# Covid 19 Risk Assessment

## Company name: Cambian Hereford School

## Assessment carried out by: T.B.Clarke and C.Moulton

## Date of next review: 2 weekly (or if new guidance is published)

## Date assessment was carried out: 15/10/20 (January update)

* For the purpose of this risk assessment, the term ‘coronavirus’ to refer to coronavirus disease 2019 (COVID-19).

• This should be viewed alongside relevant advice and guidance from the Department of Education and reflect any additional subsequent guidance issued to schools.

• For further reference see <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>, Updated on 26th November 2020. Also related documents here <https://www.gov.uk/coronavirus/education-and-childcare>

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| Key: |  |
| Level of risk prior to control | Identifies the risk before any steps to reduce the risk have been taken |
| Risk Description: | Outlines the area of concern. This list is not exhaustive and schools will add/amend/delete where appropriate e.g. risks for pupils with complex needs. |
| Risk Controls: | The measures that will be taken to minimise the risk.  |
| Impact: | Is be L/M/H and numeric, dependent on likelihood or risk lesson  |
| Likelihood: | Could be L/M/H or numeric, depending on what is used in the school setting. NB IF IMPACT AND LIKELIHOOD ARE BOTH HIGH, THEN THE ACTIVITY SHOULD BE STOPPED UNTIL ADDITIONAL CONTROL MEASURES ARE PUT IN PLACE. |
| Responsible person: | The identified staff member(s) responsible for implementing the risk controls. |
| Completion Date: | The date by which required plans for controls will be in place. To support planning, identify which controls need to be in place before pupils return to the school. |
| Line Manager Check: | Sign off to ensure that the risk has been minimised as far as possible. |

| Risk Description/Area of Concern | Level of risk prior to control | Risk Controls | Level of risk is now | Likelihood | Responsible person | Completion Date |
| --- | --- | --- | --- | --- | --- | --- |
| The school lapses in following national guidelines and advice, putting everyone at risk | H | Ensure that all relevant guidance is followed and communicated: * The school is keeping up-to-date with advice issued by, but not limited to, DfE, NHS, Department of Health and Social Care and PHE (to be replaced by NIHP from Spring 2021), and reviews its risk assessment accordingly
* Information on the Cambian website is kept up to date
* Pupils updated via classrooms, assemblies, wall displays, discussion and letter home
* Any change in information to be passed/carers/staff on to parents and staff by email / letter

 As a result, the school has the most recent information from the government, and this is distributed throughout the school community. | M | 2 | Headteacher, SLT and school staff | Ongoing |
| Poor communication with parents and other stakeholders | H | * All staff/pupils aware of current actions and requirements and reminded frequently using school communication systems
* Risk assessment discussed weekly
* Risk assessment shared & accessible to all staff – shared school drive
* Risk assessment available on request.
* Parents/carers notified of key points in risk assessment plan and updates shared with parents via parent letters
* Verbal updates on a daily basis to parent/carers to update of any changes currently in place

As a result, all pupils and all staff working with pupils are adhering to current advice. | L | 2 | Headteacher, SLT and all school staff | ongoing |
| Lack of awareness of policies and procedures | H | * School Headteacher will ensure that all policies impacted on by coronavirus controls are updated including Health and Safety Policy, Fire Risk Assessment, Legionella Risk Assessment and Asbestos Management Plan. All safety checks are up to date and in place.
* If whole school closure is put in place, then before reopening school all health and safety and fire check will be completed and all certificates will be in date
* All staff, pupils and volunteers will make themselves aware of all relevant policies and procedures including, but not limited to, the following:

- Health and Safety Policy - Infection Control Policy - First Aid Policy - Behaviour policy - Safeguarding and Child Protection Policy * All staff have regard to all relevant guidance and legislation including, but not limited to, the following:

- The 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 and PHE (2020) ‘COVID-19: guidance for educational settings’, the relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training. * All school staff have received training on first aid in the school environment.
* Staff are aware of the school’s infection control procedures in relation to coronavirus via documentation on the shared drive and in the Covid 19 guidance folder.
* Daily updates given to staff when changes occur, weekly staff meetings where policy and procedure can be review if required. Government guidance disseminated to all school staff.
* Parents/Carers are aware of the infection control procedures in relation to coronavirus via letter/emails/poster at entrance to school – they are aware that they must contact the school immediately if they believe their young person has been exposed to coronavirus
* Pupils are aware of the school’s infection control procedures in relation to coronavirus. Pupil information sessions held first day of autumn term 2020. All are aware that they must tell a member of staff if they begin to feel unwell, pupils have been made aware of the symptoms and procedure if they feel unwell.
* The school’s usual uniform policy resumed in September 2020, following DfE guidance that student uniform does not need cleaning any more often than usual or cleaned using different methods from normal

As a result, all staff and pupils are aware of the policies and procedures in place to keep themselves safe in school. | M | 2 | Headteacher, SLT and all school staff | Ongoing |
| Poor hygiene practice in school - general | H | * Posters are displayed at the entrance to the school, around school and in every classroom reminding staff, pupils, parents and visitors of the hygiene practice required in school (e.g. washing hands/use hand sanitiser before entering and leaving school)
* Everyone who enters school building to wash their hands with soap on arrival at school each morning in designated area for each group for no less than 20 seconds OR use hand sanitiser on entry to school
* Pupils to wash their hands with soap before and after break times and lunchtimes for no less than 20 seconds/use hand sanitiser
* Teachers to reiterate key messages in class-time & tutor time (when directed) to pupils to:

- Cover coughs and sneezes with a tissue, - To throw all tissues in a bin - To avoid touching eyes, nose and mouth with unwashed hands. - Ensure face covering worn in communal areas* Additional alcohol-based sanitiser (that contains no less than 60 percent alcohol) and tissues to be provided in key locations around the school building.
* Pupils entering food or science lessons will be required to wash their hands with soap and water before starting lesson due to dangers presented by high levels of alcohol in hand sanitiser.
* School to follow respiratory hygiene guidelines, and following the catch it, bin it, kill it method.
* Infection control procedures are adhered to as far as possible in accordance with the DfE and PHE’s guidance
* Sufficient amounts of soap (or hand sanitiser where applicable), clean water, paper towels and waste disposal bins are supplied in all toilets and kitchen areas
* Lidded double bagged bins provided for classrooms, offices and entrance hall.
* Hand washing and sanitising facilities are supervised by staff to ensure pupils maintain social distancing as well as reiterating hand washing procedures.
* Pupils and staff have access to disposable cutlery and bottled water.
* Staff are encouraged to bring their own drinks to school, all shared cups etc go through the dishwasher using sanitising dishwasher tablets.
* All utensils are thoroughly cleaned and sanitised before and after use
* A cleaner employed by the school to carry out cleaning of the entire school site, following a Covid 19 cleaning checklist using 0.5% bleach. Classroom cleaning rotas in place for after every lesson, toilet cleaning rota in place toilets cleaned twice during school day.
* Water cooler cleaned currently off limits to avoid washing and reusing plastic bottles, to avoid pupil grouping around water cooler and creating another frequently touched item in school.
* IRS and accident forms emailed to parents/carers. First aider to make initial contact by telephone and complete accident hand over which they scan and email to Headteacher/Admin, this is then forwarded to parents and carers.

As a result, all pupils and staff are adhering to high standards of hygiene to minimise risk of transmission. | M | 3 | All school staff, visitors, parents/carers and pupils | Ongoing |
| Students and staff with prior medical conditions deemed as ‘Clinically extremely vulnerable’ therefore more at risk from COVID 19 effects | H | * Staff or pupils who are identified as ‘Clinically extremely vulnerable’ will follow government guidelines on shielding advice and work/learn from home where possible.
* Risk assessment are in place for any clinically vulnerable staff or pupils.
* Where a student is unable to attend school because they are complying with clinical and/or public health advice, provision is in place to offer them access to remote education.
* Staff to inform school immediately if they receive notice that they fall into the extremely vulnerable group.
* Individual risk assessments for pregnant staff or pupils in place if required and will be reviewed regularly as the pregnancy progresses
* A young person or a member of staff who lives with someone who is clinically vulnerable or clinically extremely vulnerable, including those household members who are pregnant, can attend their school or setting – no individual risk assessment is necessary.
 | L | 1 | All staff, pupils, carers/parents, SLT and Headteacher | 11/1/21 |
| Poor hygiene practice – specific – school entrance | H | * Clear signage in place regarding social distancing, hand hygiene and face coverings.
* Staff will be signed in by school admin on entry to school to avoid the passing of forms or pens, visitors to be signed in by office staff to reduce need for pen
* Areas touched to be wiped down regularly
* Parents/carers informed they are not permitted to enter school buildings unless it is an emergency or prior arrangement made with SLT for an essential reason. Parents/carers to be prevented from entering the school building without prior arrangement.
* Staggered arrival times in place for morning arrival to avoid congestion at main entrance and ensure a safe and controlled entry to building
* Furniture in reception area rearranged to facilitate social distancing.

As a result, school staff are protected. | M | 3 | School staff, Headteacher, parents/carers | 2/12/20 |
| Poor hygiene practice – specific – office spaces | L | * Tissues/hand sanitiser to be available in all office locations
* Staff to wash/sanitise hands on arrival at school
* Each individual is responsible for wiping down their own work area before and after use
* All admin staff have designated work area - no shared workspaces within office
* Delivered parcels to be left outside when delivered and office staff to open parcel outside wearing PPE, gloves removed and contents of parcel taken directly to specified area of school. Box from parcel placed straight in outside bin.
* Post delivered will be opened using PPE and areas will be cleaned down with sanitising wipes after. All packaging will be disposed of immediately.

As a result, office practice in office spaces limits the risk of the spread of any infection. | L | 2 | School office staff | 2/12/20 |
| Poor hygiene practice – specific - spread of potential infection at the start of the school day | H | In line with government advice: * Information issued to young people, parents, carers and visitors not to enter the school if they display any symptoms of coronavirus or live in a household with any other person who has tested positive or show symptoms.
* All pupils and staff to wear face covering as soon as they enter the school building and keep them on through communal areas.
* Information issued to parents about arrival and departure procedures, including safe drop-off and pick-up
* Pupils to be supervised by staff in accessing handwashing facilities on arrival, ensuring that pupils’ queue while maintaining social distancing as they wait for facilities
* All staff to wash/sanitise hands on arrival in school
* Parents and pupils informed that they cannot congregate at the front of school prior to the start of the school day – letter sent to parents/carers, signage in place. SLT on duty at start of day
* Pupils transported to school in taxis must wear face coverings in accordance with the taxi company’s policy and government guidelines.
* Sufficient hand-washing and sanitiser supplies provided to accommodate this procedure at the start of the day.

 As a result, the risk of infection is reduced as pupils and staff arrive at school. | M | 2 | All school staff and pupils | 2/12/20 |
| Poor hygiene practice – specific – toilets | L | * Limited use of toilets to ensure that social distancing is maintained and supervised by staff (by standing in the corridor)
* Toilets checked regularly and cleaned during school day in addition to after school
* Toilet cleaning checklist in place for regular day time cleaning.
* Staff not to use pupil toilets during the school day.
* Staff toilet cleaning regime on wall to be followed after each use.

As a result, safe practices are followed and the risk of infection is reduced for staff and pupils. | M | 2 | SLT, school cleaner and all school staff | 2/9/20 |
| Poor hygiene practice – specific - end of the school day. | M | * Staggered end of day timings in place – each young person dismissed at different times
* Information issued to parents/carers about departure procedures, including safe pick-up (social distancing)
* Pupils and parents/carers informed of the allocated times for the end of their school day by letter & instructions from teachers
* Parents/Carers and pupils informed that they cannot congregate at the front of school at the end of the school day – letter sent to parents, signage in place. SLT on duty at end of day. If waiting to collect pupils, parents/carers are to follow signage and staff instruction.
* Parents/carers and pupils who access taxis to school via the LA are made aware of government recommendations directly through the LA transport teams.

As a result, the risk of infection is reduced as pupils and staff leave school. | L | 2 | Headteacher, SLT, school staff LA transport. | 4/11/20 |
| Ill health in school. | H | * Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing and high temperature, loss of sense of taste & smell and are kept up to-date with national guidance about the signs, symptoms and transmission of coronavirus
* Appropriate PPE is available and guidance on its location, use and disposal issued to staff in line with government guidance on what to do if a pupil or staff member becomes unwell
* All staff are informed of the procedure in school relating a pupil becoming unwell in school (see isolation at school procedures).
* Designated Covid19 first aid area in school identified and set up (Medical Room).
* Any pupil who displays signs of being unwell is immediately referred to SLT
* It is now mandatory for all pupils to bring a face mask to school every day, if a pupil arrives at school without a face mask, they will be provided one by school. Any pupil displaying signs of being unwell will put on face covering before being sent to the medical room.
* Any staff member who displays signs of being unwell immediately refers themselves to SLT and is sent home
* SLT are unavailable, staff ensure that any unwell pupils are moved to the medical room whilst they wait for their parent/carers to collect them and any household peers. School admin team to contact parents/carers. Parents/carers advised to follow the COVID-19: Guidance for households, including accessing testing
* If a pupil needs to use the bathroom, they should will use the pupil toilet as they are individual toilets, this toilet will be deep cleaned (following checklist) before being available for any other pupil in school to use.
* PPE to be worn by staff caring for an unwell child while they await collection if a distance of 2 metres cannot be maintained.
* If contact with a child or young person is necessary, then gloves, an apron and a face mask must be worn by the supervising adult. If there is a risk of splashing, eye protection should also be worn
* The relevant member of staff will call for emergency assistance immediately if the pupil’s symptoms worsen, there will be a designated member of staff in place specifically for this purpose.
* Unwell pupils who are waiting to go home are supervised in the medical room where they can be at least two metres away from others
* If a member of staff has helped someone who was unwell with a new, continuous cough or high temperature or anosmia, they do not need to go home unless they develop symptoms themselves (and in which case, they should arrange a test) or the child subsequently tests positive. Staff aware they must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell.
* Arrangements in place to ensure cleaning the affected area with normal household bleach-based disinfectant does occur, after someone with symptoms has left to reduce the risk of passing the infection on to other people, (See isolation room deep clean procedure).
* All staff and students who are attending a school setting will have access to a test if they display symptoms of coronavirus
* Where the student or staff member tests negative, they can return to their setting and their fellow household members can end their self-isolation

Where the student or staff member tests positive they must remain at home for 10 days or longer if symptoms still present after 10 days in line with current NHS advice:*You can stop self-isolating after 10 days if either:* * *you do not have any symptoms*
* *you just have a cough or changes to your sense of smell or taste – these can last for weeks after the infection has gone*

*Keep self-isolating if you feel unwell Keep self-isolating if you have any of these symptoms after 10 days:* * *A high temperature or feeling hot and shivery*
* *A runny nose or sneezing*
* *Feeling or being sick*
* *Diarrhoea*

*Only stop self-isolating when these symptoms have gone. If you have diarrhoea or you’re being sick, stay at home until 48 hours after they've stopped* * Procedures in place to ensure school follows PHE (NIHP) guidance regarding the whole school if there is a positive test. PHE/NIHP will advise if other individuals should be sent home and advised to self-isolate for 14 days. The other household member of that wider class or group do not need to self-isolate unless the pupil or staff member they live with subsequently develops symptoms
* Senior Leadership team are fully aware and understands the NHS test and trace process and how to contact their local Public Health England health protection team

Senior Leadership team are aware that Schools must take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19). Schools should contact the DfE Helpline on 0800 046 8687 and select option 1 for advice on the action to take in response to a positive case. Schools will be put through to a team of advisers who will inform them of what action is needed based on the latest public health advice. If, following triage, further expert advice is required the adviser will escalate the school’s call to the local healthprotection team. The health protection team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school - as identified by NHS Test and Trace. 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. * The health protection team will work with schools in this situation to guide them through the actions they need to take.
* School have ensured that staff members and parents/carers are aware that they will need to be ready and willing to:
* Book a test if they are displaying symptoms. Staff and students must not come into 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 (OCVID 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)
* Anyone who displays symptoms of coronavirus (COVID 19) can and should get a test
* Areas used by unwell pupils who need to go home will be identified as out of bounds, thoroughly cleaned and disinfected once vacated. This will be overseen by a member of SLT following the isolation room procedures.
* Staff and pupils must not attend if they have symptoms or are self-isolating due to symptoms in their household or via receiving an alert from the NHS ‘track and trace’ process
* All pupils & staff will be made aware of the process for removing face coverings and storing safely when not in communal areas, unless of a medical exemption. Pupils must be instructed not to touch the front of their face covering during use or when removing them. They must wash / sanitise their hands immediately on arrival (as is the case for all students), dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash/sanitise their hands again before going to their classroom

As a result, any member of the school community who becomes unwell, is isolated quickly and appropriate action is taken to minimise the risk of infection following school guidelines. | M | 3 | Headteacher, SLT, school staff, pupils, visitors, parents/carers | 5/11/20 |
| Staff who may otherwise be at increased risk from coronavirus (COVID-19) | M | Some people with particular characteristics may be at comparatively increased risk from coronavirus (COVID-19). Where it is not possible to work from home, these staff can attend school as long as the system of controls set out in this guidance are in place. The reasons for the disparities are complex and there is ongoing research to understand and translate these findings for individuals in the future. Further information is available at <https://www.gov.uk/government/publications/drivers-of-the-higher-covid-19-incidencemorbidity-and-mortality-among-minority-ethnic-groups-23-september-2020> | L | 2 | Head Teacher, All staff and pupils and parents/carers | 11/01/21 |
| Poor management of pupil numbers reduces the ability of pupils and staff to practice social distancing. | H | * All pupils will be expected to be back in school from September 2020
* Capacities of classrooms have been calculated & classrooms allocated for provision and arranged so that pupils can maintain social distancing where practicable
* Pupils and staff are placed in a single whole bubble due to numbers and school layout.
* Where possible, pupil movement in lessons limited within classrooms and communal areas to help maintain social distancing.
* Limited practical lessons to reduce social contact and departmental risk assessments reviewed in the light of the current situation and in place for specialist subjects such as PE, Science, DT, Music, Art.
* Cleaning of equipment for practical areas are covered by risk assessment in subject areas
* Computers, screens, keyboards and mouse wiped down with disinfecting wipes after each use.
* Pupils provided with their own pens / pencils / glue / calculators etc in a pencil case that remains on school site and are strongly advised not to share equipment
* Sharing of books / materials between pupils is minimised
* Pupils advised to limit the amount of equipment they bring into school each day, to essentials such as lunch boxes and coats. Bags are allowed.
* Pupils will wear PE kit to school on days they have a PE lesson.
* Until further notice all PE lessons will take place outside.

As a result, staff and pupils are clear about where they should be, the times that they should be there and what they are delivering. | M | 2 | Headteacher, all staff, pupils | 02/09/20 |
| Transport and journeys to and from school | M | * Pupils (age 11+) to wear face coverings when using school transport (Unless exempt)– letter sent home & regular reminders from duty staff.
* While being transported by school all pupils and staff to maintain social distancing as far as practicable, Maximum 2 adults and 3 pupils, all window to be kept open and journeys to be kept to a minimum.
* The company car will be cleaned and sanitised between every journey.
* Pupils will wear face coverings in LA transport arranged taxi services.
* Staff not to share lifts to and from school or to organised school events unless in school company care.
 | L | 2 | All school staff and pupils | 2/9/20 |
| A pupil is tested and has a confirmed case of coronavirus. | H | In line with government advice: * The rest of the class/group should be advised to self-isolate for 14 days if advised by PHE
* The Headteacher will contact the DfE on 0800 046 8687 and select option 1 for advice and action to be taken after a positive result this may then be passed onto the local health protection team. Then PHE’s local protection teams to conduct a rapid investigation and will advise school on appropriate action.

As a result, school leaders taken appropriate action in the event of a confirmed case of coronavirus. | M | 2 | Headteacher | 2/12/20 |
| Educational visits | H | * Government advises against domestic (UK) overnight and overseas educational visits
* Non-overnight domestic educational visits can resume in this Autumn term.
* No residential visits planned until at least summer term 2021
* Due to current national lockdown no school trip will take place until further notice.
 | L | 1 | Headteacher | 11/01/21 |
| Insufficient staff to run face-to-face sessions for pupils. | H | * School staff that are clinically vulnerable or extremely clinically vulnerable are known to the Headteacher.
* Staff who are informed they are clinically extremely vulnerable will be allowed to work from home during the current lockdown.
* Protocols for staff to inform leaders if they need to self-isolate are clearly in place, 1) for staff who find out they have to self-isolate outside of school hours they will ring the Headteacher in the first instance and follow agreed plan 2) for staff who are made aware of the need to self-isolate while in school, will leave site immediately and inform the school office via phone when outside of building and then follow procedure and instruction.
* Internal cover will be available in the first instance that staff have to self-isolate. As a result, sufficient staff cover in place to provide the face-to face support sessions for pupils.
* Due to safety reasons and individual risk assessment stipulation, there will be a minimum number of staff to pupil ratio for the school to open, this ratio is currently 2 pupils per school staff member, not including admin staff for safety purposes. The number of SLT on site must also be considered when planning for full or partial open of the school.
 | M | 3 | Headteacher | 2/12/20 |
| Pupil movement between lesson, at breaktime and lunchtime increases the risk of infection. | H | * Staggered starts to the beginning of the school day communicated to parents/carers to help to get pupils into school and in lesson without a large congregation at the front entrance to school.
* Pupils will be dismissed individually while other remain in class at the end of the day.
* Pupils will only be allowed to leave classrooms during lesson times to use toilet facilities if essential
* Up to three lunch rooms available for pupils to help maintain social distancing between adults and as much as practicable with pupils.
* Pupils to be supervised in washing/sanitising hands before and after lunch break.
* Tables and chairs to be cleaned after pupil leave designated lunch rooms.

As a result, the risk of infection during unstructured time is reduced. | M | 3 | SLT, School staff and Pupils | 2/9/20 |
| Spread of infection in classrooms/shared areas. | H | * Where possible teaching resources to be removed from classrooms and learning environments and stored elsewhere, until needed. Resources to be sanitised between classes.
* Classrooms rearranged so all desks are facing frontwards wherever possible
* Doors and windows to be kept open whenever possible to increase ventilation, considering safeguarding of pupils with SEMH needs. Also, to take account of keeping pupils safe in school.
* Pupils to be directed to specific seats in classrooms and to maintain same seats during each lesson as far as possible.
* Tissues and double bagged bins to be located in each classroom.
* Bins to be emptied in classroom to be emptied at the end of the school day.
* Contact with communal surfaces, such as door handles etc to be minimised. Doors to be kept open (if not external fire doors)
* Where possible, windows to be opened to provide ventilation
* All parents/carers asked to only send essential items to school to reduce the risk of infection
* Pupils to clean IT equipment (esp keyboards) disinfectant wipes after each use.
* Teachers to clean all desk areas (including chairs) before use and dispose of waste tissues in lidded bin provided, following classroom cleaning checklist.
* Shared telephone handsets to be cleaned with disinfectant wipes before and after each use
* Use of shared teaching resources minimised – where essential to be cleaned prior to and after use by member of staff using these.
* If any bodily fluids come into contact with classroom equipment, ensure that gloves are worn to remove the piece of equipment before it is thoroughly cleaned
* Guidance issued to staff on the use of the shared areas in school and staff toilet area, including maximum numbers at any one time and signage to remind staff in place. Staff continue to be reminded to adhere to social distancing at all times
* Hand sanitiser to be in place at photocopier.

As a result, the risk of infection to staff and pupils in classrooms is reduced. | M | 3 | SLT, School Staff, Parents and carers | 02/09/20 |
| Poor pupil behaviour increases the risk of the spread of the infection | H | Pupils reminded of the updated behaviour policy and Covid 19 procedures on their return to school in September 2020 * Pupils’ individual behaviour plans be will reviewed and updated if specific control measures become necessary in order to keep the pupil, staff and the school environment safe.

As a result, pupils and staff understand the behaviour policy/individual plans in context. | M | 3 | SLT, School staff, Pupils | 02/09/20 |
| Mental wellbeing and health concerns for pupils returning to school  | H | * Increased pastoral support session to be built into the school day to ensure pupils feel well supported.
* Pupils who display behaviour of concern are sign posted/referred to external multi agency provisions.
* Use of THRIVE embedded across the school setting in lessons and tutorials, with key focus on mental wellbeing during the current crisis.
* School wall displays highlight current Covid 19 status as well as sign posting several external agencies that offer support to pupils.
* Close liaison with homes to ensure information is fully and openly shared in both directions to support the young persons emotional and mental wellbeing.

As a result, pupils with complex needs are well supported. | M | 3 | Head Teacher, Parents/carers, Pupils | 02/09/20 |
| Vulnerable pupils and pupils with SEND do not receive appropriate support | H | * Appropriate planning is in place to support the mental health of pupils returning to school
* Head Teacher & team is in regular communication with parents/carers of vulnerable pupils including those with EHCPs
* Staff training put in place specifically around safeguarding, this to include safeguarding during Covid 19.
* School will remain open to all vulnerable pupils through the national lockdown, however attendance to school remains at the discretion of those with parental consent as such no pupil’s attendance will be affected over the lockdown period.

As a result, pupils with SEND and those concerned about returning to school are well supported. | M | 2 | Head Teacher, SLT, School staff, Parents/Carers | 19/11/20 |
| Increased number of safeguarding concerns reported after periods of lockdown or self-isolation. | H | * Addendum to Safeguarding policy in place for current situation. This has been shared with all staff and proprietors.
* Safeguarding during Covid 19 online training completed by all staff.
* Cambian website is being used to direct children & parents to resources to support wellbeing
* All safeguarding concerns continue to be recorded on the internal school system. Any referrals made by staff are followed up by DSL or deputy DSL.
* DSL and deputy DSL completing DSL training online due to no face to face training to ensure that accreditation does not lapse.

As a result, safeguarding remains of the highest priority and practice. | M | 3 | DSL, deputy DSL, all staff. | 2/9/20, Ongoing safeguarding updates |
| Emergency evacuation due to fire etc | M | * Lockdown, fire and emergency evacuation procedures reviewed so that social distancing can be maintained
* SLT communicate updated procedures to all staff on return to school in September
* Staff to communicate emergency evacuation procedures to pupils on return in September, evacuation drill to take place in Autumn term.
* Pupils made aware that in emergency while leaving site social distancing can be difficult to follow, however when outside of building all pupils and staff to adhere to social distancing guidelines.

As a result, social distancing is maintained in the event of an emergency evacuation. | L | 2 | All school staff and pupils | 2/9/20 |
| Curriculum content that is not able to meet risk assessment/government guidelines | H | * Until further notice all PE sessions and outside games have be cancelled due to the national lockdown and government guidelines. This is in place to prevent the increase n transmission of the Covid 19 virus.
 | 1 | L | Headteacher | 11/01/21 |
| Cleaning is not sufficiently comprehensive. | H | * Arrangements in place to ensure that all cleaning and associated health and safety compliance checks have been undertaken prior to opening
* Cleaning schedules and tick sheets in place so all staff aware of cleaning requirements and regularity.
* Whilst pupils are at breaktime/lunchtime, members of staff on duty to clean tables/door handles with a disinfectant wipe. Gloves to be worn during this and hands washed afterwards
* Wipes/hand sanitiser are next to photocopiers/printers etc
* Disinfecting wipes in all classrooms to be used by staff after each lesson or as needed, following individual room cleaning schedules.
* Cleaner to act upon guidance normally linked to ‘deep cleans’ as part of their daily procedures (i.e. a focus on door handles, toilets, cloakrooms).
* Checklist in place for after school cleaning schedule to be followed by cleaner and signed off on a daily basis.

As a result, high standards of cleanliness are maintained in school. | M | 2 | Headteacher, Cleaner, School staff | 02/09/20 ongoing |
| Mental wellbeing of staff during national lockdown | M | * Regular email updates sent to staff from head teacher with regards to school policy and procedures, emails include links to wellbeing support that is available to staff.
* Company main website has a section for staff to find key information and also support networks that are available.
* Regular meeting with staff, an open-door policy from head teacher as well as regular supervisions enable staff to have their say or express concerns.
* Regular company wide emails from owners/CEO to keep staff updated of current company situation and sign post additional support if needed.
 | L | 2 | School admin, SLT, all staff | 11/1/21 |
| Contractors, deliveries and visitors increase the risk of infection | M | * All contractors to be checked to ensure that they are essential visitors prior to entry to the school
* Arrival and departure times agreed with contractors to ensure where possible that there is no contact with staff or pupils
* All contractors/visitors to wash/sanitise hands either prior to or on entry to the school site
* Contractors to complete and sign form to confirm that they have scanned the track and trace QR code. Contractors can access risk assessment in the school office
* Contractors and visitors are directed to handwashing / sanitising facilities
* All areas in which contractors work are cleaned in line with government guidance - SLT
* Contractors to bring own food, drink and utensils onto site.
* No staff to receive any external deliveries, these will all come through the school office and follow strict procedure before contents being passed onto individual curriculum areas.
* Delivery drivers are not permitted to enter the school premises when making deliveries
* Surfaces to be cleaned after any deliveries have been made.

As a result, any external visitors/contactors are kept safe and the risk to other members of the school is minimised. | L | 2 | School admin, SLT, all staff | 2/9/20 |
| Asymptomatic carers of the Covid 19 virus | H | * All pupils returning to school in January will be offered a lateral flow Covid 19 test, these tests will be in two parts. The first test will be on the first day back to school and the second to follow within 5 days.
* All staff will be offered training in regards to administering lateral flow tests and these tests will be undertaking in school by trained school staff due to pupils’ additional needs.
* All staff will be offered a lateral flow test on return to school in January and then a weekly test, every week moving forward until otherwise notified by government guidelines.
* Any member of staff or pupil that tests positive will need to leave site as soon as practicably possible to book a PCR test and isolate until result.
 | M | 2 | Head teacher, Assistant Head Teacher | 6/1/21 |

School-specific arrangements relating to risk assessment

Capacity and organisation of teaching spaces

School is currently following government guidelines with reference to number of pupils who can be accommodated in each classroom and where possible all pupils will be front facing. Furniture within classrooms has been moved to provide adequate seating and maintain maximum possible distancing between pupils and also staff.

Arrival to and departure from school

All pupils are given a specific arrival time slots which must be followed. All pupils will be asked to wash/sanitise hands on arrival at school signage is being used in areas around the high school site to encourage social distancing. No parents/carers or visitors will be allowed into the school buildings except in an emergency or by prior arrangement with a member of SLT for a specific essential reason. At the end of the school day pupils are released in a staggered manner to avoid congestion at busy times.

Movement around the school

Staff will supervise essential movement around building to ensure social distancing is adhered to where possible. Pupils move straight to individual male and female toilets when needed then return directly to classroom, these movements will be monitored.

Timetable arrangements

Timetable in place for all pupils in KS3 and KS4 to allow access to all curriculum subjects where possible and in line with risk assessments and government guidelines to prevent the increased risk of transmission of the Covid 19 virus.

Role of teaching assistants

Teaching assistants assigned to support/lead small groups and offer additional support to a group or individual if required. Teaching assistants provided with a face visor if their role requires close working with children in classrooms/groups.

Staff Meetings

Staff meeting are still key to good information sharing/communication and whole school issues. As such staff meeting will continue, however these will be kept to a minimum and only involve staff that are essential to the meeting if this means the entire staff team then Zoom meetings will be held.

Breaktime plan

High staff to pupil ratio at break times throughout the building to help promote and reinforce social distancing, wearing of masks where appropriate and hand hygiene when needed.

Lunchtime plan

Pack lunches will be eaten in designated rooms maintaining social distancing. Teachers allocated to specific lunch /break duties as such high levels of supervision are maintain while enabling social distancing in room etc.

Cleaning

Cleaning rotas in place to ensure that classrooms are cleaned after each lesson and then again at the end of the school day. Disinfectant wipes available for staff use at all key points e.g. photocopier, toilet, classrooms, office and school entrance. For in school day cleaning disinfectant wipes are readily available, at the end of the school day the cleaner will use 0.5% bleach domestos spray.

If a staff member notes that their fingers/ hands are becoming sensitive (which may be due to increased use of alcohol-based hand sanitiser) - staff member wears disposable gloves when handling the disinfectant wipes.

Toilets

Staff will supervise pupils in corridor waiting for toilets, all school toilets are individual so no concern about distancing in toilets. Signs in place along corridor instructing pupils to wait at socially distanced intervals if necessary.

Offices and classrooms (when not in use by pupils)

Signage in place to ensure that social distancing is maintained and limited number of staff enter at any one time, the number of staff in any room is specified in Covid file. Offices restricted to office staff and SLT where possible.

Transport

We are with working local transport authorities to ensure any pupils using taxis are following the government guidelines. When pupils are transported in the school car all passengers and driver will wear face covering (other than those who have an exemption) and ventilation will be kept to the maximum possible.

Classroom expectations

Each tutor will go through modified set of school rules and expectations for pupils during first day back in school. To be completed with any subsequent new students through the course of the year.

Pupil expectations

Protocols for hand washing, hygiene and social distancing will be clearly explained to pupils on the first day and regular reminders will be given by teacher and teaching assistants to ensure good understand and that pupils can follow rules and instructions. Posters are on display in key areas - classrooms, doors, toilets to remind everyone of expectations.

Useful links:

• Safeguarding: <https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers/coronavirus-covid-19-safeguarding-in-schoolscolleges-and-other-providers>

• Remote learning: <https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19>

• Attendance: <https://www.gov.uk/government/publications/coronavirus-covid-19-attendance-recording-for-educational-settings>

• Premises: <https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-openduring-the-coronavirus-outbreak>

• Prevention and control- <https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19>

• Advice: <https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance>

• Vulnerable: <https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people/coronavirus-covid-19-guidance-onvulnerable-children-and-young-people>

 • Extremely vulnerable: <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>

• SEND - <https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance/coronavirus-covid-19-send-risk-assessment-guidance>

• Home learning support: <https://www.gov.uk/government/publications/coronavirus-covid-19-online-education-resources>

• Remote support: <https://www.gov.uk/guidance/get-help-with-technology-for-remote-education-during-coronavirus-covid-19>

• Accountability measures: <https://www.gov.uk/government/publications/coronavirus-covid-19-school-and-college-performance-measures/coronavirus-covid-19-school-andcollege-accountability>

• Pupils’ mental health support/pastoral care at home: <https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mentalhealth-and-wellbeing/guidance-for-parents-and-carers-on-supporting-children-and-young-peoples-mental-health-and-wellbeing-during-the-coronavirus-covid-19-outbreak#helping-children-and-young-people-cope-with-stress>

* Parents: <https://www.gov.uk/guidance/supporting-your-childrens-education-during-coronavirus-covid-19>

• Parents with pupils with SEND: <https://www.gov.uk/guidance/help-children-with-send-continue-their-education-during-coronavirus-covid-19>

• Supporting parents: <https://www.gov.uk/government/publications/covid-19-school-closures/guidance-for-schools-about-temporarily-closing#working-with-parents>

• Financial support: <https://www.gov.uk/government/publications/coronavirus-covid-19-financial-support-for-education-early-years-and-childrens-social-care/coronavirus-covid19-financial-support-for-education-early-years-and-childrens-social-care>

• Reducing burdens: <https://www.gov.uk/government/publications/coronavirus-covid-19-reducing-burdens-on-educational-and-care-settings/reducing-burdens-on-educationaland-care-settings>

More information on managing risk: [www.hse.gov.uk/simple-health-safety/risk/](http://www.hse.gov.uk/simple-health-safety/risk/)