

St. Mary's College

Assessment conducted by: T Gogarty	Job title: Services Manager / Health & Safety officer	Covered by this assessment: All College sites – pupils , staff and visitors
Date of assessment:09.09.2021	Review interval: Weekly	Date of next review: 11.01.22

<p>Reviewed re use of masks in some communal areas in the College 21.09.2021</p> <p>Reviewed for return to school after half term 01.11.2021</p> <p>Reviewed with advice from UK Health Security Agency 17.11.21. Reviewed with advice from DfE 28.11.21, 13.12.21</p> <p>Reviewed with advice from DfE 04.01.2022</p>
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Risk rating		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	Major Causes major physical injury, harm or ill health.	High (H)	H	Medium (M)
	Severe Causes physical injury or illness requiring first aid.	H	M	Low (L)
	Minor Causes physical or emotional discomfort.	M	L	L

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Awareness of policies and procedures		<ul style="list-style-type: none"> All staff and volunteers are aware of all relevant policies and procedures, including, but not limited to, the following: <ul style="list-style-type: none"> Health and Safety Policy Infection Control Policy First Aid Policy Behavioural Policy Pupils are supported to understand and follow the relevant school policies and procedures, including, but not limited to, the following: <ul style="list-style-type: none"> Health and Safety Policy Infection Control Policy Behavioural Policy All staff have regard to all relevant guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> The Health Protection (Notification) Regulations 2010 The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities' DfE (2021) 'Schools coronavirus (COVID-19) operational guidance (applies from step 4)' Early years DfE (2021) 'Actions for early years and childcare settings during the coronavirus (COVID-19) outbreak (applies from Step 4)' DfE (2021) 'Use of PPE in education, childcare and children's social care' Staff receive any necessary training on measures that have been implemented that are relevant to their role, e.g. infection control and pupil wellbeing. The school keeps up-to-date with advice issued by, but not limited to, the following: <ul style="list-style-type: none"> DfE 	Y	MK,AH,JW	10.09.2021	M

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		<ul style="list-style-type: none"> ○ NHS ○ PHE ○ Department of Health and Social Care ○ The school's local health protection team (HPT) • All staff, volunteers, parents, pupils, visitors and contractors are made aware of relevant infection control and other measures in place via email, particularly any changes to processes to allow for the full opening of the school. • Pupils are made aware of the measures that are in place, e.g. infection control and behaviour expectations, via various methods, including visual aids around the school and reminders from staff. • The Services Manager conducts a review of all supplier and contractor arrangements to ensure they are appropriate for the school's current operations. • The SLT reviews relevant school policies to ensure they account for new provisions. 				
Contact with potential or confirmed coronavirus cases	●	<ul style="list-style-type: none"> • Staff, parents, pupils and visitors are informed of the national legal requirements regarding self-isolation, including that if they are required to self-isolate, this must be for a full 10 days from the start of their symptoms, or the date of their positive test if they did not have symptoms. Since Wednesday 22 December, the 10 day self-isolation period for people who record a positive PCR or lateral flow test result for COVID-19 has been reduced to 7 days in most circumstances, unless you cannot test for any reason. Individuals may now take LFD tests on day 6 and day 7 of their self-isolation period. Those who receive two negative test results are no longer required to complete 10 full days of self-isolation. The first test must be taken no earlier than day 6 of the self-isolation period and tests must be taken 24 hours apart. This also applies to children under 5, with LFD testing at parental or guardian 	Y	MK,AH,JW	04.01.22 12.11.21 28.11.21 04.01.22 Ongoing	M

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		<p>discretion. If both these test results are negative, and you do not have a high temperature, you may end your self-isolation after the second negative test result and return to your education or childcare setting from day 7. If you do not test negative on those days you must complete the 10 day isolation period.</p> <ul style="list-style-type: none"> All adults who are fully vaccinated and children aged 5 to 18 years and 6 months, identified as a contact of someone with COVID-19 – whether Omicron or not – should take a lateral flow device (LFD) test every day for 7 days instead of self-isolating. Daily testing by close contacts will help to slow the spread of COVID-19. Daily testing for contacts of COVID-19 will help protect education settings by reducing transmission and will also help keep pupils in face-to-face education. Once notified by NHS Test and Trace as a close contact, all eligible staff, pupils and students should take an LFD each day for 7 days and report the results through the Online Reporting System and to their setting. If they test negative, they can continue to attend their education setting. Anyone over the age of 18 years and 6 months who is not vaccinated, must isolate in line with government guidelines if they are a close contact of a positive case. Pupils and parents are made aware that pupils under the age of 18 are no longer required to self-isolate if they are identified as a close contact of a positive case. Instead, pupils will be 				

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		<p>advised by NHS Test and Trace to take a lateral flow test and will only need to isolate if they produce a positive test.</p> <ul style="list-style-type: none"> • Staff who have only had one dose of the vaccine are made aware that they still need to self-isolate if identified as a close contact until two weeks after receiving their second dose. • Instances of staff, pupils, visitors and volunteers displaying symptoms of coronavirus are managed in line with local and national guidance and the Infection Control Policy. • Pupils and parents are made aware that staff and students over the age of 18 should follow the same self-isolation rules as those under 18 until four months after their 18th birthday, at which point they will begin to follow the same rules as adults. This time should be used to ensure they are vaccinated if possible. • If anyone in the school develops coronavirus symptoms while at school, they are: <ul style="list-style-type: none"> ○ Sent home to begin isolation – the isolation period includes the day the symptoms started and the next 10 full days. ○ Advised to follow the guidance for households with possible or confirmed coronavirus infection. ○ Advised to arrange a PCR test as soon as possible. • Pupils being sent home after displaying symptoms who are awaiting collection by a parent are moved to a room where they can be isolated behind a closed door, with an open window for ventilation where possible. If it is not possible to isolate the pupil, they are moved to an area which is at least two metres away from others. If required, a member of staff supervises the pupil. • Where contact with a pupil's parents cannot be made, appropriate procedures are followed in accordance with those 				

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		<p>outlined in government guidance and the Infection Control Policy.</p> <ul style="list-style-type: none"> • In exceptional circumstances, where a pupil's parents cannot arrange to have their child collected, if it is age-appropriate and safe to do so, the child is directed to walk, cycle or scoot home. If this is not possible, the school makes alternative arrangements. • Symptomatic individuals who are sent home are directed to not use public transport to get home. • If the pupil needs to use the toilet while awaiting collection, they use a separate bathroom if possible. The bathroom is cleaned and disinfected using standard cleaning products before being used by anyone else. • Emergency assistance is called immediately if the pupil's symptoms worsen and they require further medical care. • PPE is worn by supervising staff if direct personal care is needed and they cannot maintain a distance of two metres. • Anyone who comes into contact with a symptomatic individual washes their hands thoroughly for 20 seconds with soap and running warm water or hand sanitiser. The area around the symptomatic individual is cleaned with normal household bleach after they have left the premises. • Staff members who have helped someone with symptoms and any pupils who have been in close contact with them are informed that they do not need to self-isolate unless they develop symptoms themselves. • The school does not routinely take the temperature of pupils. • The school refuses to admit a pupil who is displaying symptoms of coronavirus where their parents are insisting their child attends if, in its reasonable judgement, the pupil poses a risk of infection to other members of the school community. 				

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Face coverings		<ul style="list-style-type: none"> Staff and pupils are informed via email that they are to wear masks in school and on school buses. 02.01.2022 - It is recommended that face coverings are worn in classrooms where pupils in year 7 and above are educated. The advice is short term only, to support pupils and teachers as they return to school this term and builds on the existing proportionate guidance that recommends face coverings for all adults in communal areas of all .The advice on face coverings in classrooms will be in place until Wednesday 26 January, when Plan B regulations are currently scheduled to expire, at which point it will be reviewed. Guidance from DfE -This is a temporary measure. From January 4th, we also recommend that in those schools where pupils in year 7 and above are educated, face coverings should be worn in classrooms. This does not apply in situations where wearing a face covering would impact on the ability to take part in exercise or strenuous activity, for example in PE lessons. This will also be a temporary measure. We would not ordinarily expect teachers to wear a face covering in the classroom if they are at the front of the class, to support education delivery, although settings should be sensitive to the needs of individual teachers. In primary schools, we recommend that face coverings should be worn by staff and adults (including visitors) when moving around in corridors and communal areas. Health advice continues to be that children in primary schools should not be asked to wear face coverings. Face coverings do not need to be worn when outdoors. Schools, as employers, have a duty to comply with the Equality Act 2010 which includes making reasonable adjustments for disabled staff. They also have a duty to make 	Y	MK,AH,JW	28.11.21 17.11.21 10.09.2021	M

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		<p>reasonable adjustments for disabled pupils, to support them to access education successfully. No pupil should be denied education on the grounds that they are not wearing a face covering.</p> <ul style="list-style-type: none"> • Transparent face coverings, which may assist communication with someone who relies on lip reading, clear sound or facial expressions to communicate, are worn where appropriate. • Face visors or shields are not worn as an equivalent alternative to face coverings; however, they can be worn by those exempt from wearing face coverings. • Face visors or shields are only used after carrying out a risk assessment for the specific situation and always be cleaned appropriately. • Individuals are provided with clear instructions on how to put on, remove, store and dispose of face coverings. This includes instructions to: <ul style="list-style-type: none"> ○ Clean hands before and after touching a face covering. ○ Store face coverings in individual, sealable plastic bags. ○ Avoid wearing damp face coverings. • Where face coverings are required, individuals are not prevented from entering or attending school on the grounds that they are not wearing a face covering. • The school has a contingency supply of face coverings. • Anyone struggling to access a face covering, or unable to use their face covering because it has been forgotten or soiled, is provided with one from the school's contingency supply. • Face coverings should be worn in enclosed and crowded places – this includes on school transport. 				
PPE		<ul style="list-style-type: none"> • PPE is distributed to staff who provide intimate care for pupils and for cases where a pupil becomes unwell with symptoms of 	Y	MK,AH,JW,T G,CD	10.09.2021	M

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		<p>coronavirus whilst in school and a distance of two metres cannot be maintained.</p> <ul style="list-style-type: none"> Additional risk assessments are conducted on a case-by-case basis to determine whether staff require PPE to carry out other tasks and duties. When working with pupils who cough, spit or vomit but do not have coronavirus symptoms, staff only wear PPE that would routinely be worn. Used PPE is disposed of properly using bins provided around the school. Staff and pupils are told not to use recycling bins for the disposing of PPE. All PPE waste is put in a plastic rubbish bag which, once full, is tied and placed in a second tied bag and stored in a suitable and secure place, marked for storage for 72 hours. Following this period, it is put in the communal waste area. 				
Hand cleaning and respiratory hygiene		<ul style="list-style-type: none"> Staff, pupils and contractors are informed via email that enhanced hygiene practices are in place. Suitable handwashing facilities are provided for individuals to wash their hands regularly and at the following intervals: <ul style="list-style-type: none"> Arrival at school Return from breaks A change in rooms Before and after eating The school considers how often pupils and staff need to wash their hands and time for this is incorporated into timetables and lesson plans, allowing for additional opportunities for some staff and pupils to wash their hands more frequently, e.g. pupils who use saliva as a sensory stimulant. There is an adequate amount of handwashing stations, which are kept well-supplied with soap and running water or hand sanitiser. Adequate amounts of tissues and bins are available in the relevant areas. 	Y	MK,AH,JW,T G,CD	10.09.2021	M

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		<ul style="list-style-type: none"> • Skin-friendly sanitising wipes are used as an alternative for pupils who are at risk of ingesting hand sanitiser, where appropriate. • Visual aids are displayed throughout the school reminding pupils to wash their hands regularly and follow the 'catch it, bin it, kill it' approach. • A plan is created to assimilate the hand-washing routine and 'catch it, bin it, kill it' approach into school culture, supplemented by behaviour expectations and communication around the importance of the measures. • Pupils are supervised, where appropriate, when using hand sanitiser to ensure they do not ingest any. • Pupils are instructed to cough or sneeze into their inner elbow and use a tissue to cover their mouths and noses where possible, disposing of the tissue in lidded bins. • Pupils wash their hands after they have coughed or sneezed. • Younger pupils and those with complex needs are supported to ensure they adopt good hand cleaning and respiratory hygiene practices. • Individual risk assessments are conducted for pupils with complex needs who struggle to maintain good respiratory hygiene. 				
Cleaning		<ul style="list-style-type: none"> • The school maintains an appropriate cleaning schedule which includes the regular cleaning of areas and equipment. There is a particular focus on frequently touched surfaces. • The site manager implements a cleaning schedule that ensures cleaning is generally enhanced and includes: <ul style="list-style-type: none"> ○ More frequent cleaning of rooms and shared areas (including classrooms, playgrounds and eating areas) that are used by different groups. ○ Frequently touched surfaces being cleaned more often than normal. ○ Provision for ensuring toilets are cleaned regularly. 	Y	MK,AH,JW,T G,CD	10.09.2021	M

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		<ul style="list-style-type: none"> The necessary areas of the school are deep cleaned with suitable cleaning agents and in line with the COSHH Policy. All areas that have been cleaned are checked to ensure they are safe to occupy, e.g. there are no slip hazards and any harmful substances have been removed. All areas that remain temporarily closed, or partially closed for cleaning or infection control purposes, are clearly signposted. Adequate amounts of suitable cleaning agents are available. PPE is available to members of staff who require it to carry out cleaning safely. 				
Social distancing		<ul style="list-style-type: none"> Staff and pupils are informed they no longer need to adhere to social distancing measures in school unless directed. Pupils are informed they no longer need to be separated into bubbles in school. In the event of a school or local outbreak, the school adheres to the advice of a director of public health, which may include returning to social distancing measures, including pupil bubbles, temporarily 	Y	MK,AH,JW	10.09.2021	M
Resources		<ul style="list-style-type: none"> Staff and pupils have their own individual and frequently used items, e.g. pencils and pens. Classroom resources, e.g. books and games are cleaned regularly. Pupils only bring essential items to school each day, e.g. lunch boxes, hats, coats, books, stationery and mobile phones. Pupils are permitted to bring bags to school. Any shared resources that need to be taken home by pupils and staff are appropriately cleaned or a rota is put in place. 	Y	MK,AH,JW	10.09.2021	M
Fire safety		<ul style="list-style-type: none"> A suitably trained individual ensures that all fire detection, alarm system, fire extinguisher and sprinkler checks are up-to-date. The fire safety manager and Principal ensure that the fire management plan and fire safety risk assessment are up-to-date 	Y	PD,MK,AH,JW	10.09.2021	L

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		<p>and applicable to any changes in people movement or access, e.g. if parts of the school remain temporarily closed.</p> <ul style="list-style-type: none"> Where directed, the Fire Manager identifies how any social distancing measures are to be observed (where directed) at evacuation points and communicates this to all staff, volunteers, pupils, parents and contractors. 				
Testing		<ul style="list-style-type: none"> Since Wednesday 22 December, the 10 day self-isolation period for people who record a positive PCR or lateral flow test result for COVID-19 has been reduced to 7 days in most circumstances, unless you cannot test for any reason. Individuals may now take LFD tests on day 6 and day 7 of their self-isolation period. Those who receive two negative test results are no longer required to complete 10 full days of self-isolation. The first test must be taken no earlier than day 6 of the self-isolation period and tests must be taken 24 hours apart. This also applies to children under 5, with LFD testing at parental or guardian discretion. If both these test results are negative, and you do not have a high temperature, you may end your self-isolation after the second negative test result and return to your education or childcare setting from day 7. If you do not test negative on those days you must complete the 10 day isolation period. Update January 2022. It has been requested by the Government that all Secondary school students undertake one on-site test, on return in January. This will help boost testing participation and reduce transmission after a period of social mixing during the holidays. Students should then be strongly encouraged to continue testing twice weekly at home and to report all results to NHS Test and Trace and to their setting. Staff in all education and childcare settings, should take one self-test at home either the evening or morning before they return in January, then continue to test twice weekly at home. 	Y	MK,AH,JW	04.01.2022 2 10.09.2022 1	M

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		<ul style="list-style-type: none"> • Even if someone has tested positive for COVID-19 within the last 90 days, they are strongly encouraged to take part in LFD testing on-site through ATS or at home once they have completed their isolation period for their prior infection. • From 11 January in England, people who receive positive lateral flow device (LFD) test results for coronavirus (COVID-19) will be required to self-isolate immediately and won't be required to take a confirmatory PCR test. • This is a temporary measure while COVID-19 rates remain high across the UK. Whilst levels of COVID-19 are high, the vast majority of people with positive LFD results can be confident that they have COVID-19. • It is made clear that testing is voluntary. Individuals not undergoing testing attend school in line with normal school arrangements. • Early years setting and primary schools only - Pupils do not undergo testing. • Staff in all education settings are encouraged to test twice weekly at home until the testing guidance is reviewed in September. • The school obtains written consent from staff to process and store their testing data prior to beginning testing. • The school obtains written consent from pupils, and their parents where required, to process and store their testing data prior to beginning testing. • Individuals with negative test results continue to attend school unless they have been advised by NHS Test and Trace or another health professional to stay at home. • Staff and pupils undergoing testing are supplied with LFD test kits to self-swab and test themselves twice a week at home. • Staff, pupils and parents are fully informed of the testing programme. 				

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		<ul style="list-style-type: none"> Individuals report their results to NHS Test and Trace as soon as the test is completed, either online or by telephone. Pupils aged 18 and over self-test and report the result, with assistance if needed. Pupils aged 12 to 17 self-test and report their results with adult supervision. The school retains a small on-site asymptomatic testing site (ATS) so testing can be offered to pupils who are unable or unwilling to test themselves at home. Staff, pupils and parents are made aware that negative results from confirmatory PCR tests taken within 2 days of LFD tests override positive results from LFD tests; therefore, individuals who receive negative PCR test results can return to school, provided they do not have symptoms. Individuals are informed that LFD tests are not to be used if they begin to develop symptoms of coronavirus; they instead begin self-isolating immediately and book a PCR test. Testing kits are stored indoors between temperatures of 5 to 22oC. Individuals are instructed to collect test kits from the designated collection point. A test kit log is in use and kept up-to-date with the relevant information required. A test result log is in use and kept up-to-date with the relevant information required. Data held in the test kit log and test result log is stored in line with the school's Data Protection Policy at all times. 				
NHS Test and trace		<ul style="list-style-type: none"> The school makes staff aware that is not responsible for Test and Trace contacting. This will be taken over by the NHS Test and Trace service. The school makes staff aware that the NHS Test and Trace service will inform staff and pupils if they have been in close contact with a 	Y	MK,AH,JW	10.09.2021	M

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		<p>positive case of coronavirus and will advise them to take a lateral flow test.</p> <ul style="list-style-type: none"> The school continues to work with local HPTs in the event of a school or local outbreak. Staff members and parents are informed that they will need to engage with the NHS Test and Trace programme if they are contacted, meaning they need to be ready and willing to: <ul style="list-style-type: none"> Book a PCR test if they (or their child) display symptoms. Provide details of anyone they (or their child) have been in close contact with if they were to test positive for coronavirus or are asked by NHS Test and Trace. Take a test if they have been in close contact with someone who develops coronavirus symptoms or someone who tests positive. Self-isolate if they display symptoms or produce a positive test. Anyone in school who displays symptoms is encouraged to get a PCR test. If the school believes a symptomatic individual may face barriers to accessing a PCR test elsewhere, the school provides them with a PCR test. PCR tests stored on the school site are stored securely at ambient room temperature (5 to 22°C). The school considers offering a symptomatic staff member a PCR test if they cannot otherwise access testing quickly and if the individual is vital to the running of the school. PCR tests are delivered safely and with due regard for transmission risk. Tests are not given directly to pupils but are instead given to the pupil's parent or carer. 				

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		<ul style="list-style-type: none"> Individuals are asked to inform the school immediately of test results. If an individual tests negative, they feel well and no longer have coronavirus symptoms, they, and the members of their household, can stop self-isolating as long as: <ul style="list-style-type: none"> They were not told to self-isolate for 10 days from the day after contact with the individual who tested positive by NHS Test and Trace. They feel well. If an individual tests positive, they are required to self-isolate for at least 10 days from the onset of symptoms, sooner if the new guidance is followed and then return to school only if they do not have symptoms other than a cough, or loss of or change in their sense of smell or taste. All adults who are fully vaccinated and children aged 5 to 18 years and 6 months, identified as a contact of someone with COVID-19 – whether Omicron or not – should take a lateral flow device (LFD) test every day for 7 days instead of self-isolating. Daily testing by close contacts will help to slow the spread of COVID-19 Staff and pupils aged 16 and over are encouraged to download the NHS Test and Trace app – rules on mobile phones in school are relaxed to accommodate this. Individuals are informed that, if they receive notification via the NHS Test and Trace app that they have been in close contact with a positive case, they must inform the school immediately. Individuals who test positive are encouraged to report the result on the NHS Test and Trace app. If a pupil receives notification to self-isolate, the school ensures appropriate arrangements are in place for the pupil to self-isolate when they are directed to, and begin remote learning. 				

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		<ul style="list-style-type: none"> If a member of staff receives notification that they need to self-isolate, the school will consider the action that needs to be taken to ensure continuity of education. Individuals are made aware that they are not required to self-isolate if they live in the same household or are a close contact of someone with coronavirus, and any of the following apply: <ul style="list-style-type: none"> They are fully vaccinated. They are below the age of 18 years and 6 months. They have taken part in or are currently part of an approved vaccine trial. They are not able to get vaccinated for medical reasons. Pupils under 18 and 6 months that have been identified as a close contact are made aware that they should continue to attend school as normal. 				
Confirmed cases of coronavirus		<ul style="list-style-type: none"> Parents are informed, via email, of how the school responds to confirmed cases of coronavirus. Where an individual in the school community tests positive for coronavirus, the school follows public health advice and the Principal, Headmaster or Head of Early years contacts the DfE's dedicated advice service immediately. The school works with the DfE's dedicated coronavirus advice service (or local HPT if the case is escalated) to carry out a rapid risk assessment and identify appropriate next steps. Household members of individuals who develop symptoms or test positive also begin self-isolating, starting from the day the individual's symptoms started, or the day of their positive test result if asymptomatic, and continue to self-isolate for the next full 10 days or sooner following updated guidelines. Household members of close contacts of positive or symptomatic individuals do not self-isolate unless they, or the close contact, develop symptoms or test positive. 	Y	MK,AH,JW	10.09.2021	M

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		<ul style="list-style-type: none"> Where required, all parents and staff are informed of the confirmed case; however, the name of the individual is not shared. The school does not request evidence of negative test results or other medical evidence before admitting individuals back to school after a period of self-isolation. If the school has two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus is suspected, the school continues to work with the DfE's dedicated coronavirus advice service (or local HPT if the case is escalated). The individual who tested positive can stop self-isolating after they have finished their isolation period and their symptoms have gone or if they continue to only have a residual cough or anosmia. Early years - Any confirmed cases are reported to Ofsted as soon as possible, through the usual notification channels. Early years - Changes to the setting's operating circumstances are communicated to Ofsted via email. 				
Attendance		<ul style="list-style-type: none"> The school informs parents and pupils that attendance is mandatory for all pupils. Parents are informed that the usual rules on school attendance apply – this means parents have a duty to ensure that their child attends regularly. The attendance register is taken as normal and absences are followed up, in line with the Attendance and Absence Policy. Where a pupil is unable to attend the site because they are complying with clinical and/or public health advice, they are offered access to remote education immediately. Any concerns from staff, parents and pupils about being on the school site are discussed between appropriate individuals. Pupils who are reluctant or anxious to attend school are identified and relevant staff members develop plans to reengage these pupils. 	Y	MK,AH,JW	10.09.2021	L

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		<ul style="list-style-type: none"> Staff and pupils who have returned to the UK from foreign countries within the last month complete the necessary quarantine period, as outlined in the government's guidance, before attending school. The school works with the LA to engage with families who are abroad to understand the pupils' circumstances and their plans to return. The school will encourage families to return where they are able to, emphasising the benefits of regular school attendance and reminding them that school attendance is mandatory. Where possible, remote education will be provided for pupils who are abroad, and facing challenges to return due to coronavirus-related travel restrictions, for the period they are abroad. 				
Protecting clinically vulnerable individuals		<ul style="list-style-type: none"> Clinically vulnerable and clinically extremely vulnerable (CEV) pupils are supported to attend on-site provision. Pupils who live with someone who is CEV continue to attend school as normal. All CEV pupils attend the school unless they have been advised by their GP or clinician not to attend. The relevant staff liaise with the parents of pupils who are deemed more vulnerable to infection and discuss their concerns and the infection control measures in place at the school. If CEV pupils are self-isolating and cannot attend on-site provision, procedures are put in place to maintain contact and make sure their parents know that the decision not to attend can be revisited at any time. CEV staff continue to work from home where possible. If this is not possible, they are supported to attend the school site. Clinically vulnerable staff continue to attend school provided they follow the system of controls to minimise the risks of transmission. Staff who live with those who are CEV attend the workplace but ensure they maintain good prevention practice in the workplace and at home. 	Y	MK,AH,JW,T G	10.09.2021	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> Line managers hold discussions with staff who are deemed more vulnerable to infection and discuss their concerns and the infection control measures in place at the school. The SLT considers requests made by staff who wish to make changes to their working environment or working hours in the interest of health and safety. If required, CEV staff can adjust their working hours, as agreed by the SLT. The <u>Principal</u> ensures that the school can be adequately and safely staffed. A separate risk assessment is carried out for pregnant staff. The school follows the relevant specific guidance for pregnant employees. Pregnant staff of any gestation are not required to continue working on site if this is not supported by the separate risk assessment. Staff who are 28 weeks pregnant and beyond, or are pregnant and have an underlying health condition that puts them at a greater risk of severe illness from coronavirus at any gestation, are supported to take a more precautionary approach. The school ensures pregnant staff are able to adhere to any active guidance on social distancing (where directed) and/or advice for pregnant women considered to be clinically extremely vulnerable. The above principles on protecting pregnant staff also apply to pregnant pupils. The school encourages staff to get vaccinated if possible, and enables these staff members to attend booked vaccination appointments, even during term time. 				
Workforce		<ul style="list-style-type: none"> Appropriate support for pupils with SEND remains in place. Line managers discuss and agree any proposed changes in role or responsibility with members of staff. 	Y	MK,AH,JW,S H	10.09.2021	L

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> The Principal ensures safe staffing ratios are met and that all staff have the relevant training to undertake their roles. Arrangements are made to enable specialists, therapists, clinicians and other support staff for pupils with SEND to continue to provide interventions as usual. The school continues its recruitment processes as normal. 				
Transport		<ul style="list-style-type: none"> Pupils do not board home to school transport if they, or a member of their household, has a positive test result or symptoms of coronavirus. Pupils are advised to clean their hands before boarding transport and again on disembarking. Additional cleaning of vehicles is carried out regularly. Fresh air through ventilation is be maximised, particularly through opening windows and ceiling vents. Face coverings are recommended and expected to be worn in enclosed and crowded places – this includes on public and dedicated school transport – pupils must wear face coverings. 	Y	MK,TG,JW,SL T	10.09.2021	M
Catering		<ul style="list-style-type: none"> The school's kitchen is fully open and operates within usual legal requirements. The Services Manager liaises with catering providers to ensure the kitchens can remain fully open and food is prepared and delivered in line with government's 'Guidance for food businesses on coronavirus (COVID-19)'. 	Y	TG	10.09.2021	L
Remote learning		<ul style="list-style-type: none"> While attendance is mandatory, remote learning is provided for pupils who are following clinical or government guidance to stay at home, e.g. where they are self-isolating. All such pupils not physically unwell are given access to remote education as soon as reasonably practicable. Primary schools only - The headmaster ensures that pupils taught remotely in KS1 are set work that as a minimum covers three hours 	Y	MK,AH,JW	10.09.2021	L

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<p>a day on average, and ensures that pupils taught remotely in KS2 are set work that as a minimum covers four hours a day.</p> <ul style="list-style-type: none"> The Principal ensures that pupils taught remotely in KS3 and KS4 are set work that as a minimum covers five hours a day. The Principal ensures that all teaching staff understand these expectations and know how to seek help if they feel unable to meet them. 				
Uniform		<ul style="list-style-type: none"> The usual rules on school uniform apply; however, the school takes a mindful and considerate approach to non-compliance. Expectations of uniform are communicated to pupils and parents. To mitigate thermal discomfort caused by increased ventilation, pupils are able to wear additional, suitable indoor items of clothing in addition to their usual uniform – where this occurs, no additional financial pressure is placed on parents. 	Y	MK,AH,JW	10.09.2021	L
Educational visits		<ul style="list-style-type: none"> Educational visits will be conducted in line with the government's roadmap. This includes system of controls and the COVID-secure measures in place at the destination. A full and thorough risk assessment is made in relation to all educational visits to ensure they can be undertaken safely. The school ensures it is prepared to carry out domestic day trips and residential trips. The schools makes staff, pupils and parents aware that international travel can resume in line with the governments roadmap; this includes trips that were postponed and organising new trips for the future. Pupils are allowed on trips to outdoor public places and do not need to be restricted to limits on gatherings, provided: <ul style="list-style-type: none"> It is for the purpose of childcare. The EYFS staff: child ratios are maintained. A risk assessment is conducted in advance. 	Y	MK,AH,JW	04.01.2022 2 10.09.2021 1	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> - Good hygiene is maintained throughout. - Thorough handwashing happens before and after the trip. - The trip is carried out in line with relevant local or national coronavirus guidance. - Appropriate insurance arrangements are in place. • The school ensures that it has adequate travel insurance and discusses any questions about cover with its insurance provider. • The school follows the guidelines relevant to trips to indoor spaces. Once inside: <ul style="list-style-type: none"> - Staff are to remain with the pupils in the group. - Pupils and staff should wash hands thoroughly on arrival and before leaving. • Pupils aged 11 to 17 provide proof of a negative coronavirus test to return to the UK if travelling abroad (pupils aged 10 and under are exempt from this). • Pupils aged 5 to 17 take a coronavirus travel test on or before day two of arrival in the UK. 				
Extracurricular activities and wraparound provision		<ul style="list-style-type: none"> • The school works to provide all before- and after-school educational activities and wraparound childcare for all pupils. • Parents are advised of the provision available and that they should limit the use of multiple out-of-school settings providers where appropriate. • Wraparound provisions are run in line with the current government guidance i.e. are COVID secure. • Parents are able to access wraparound and extracurricular provision for their children, without any restrictions on the reasons for which they may attend 	Y	MK,AH,JW	10.09.2021	M
Curriculum		<ul style="list-style-type: none"> • All pupils are given the support required to make good progress. • Relevant staff members discuss how the government's curriculum expectations can be met and ensure this is communicated across the school. 	Y	MK,AH,JW	10.09.2021	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> The head of the music department ensures staff and pupils are aware that there is evidence to suggest that singing and playing wind and brass instruments increases the risk of coronavirus transmission due to the cumulative aerosol transmission. The head of the music department conducts a Music Lesson Risk Assessment and ensures the relevant protective measures are in place to minimise the risk of coronavirus transmission, e.g. cleaning musical instruments after use. The school only permits team sports on the list in the Department for Digital, Culture, Media & Sport's (DCMS) team sport guidance. Sports equipment is thoroughly cleaned between each use. School swimming and water safety lessons are conducted in line with Swim England's guidance. Outdoor sports are prioritised where possible. Large indoor spaces with maximised natural ventilation flows, e.g. through opening windows and doors, are used where outdoor sports are not possible. Staff overseeing indoor sports pay scrupulous attention to cleaning and hygiene. Staff are made aware that social distancing in sports is not required unless directed. Measures are in place to minimise the risk of transmission in changing rooms, in line with DCMS guidance. External facilities are used in line with government guidance, including travel to and from those facilities. The school works with external coaches, clubs and organisations for curricular and extracurricular activities and considers how such arrangements operate within the school's wider protective measures. Competitions between different schools, whether indoor or outdoor, can take place in line with government guidance. 				

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Behaviour expectations		<ul style="list-style-type: none"> The school's Behavioural Policy sets out behaviour expectations for pupils and is updated in line with new rules and measures. Expectations are communicated clearly to staff, pupils and parents. Pupils who are struggling to reengage with school are supported appropriately. 	Y	MK,AH,JW	10.09.2021	L
Wellbeing		<ul style="list-style-type: none"> Staff are vigilant in discerning pupil mental health and report any concerns to the pastoral care leader. The school provides opportunities for pupils to talk about their mental health and experiences during the pandemic. Pupils have access to pastoral support and activities, e.g. opportunities to renew and develop friendships. The SLT discusses the implications on staff and pupil workload and puts a plan in place to minimise the risk of stress. The Principal, Headmaster or Head of Early Years and the SENCO identify pupils with additional needs and put provision in place to ensure their needs are adequately and safely met, e.g. the relevant staff are available. Teachers and the SENCO work together to ensure pupils with SEND are prepared for changes to their routine. The Principal, Headmaster or Head of Early Years and <u>DSL</u> ensure provision is in place to help protect wellbeing and mental health, and ensure all staff, volunteers and pupils have access to psychological support. The DSL ensures that adequate pastoral care is in place to support pupils and staff who require it. The school engages with local immunisation providers to ensure immunisations programmes can be provided on site in line with the relevant protective control measures. Safeguarding issues are managed in line with the Child Protection and Safeguarding Policy. 	Y	MK,AH,JW,SH	10.09.2021	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Safeguarding		<ul style="list-style-type: none"> The school's Child Protection and Safeguarding Policy is reviewed as necessary to reflect the current operations of the school. The DSL liaises with the necessary personnel and parents to manage and address any new and ongoing safeguarding concerns, e.g. ongoing bullying. The DSL ensures that adequate pastoral care is in place to support pupils and staff who require it. The DSL ensures the relevant staff have the appropriate training to support pupils and staff who require pastoral care. The DSL and their deputies are provided with time to help them support staff and pupils in relation to any new safeguarding and welfare concerns and the handling of referrals to children's social care and other agencies. If a parent elects to educate their child at home, the school considers whether this decision gives greater cause for concern compared to the pupil remaining in school. If there is cause for concern, the DSL considers making a referral to the LA. 	Y	MK,AH,JW,SH	10.09.2021	L
Contingency planning		<ul style="list-style-type: none"> Remote education plans are in place for pupils who are self-isolating or shielding. 	Y	MK,AH,JW	10.09.2021	L
Communication		<ul style="list-style-type: none"> The Principal puts into place any actions or precautions advised by the DfE's helpline or local HPT if necessary. Parents are informed via email about the relevant information regarding the running of the school, including any pick-up and drop-off arrangements and the removal of restrictions such as social distancing. An updated email will be sent out during the Spring term. Staff and volunteers are informed via email about the relevant information regarding the running of the school. 	Y	MK,AH,JW	04.01.2022 2 10.09.2021 1	

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> Staff are informed of who they can turn to for support and there are several avenues they can follow, e.g. line manager, other senior staff or colleagues. All staff, pupils, parents, visitors and volunteers are made aware of the symptoms of coronavirus, what to do if they display symptoms, and if others display symptoms. The Principal liaises with the governing board about possible arrangements for running the school, where necessary. Pupils are informed via email about the relevant information regarding the running of the school, e.g. the removal of restrictions such as social distancing. The SLT is actively present around the school to provide additional support, advice and reassurance. The Services Manager communicates with suppliers and contractors regarding the running of the school and reinstating or suspending the supply of any required goods or services. The Principal informs staff, volunteers and the governing board about the arrangements for how meetings are carried out. A record is kept of all visitors and contractors that come to the school site. 				
Additional measures for Early years settings only Protective measures in early years settings		<ul style="list-style-type: none"> The setting is not required to arrange children and staff in small, consistent groups. Children are supervised when washing their hands or using hand sanitiser and are taught how to do so effectively. A good supply of disposable tissues is available throughout the premises and 'catch it, bin it, kill it' is encouraged through signage and prompting. An enhanced cleaning schedule is put in place. Surfaces, toys, books, doors, sinks, toilets and light switches are cleaned more regularly, using disinfectant, in line with the COSHH procedures. 	Y	AH, JW	10.09.2021	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> Activities that involve malleable materials for messy play, e.g. sand, mud and water, are risk assessed. Frequently touched surfaces, equipment, tools and resources for messy play are thoroughly cleaned and dried before they are used by a different group. All items that are laundered are washed in line with government guidance ('COVID-19: cleaning in non-healthcare settings outside the home') and are not shared by pupils between washes. Clear procedures are put in place to ensure stringent cleaning processes are followed for food preparation areas, dining areas and table coverings. If a child attends more than one setting, the settings work together with parents to address any risks identified, allowing them to jointly deliver appropriate care. 				
Ventilation		<ul style="list-style-type: none"> The site manager checks that all ventilation systems, including fume extraction systems, are in working order in accordance with manufacturer's recommendations, and that there are no blockages present in external or internal vents. All ventilation systems remain energised in normal operating mode. Where mechanical ventilation is used, recirculatory systems are adjusted to full fresh air where possible. Ventilation to chemical stores remains operational. A ventilation audit is in the process of being carried out to assess the quality of ventilation in school spaces. Where possible, the windows of occupied rooms are open. In cold weather, where this causes issues with thermal comfort, the following mitigations are put in place where possible: <ul style="list-style-type: none"> Classrooms are rearranged to minimise the discomfort caused by draughts from open windows, e.g. by moving desks and chairs 	Y	MK, TG,CH,JW,A H	Ongoing	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> - High level windows are opened in preference to low level windows, to reduce draughts - Ventilation is increased while the space is unoccupied, e.g. during break- and lunchtimes • The relevant staff adjust any thermostats to heat internal spaces and water, ensuring a suitable stable temperature is maintained. • Where heating has been switched off or energy supplies for heating have been isolated, a suitably trained individual switches them back on, as required. • The school uses CO₂ monitors to help assess how well-ventilated spaces in the school are, and find a good balance of ventilation and thermal comfort. • To avoid inaccurate readings, CO₂ monitors are placed: <ul style="list-style-type: none"> - At head height when seated. - Away from ventilation outlets, such as grilles or windows. - At least 0.5 metres away from occupants of the space being monitored. • The school is working towards maintaining a consistent CO₂ monitor reading value of 800ppm or under. • Where the CO₂ monitor reading exceeds 800ppm, the school will work towards ventilation being increased in the necessary space(s). • A risk assessment will be carried out to cover the use of any poorly ventilated spaces. 				