

<b>School/Academy:</b>	The Milford Academy	<b>Date of assessment</b>	Updated 01.12.21	
<b>Who might be harmed?</b>	Pupils, staff, visitors and contractors	<b>How many are affected?</b>	Whole School	
<b>Lockdown Easing Status:</b>	<b>Autumn Term 2021 - Step 4</b>			
<b>Reference Document:</b>	<a href="#">DfE: Contingency framework: education and childcare settings (August 2021)</a> <a href="#">DfE: Schools coronavirus (COVID-19) operational guidance (August 2021)</a>			
<b>Date</b>	<b>Summary of school position</b> (include numbers of staff working from home / shielding, bubble sizes)			
18/01/21	Currently we have a maximum of 145 pupils attending on-site each day – this represents around 30% of all pupils. All other pupils are accessing remote learning from home using Seesaw platform primarily. Children on site are being taught in year group bubbles that range in size from 15-20. Nursery / MESU has been opened to all who wish to attend – around 75% of children in this bubble are attending.			
04/03/21	All pupils are due to return to school from 08/03/21. All staff, unless instructed to officially shield will also be on work for their working hours.			
01/09/21	All pupils returned, school has removed use of bubbles and is following guidance in line with the above referenced government documents / guidelines.			
01/12/21	Face coverings re-introduced as a control measure for staff / visitors in line with guidance from DfE.			
<b>Hazard Aspect</b>	<b>Possible control measures</b>	✓ if in place ✗ if not or n/a	<b>Where:</b> ✗ state action to be taken with timescales ✗ any additional control measures ✓ site specific details	<b>Residual Risk rating</b> High, medium, low
<b>Communication</b>				
Staff	<ul style="list-style-type: none"> <li>This completed risk assessment is shared with staff. Signatures are obtained.</li> </ul>	✓	<b>All staff to sign by 03/12/21</b>	LOW
	<ul style="list-style-type: none"> <li>Staff are encouraged to give regular feedback on the effectiveness of these control measures and share suggestions.</li> </ul>	✓	Senior Leader available on site each day	
Parents/carers, pupils and visitors	<ul style="list-style-type: none"> <li>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</li> <li>Signage is installed wherever necessary as a reminder.</li> </ul>	✓	Signs in place, regular updates comms with parents, staff and pupils	LOW

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	<ul style="list-style-type: none"> <li>• If possible, a pdf version of this completed risk assessment published on the school's website to provide transparency of approach to parents, carers and pupils. (Do not include names where any personal details are recorded).</li> <li>• 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.</li> </ul>	✓	On website by 06/12/21	
	• The completed risk assessment (v.6) is shared with the Governing Body and employer.	✓	Information sent out as required	
Employer	• 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).	✓	To be sent to Chair by 03/12/21	LOW
Trade Unions		✓	Shared with all TU as necessary – supported by D.T.	LOW
<b>Contracting / transmitting Covid-19</b>				
Preventing symptomatic persons attending school	<ul style="list-style-type: none"> <li>• 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"> <li>○ a new, continuous cough</li> <li>○ <b>or</b> a high temperature</li> <li>○ <b>or</b> has a loss of, or change in, their normal sense of taste or smell (anosmia)</li> </ul> </li> </ul> <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><a href="#">PHE Campaign posters are available here.</a></p> <ul style="list-style-type: none"> <li>• 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</li> </ul>	✓	Health protocols to be resent to all parents/carers prior to full return on 06/09/21	LOW

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	<p>result is negative, this does not allow them to return to school earlier than the 10-day self-isolation period allows.</p> <ul style="list-style-type: none"> <li>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)</li> </ul>			
	<ul style="list-style-type: none"> <li>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.</li> </ul>	✓	<p>Reminder to parents/carers about not sending children with Covid-19 symptoms to be sent by 05/03/21</p> <p>Temperature testing available at school. Evidence of test results to be seen when returning.</p>	
<p>Outbreak management</p> <p>(* this could include: a form group / a friendship group mixing at breaktimes / a sports team / a group in an after-school activity)</p>	<ul style="list-style-type: none"> <li>If the school has reached <b>either</b> of these two thresholds...</li> <li><b>5</b> children, pupils, students or staff, who are likely to have mixed closely*, test positive for COVID-19 within a <b>10-day period</b>; or</li> <li><b>10%</b> of children, pupils, students or staff who are likely to have mixed closely* test positive for COVID-19 within a <b>10-day period</b></li> </ul> <p>...the school will:</p> <ul style="list-style-type: none"> <li>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.</li> <li>immediately consider: <ul style="list-style-type: none"> <li>whether any (additional) activities could take place outdoors, including exercise, assemblies or classes</li> <li>ways to improve ventilation indoors, where this would not significantly impact thermal comfort</li> <li>one-off enhanced cleaning focussing on touch</li> </ul> </li> </ul>	✓	In place	LOW

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	<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>points and any shared equipment</li> <li>limiting non-essential visitors</li> </ul> </li> <li>reminding staff to undertake the routine LFD tests</li> <li>The school seeks public health advice if:               <ul style="list-style-type: none"> <li>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.</li> </ul> </li> <li>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.</li> <li>School management are familiar with the DfE's <a href="#">contingency framework</a></li> <li>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.</li> <li>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"> <li>Attendance restrictions: If some attendance restrictions are needed, all vulnerable children, children of critical workers, children in reception, year 1 and year 2 should still be allowed to attend. If, by exception, attendance is restricted further, vulnerable children and children of critical workers should still be allowed to attend.</li> </ul> </li> </ul>	 ✓  ✓  ✓  ✓  ✓		

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	<ul style="list-style-type: none"> <li>Reintroduction 'bubbles' for a temporary period, to reduce mixing between groups.</li> <li>Reintroduction of mandatory face coverings to be worn in communal areas by adults (unless exempt)</li> <li>Reintroduction of shielding (following a ministerial decision).</li> <li>Changes to: <ul style="list-style-type: none"> <li>Residential educational visits</li> <li>Open days</li> <li>Transition or taster days</li> <li>Parental attendance in settings</li> </ul> </li> <li>Performances in settings</li> </ul>			
Individuals not accessing the vaccination programme	<ul style="list-style-type: none"> <li>Staff, parents, other over 16s and other eligible individuals in households and are encouraged to access the vaccination programme. Posters are available here: <a href="https://coronavirusresources.phe.gov.uk/covid-19-vaccine/resources/">https://coronavirusresources.phe.gov.uk/covid-19-vaccine/resources/</a></li> </ul>	✓	Information shared with all via newsletter – 17.09.21	LOW
Preventing persons who are at a higher risk of carrying the virus attending school	<p><b>Staff</b> 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.</p>	✓	Shared with staff by 25/09/21	LOW
	<ul style="list-style-type: none"> <li><b>Parents and carers</b> 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.</li> </ul>	✓	Shared with all families by 25/09/21	
	<ul style="list-style-type: none"> <li>References: <ul style="list-style-type: none"> <li><a href="https://www.gov.uk/guidance/red-amber-and-green-list-rules-for-">https://www.gov.uk/guidance/red-amber-and-green-list-rules-for-</a></li> </ul> </li> </ul>	✓	School office to maintain a log of all such visits	

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	<ul style="list-style-type: none"> <li><a href="https://www.gov.uk/uk-border-control/self-isolating-when-you-arrive">entering-england</a></li> <li><a href="https://www.gov.uk/uk-border-control/self-isolating-when-you-arrive">https://www.gov.uk/uk-border-control/self-isolating-when-you-arrive</a></li> <li>Records are kept of such visits.</li> </ul>			
Reducing the number of persons on site	<ul style="list-style-type: none"> <li>The school may continue to encourage conversations with parent/carers are held on the telephone wherever possible. Face to face meetings may be held if necessary.</li> <li>Meetings are held virtually rather than physically where there is no detrimental effect.</li> </ul>	<p>✓</p> <p>✓</p>	<p>Staff aware</p> <p>In place</p>	LOW
Performances	<ul style="list-style-type: none"> <li>The school will complete a risk assessment for any performance, taking into account the latest advice in the <a href="#">working safely during COVID-19 in the performing arts guidance</a>, 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 <a href="#">guidance on delivering outdoor events</a>.</li> </ul>	<p>✓</p>	<p>Christmas performance RA in place and shared with all staff.</p>	LOW
Staff social meetings / events	<ul style="list-style-type: none"> <li>Staff are reminded that as social contact restrictions have now been removed there is the potential for <b>non-vaccinated</b> close contacts requiring to self-isolate ("pinged").</li> </ul>	<p>✓</p>	<p>Staff aware</p>	LOW

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Persons at higher risk of becoming seriously ill	<b>Clinically Extremely Vulnerable (CEV) staff:</b> <ul style="list-style-type: none"> <li>Risk assessments have been completed for all CEV staff who have been double vaccinated.</li> <li>All CEV staff who have <b>not</b> 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.</li> <li><b>Clinically Extremely Vulnerable pupils</b> 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.</li> <li>The following measures are in place for <b>pregnant members of staff</b>: <ul style="list-style-type: none"> <li>Risk Assessment (Part 1) has been completed for all vaccinated pregnant members of staff up to 28 weeks.</li> <li>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.</li> </ul> </li> <li>Pregnant staff over 28 weeks who have <b>not</b> 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</li> </ul>	✓  ✓  ✓  ✓	RA completed as required for staff in this category.	LOW
School Visits	<ul style="list-style-type: none"> <li><b>All visits</b> When considering booking a new visit, whether domestic or international they have adequate financial protection in place.</li> <li>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</li> </ul>	✓  ✓	Visits planned in line with guidance and dates  All trips to have completed RA	LOW

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	and is supported by specialist advice from the Outdoor Education Advisory Panel (OEAP).			
Undertaking CPR / and First Aid	<ul style="list-style-type: none"> <li>The following information has been shared with school first aiders: <a href="#">Resuscitation Council UK Statement on COVID-19 in relation to CPR and resuscitation in first aid and community settings</a> <a href="http://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm">www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm</a></li> <li>The school has purchased devices such as CPR facemask / resuscitation shields.</li> </ul>	✓	Shared with all 1 <sup>st</sup> aid staff in school.	LOW



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Persons becoming symptomatic whilst in school	<ul style="list-style-type: none"> <li>• If anyone in the school becomes unwell with:               <ul style="list-style-type: none"> <li>○ a new, continuous cough</li> <li>○ <b>or</b> a high temperature</li> <li>○ <b>or</b> has a loss of, or change in, their normal sense of taste or smell (anosmia)</li> </ul> </li> <li>• they must:               <ul style="list-style-type: none"> <li>○ be sent home and advised to follow '<a href="#">stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</a>', 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.                   <ul style="list-style-type: none"> <li>• Their self-isolation may end with a negative PCR test (but <b>not</b> a negative LFD test)</li> </ul> </li> </ul> </li> </ul>	✓	All staff and school leaders aware of this procedure	LOW

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Test and Trace	<ul style="list-style-type: none"> <li>The latest NHS/PHE test and trace information has been shared with staff and parents.</li> <li>Self-isolation of close contacts will only be undertaken on advice from NHS Test and Trace where they are over 18 <b>and</b> have not received both vaccinations (applies from 16<sup>th</sup> August 2021).</li> <li>The school will contact the Self-Isolation Service Hub on 020 3743 6715 as soon as they are made aware that any of their <b>staff</b> have tested positive</li> <li>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.</li> <li>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"> <li>Consider outdoor learning</li> <li>Consider individuals' risk of secondary transmission within the classroom. This will depend on:                   <ul style="list-style-type: none"> <li>- The health category of staff and pupils in the class</li> <li>- Staff vaccination status</li> <li>- Whether the staff can socially distance from pupils</li> <li>- Ventilation within the classroom.</li> </ul> </li> </ul> <p>They may need to be relocated elsewhere within the school.</p> </li> <li>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.</li> <li>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.</li> <li>The school provides these PCR test kits to symptomatic individuals or close contacts of a positive case who are struggling to access a test.</li> <li>Staff and parent telephone numbers are checked for accuracy</li> <li>Contact details, are kept of all other visitors to the school, including</li> </ul>	✓  ✓  ✓  ✓  ✓  ✓  ✓  ✓  ✓  ✓  ✓	In place	LOW

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	where possible, personal phone numbers.			
Lateral Flow Testing (LFT)	<ul style="list-style-type: none"> <li>School staff have been appointed a "COVID-19 Coordinator" who will be responsible for:                             <ul style="list-style-type: none"> <li>communicating with stakeholders</li> <li>ensuring staff are using the right instructions and that they sign for the test kits using the 'test kit log'</li> <li>reporting incidents and carry out risk management</li> <li>storing and reporting any required data</li> <li>reordering tests when required</li> </ul> </li> <li>They have read and understood the resources from the Primary portal.</li> </ul>	✓	Head Teacher and Business Manager are in roles of COVID-19 co-ordinators  All resources have been read and shared with staff. Webinars run by DfE attended by both co-ordinators	LOW
	<ul style="list-style-type: none"> <li>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.)</li> </ul>	✓	Detailed information booklet provided to all staff	
	<ul style="list-style-type: none"> <li>Persons 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.</li> <li>The two test days have been decided (3-4 days apart). (It is recommended that one of these test days is Monday.)</li> </ul>	✓	Test days :Monday and Thursday weekly	
	<ul style="list-style-type: none"> <li>Staff are reminded that:                             <ul style="list-style-type: none"> <li>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.</li> <li>A negative LFT does not allow the individual to pause compliance with covid rules within school, and social distancing and good hand hygiene outside the workplace.</li> <li>The testing programme does not replace current (PCR) testing policy for those with symptoms.</li> </ul> </li> </ul>	✓	Staff made aware of all of the information relating to outcomes of LFTs	

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	<ul style="list-style-type: none"> <li>Appropriate action is taken in the event of:                             <ul style="list-style-type: none"> <li>A negative test result</li> <li>A positive test result</li> <li>Two void test results</li> </ul> </li> </ul>	✓	All results are logged by staff as required by the guidance and appropriate action taken in the instance of a positive or two void tests – staff member isolates and books PCR test.	
	<ul style="list-style-type: none"> <li>Necessary records of testing are kept.</li> </ul>		As above	
Hygiene – General	<ul style="list-style-type: none"> <li>Correct handwashing and good hygiene are followed by staff, pupils, visitors and contractors. Pupils wash their hands at the designated times during the day and after certain activities:                             <ul style="list-style-type: none"> <li>On arrival at school</li> <li>After breaks and sport activities</li> <li>Early Years: after using wheeled bikes, trikes and other large, movable toys</li> <li>Before cooking and eating</li> <li>After sneezing or coughing</li> <li>After using the toilet</li> <li>Before leaving home</li> </ul> </li> </ul> <p>Note: Electric hand dryers may be used in schools</p>	✓	Protocols to continue	LOW
	<ul style="list-style-type: none"> <li>A process is in place for removing face coverings when 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.</li> </ul>	✓	Senior schools leaders to carry out removal of face coverings if required	LOW
	<ul style="list-style-type: none"> <li>For noting: School uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal.</li> </ul>	✓	Parents made aware of this	
	<ul style="list-style-type: none"> <li>Adequate soap / hand sanitizer and tissues are available for pupils and staff throughout the school and for visitors arriving at main</li> </ul>	✓	Checked regularly to ensure supplies do not run out – staff to inform Facilities Manager when supplies are low	

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	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.			LOW
	<ul style="list-style-type: none"> <li>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 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. 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. Site staff / cleaners wash their hands after emptying the bins.</li> </ul>	✓	Lidded bins in every classroom	LOW
	<ul style="list-style-type: none"> <li>Sufficient ongoing enhanced cleaning 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. 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. Frequently touched surfaces and touch points are cleaned using sanitizing chemicals.</li> </ul>	✓	<p>Cleaning protocols and rotas discussed with site manager – additional cleaning is taking place throughout the day across school.</p> <p>Touch points around school cleaned regularly</p> <p>Cleaning rota shared with all staff / weekly deep clean to take place in all classrooms</p>	LOW

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	The frequency of necessary cleaning has been identified. More frequent cleaning is required of rooms / shared areas that are used by different groups.			
	<ul style="list-style-type: none"> <li>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.</li> </ul>	✓	Cashless site	
Hygiene – Classrooms	<ul style="list-style-type: none"> <li>Rooms may still need to be cleaned after a positive case therefore the contents of the classrooms and their ease of cleaning is considered.</li> <li>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:</li> <li>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.</li> <li>Teachers may wish to continue to wash or sanitise their hands before and after handling pupils' books.</li> <li>Ensure that reusable drinking cups are not shared between pupils. Consider replacing reusable drinking cups with disposable cups.</li> </ul>	✓	Staff aware of protocols for cleaning items / classrooms areas	LOW
PPE ( <a href="#">Reference</a> )	<ul style="list-style-type: none"> <li>Adequate necessary Personal Protective Equipment (PPE) is available for cleaning tasks, personal care, first aid and certain medical procedures.</li> </ul>	✓	In place	
	<ul style="list-style-type: none"> <li>Training and instruction have been provided for the putting on, removing and disposal of PPE.</li> </ul>	✓	Training provided to staff  Following government guidance is shared with staff and followed:  <a href="https://www.gov.uk/government/publications/c">https://www.gov.uk/government/publications/c</a>	LOW

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	<ul style="list-style-type: none"> <li>Risk assessments in place for medical procedures have been reviewed in light of the pandemic (contact the medical professional who created or assisted with the creation of the risk assessment) and in particular noting whether any additional PPE is necessary.</li> <li>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"> <li>a FFP2/3 respirator</li> <li>gloves</li> <li>a long-sleeved fluid repellent gown</li> <li>eye protection</li> </ul> </li> </ul>	✓	<a href="#">ovid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures</a> Reviewed January 2021	
Face coverings in school	<ul style="list-style-type: none"> <li>Face coverings are required to be worn by all staff (except those with medical exception) when in shared / communal areas or when moving around inside school buildings – not when in classrooms / teaching areas. (updated 01/12/21)</li> <li>All visitors required to wear face covering when moving around school buildings as above.</li> </ul>	✓	Staff aware and visitors given this information in advance or on arrival at school.	LOW
Reducing number of touchpoints	<ul style="list-style-type: none"> <li>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.</li> <li>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</li> </ul>	✓	Touchpoints are routinely cleaned on a daily basis  Staff and pupils reminded to reduce the number of contacts they make with touchpoints and regular handwashing when moving from one part of school to another	LOW
		✓	Staff able to use their cards to sign in and sanitizer station positioned next to signing in	

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
	afterward after touching and the screens are cleaned on a regular basis at appropriate times.		system – staff required to sanitize before and after signing in.	
	<ul style="list-style-type: none"> <li>Consider whether drinking fountains need to be taken out of action.</li> </ul>	N/A		
Parents and pupils travelling to school	<ul style="list-style-type: none"> <li>Families using public transport are referred to the safer travel guidance for passengers: <a href="https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers">https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</a></li> </ul>	✓	Shared with families	LOW
Organising the school day	<ul style="list-style-type: none"> <li>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.</li> </ul>	✓	08:45 – 09:00am – morning drop off window  3:15pm – end of day	LOW
	<ul style="list-style-type: none"> <li>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.</li> </ul>	✓	Information shared with all families - reminder in newsletter 17/09/21	LOW
Foyer / Reception	<ul style="list-style-type: none"> <li>Existing reception screens are kept in the closed position wherever possible.</li> </ul>	✓	Adult entrance to school kept to minimum and monitored by office staff	LOW
Office ( <a href="#">Reference</a> )	<ul style="list-style-type: none"> <li>Hot desks are avoided where possible. Where not possible, workstations are cleaned in between use.</li> </ul>	✓	Staff aware	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
Meeting rooms	<ul style="list-style-type: none"> <li>Remote working tools (Teams, Zoom, Meet) are used to avoid in-person meetings where possible.</li> <li>Hand sanitiser is provided in meeting rooms.</li> <li>Meetings are held outdoors or in well-ventilated rooms whenever possible.</li> </ul>	✓ ✓ ✓	Staff aware and protocols in place	LOW
Curriculum: School Sport	<ul style="list-style-type: none"> <li>The school may work with external coaches, clubs and organisations for curricular and extra-curricular activities where satisfactory risk assessments have been received.</li> <li>Outdoor sports are prioritised where possible, and large indoor spaces used where it is not.</li> <li>The school only provides team sports on the list available at <a href="#">return to recreational team sport framework</a>.</li> <li>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.</li> <li>Sports equipment is thoroughly cleaned (or kept in quarantine for 72 hours) at regular intervals.</li> <li>Competitions between different schools:</li> <li>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.</li> </ul>	✓  ✓ ✓ ✓  ✓ ✓ ✓	Staff aware and 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
Curriculum: Music, dance and drama in school	<ul style="list-style-type: none"> <li>Playing instruments and singing in groups take place outdoors wherever possible.</li> <li>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.</li> </ul>	<p>✓</p> <p>✓</p>		LOW
Playground and school field	<ul style="list-style-type: none"> <li>The school makes use of outdoor spaces to support delivery of the curriculum – outdoor education can limit transmission.</li> </ul>	✓	Guidance noted	LOW
Lack of air changes / ventilation	<ul style="list-style-type: none"> <li>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 <a href="#">here</a> (HSE) and <a href="#">here</a> (CIBSE).</li> </ul>	✓	National ventilation encouraged and used at all times in classrooms and areas used by more than one person.	LOW
	<ul style="list-style-type: none"> <li>Natural ventilation is used to help reduce the risk of spreading coronavirus:                             <ul style="list-style-type: none"> <li><b>Opening windows</b> (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).</li> <li><b>Opening internal doors</b> (note that this also has the benefit of reducing touch points).</li> <li><b>Opening external doors</b> where there are no security concerns and where it doesn't create uncomfortable drafts.</li> </ul> </li> </ul>	✓	All of the indicated protocols followed	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
	<ul style="list-style-type: none"> <li>To balance the need for increased ventilation <b>while maintaining a comfortable temperature</b>, the following measures should also be used as appropriate:                             <ul style="list-style-type: none"> <li>Opening high level windows in preference to low level to reduce draughts</li> <li>Increasing the ventilation while spaces are unoccupied (e.g. before and after classes, during break and lunch)</li> <li>Providing flexibility to <b>allow additional, suitable indoor clothing</b>.</li> <li>Rearranging furniture where possible to avoid direct drafts.</li> </ul> </li> </ul>	✓	All of the indicated protocols followed	
	<ul style="list-style-type: none"> <li>Heating is used as necessary to ensure comfort levels are maintained particularly in occupied spaces.</li> </ul>	✓	All of the indicated protocols followed	
Breakfast and After School Clubs ( <a href="#">Reference</a> )	<ul style="list-style-type: none"> <li>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.</li> </ul>	✓	Wrap around care available from start of term.  Clubs also up and running from start of Autumn term.	LOW
<b>Operational issues</b>				
Availability of staff	<ul style="list-style-type: none"> <li>From September there is a higher likelihood that a class will remain in school:                             <ul style="list-style-type: none"> <li>Where their teaching staff with symptoms/test positive are self-isolating.</li> <li>Non-double vaccinated staff identified as close contacts will be required to self-isolate.</li> </ul> </li> <li>The potential impact on staffing has been explored and contingency plans are in place (use of supply / re-deploying school staff)</li> </ul>	✓	Plans in place for re-deployment of school staff or use of supply staff if required.	LOW
	<ul style="list-style-type: none"> <li>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"> <li>Staff involved and trained in personal care</li> <li>PI trained staff</li> </ul> </li> </ul>	✓	Considered and alternative staff identified / provided with training to increase number of staff in each of these categories.	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
	<ul style="list-style-type: none"> <li>First Aiders / Paediatric First Aiders</li> <li>Site management</li> <li>DSL</li> </ul>			
<b>Personal Health and Safety Concerns (General)</b>				
SEND pupils	<ul style="list-style-type: none"> <li>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).</li> <li>Pupils who use saliva as a sensory stimulant or who struggle with hand hygiene may also need more opportunities to wash their hands.</li> </ul>	<p>✓</p> <p>✓</p>	<p>In place</p> <p>In place</p>	LOW
Staff welfare and staff redeployment	<ul style="list-style-type: none"> <li>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.</li> </ul>	✓	RA shared with staff and regular updates and comms provided in relation to control measures.	LOW
	<ul style="list-style-type: none"> <li>Appropriate support and contact is provided to staff who are home working, particularly for extended periods of time.</li> <li><a href="https://www.nhs.uk/oneyou/every-mind-matters/coronavirus-covid-19-staying-at-home-tips/">https://www.nhs.uk/oneyou/every-mind-matters/coronavirus-covid-19-staying-at-home-tips/</a></li> </ul>	✓	In place as required	
	<ul style="list-style-type: none"> <li>Teaching assistants may be deployed to lead groups or cover lessons, under the direction and supervision of a qualified, or nominated, teacher</li> <li>Any redeployments are not at the expense of supporting pupils with SEND.</li> </ul>	✓	Guidance noted	

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
	<ul style="list-style-type: none"> <li>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 <a href="#">workload reduction toolkit</a>. DfE has also published a range of resources, including <a href="#">case studies to support remote education</a> and help address staff workload, this includes case studies on managing wellbeing.</li> <li>Where staff have been temporarily redeployed to different roles, they have the appropriate skills, expertise and experience to carry out the work.</li> </ul>	✓	<p>In place as required</p> <p>In place as required</p>	<p>LOW</p> <p>LOW</p>
Pupil welfare and mental health support ( <a href="#">Reference</a> )	<ul style="list-style-type: none"> <li>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"> <li>are concerned about the possible increased risks from coronavirus</li> </ul> </li> </ul> <p>Ref: <a href="#">Wellbeing for Education Return</a> programme</p> <ul style="list-style-type: none"> <li>Pastoral support is offered to pupils who are: <ul style="list-style-type: none"> <li>self-isolating</li> <li>shielding</li> <li>vulnerable</li> </ul> </li> </ul>	✓	Guidance noted and 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
<b>Other Issues</b>				
Remote Education / Education recovery	<ul style="list-style-type: none"> <li>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.</li> <li>The remote education provided is equivalent in length to the core teaching pupils would receive in school.</li> <li>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</li> <li>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.</li> <li>The school has published information about their remote provision on their website. An <a href="#">optional template</a> is available to support this legal requirement.</li> <li>The school access programmes and activities to support pupils to make up education missed as a result of the pandemic.</li> </ul>	✓  ✓  ✓  ✓  ✓	School remote learning plan is in place and ready to use as and when required  In place  In place  Identified staff member in place – SG  In place  Catch-up funding forms part of the wider PP funding action planner for 2021-22	LOW
Incident Reporting	<ul style="list-style-type: none"> <li>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. <a href="https://notifications.hse.gov.uk/riddorforms/Disease">https://notifications.hse.gov.uk/riddorforms/Disease</a> (Contact your Safety Adviser for advice)</li> </ul>	✓	Noted	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
Safeguarding	<ul style="list-style-type: none"> <li>If a vulnerable pupil is required to self-isolate, the school:                             <ul style="list-style-type: none"> <li>notifies their social worker (if they have one)</li> <li>agrees with the social worker the best way to maintain contact and offer support</li> <li>checks if a vulnerable pupil is able to access remote education support</li> <li>supports them to access it (as far as possible)</li> <li>regularly checks if they are accessing remote education</li> </ul> </li> </ul>	✓	At least 3 DSL on site typically 3 DSL Staff are all currently non-teaching roles System in place to ensure this happens through the DSL / Pastoral support team Regular communication is being made in such cases and visits to home address also made to ensure child is safe and able to access remote learning – devices / paper packs made available where needed.	LOW
School Meals	<ul style="list-style-type: none"> <li>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.</li> </ul>	✓	In place	LOW
Reviews	<ul style="list-style-type: none"> <li>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.</li> </ul>	✓	Weekly review carried out by Head Teacher – changes shared with all staff	LOW
	<ul style="list-style-type: none"> <li>Updates are highlighted on the risk assessment and shared with staff.</li> </ul>	✓	Updates provided to staff	LOW

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

**Reference Websites:**

- [www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings](https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings)
- [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](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)

**ASSESSED BY (Print name)**

ROB PERKINS

**SIGNED**

R.Perkins

**DATE**

01/12/21