

School/Academy:	Ambleside Academy	Date of assessment	25/08/21	
Who might be harmed?	Pupils, staff, visitors and contractors	How many are affected?	Whole School	
Lockdown Easing Status:	Autumn Term 2021 - Step 4			
Reference Documents:	DfE: Schools coronavirus (COVID-19) operational guidance (August 2021) DfE: Contingency framework: education and childcare settings (August 2021)			
Date	Summary of school position			
25/08/21	Staff return to school on 31/08/21 Pupils return for full reopening on 02/09/21			
28/09/21	Review of guidance following meeting with PHE regarding Test & Trace			
29/11/21	Review of RA following ministerial announcement about new variant of Covid			
12/01/22	Update following new guidance with changes to isolation period			
Hazard Aspect	Possible control measures	✓ if in place ✗ if not or n/a	Where: ✗ state action to be taken with timescales ✗ any additional control measures ✓ site specific details	Residual Risk rating High, medium, low
Communication				
Staff	<ul style="list-style-type: none"> This completed risk assessment is shared with staff. Signatures are obtained. 	✓	INSET days 31/8/21 and 01/9/21 30/11/21 EMB to communicate updates – briefing notes in staff room and updated RA sent to all staff and printed out for staffroom	Low
	<ul style="list-style-type: none"> Staff are encouraged to give regular feedback on the effectiveness of these control measures and plans and share suggestions. 	✓	Feedback encouraged within briefing Staff access to line managers and principals	
Parents/carers, pupils and visitors	<ul style="list-style-type: none"> Parents and carers are informed about the changes to school procedures as a result of the move to step 4, and any measures that will still be in place including permanent changes where necessary. Signage is installed wherever necessary as a reminder. 	✓	Letter to parents before start of term	Low

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	<ul style="list-style-type: none"> The school's coronavirus safety principles are communicated to visitors such as contractors, other non-school based services, external coaches, clubs and organisations for curricular and extra-curricular activities prior to any proposed visit. 	✓	Printed copies available in communal staff areas – provided to agency staff within induction	
Employer	<ul style="list-style-type: none"> The completed risk assessment (v.6) is shared with the Governing Body and employer. 	✓	Shared by Trust COO	Low
Trade Unions	<ul style="list-style-type: none"> The completed (v.6) risk assessment is shared with the recognised Trade Unions following sharing with the school's Governing Body. (Do not include names where any personal details are recorded). 	✓	Shared by Trust HR Adviser	Low
Contracting / transmitting Covid-19				
Preventing symptomatic persons attending school	<ul style="list-style-type: none"> Pupils, parents / carers and any visitors, such as suppliers, are informed not to enter the school if they are displaying any symptoms of coronavirus: <ul style="list-style-type: none"> a new, continuous cough or a high temperature or has a loss of, or change in, their normal sense of taste or smell (anosmia) <p>Note: Although there are other symptoms associated with the Delta variant, these three symptoms are still only used in determining whether someone must self-isolate.</p> <p>PHE Campaign posters are available here.</p> <ul style="list-style-type: none"> The school informs parents that if their child has symptoms, they must arrange for a PCR test and report the result to the school. In the event that undertake an LFD test and the test result is negative, this does not allow them to return to school earlier than the 10-day self-isolation period allows. 	✓	<p>Sign in system and signage</p> <p>No new symptoms yet indicated related to Omicrom variant – await local updates</p>	Low
		✓	<p>Parent letter prior to return – electronic – and paper copy on Day 1</p> <p>Children who have a new or continuous cough are sent home and from 27/9/21 parents requested to show negative PCR before return to school (this was due to considerable numbers of children in Y1 coughing) and reinstatement of 'bubbles' for 2 weeks to control any potential spread</p> <p>No reinstatement of bubbles at this point –</p>	

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	<ul style="list-style-type: none"> For noting: In the majority of cases, schools and parents will be in agreement that a child with symptoms should not attend school, given the potential risk to others. In the event that a parent or guardian insists on a child attending school, schools can take the decision to refuse the child if in their reasonable judgement it is necessary to protect their pupils and staff from possible infection with coronavirus. 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) 	<p>✓</p> <p>✓</p>	<p>await local updates. Classes already stay apart as routine in KS2 and in KS1 and EYFS they work effectively as a cohort 'bubble' already</p> <p>30/11/21 Parent letter with updated information</p> <p>30/11/21 Letter to parents with updated information</p> <p>Tracker maintained by DSL (DB) Copy in school office</p>	
Positive Cases	<ul style="list-style-type: none"> Schools are now not advised to use the Self-isolation Service Hub to report positive staff cases. Positive case letter (updated to reflect plan b changes) to be sent to parents/carers when a positive case has been identified in a class (staff or pupil) 	<p>✓</p>	<p>Positive case (staff/pupil) communicated to parents using model text via class DoJo. Record of notification kept in Principal's office to ensure notifications only sent after 10 day period if a new case is confirmed.</p>	L
	<p>Self-isolation of a confirmed/positive case:</p> <ul style="list-style-type: none"> Asymptomatic persons with a positive LFD test will not need to take a confirmatory PCR test. This is because "the vast majority of people with positive LFD results can be confident that they have COVID-19" <ul style="list-style-type: none"> Return to your normal routine and stop self-isolating after 10 full days if your symptoms have gone, or if the only symptoms you have are a cough or anosmia (this can last for several weeks.) If you still have a high temperature after 10 days or are otherwise unwell, stay at home and seek medical advice. 	<p>✓</p>	<p>Flow chart in staffroom to aid understanding of guidance</p> <p>Lateral flow tests kept in school office for distribution to staff</p>	L

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	<ul style="list-style-type: none"> • One of the 3 symptoms (cough, high temperature, loss or tasted and smell (anosmia)) take a PCR test and isolate until you receive the following results: <ul style="list-style-type: none"> ○ Negative PCR result, return to work/school if well enough to do so ○ Positive PCR result – continue to isolate and undertake the following: • Take an LFD test from the sixth day of your isolation period, and another LFD test on the following day. The second LFD test should be taken at least 24 hours later. If both these test results are negative, and you do not have a high temperature, you may end your self[1]isolation after the second negative test result. • You should not take an LFD test before the sixth day of your isolation period, and you should only end your self-isolation following 2 consecutive negative LFD tests which should be taken at least 24 hours apart. • If the day 6 lateral flow test is taken in the morning before school begins, and the second test is taken a minimum of 24 hours after on the morning of day 7, the individual, whether they are a pupil or member of staff can return to school on day 7 if both tests are negative and they do not have a high temperature. • This applies equally to staff and pupils of all ages*. • If the individual does not, or is unable to, take these LFD tests on days 6 and 7 then they must complete their 10-day self-isolation. • Individuals should not take a LFD test on day 10 as their self-isolation ends on this day anyway (unless they have a high temperature). • If they do take a test on this day and it is positive or negative they do not need to remain self-isolated (unless they have a high temperature). • They should only recommence undertaking twice weekly routine lateral flow tests after day 14 on their set test days. 			

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	<ul style="list-style-type: none"> * Children under 5, LFD testing is “at parental or guardian discretion” 			
Close contact with positive case	<p>Isolation rules with a close contact or live with someone who tests positive:</p> <p>If you live with or have been in contact with someone with COVID-19, you will not need to self-isolate if any of the following apply:</p> <ul style="list-style-type: none"> • you're fully vaccinated – this means 14 days have passed since your final dose of an approved COVID-19 vaccine • you're under 18 years and 6 months old • you're taking part or have taken part in an approved COVID-19 vaccine trial • you're not able to get vaccinated for medical reasons <p>Fully vaccinated adults over 18 years and 6 months and children over 5 years old are strongly advised to:</p> <ul style="list-style-type: none"> • do daily rapid lateral flow tests (1 a day for 7 days) <p>Children under 5 years old contact contacts to positive household cases should:</p> <ul style="list-style-type: none"> • obtain a PCR test, they do not need to self-isolate 	✓	<p>Information shared with staff</p> <p>NB: Contact tracing and the informing of close contacts to self-isolate is the responsibility of Test and Trace</p>	
	<p>Non-fully vaccinated adults over 18 years and 6 months should:</p> <ul style="list-style-type: none"> • obtain a PCR test • and may be contacted by Test and Trace who will instruct them to self-isolate for 10 days (non-household close contact) • self-isolate for 10 days (household close contact) 	✓	<p>Vaccination status of staff shared with Principal to aid planning and risk management</p> <p>Individual discussions with Principal inform next steps and any cover arrangements</p>	M
<p>Outbreak management</p> <p>(* this could include: a form group / a</p>	<ul style="list-style-type: none"> • If the school has reached either of these two thresholds... <ul style="list-style-type: none"> ○ 5 children, pupils, students or staff, who are likely to have mixed closely*, test positive for COVID-19 within a 10-day period; or ○ 10% of children, pupils, students or staff who are likely to have mixed closely* test positive for COVID-19 within a 10-day 	✓	<p>Shared with staff at INSET</p> <p>Apply outbreak management plan if this occurs</p> <p>27/9/21 Bubbles reinstated in Y1 for all indoor</p>	Low

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friendship group mixing at breaktimes / a sports team / a group in an after-school activity)	<p>period</p> <p>...the school will:</p> <ul style="list-style-type: none"> ○ contact the DfE who will escalate the issue to the local health protection team (PHE) where necessary and advise if any additional action is required, such as implementing elements of an outbreak management plan. DfE helpline ☐ 0800 046 8687 / select option 1. ○ immediately consider: <ul style="list-style-type: none"> - whether any (additional) activities could take place outdoors, including exercise, assemblies or classes - ways to improve ventilation indoors, where this would not significantly impact thermal comfort - one-off enhanced cleaning focussing on touch points and any shared equipment - limiting non-essential visitors - reminding staff to undertake the routine LFD tests 		<p>activities to avoid potential transmission. This is due to numbers with symptoms (not positive cases) (till Oct half term only)</p> <p>30/11/21 No assemblies or performances Outdoors for any larger gatherings</p> <p>Staff continue to test x weekly CO2 monitors in rooms without natural ventilation</p> <p>Use of whole school mapping to consider school response to outbreak management.</p> <p>Restricted attendance remains a last resort</p>	
	<ul style="list-style-type: none"> • The school seeks public health advice if: <ul style="list-style-type: none"> ○ a pupil or staff member is admitted to hospital with COVID-19. They can do this by phoning the DfE helpline (0800 046 8687, option 1), or in line with other local arrangements. 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. 	✓	Advice will be sought in the case of multiple cases	
	<ul style="list-style-type: none"> • School management are familiar with the DfE's contingency framework <p>It describes the principles of managing local outbreaks of COVID-19 (including responding to variants of concern) in schools. Local authorities, directors of public health (DsPH) and PHE health protection teams (HPTs) can recommend measures described in the contingency framework in individual schools – or a small cluster of settings – as part of their outbreak management responsibilities.</p>		Referenced also consultation with LA H&S team and Health Security Agency	

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	<ul style="list-style-type: none"> • The school's outbreak management plan considers the measures that may be necessary in school at the request of the organisations above. <ul style="list-style-type: none"> ○ Attendance restrictions: If 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. ○ Reintroduction 'bubbles' for a temporary period, to reduce mixing between groups. ○ Reintroduction of mandatory face coverings to be worn in communal areas by adults (unless exempt) ○ Reintroduction of shielding (following a ministerial decision). ○ Changes to: <ul style="list-style-type: none"> - Residential educational visits - Open days - Transition or taster days - Parental attendance in settings - Performances in settings 	✓	Outbreak management plan e.g 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. Updated 29/11/21 mandatory face coverings for adults when moving around school Optional for adults to wear face coverings in class Bubbles remain as routine – class bubbles in KS2, Year group bubbles in EYFS and KS1 After school clubs suspended for Spring Term (1) to avoid a staffing crisis	
Individuals not accessing the vaccination programme	<ul style="list-style-type: none"> • Staff, parents, other over 16s and other eligible individuals in households and are encouraged to access the vaccination programme. Posters are available here: https://coronavirusresources.phe.gov.uk/covid-19-vaccine/resources/ • The school has compiled a list of staff with their vaccination status according to ICO data protection requirements. This may be recorded as: both doses and booster / both doses / single dose / neither dose / prefer not to say. Non-double vaccinated staff close contacts will still need to self-isolate, however the pupils will remain in school. This information is therefore required for staff planning purposes and identifying individuals who may be at higher risk. 	✓	Vaccination information shared with parents as communicated to school Signage on Sports Hall car park to encourage vaccination Act on case by case basis 28/9/21 Special consideration needs to be given for non-vaccinated staff who have been in close contact with a positive case but HAVE NOT been contacted by Test & Trace – this will be discussed with COO for guidance & support.	Low

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			<p>NHS Test and Trace are not contacting schools (confirmed in PHE meeting with RLT on 24/9/21)</p> <p>10/12/21 Following H&S discussion, any staff not fully vaccinated who have been in close contact with positive cases (and not contacted by T&T) to be considered on a case by case basis, in consultation with staff member and COO– and agreed can continue to attend work if risk is low (eg number of days since contact etc) and daily LTFs carried out</p>	
Preventing persons who are at a higher risk of carrying the virus attending school	<ul style="list-style-type: none"> • Staff are made aware of the current quarantine restrictions in their holiday arrangements if they visit countries outside the Common Travel Area (i.e. UK, the Crown Dependencies (Bailiwick of Jersey, Bailiwick of Guernsey and the Isle of Man) and Ireland), noting that quarantine may affect their ability to be available to return to the workplace (i.e. in September at the start of the academic year) and that country’s status is subject to change at short notice. • Parents and carers are made aware of the current quarantine restrictions if they return from countries outside the Common Travel Area (i.e. UK, the Crown Dependencies (Bailiwick of Jersey, Bailiwick of Guernsey and the Isle of Man) and Ireland), noting that quarantine may affect their ability to comply with statutory attendance (i.e. in September at the start of the academic year) and that country’s status is subject to change at short notice. • References: <ul style="list-style-type: none"> ○ https://www.gov.uk/guidance/red-amber-and-green-list-rules-for-entering-england ○ https://www.gov.uk/uk-border-control/self-isolating-when-you-arrive • Records are kept of such visits. 	<p>✓</p> <p>✓</p>	<p>Professionals expected to comply with quarantine precautions</p> <p>School term dates published in advance so unauthorised absence will be considered accordingly, case by case</p> <p>28/11/21 Travel restrictions imposed for parts of the African subcontinent</p> <p>School term dates published in advance so unauthorised absence will be considered accordingly, case by case</p> <p>Parents and staff requested to inform if they have travelled abroad/ intend to travel abroad during Christmas holiday period</p>	<p>Low</p>
Reducing the	<ul style="list-style-type: none"> • The school may continue to encourage conversations with 	<p>✓</p>	<p>Parents to continue to make phone calls to</p>	<p>Low</p>

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number of persons on site	parent/carers are held on the telephone wherever possible. Face to face meetings may be held if necessary. • Meetings are held virtually rather than physically where there is no detrimental effect.	✓	school office and only attend if invited/ essential e.g. to handover and sign documents Parents invited to attend on key dates, with considerations and precautions taken around timings, those in attendance, and purpose of visit. Meetings with parents and some outside agencies can be held on site for the benefit of the pupils, if we have appropriate meeting spaces 29/11/21 Meetings to take place virtually but for exceptional circumstances (by mutual agreement of all attendees)	
Performances	• The school will complete a risk assessment for any performance, taking into account the latest advice in the working safely during COVID-19 in the performing arts guidance , which provides details of how to manage audiences as well as carry out performing arts safely. If planning an outdoor performance, the school also gives particular consideration to the guidance on delivering outdoor events .	✓	Some performances for parents will be planned for outside while weather is good. School hall will not be used for performances for parents as it is no longer spacious enough Sports hall could be considered for class assembly – type performances if appropriate – RA will guide any such decision No onsite performances until further notice	Low
Staff social meetings / events	• Staff are reminded that as social contact restrictions have now been removed there is the potential for non-vaccinated close contacts requiring to self-isolate (“pinged”).	✓	Staff briefing Raise awareness of risk of social mixing – encourage LFD testing Regular LFD testing becomes routine for staff team to support confidence and wellbeing	Low
Persons at higher risk of becoming seriously ill	<ul style="list-style-type: none"> ○ Clinically Extremely Vulnerable (CEV) staff ○ Risk assessments have been completed for all CEV staff who have been double vaccinated. ○ All CEV staff who have not been double vaccinated and those where the vaccination has limited effect should act on their advice from their medical practitioner and must be separated to unvaccinated persons (e.g. pupils) whilst in school. 	✓	RAs for CEV in place See updated guidance re CEV 27/9/21 – if outbreak management plan is activated, we will work on a case by case basis with staff and parents to ensure they feel safe at school Individual cases discussed with HR adviser	Low

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	<p>Update High Risk (previously CEV) staff risk assessment</p> <ul style="list-style-type: none"> ○ RLT academies will continue to complete these for all High Risk (previously CEV) staff members (attached) 		High Risk staff RAs to be updated WB 11/1/22	
	<ul style="list-style-type: none"> • Clinically Extremely Vulnerable pupils should attend their school unless they are one of the very small number of pupils under paediatric or other specialist care and have been advised by their GP or clinician not to attend. 	✓	Continues Discontinued 27/9/21	
	<ul style="list-style-type: none"> • The following measures are in place for pregnant members of staff: <ul style="list-style-type: none"> ○ Risk Assessment (Part 1) has been completed for all vaccinated pregnant members of staff up to 28 weeks. ○ Risk assessment (Part 2) has been completed for pregnant members of staff over 28 weeks who have been double vaccinated and non-vaccinated under 28 weeks. ○ Pregnant staff over 28 weeks who have not been double vaccinated should act on their advice from their medical practitioner and must be separated to unvaccinated persons (e.g. pupils) whilst in school. 	✓	LA templates to be used. None known at this point Staff members who are newly pregnant should speak with Principal and complete RA 29/11/21 To be completed with individual members of staff once pregnancy is confirmed	
School Visits	<ul style="list-style-type: none"> • All visits When considering booking a new visit, whether domestic or international they have adequate financial protection in place. Full and thorough risk assessments are undertaken in relation to all educational visits and ensure that any public health advice, such as hygiene and ventilation requirements, is included as part of that risk assessment. General guidance about educational visits is available and is supported by specialist advice from the Outdoor Education Advisory Panel (OEAP). • International visits The school is aware that the travel list (and broader international 	✓	Y6 residential visits planned for September – outdoor activities and overnight stay in camping pods RAs completed and venue trusted and recommended by LA No of site visits planned between now and end of term	Low
		✓	None	

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	<p>travel policy) is subject to change and green list countries may be moved into amber or red. The travel lists may change during a visit and you must comply with international travel legislation and should have contingency plans in place to account for these changes.</p> <p>The school speaks to either your visit provider, commercial insurance company, or the Risk Protection Arrangement (RPA) to assess the protection available. Independent advice on insurance cover and options can be sought from the British Insurance Brokers' Association (BIBA) or Association of British Insurers (ABI). Any school holding ATOL or ABTA refund credit notes may use these credit notes to rebook educational or international visits.</p>			
Undertaking CPR / and First Aid	<ul style="list-style-type: none"> The following information has been shared with school first aiders: Resuscitation Council UK Statement on COVID-19 in relation to CPR and resuscitation in first aid and community settings www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm The school has purchased devices such as CPR facemask / resuscitation shields. 	✓	First Aiders to read this guidance	Low
Persons becoming symptomatic whilst in school	<ul style="list-style-type: none"> If anyone in the school becomes unwell with: <ul style="list-style-type: none"> a new, continuous cough or a high temperature or has a loss of, or change in, their normal sense of taste or smell (anosmia) they must: <ul style="list-style-type: none"> be sent home and advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', which sets out that they must self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus. Their self-isolation may end with a negative PCR test (but not a negative LFD test) PPE is available in the event that someone becomes symptomatic 	✓	<p>Locations where pupils could be isolated: Isolation room 1 (as routine) Letter to parents informs of routines and expectations 020921</p> <p>Revised guidance – only NHS Test and Trace to carry out contact tracing and direct to isolate Any child sent home with symptoms advised to seek PCR or stay home until symptoms have gone or a negative PCR has been confirmed – see updates above</p>	Low

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	<p>on site and if a distance of 2 metres cannot be maintained:</p> <ul style="list-style-type: none"> ○ a face mask ○ disposable gloves and an apron if contact is necessary ○ eye protection if a risk assessment determines that there is a risk of fluids entering the eye from, for example, coughing, spitting or vomiting. 		collected from D&U	
	<ul style="list-style-type: none"> • If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. <p>Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance.</p>	✓	As routine	
<p>Test and Trace (managing positive cases) Updates above</p>	<ul style="list-style-type: none"> • The latest NHS/PHE test and trace information has been shared with staff and parents. Self-isolation of close contacts will only be undertaken on advice from NHS Test and Trace where they are over 18 and have not received both vaccinations (applies from 16th August 2021). 	✓	<p>To be sent to parents on 020921 (incorrect link) – use https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/ Updated 27/9/21 T&T not contacting schools so this will be managed internally T&T only to identify close contacts. Positive cases in class communicated to parents.</p>	Low
	<ul style="list-style-type: none"> • The school will contact the <i>Self-Isolation Service Hub</i> on 020 3743 6715 as soon as they are made aware that any of their staff have tested positive. 	✓	New routine	
	<ul style="list-style-type: none"> • Once an individual is informed that they are a close contact of a confirmed positive case via a PCR test, they are informed that they may arrange their own PCR test. 	✓	In place	
	<ul style="list-style-type: none"> • In the event that a room will be occupied up to 72 hours after a pupil or staff member has been present who is confirmed case (either 	✓	Enhanced cleaning in place and we will continue to do anti-viral fogging	

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	<p>LFD or PCR) the school will:</p> <ul style="list-style-type: none"> ○ Consider outdoor learning ○ Consider individuals' risk of secondary transmission within the classroom. This will depend on: <ul style="list-style-type: none"> - The health category of staff and pupils in the class - Staff vaccination status - Whether the staff can socially distance from pupils - Ventilation within the classroom. ○ 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. <p>They may need to be relocated elsewhere within the school.</p>		<p>29/11/21 Cleaning in between uses of rooms – resume anti viral fogging 2weekly</p>	
	<ul style="list-style-type: none"> ● The school understands the purpose of the school's own PCR home test kits, has decided who makes the decision to offer the kit when they have a stock and by what criteria. <p>The school provides these PCR test kits to symptomatic individuals or close contacts of a positive case who are struggling to access a test.</p>	✓	In place – we have stocks	
	<ul style="list-style-type: none"> ● Staff and parent telephone numbers are checked for accuracy. 	✓	New term routine – data collection sheet Updated information complete	
	<ul style="list-style-type: none"> ● Contact details, are kept of all other visitors to the school, including where possible, personal phone numbers. 	✓	Inventory (sign in system)	
Lateral Flow Testing (LFT) – Staff	<ul style="list-style-type: none"> ● School staff have been appointed a “COVID-19 Coordinator” who will be responsible for: <ul style="list-style-type: none"> ○ communicating with stakeholders ○ ensuring staff are using the right instructions and that they sign for the test kits using the ‘test kit log’ ○ reporting incidents and carry out risk management ○ storing and reporting any required data ○ reordering tests when required <p>They have read and understood the resources from the Primary</p>	✓	Principal, supported by J Blasdale/ Z Palmer	Low

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	portal.			
	<ul style="list-style-type: none"> The school has provided information to staff about the purpose and the process of the lateral flow testing including the recording of results. They are encouraged to take part. (See step 5 and model letter from the Govt. resources.) 	✓	Ensure new staff have kits and information Recording as routine – reminder in staff briefing 28/9/21 Updated 30/21 EMB notes Updated EMB 11/1/22	
	<ul style="list-style-type: none"> 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. The two test days have been decided (3-4 days apart). (It is recommended that one of these test days is Monday) 	✓	Test days – 3 or 4 days apart according to work pattern (no set days)	
	<ul style="list-style-type: none"> Staff are reminded that: <ul style="list-style-type: none"> A negative LFT does not eliminate the possibility of an infection. In particular it will not detect individuals who are recovering from having had the virus. A negative LFT does not allow the individual to pause compliance with covid rules within school and good hand hygiene outside the workplace. The testing programme does not replace current (PCR) testing policy for those with symptoms. 	✓	Staff information	
	<ul style="list-style-type: none"> Appropriate action is taken in the event of: <ul style="list-style-type: none"> A negative test result A positive test result (A PCR test should be taken within 2 days of the positive lateral flow test, otherwise the 10 day self-isolation must be completed) Two void test results 	✓	Staff information Team wellbeing and trust	
	<ul style="list-style-type: none"> Necessary records of testing are kept. 	✓	(ZP has sign out sheet) Staff report positive case	
Hygiene – General	<ul style="list-style-type: none"> Correct handwashing and good hygiene are followed by staff, pupils, visitors and contractors. Pupils wash their hands at the designated times during the day and after certain activities: 	✓	Supervised handwashing prior to entering classroom and as listed Additional outdoor sinks (warm water) used to alleviate large numbers congregating in	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"> ○ On arrival at school ○ After breaks and sport activities ○ When they change rooms ○ Early Years: after using wheeled bikes, trikes and other large, movable toys ○ Before cooking and eating ○ After sneezing or coughing ○ After using the toilet ○ Before leaving home <p>Note: Electric hand dryers may be used in schools</p>		<p>shared areas</p> <p>30/11/21 Continues as routine – information letter to parents</p>	
	<ul style="list-style-type: none"> ● A process is in place for removing face coverings if pupils and staff who use them arrive at school. Pupils are instructed not to touch the front of their face covering during use or when removing them. They must wash their hands immediately on arrival (as is the case for all pupils), dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom. 	✓	<p>Staff wear face coverings in corridors and shared areas. Pupils do not wear face coverings (unless they wish to)</p>	
	<ul style="list-style-type: none"> ● Adequate soap / hand sanitizer and tissues are available for pupils and staff throughout the school and for visitors arriving at main reception. Soap and water is the preferred choice; hand sanitizer is used when the use of soap and water is not practical. <p>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.</p>	✓	<p>Hand sanitiser around school for pupils eg on tables in classrooms, and visitors and staff (entrances/staff room) Supervision for SEN pupils when using hand sanitiser</p>	
	<ul style="list-style-type: none"> ● The best choice of bins for used tissues is a lidded bin with a pedal as you will not need to physically touch the bin lid and the tissues will be safely stored. <p>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</p>	✓	<p>In place</p>	

Hazard Aspect	Possible control measures	✓ if in place ✗ if not or n/a	Where: ✗ state action to be taken with timescales ✗ any additional control measures ✓ site specific details	Residual Risk rating High, medium, low
	<p>next person to use the bin who is disposing general waste may not wash their hands afterwards and potentially contaminate their hands. Therefore, if these are used then they should be only for the disposal of tissues and labelled as such perhaps with a reminder to wash their hands afterwards.</p> <p>Bins without lids shouldn't be used for tissues but can be used for general waste and/or paper towels used to dry hands after washing them.</p> <p>Site staff / cleaners wash their hands after emptying the bins.</p> <ul style="list-style-type: none"> Sufficient ongoing cleaning (for example, twice a day) is undertaken in areas occupied by staff and pupils. Any unoccupied areas due to fewer pupils being in school can be cleaned less regularly and secured and/or signed to restrict access. <p>A list of touch points and surfaces that will receive regular cleaning has been created. These will include door handles, WC flush handles, WC vanity surfaces, taps, push plates, dining tables, door and gate entry systems, photocopier control panels, banisters, chairs, light switches.</p> <p>Frequently touched surfaces and touch points are cleaned using sanitizing chemicals.</p> <p>The frequency of necessary cleaning has been identified. More frequent cleaning is required of rooms / shared areas that are used by different groups.</p> <ul style="list-style-type: none"> Wherever possible contactless payments are accepted on site rather than cash. In the event that this isn't possible, office staff should wash or sanitise their hands immediately after handling any coins. 	<p>✓</p> <p>✓</p> <p>✓</p>	<p>Enhanced cleaning continues</p> <p>30/11/21 Enhanced cleaning continues</p> <p>Enhanced cleaning continues throughout day</p> <p>In place</p>	
Hygiene – Classrooms	<ul style="list-style-type: none"> Rooms may still need to be cleaned after a positive case therefore the contents of the classrooms and their ease of cleaning is considered. Teaching staff may wish to continue to clean articles or areas within the classroom during the school day e.g. books after being touched 	<p>✓</p> <p>✓</p>	<p>Classrooms to be cleared daily and remain uncluttered</p> <p>30/11/21 EMB notes</p> <p>Effective hand hygiene supports this</p> <p>Anti bacterial wipes available on request</p>	

Hazard Aspect	Possible control measures	✓ if in place ✗ if not or n/a	Where: ✗ state action to be taken with timescales ✗ any additional control measures ✓ site specific details	Residual Risk rating High, medium, low
	<p>by pupils, touch points within their class, e.g. in the event a pupil has dropped a used tissue on a table:</p> <p>It is safest that teaching staff use sanitising wipes for this purpose. If other cleaning chemicals are used then additional COSHH risk assessments, training and PPE may be required. These chemicals should be purchased in the dilution ready for use, kept in the original bottles and stored securely within the classroom.</p> <ul style="list-style-type: none"> Teachers may wish to continue to wash or sanitise their hands before and after handling pupils' books. Ensure that reusable drinking cups are not shared between pupils. Consider replacing reusable drinking cups with disposable cups. 		<p>Personal choice – hand sanitiser in place</p> <p>Children to bring their own water bottles – additional bottles of water available from school kitchen if a child comes without. Staff to give child a bottle of water and message parent to send own bottle on subsequent day</p> <p>30/11/21 letter to parents</p>	
PPE (Reference)	<ul style="list-style-type: none"> Adequate necessary Personal Protective Equipment (PPE) is available for cleaning tasks, personal care, first aid and certain medical procedures. Training and instruction have been provided for the putting on, removing and disposal of PPE. 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. 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: 	<p>✓</p> <p>✓</p> <p>✓</p> <p>NA</p>		Low

Hazard Aspect	Possible control measures	✓ if in place ✗ if not or n/a	Where: ✗ state action to be taken with timescales ✗ any additional control measures ✓ site specific details	Residual Risk rating High, medium, low
	<ul style="list-style-type: none"> ○ a FFP2/3 respirator ○ gloves ○ a long-sleeved fluid repellent gown ○ eye protection 			
Face coverings in school	<ul style="list-style-type: none"> ● Face coverings may be worn in school by: <ul style="list-style-type: none"> ○ Staff as a personal preference where they are not a barrier to communication and proper hand hygiene is observed and they are disposed / cleaned on a regular basis. ○ Visitors 	✓	Face coverings continue to be optional for all members of the school community 30/11 face coverings to be worn by all adults moving around school corridors and shared areas	Low
Reducing number of touchpoints	<ul style="list-style-type: none"> ● Touchpoints are reduced by propping open non-fire doors. Fire doors can only be held open throughout the school day with dedicated automatic closing devices. 	✓	In place	Low
	<ul style="list-style-type: none"> ● Only use touch screen signing in systems if it can be ensured that only the bar code reader is used or hands are sanitised straight afterward after touching and the screens are cleaned on a regular basis at appropriate times. 	✓	Touch screens cleaned regularly and hand sanitiser used before touching screen to sign in	
	<ul style="list-style-type: none"> ● Consider whether drinking fountains need to be taken out of action. 	NA		
Parents and pupils travelling to school	<ul style="list-style-type: none"> ● Families using public transport are referred to the safer travel guidance for passengers: https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers 	✓		Low
Organising the school day	<ul style="list-style-type: none"> ● Drop-off and collection times may continue to be staggered but these should not reduce the amount of overall teaching time. Specific arrangements are determined where parents/carers have children in different year groups. The views of parents/carers is taken into consideration. 	✓	All children receive appropriate teaching time. Soft start for KS1 and 2 (extended window for drop off and pick up to avoid large crowds gathering on the playground) Routines well established	Low
	<ul style="list-style-type: none"> ● Parents/carers' drop-off and pick-up protocols that minimise adult to adult contact are in place. Parents/carers are instructed not to congregate in groups on, or directly outside the school premises. 	✓	Information letter to parents at start of term Timings 8:45-9:00am and 3:00-3:15pm to help spread out the number of adults congregating on site at any one time	
Foyer / Reception	<ul style="list-style-type: none"> ● Existing reception screens are kept in the closed position wherever possible. 	✓		Low

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Office	<ul style="list-style-type: none"> Office staff may continue to work from home on an agreed part time basis if this arrangement is suitable for the school. 	NA	Office staff on site – well spaced out, visits to office by parents/carers by appointment only	Low
	<ul style="list-style-type: none"> Hot desks are avoided where possible. Where not possible, workstations are cleaned in between use. 	✓	In place	
Meeting rooms	<ul style="list-style-type: none"> Remote working tools (Teams, Zoom, Meet) are used to avoid in-person meetings if practical. 	✓	As routine	Low
	<ul style="list-style-type: none"> Hand sanitiser is provided in meeting rooms. 	✓	Teacher parent discussions largely take place outdoors at start/end of day	
	<ul style="list-style-type: none"> Meetings are held outdoors or in well-ventilated rooms whenever possible. 	✓	As routine – meeting room at front of school or Principal's office	
Curriculum: School Sport	<ul style="list-style-type: none"> The school may work with external coaches, clubs and organisations for curricular and extra-curricular activities where satisfactory risk assessments have been received. 	✓	Case by case RAs carried out eg Curriculum workshop days/ additional sports activities	Low
	<ul style="list-style-type: none"> Outdoor sports are prioritised where possible, and large indoor spaces used where it is not. The school only provides team sports on the list available at return to recreational team sport framework. 	✓	Outdoor PE or use of large gymnasium (Sports hall) for single classes	
	<ul style="list-style-type: none"> Scrupulous attention is paid towards cleaning and hygiene. This is particularly important in a sports setting because of the way in which people breathe during exercise. Sports equipment is thoroughly cleaned (or kept in quarantine for 72 hours) at regular intervals. 	✓	Equipment cleaned by Sports Coach or MDS after use	
	<ul style="list-style-type: none"> Competitions between different schools: The school refers to guidance on grassroots sports for public and sport providers, safe provision and facilities, and guidance from Sport England, advice from organisations such as the Association for Physical Education and the Youth Sport Trust, guidance from Swim England on school swimming and water safety lessons and any LA guidance. 	✓	No inter-school matches in Autumn Term	

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 PHE Safer Singing Reference (see also Performances)	<ul style="list-style-type: none"> Playing instruments and singing in groups take place outdoors wherever possible. If indoors, a room is used with as much space as possible, for example, larger rooms; rooms with high ceilings are expected to enable dilution of aerosol transmission. It is important to ensure good ventilation. 	✓	Large room (Hall) can be used for class music sessions including singing – class by class only	Low
Playground and school field	<ul style="list-style-type: none"> The school makes use of outdoor spaces to support delivery of the curriculum – outdoor education can limit transmission. 	✓	Good use of outdoor learning established 2020-21	Low
Lack of air changes / ventilation	<ul style="list-style-type: none"> Mechanical ventilation systems have been adjusted to increase the ventilation rate wherever possible, and checked to confirm that normal operation meets current guidance (if possible, systems should be adjusted to full fresh air or, if not, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply). Further advice available here (HSE) and here (CIBSE). 	✓		Low
	<ul style="list-style-type: none"> Natural ventilation is used to help reduce the risk of spreading coronavirus: <ul style="list-style-type: none"> Opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space). Opening internal doors (note that this also has the benefit of reducing touch points). Opening external doors where there are no security concerns and where it doesn't create uncomfortable drafts. 	✓	All classrooms well ventilated with access to outdoors. Meeting rooms and offices have windows or doors open. **Doors to be left open when children have exited to purge the air Internal doors open using door wedges Touch points cleaned throughout day. CO2 monitors in non ventilated rooms	
	<ul style="list-style-type: none"> To balance the need for increased ventilation while maintaining a comfortable temperature, the following measures should also be used as appropriate: 	✓	Routines established. Professional judgement and team work to be used to establish sensible working conditions for children and staff	

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	<ul style="list-style-type: none"> ○ Opening high level windows in preference to low level to reduce draughts ○ Increasing the ventilation while spaces are unoccupied (e.g. before and after classes, during break and lunch) ○ Providing flexibility to allow additional, suitable indoor clothing. The school has a mindful and considerate approach with parents who have difficulty obtaining uniform items or are experiencing financial pressures. ○ Rearranging furniture where possible to avoid direct drafts. 			
	<ul style="list-style-type: none"> ● Heating is used as necessary to ensure comfort levels are maintained particularly in occupied spaces. 	✓		
Breakfast, after school and holiday clubs (Reference)	<ul style="list-style-type: none"> ● The school is working to resume all your before and after-school activities and wraparound childcare for pupils. See also sport, performances, and trips sections. 	✓	Breakfast club has been open since April After school club schedule will be agreed and published in September with after school clubs starting in October KS2 After school clubs continue unless cases in school/locally rise (see RA grid used in October)	Low
Operational issues				
Availability of staff	<ul style="list-style-type: none"> ● From September there is a higher likelihood that a class will remain in school: <ul style="list-style-type: none"> ○ Where their teaching staff with symptoms/test positive are self-isolating. ○ Non-double vaccinated staff identified as close contacts will be required to self-isolate. The potential impact on staffing has been explored and contingency plans are in place (use of supply / re-deploying school staff) ● Contingency plans have been explored in the event that key members of staff are unavailable to work e.g. they are self-isolating. These may include: <ul style="list-style-type: none"> ○ Staff involved and trained in personal care ○ PI trained staff 	✓	Good quality supply staff and redeployment of in-school staff will be used to keep classes open whenever possible. Staff and pupils' health and safety will be prioritised It is our Academy staff who provide the best Quality of Education for our pupils, so their health is our priority.(JB 30/11/21)	Low
		✓	Plans have been tested during 2020-21 More First Aiders Trained INSET 1/9/21 4 x DSLs, Site team flexibility, additional Pi training INSET 2/9/21	

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"> ○ First Aiders / Paediatric First Aiders ○ Site management ○ DSL 			
Personal Health and Safety Concerns (General)				
SEND pupils	<ul style="list-style-type: none"> • Individual pupil risk assessments are subject to regular reviews noting any behavioural changes with the pupil on site. Staff working with pupils who spit uncontrollably should wash their hands more frequently than other staff. Face shields are considered as a possible control measure (contact your Safety Adviser). Pupils who use saliva as a sensory stimulant or who struggle with hand hygiene may also need more opportunities to wash their hands. 	✓	SEN staff have access to face shields SEN provision has additional space to support/de-escalate pupils who spit This aspect is acknowledged as a challenge for staff supporting SEN pupils Pupils who spit should have individual risk assessments (written by SENCO and agreed with families) to minimise occurrence and agree how this should be managed.	Med
Staff welfare and staff redeployment	<ul style="list-style-type: none"> • Governing boards and school leaders have regard to staff (including the Head Teacher) work-life balance and wellbeing. Schools should ensure they have explained to all staff the measures they are proposing putting in place and involve all staff in that process. 	✓	The school's deployment model is designed to support staff wellbeing as well as pupil learning 2 staff in classes to provide cover and this model also helps avoid additional personnel being brought in	Low
	<ul style="list-style-type: none"> • Appropriate support and contact is provided to staff who are home working, particularly for extended periods of time. https://www.nhs.uk/oneyou/every-mind-matters/coronavirus-covid-19-staying-at-home-tips/ 	✓	Team contact expectations Staff working at home support remote learning and specific tasks eg as directed by SLT (tested WB 22/11/21)	
	<ul style="list-style-type: none"> • Teaching assistants may be deployed to lead groups or cover lessons, under the direction and supervision of a qualified, or nominated, teacher Any redeployments are not at the expense of supporting pupils with SEND. 	✓	L3 TAs lead classes under the direction of the teacher SEN pupils are supported by named L1 TAs	
	<ul style="list-style-type: none"> • Managers have discussed and agreed any changes to staff roles with individuals. Planning builds in the need to avoid increases in unnecessary and unmanageable workload burdens. This could include a review of existing practices in this respect and schools 	✓	Feedback from staff informs next steps. Changes to roles agreed collaboratively and avoided unless absolutely necessary. Good communication and good relationships support	

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
	<p>may wish to draw on DfE’s workload reduction toolkit. DfE has also published a range of resources, including case studies to support remote education and help address staff workload, this includes case studies on managing wellbeing. Where staff have been temporarily redeployed to different roles, they have the appropriate skills, expertise and experience to carry out the work.</p>		the smooth running of the school	
Pupil welfare and mental health support (Reference)	<ul style="list-style-type: none"> Where pupils, parents and households are reluctant or anxious about attending school their concerns are discussed and reassurance provided on the measures you are putting in place to reduce any risks. Pupils may include those who: <ul style="list-style-type: none"> are concerned about the possible increased risks from coronavirus Ref: Wellbeing for Education Return programme Pastoral support is offered to pupils who are: <ul style="list-style-type: none"> self-isolating shielding vulnerable 	✓	Attendance team and DSL work closely to support return to school – positive case studies available Contact with families either attendance or pastoral team in school	Low
		✓	Close working between class team, DSL, school counsellor, learning mentors and behaviour therapist 29/11/21 Check with attendance team to avoid additional pressure being put on vulnerable families. Safeguarding concerns have regular contact	
Other Issues				
Remote Education	<ul style="list-style-type: none"> Remote education plans are in place for individuals or groups of self-isolating pupils, pupils they face challenges in returning from abroad or because they are complying with clinical or public health advice. Pupils have access to remote education as soon as reasonably practicable, which may be the next school day. The remote education provided is equivalent in length to the core teaching pupils would receive in school. 	✓	In place DFE laptops will need redistributing to some families once security software has been re-established	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"> Systems are in place for checking, daily, whether pupils are engaging with their work, and work with families to rapidly identify effective solutions where engagement is a concern A named senior leader with overarching responsibility for the quality and delivery of remote education, including that provision meets expectations for remote education is appointed. The school has published information about their remote provision on their website. An optional template is available to support this legal requirement. 	✓	Remote Education Lead: Assistant Principals (L Marsh and A Fielder) Engagement records kept. Weekly phonecalls and My Concern used to report lack of engagement and followed up by teachers/ APs and DSL	
		✓	Remote Learning Statement in place Remote learning is offered to pupils obliged to self isolate (on a case by case basis)	
Education Recovery Reference	<ul style="list-style-type: none"> The school access programmes and activities to support pupils to make up education missed as a result of the pandemic. 	✓	National Tutoring Programme Re-start After School Clubs (continue 30/11/21 - inform parents of mixing) Signpost local activities Make good use of the locality for Educational Trips After school clubs suspended for Spring 1 due to the risk of large numbers of cases amongst staff	
Incident Reporting	<ul style="list-style-type: none"> A case of disease is recorded via the school's incident reporting system and to the HSE (via RIDDOR) where a confirmed diagnosis of COVID-19 is likely to have been caused by an occupational exposure, that is, whether or not there is reasonable evidence that a work-related exposure is the likely cause of the disease. https://notifications.hse.gov.uk/riddorforms/Disease (Contact your Safety Adviser for advice) 	✓	None thus far	Low
Safeguarding	<ul style="list-style-type: none"> If a vulnerable pupil is required to self-isolate, the school: <ul style="list-style-type: none"> notifies their social worker (if they have one) agrees with the social worker the best way to maintain contact and offer support checks if a vulnerable pupil is able to access remote education support supports them to access it (as far as possible) 	✓	As routine (case study)	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"> regularly checks if they are accessing remote education 			
School Meals	<ul style="list-style-type: none"> The school continues to provide free school meal support to pupils who are eligible for benefits related free school meals and who are learning at home during term time. 	✓	In place – staff carry out home deliveries in term time and in holidays families receive Edenred vouchers. Those not on benefits who are considered to be in food poverty also receive food parcels Notifications sent to parents prior to the Christmas holidays	Low
Reviews	<ul style="list-style-type: none"> Regular reviews are undertaken on the effectiveness of the control measures and plans and changes are made accordingly. The school follows any forthcoming instructions from the employer, government advice, and national or local directions from Public Health England. 	✓	Reviews carried out with RLT Chief Operations Officer	Low
	<ul style="list-style-type: none"> Updates are highlighted on the risk assessment and shared with staff. 	✓	Changes highlighted and shared with staff as updates	

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

ASSESSED BY (Print name) Jane Bromley	SIGNED J Bromley	DATE 25/9/21 Updated 27/9/21 Updated 30/11/21 Updated 12/01/22
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