eg, broken arm or leg
3	Moderate (over 3 day injury)	Medical treatment required, over 3 day injury
2	Minor injury / ill health	First aid is required
1	Insignificant / no injury	Injuries not requiring first aid treatment

What are the hazards	Risk Level Low/ Med/ High	Recommended controls	Risk Level Low/ Med/ High Following action	Action	
				Who	When
<p>Spread of COVID19- by not following Policies and Procedures</p>	<p>[3 x 5 = 15]</p> <p>M</p>	<ul style="list-style-type: none"> • All students, staff and volunteers are aware of all relevant policies and procedures including, but not limited to, the following: <ul style="list-style-type: none"> - Health and Safety Policy - First Aid Policy - Infection Control Policy - Staff Guide - First Aid Procedure • All staff have regard to all relevant guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 - The Health Protection (Notification) Regulations 2010 - Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities' - DfE (2021) 'Schools Coronavirus (COVID19) operational guidance (applies from step 4)' - DfE (2021) 'Use of PPE in education, childcare and children's social care' • The relevant staff receive any necessary training that helps ensure there is a happy and safe school environment, e.g. infection control training and student wellbeing training. • The school keeps up-to-date with advice issued by, but not limited to, the following: <ul style="list-style-type: none"> - DfE - NHS - Department of Health and Social Care - PHE / NIHP 	<p>[2 x 5= 10]</p> <p>M</p>	<p>SLT</p>	<p>Ongoing</p>

		<ul style="list-style-type: none"> - The school's local health protection team (HPT) • The Operation Manager conducts a review of all supplier arrangements to ensure they are appropriate for the school's wider reopening to all students. • All staff and volunteers are made aware of any infection control procedures and social distancing arrangements before the start of term. • Students are made aware of the measures that are in place, e.g. infection control and behaviour expectations, via various methods, including visual aids around the school and reminders from staff. • The Senior Leadership Team [SLT] reviews relevant school policies to ensure they account for new provisions and represent appropriate controls • The SLT ensure compliance to all elements included in Staff Guide by reviewing with Staff 			
Fire safety and evacuation routes less well known	[4x5 =20] H	<ul style="list-style-type: none"> • The Fire Safety Policy and Fire Safety Risk Assessment are up to date. • Fire evacuation plans and maps are available in every classroom • When necessary, the school has identified that the movement to evacuation assembly points will disregard social distancing measures and all staff, students and visitors will follow the evacuation plans. 	[2x5 =10] M	Operations Manager	Ongoing
Spread of COVID19 due to poor ventilation	[3x5 =15] M	<ul style="list-style-type: none"> • Doors/ Windows to be propped open to increase airflow- even when using air- conditioning systems. <p>Do not prop open Fire Doors</p> <ul style="list-style-type: none"> • All ventilation systems are in good working order and remain in normal operating mode 	[1x5 =5] L	Operations Manager, Subject Leaders, Teaching Staff	Ongoing

		<ul style="list-style-type: none"> • Where mechanical ventilation is used, re-circulatory systems are adjusted to full fresh air where possible. • The relevant staff adjust any thermostats to heat internal spaces and water, ensuring a suitable stable temperature is maintained. • Where possible, the windows of occupied rooms are open. In cold weather, where this causes issues with thermal comfort, the following mitigations are put in place where possible: <ul style="list-style-type: none"> - Classrooms are rearranged to minimise the discomfort caused by draughts from open windows, e.g. by moving desks and chairs - High level windows are opened in preference to low level to reduce draughts - Ventilation is increased while the space is unoccupied, e.g. during break- and lunchtimes 			
<p>Use of face coverings</p>	<p>[2x5 =10] M</p>	<ul style="list-style-type: none"> • Staff, students and visitors are informed via letter that they are not required to wear face coverings at all in school. • In the event of a school or local outbreak, the school adheres to advice from a director of health that may include bringing back face coverings temporarily in communal areas and classrooms for staff, students and visitors. • In the event that the school must return to using face coverings, the school remains sensitive to the fact that some people are less able to wear face coverings and that the reasons for this may not be visible to others. • Transparent face coverings, which may assist communication with someone who relies on lip reading, clear sound or facial expressions to communicate, are worn where appropriate. • Face visors or shields are not worn as an equivalent alternative to face coverings; however, they can be worn by those exempt from wearing face coverings. • Face visors or shields are only used after carrying out a risk assessment for the specific situation and always be cleaned appropriately. 	<p>[1x5 =5] L</p>	<p>SLT</p>	<p>Ongoing</p>

		<ul style="list-style-type: none"> • Individuals are provided with clear instructions on how to put on, remove, store and dispose of face coverings. This includes instructions to: <ul style="list-style-type: none"> - Clean hands before and after touching a face covering. - Store face coverings in individual, sealable plastic bags. - Avoid wearing damp face coverings. • Where face coverings are required, individuals are not prevented from entering or attending school on the grounds that they are not wearing a face covering. • The school has a contingency supply of face coverings. • Anyone struggling to access a face covering, or unable to use their face covering because it has been forgotten or soiled, is provided with one from the school's contingency supply. • Face coverings should be worn in enclosed and crowded places – this includes on school transport. 			
<p>Use of PPE</p>	<p>[3x5 =15] M</p>	<ul style="list-style-type: none"> • PPE is distributed to staff who provide assistance to students who become unwell with symptoms of coronavirus whilst in school and a distance of two metres cannot be maintained. • Additional risk assessments are conducted on a case-by-case basis to determine whether staff require PPE to carry out other tasks and duties. • Used PPE is disposed of properly using bins provided around the school. Staff and students are told not to use recycling bins for the disposing of PPE. 	<p>[1x5 =10] L</p>	<p>Operations Manager</p>	<p>Ongoing</p>

<p>Spread of COVID19 due to no additional cleaning</p>	<p>[3x5 =15] M</p>	<ul style="list-style-type: none"> The school maintains an appropriate cleaning schedule which includes regular cleaning of areas and equipment. There is a particular focus on frequently touched surfaces. Adequate amounts of suitable cleaning agents are available. Where required, PPE is available to members of staff who require it to carry out their role safely, e.g. cleaners. All common areas of the school are deep cleaned before reopening with suitable cleaning agents The Operations Manager in discussion with the Cleaning Contractor, Shire Services, creates a cleaning schedule that ensures cleaning is enhanced and includes; <ul style="list-style-type: none"> More frequent cleaning of rooms and shared areas, including classrooms, offices, staff break areas Frequently touched surfaces are cleaned more often than normal. Provision for ensuring toilets are cleaned regularly. Dining hall is cleaned between each group The disabled toilet will be deep cleaned after use if used by person with symptoms of Covid19 Any area that remains temporarily closed or partially closed for cleaning or infection control purposes will be clearly identified and access then restricted 	<p>[2x5 =10] M</p>	<p>Operations Manager</p>	<p>Ongoing</p>
<p>Spread of COVID19 whilst using Catering Services</p>	<p>[3x5 =15] M</p>	<ul style="list-style-type: none"> The school's kitchen is fully open and operates within usual legal requirements. Additional service points provided for the extra break areas. Risk assessments for the catering areas are provided to the school The school to encourage parents to use Parentpay for all transactions. Cash will not be accepted. 	<p>[1x5 =5] L</p>	<p>Operations Manager Shire Catering Operations Manager/ Shire Catering Manager</p>	<p>Complete Complete Complete</p>

Inability to access Catering Services during COVID19	[5x1 =5] L	<ul style="list-style-type: none"> The Director of Finance & Operations liaises with catering provider, Shire Catering, to ensure the kitchens are fully open. Additional service points provided for the extra break areas. FSM or food parcels are provided for eligible students who are not attending school during term time where they: <ul style="list-style-type: none"> - Are self-isolating - Have symptoms or a positive test result - Are a close contact of someone who has had coronavirus - Are not attending as a result of local restrictions advised by the government 	[2x1 =2] VL	Director of Finance & Operations	Ongoing
Spread of COVID19 without Social Distancing	[3x5 =15] M	<ul style="list-style-type: none"> Staff and students are informed they no longer need to adhere to social distancing measures in school unless directed. In the event of a school or local outbreak, the school adheres to the advice of a director of public health, which may include returning to social distancing measures, including student bubbles, temporarily. Some social distancing measures will remain, such as the 2m teaching zone, as part of the outbreak management plan. These measures are available for staff to use on a voluntary basis. 	[2x5 =10] M	SLT	Ongoing
Spread of COVID19 without additional Infection Control	[3x5 =15] M	<ul style="list-style-type: none"> Infection control procedures are adhered to in accordance with local and national guidance, including but not limited to DfE, PHE, Local Authority Adequate amounts of soap & water, alcohol hand sanitiser, tissues and bins are available Infection Control stations are set up, where necessary, providing alcohol- based hand sanitiser, tissues and bins 	[1x5 =5] L	SLT, Operations Manager, Site Manager	Ongoing

		<ul style="list-style-type: none"> The school promotes good respiratory hygiene via “catch it, kill it, bin it”. Providing tissues and lidded bins in all rooms. Students and staff are encouraged to use hand sanitiser on entry and exit to school buildings and classrooms Staff, students, volunteers and visitors are encouraged to wash hands regularly, including when they arrive at school, when they return from breaks, change rooms and before and after eating. Staff, students, volunteers, and visitors who display symptoms of COVID19 are managed in line with local and national guidance and the Infection Control Policy and are sent home as soon as possible. Hygiene measures are explained to visitors and contractors upon their arrival. 			
Spread of COVID19 when responding to an Emergency	[3x5 =15] M	<ul style="list-style-type: none"> Designated First Aiders are trained in use / cleaning of PPE 	[1x5 =5] L	Operations Manager, First Aiders	Ongoing
Spread of COVID19 without minimising contact with individuals who are unwell	[4x5 =20] H	<ul style="list-style-type: none"> Students, Staff and other adults do not enter the school premises if: <ul style="list-style-type: none"> - They have any symptoms of coronavirus - They have tested positive for coronavirus in the last 10 days. - They are required to quarantine having recently visited countries outside the Common Travel Area. Staff, parents, students and visitors are informed of the national legal requirements regarding self-isolation, including that if they are required to self-isolate, this must be for a full 10 days from the start of their symptoms or the date of their positive test if they do not have symptoms. Staff are informed of the symptoms of possible coronavirus infection, and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus. 	[1x5 =5] L	SLT Operations Manager, First Aiders	Ongoing

- Students and parents are made aware that students under the age of 18 are no longer required to self-isolate if they are identified as a close contact of a positive case. Instead, students will be advised by NHS Test and Trace to take a PCR test and will only need to isolate if they produce a positive result.
- Students and parents are made fully aware that fully vaccinated adults who are identified as a close contact of a positive case do not need to self-isolate unless they develop symptoms or produce a positive test, as long as they are fully vaccinated.
- Staff who have only had one dose of the vaccine are made aware that they still need to self-isolate if identified as a close contact until two weeks after receiving their second dose.
- Instances of staff, students, visitors and volunteers displaying symptoms of coronavirus are managed in line with local and national guidance.
- If anyone in the school develops coronavirus symptoms while at school, they are:
 - Sent home to begin isolation; the isolation period includes the day the symptoms started and the next 10 full days.
 - Advised to follow the guidance for households with possible or confirmed coronavirus infection.
 - Advised to arrange a PCR test as soon as possible.
- The disabled toilet will be used by any student awaiting collection. This toilet will then be cleaned and disinfected using standard cleaning products before being used by anyone else.
- Anyone who comes into contact with an unwell individual washes their hands thoroughly for 20 seconds
- Staff members who have helped someone with symptoms and any students who have been in close contact with them do not need to self-isolate unless they develop symptoms themselves or the symptomatic individual subsequently tests positive for COVID19

		<ul style="list-style-type: none"> • Students, with suspected COVID19 symptoms, awaiting collection are moved to a room where they can be isolated behind a closed door. A member of staff will supervise the student • PPE is worn by supervising first aid staff if they cannot maintain 2m distance • The isolation room is cleaned with normal household disinfectants once they have left the premises • The school refuses to admit a student who is displaying symptoms of coronavirus where their parents are insisting their child attends if, in its reasonable judgement, the student poses a risk of infection to other members of the school community. 			
<p>Spread of COVID19 without engaging with Test and Trace</p>	<p>[3x5 =15] M</p>	<ul style="list-style-type: none"> • The school makes staff aware that is not responsible for Test and Trace contacting. This will be taken over by the NHS Test and Trace service. • The school makes staff aware that the NHS Test and Trace service will inform staff and students if they have been in close contact with a positive case of coronavirus and will advise them to take a PCR test. • The school continues to work with local HPTs in the event of a school or local outbreak. • Staff members and parents are informed that they will need to engage with the NHS Test and Trace programme if they are contacted, meaning they need to be ready and willing to: <ul style="list-style-type: none"> - Book a PCR test if they (or their child) display symptoms. - Provide details of anyone they (or their child) have been in close contact with if they were to test positive for coronavirus or are asked by NHS Test and Trace. - Take a test if they have been in close contact with someone who develops coronavirus symptoms or someone who tests positive. - Self-isolate if they display symptoms or produce a positive test. • Anyone in school who displays symptoms is encouraged to get a PCR test. 	<p>[2x5 =10] M</p>	<p>SLT, Operations Manager</p>	<p>Ongoing</p>

- If the school believes a symptomatic individual may face barriers to accessing a PCR test elsewhere, the school provides them with a PCR test.
- PCR tests stored on the school site are stored securely at ambient room temperature (5 to 22°C).
- The school considers offering a symptomatic staff member a PCR test if they cannot otherwise access testing quickly and if the individual is vital to the running of the school.
- PCR tests are delivered safely and with due regard for transmission risk.
- Tests are not given directly to students but are instead given to the student's parent or carer.
- Individuals are asked to inform the school immediately of test results.
- If an individual tests negative, they feel well and no longer have coronavirus symptoms, they, and the members of their household, can stop self-isolating as long as:
 - They were not told to self-isolate for 10 days from the day after contact with the individual who tested positive by NHS Test and Trace.
 - They feel well.
- If an individual tests positive, they are required to self-isolate for at least 10 days from the onset of symptoms and then return to school only if they do not have symptoms other than a cough, or loss of or change in their sense of smell or taste. Other members of their household are required to continue self-isolating for the full 10-day period unless they are fully vaccinated adults or under the age of 18.
- Individuals are informed that, if they receive notification via the NHS Test and Trace app that they have been in close contact with a positive case, they must inform the school immediately.
- Individuals who test positive are encouraged to report the result on the NHS Test and Trace app.

		<ul style="list-style-type: none"> • If a student receives notification to self-isolate, the school ensures appropriate arrangements are in place for the student to self-isolate when they are directed to, and begin remote learning. • If a member of staff receives notification that they need to self-isolate, the school will consider the action that needs to be taken to ensure continuity of education. • Individuals are made aware that they are not required to self-isolate if they live in the same household or are a close contact of someone with coronavirus, and any of the following apply: <ul style="list-style-type: none"> - They are fully vaccinated. - They are below the age of 18 years and 6 months. - They have taken part in or are currently part of an approved vaccine trial. - They are not able to get vaccinated for medical reasons. • Students under 18 and 6 months that have been identified as a close contact are made aware that they should continue to attend school as normal. 			
<p>Spread of COVID19 by not controlling confirmed cases of COVID19 within school</p>	<p>[4x5 =20] H</p>	<ul style="list-style-type: none"> • Parents are informed of how the school responds to confirmed cases of coronavirus. • Where an individual in the school community tests positive for coronavirus, the school follows public health advice and the Operations Manager contacts the DfE’s dedicated advice service immediately. • The school works with the DfE’s dedicated coronavirus advice service (or local HPT if the case is escalated) to carry out a rapid risk assessment and identify appropriate next steps. • Household members of individuals who develop symptoms or test positive also begin self-isolating, starting from the day the individual’s symptoms started, or the day of their positive test result if asymptomatic, and continue to self-isolate for the next full 10 days. 	<p>[2x5 =10] M</p>	<p>SLT, Operations Manager</p>	<p>Ongoing</p>

		<ul style="list-style-type: none"> Household members of close contacts of positive or symptomatic individuals do not self-isolate unless they, or the close contact, develop symptoms or test positive. Where required, all parents and staff are informed of the confirmed case; however, the name of the individual is not shared. The school does not request evidence of negative test results or other medical evidence before admitting individuals back to school after a period of self-isolation. If the school has two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus is suspected, the school continues to work with the DfE's dedicated coronavirus advice service (or local HPT if the case is escalated). The individual who tested positive can stop self-isolating after they have finished their isolation period and their symptoms have gone or if they continue to only have a residual cough or anosmia. 			
<p>Detrimental impacts to mental health and wellbeing during COVID19 Pandemic</p>	<p>[4x3 =12] M</p>	<ul style="list-style-type: none"> Staff are vigilant in discerning student mental health and report concerns to the Head of Year. Students have access to pastoral support and activities, eg opportunities to renew and develop new friendships. The SLT discusses the implications on staff and student workload and puts a plan in place to minimise the risk of stress. The headteacher and the Designated Safeguarding Lead [DSL] liaise with the LA to determine what additional support is available for students who are suffering with their mental health. The headteacher and the Special Educational Needs Coordinator [SENCO] identify students with additional needs and put provision in place to ensure their needs are adequately and safely met, e.g. the relevant staff are available. Teachers and the SENCO work together to ensure students with SEND are prepared for changes to their routine. 	<p>[3x3 =6] L</p>	<p>SLT</p>	<p>Ongoing</p>

		<ul style="list-style-type: none"> The headteacher and DSL ensure provision is in place to help protect wellbeing and mental health, and ensure all staff, volunteers and students have access to psychological support. The school engages with local immunisation providers to ensure immunisations programmes can be provided on site in line with the relevant protective control measures. Safeguarding issues are managed in line with the Child Protection and Safeguarding Policy. 			
Detrimental impacts to Safeguarding during COVID19 Pandemic	[3x3 =9] L	<ul style="list-style-type: none"> The school's Child Protection and Safeguarding Policy is reviewed as necessary to reflect the current operations of the school. The DSL liaises with the necessary personnel and parents to manage and address any new and ongoing safeguarding concerns, e.g. ongoing bullying. The DSL ensures the relevant staff have the appropriate training to support students and staff who require pastoral care. If a parent elects to educate their child at home, the school considers whether this decision gives greater cause for concern compared to the student remaining in school. If there is cause for concern, the DSL considers making a referral to the LA. 	[3x3 =9] L	DSL	Ongoing
Detrimental impacts to education during COVID19 Pandemic without access to remote learning	[2x5 =10] M	<ul style="list-style-type: none"> While attendance is mandatory, remote learning is provided for students who are following clinical or government guidance to stay at home, e.g. where they are self-isolating. All such students not physically unwell are given access to remote education as soon as reasonably practicable. The headteacher ensures that students taught remotely in KS3 and KS4 are set work that as a minimum covers five hours a day. The school informs parents that they should raise any concerns about the quality of the school's remote education offer with the headteacher in the first instance, and that parents may contact 	[2x5 =10] M	SLT	Ongoing

		Ofsted directly if they feel their concerns have not been satisfactorily addressed.			
Detrimental impacts to school attendance during COVID19 Pandemic	[5x3 =15] M	<ul style="list-style-type: none"> The school informs parents and students that attendance is mandatory for all students. Parents are informed that the usual rules on school attendance apply – this means parents have a duty to ensure that their child attends regularly. The attendance register is taken as normal and absences are followed up. Where a student is unable to attend the site because they are complying with clinical and/or public health advice, they are offered access to remote education immediately. Any concerns from staff, parents and students about being on the school site are discussed between appropriate individuals. Students who are reluctant or anxious to attend school are identified and relevant staff members develop plans to reengage these students. The school uses the additional catch-up funding, as well as existing pastoral and support services, resources and funding, to put in place measures for those families who need additional support to secure students' regular attendance. Staff and students who have returned to the UK from foreign countries within the last month complete the necessary quarantine period, as outlined in the government's guidance, before attending school. The school works with the LA to engage with families who are abroad to understand the students' circumstances and their plans to return. The school will encourage families to return where they are able to, emphasising the benefits of regular school attendance and reminding them that school attendance is mandatory. 	[2x3 =6] L	SLT, Heads of Year, Attendance Officer, Education al Welfare Officer [EWO]	Ongoing

		<ul style="list-style-type: none"> Where possible, remote education will be provided for students who are abroad, and facing challenges to return due to coronavirus-related travel restrictions, for the period they are abroad. 			
Risk due to the use of transport	<p>[3x4 =12]</p> <p>M</p>	<ul style="list-style-type: none"> In the event of a school or local outbreak, the school liaises with the LA or transport provider to assess the approach to dedicated school transport they are adopting. Students do not board home to school transport if they, or a member of their household, has a positive test result or symptoms of coronavirus. The school liaises with the LA and other transport providers to ensure they are adopting COVID-secure protocols, and requests a copy of their risk assessment, where relevant. Students are advised to clean their hands before boarding transport and again on disembarking. Additional cleaning of vehicles is carried out regularly. Fresh air through ventilation is be maximised, particularly through opening windows and ceiling vents. Face coverings are recommended and expected to be worn in enclosed and crowded places – this includes on public and dedicated school transport where the school encourages the use of face coverings. 	<p>[2x4 =8]</p> <p>L</p>	SLT	Ongoing
Detrimental impacts to student behaviour during COVID19 Pandemic	<p>[3x4 =12]</p> <p>M</p>	<ul style="list-style-type: none"> The school's Behavioural Policy sets out behaviour expectations for students. Expectations are communicated clearly to staff, students and parents. Students who are struggling to reengage with school are supported appropriately. 	<p>[2x3 =6]</p> <p>L</p>	SLT	Ongoing

Risk of COVID19 to clinically vulnerable individuals

[4x5 =20]

H

- Clinically vulnerable and clinically extremely vulnerable (CEV) students are supported to attend on-site provision.
- Students who live with someone who is CEV continue to attend school as normal.
- All CEV students attend the school unless they have been advised by their GP or clinician not to attend.
- The relevant staff liaise with the parents of students who are deemed more vulnerable to infection and discuss their concerns and the infection control measures in place at the school.
- The school collaborates with the LA to ensure that alternative arrangements for CEV students are in place to prepare for the event that the school site is required to close.
- If CEV students are self-isolating and cannot attend on-site provision, procedures are put in place to maintain contact and make sure their parents know that the decision not to attend can be revisited at any time.
- CEV staff continue to work from home where possible. If this is not possible, they are supported to attend the school site.
- Clinically vulnerable staff continue to attend school provided they follow the system of controls to minimise the risks of transmission.
- Staff who live with those who are CEV attend the workplace but ensure they maintain good prevention practice in the workplace and at home.
- Line managers hold discussions with staff who are deemed more vulnerable to infection and discuss their concerns and the infection control measures in place at the school.
- The SLT considers requests made by staff who wish to make changes to their working environment or working hours in the interest of health and safety.
- If required, CEV staff can adjust their working hours, as agreed by the SLT.

[2x5 =10]

M

SLT

Ongoing

		<ul style="list-style-type: none"> The headteacher ensures that the school can be adequately and safely staffed. A separate risk assessment is carried out for pregnant staff. The school follows the relevant specific guidance for pregnant employees. Pregnant staff of any gestation are not required to continue working on site if this is not supported by the separate risk assessment. Staff 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 coronavirus at any gestation, are supported to take a more precautionary approach. The school ensures pregnant staff are able to adhere to any active national guidance on social distancing and/or advice for pregnant women considered to be clinically extremely vulnerable. The above principles on protecting pregnant staff also apply to pregnant students. The school encourages staff to get vaccinated if possible, and enables these staff members to attend booked vaccination appointments, even during term time. 			
Spread of COVID19 by participation in extra-curricular activities	[3x5 =15] M	<ul style="list-style-type: none"> The school works to provide all before and after school educational activities for all students 	[1x5 =5] L	SLT	Ongoing
Spread of COVID19 by participation in Educational Visits	[3x5 =15] M	<ul style="list-style-type: none"> Educational visits will be conducted in line with the government's roadmap. This includes system of controls and the COVID-secure measures in place at the destination. A full and thorough risk assessment is made in relation to all educational visits to ensure they can be undertaken safely. The school ensures it is prepared to carry out domestic day trips and residential trips. 	[2x5=10] M	SLT, Educational Visits Co-ordinator [EVC]	Ongoing

		<ul style="list-style-type: none"> The schools makes staff, students and parents aware that international travel can resume from the start of the Autumn term 2021; this includes trips that were postponed and organising new trips for the future. Students are allowed on trips to outdoor public places and do not need to be restricted to limits on gatherings, provided: <ul style="list-style-type: none"> - A risk assessment is conducted in advance. - Good hygiene is maintained throughout. - Thorough handwashing happens before and after the trip. - The trip is carried out in line with relevant local or national coronavirus guidance. - Appropriate insurance arrangements are in place. The school ensures that it has adequate travel insurance and discusses any questions about cover with its insurance provider. The school follows the guidelines relevant to trips to indoor spaces. Once inside: <ul style="list-style-type: none"> - Staff are to remain with the students in the group. - Students and staff should wash hands thoroughly on arrival and before leaving. - Students aged 11 to 17 provide proof of a negative coronavirus test to return to the UK if travelling abroad (students aged 10 and under are exempt from this). - Students aged 5 to 17 take a coronavirus travel test on or before day two of arrival in the UK. 			
Risk arising from use of resources	<p>[2x5 =10]</p> <p>M</p>	<ul style="list-style-type: none"> Staff and students have their own individual and frequently used items, e.g. pencils and pens. Classroom resources, e.g. books and games are cleaned regularly. Students only bring essential items to school each day, e.g. lunch boxes, hats, coats, books, stationery and mobile phones. Students are permitted to bring bags to school. Any shared resources that need to be taken home by students and staff are appropriately cleaned or a rota is put in place. 	<p>[1x5 =5]</p> <p>L</p>	<p>SLT, Teaching Staff</p>	<p>Ongoing</p>

Detrimental impact arising from lack of communication	<p>[3x5 =15]</p> <p>M</p>	<ul style="list-style-type: none"> • The headteacher puts into place any actions or precautions advised by the DfE’s helpline of local HPT if necessary. • Parents are informed via email about the relevant information regarding the running of the school. • Staff and volunteers are informed via email about the relevant information regarding the running of the school. • The headteacher liaises with the governing body about possible arrangements for running the school, where necessary. • The school’s website is kept up to date with any information regarding the running of the school during step 4 of the coronavirus recovery roadmap. • All staff, students and volunteers are made aware of the symptoms of coronavirus, what to do if they display symptoms, and if others display symptoms. • A record is kept of al visitors and contractors that come to the school site. 	<p>[1x5 =5]</p> <p>L</p>	<p>SLT</p>	<p>Ongoing</p>
Detrimental impact to provision of education due to a lack of contingency planning	<p>[5x4 =20]</p> <p>H</p>	<ul style="list-style-type: none"> • The school has a contingency plan also known as an outbreak management plan that can be implemented if restrictions need to be implemented due to coronavirus. • Remote education plans are in place for students who are self-isolating 	<p>[2x4 =8]</p> <p>L</p>	<p>SLT</p>	<p>Ongoing</p>
Spread of COVID without Testing	<p>[3x5 =15]</p> <p>M</p>	<ul style="list-style-type: none"> • It is made clear that testing is voluntary. Individuals not undergoing testing attend school in line with normal school arrangements. • Staff in all education settings are encouraged to test twice weekly at home until the testing guidance is reviewed in September. • The school obtains written consent from staff to process and store their testing data prior to beginning testing. 	<p>[2x5 =10]</p> <p>M</p>	<p>Operations Manager</p>	<p>Ongoing</p>

- All students are offered two on-site lateral flow device (LFD) tests, three to five days apart, on their return to school in the Autumn term.
- The school obtains written consent from parents where required, to process and store their testing data prior to beginning testing.
- Individuals with negative test results continue to attend school unless they have been advised by NHS Test and Trace or another health professional to stay at home.
- Staff and students undergoing testing are supplied with LFD test kits to self-swab and test themselves twice a week at home.
- Staff, students and parents are fully informed of the testing programme.
- Individuals report their results to NHS Test and Trace as soon as the test is completed, either online or by telephone.
- Students aged 12 to 17 self-test and report their results with adult supervision. Students aged 11 are tested by an adult.
- The school retains a small on-site asymptomatic testing site (ATS) so testing can be offered to students who are unable or unwilling to test themselves at home.
- Individuals who receive a positive result from an LFD test complete a 10-day period of self-isolation and are asked to arrange a confirmatory PCR test.
- Individuals who test positive using an LFD test arrange their PCR test within 2 days of the positive result. All positive results from LFD tests, whether conducted at home or at school, are confirmed with a PCR test.
- Staff, students and parents are made aware that negative results from confirmatory PCR tests taken within 2 days of LFD tests override positive results from LFD tests; therefore, individuals who receive negative PCR test results can return to school, provided they do not have symptoms.
- Individuals do not take an LFD test if they have tested positive for coronavirus within the last 90 days.

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| | | <ul style="list-style-type: none"> • Individuals are informed that LFD tests are not to be used if they begin to develop symptoms of coronavirus; they instead begin self-isolating immediately and book a PCR test. • Testing kits are stored indoors between a temperature of 2 to 30°C. • Staff are instructed to collect test kits from the designated collection point. • A test kit log is in use and kept up-to-date with the relevant information required. • The data held in the test kit log and test result log is stored in line with the school's Data Protection Policy at all times. | | |
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Safe Systems of Work to be outlined below:

- All staff have a responsibility for health and safety within the school, however, an appointed person should be identified to represent the faculty and to work with management to ensure processes and procedures are adhered to.
- Monitor procedures and keep records up to date.
- Staff should be instructed in Individuals do not take an LFD test if they have tested positive for coronavirus within the last 90 days.
- Individuals are informed that LFD tests are not to be used if they begin to develop symptoms of coronavirus; they instead begin self-isolating immediately and book a PCR test.
- Testing kits are stored indoors between a temperature of 2 to 30°C.
- Individuals are instructed to collect test kits from the designated collection point.
- A test kit log is in use and kept up-to-date with the relevant information required.
- A test result log is in use and kept up-to-date with the relevant information required.
- The data held in the test kit log and test result log is stored in line with the school's Data Protection Policy at all times. the use of all equipment, cleaning chemicals (where necessary) and where appropriate training given.
- Avoid using high shelving where possible.
- Personal workstations should be assessed and reviewed annually or/if changes occur before this time period.
- Health and safety should be a standing item on all team meetings.
- Risk assessments should be carried out for all equipment and office activities where significant risks have been identified and reviewed annually or sooner if significant changes/or legislation dictate this.
- COSHH assessments should be undertaken for any cleaning chemicals used or a general assessment if they are non-hazardous. Ensuring all hazard data sheets relating to substances are retained and kept up to date.
- Work should be conducted during core hours and lone working minimised.
- Carry out a separate Risk Assessment for young persons, disabled or pregnant workers.

