



Coronavirus (COVID-19): Risk assessment for reopening St Monica's RC High School in September 2021

St Monica's RC High School

Assessment conducted by: Emma Keenan	Job title: Interim Headteacher	Covered by this assessment: staff, pupils, parents, visitors and volunteers.
Date of assessment: 13/10/21	Review interval: Weekly	Date of next review: 20/10/2021
Related documents		
<u>Coronavirus (COVID-19): Full Opening Plan, Coronavirus (COVID-19): Outbreak Management Plan, Infection Control Policy, Ill Health and Infectious Disease Risk Assessment, First Aid Policy, Fire Safety Policy, Fire Safety Risk Assessment, COSHH Policy, Administering Medication Policy, Premises Management Policy, Child Protection and Safeguarding Policy, Staff Wellbeing Policy, Supporting Pupils with Medical Conditions Policy, Coronavirus (COVID-19): Clinically Vulnerable Individuals Risk Assessment</u>		

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

Please note: This risk assessment is a live document which is reviewed and updated in line with changes to government guidance and public health advice. Staff and their health and safety representatives will be notified of any changes to this risk assessment.

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	Lead	Deadline	Risk rating following action H/M/L
1) Awareness of policies and procedures	H	a) All staff and volunteers are aware of all relevant policies and procedures, including, but not limited to, the following: a. Health and Safety Policy b. Infection Control Policy c. First Aid Policy d. Behavioural Policy	Yes	Headteacher	3/09/2021	M
		b) All staff have regard to all relevant guidance and legislation including, but not limited to, the following: a. The Health Protection (Notification) Regulations 2010 b. The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 c. Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities' d. DfE (2021) 'Schools coronavirus (COVID-19) operational guidance (applies from step 4)' e. DfE (2021) 'Use of PPE in education, childcare and children's social care'	Yes	Admin	2/09/2021 Onsite Briefing	M
		c) Staff receive any necessary training on measures that have been implemented that are relevant to their role, e.g. infection control and pupil wellbeing.	Yes	SLT	02/09/20	M
		d) The school keeps up-to-date with advice issued by, but not limited to, the following: a. DfE b. NHS c. PHE d. Department of Health and Social Care e. The school's local health protection team (HPT)	Yes	Headteacher	Daily	L
		e) All staff, volunteers, parents, pupils, visitors and contractors are made aware of relevant infection control and other measures in place via email and onsite briefing, particularly any changes to processes to allow for the full opening of the school.	Yes	Headteacher	1/09/2021	M
		f) 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.	Yes	Headteacher	03/08/2021	M
		g) The Business Manager conducts a review of all supplier and contractor arrangements to ensure they are appropriate for the school's current operations.	Yes	Business Manager	Weekly	L

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	Lead	Deadline	Risk rating following action H/M/L
2) Premises	L	<ul style="list-style-type: none"> a) The <u>site manager</u> checks all exterior windows, doors, locks, and other access points to ascertain security and integrity, including any signs of water ingress. b) The <u>site manager</u> identifies any signs of unauthorized access, arson, vandalism or anti-social behavior on the premises. c) A suitably trained individual inspects all roofs, lofts and elevated access points for integrity and signs of water ingress. d) Roof and loft inspections are not carried out by untrained personnel. e) A suitably trained individual checks that external electrical equipment (e.g. CCTV cameras) is in working order. f) The <u>site manager</u> checks all areas of the school grounds, including car parks and walkways, for any potential hazards. g) The <u>site manager</u> checks all trees and shrubbery to ensure they do not pose a risk, e.g. there are no broken or overhanging branches. h) The <u>site manager</u> checks all security systems for integrity and that they are in working order. i) The Head teacher makes insurers aware of the building's state of use. j) The <u>headteacher</u> ensures that the insurer's risk mitigation requirements are enacted and observed. k) All key holder information is updated in accordance with the insurer's instructions, where required. l) The <u>site manager</u> checks for any signs of pests, and any damage or loss of supplies as a result of pest activity. m) External signage is visible to show that access to the school premises is restricted. n) Any hazards found during checks on the premises are reported to the <u>headteacher</u> as soon as possible and issues are resolved prior to school reopening to more pupils. o) The <u>headteacher</u> identifies which areas of the school may be used for school activity and communicates this to staff, pupils and volunteers accordingly. p) Areas of the premises which remain closed are adequately secured and clearly identifiable. q) The <u>site manager</u> arranges for any changes to the premises to be made to account for social distancing measures. r) Classroom spaces are measured to ensure that as far as is practicably possible teachers desks are two metres away from pupils desks s) Staff are reminded of the need for open windows to ensure sufficient teaching space ventilation is in place. t) Locations for mass testing and daily testing are decided upon and laid out according to DFE guidance. 	Yes	Business Manager	As per inspection/review schedule	L
3) Gas supply, systems and equipment	L	<ul style="list-style-type: none"> a) A suitably qualified technician checks the gas mains supply and any gas systems for integrity, leaks and safety. 	Yes	Business Manager	As needed per	L

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	Lead	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> b) Where the gas supply or any gas systems have been switched off or isolated, a suitably qualified technician switches them back on, where required. c) A suitably trained technician checks that all gas detection systems, including carbon monoxide detectors, are in working order. d) A suitably trained technician checks all gas cylinders, e.g. butane and liquid petroleum gas (LPG), for integrity. e) The <u>site manager</u> checks that all mandatory inspections of gas equipment are up-to-date, and arranges any required inspections as soon as possible. 			inspection schedule	
4) Electrical supply, systems and equipment	L	<ul style="list-style-type: none"> a) A suitably qualified technician checks the electrical mains supply and any electrical systems for integrity and safety. b) Where the electrical mains supply or any electrical systems have been switched off or isolated, a suitably qualified technician switches them back on, where required. c) The relevant staff check that all phone and broadband connectivity is in working order. d) A suitably trained technician checks that the main and emergency lights are in working order. e) The relevant staff perform visual checks on all electrical equipment, e.g. computers and plug sockets. f) The <u>site manager</u> ensures that any mandatory inspections of electrical equipment are up-to-date and arranges any required inspections as soon as possible. 	Yes	Business Manager	As needed per inspection schedule	L
5) Heating and ventilation	L	<ul style="list-style-type: none"> a) The relevant staff adjust any thermostats to heat internal spaces and water, ensuring a suitable stable temperature is reached before the school reopens. b) Where heating has been switched off or energy supplies for heating have been isolated, a suitably trained individual switches them back on, as required. c) The <u>site manager</u> checks that all ventilation systems, including fume extraction systems, are in working order and that there are no blockages present in external or internal vents. d) All windows and doors are open at all times where is possible. 	Yes	Business Manager	As needed per inspection schedule	L
6) Fire safety and evacuation routes	M	<ul style="list-style-type: none"> a) A suitably trained individual checks that all fire detection, alarm systems, fire extinguishers and sprinklers are in working order. b) The fire safety officer and headteacher ensure that the fire management plan and fire safety risk assessment are up-to-date and applicable to any changes in people movement or access, e.g. if parts of the school remain temporarily closed. c) Where directed, the headteacher identifies how social distancing measures are to be observed at evacuation points and communicates this to all staff, volunteers and pupils. 	Yes	Business Manager Head Teacher	As needed per inspection schedule 1/09/2021	L L
7) Water storage, drainage	L	<ul style="list-style-type: none"> a) A suitably trained individual checks all hot and cold-water systems, including air conditioning units, for legionella or other harmful build-ups. 	Yes	Business Manager	As needed per	L

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	Lead	Deadline	Risk rating following action H/M/L
systems and sanitary appliances		<ul style="list-style-type: none"> b) All water systems are thoroughly flushed, e.g. toilets and taps, and the site manager commissions a water treatment specialist to chlorinate water systems where required. c) All equipment that uses water is run through a cycle, e.g. dishwashers and washing machines, to flush limescale and bacteria build-up. d) A suitably trained individual checks all sanitary appliances, including drainage, for blockages, adequate hygiene and that they are in working order. e) Where necessary, a suitably trained individual switches on any drainage or sanitary systems that were turned off or isolated during closure. f) As needed additional cleaning takes place of sanitary appliances 			inspection schedule	
8) Lifts, automatic doors and plant equipment	L	<ul style="list-style-type: none"> a) The site manager checks that lifts, stairlifts and automatic doors are in working order. b) The site manager ensures that that any mandatory inspections for lifts, stairlifts and automatic doors are up-to-date and arranges any required inspections as soon as possible. c) A suitably trained technician checks the integrity and working order of any plant equipment, and that any mandatory inspections are up-to-date – the site manager ensures any required inspections take place as soon as possible. 	Yes	Business Manager	As needed per inspection schedule	L
9) Contact with potential or confirmed coronavirus cases	H	<ul style="list-style-type: none"> a) Pupils, staff and other adults do not enter the school premises if: <ul style="list-style-type: none"> a. They have any symptoms of coronavirus. b. They have tested positive for coronavirus in the last 10 days. c. They are required to quarantine having recently visited countries outside the Common Travel Area. b) Parents are informed via letter not to bring their children onto the school premises if they show symptoms of, or have tested positive for, coronavirus. c) Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, loss or change in sense of smell or taste, and a high temperature, and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus. d) 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. e) 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 advised by NHS Test and Trace to take a PCR test and will only need to isolate if they produce a positive test. f) Pupils and parents are made aware that fully vaccinated adults who are identified as a close contact of a positive case do not need to self-isolate unless they develop symptoms or produce a positive test, as long as they are fully vaccinated. g) 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. h) Instances of staff, pupils, visitors and volunteers displaying symptoms of coronavirus are managed in line with local and national guidance. 	Yes	Headteacher	2/9/21	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	Lead	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> i) 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. j) If anyone in the school develops coronavirus symptoms while at school, they are: <ul style="list-style-type: none"> a. Sent home to begin isolation – the isolation period includes the day the symptoms started and the next 10 full days. b. Advised to follow the guidance for households with possible or confirmed coronavirus infection. c. Advised to arrange a PCR test as soon as possible. k) 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. l) Where contact with a pupil's parents cannot be made, appropriate procedures are followed in accordance with those outlined in government guidance. m) 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. n) Symptomatic individuals who are sent home are directed to not use public transport to get home. o) 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. p) Emergency assistance is called immediately if the pupil's symptoms worsen and they require further medical care. q) PPE is worn by supervising staff if direct personal care is needed and they cannot maintain a distance of two metres. r) 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. s) 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. t) 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. 				

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	Lead	Deadline	Risk rating following action H/M/L
10) Face coverings	L	<ul style="list-style-type: none"> a) Staff, pupils and visitors are informed via letter/email that face coverings are not mandatory but can be worn if chosen by the individual. b) In the event of a school or local outbreak, the school adheres to advice from a director of health that may include bringing back face coverings temporarily in communal areas and classrooms for staff, pupils and visitors. c) In the event that the school must return to using face coverings, the school remains sensitive to the fact that some people are less able to wear face coverings and that the reasons for this may not be visible to others. d) 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. e) Facevisors or shields are not worn as an equivalent alternative to face coverings; however, they can be worn by those exempt from wearing face coverings. f) Facevisors or shields are only used after carrying out a risk assessment for the specific situation and always be cleaned appropriately. g) 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"> a. Clean hands before and after touching a face covering. b. Store face coverings in individual, sealable plastic bags. c. Avoid wearing damp face coverings. h) 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. i) The school has a contingency supply of face coverings. j) 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. k) Face coverings should be worn in enclosed and crowded places – this includes on school transport. 	Yes	Headteacher	In line with local guidance	L
11) PPE	M	<ul style="list-style-type: none"> a) PPE is distributed to staff who provide intimate care for pupils and for cases where a pupil becomes unwell with symptoms of coronavirus whilst in school and a distance of two metres cannot be maintained. b) Additional risk assessments are conducted on a case-by-case basis to determine whether staff require PPE to carry out other tasks and duties. c) When working with pupils who cough, spit or vomit but do not have coronavirus symptoms, staff only wear PPE that would routinely be worn. d) 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. e) 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. 	Yes	Business Manager	As required	L

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	Lead	Deadline	Risk rating following action H/M/L
12) Hand cleaning and respiratory hygiene	M	<ul style="list-style-type: none"> a) Staff, pupils, visitors and contractors are informed via letter that enhanced hygiene practices are in place. b) Suitable handwashing facilities are provided for individuals to wash their hands regularly and at the following intervals: <ul style="list-style-type: none"> a. Arrival at school b. Return from breaks c. A change in rooms d. Before and after eating c) 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. d) There is an adequate amount of handwashing stations, which are kept well-supplied with soap and running water or hand sanitiser. e) Adequate amounts of tissues and bins are available in the relevant areas. f) Skin-friendly sanitising wipes are used as an alternative for pupils who are at risk of ingesting hand sanitiser, where appropriate. g) Visual aids are displayed throughout the school reminding pupils to wash their hands regularly and follow the 'catch it, bin it, kill it' approach. h) 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. i) Pupils are supervised, where appropriate, when using hand sanitiser to ensure they do not ingest any. j) 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. k) Pupils wash their hands after they have coughed or sneezed. l) Pupils with complex needs are supported to ensure they adopt good hand cleaning and respiratory hygiene practices. m) Individual risk assessments are conducted for pupils with complex needs who struggle to maintain good respiratory hygiene. 	Yes	Business Manager	1/9/21	L
13) Cleaning	M	<ul style="list-style-type: none"> a) The school maintains an appropriate cleaning schedule which includes the regular cleaning of areas and equipment e.g. twice per day. There is a particular focus on frequently touched surfaces. b) The site manager implements a cleaning schedule that ensures cleaning is generally enhanced and includes: <ul style="list-style-type: none"> a. More frequent cleaning of rooms and shared areas (including classrooms, playgrounds and eating areas) that are used by different groups. b. Frequently touched surfaces being cleaned more often than normal. c. Provision for ensuring toilets are cleaned regularly. 	Yes	Business Manager	Daily	L

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	Lead	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> c) The necessary areas of the school are deep cleaned with suitable cleaning agents and in line with the COSHH Policy. d) 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. e) All areas that remain temporarily closed, or partially closed for cleaning or infection control purposes, are clearly signposted. f) Adequate amounts of suitable cleaning agents are available. g) PPE is available to members of staff who require it to carry out cleaning safely. h) Signs are placed in relevant areas to instruct staff and pupils to always flush toilets with the lids down. 				
14) Social distancing	L	<ul style="list-style-type: none"> a) Staff and pupils will follow the most up to date guidance on social distancing. b) 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. 	Yes	Headteacher	1/9/21	L
15) Resources	M	<ul style="list-style-type: none"> a) Staff and pupils have their own individual and frequently used items, e.g. pencils and pens. b) Classroom resources, e.g. books and games are cleaned regularly. c) Pupils only bring essential items to school each day, e.g. lunch boxes, hats, coats, books, stationery and mobile phones. d) Pupils are permitted to bring bags to school. e) Any shared resources that need to be taken home by pupils and staff are appropriately cleaned or a rota is put in place. 	Yes	SLT	1/9/21	L
16) Testing	M	<ul style="list-style-type: none"> a) All testing is carried out in line with local and national Health Protection Team guidance b) It is made clear that testing is voluntary. Individuals not undergoing testing attend school in line with normal school arrangements. c) Staff are encouraged to test twice weekly at home until the testing guidance is reviewed in September. d) The school obtains written consent from staff to process and store their testing data prior to beginning testing. e) All pupils are strongly encouraged to receive two on-site lateral flow device (LFD) tests, three to five days apart, on their return to school in the Autumn term. f) The school obtains written consent from pupils, and their parents where required, to process and store their testing data prior to beginning testing. g) 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. h) Staff and pupils undergoing testing are supplied with LFD test kits to self-swab and test themselves twice a week at home. i) Staff, pupils and parents are fully informed of the testing programme. 	Yes	AHT	1/9/21	L

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	Lead	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> j) Individuals report their results to NHS Test and Trace as soon as the test is completed, either online or by telephone. k) Individuals who receive a positive result from an LFD test complete a 10-day period of self-isolation and are asked to arrange a confirmatory PCR test. l) Individuals who test positive using an LFD test arrange their PCR test within 2 days of the positive result. All positive results from LFD tests, whether conducted at home or at school, are confirmed with a PCR test. m) 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. n) Individuals do not take an LFD test if they have tested positive for coronavirus within the last 90 days. o) 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. p) Testing kits are stored indoors between a temperature of 2 to 30°C. q) Individuals are instructed to collect test kits from the designated collection point. r) A test kit log is in use and kept up-to-date with the relevant information required. s) A test result log is in use and kept up-to-date with the relevant information required. t) The data held in the test kit log and test result log is stored in line with the school's <u>Data Protection Policy</u> at all times. 				
17) NHS Test and trace	L	<ul style="list-style-type: none"> a) 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. b) 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 positive case of coronavirus and will advise them to take a PCR test. c) The school continues to work with local HPTs in the event of a school or local outbreak. d) 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"> a. Book a PCR test if they (or their child) display symptoms. b. 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. c. Take a test if they have been in close contact with someone who develops coronavirus symptoms or someone who tests positive. d. Self-isolate if they display symptoms or produce a positive test. e) Anyone in school who displays symptoms is encouraged to get a PCR test. f) If the school believes a symptomatic individual may face barriers to accessing a PCR test elsewhere, the school provides them with a PCR test. g) PCR tests stored on the school site are stored securely at ambient room temperature (5 to 22°C). 	Yes	Headteacher	As required	L

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	Lead	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> h) 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. i) PCR tests are delivered safely and with due regard for transmission risk. j) Individuals are asked to inform the school immediately of test results. k) 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"> l) 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. m) If an individual tests positive, they are required to self-isolate for at least 10 days from the onset of symptoms 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. Other members of their household are required to continue self-isolating for the full 10-day period unless they are fully vaccinated adults or under the age of 18. n) 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. o) Individuals who test positive are encouraged to report the result on the NHS Test and Trace app. p) 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. q) 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. r) 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"> s) They are fully vaccinated. t) They are below the age of 18 years and 6 months. u) They have taken part in or are currently part of an approved vaccine trial. v) They are not able to get vaccinated for medical reasons. w) 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. 				
18) Confirmed cases of coronavirus		<ul style="list-style-type: none"> a) Parents are informed, via letter, of how the school responds to confirmed cases of coronavirus. b) Where an individual in the school community tests positive for coronavirus, the school follows public health advice and the headteacher contacts the DfE's dedicated advice service immediately. c) 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. d) 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. e) 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. 	Yes	Headteacher	As required	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	Lead	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> f) Where required, all parents and staff are informed of the confirmed case; however, the name of the individual is not shared. g) 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. h) 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. 				
19) Attendance	M	<ul style="list-style-type: none"> a) The school informs parents and pupils that attendance is mandatory for all pupils. b) Parents are informed that the usual rules on school attendance apply – this means parents have a duty to ensure that their child attends regularly. c) The attendance register is taken as normal and absences are followed up, in line with the Attendance and Absence Policy. d) 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. e) Any concerns from staff, parents and pupils about being on the school site are discussed between appropriate individuals. f) Pupils who are reluctant or anxious to attend school are identified and relevant staff members develop plans to reengage these pupils. g) The school uses the additional catch-up funding, as well as existing pastoral and support services, resources and funding, to put in place measures for those families who need additional support to secure pupils' regular attendance. h) 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. i) 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. j) 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. 	Yes	Attendance Officer/SLT as required	Daily	L
20) Protecting clinically vulnerable individuals	H	<ul style="list-style-type: none"> a) Clinically vulnerable and clinically extremely vulnerable (CEV) pupils are supported to attend on-site provision. b) Pupils who live with someone who is CEV continue to attend school as normal. c) All CEV pupils attend the school unless they have been advised by their GP or clinician not to attend. d) 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. e) The school collaborates with the LA to ensure that alternative arrangements for CEV pupils are in place are in place to prepare for the event that the school site is required to close. 	Yes	Headteacher/ Business Manager	As required	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	Lead	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> f) 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. g) CEV staff continue to work from home where possible. If this is not possible, they are supported to attend the school site. h) Clinically vulnerable staff continue to attend school provided they follow the system of controls to minimise the risks of transmission. i) Staff who live with those who are CEV attend the workplace but ensure they maintain good prevention practice in the workplace and at home. j) 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. k) 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. l) If required, CEV staff can adjust their working hours, as agreed by the SLT. m) The headteacher ensures that the school can be adequately and safely staffed. n) A separate risk assessment is carried out for pregnant staff. The school follows the relevant specific guidance for pregnant employees. o) Pregnant staff of any gestation are not required to continue working on site if this is not supported by the separate risk assessment. p) 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. q) The school ensures pregnant staff are able to adhere to any active national guidance on social distancing and/or advice for pregnant women considered to be clinically extremely vulnerable. r) The above principles on protecting pregnant staff also apply to pregnant pupils. s) The school encourages staff to get vaccinated if possible, and enables these staff members to attend booked vaccination appointments, even during term time. 				
21) Workforce	M	<ul style="list-style-type: none"> a) Appropriate support for pupils with SEND remains in place. b) Line managers discuss and agree any proposed changes in role or responsibility with members of staff. c) The headteacher ensures safe staffing ratios are met and that all staff have the relevant training to undertake their roles. If there are concerns about staffing capacity, the headteacher talks to the LA. d) Arrangements are made to enable specialists, therapists, clinicians and other support staff for pupils with SEND to continue to provide interventions as usual. e) The school continues its recruitment processes as normal. 	Yes	SLT	1/9/21	L
22) Transport	L	<ul style="list-style-type: none"> a) In the event of a school or local outbreak, the business manager speaks to the school's LA or transport provider to assess the approach to dedicated school transport they are adopting. 	Yes	Business Manager/SLT	1/9/21	L

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	Lead	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> b) 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. c) The school liaises with the LA and other transport providers to ensure they are adopting COVID-secure protocols, and requests a copy of their risk assessment, where relevant. d) Pupils are advised to clean their hands before boarding transport and again on disembarking. e) Additional cleaning of vehicles is carried out regularly. f) Fresh air through ventilation is be maximised, particularly through opening windows and ceiling vents. g) Face coverings are recommended and expected to be worn in enclosed and crowded places – this includes on public and dedicated school transport where the school encourages the use of face coverings. 				
23) Catering	L	<ul style="list-style-type: none"> a) The school's kitchen is open and operates within usual legal requirements. b) The Business Manager liaises with catering providers to ensure the kitchens can remain open and food is prepared and delivered in line with government's 'Guidance for food businesses on coronavirus (COVID-19)'. c) FSM or food parcels are provided for eligible pupils who are not attending school during term time where they: <ul style="list-style-type: none"> a. Are self-isolating. b. Have symptoms or a positive test result. c. Are not attending as a result of local restrictions advised by the government. 	Yes	Business Manager	1/9/21	L
24) Remote learning	L	<ul style="list-style-type: none"> a) 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. b) The AHT T+L ensures that pupils taught remotely in KS3 and KS4 are set work that as a minimum covers five hours a day. c) The setting ensures robust remote education is provided to those who are not attending in person. d) Teaching staff deliver all remote education in line with the expectations set out in the Pupil Remote Learning Policy. e) The AHT T+L ensures that all teaching staff understand these expectations and know how to seek help if they feel unable to meet them. f) The school informs parents that they should raise any concerns about the quality of the school's remote education offer with the AHT T+L in the first instance, and that parents may contact Ofsted directly if they feel their concerns have not been satisfactorily addressed. 	Yes	AHT T+L	As required	L
25) Curriculum	L	<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. 	Yes	SLT/HOD	Review weekly	L

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	Lead	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> HOD in each subject area review their Covid-19 method statement in line with current local and national guidance. 				
26) Behaviour expectations	L	<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. 	Yes	AAHT Culture and Climate	2/9/21	L
27) Wellbeing	H	<ol style="list-style-type: none"> The SLT nominates a lead member of staff to receive training as part of the Wellbeing for Education Return programme, who can then disseminate the learning and practice to staff and pupils within the school. 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. Pupil and parent surveys are sent out to assess how they feel about being on the school site and to enable staff to act on any concerns pupils and parents may have. Staff and volunteer surveys are sent out to assess how they feel about being on the school site and enable the SLT to act on any concerns staff and volunteers may have. The SLT discusses the implications on staff and pupil workload and puts a plan in place to minimise the risk of stress. The headteacher and the DSL liaise with the LA to determine what additional support is available for pupils who are suffering with their mental health. The headteacher 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 headteacher and DSL 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. 	Yes	SLT	Weekly	L
28) Safeguarding	M	<ol 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. 	Yes	AHT (DSL)	Daily	L

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	Lead	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> b) The DSL liaises with the necessary personnel and parents to manage and address any new and ongoing safeguarding concerns, e.g. ongoing bullying. c) The DSL ensures that adequate pastoral care is in place to support pupils and staff who require it. d) The DSL ensures the relevant staff have the appropriate training to support pupils and staff who require pastoral care. e) 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. f) 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. 				
29) Contingency planning	H	<ul style="list-style-type: none"> a) Remote education plans are in place for pupils who are self-isolating or shielding. b) The school has a Coronavirus (COVID-19): Contingency Plan – also known as an outbreak management plan – that can be implemented if restrictions need to be implemented due to coronavirus. 	Yes	Headteacher	As Required	M
30) Communication	L	<ul style="list-style-type: none"> a) The headteacher contacts the DfE's advice helpline for specific recommendations for their school. b) The headteacher puts into place any actions or precautions advised by the DfE's helpline or local HPT if necessary. c) The headteacher liaises with the LA/CMAT where necessary d) The school's website is kept up to date with any important information regarding the running of the school during step 4 of the coronavirus recovery roadmap, e.g. local arrangements. e) Parents are informed via letter about the relevant information regarding the running of the school during step 4, including any pick-up and drop-off arrangements and the removal of restrictions such as social distancing. An updated letter will be sent out during the Autumn term. f) Staff and volunteers are informed via email about the relevant information regarding the running of the school during step 4. g) 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. h) 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. i) The headteacher liaises with the local governing body about possible arrangements for running the school during step 4, where necessary. j) Pupils are informed via letter about the relevant information regarding the running of the school during step 4, e.g. the removal of restrictions such as social distancing. k) The SLT is actively present around the school to provide additional support, advice and reassurance. l) The Business Manager communicates with suppliers and contractors regarding the running of the school during step 4 and reinstating or suspending the supply of any required goods or services. 	Yes	SLT	As required	L

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	Lead	Deadline	Risk rating following action H/M/L
		m) The headteacher informs staff, volunteers and the governing board about the arrangements for how meetings are carried out during step 4. n) A record is kept of all visitors and contractors that come to the school site.				