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| School/Academy: | Woodlands Academy | Date of assessment | 27/09/2021 | |
| Who might be harmed? | Pupils, staff, visitors and contractors | How many are affected? | Whole School | |
| Lockdown Easing Status: | Autumn Term 2021 - Step 4 | | | |
| Reference Document: | DfE: Special schools and other specialist settings: coronavirus (COVID-19) (August 2021) DfE: Contingency framework: education and childcare settings (August 2021) | | | |
| Date | Summary of school position | | | |
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| Hazard Aspect | Possible control measures | ✓ if in place ✗ if not or n/a | Where: ✗ state action to be taken with timescales ✗ any additional control measures ✓ site specific details | Residual Risk rating High, medium, low |
| Communication | | | | |
| Staff | <ul style="list-style-type: none"> This completed risk assessment is shared with staff. Signatures are obtained. | ✓ | RA will be distributed to staff once approved by CEO | Low |
| | <ul style="list-style-type: none"> Staff are encouraged to give regular feedback on the effectiveness of these control measures and plans and share suggestions. | ✓ | Staff views regularly gathered by SLT and staff are encouraged to discuss RA | |
| Parents/carers, pupils and visitors | <ul style="list-style-type: none"> Parents and carers are informed about the changes to school procedures as a result of the move to step 4, and any measures that will still be in place including permanent changes where necessary. Signage is installed wherever necessary as a reminder. | ✓ | All RAs are updated on the Raleigh Learning Trust website as well as the school's website as standard procedure and can be viewed by all at any time. | Low |
| | <ul style="list-style-type: none"> The school's coronavirus safety principles are communicated to visitors such as contractors, other non-school based services, external coaches, clubs and organisations for curricular and extra-curricular activities prior to any proposed visit. | ✓ | In place. RA will be emailed before starting work on site. | |

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| Employer | <ul style="list-style-type: none"> The completed risk assessment (v.6) is shared with the Governing Body and employer. | ✓ | All updated Risk Assessment are shared with CEO and Trustees and posted on RLT website. | Low |
| Trade Unions | <ul style="list-style-type: none"> The completed (v.6) risk assessment is shared with the recognised Trade Unions following sharing with the school's Governing Body. (Do not include names where any personal details are recorded). | ✓ | All updated to Risk Assessment to be shared with Trade Unions | L |
| Contracting / transmitting Covid-19 | | | | |
| Preventing symptomatic persons attending school | <ul style="list-style-type: none"> Pupils, parents / carers and any visitors, such as suppliers, are informed not to enter the school if they are displaying any symptoms of coronavirus: <ul style="list-style-type: none"> a new, continuous cough or a high temperature or has a loss of, or change in, their normal sense of taste or smell (anosmia) <p>Note: Although there are other symptoms associated with the Delta variant, these three symptoms are still only used in determining whether someone must self-isolate.</p> <p>PHE Campaign posters are available here.</p> | ✓ | Signage in place at entrance. Visits by appointment. All visitors reminded not to attend if they are displaying symptoms when appointments are arranged. Parents to be reminded of this by letter/email/phone call in start of term communication | Low |
| | <ul style="list-style-type: none"> The school informs parents that if their child has symptoms, they must arrange for a PCR test and report the result to the school. In the event that undertake an LFD test and the test result is negative, this does not allow them to return to school earlier than the 10-day self-isolation period allows. | ✓ | In place | |
| | <ul style="list-style-type: none"> For noting: In the majority of cases, schools and parents will be in agreement that a child with symptoms should not attend school, given the potential risk to others. In the event that a parent or guardian insists on a child attending school, schools can take the decision to refuse the child if in their reasonable judgement it is necessary to protect their pupils and staff from possible infection with coronavirus. | ✓ | This will be communicated to parents in start of term communication and put on the school website. | |

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| | <ul style="list-style-type: none"> Records are kept of persons with symptoms consistent with coronavirus. The outcomes of PCR tests of anyone in school are recorded. (ref: tracker) and used in any outbreak management (see below) | ✓ | All test results recorded on COVID tracker and used to inform outbreak management plan. | |
| <p>Outbreak management</p> <p>(* this could include: a form group or subject class / a friendship group mixing at breaktimes / a sports team / a group in an after-school activity)</p> | <ul style="list-style-type: none"> If the school has reached either of these two thresholds... <ul style="list-style-type: none"> 2 children, pupils, students or staff, who are likely to have mixed closely*, test positive for COVID-19 within a 10-day period; or ...the school will: <ul style="list-style-type: none"> contact the DfE who will escalate the issue to the local health protection team (PHE) where necessary and advise if any additional action is required, such as implementing elements of an outbreak management plan. DfE helpline ☎ 0800 046 8687 / select option 1. immediately consider: <ul style="list-style-type: none"> whether any (additional) activities could take place outdoors, including exercise, assemblies or classes ways to improve ventilation indoors, where this would not significantly impact thermal comfort one-off enhanced cleaning focussing on touch points and any shared equipment limiting non-essential visitors reminding staff to undertake the routine LFD tests The school seeks public health advice if: <ul style="list-style-type: none"> a pupil or staff member is admitted to hospital with COVID-19. They can do this by phoning the DfE helpline (0800 046 8687, option 1), or in line with other local arrangements. <p>Hospitalisation could indicate increased severity of illness or a new variant of concern. Settings may be offered public health support in managing risk assessments and communicating with staff and parents.</p> School management are familiar with the DfE's contingency framework | <p>✓</p> <p>✓</p> <p>✓</p> | <p>Noted</p> <p>Positive case/testing instruction flowcharts to be kept electronically for easy access.</p> <p>All protocols will be followed if thresholds met.</p> <p>Staff informed about thresholds during INSET by 1/09/2021</p> <p>Noted</p> <p>Positive case/testing instruction flowcharts to be kept electronically for easy access.</p> <p>Contingency framework read and understood. Saved electronically for easy access and</p> | <p>Low</p> |

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| | <p>It describes the principles of managing local outbreaks of COVID-19 (including responding to variants of concern) in schools. Local authorities, directors of public health (DsPH) and PHE health protection teams (HPTs) can recommend measures described in the contingency framework in individual schools – or a small cluster of settings – as part of their outbreak management responsibilities.</p> <ul style="list-style-type: none"> • The school's outbreak management plan considers the measures that may be necessary in school at the request of the organisations above. <ul style="list-style-type: none"> ○ Attendance restrictions: If attendance restrictions are needed DfE's attendance expectations in special schools will remain in line with the equivalent age groups in mainstream schools: <ul style="list-style-type: none"> - Children in year 1 and year 2 should still be allowed to attend. - Pupils in years 10, 11, 12 and 13, and other pupils who were due to take external exams this academic year should still be allowed to attend. ○ Hospital schools should continue to provide full-time education where it is safe and feasible to do so, and in line with hospital infection prevention and control measures. ○ Reintroduction 'bubbles' for a temporary period, to reduce mixing between groups. ○ Reintroduction of mandatory face coverings to be worn in communal areas by adults (unless exempt) ○ Reintroduction of shielding (following a ministerial decision). ○ Changes to: <ul style="list-style-type: none"> - Residential educational visits - Open days - Transition or taster days - Parental attendance in settings - Performances in settings | | <p>reference.</p> <p>Positive case/testing instruction flowcharts to be kept electronically for easy access.</p> <p>School is aware of attendance restrictions and will work with the central attendance Team.</p> <p>School will continue to use the hub/bubble model post covid, but in the case of an outbreak, movement of groups will be further restricted as per initial covid response.</p> <p>Face coverings remain optional but will revert to being mandatory in the case of an outbreak apart from those who are medically exempt.</p> <p>All other protocols/instructions will be followed in line with guidance from DfE/PHE.</p> | |
| Individuals not accessing the vaccination | <ul style="list-style-type: none"> • Staff, parents, other over 16s and other eligible individuals in households and are encouraged to access the vaccination programme. Posters are available here: | ✓ | Signage encouraging vaccination on display on the way into school. | Low |

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| programme | <p>https://coronavirusresources.phe.gov.uk/covid-19-vaccine/resources/</p> <ul style="list-style-type: none"> The school has compiled a list of staff with their vaccination status according to ICO data protection requirements. This may be recorded as: both doses and booster / both doses / single dose / neither dose / prefer not to say. Non-double vaccinated staff close contacts will still need to self-isolate, however the pupils will remain in school. This information is therefore required for staff planning purposes and also identifying individuals who may be at higher risk. | ✓ | <p>Posters to be displayed in school entrance/reception area.</p> <p>To be completed during Inset days by 1/9/2021</p> | |
| Preventing persons who are at a higher risk of carrying the virus attending school | <ul style="list-style-type: none"> Staff are made aware of the current quarantine restrictions in their holiday arrangements if they visit countries outside the Common Travel Area (i.e. UK, the Crown Dependencies (Bailiwick of Jersey, Bailiwick of Guernsey and the Isle of Man) and Ireland), noting that quarantine may affect their ability to be available to return to the workplace (i.e. in September at the start of the academic year) and that country's status is subject to change at short notice. | ✓ | Staff informed prior to breaking up for summer. | Low |
| | <ul style="list-style-type: none"> Parents and carers are made aware of the current quarantine restrictions if they return from countries outside the Common Travel Area (i.e. UK, the Crown Dependencies (Bailiwick of Jersey, Bailiwick of Guernsey and the Isle of Man) and Ireland), noting that quarantine may affect their ability to comply with statutory attendance (i.e. in September at the start of the academic year) and that country's status is subject to change at short notice. | ✓ | Parents informed prior to breaking up for summer. | |
| | <ul style="list-style-type: none"> References: <ul style="list-style-type: none"> https://www.gov.uk/guidance/red-amber-and-green-list-rules-for-entering-england https://www.gov.uk/uk-border-control/self-isolating-when-you-arrive | | | |
| | <ul style="list-style-type: none"> Records are kept of such visits. | ✓ | Any visits will be recorded but none have been reported | |
| Reducing the number of persons | <ul style="list-style-type: none"> The school may continue to encourage conversations with | ✓ | Telephone/virtual meetings are prioritised with face to face meetings taking place only when | Low |

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| on site | parent/carers are held on the telephone wherever possible. Face to face meetings may be held if necessary. | | necessary. Meetings to be held in well ventilated room. | |
| | <ul style="list-style-type: none"> Meetings are held virtually rather than physically where there is no detrimental effect. | ✓ | Telephone/virtual meetings are prioritised with face to face meetings taking place only when necessary. Meetings to be held in well ventilated room with Social Distancing measures in place where possible.. | |
| Performances | <ul style="list-style-type: none"> The school will complete a risk assessment for any performance, taking into account the latest advice in the working safely during COVID-19 in the performing arts guidance, which provides details of how to manage audiences as well as carry out performing arts safely. If planning an outdoor performance, the school also gives particular consideration to the guidance on delivering outdoor events. | ✓ | Noted | Low |
| Staff social meetings / events | <ul style="list-style-type: none"> Staff are reminded that as social contact restrictions have now been removed there is the potential for non-vaccinated close contacts requiring to self-isolate ("pinged"). | ✓ | To be communicated during Inset days by 1/09/2021 | Low |
| Persons at higher risk of becoming seriously ill | <ul style="list-style-type: none"> Clinically Extremely Vulnerable (CEV) staff <ul style="list-style-type: none"> Risk assessments have been completed for all CEV staff who have been double vaccinated. All CEV staff who have not been double vaccinated and those where the vaccination has limited effect should act on their advice from their medical practitioner and must be separated to unvaccinated persons (e.g. pupils) whilst in school. | ✓ | RA's to be completed/reviewed during Inset on 31/08/2021 | |
| | <ul style="list-style-type: none"> Clinically Extremely Vulnerable pupils should attend their school unless they are one of the very small number of pupils under paediatric or other specialist care and have been advised by their GP or clinician not to attend. | ✓ | Noted and communicated to parents | |
| | <ul style="list-style-type: none"> The following measures are in place for pregnant members of staff: <ul style="list-style-type: none"> Risk Assessment (Part 1) has been completed for all vaccinated pregnant members of staff up to 28 weeks. | ✓ | Risk Assessment to be updated on return. The trust policy is that all pregnant staff over 28 weeks pregnant, if strict social distancing measures cannot be put in place, staff will be asked to work from home. | |

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| | <ul style="list-style-type: none"> ○ Risk assessment (Part 2) has been completed for pregnant members of staff over 28 weeks who have been double vaccinated and non-vaccinated under 28 weeks. ○ Pregnant staff over 28 weeks who have not been double vaccinated should act on their advice from their medical practitioner and must be separated to unvaccinated persons (e.g. pupils) whilst in school. | | | |
| School Visits | <ul style="list-style-type: none"> • All visits When considering booking a new visit, whether domestic or international they have adequate financial protection in place. Full and thorough risk assessments are undertaken in relation to all educational visits and ensure that any public health advice, such as hygiene and ventilation requirements, is included as part of that risk assessment. General guidance about educational visits is available and is supported by specialist advice from the Outdoor Education Advisory Panel (OEAP). • International visits The school is aware that the travel list (and broader international travel policy) is subject to change and green list countries may be moved into amber or red. The travel lists may change during a visit and you must comply with international travel legislation and should have contingency plans in place to account for these changes. The school speaks to either your visit provider, commercial insurance company, or the Risk Protection Arrangement (RPA) to assess the protection available. Independent advice on insurance cover and options can be sought from the British Insurance Brokers' Association (BIBA) or Association of British Insurers (ABI). Any school holding ATOL or ABTA refund credit notes may use these credit notes to rebook educational or international visits. | ✓ | All visits to submitted via EVOLVE and to include full and thorough risk assessments which will be checked by A While prior to approval. | Low |
| | | N/A | No international visits currently planned. | |
| Undertaking CPR / and First Aid | <ul style="list-style-type: none"> • The following information has been shared with school first aiders: Resuscitation Council UK Statement on COVID-19 in relation to CPR and resuscitation in first aid and community settings | ✓ | Information shared previously and will be re-shared during first aid training on 31/08/2021 | Low |

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| | www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm The school has purchased devices such as CPR facemask / resuscitation shields. | | | |
| Persons becoming symptomatic school | <ul style="list-style-type: none"> • If anyone in the school becomes unwell with: <ul style="list-style-type: none"> ○ a new, continuous cough ○ or a high temperature ○ or has a loss of, or change in, their normal sense of taste or smell (anosmia) • they must: <ul style="list-style-type: none"> ○ be sent home and advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', which sets out that they must self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus. ○ Their self-isolation may end with a negative PCR test (but not a negative LFD test) | ✓ | Locations where pupils could be isolated: MEETING ROOM, ELSA room and Common room, have been identified There are toilets located outside of the MEETING ROOM and common room which will be at that point in sole use for the isolated person. Staff are to inform SLT who will then direct them to an isolation room. This procedure has been communicated to all staff via the Operation Plan. Additional signage added for 1 pupil at any one time. For staff the same procedure will apply. In the scenario of both adult and child being symptomatic and awaiting pick-up, the adult will be isolated within one of the vacant classrooms. PCR/LFD testing rules communicated to symptomatic persons at each instance. | Low |
| | <ul style="list-style-type: none"> • PPE is available in the event that someone becomes symptomatic on site and if a distance of 2 metres cannot be maintained: <ul style="list-style-type: none"> ○ a face mask | ✓ | In place PPE available in classrooms and main office. | |

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| | <ul style="list-style-type: none"> ○ disposable gloves and an apron if contact is necessary ○ eye protection if a risk assessment determines that there is a risk of fluids entering the eye from, for example, coughing, spitting or vomiting. <p>• If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.</p> <p>Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance.</p> | <p>✓</p> | <p>Supplies regularly checked and replenished by site manager.</p> <p>Where a member of staff has helped someone with symptoms, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive</p> <p>Staff are aware of handwashing protocols after any contact with someone who is unwell.</p> <p>Cleaning of the affected area with normal household disinfectant will be undertaken after someone with symptoms has left.</p> <p>Sink for washing is available in or near the isolation room, PPE will be stored in the Classrooms and main office and all incidences will need to be reported to SLT member in order for procedures to be responded to.</p> <p>If a child, young person or other learner becomes unwell with symptoms whilst in the Academy and needs direct personal care until they can return home. A fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained.</p> <p>If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising</p> | |

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| | | | adult. If there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn. | |
| Test and Trace (managing positive cases) | <ul style="list-style-type: none"> The latest NHS/PHE test and trace information has been shared with staff and parents. Self-isolation of close contacts will only be undertaken on advice from NHS Test and Trace where they are over 18 and have not received both vaccinations (applies from 16th August 2021). | ✓ | Information to be posted on school website prior to pupils returning | Low |
| | <ul style="list-style-type: none"> Once an individual is informed that they are a close contact of a confirmed positive case via a PCR test, they are informed that they may arrange their own PCR test. | ✓ | The academy has a supply of PCR tests available for anyone unable to obtain one. | |
| | <ul style="list-style-type: none"> In the event that a room will be occupied up to 72 hours after a pupil or staff member has been present who is confirmed case (either LFD or PCR) the school will: <ul style="list-style-type: none"> Consider outdoor learning Consider individuals' risk of secondary transmission within the classroom. This will depend on: <ul style="list-style-type: none"> The health category of staff and pupils in the class Staff vaccination status Whether the staff can socially distance from pupils Ventilation within the classroom. They may need to be relocated elsewhere within the school. Clean and disinfect the classroom once it has been emptied and purge the air by keeping doors and windows open for as long as possible: COVID-19: cleaning of non-healthcare settings guidance. | ✓ | In the instance that a pupil or member of staff tests positive, the room will be thoroughly disinfected and where possible be taken out of use for 72 hours. | |
| | <ul style="list-style-type: none"> The school understands the purpose of the school's own PCR home test kits, has decided who makes the decision to offer the kit when they have a stock and by what criteria. The school provides these PCR test kits to symptomatic individuals or close contacts of positive who are struggling to | ✓ | Noted. Members of SLT to decide when PCR tests will be offered. | |

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| | <p>access a test.</p> <ul style="list-style-type: none"> Staff and parent telephone numbers are checked for accuracy. Contact details, are kept of all other visitors to the school, including where possible, personal phone numbers. | <p>✓</p> <p>✓</p> | <p>All numbers will be checked when gathering contact and permission information at the start of term.</p> <p>Collected via electronic signing in system</p> | |
| Lateral Flow Testing (LFT) (Pupils) | <ul style="list-style-type: none"> A risk assessment has been completed for the school's onsite Asymptomatic Testing Site (ATS) to administer LFTs. The school retains a small ATS so that they can offer testing to pupils unable to test at home. Identify pupils who are able to have their first 2 tests on-site via the school's ATS will help them get used to the tests before they begin doing them at home. 2 tests (taken 3 to 5 days apart). Identify pupils who would not be able to be tested through an ATS but who could be tested at home by (or with support from) a suitably | <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> | <p>In place. Held electronically in Operations TEAMS group.</p> <p>In place – school hall identified.</p> <p>On the first day (02/09/2021)KS3/4 pupils will test as they arrive. We will stagger their entry into school from their buses. We will have 4 trained staff testing to speed this up.</p> <p>Hub 2 pupils will be held in the dining hall/quad and socially distanced, then taken to class.</p> <p>As soon as they hub 3 pupils have tested they will go straight to their class and stay at their desk, which are socially distanced, until results are confirmed. Staff/SLT will manage pupil movement to class.</p> <p>Any pupil who tests positive will immediately go to one of the designated isolation rooms and parents will be informed.</p> <p>We will repeat this on Monday 06/09/2021.</p> <p>These pupils will be identified through ongoing discussions with parents and will continue with</p> | <p>Medium</p> |

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| | <p>competent adult. These are provided home testing kits to them from the outset. These first 3 tests done at home (if not initially done via ATS) should be administered by the pupil or student's parent or carer (meaning the parent or carer should do the swab as well as the other steps). If the pupil or student feels confident enough in doing so and can do it effectively, they can self-swab from the fourth test onwards as long as they are supervised by an adult.</p> <ul style="list-style-type: none"> • Parental consents are obtained. The person giving the consent (parent or carer or the young person) is provided information of the risks and benefits of testing by the school Note: Even where consent has been received, if the individual at any point is not willing to participate in testing then that choice should be respected. • Parents and carers are instructed to: <ul style="list-style-type: none"> ○ report their result to NHS Test and Trace as soon as the test is completed either online or by telephone as per the instructions in the home test kit ○ share their result, whether void, positive or negative to help with contact tracing. • Appropriate action is taken by the school in the event of a parent / carer reporting a positive LFT test result. | <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> | <p>those pupils returning.</p> <p>The initial discussion has been started with all parents and will be continued as pupils return.</p> <p>All parents have been informed. Parental consent gathered for returning pupils.</p> <p>Guides will be sent to parents</p> <p>All protocols followed with advice from DfE/Public Health.</p> | |
| Lateral Flow Testing (LFT) (Staff) | <ul style="list-style-type: none"> • School staff have been appointed a "COVID-19 Coordinator" who will be responsible for: <ul style="list-style-type: none"> ○ communicating with stakeholders ○ ensuring staff are using the right instructions and that they sign for the test kits using the 'test kit log' ○ reporting incidents and carry out risk management ○ storing and reporting any required data ○ reordering tests when required <p>They have read and understood the resources from the Primary portal.</p> | <p>✓</p> | <p>Jo Doidge identified as COVID-19 Coordinator.</p> | <p>Low</p> |

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| | <ul style="list-style-type: none"> • The school has provided information to staff about the purpose and the process of the lateral flow testing including the recording of results. They are encouraged to take part. (See step 5 and model letter from the Govt. resources.) • Staff are identified who wish to take part. This will include directly employed staff and non-directly employed peripatetic, catering and cleaning colleagues. Participants may join or leave the arrangement at any time. The two test days have been decided (3-4 days apart). (It is recommended that one of these test days is Monday) • Staff are reminded that: <ul style="list-style-type: none"> ○ A negative LFT does not eliminate the possibility of an infection. In particular it will not detect individuals who are recovering from having had the virus. ○ A negative LFT does not allow the individual to pause compliance with covid rules within school and good hand hygiene outside the workplace. ○ The testing programme does not replace current (PCR) testing policy for those with symptoms. • Appropriate action is taken in the event of: <ul style="list-style-type: none"> ○ A negative test result ○ A positive test result (A PCR test should be taken within 2 days of the positive lateral flow test, otherwise the 10 day self-isolation must be completed) ○ Two void test results • Necessary records of testing are kept. | <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> | <p>Test days:</p> <p>In place since January.</p> <p>Staff reminded via regular staff briefings.</p> <p>Staff currently tested on-site. Work based testing will continue and will be reviewed regularly.</p> <p>DfE and Public Health advice sought.</p> <p>Support offered to staff around home testing.</p> <p>Staff who receive a positive result are instructed to isolate.</p> <p>Results kept on COVID tracker</p> | |
| Hygiene – General | <ul style="list-style-type: none"> • Correct handwashing and good hygiene are followed by staff, pupils, visitors and contractors. Pupils wash their hands at the | <p>✓</p> | <p>This is already in place. School has been open throughout the pandemic.</p> | <p>L</p> |

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| | designated times during the day and after certain activities: <ul style="list-style-type: none"> ○ On arrival at school ○ After breaks and sport activities ○ When they change rooms ○ Early Years: after using wheeled bikes, trikes and other large, movable toys ○ Before cooking and eating ○ After sneezing or coughing ○ After using the toilet ○ Before leaving home Note: Electric hand dryers may be used in schools | | | |
| | <ul style="list-style-type: none"> ● A process is in place for removing face coverings if pupils and staff who use them arrive at school. Pupils are instructed not to touch the front of their face covering during use or when removing them. They must wash their hands immediately on arrival (as is the case for all pupils), 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 their hands again before heading to their classroom. | ✓ | The donning and doffing procedures were shared with staff and pupils. | |
| | <ul style="list-style-type: none"> ● Adequate soap / hand sanitizer and tissues are available for pupils and staff throughout the school and for visitors arriving at main reception. Soap and water is the preferred choice; hand sanitizer is used when the use of soap and water is not practical. Identified children are supervised with their use of hand sanitiser use given risks around ingestion. Small children and pupils with complex needs should continue to be helped to clean their hands properly. Skin friendly skin cleaning wipes are used as an alternative. | ✓ | In place | |
| | <ul style="list-style-type: none"> ● The best choice of bins for used tissues is a lidded bin with a pedal as you will not need to physically touch the bin lid and the tissues will be safely stored. Lidded swing top type bins will require the person disposing of the tissue to touch the lid, potentially contaminating it. Although that | ✓ | Lidded bins in each room being used. Cleaners and staff have been instructed on and follow protocol. | |

| Hazard Aspect | Possible control measures | ✓ if in place ✗ if not or n/a | Where: ✗ state action to be taken with timescales ✗ any additional control measures ✓ site specific details | Residual Risk rating High, medium, low |
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| | <p>person disposing the tissue should wash their hands afterwards, the next person to use the bin who is disposing general waste may not wash their hands afterwards and potentially contaminate their hands. Therefore, if these are used then they should be only for the disposal of tissues and labelled as such perhaps with a reminder to wash their hands afterwards.</p> <p>Bins without lids shouldn't be used for tissues but can be used for general waste and/or paper towels used to dry hands after washing them.</p> <p>Site staff / cleaners wash their hands after emptying the bins.</p> <ul style="list-style-type: none"> Sufficient ongoing cleaning (for example, twice a day) is undertaken in areas occupied by staff and pupils. Any unoccupied areas due to fewer pupils being in school can be cleaned less regularly and secured and/or signed to restrict access. <p>A list of touch points and surfaces that will receive regular cleaning has been created. These will include door handles, WC flush handles, WC vanity surfaces, taps, push plates, dining tables, door and gate entry systems, photocopier control panels, banisters, chairs, light switches.</p> <p>Frequently touched surfaces and touch points are cleaned using sanitizing chemicals.</p> <p>The frequency of necessary cleaning has been identified. More frequent cleaning is required of rooms / shared areas that are used by different groups.</p> <ul style="list-style-type: none"> Wherever possible contactless payments are accepted on site rather than cash. In the event that this isn't possible, office staff should wash or sanitise their hands immediately after handling any coins. | | <p>Signage in place, including on bin lids.</p> <p>As of 11th March as per updated government guidelines all PPE and test kit waste will be disposed of via NCC waste collection in black sacks.</p> <p>Cleaners are cleaning before and after the pupils arrive and leave with instructions to focus on target areas such as frequently touched surfaces and touchpoints.</p> <p>Staff have access to appropriate PPE and have been trained and instructed in usage.</p> <p>Staff are working under the direction of Chris Birchnall to ensure the risk assessments are being undertaken.</p> <p>We are currently unable to take contactless payments. Office staff sanitise hands after handling cash/wear gloves.</p> | |
| Hygiene – Classrooms | <ul style="list-style-type: none"> Rooms may still need to be cleaned after a positive case therefore the contents of the classrooms and their ease of cleaning is considered. | ✓ | <p>In place.</p> <p>Classroom have been de-cluttered and soft furnishings avoided.</p> | Low |

| Hazard Aspect | Possible control measures | ✓ if in place ✗ if not or n/a | Where: ✗ state action to be taken with timescales ✗ any additional control measures ✓ site specific details | Residual Risk rating High, medium, low |
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| | <ul style="list-style-type: none"> Teaching staff may wish to continue to clean articles or areas within the classroom during the school day e.g. books after being touched by pupils, touch points within their class, e.g. in the event a pupil has dropped a used tissue on a table: It is safest that teaching staff use sanitising wipes for this purpose. If other cleaning chemicals are used then additional COSHH risk assessments, training and PPE may be required. These chemicals should be purchased in the dilution ready for use, kept in the original bottles and stored securely within the classroom. | ✓ | <p>Cleaners are cleaning before and after the pupils arrive and leave with instructions to focus on target areas such as frequently touched surfaces and touchpoints.</p> <p>AM to explore obtaining additional mid-day cleaning capacity from Ambleside.</p> <p>Staff have access to PPE and have been trained and instructed on usage.</p> <p>Cleaning materials available in all classes/used areas.</p> | |
| | <ul style="list-style-type: none"> Teachers may wish to continue to wash or sanitise their hands before and after handling pupils' books. | ✓ | Noted | |
| | <ul style="list-style-type: none"> Ensure that reusable drinking cups are not shared between pupils. Consider replacing reusable drinking cups with disposable cups. | ✓ | In place | |
| PPE (Reference) | <ul style="list-style-type: none"> Adequate necessary Personal Protective Equipment (PPE) is available for cleaning tasks, personal care, first aid and certain medical procedures. | ✓ | <p>In place</p> <p>Instruction on donning and doffing shared with staff and signage in place around school.</p> <p>Care plans have been updated and include instructions on the use of PPE</p> | Low |
| | <ul style="list-style-type: none"> Training and instruction have been provided for the putting on, removing and disposal of PPE. | ✓ | <p>In place</p> <p>Instruction on donning and doffing shared with staff and signage in place around school.</p> <p>Care plans have been updated and include instructions on the use of PPE</p> | |
| | <ul style="list-style-type: none"> Risk assessments in place for medical procedures have been reviewed in light of the pandemic (contact the medical professional | ✓ | In place | |

| Hazard Aspect | Possible control measures | ✓ if in place ✗ if not or n/a | Where: ✗ state action to be taken with timescales ✗ any additional control measures ✓ site specific details | Residual Risk rating High, medium, low |
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| | <p>who created or assisted with the creation of the risk assessment) and in particular noting whether any additional PPE is necessary.</p> <ul style="list-style-type: none"> • Aerosol generating procedures (AGPs): Within education settings these are only undertaken for a very small number of children with complex medical needs, such as those receiving tracheostomy care. Staff performing AGPs in these settings follow Public Health England’s personal protective equipment (PPE) guidance on aerosol generating procedures, and wear the correct PPE which is: <ul style="list-style-type: none"> ○ a FFP2/3 respirator ○ gloves ○ a long-sleeved fluid repellent gown ○ eye protection | | <p>Care plans have been updated and include instructions on the use of PPE</p> <p>No pupils with complex medical needs.</p> | |
| Face coverings in school | <ul style="list-style-type: none"> • Face coverings may be worn in school by: <ul style="list-style-type: none"> ○ Staff as a personal preference outside the classroom where they are not a barrier to communication and proper hand hygiene is observed and they are disposed / cleaned on a regular basis. ○ Visitors | ✓ | <p>Communicated to staff on inset 31/08/2021</p> <p>Face coverings remain optional.</p> | Low |
| Reducing number of touchpoints | <ul style="list-style-type: none"> • Touchpoints are reduced by propping open non-fire doors. Fire doors can only be held open throughout the school day with dedicated automatic closing devices. • Only use touch screen signing in systems if it can be ensured that only the bar code reader is used or hands are sanitised straight afterward after touching and the screens are cleaned on a regular basis at appropriate times. • Consider whether drinking fountains need to be taken out of action. | ✓ ✓ ✓ | <p>In place</p> <p>Sanitiser available at entrance</p> <p>Drinking fountains in operation with foot activated switch. Signage in place to clean after use.</p> | Low |

| Hazard Aspect | Possible control measures | ✓ if in place ✗ if not or n/a | Where: ✗ state action to be taken with timescales ✗ any additional control measures ✓ site specific details | Residual Risk rating High, medium, low |
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| Parents and pupils travelling to school | <ul style="list-style-type: none"> Parents/carers and pupils are encouraged to walk or cycle to the school where possible. | ✓ | In place | Low |
| | <ul style="list-style-type: none"> The school has considered how pupils arrive at school, and how to reduce any unnecessary travel on coaches, buses or public transport where possible. | ✓ | In place Pupils in taxis are in controlled groupings to avoid mixing unnecessarily. Face masks available for secondary school age pupils travelling on public transport and their start/end times will be staggered to avoid peak times. | |
| | <ul style="list-style-type: none"> Families using public transport are referred to the safer travel guidance for passengers: https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers | ✓ | In place | |
| Organising the school day | <ul style="list-style-type: none"> Drop-off and collection times may continue to be staggered but these should not reduce the amount of overall teaching time. Specific arrangements are determined where parents/carers have children in different year groups. The views of parents/carers is taken into consideration. | ✓ | In place Pupils in taxis are in controlled groupings to avoid mixing unnecessarily. Face masks available for secondary school age pupils travelling on public transport and their start/end times will be staggered to avoid peak times. Pupil leaving times staggered slightly to allow for controlled exit from school. | Low |
| | <ul style="list-style-type: none"> Parents/carers' drop-off and pick-up protocols that minimise adult to adult contact are in place. Parents/carers are instructed not to congregate in groups on, or directly outside the school premises. | ✓ | Pupils in taxis are in controlled groupings to avoid mixing unnecessarily. Face masks available for secondary school age pupils travelling on public transport and their | |

| Hazard Aspect | Possible control measures | ✓ if in place ✗ if not or n/a | Where: ✗ state action to be taken with timescales ✗ any additional control measures ✓ site specific details | Residual Risk rating High, medium, low |
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| | | | <p>start/end times will be staggered to avoid peak times. SEN City transport in bubbles.</p> <p>Entrance into school from transport will be staggered. Pupils will remain on transport until collected by staff and taken directly to their hubs.</p> <p>Different entrances and paths around school for different hubs.</p> <p>During handover of children from staff to parents/carers and vice versa, Staff observe social distancing (2m distance) and mask wearing on every occasion, limiting close contact with parents/carers at all times.</p> | |
| Foyer / Reception | <ul style="list-style-type: none"> Existing reception screens are kept in the closed position wherever possible. | ✓ | In place | Low |
| Office | <ul style="list-style-type: none"> Office staff may continue to work from home on an agreed part time basis if this arrangement is suitable for the school. | ✓ | This will be considered on a case by case basis as necessary | Low |
| | <ul style="list-style-type: none"> Hot desks are avoided where possible. Where not possible, workstations are cleaned in between use. | ✓ | In place | |
| Meeting rooms | <ul style="list-style-type: none"> Remote working tools (Teams, Zoom, Meet) are used to avoid in-person meetings if practical. | ✓ | In place | Low |
| | <ul style="list-style-type: none"> Hand sanitiser is provided in meeting rooms. | ✓ | In place | |
| | <ul style="list-style-type: none"> Meetings are held outdoors or in well-ventilated rooms whenever possible. | ✓ | In place | |
| Curriculum: KS3 and KS4 Science | <ul style="list-style-type: none"> CLEAPSS guides are followed as necessary: <ul style="list-style-type: none"> GL343 - Guide to doing practical work during the COVID-19 | ✓ | In place | Low |

| Hazard Aspect | Possible control measures | ✓ if in place ✗ if not or n/a | Where: ✗ state action to be taken with timescales ✗ any additional control measures ✓ site specific details | Residual Risk rating High, medium, low |
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| | pandemic - Science - Version 4.01 - 14/07/21 | | | |
| Curriculum: KS3 and KS4 D&T, food & art | <ul style="list-style-type: none"> CLEAPSS guides are followed as necessary: <ul style="list-style-type: none"> GL344 Guide to doing practical work during the COVID-19 Pandemic; D&T, food & art, Version 5.01 - 14/07/21 | ✓ | In place | Low |
| Curriculum: School Sport | <ul style="list-style-type: none"> The school may work with external coaches, clubs and organisations for curricular and extra-curricular activities where satisfactory risk assessments have been received. | ✓ | In place. Risk Assessments requested and checked prior to activity. | Low |
| | <ul style="list-style-type: none"> Outdoor sports are prioritised where possible, and large indoor spaces used where it is not. The school only provides team sports on the list available at return to recreational team sport framework. | ✓ | In place | |
| | <ul style="list-style-type: none"> Scrupulous attention is paid towards cleaning and hygiene. This is particularly important in a sports setting because of the way in which people breathe during exercise. Sports equipment is thoroughly cleaned (or kept in quarantine for 72 hours) at regular intervals. | ✓ | In place | |
| | <ul style="list-style-type: none"> Competitions between different schools The school refers to guidance on grassroots sports for public and sport providers, safe provision and facilities, and guidance from Sport England, advice from organisations such as the Association for Physical Education and the Youth Sport Trust, guidance from Swim England on school swimming and water safety lessons and any LA guidance. | ✓ | No competitions currently planned. This will be reviewed as required. | |
| Curriculum: Music, dance and drama in school PHE Safer Singing Reference (see also | <ul style="list-style-type: none"> Playing instruments and singing in groups take place outdoors wherever possible. If indoors, a room is used with as much space as possible, for example, larger rooms; rooms with high ceilings are expected to enable dilution of aerosol transmission. It is important to ensure good ventilation. | ✓ | No signing or playing of aerosol generating instruments planned. Music activities to take place in school hall which is a large space with high ceilings. Doors to remain open for ventilation. Mechanical ventilation in place. | Low |

| Hazard Aspect | Possible control measures | ✓ if in place ✗ if not or n/a | Where: ✗ state action to be taken with timescales ✗ any additional control measures ✓ site specific details | Residual Risk rating High, medium, low |
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| Performances) | | | | |
| Playground and school field | <ul style="list-style-type: none"> The school makes use of outdoor spaces to support delivery of the curriculum – outdoor education can limit transmission. | ✓ | In place | Low |
| Lack of air changes / ventilation | <ul style="list-style-type: none"> Mechanical ventilation systems have been adjusted to increase the ventilation rate wherever possible, and checked to confirm that normal operation meets current guidance (if possible, systems should be adjusted to full fresh air or, if not, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply). Further advice available here (HSE) and here (CIBSE). | ✓ | In place. Fans available. | |
| | <ul style="list-style-type: none"> Natural ventilation is used to help reduce the risk of spreading coronavirus: <ul style="list-style-type: none"> Opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space). Opening internal doors (note that this also has the benefit of reducing touch points). Opening external doors where there are no security concerns and where it doesn't create uncomfortable drafts. | ✓ | In place | |
| | <ul style="list-style-type: none"> To balance the need for increased ventilation while maintaining a comfortable temperature, the following measures should also be used as appropriate: <ul style="list-style-type: none"> Opening high level windows in preference to low level to reduce draughts Increasing the ventilation while spaces are unoccupied (e.g. before and after classes, during break and lunch) Providing flexibility to allow additional, suitable indoor clothing. The school has a mindful and considerate approach with parents who have difficulty obtaining uniform items or are experiencing financial pressures. | ✓ | In place Rules around outdoor coats have been relaxed due to the need to keep windows open during cold weather. | |

| Hazard Aspect | Possible control measures | ✓ if in place ✗ if not or n/a | Where: ✗ state action to be taken with timescales ✗ any additional control measures ✓ site specific details | Residual Risk rating High, medium, low |
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| | <ul style="list-style-type: none"> ○ Rearranging furniture where possible to avoid direct drafts. | | | |
| | <ul style="list-style-type: none"> ● Heating is used as necessary to ensure comfort levels are maintained particularly in occupied spaces. | ✓ | In place | |
| Breakfast, after school and holiday clubs (Reference) | <ul style="list-style-type: none"> ● The school is working to resume all your before and after-school activities and wraparound childcare for pupils. See also sport, performances, and trips sections. | N/A | | |
| Operational issues | | | | |
| Availability of staff | <ul style="list-style-type: none"> ● From September there is a higher likelihood that a class will remain in school: <ul style="list-style-type: none"> ○ Where their teaching staff with symptoms/test positive are self-isolating. ○ Non-double vaccinated staff identified as close contacts will be required to self-isolate. The potential impact on staffing has been explored and contingency plans are in place (use of supply / re-deploying school staff) | | Cover supervisor in place and TA3 team are not class based but linked to one of 3 hubs. This will provide additional capacity for cover if required, reducing the need for supply on a short term basis. For longer term absences, supply will be used as required. | |
| | <ul style="list-style-type: none"> ● Contingency plans have been explored in the event that key members of staff are unavailable to work e.g. they are self-isolating. These may include: <ul style="list-style-type: none"> ○ Staff involved and trained in personal care ○ PI trained staff ○ First Aiders / Paediatric First Aiders ○ Site management ○ DSL | | All staff will complete Team Teach/RPI training on 10/09/2021 5 members of staff in hub 1 available for personal care 2 additional DSL's (Assistant Principals) are being trained on 13/09/2021, which will mean 5 trained DSL's. In the event of site manager being absent, RLT site management team to support. Additional First Aiders being trained on 31/08/2021 INSET. | Low |

| Hazard Aspect | Possible control measures | ✓ if in place ✗ if not or n/a | Where: ✗ state action to be taken with timescales ✗ any additional control measures ✓ site specific details | Residual Risk rating High, medium, low |
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| Personal Health and Safety Concerns (General) | | | | |
| SEND pupils | <ul style="list-style-type: none"> Individual pupil risk assessments are subject to regular reviews noting any behavioural changes with the pupil on site. Staff working with pupils who spit uncontrollably should wash their hands than other staff. Face shields are considered as a possible control measure (contact your Safety Adviser). Pupils who use saliva as a sensory stimulant or who struggle with hand hygiene may also need more opportunities to wash their hands. | ✓ | In place Face shields available if required | Low |
| | <ul style="list-style-type: none"> Where children and young people with EHC plans are not attending their education setting because they are following public health advice, multi-agency professionals collaborate to agree how to meet their duties to deliver the provision set out in the EHC plan. This may include face-to-face visits to the home, or virtual support by means of video or telephone calls, or via email. | ✓ | In place | |
| Staff welfare and staff redeployment | <ul style="list-style-type: none"> Governing boards and school leaders have regard to staff (including the Head Teacher) work-life balance and wellbeing. Schools should ensure they have explained to all staff the measures they are proposing putting in place and involve all staff in that process. Appropriate support and contact is provided to staff who are home working, particularly for extended periods of time. https://www.nhs.uk/oneyou/every-mind-matters/coronavirus-covid-19-staying-at-home-tips/ Teaching assistants may be deployed to lead groups or cover lessons, under the direction and supervision of a qualified, or nominated, teacher Any redeployments are not at the expense of supporting pupils with SEND. | ✓ | In place Staff wellbeing 'post box' provided for suggestions. All measures communicated to staff with feedback welcomed through daily briefings. | Low |
| | | ✓ | In place. J Doidge undertakes weekly wellbeing calls for staff working from home. | |
| | | ✓ | In place | |

| Hazard Aspect | Possible control measures | ✓ if in place ✗ if not or n/a | Where: ✗ state action to be taken with timescales ✗ any additional control measures ✓ site specific details | Residual Risk rating High, medium, low |
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| | <ul style="list-style-type: none"> Managers have discussed and agreed any changes to staff roles with individuals. Planning builds in the need to avoid increases in unnecessary and unmanageable workload burdens. This could include a review of existing practices in this respect and schools may wish to draw on DfE's workload reduction toolkit. DfE has also published a range of resources, including case studies to support remote education and help address staff workload, this includes case studies on managing wellbeing. Where staff have been temporarily redeployed to different roles, they have the appropriate skills, expertise and experience to carry out the work. | ✓ | In place | |
| Pupil welfare and mental health support (Reference) | <ul style="list-style-type: none"> Where pupils, parents and households are reluctant or anxious about attending school their concerns are discussed and reassurance provided on the measures you are putting in place to reduce any risks. Pupils may include those who: <ul style="list-style-type: none"> are concerned about the possible increased risks from coronavirus Ref: Wellbeing for Education Return programme Pastoral support is offered to pupils who are: <ul style="list-style-type: none"> self-isolating shielding vulnerable | ✓ | In place Regular communication with parents via pastoral lead. Views taken on board and discussed. | Low |
| Other Issues | | | | |
| Remote Education | <ul style="list-style-type: none"> Remote education plans are in place for individuals or groups of self-isolating pupils, pupils they face challenges in returning from abroad or because they are complying with clinical or public health advice. Pupils have access to remote education as soon as reasonably practicable, which may be the next school day. The remote education provided is equivalent in length to the core teaching pupils would receive in school. | ✓ | Remote Education policy in place, shared on the website. Remote education is being delivered as required. | Low |

| Hazard Aspect | Possible control measures | ✓ if in place ✗ if not or n/a | Where: ✗ state action to be taken with timescales ✗ any additional control measures ✓ site specific details | Residual Risk rating High, medium, low |
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| | <p>Some pupils with SEND may not be able to access remote education without adult support and so expect schools and colleges to work 12 collaboratively with families and put in place reasonable adjustments so that pupils with SEND can successfully access remote education appropriate for their level of need.</p> <ul style="list-style-type: none"> • Systems are in place for checking, daily, whether pupils are engaging with their work, and work with families to rapidly identify effective solutions where engagement is a concern A named senior leader with overarching responsibility for the quality and delivery of remote education, including that provision meets expectations for remote education is appointed. • The school has published information about their remote provision on their website. An optional template is available to support this legal requirement. | <p>✓</p> <p>✓</p> | <p>Remote Education Lead: AR Staff have access to a TEAMS Engagement log' with expectation of completing this weekly.</p> <p>Remote Education policy in place, shared on the website. Remote education is being delivered as required.</p> | |
| Education Recovery Reference | <ul style="list-style-type: none"> • The school access programmes and activities to support pupils to make up education missed as a result of the pandemic. | <p>✓</p> | <p>Covid catch-up premium being used to employ English and maths tutors. Additional supply teacher also employed for specific work with KS4 one day a week.</p> | <p>Low</p> |
| Incident Reporting | <ul style="list-style-type: none"> • A case of disease is recorded via the school's incident reporting system and to the HSE (via RIDDOR) where a confirmed diagnosis of COVID-19 is likely to have been caused by an occupational exposure, that is, whether or not there is reasonable evidence that a work-related exposure is the likely cause of the disease. https://notifications.hse.gov.uk/riddorforms/Disease (Contact your Safety Adviser for advice) | <p>✓</p> | <p>In place</p> | <p>Low</p> |
| Safeguarding | <ul style="list-style-type: none"> • If a vulnerable pupil is required to self-isolate, the school: <ul style="list-style-type: none"> ○ notifies their social worker (if they have one) ○ agrees with the social worker the best way to maintain contact and offer support ○ checks if a vulnerable pupil is able to access remote education support | <p>✓</p> | <p>In place</p> | <p>Low</p> |

| Hazard Aspect | Possible control measures | ✓ if in place ✗ if not or n/a | Where: ✗ state action to be taken with timescales ✗ any additional control measures ✓ site specific details | Residual Risk rating High, medium, low |
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| | <ul style="list-style-type: none"> ○ supports them to access it (as far as possible) ○ regularly checks if they are accessing remote education | | | |
| School Meals | <ul style="list-style-type: none"> • The school continues to provide free school meal support to pupils who are eligible for benefits related free school meals and who are learning at home during term time. | ✓ ü | In place | Low |
| Reviews | <ul style="list-style-type: none"> • Regular reviews are undertaken on the effectiveness of the control measures and plans and changes are made accordingly. The school follows any forthcoming instructions from the employer, government advice, and national or local directions from Public Health England. | ✓ | In place | Low |
| | <ul style="list-style-type: none"> • Updates are highlighted on the risk assessment and shared with staff. | ✓ | In place | |

| | |
|--|--|
| Are there any other foreseeable hazards associated with Covid-19? | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> |
|--|--|

| Additional Hazards | List any additional control measures required | Residual Risk rating High, medium, low |
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| ASSESSED BY (Print name) Andrew Morgan | SIGNED Andrew Morgan | DATE 25/08/2021 |
|--|--------------------------------|---------------------------|