

## Coronavirus (COVID-19): Risk Assessment Action Plan

### The Earls High School

Assessment conducted by: Jamie Fox	Job title: Head teacher	Covered by this assessment: Reducing the risk to staff students and visitors to the school site.
Date of assessment: 18 <sup>th</sup> October 2021	Date of next review: As required	In this document, the updated areas since the previous risk assessment are highlighted green.

The sole purpose of this risk assessment is to support schools in preparing for all pupils, in all year groups, to return to school full-time from the beginning of the autumn term **while reducing the risk of coronavirus transmission**. The risk assessment has been written in collaboration with a number of local authorities.

- For the purpose of this risk assessment, the term ‘coronavirus’ to refer to coronavirus disease 2019 (COVID-19). Schools must ensure that this risk assessment reflects the local setting and context of the school. Staff must be consulted with regard to this risk assessment (this must take into consideration all types of workers including agency workers, casual staff and contractors and any other adult on site as well as your permanent staff).
- This risk assessment is not exhaustive and is issued to schools as a template to assist in the production of a comprehensive document that covers the particular circumstance of the setting – **as such, the risks and risk controls should be deleted/amended/added-to to reflect the school.**
- 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, <https://www.gov.uk/government/latest?departments%5B%5D=department-for-education>, including the documents at [Coronavirus \(COVID-19\): guidance for schools and other educational settings](#)

<b>Key:</b>	
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 should 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. These are generic and should be adapted for the school context.
Impact:	Could be L/M/H or numeric, depending on what is used in the school setting.
Likelihood:	Could be L/M/H or numeric, depending on what is used in the school setting.
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.
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	Planned completion Date	Line Manager Check
The school lapses in following national guidelines and advice, putting everyone at risk	H	To ensure that all relevant guidance is followed and communicated: <ul style="list-style-type: none"> <li>The school to keep up-to-date with advice issued by, but not limited to, DfE, NHS, Department of Health and Social Care, PHE and trade unions, and review its risk assessment accordingly</li> <li>Risk assessment published on school and trust website</li> <li>Pupils updated via classrooms/email/text as necessary</li> <li>Any change in information to be shared with Chair of Governors and passed on to parents and staff by email</li> </ul>	L	L	FOX	Ongoing	
					FOX	Ongoing	
					FOX	Ongoing	
					FOX	Ongoing	

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		As a result, the school has the most recent information from the government, and this is distributed throughout the school community.					
Poor communication with parents and other stakeholders	H	<ul style="list-style-type: none"> <li>All staff/pupils aware of current actions and requirements and reminded frequently using school communication systems</li> <li>Headteacher to share risk assessment with all staff</li> <li>Parents notified of risk assessment plan and shared with parents via email, website and post for those without electronic communications.</li> </ul> <p>As a result, all pupils and all staff working with pupils are adhering to current advice.</p>	L	L	FOX FOX FOX	Ongoing Ongoing 20 <sup>th</sup> July '21	
Lack of awareness of policies and procedures	H	<ul style="list-style-type: none"> <li>School leaders will ensure that all policies impacted on by coronavirus controls are updated</li> <li>All staff, pupils and volunteers will make themselves aware of all relevant policies and procedures including, but not limited to, the following: <ul style="list-style-type: none"> <li>Health and Safety Policy</li> <li>Infection Control Procedures</li> <li>First Aid Policy</li> <li>Intimate care policy</li> <li>Behaviour policy</li> </ul> </li> </ul>	L	L	WAD HoFs SLT	1 <sup>st</sup> June '20 and ongoing	



Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		<ul style="list-style-type: none"> <li>Pupils are made aware of the school's infection control procedures in relation to coronavirus via a coordinated programme of delivery from as they return to school</li> <li>Electronic briefing issued to staff as necessary.</li> </ul> <p>As a result, all staff and pupils are aware of the policies and procedures in place to keep themselves safe in school.</p>			RAM  FOX	Wb 6.9.21  Ongoing	
Poor hygiene practice in school - <b>general</b>	H	<ul style="list-style-type: none"> <li>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 before entering and leaving school)</li> <li>Pupils to wash their hands with soap or hand sanitiser on entry to school/classrooms, before and after break times and when leaving a classroom or the school site</li> <li>Teachers to reiterate key messages in class-time (when directed) to pupils to:               <ul style="list-style-type: none"> <li>Cover coughs and sneezes with a tissue,</li> <li>To throw all tissues in a bin</li> <li>To avoid touching eyes, nose and mouth with unwashed hands.</li> </ul> </li> <li>Additional alcohol-based sanitiser (that contains no less than 60 percent alcohol) and tissues to be provided for the school</li> </ul>	L	L	WAD  RAM  RAM  WAD	12.06.20  15 <sup>th</sup> June & ongoing	

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		<p>reception area, dining hall, classrooms and other key locations for staff, pupils and visitors</p> <ul style="list-style-type: none"> <li>• Infection control procedures are adhered to as far as possible in accordance with the DfE and PHE's guidance</li> <li>• 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</li> <li>• Hand washing facilities are supervised by staff when pupils are washing their hands to avoid overcrowding in hand washing areas</li> <li>• Pupils and staff do not share cutlery, cups or food.</li> <li>• Staff to bring in their own cups and utensils</li> <li>• All utensils are thoroughly cleaned before and after use</li> <li>• Cleaners are employed by the school to carry out additional cleaning. Door handles, doors and toilets are cleaned frequently during the day and paper/hand towels are refilled regularly.</li> <li>• Face coverings will be worn in indoor communal areas where social distancing cannot be maintained (this applies to both staff, students and visitors). This will include corridors, classrooms and the Dining Halls (when students are not eating). This will not apply to students who are exempt from wearing face coverings, it would be helpful if parents could give students a note for them to carry if this is the case.</li> </ul>			<p>All staff &amp; parents WAD</p> <p>All staff</p> <p>All staff WAD</p>		

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		<ul style="list-style-type: none"> <li>As a result, all pupils and staff are adhering to high standards of hygiene to minimise risk of transmission.</li> </ul>					
Poor hygiene practice – <b>specific – school entrance</b>	H	<ul style="list-style-type: none"> <li>Clear signage in place regarding social distancing</li> <li>Barriers/screens to be used by reception staff when dealing with parents/visitors/contractors</li> <li>Areas touched to be wiped down</li> <li>Discourage parents from entering the school building</li> <li>Rearrange furniture in reception area to facilitate social distancing.</li> <li>Multiple entrances to the school site implemented with each year group having a specific entrance</li> </ul> <p>As a result, staff are protected.</p>	L	L	WAD	8 <sup>th</sup> June and ongoing	
Poor hygiene practice – <b>specific – office spaces.</b>	M	<ul style="list-style-type: none"> <li>Tissues/hand sanitiser to be available in office locations</li> <li>Each individual is responsible for wiping down their own work area before and after use in shared desks.</li> </ul> <p>As a result, office practice in office spaces limits the risk of the spread of any infection.</p>	L	L	FOX All staff	ongoing	

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
<p>Poor hygiene practice – <b>specific - spread of potential infection at the start of the school day.</b></p>	M	<p>In line with government advice:</p> <ul style="list-style-type: none"> <li>• Issue information to young people, parents, carers and visitors not to enter the school if they display any symptoms of coronavirus</li> <li>• Inform each year group and their parents of the allocated entrance and exit points to school and where they should go on arrival</li> <li>• Ensure that pupils clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating.</li> <li>• Soap and water is the best approach to this and schools should endeavor to ensure there are enough hand washing facilities available. The correct hand washing routine should be followed.</li> <li>• hand sanitiser ‘stations’ are an alternative and sufficient of these will be available so that all pupils and staff can clean their hands regularly between washings.</li> <li>• ensure supervision of hand sanitiser use given risks around ingestion.</li> <li>• Make it clear to parents and pupils that they cannot congregate at the front of school prior to the start of the school day</li> <li>• Make parents and pupils aware of government recommendations with regard to transport. Inform parents</li> </ul>	L	L	<p>FOX</p> <p>FOX</p>	<p>Ongoing</p> <p>20<sup>th</sup> July 21 and ongoing</p>	



Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		<p>and pupils of restrictions and plans relating to school transport</p> <ul style="list-style-type: none"> <li>• Issue information to pupils in relation to restrictions on their movement around the site</li> <li>• Sufficient supplies of hand-washing supplies should be provided to accommodate this procedure at the start of the day.</li> <li>• Key staff will monitor entrances to school to ensure students follow procedures</li> </ul> <p>As a result, the risk of infection is reduced as pupils and staff arrive at school.</p>					
<p>Poor hygiene practice – <b>specific – toilet/changing facilities.</b></p>	<p>NA</p>	<ul style="list-style-type: none"> <li>• Staff to wear additional PPE when supporting pupils with toileting routines – mask, gloves, apron</li> <li>• All changing surfaces to be cleaned before and after each use</li> <li>• Nappies/soiled items to be disposed of in yellow bags</li> <li>• Staff to follow specific intimate care procedures</li> <li>• Any soiled clothes are put into a plastic bag (double bagged) and sent home.</li> </ul> <p>As a result, safe practices are followed and the risk of infection is reduced for staff and pupils.</p>	<p>n/a for EHS</p>				

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
Poor hygiene practice – <b>specific - end of the school day.</b>	M	<ul style="list-style-type: none"> <li>Issue information to parents about departure procedures, including safe pick-up</li> <li>Make parents and pupils aware of government recommendations with regard to transport. Inform parents and pupils of restrictions and plans relating to school transport and potential road closures.</li> </ul> <p>As a result, the risk of infection is reduced as pupils and staff leave school.</p>	L	L	FOX	20 <sup>th</sup> July 21	
Ill health in school.	H	<ul style="list-style-type: none"> <li>Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing and high temperature and Loss of taste or smell and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus</li> <li>Appropriate PPE is sourced 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</li> <li>All staff are informed of the procedure in school relating a pupil becoming unwell in school</li> <li>All staff advised of the procedure in school if a member of staff becomes unwell.</li> <li>Ensure all staff absences are appropriately recorded.</li> </ul>	L	L	FOX  FOX  FOX  FOX	Ongoing  Ongoing  Ongoing  1 <sup>st</sup> June  Ongoing	

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		<ul style="list-style-type: none"> <li>Any pupil who displays signs of being unwell is immediately referred to pastoral staff using on call procedures</li> <li>Any staff member who displays signs of being unwell immediately refers themselves to Sue Jacobs and is sent home</li> <li>Where the named person is unavailable, staff ensure that any unwell pupils are moved to an empty room whilst they wait for their parent to collect them. School admin team to contact parents. Parents advised to follow the COVID-19: Guidance for households, including accessing testing</li> <li>If a quarantined pupil needs to use the bathroom, they should use a separate bathroom (see procedures) which will be cleaned after use.</li> <li>Pupils displaying symptoms of coronavirus do not come in to contact with other pupils and as few staff as possible, whilst still ensuring the pupil is safe. A face covering should be worn by the supervising adult.</li> <li>If contact with a child or young person is necessary, then gloves, an apron and a face mask should be work by the supervising adult. If there is a risk of splashing, eye protection should also be worn</li> <li>The relevant member of staff calls for emergency assistance immediately if the pupil's symptoms worsen</li> </ul>			FOX  FOX FOX  FOX  FOX  FOX  FOX	Ongoing  Ongoing Ongoing  Ongoing  Ongoing  Ongoing  Ongoing	

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		<ul style="list-style-type: none"> <li>• Unwell pupils who are waiting to go home are supervised in a separate area as outlined in the procedures where they can be at least two metres away from others</li> <li>• Areas used by unwell pupils who need to go home are identified as out of bounds, thoroughly cleaned and disinfected once vacated.</li> <li>• Twice weekly, at home, asymptomatic testing of staff using LFD.</li> <li>• Asymptomatic testing of students will take place once before students return to school in September 2021. There will then be one further test while in school. Following this there will be twice weekly, at home, testing using LFD supplied.</li> <li>• Staff or students who test positive with a LFD should seek a confirmatory PCR test within two days.</li> </ul> <p>Please note that a separate Risk Assessment with the title 'Clinical Activities on the Asymptomatic Testing Site at The Earls High School' has been undertaken prior to opening the testing centre.</p> <p>As a result, any member of the school community who becomes unwell or carries the virus asymptotically, is isolated quickly and appropriate action is taken to minimise the risk of infection.</p>			FOX  FOX  RAM RAM	Ongoing  Ongoing  15/03/21 10/9/21	

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
An individual is tested and has a confirmed case of coronavirus.	M	<p>In line with government advice:</p> <ul style="list-style-type: none"> <li>• If the test is LFD or the person displays symptoms they should have a confirmatory PCR test.</li> <li>• NHS Test and Trace will contact and advise close contacts of the confirmed case,</li> <li>• Any student identified as a close contact by NHS Test &amp; Trace, Dudley Public Health (either within their education setting or household), should undertake a PCR test. Individuals should not attend the setting until the result is known. If the result is positive, they should isolate for 10 full days, in line with the guidance. If the result is negative, they can return to their setting and should undertake daily Lateral Flow Tests for 7 days after the date of the PCR test.</li> </ul> <p>As a result, school leaders taken appropriate action in the event of a confirmed case of coronavirus.</p>	L	L	FOX FOX	Ongoing Ongoing	
Insufficient staff to run face-to-sessions for pupils.	M	<ul style="list-style-type: none"> <li>• Leaders to ensure that they have a complete list of shielded (clinically extremely vulnerable) and clinically vulnerable adults for their school</li> <li>• Leaders to ensure that the clinically vulnerable are offered the safest available on-site roles where possible</li> <li>• Protocols for staff to inform leaders if they need to self-isolate are clearly in place</li> </ul>	L	L	FOX FOX FOX	22.05.20 22.05.20 ongoing	

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		<ul style="list-style-type: none"> <li>Staff to follow normal absence reporting procedures</li> <li>Leaders ensure there is a rota in place for cover in the instance that staff have to self-isolate.</li> </ul> <p>As a result, sufficient staff cover in place to provide the face-to-face support sessions for pupils.</p>			FOX	ongoing	
Pupil movement between lesson, at breaktime and lunchtime increases the risk of infection.	M	<ul style="list-style-type: none"> <li>Lunchtime to be staggered for different year groups</li> <li>Tables to be cleaned between year groups using lunchtime facilities</li> <li>Catering staff to maintain strict levels of hygiene in food preparation areas and follow whole staff guidance in reporting illness</li> <li>Pupils who bring a packed lunch, will have both indoor and outdoor space to eat.</li> </ul> <p>As a result, the risk of infection during unstructured time is reduced.</p>	L	L	FOX FOX FOX  FOX	8 <sup>th</sup> June 8 <sup>th</sup> June 8 <sup>th</sup> June  8 <sup>th</sup> June	
Spread of infection in classrooms/shared areas.	M	<ul style="list-style-type: none"> <li>Pupils to be directed to specific seats in classrooms</li> <li>Tissues and hand sanitiser to be located in each classroom/learning space</li> <li>Lidded bins to be emptied daily in classrooms.</li> </ul>	L	L	class teacher WAD  WAD Class teacher	Ongoing Ongoing  Ongoing Ongoing	

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		<ul style="list-style-type: none"> <li>Doors to be kept open and where possible, windows to be opened to provide ventilation.</li> <li>Hand sanitiser to be in place at photocopiers/shared keyboards/telephones etc</li> </ul> <p>As a result, the risk of infection to staff and pupils in classrooms is reduced.</p>			WAD	Ongoing	
Poor pupil behaviour increases the risk of the spread of the infection.	M	<ul style="list-style-type: none"> <li>Pupils' individual behaviour plans are reviewed and specific control measures identified and shared with pupils and staff where necessary.</li> <li>Pastoral staff and leadership team will be available to support throughout the day using standard on-call process.</li> </ul> <p>As a result, pupils and staff understand the behaviour policy/individual plans in context.</p>	L	L	TOU  SLT	8 <sup>th</sup> June  15 <sup>th</sup> June	
Pupils with complex needs are not adequately prepared for a return to school or safely supported.	NA	<ul style="list-style-type: none"> <li>Specific arrangements for pupil transport have been risk assessed and agreed with local providers</li> <li>Leaders and staff should review individual pupils' handling plans, including the use of PPE</li> <li>Additional advice should be sought from external agencies where appropriate in relation to moving and handling (physiotherapy, occupational therapy)</li> </ul>	N/A				

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		<ul style="list-style-type: none"> <li>Review individual communication plans where close proximity is expected e.g. on-body signing</li> <li>Plans should be understood, shared and followed consistently by all staff working with those pupils</li> <li>Prepare additional social stories to support pupils with autism / learning difficulties (highlighting changes to classrooms/arrangements/use of PPE, for example) and share with parents and pupils prior to pupils returning to school.</li> </ul> <p>As a result, pupils with complex needs are well supported.</p>					
Vulnerable pupils and pupils with SEND do not receive appropriate support.	M	<ul style="list-style-type: none"> <li>Appropriate planning is in place to support the mental health of pupils</li> <li>Agree what returning support is available to pupils with SEND in conjunction with families and other agencies.</li> </ul> <p>As a result, pupils with SEND and those concerned about returning to school are well supported.</p>	L	L	BER	Ongoing Ongoing	
Increased number of safeguarding concerns reported after lockdown.	M	<ul style="list-style-type: none"> <li>Agree safeguarding provision to be put in place to support returning pupils</li> <li>Ensure that key staff (DSL and deputies) have capacity to deal with any arising concerns</li> <li>Follow up any referrals made by staff swiftly, while maintaining social distancing.</li> </ul>	L	L	RAM RAM RAM	8 <sup>th</sup> June Ongoing Ongoing	



Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		<ul style="list-style-type: none"> <li>Regular proactive contact for vulnerable students</li> </ul> <p>As a result, safeguarding remains of the highest priority and practice.</p>			RAM	Ongoing	
Emergency evacuation due to fire etc.	M	<ul style="list-style-type: none"> <li>Lockdown, fire and emergency evacuation procedures to be reviewed</li> <li>Leaders to communicate procedures to all staff</li> <li>Staff to communicate emergency evacuation procedures to pupils.</li> </ul> <p>As a result, social distancing is maintained in the event of an emergency evacuation.</p>	L	L	WAD FOX Class teachers	02.08.21 02.09.21 As students return in September	
Cleaning is not sufficiently comprehensive.	M	<ul style="list-style-type: none"> <li>Ensure that all cleaning and associated health and safety compliance checks have been undertaken prior to opening</li> <li>A nominated member of staff monitors the standards of cleaning in school and identifies any additional cleaning measures</li> <li>Where possible, additional cleaning staff employed (or given additional hours) to increase the regularity of cleaning</li> <li>Disposable gloves/wipes/sprays are next to photocopiers/printers etc</li> </ul>	L	L	WAD WAD WAD WAD WAD	Ongoing	

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		<ul style="list-style-type: none"> <li>Cleaners to act upon guidance normally linked to ‘deep cleans’ as part of their daily procedures (i.e. a focus on door handles, toilets, changing room, toys in the Early Years).</li> </ul> <p>As a result, high standards of cleanliness are maintained in school.</p>					
Contractors, deliveries and visitors increase the risk of infection.	M	<ul style="list-style-type: none"> <li>All contractors to be checked to ensure that they are essential visitors prior to entry to the school</li> <li>Agree arrival and departure times with contractors to ensure that there is no contact with staff or pupils</li> <li>All contractors/visitors to wash hands either prior to or on entry to the school site</li> <li>Contractors and visitors are directed to specific/designated handwashing facilities</li> <li>All areas in which contractors work are cleaned in line with government guidance</li> <li>Contractors to bring own food, drink and utensils onto site.</li> <li>Staff who receive deliveries to the school to wash hands in line with government guidance after handling</li> <li>Where possible, staff to identify safe/designated place for delivery without need for contact with staff. Drivers are not permitted to enter the school premises when making deliveries</li> </ul>	L	L	WAD WAD WAD WAD WAD WAD WAD WAD	Ongoing Ongoing Ongoing Ongoing Ongoing Ongoing Ongoing	

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		<ul style="list-style-type: none"> <li>If drivers have to enter school site, ensure that they are asked to maintain social distancing and use hand sanitiser before entering the building</li> <li>Surfaces to be cleaned after any deliveries have been made.</li> </ul> <p>As a result, any external visitors/contactors are kept safe and the risk to other members of the school is minimised.</p>			WAD  WAD	Ongoing  Ongoing	

**School-specific arrangements relating to risk assessment that may need additional detail:**

<b>Capacity and organisation of teaching spaces</b>	Detail given in Planning for September document (in staff handbook)
<b>Arrival to and departure from school</b>	Detail given in Planning for September document (in staff handbook)
<b>Movement around the school</b>	No specific risk assessment from September 2021.
<b>Classroom allocations</b>	No specific risk assessment from September 2021.
<b>Timetable arrangements</b>	No specific risk assessment from September 2021.
<b>Role of teaching assistants</b>	No specific risk assessment from September 2021.
<b>Breaktime plan</b>	Detail given in Planning for September document (in staff handbook)
<b>Lunchtime plan</b>	Detail given in Planning for September document (in staff handbook)
<b>Catering staff</b>	Catering operating normal hot food service.
<b>Cleaning</b>	Additional cleaning staff on duty all day.
<b>Toilets</b>	Cleaning staff on duty all day for deeper cleaning and total school top-up for sanitizer etc.
<b>Staffroom and offices</b>	No specific risk assessment from September 2021.

**Transport**

Guidance provided to parents and students regarding pupil transport rules. Walking, cycling and car travel encouraged.

