

## Westwood College: C19 Risk Assessment

|                                   |                              |                                 |
|-----------------------------------|------------------------------|---------------------------------|
| Assessment conducted by: M Taylor | Job title: Headteacher       | Covered by this assessment: WWC |
| Date of assessment: 29/09/21      | Review interval: Fortnightly | Date of next review: 13/010/21  |

| Risk rating   |   | Likelihood of occurrence |          |            |
|---------------|---|--------------------------|----------|------------|
|               |   | Probable                 | Possible | Remote     |
| Likely impact | <b>Major</b><br>Causes major physical injury, harm or ill health.       | High (H)                 | H        | Medium (M) |
|               | <b>Severe</b><br>Causes physical injury or illness requiring first aid. | H                        | M        | Low (L)    |
|               | <b>Minor</b><br>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<br>H/M/L | Recommended controls  | In place?<br>Yes/No | By whom?           | Risk rating following action<br>H/M/L |
|---------------------------------------|--------------------------------------|---|---------------------|--------------------|---------------------------------------|
| Increased cases of C19 in the setting | <u>M</u>                             | <p>From September 22<sup>nd</sup> 2021, due to increased cases of C19 in school and following guidance from the Local Outbreak Control Team, we took actions in line with the Outbreak Management Plan to help limit the spread of the virus within school. These include:</p> <ul style="list-style-type: none"> <li>• The use of face masks in all indoor communal areas at break and lunchtimes and between lessons, except when eating and drinking in the Canteen or Diner. This does not apply to students who are exempt from wearing a mask. Students should bring a mask with them, though we do have some available that can be collected from Reception should they forget or break one. This does not include students who are exempt from wearing a mask.</li> <li>• Moving assemblies to Teams.</li> <li>• Adapting school events to ensure they are as safe as they can be.</li> <li>• Temporary suspension of the canteen service at break in New Hall.</li> <li>• The use of year group areas when indoors at break and/or lunchtime ('bubbles').</li> </ul> <p>This is in addition to cleaning measures and regular testing for staff and students.</p> <p>These measures will be reviewed fortnightly in consideration of case rates within school and the local community, in liaison with the Local Outbreak Control Team.</p> | <u>Y</u>            | <u>Headteacher</u> | <u>M</u>                              |
| Awareness of policies and procedures  | <u>H</u>                             | <ul style="list-style-type: none"> <li>• All staff and volunteers are aware of all relevant policies and procedures, including, but not limited to, the following: <ul style="list-style-type: none"> <li>- <u>Health and Safety Policy</u></li> <li>- <u>Infection Control Policy</u></li> <li>- <u>First Aid Policy</u></li> </ul> </li> </ul>  | <u>Y</u>            | <u>Headteacher</u> | <u>M</u>                              |

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|------------------|--------------------------------------|--|---------------------|----------|---------------------------------------|
|                  |                                      | <ul style="list-style-type: none"> <li>- <a href="#">Behavioural Policy</a></li> <li>• Pupils are supported to understand and follow the relevant school policies and procedures, including, but not limited to, the following:               <ul style="list-style-type: none"> <li>- <a href="#">Health and Safety Policy</a></li> <li>- <a href="#">Infection Control Policy</a></li> <li>- <a href="#">Behavioural Policy</a></li> </ul> </li> <li>• All staff have regard to all relevant guidance and legislation including, but not limited to, the following:               <ul style="list-style-type: none"> <li>- The Health Protection (Notification) Regulations 2010</li> <li>- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013</li> <li>- Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'</li> <li>- DfE (2021) 'Schools coronavirus (COVID-19) operational guidance (applies from step 4)'</li> <li>- DfE (2021) 'Use of PPE in education, childcare and children's social care'</li> </ul> </li> <li>• Staff receive any necessary training on measures that have been implemented that are relevant to their role, e.g. infection control and pupil wellbeing.</li> <li>• The school keeps up-to-date with advice issued by, but not limited to, the following:               <ul style="list-style-type: none"> <li>- DfE</li> <li>- NHS</li> <li>- PHE</li> <li>- Department of Health and Social Care</li> <li>- The school's local health protection team (HPT)</li> </ul> </li> <li>• All staff, volunteers, parents, pupils, visitors and contractors are made aware of relevant infection control and other measures in place via <a href="#">email</a>, particularly any changes to processes to allow for the full opening of the school.</li> </ul> |                     |          |                                       |

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|   |                                      | <ul style="list-style-type: none"> <li>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.</li> <li>The <b>SLT</b> reviews relevant school policies to ensure they account for new provisions.</li> </ul>  |                     |             |                                       |
| Contact with potential or confirmed coronavirus cases | H                                    | <ul style="list-style-type: none"> <li>Pupils, staff and other adults do not enter the school premises if: <ul style="list-style-type: none"> <li>They have any symptoms of coronavirus.</li> <li>They have tested positive for coronavirus in the last 10 days.</li> <li>They are required to quarantine having recently visited countries outside the <a href="#">Common Travel Area</a>.</li> </ul> </li> <li>Parents are informed via <b>letter</b> not to bring their children onto the school premises if they show symptoms of, or have tested positive for, coronavirus.</li> <li>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.</li> <li>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.</li> <li>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.</li> <li>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.</li> </ul> | Y                   | Headteacher | M                                     |

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|                  |                                      | <ul style="list-style-type: none"> <li>• 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.</li> <li>• Instances of staff, pupils, visitors and volunteers displaying symptoms of coronavirus are managed in line with local and national guidance and the <a href="#">Infection Control Policy</a>.</li> <li>• 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 18<sup>th</sup> 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.</li> <li>• If anyone in the school develops coronavirus symptoms while at school, they are: <ul style="list-style-type: none"> <li>- Sent home to begin isolation – the isolation period includes the day the symptoms started and the next 10 full days.</li> <li>- Advised to follow the guidance for households with possible or confirmed coronavirus infection.</li> <li>- Advised to arrange a PCR test as soon as possible.</li> </ul> </li> <li>• Pupils being sent home after displaying symptoms who are awaiting collection by a parent are moved to a room where they can be isolated, 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.</li> <li>• Where contact with a pupil's parents cannot be made, appropriate procedures are followed in accordance with those outlined in government guidance and the <a href="#">Infection Control Policy</a>.</li> <li>• 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.</li> </ul> |                     |          |                                       |

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|                  |                                      | <ul style="list-style-type: none"> <li>• Symptomatic individuals who are sent home are directed to not use public transport to get home.</li> <li>• 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.</li> <li>• Emergency assistance is called immediately if the pupil's symptoms worsen and they require further medical care.</li> <li>• PPE is worn by supervising staff if direct personal care is needed and they cannot maintain a distance of two metres.</li> <li>• 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.</li> <li>• 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.</li> <li>• The school does not routinely take the temperature of pupils.</li> <li>• 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.</li> </ul> |                     |                    |                                       |
| Face coverings   | <b>H</b>                             | <ul style="list-style-type: none"> <li>• Staff, pupils and visitors are informed via <b>letter</b> that they are not required to wear face coverings at all in school.</li> <li>• 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.</li> <li>• 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</li> </ul>   | <b>Y</b>            | <b>Headteacher</b> | <b>M</b>                              |

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|------------------|--------------------------------------|--|---------------------|-------------|---------------------------------------|
|                  |                                      | <p>wear face coverings and that the reasons for this may not be visible to others.</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Face visors or shields are not worn as an equivalent alternative to face coverings; however, they can be worn by those exempt from wearing face coverings.</li> <li>• Face visors or shields are only used after carrying out a risk assessment for the specific situation and always be cleaned appropriately.</li> <li>• 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"> <li>- Clean hands before and after touching a face covering.</li> <li>- Store face coverings in individual, sealable plastic bags.</li> <li>- Avoid wearing damp face coverings.</li> </ul> </li> <li>• 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.</li> <li>• The school has a contingency supply of face coverings.</li> <li>• 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.</li> <li>• Face coverings should be worn in enclosed and crowded places – this includes on school transport.</li> </ul> |                     |             |                                       |
| PPE              | H                                    | <ul style="list-style-type: none"> <li>• 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.</li> </ul>   | Y                   | Headteacher | M                                     |

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|                                       |                                      | <ul style="list-style-type: none"> <li>Additional risk assessments are conducted on a case-by-case basis to determine whether staff require PPE to carry out other tasks and duties.</li> <li>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.</li> <li>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.</li> </ul>  |                     |                    |                                       |
| Hand cleaning and respiratory hygiene | H                                    | <ul style="list-style-type: none"> <li>Staff, pupils, visitors and contractors are informed that enhanced hygiene practices are in place.</li> <li>Suitable handwashing facilities are provided for individuals to wash their hands regularly and at the following intervals: <ul style="list-style-type: none"> <li>- Arrival at school</li> <li>- Return from breaks</li> <li>- Before and after eating</li> </ul> </li> <li>Visual aids are displayed throughout the school reminding pupils to wash their hands regularly and follow the 'catch it, bin it, kill it' approach.</li> <li>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.</li> </ul> | Y                   | Headteacher        | M                                     |
| Cleaning                              | H                                    | <ul style="list-style-type: none"> <li>The school maintains an appropriate cleaning schedule which includes the regular cleaning of areas and equipment. There is a particular focus on frequently touched surfaces.</li> <li>The <b>Facilities Manager</b> implements a cleaning schedule that ensures cleaning is generally enhanced and includes: <ul style="list-style-type: none"> <li>- More frequent cleaning of rooms and shared areas (including classrooms and eating areas) that are used by different groups.</li> </ul> </li> </ul>  | Y                   | Facilities Manager | M                                     |

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|-------------------------|--------------------------------------|--|---------------------|--------------------|---------------------------------------|
|                         |                                      | <ul style="list-style-type: none"> <li>- Frequently touched surfaces being cleaned more often than normal.</li> <li>- Provision for ensuring toilets are cleaned regularly.</li> <li>• The necessary areas of the school are deep cleaned with suitable cleaning agents and in line with the <a href="#">COSHH Policy</a>.</li> <li>• 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.</li> <li>• All areas that remain temporarily closed, or partially closed for cleaning or infection control purposes, are clearly signposted.</li> <li>• Adequate amounts of suitable cleaning agents are available.</li> <li>• PPE is available to members of staff who require it to carry out cleaning safely.</li> </ul> |                     |                    |                                       |
| Social distancing       | M                                    | <ul style="list-style-type: none"> <li>• Staff and pupils are informed they no longer need to adhere to social distancing measures in school unless directed.</li> <li>• Pupils are informed they no longer need to be separated into bubbles in school.</li> <li>• 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.</li> </ul>   | Y                   | Headteacher        | L                                     |
| Resources               | M                                    | <ul style="list-style-type: none"> <li>• Staff and pupils have their own individual and frequently used items, e.g. pencils and pens.</li> <li>• Pupils only bring essential items to school each day, e.g. lunch boxes, hats, coats, books, stationery and mobile phones.</li> <li>• Pupils are permitted to bring bags to school.</li> </ul>   | Y                   | Headteacher        | L                                     |
| Ventilation and heating | M                                    | <ul style="list-style-type: none"> <li>• Staff and pupils are made aware that enhanced ventilation is in place.</li> <li>• The <a href="#">Facilities Manager</a> checks that all ventilation systems, including fume extraction systems, are in working order in accordance with manufacturer's recommendations, and that there are no blockages present in external or internal vents.</li> <li>• All ventilation systems remain energised in normal operating mode.</li> </ul>  | Y                   | Facilities Manager | L                                     |

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|                  |                                      | <ul style="list-style-type: none"> <li>• Where mechanical ventilation is used, recirculatory systems are adjusted to full fresh air where possible.</li> <li>• Where possible, the windows of occupied rooms are open. In cold weather, where this causes issues with thermal comfort, the following mitigations are put in place where possible:               <ul style="list-style-type: none"> <li>- Classrooms are rearranged to minimise the discomfort caused by draughts from open windows, e.g. by moving desks and chairs</li> <li>- High level windows are opened in preference to low level to reduce draughts</li> <li>- Ventilation is increased while the space is unoccupied, e.g. during break- and lunchtimes</li> </ul> </li> <li>• The relevant staff adjust any thermostats to heat internal spaces and water, ensuring a suitable stable temperature is maintained.</li> <li>• Where heating has been switched off or energy supplies for heating have been isolated, a suitably trained individual switches them back on, as required.</li> </ul> |                     |   |                                       |
| Fire safety      | <b>M</b>                             | <ul style="list-style-type: none"> <li>• A suitably trained individual ensures that all fire detection, alarm system, fire extinguisher and sprinkler checks are up-to-date.</li> <li>• The <b>fire safety officer</b> and <b>headteacher</b> 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.</li> <li>• Where directed, the <b>headteacher</b> identifies how social distancing measures are to be observed at evacuation points and communicates this to all staff, volunteers, pupils, parents and contractors.</li> </ul>   | <b>Y</b>            | <b>Facilities Manager and Headteacher</b> | <b>L</b>                              |
| Testing          | <b>H</b>                             | <ul style="list-style-type: none"> <li>• Staff in all education settings are encouraged to test twice weekly at home until the testing guidance is reviewed in September.</li> <li>• All pupils complete two lateral flow device (LFD) tests, three to five days apart, on their return to school in the Autumn term.</li> </ul>   | <b>Y</b>            | <b>Headteacher</b>                        | <b>M</b>                              |

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|                    |                                      | <ul style="list-style-type: none"> <li>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.</li> <li>Staff and pupils undergoing testing are supplied with LFD test kits to self-swab and test themselves twice a week at home.</li> <li>Individuals report their results to NHS Test and Trace as soon as the test is completed, either online or by telephone.</li> <li>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.</li> <li>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.</li> <li>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.</li> <li>Individuals do not take an LFD test if they have tested positive for coronavirus within the last 90 days.</li> <li>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.</li> <li>Testing kits are stored indoors between a temperature of 2 to 30°C.</li> </ul> |                     |             |                                       |
| NHS Test and trace | H                                    | <ul style="list-style-type: none"> <li>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.</li> <li>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.</li> </ul>   | Y                   | Headteacher | M                                     |

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|                  |                                      | <ul style="list-style-type: none"> <li>• The school continues to work with local HPTs in the event of a school or local outbreak.</li> <li>• 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"> <li>- Book a PCR test if they (or their child) display symptoms.</li> <li>- 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.</li> <li>- Take a test if they have been in close contact with someone who develops coronavirus symptoms or someone who tests positive.</li> <li>- Self-isolate if they display symptoms or produce a positive test.</li> </ul> </li> <li>• Anyone in school who displays symptoms is encouraged to get a PCR test.</li> <li>• If the school believes a symptomatic individual may face barriers to accessing a PCR test elsewhere, the school provides them with a PCR test.</li> <li>• PCR tests stored on the school site are stored securely at ambient room temperature (5 to 22°C).</li> <li>• 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.</li> <li>• PCR tests are delivered safely and with due regard for transmission risk.</li> <li>• Individuals are asked to inform the school immediately of positive test results.</li> <li>• 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:</li> </ul> |                     |          |                                       |

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|                                |                                      | <ul style="list-style-type: none"> <li>- 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.</li> <li>- They feel well.</li> <li>• 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.</li> <li>• 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.</li> <li>• 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"> <li>- They are fully vaccinated.</li> <li>- They are below the age of 18 years and 6 months.</li> <li>- They have taken part in or are currently part of an approved vaccine trial.</li> <li>- They are not able to get vaccinated for medical reasons.</li> </ul> </li> <li>• 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.</li> </ul> |                     |                    |                                       |
| Confirmed cases of coronavirus | <b>H</b>                             | <ul style="list-style-type: none"> <li>• Where an individual in the school community tests positive for coronavirus, the school follows public health advice and the <b>headteacher</b> contacts the DfE's dedicated advice service immediately.</li> <li>• 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.</li> </ul>   | <b>Y</b>            | <b>Headteacher</b> | <b>M</b>                              |

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|------------------|--------------------------------------|--|---------------------|-----------------------------------|---------------------------------------|
|                  |                                      | <ul style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>Where required, all parents and staff are informed of the confirmed case; however, the name of the individual is not shared.</li> <li>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.</li> <li>If the school has two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus is suspected, the school continues to work with the DfE's dedicated coronavirus advice service (or local HPT if the case is escalated).</li> <li>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.</li> </ul> |                     |                                   |                                       |
| Attendance       | L                                    | <ul style="list-style-type: none"> <li>The school informs parents and pupils that attendance is mandatory for all pupils.</li> <li>Parents are informed that the usual rules on school attendance apply – this means parents have a duty to ensure that their child attends regularly.</li> <li>The attendance register is taken as normal and absences are followed up.</li> <li>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.</li> <li>Any concerns from staff, parents and pupils about being on the school site are discussed between appropriate individuals.</li> </ul>  | Y                   | Pastoral Assistant<br>Headteacher | L                                     |

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|--|--------------------------------------|---|---------------------|--------------------|---------------------------------------|
|  |                                      | <ul style="list-style-type: none"> <li>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.</li> <li>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 <a href="#">guidance</a>, before attending school.</li> </ul>  |                     |                    |                                       |
| Protecting clinically vulnerable individuals | <b>M</b>                             | <ul style="list-style-type: none"> <li>Clinically vulnerable and clinically extremely vulnerable (CEV) pupils are supported to attend on-site provision.</li> <li>Pupils who live with someone who is CEV continue to attend school as normal.</li> <li>All CEV pupils attend the school unless they have been advised by their GP or clinician not to attend.</li> <li>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.</li> <li>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.</li> <li>Clinically vulnerable staff continue to attend school provided they follow the <a href="#">system of controls</a> to minimise the risks of transmission.</li> <li>Staff who live with those who are CEV attend the workplace but ensure they maintain good prevention practice in the workplace and at home.</li> <li>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.</li> <li>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.</li> </ul> | <b>Y</b>            | <b>Headteacher</b> | <b>L</b>                              |

| Area for concern | Risk rating prior to action<br>H/M/L | Recommended controls  | In place?<br>Yes/No | By whom?    | Risk rating following action<br>H/M/L |
|------------------|--------------------------------------|---|---------------------|-------------|---------------------------------------|
|                  |                                      | <ul style="list-style-type: none"> <li>A separate risk assessment is carried out for pregnant staff. The school follows the relevant specific guidance for pregnant employees.</li> <li>Pregnant staff of any gestation are not required to continue working on site if this is not supported by the separate risk assessment.</li> <li>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.</li> <li>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.</li> <li>The above principles on protecting pregnant staff also apply to pregnant pupils.</li> <li>The school encourages staff to get vaccinated if possible, and enables these staff members to attend booked vaccination appointments, even during term time.</li> </ul> |                     |             |                                       |
| Workforce        | M                                    | <ul style="list-style-type: none"> <li>Appropriate support for pupils with SEND remains in place.</li> <li>Line managers discuss and agree any proposed changes in role or responsibility with members of staff.</li> <li>The <b>headteacher</b> ensures safe staffing ratios are met and that all staff have the relevant training to undertake their roles.</li> <li>Arrangements are made to enable specialists, therapists, clinicians and other support staff for pupils with SEND to continue to provide interventions as usual.</li> </ul>   | Y                   | Headteacher | L                                     |
| Transport        | H                                    | <ul style="list-style-type: none"> <li>In the event of a school or local outbreak, the <b>headteacher</b> speaks to the school's LA or transport provider to assess the approach to dedicated school transport they are adopting.</li> <li>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.</li> <li>Additional cleaning of vehicles is carried out regularly.</li> </ul>   | Y                   | Headteacher | M                                     |

| Area for concern | Risk rating prior to action<br>H/M/L | Recommended controls   | In place?<br>Yes/No | By whom?                                 | Risk rating following action<br>H/M/L |
|------------------|--------------------------------------|--|---------------------|--|---------------------------------------|
|                  |                                      | <ul style="list-style-type: none"> <li>• Fresh air through ventilation is be maximised, particularly through opening windows and ceiling vents.</li> <li>• 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.</li> </ul>  |                     |  |                                       |
| Catering         | L                                    | <ul style="list-style-type: none"> <li>• The school's kitchen is fully open and operates within usual legal requirements.</li> <li>• The <b>Office Manager</b> liaises with catering providers to ensure the kitchens can remain fully open.</li> <li>• 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"> <li>- Are self-isolating.</li> <li>- Have symptoms or a positive test result.</li> <li>- Are not attending as a result of local restrictions advised by the government.</li> </ul> </li> </ul>   | Y                   | <b>Office Manager</b>                    | L                                     |
| Remote learning  | L                                    | <ul style="list-style-type: none"> <li>• 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.</li> <li>• The <b>headteacher</b> ensures that pupils taught remotely in KS3 and KS4 are set work that as a minimum covers five hours a day.</li> <li>• Teaching staff deliver all remote education in line with the expectations set out in the <b>Pupil Remote Learning Policy</b>.</li> <li>• The <b>headteacher</b> ensures that all teaching staff understand these expectations and know how to seek help if they feel unable to meet them.</li> <li>• The school informs parents that they should raise any concerns about the quality of the school's remote education offer with the <b>headteacher</b> in the first instance.</li> </ul> | Y                   | <b>Assistant Headteacher<br/>T and L</b> | L                                     |

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| Uniform            | L                                    | <ul style="list-style-type: none"> <li>• The usual rules on school uniform apply.</li> <li>• Expectations of uniform are communicated to pupils and parents.</li> <li>• To mitigate thermal discomfort caused by increased ventilation, pupils are able to wear additional, suitable indoor items of clothing in addition to their usual uniform, as explicitly advised by members of staff.</li> </ul>  | Y                   | Assistant<br>Headteacher<br>Pastoral    |                                       |
| Educational visits | M                                    | <ul style="list-style-type: none"> <li>• Educational visits will be conducted in line with the government's <a href="#">roadmap</a>. This includes system of controls and the COVID-secure measures in place at the destination.</li> <li>• A full and thorough risk assessment is made in relation to all educational visits to ensure they can be undertaken safely.</li> <li>• The school ensures it is prepared to carry out domestic day trips and residential trips.</li> <li>• The schools makes staff, pupils and parents aware that international travel can resume from the start of the Autumn term 2021; this includes trips that were postponed and organising new trips for the future.</li> <li>• Pupils are allowed on trips to outdoor public places and do not need to be restricted to limits on gatherings, provided: <ul style="list-style-type: none"> <li>- A risk assessment is conducted in advance.</li> <li>- Good hygiene is maintained throughout.</li> <li>- Thorough handwashing happens before and after the trip.</li> <li>- The trip is carried out in line with relevant local or national coronavirus guidance.</li> <li>- Appropriate insurance arrangements are in place.</li> </ul> </li> <li>• The school ensures that it has adequate travel insurance and discusses any questions about cover with its insurance provider.</li> <li>• The school follows the guidelines relevant to trips to indoor spaces. Once inside: <ul style="list-style-type: none"> <li>- Staff are to remain with the pupils in the group.</li> <li>- Pupils and staff should wash hands thoroughly on arrival and before leaving.</li> </ul> </li> </ul> | Y                   | EV<br>Coordinator<br>and<br>Headteacher | L                                     |

| Area for concern       | Risk rating prior to action<br>H/M/L | Recommended controls   | In place?<br>Yes/No | By whom?                          | Risk rating following action<br>H/M/L |
|------------------------|--------------------------------------|--|---------------------|-----------------------------------|---------------------------------------|
| Curriculum             | M                                    | <ul style="list-style-type: none"> <li>All pupils are given the support required to make good progress.</li> <li>Relevant staff members discuss how the government's curriculum expectations can be met and ensure this is communicated across the school.</li> <li>The school only permits team sports on the list in the Department for Digital, Culture, Media &amp; Sport's (DCMS) team sport <a href="#">guidance</a>.</li> <li>Outdoor sports are prioritised where possible.</li> <li>Large indoor spaces with maximised natural ventilation flows, e.g. through opening windows and doors, are used where outdoor sports are not possible.</li> <li>Staff overseeing indoor sports pay scrupulous attention to cleaning and hygiene.</li> <li>Staff are made aware that social distancing in sports is not required unless directed.</li> <li>Measures are in place to minimise the risk of transmission in changing rooms, in line with DCMS <a href="#">guidance</a>.</li> <li>External facilities are used in line with government guidance, including travel to and from those facilities.</li> <li>The school works with external coaches, clubs and organisations for curricular and extracurricular activities and considers how such arrangements operate within the school's wider protective measures.</li> <li>Competitions between different schools, whether indoor or outdoor, can take place in line with government guidance.</li> </ul> | Y                   | Headteacher                       | L                                     |
| Behaviour expectations | L                                    | <ul style="list-style-type: none"> <li>The school's <a href="#">Behavioural Policy</a> sets out behaviour expectations for pupils and is updated in line with new rules and measures.</li> <li>Expectations are communicated clearly to staff, pupils and parents.</li> <li>Pupils who are struggling to reengage with school are supported appropriately.</li> </ul>  | Y                   | Assistant Headteacher<br>Pastoral | L                                     |
| Wellbeing              | M                                    | <ul style="list-style-type: none"> <li>Staff are vigilant in discerning pupil mental health and report any concerns to the <a href="#">Mental Health Lead</a>.</li> </ul>  | Y                   | Headteacher                       | L                                     |

| Area for concern | Risk rating prior to action<br>H/M/L | Recommended controls   | In place?<br>Yes/No                    | By whom? | Risk rating following action<br>H/M/L |
|------------------|--------------------------------------|--|--|----------|---------------------------------------|
|                  |                                      | <ul style="list-style-type: none"> <li>• The school provides opportunities for pupils to talk about their mental health and experiences during the pandemic.</li> <li>• Pupils have access to pastoral support and activities, e.g. opportunities to renew and develop friendships.</li> <li>• 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.</li> <li>• 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.</li> <li>• The SLT discusses the implications on staff and pupil workload and puts a plan in place to minimise the risk of stress.</li> <li>• The <a href="#">headteacher</a> and the <a href="#">DSL</a> liaise with the LA to determine what additional support is available for pupils who are suffering with their mental health.</li> <li>• The <a href="#">headteacher</a> and the <a href="#">SENCO</a> 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.</li> <li>• Teachers and the <a href="#">SENCO</a> work together to ensure pupils with SEND are prepared for changes to their routine.</li> <li>• The <a href="#">headteacher</a> and <a href="#">DSL</a> ensure provision is in place to help protect wellbeing and mental health, and ensure all staff, volunteers and pupils have access to psychological support.</li> <li>• The <a href="#">DSL</a> ensures that adequate pastoral care is in place to support pupils and staff who require it.</li> <li>• The school engages with local immunisation providers to ensure immunisations programmes can be provided on site in line with the relevant protective control measures.</li> <li>• Safeguarding issues are managed in line with the <a href="#">Child Protection and Safeguarding Policy</a>.</li> </ul> | (Surveys to be carried out Sept. 2021) |          |                                       |

| Area for concern     | Risk rating prior to action<br>H/M/L | Recommended controls  | In place?<br>Yes/No | By whom?                             | Risk rating following action<br>H/M/L |
|----------------------|--------------------------------------|---|---------------------|--------------------------------------|---------------------------------------|
| Safeguarding         | M                                    | <ul style="list-style-type: none"> <li>The school's <a href="#">Child Protection and Safeguarding Policy</a> is reviewed as necessary to reflect the current operations of the school.</li> <li>The DSL liaises with the necessary personnel and parents to manage and address any new and ongoing safeguarding concerns, e.g. ongoing bullying.</li> <li>The DSL ensures that adequate pastoral care is in place to support pupils and staff who require it.</li> <li>The DSL ensures the relevant staff have the appropriate training to support pupils and staff who require pastoral care.</li> <li>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.</li> <li>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.</li> </ul> | Y                   | Assistant<br>Headteacher<br>Pastoral | L                                     |
| Contingency planning | M                                    | <ul style="list-style-type: none"> <li>Remote education plans are in place for pupils who are self-isolating or shielding.</li> <li>The school has a <a href="#">Coronavirus (COVID-19): Contingency Plan</a> – also known as an outbreak management plan – that can be implemented if restrictions need to be implemented due to coronavirus.</li> </ul>   | Y                   | Headteacher                          | L                                     |
| Communication        | M                                    | <ul style="list-style-type: none"> <li>The <a href="#">headteacher</a> contacts the DfE's advice helpline for specific recommendations for their school</li> <li>The <a href="#">headteacher</a> puts into place any actions or precautions advised by the DfE's helpline or local HPT if necessary.</li> <li>The <a href="#">headteacher</a> liaises with the LA where necessary.</li> <li>Parents are informed via <a href="#">letter</a> about the relevant information regarding the running of the school during step 4.</li> </ul>  | Y                   | Headteacher                          | L                                     |

| Area for concern | Risk rating prior to action<br>H/M/L | Recommended controls   | In place?<br>Yes/No | By whom? | Risk rating following action<br>H/M/L |
|------------------|--------------------------------------|--|---------------------|----------|---------------------------------------|
|                  |                                      | <ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> <li>• The <b>headteacher</b> liaises with the <b>governing board</b> about possible arrangements for running the school during step 4, where necessary.</li> <li>• The <b>SLT</b> is actively present around the school to provide additional support, advice and reassurance.</li> <li>• The <b>Facilities Manager</b> 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.</li> <li>• A record is kept of all visitors and contractors that come to the school site.</li> </ul> |                     |          |                                       |