

Coronavirus (COVID-19): Risk Assessment Action Plan for change in government guidance from January 2022

Redhill School

Assessment conducted by: James Clayton	Job title: Headteacher	Covered by this assessment: Review following Government guidance on the use of face coverings to include the new arrangements for cover
Date of assessment: 09/01/2022	Date of next review: 26/01/2022	Reviewer: James Clayton



The sole purpose of this risk assessment is to support schools in returning to face-to-face contact with pupils in all year groups **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 can be found the most up to date Government documents below:
 - <https://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19>
 - <https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#part-1-people-who-develop-symptoms-of-coronavirus>
 - <https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works>
 - <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>
 - <https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care>
 - <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>

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 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:	We use a L/M/H scale in order to identify the risk rating
Likelihood:	We use a L/M/H scale to identify the likelihood rating 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 and whilst pupils are in the setting.
Line Manager Check:	Sign off to ensure that the risk has been minimised as far as possible. JC- James Clayton NF- Nigel Ford GS- Gareth Scott VB- TG – Tara Gibbins JB- Joshua Bacciochi HS- Helen Sadler TB – Tim Blewitt EW – Emma Wooldridge Site Team (members of the site staff)

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	High	<p>To ensure that all relevant guidance is followed and communicated:</p> <ul style="list-style-type: none"> The school to keep up-to-date with advice issued by, but not limited to, DfE, NHS, Department of Health and Social Care and PHE, and review its risk assessment accordingly Information on the school website is updated. Pupils updated via classrooms/email/text as necessary. Any change in information to be shared with Chair of Governors and passed on to parents and staff by email <p>As a result, the school has the most recent information from the government, and this is distributed throughout the school community.</p>	Low	Low	JC JC JC JC	Ongoing Head teacher reads the documents and guidance on a daily basis Any change will be reflected in school and this risk assessment updated at	Reviewed January 2022

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
		JC to read and review the documents from the government. Documents and updates to be shared during the weekly meetings with the chair of governors. JC is able to call the Chair of the LGB as soon as any other information is shared to take the required actions.			JC	next review date	
Poor communication with parents and other stakeholders	High	<ul style="list-style-type: none"> All staff/pupils aware of current actions and requirements and reminded frequently using school communication systems Headteacher to share risk assessment with all staff as it is updated Parents notified of risk assessment plan and shared with parents via website. Parents with concerns are invited to call a member of SLT to talk through the risk assessment Headteacher is able to call the Chair of the LGB if the guidance or plans change on a frequent basis. <p>As a result, all pupils and all staff working with pupils are adhering to current advice.</p>	Low	Low	JC JC NF	Letters to parents on regular basis	Reviewed January 2022
Lack of awareness of policies and procedures	High	<ul style="list-style-type: none"> School leaders will ensure that all policies impacted on by coronavirus controls are updated 	Low	Low	JC alongside HS review policies	Ongoing	Reviewed January 2022

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"> • 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"> - Health and Safety Policy - Infection Control Policy - First Aid Policy - Intimate care policy - Behaviour policy - Staff absence reporting procedures • All staff have regard to all relevant guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> - 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. 			<p>HS JC JC JC JB JE</p> <p>HS and TB</p> <p>JC emailed to staff</p> <p>Parents Handbook</p>		<p>Reviewed January 2022</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"> Staff are made aware of the school's infection control procedures in relation to coronavirus via email Parents are made aware of the school's infection control procedures in relation to coronavirus via letter/social media/poster at entrance to school – they are informed that they must contact the school as soon as possible if they believe their child has been exposed to coronavirus Pupils are reminded of the school's infection control procedures in relation to coronavirus via a coordinated programme of delivery from staff . All are reminded that they must tell a member of staff if they begin to feel unwell. <p>As a result, all staff and pupils are aware of the policies and procedures in place to keep themselves safe in school.</p>			<p>SLT when meeting students</p> <p>JC to keep staff updated Form tutors to ensure that all students are informed</p>	Regular updates via form periods and upon return to school	
Poor hygiene practice in school - general	High	<ul style="list-style-type: none"> 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) Pupils to wash/sanitise their hands at the start of each lesson Facemasks should be worn in communal areas, classrooms and around school. Students have been told how to wear 	Low	Low	<p>SLT</p> <p>SLT</p>	01/09/20	Reviewed January 2022

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>these properly including how to sanitise after the removal of face masks. Face masks are issued by school if a student needs one.</p> <ul style="list-style-type: none"> Exemption passes should be issued to those who are exempt from wearing a face covering Teachers to reiterate key messages in class-time (when directed) to pupils to: <ul style="list-style-type: none"> Cover coughs and sneezes with a tissue, To throw all tissues in a bin To avoid touching eyes, nose and mouth with unwashed hands. Additional alcohol-based sanitiser (that contains no less than 60 percent alcohol) and tissues to be provided for the school reception area, dining hall, classrooms and other key locations for staff, pupils and visitors 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. Pupils to use automatic hand dryers in toilets. Pupils and staff do not share cutlery, cups or food. Staff to bring in their own cups and utensils 			<p>SLT</p> <p>TB and site team to review</p> <p>All staff, parents and students</p> <p>TB and site team</p> <p>SLT and teachers in classes when pupils enter</p> <p>All staff</p>	<p>05/01/2022</p> <p>Daily review of sanitiser</p> <p>Daily</p> <p>Daily check</p> <p>Daily check</p>	

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		<ul style="list-style-type: none"> All utensils are thoroughly cleaned before and after use Cleaners are employed by the school to carry out additional cleaning. Door handles, doors and toilets are cleaned during the day frequently and paper/hand towels are refilled regularly frequently using our rota <p>As a result, all pupils and staff are adhering to high standards of hygiene to minimise risk of transmission.</p>			TB and site team	Daily check	
Poor hygiene practice – specific – school entrance	High	<ul style="list-style-type: none"> Barriers/screens to be used by reception staff when dealing with parents/visitors/contractors Areas touched to be wiped down Discourage parents from entering the school building Rearrange furniture in reception area to facilitate social distancing. If possible, arrange for a separate staff entrance to the workplace – stagger start times for staff where possible. <p>As a result, reception staff are protected.</p>	Low	Low	SLT to check on daily basis TB JC and SLT in parents handbook TB JC	01/09/20	Reviewed January 2022
Poor hygiene practice – specific – office spaces.	Low	<ul style="list-style-type: none"> Tissues/hand sanitiser to be available in office locations Staff to wash hands on arrival at school Each individual is responsible for wiping down their own work area before and after use. 	Low		HS TB All staff	01/09/20	Reviewed January 2022

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		As a result, office practice in office spaces limits the risk of the spread of any infection.			All staff		
Poor hygiene practice – specific - spread of potential infection at the start of the school day.	Low	<p>In line with government advice:</p> <ul style="list-style-type: none"> Issue information to young people, parents, carers and visitors not to enter the school if they display any symptoms of coronavirus Ensure students wear face masks when entering the building 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. Regular cleaning of hands using sanitiser. 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. Hand sanitiser stations are in place in every classroom office and working space in the school. All staff to wash hands on arrival in school Make it clear to parents and pupils that they cannot congregate at the front of school prior to the start of the school day Make parents and pupils aware of government recommendations with regard to transport. Inform parents 	Low		<p>Handbook</p> <p>Handbook</p> <p>Handbook</p> <p>SLT on a daily basis</p> <p>All staff to be made aware</p> <p>SLT on gate dispersing</p> <p>Through form periods and constant reminders during the day.</p>	<p>08/03/2021</p> <p>Ongoing from 08/03/2021</p> <p>08/03/2021</p> <p>01/09/20</p> <p>Daily checks</p>	Reviewed January 2022

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"> Issue information to pupils in relation to restrictions on their movement around the site Sufficient supplies of hand-washing supplies should be provided to accommodate this procedure at the start of the day. <p>As a result, the risk of infection is reduced as pupils and staff arrive at school.</p>			<p>Handbook</p> <p>TB</p>		
Poor hygiene practice – specific – toilet/changing facilities.	Low	<ul style="list-style-type: none"> Disabled toilets to be cleaned on a frequent basis Staff to follow specific intimate care procedures – for identified student in year see individual risk assessment Any soiled clothes are put into a plastic bag (double bagged) and sent home. <p>As a result, safe practices are followed and the risk of infection is reduced for staff and pupils.</p>	Low	Low	<p>Resources staff to supervise alongside designated TA</p>	08/03/2021	Reviewed January 2022
Poor hygiene practice – specific - end of the school day.	Medium	<ul style="list-style-type: none"> Issue information to parents about departure procedures, including safe pick-up Make parents and pupils aware of government recommendations with regard to transport. Inform parents 	Low	Low	<p>Parents Handbook</p>	08/03/2021	Reviewed January 2022

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 and potential road closures.</p> <p>As a result, the risk of infection is reduced as pupils and staff leave school.</p>			<p>All staff to dismiss students at staggered times</p> <p>SLT on duty to supervise</p> <p>Handbook</p>	Daily	
Ill health in school.	High	<ul style="list-style-type: none"> Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing and high temperature, and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus Appropriate PPE has been acquired from the LA. Guidance on its location has been shared with first aiders, first aid policy has been updated and shared with on-site first aiders For pupils needing an individual risk assessment a separate set of PPE is over in the block they are using All staff are informed of the procedure in school relating a pupil becoming unwell in school All staff advised of the procedure in school if a member of staff becomes unwell. Ensure all staff absences are appropriately recorded. 	Low	Low	<p>JC</p> <p>First aid staff</p> <p>JC</p> <p>JC</p> <p>JE</p> <p>JC/NF</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	Reviewed January 2022

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"> Any pupil who displays signs of being unwell is immediately referred to resources or Jamie Clayton/Nigel Ford, this should be via the Mutual support system. A pupil should be sent to reception and then the SLT member will be called to the class. Any staff member who displays signs of being unwell immediately refers themselves to Jamie Clayton or Nigel Ford and is sent home 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 If a pupil needs to use the bathroom, they should use a separate bathroom medical room toilet which will be cleaned after use. Bathroom will be medical room bathroom. 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 facemask should be worn by the supervising adult 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 should be worn by the 			JC/NF JE JC JC JC or NF JC or NF	Ongoing	

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		<p>supervising adult. If there is a risk of splashing, eye protection should also be worn</p> <ul style="list-style-type: none"> The relevant member of staff calls for emergency assistance immediately if the pupil's symptoms worsen Unwell pupils who are waiting to go home are supervised in main hall where they can be at least two metres away from others Areas used by unwell pupils who need to go home are identified as out of bounds, thoroughly cleaned and disinfected once vacated. <p>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.</p>			TB and JC		
Poor management of pupil numbers reduces the ability of pupils and staff to practice social distancing.	High	<ul style="list-style-type: none"> Leaders to identify and communicate clearly to parents and pupils who is to attend and the times they are to attend Classrooms allocated for provision and small adaptations made to to support distancing where possible without compromising safety routes or fire escapes. Timetable reviewed and refreshed and programme communicated to teachers and staff 	Low	Low	NF NF GS NF	08/03/2021	Reviewed January 2022

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"> One way system in place- this ensures that face to face contact outside of bubbles is greatly reduced. Where a two way corridor occurs lines and signage is in place to ensure that pupils pass by one another in a safe and orderly manner. Clear signs provide clarity on how the one- way system needs to be followed. Parent and pupil videos have been created alongside an induction programme to ensure that all members of school SLT have sent out VITs to re-educate the children Leaders to consider how best to supplement remote education with face-to-face support for pupils. Hall and Gymnasium have been set up to cater for 120 students. This allows us to cover teachers. If needed, we will send year groups home due to staffing shortages. <p>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</p>			<p>TG</p> <p>GS</p> <p>All staff</p>	On going	
A pupil is tested and has a confirmed case of coronavirus.	Medium	<p>In line with government advice:</p> <ul style="list-style-type: none"> The Headteacher or PA will contact PHE. Then PHE's local protection teams to conduct a rapid investigation and will advise school on appropriate action. We use the school life website to monitor the situation. 	Low	Low	<p>JC to inform parents</p> <p>JC to contact PHE</p>	08/03/2021	Reviewed January 2022

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, school leaders taken appropriate action in the event of a confirmed case of coronavirus.					
Insufficient staff to run face-to-sessions for pupils.	Medium	<ul style="list-style-type: none"> Leaders to ensure that they have a complete list of shielded (clinically extremely vulnerable) and clinically vulnerable adults for their school Leaders to ensure that the clinically vulnerable offered the safest available on-site roles where possible – and that individual risk assessments are carried out Protocols for staff to inform leaders if they need to self-isolate are clearly in place Leaders ensure there is a rota in place for cover in the instance that staff have to self-isolate. <p>As a result, sufficient staff cover in place to provide the face-to-face support sessions for pupils.</p>	Low	Low	JC with JE support JC JC JC JC and NF	08/03/2021 Ongoing Ongoing Ongoing	Reviewed January 2022 Completed
Pupil movement between lesson, at breaktime and lunchtime increases the risk of infection.	Medium	<ul style="list-style-type: none"> Staff supervision system in place for pupils arriving and leaving shared lunch space/lessons. Face coverings to be worn in communal areas Pupils to be supervised in washing or sanitising hands before and after lunch 	Low	Low	NF SLT to supervise NF	08/03/2021	Reviewed January 2022

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"> Catering staff to maintain strict levels of hygiene in food preparation areas and follow whole staff guidance in reporting illness One way system ensures a calm flow of traffic through the school <p>As a result, the risk of infection during unstructured time is reduced.</p>			<p>SLT supervising at break time</p> <p>SLT</p> <p>Staff on duty to supervise</p>		
Spread of infection in classrooms/shared areas.	High	<ul style="list-style-type: none"> Tissues and hand sanitiser to be located in each classroom/learning space Face coverings to be worn inside the building Bins to be emptied daily in classrooms. Contact with communal surfaces, such as door handles etc to be minimised. Doors to be kept open Where possible, windows to be opened to provide ventilation. Inform all the pupils that they must bring the required equipment to school (stationery, calculators etc) to reduce the risk of infection 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 	Low	Low	<p>JC and site team</p> <p>Site team</p> <p>NF and site team</p> <p>SLT</p> <p>Cleaning staff</p> <p>Site team</p>	08/03/2021	Reviewed January 2022

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"> Guidance issued to staff on the use of the staff room and staff toilet area, including maximum numbers at any one time. Staff to be reminded to adhere to social distancing at all times Hand sanitiser to be in place at photocopiers/shared keyboards/telephones etc Staff must wash and dry their own cups, plates and utensils, using disposable towels. <p>As a result, the risk of infection to staff and pupils in classrooms is reduced</p>			<p>Staff in rooms</p> <p>Handbook</p> <p>Pupils and staff</p> <p>On site cleaning staff</p> <p>Staff to call member of site team</p> <p>JC in staff briefings</p> <p>Site team</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 pupil behaviour increases the risk of the spread of the infection.	Medium	<ul style="list-style-type: none"> Pupils' individual behaviour plans are reviewed and specific control measures identified and shared with pupils and staff where necessary. SLT supporting staff on a daily basis- call out system in place Pupils are reminded of the behaviour policy on their return to school Sanctions are clearly communicated to pupils and parents. Behaviour policy is adjusted as a consequence <p>As a result, pupils and staff understand the behaviour policy/individual plans in context.</p>	Low	Low	JB and SLT on arrival JB JB SLT	08/03/2021	Reviewed January 2022
Pupils with complex needs are not adequately prepared for a return to school or safely supported.	NA	<ul style="list-style-type: none"> Specific arrangements for pupil transport have been risk assessed and agreed with local providers Leaders and staff should review individual pupils' handling plans, including the use of PPE Additional advice should be sought from external agencies where appropriate in relation to moving and handling (physiotherapy, occupational therapy) Review individual communication plans where close proximity is expected e.g. on-body signing Plans should be understood, shared and followed consistently by all staff working with those pupils 	NA				Reviewed January 2022

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"> 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. <p>As a result, pupils with complex needs are well supported.</p>					
Vulnerable pupils and pupils with SEND do not receive appropriate support.	Medium	<ul style="list-style-type: none"> Appropriate planning is in place to support the mental health of pupils returning to school Agree what returning support is available to pupils with SEND in conjunction with families and other agencies. Individual risk assessment carried out for identified students <p>As a result, pupils with SEND and those concerned about returning to school are well supported.</p>	Low	Low	EW to support identified SEND students and monitor risk assessment	08/03/2021	Reviewed January 2022
Increased number of safeguarding concerns reported after lockdown.	Medium	<ul style="list-style-type: none"> Agree safeguarding provision to be put in place to support returning pupils Ensure that key staff (DSL and deputies) have capacity to deal with any arising concerns Follow up any referrals made by staff swiftly, while maintaining social distancing. Pastoral team to continue to support the wellbeing through phone calls home 	Low	Low	JB leading safeguarding VITs on 08/03/2021 Pastoral team		Reviewed January 2022

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		As a result, safeguarding remains of the highest priority and practice.					
Emergency evacuation due to fire etc.	Medium	<ul style="list-style-type: none"> Lockdown, fire and emergency evacuation procedures to be reviewed so that social distancing can be maintained Leaders to communicate procedures to all staff Staff to communicate emergency evacuation procedures to pupils at the beginning of each day. <p>As a result, social distancing is maintained in the event of an emergency evacuation.</p>	Low	Low	JC and HS JC Form tutors	08/03/2021	Reviewed January 2022
Cleaning is not sufficiently comprehensive.	High	<ul style="list-style-type: none"> Ensure that all cleaning and associated health and safety compliance checks have been undertaken prior to opening A nominated member of staff monitors the standards of cleaning in school and identifies any additional cleaning measures Where possible, additional cleaning staff employed (or given additional hours) to increase the regularity of cleaning 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). 	Low	Low	HS TB and HS HS and TB TB to supervise	Cleaning rota to be followed	Reviewed January 2022

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		<ul style="list-style-type: none"> Cleaners and students will wipe down desks after the use in classrooms <p>As a result, high standards of cleanliness are maintained in school.</p>			TB Staff supervision	Ongoing	
Contractors, deliveries and visitors increase the risk of infection.	Medium	<ul style="list-style-type: none"> All contractors to be checked to ensure that they are essential visitors prior to entry to the school Agree arrival and departure times with contractors to ensure that there is no contact with staff or pupils All contractors/visitors to wash hands either prior to or on entry to the school site Contractors and visitors are directed to specific/designated handwashing facilities (required to sanitise their hands on arrival) All areas in which contractors work are cleaned in line with government guidance Contractors to bring own food, drink and utensils onto site. Staff who receive deliveries to the school to wash hands in line with government guidance after handling Where possible, staff to identify safe/designated place for delivery without need for contact with staff. Drivers are not 	Low	Low	TB site manager liaises with contractors and ensures safe working practice.	Ongoing daily basis	Reviewed January 2022

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		permitted to enter the school premises when making deliveries <ul style="list-style-type: none"> • If drivers have to enter school site, ensure that they are asked to maintain social distancing and use hand sanitiser before entering the building • 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.					

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

Staffroom and offices- Offices have hand sanitiser placed within them and staff are 2 m social distanced.

Classroom and pupil expectations- Addendum to the school behaviour policy outlines the expectations for students and the whole school community.

Other specific groups/contextual issues

- For those students who need and an individual risk assessment these have been completed following the LA guidelines. All staff teaching have been made aware of the relevant pupils in groups with health care plans.



- Whilst this risk assessment has been carried out for all members of staff coming into school, if any member of staff would like an individual risk assessment they must contact the Headteacher who will meet with them (remotely or in person) to address any questions and queries on an individual level.
- If a student is unable to use alcohol based hand sanitiser then they should be given guidance on where they can go to wash their hands using soap and water.
- The cover arrangements for large staff absences is in place and we are using the hall and gym to supervise this.
- Staff wellbeing and the balance between working in school and supporting online learning. Staff can speak to their Subject leader or SLT lead on any issues that they may have. We encourage staff to support colleagues at all times. Further to this the Trust has provided a member of staff who can be contacted in confidence. This has been communicated with staff. As an SLT we will continue to monitor the work load demands being asked of staff.

Useful links:

- Safeguarding: <https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers/coronavirus-covid-19-safeguarding-in-schools-colleges-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-open-during-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-on-vulnerable-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-and-college-accountability>



- Pupils' mental health support/pastoral care at home: <https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-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>
- Exceptional costs: <https://www.gov.uk/government/publications/coronavirus-covid-19-financial-support-for-schools/school-funding-exceptional-costs-associated-with-coronavirus-covid-19-for-the-period-march-to-july-2020>
- PPE: <https://www.gov.uk/government/collections/coronavirus-covid-19-personal-protective-equipment-ppe>
- Public health England <https://www.gov.uk/government/organisations/public-health-england>

