

# Foreland Fields School

## COVID-19 Risk Assessment

### School Operating Procedures

Consequence	3	3	6	9
	2	2	4	6
	1	1	2	3
		1	2	3
		Likelihood		

6 - 9	UNACCEPTABLE Take immediate action
3 - 4	TOLERABLE Look to improve
1 - 2	ACCEPTABLE No further action, but ensure controls are maintained



FORELAND FIELDS SCHOOL

<b>Name of Assessor</b>	Adrian Mount (Headteacher), Jeremy Edwards (Deputy Headteacher - Health), Sarah Thorp (Deputy Headteacher – Curriculum).	<b>Area Being Assessed / Related Documents</b>	<b>Whole School COVID response. Actions taken to lower risk of COVID-19 transmission.</b> <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</a> <a href="https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-aerosol-generating-procedures">https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-aerosol-generating-procedures</a> <a href="https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures">https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures</a> <a href="https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe">https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe</a> <a href="https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works">https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works</a> <a href="https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/guidance-for-full-opening-special-schools-and-other-specialist-settings">https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/guidance-for-full-opening-special-schools-and-other-specialist-settings</a> <a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/953215/Guidance_for_special_schools_specialist_post-16_providers_and_alternative_provision_during_the_national_lockdown.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/953215/Guidance_for_special_schools_specialist_post-16_providers_and_alternative_provision_during_the_national_lockdown.pdf</a> <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a> <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-asymptomatic-testing-in-schools-and-colleges">https://www.gov.uk/government/publications/coronavirus-covid-19-asymptomatic-testing-in-schools-and-colleges</a> <a href="https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/mass-asymptomatic-testing-in-specialist-settings">https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/mass-asymptomatic-testing-in-specialist-settings</a> <a href="https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19#Clinically">https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19#Clinically</a> <a href="https://www.kelsi.org.uk/news-and-events/news/primary/coronavirus/guidance-for-full-opening-in-september">https://www.kelsi.org.uk/news-and-events/news/primary/coronavirus/guidance-for-full-opening-in-september</a> <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</a> <a href="https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own">https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own</a> <a href="https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education">https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education</a> <a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/803956/supporting-pupils-at-school-with-medical-conditions.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/803956/supporting-pupils-at-school-with-medical-conditions.pdf</a> <a href="https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers#exemptions-face-coverings">https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers#exemptions-face-coverings</a>
<b>Date</b>	24 <sup>th</sup> January 2021	<b>Date of Next Review</b>	Ongoing and Weekly Review
Contents;			
1. ESTABLISHING A SYSTEMATIC PROCESS OF PARTIAL OPENING, INCLUDING SOCIAL DISTANCING			
2. INVESTING IN SAFETY EQUIPMENT AND HEALTH AND SAFETY ARRANGEMENTS TO LIMIT THE SPREAD OF COVID-19			
3. MAXIMISING SOCIAL DISTANCING MEASURES			
4. CONTINUING ENHANCED PROTECTION FOR CHILDREN AND STAFF WITH UNDERLYING HEALTH CONDITIONS			
5. ENHANCING MENTAL HEALTH SUPPORT FOR PUPILS AND STAFF			
6. MAINTAINING EDUCATIONAL PROVISION FOR CHILDREN OF KEY WORKERS AND VULNERABLE CHILDREN			

Areas for concern	Existing Risk Control Measures	Action/ Monitored by Whom?	Action/ Monitored by When
-------------------	--------------------------------	----------------------------------	---------------------------------

## 7. OPERATIONAL ISSUES

## 8. FINANCE

## 9. GOVERNANCE

### 1. ESTABLISHING A SYSTEMATIC PROCESS OF OPENING, INCLUDING SOCIAL DISTANCING

Risk Rating prior to action

Likelihood : 2

Consequence: 3

Risk: 6

#### 1.1 Net Capacity

Available capacity of the school is reduced when social distancing guidelines are applied

- The prevalence of coronavirus (COVID-19) remains high and is increasing around the country, including in Kent.
- As a result of these new conditions the Government placed the country in a second national lockdown as of Monday 4<sup>th</sup> January.
- This risk assessment takes account of all of the guidance found in Guidance for Special Schools during the national lockdown (January 2021).
- This risk assessment explains the steps we will be taking as a school to reduce the risks of transmitting the virus.
- As of December 31<sup>st</sup>, in response to the Government direction and guidance on implementation of Rapid Asymptomatic testing in schools, the SLT has been working to put in place a test centre that runs from the start of Term 3. The Risk assessment, work force planning, quality management plan, clinical governance records and training for this testing centre are all held in separate documentation. The test centre is situated in the 6<sup>th</sup> Form common room and has been isolated from the rest of the school. Staff and pupils at the Garlinge satellite provision will be provided with home lateral flow test kits which they self-administer each Sunday and Wednesday evening. The staff are required to inform both Foreland Fields and Garlinge Primary of the test results. Following a positive lateral flow test result, staff are required to isolate and book a PCR test to confirm the outcome. They should self-isolate whilst awaiting the test result and, if it is positive, they should continue to stay at home for 10 clear days.
- As of 20<sup>th</sup> January the Government paused daily contact testing in schools. It also increased testing of staff from once a week to twice a week. The school has immediately put in place these arrangements. Twice weekly testing of staff began during the week of 25<sup>th</sup> January. The Government also introduced home testing for Primary staff. Following consultation with the DfE with reference to our status as an all through school, it was agreed that the school would continue with testing all staff on site. This arrangement will be kept under review as based on Government advice and capacity to deliver this number of tests. All options will remain open including the possibility of a mixed model where home testing/local test centre testing is encouraged to relieve pressure on the school test centre. The capacity of the

Deputy  
Headteacher  
(Curriculum) /  
Headteacher

Ongoing and in  
response to any  
outbreak

Areas for concern	Existing Risk Control Measures	Action/ Monitored by Whom?	Action/ Monitored by When
	<p>test centre can also be increased through additional staffing and test booths. The school will continue to test secondary age pupils returning to school twice, where they give consent and are able to self-swab. Where they are unable to do this parents/carers may administer the test at a local centre.</p> <ul style="list-style-type: none"> <li>• The lockdown has closed all mainstream schools to all but vulnerable children and those whose parents are key workers. Special schools and nurseries remain open with a focus on those who are most vulnerable and those whose parents are key workers.</li> <li>• In this context, whilst keeping the school open, with there being an increased risk of transmission the major changes to this risk assessment from the previous version (Tier 4) are as follows. The covid test centre for staff and pupils will enable us to identify asymptomatic individuals who have a high viral load, and isolate them from the school community. The total number of people on the site will be decreased. This means, wherever possible (based on restrictions related to maintaining bubbles, staff availability and ensuring access for vulnerable/key worker children) we will aim for reduced class sizes. We will again, as in the previous lockdown, further restrict visitors onsite. This will include therapists working virtually or offsite wherever possible. The availability of therapists may, at times, again be limited due to redeployment as part of the national effort against COVID-19. The DHT Health will liaise with Teachers and Therapists to make sure pupils health and wellbeing is not impacted.</li> <li>• We will continue to minimise the number of contacts that our pupils (especially our most vulnerable) have during the school day via class and departmental bubbles which are a part of the system of controls, outlined below, which we have introduced to reduce the risk of Covid-19 transmission.</li> <li>• In the event of either a school outbreak or a local outbreak the guidance from the government, the DFE and PHE specific to the outbreak will be followed, including any adjustments to net capacity.</li> <li>• The above includes pupils attending our satellite provision at Garlinge Primary School. At this provision, the staff will follow the Garlinge Primary School Risk Assessment and Procedures. This class are their own bubble and attend Garlinge 5 days a week.</li> <li>• Mitigations related to school transport impacted by BREXIT are in separate individualised risk assessments. These take account of the combined risks associated with BREXIT related travel delays alongside COVID-19 contingency planning.</li> </ul>		
<b>1.2 Organisation of Teaching Spaces</b>			
Classroom sizes will not allow adequate social distancing	<ul style="list-style-type: none"> <li>• Classrooms re-modelled, with chairs and desks in place to allow for social distancing.</li> <li>• Spare chairs removed so they cannot be used.</li> <li>• Removed unnecessary furniture and any unnecessary soft furnishings.</li> <li>• In class, frequent cleaning to include wiping of surfaces such as desk tops.</li> </ul>	Deputy Headteacher (Curriculum) / Headteacher, Leaders of	Term 2 onwards and in response to any outbreak

Areas for concern	Existing Risk Control Measures	Action/ Monitored by Whom?	Action/ Monitored by When
	<ul style="list-style-type: none"> <li>• Cleaning of classroom equipment such as keyboards after each user. Users to be instructed to wash hands before and after use.</li> <li>• Clear signage promoting social distancing.</li> <li>• Class bubbles remain together through teaching and learning, break and lunchtime. No mixing between bubbles wherever possible.</li> </ul>	Learning, Nursery Manager	
Large spaces need to be used as classrooms	<ul style="list-style-type: none"> <li>• Limits set for large spaces (e.g. sports hall, dining hall) – maximum of one group at a time with cleaning following use.</li> <li>• Shared rooms such as food technology and computer room can be used - maximum of one group at a time with cleaning following use. Timetables will support structured cleaning between departmental bubbles.</li> <li>• Large gatherings prohibited.</li> <li>• All pupils eat lunch in their classes (both school dinners and packed lunch).</li> <li>• Classroom furniture arranged to allow for, and promote, social distancing.</li> </ul>	Headteacher	In place
Use of Air Conditioners and fans supports virus transmission	<ul style="list-style-type: none"> <li>• Wherever possible, allowing for pupils needs, windows must be opened to allow for ventilation in class. Pupils and staff should be encouraged to wear jumpers/coats if required.</li> <li>• Following HSE guidance, air conditioning can be used as Foreland Fields School’s air conditioning works via air recycling in a single classroom and is not a centralised system. Windows and/or doors must be kept open to improve ventilation whilst air conditioning is being used.</li> <li>• Following NHS guidance, staff should minimise use of fans wherever possible. In extreme heat staff should attempt to reduce the temperature through opening doors and windows in order to reduce the need for a fan. Fans should only be used, as a temporary measure, during an episode of a heatwave once the above steps have been carried out and if staff/pupil condition determines that this is critical.</li> <li>• Prior to using the fans, staff must ensure they are clean and ready for use with no visible dirt. Fans should have blades that are accessible to clean and all buttons and touch surfaces should also be cleaned prior to use.</li> <li>• Fans should be set to the lowest setting possible.</li> </ul>	Headteacher	Ongoing
IT equipment, specifically iPads, keyboards and touchscreens and communication devices/switches are shared between pupils	<ul style="list-style-type: none"> <li>• Where IT equipment is shared, it must be fully cleaned between users using IT specific sterile wipes across all surfaces.</li> <li>• Pupils to wash their hands before and after using IT equipment.</li> <li>• Pupils to be supervised throughout use to ensure they do not share the device with one of their peers.</li> <li>• Electronic communication devices, specific to pupils, should be accessible throughout the day to the pupil but should be cleaned before and after each use. These devices should also be cleaned on their arrival at school if they are a home-school device.</li> </ul>	Leaders of Learning	Term 6 - Ongoing

Areas for concern	Existing Risk Control Measures	Action/ Monitored by Whom?	Action/ Monitored by When
without adequate cleaning.	<ul style="list-style-type: none"> <li>Keyboards should be used with rubber washable covers which must be cleaned every morning and night and between users.</li> <li>The large touch screen devices in each class, e.g. Whiteboards and Plasma Screens, can be utilised across the school day but should be cleaned between users using screen wipes. Teachers and Leaders of Learning should assess groups of pupils for their ability to turn-take enabling cleaning between use.</li> </ul>		
Music and Performances	<ul style="list-style-type: none"> <li>The music room is to be closed from the start of Term 2. This room is to be used as an additional staff room to enable social distancing.</li> <li>Staff needing to use instruments/equipment as part of music lessons should collect and return them from the music room following the instructions below.</li> <li>No use of wind instruments.</li> <li>Clean all instruments prior to and following use.</li> <li>Social distancing for singing is 3 metres. Sing outside if possible and limit volume.</li> <li>Windows to be opened and, if it safe to do so, doors should be propped open.</li> <li>In adherence to guidance from 31<sup>st</sup> December, the school will not host any live performances.</li> </ul>	Leaders of Learning	Term 2 - onwards for monitoring
Soft Play	<ul style="list-style-type: none"> <li>The Soft Play room is closed until further review.</li> </ul>	Leaders of Learning / Deputy Headteachers	Term 2 - onwards for monitoring
PE	<ul style="list-style-type: none"> <li>The school will follow the guidance below issued as of 31<sup>st</sup> December. PE at FFS is only completed within class bubbles, with regular cleaning of the hall space and equipment used between groups and within lessons. Cleaning materials are provided in the hall. Outdoor PE is preferred to indoor PE where weather allows. Non-contact sports are preferred e.g. Netball/Bench ball over basketball. Football lunch clubs can continue outside, with cleaning of equipment and appropriate social distancing and no contact allowed e.g. passing and interceptions and minimising time spent within 1 metre.</li> <li>PE, sport and physical activity provided under the systems of control can continue. This includes sports clubs or activities before or after school (once these recommence), in addition to regular PE lessons. Pupils to be kept in consistent groups and sports equipment thoroughly cleaned between each use by different individual groups. Competition between different schools will not take place, in line with the local restrictions on grassroots sport.</li> <li>Schools are permitted to hold PE lessons indoors, including those that involve activities related to team sports, for example practising specific techniques, within their own system of controls. When it comes to playing team sports,</li> </ul>	Deputy Headteacher (Health) / Class Teachers	Term 2 - onwards for monitoring

Areas for concern	Existing Risk Control Measures	Action/ Monitored by Whom?	Action/ Monitored by When
	<p>schools can offer those with approved guidance listed in the DCMS return to recreational team sport framework, offering the activity in line with guidance. Outdoor sports will be prioritised where possible, and large indoor spaces used where it is not, maximising natural ventilation flows (through opening windows and doors or using air conditioning systems wherever possible) distancing between pupils and paying scrupulous attention to cleaning and hygiene. Where open, external facilities, including other schools' facilities, can also be used in line with government guidance for the use of, and travel to and from, those facilities and schools' own systems of controls.</p> <ul style="list-style-type: none"> <li>• No contact sports.</li> <li>• Outdoor wherever possible.</li> <li>• Cleaning of all equipment before and after use.</li> <li>• Social distancing during activities.</li> <li>• Limit sharing of equipment.</li> <li>• Cleaning shared equipment such as balls within sessions.</li> <li>• Changing rooms are closed for pupils use.</li> </ul>		
Sensory room	<ul style="list-style-type: none"> <li>• Limited to explorers group only.</li> <li>• Sensory room use is timetabled.</li> <li>• Cleaning between class groups plus cleaning by staff teams.</li> <li>• Prop the door open with a staff member in front (if required).</li> </ul>	Class Teachers / Deputy Headteachers	Term 2 - onwards for monitoring
Sensory Play	<ul style="list-style-type: none"> <li>• Individualised play / resources.</li> <li>• Use resources that can be cleaned easily.</li> <li>• Sand and water play should be individualised and resources refreshed on each new user. Sand can be stored for 72 hours following a single use and then reused for a new user.</li> </ul>	Class Teachers / Deputy Headteachers	Term 2 - onwards for monitoring
Other shared rooms	<ul style="list-style-type: none"> <li>• Staff should strictly follow the shared timetables and use rooms one class at a time.</li> <li>• Staff should clean all equipment used in the room with equipment provided prior to / following use.</li> </ul>	Deputy Headteachers	Term 2 - onwards for monitoring
Lego Therapy	<ul style="list-style-type: none"> <li>• Lego therapy can only be delivered in class and not across bubbles.</li> <li>• Room used is cleaned prior to and following use.</li> <li>• Follow maximum occupancy for small shared rooms (2), if wanting to work with more pupils use a shared classroom – this must be timetabled.</li> <li>• Use full social distancing, don't sit opposite the student.</li> <li>• Individualised rather than shared resources.</li> </ul>	Lego Therapist / Class Teachers	Term 2 - onwards for monitoring

Areas for concern	Existing Risk Control Measures	Action/ Monitored by Whom?	Action/ Monitored by When
	<ul style="list-style-type: none"> <li>Resources cleaned prior to and following use.</li> <li>No direct contact with students. Keep windows and doors open.</li> </ul>		
Aromatherapy / Massage	<ul style="list-style-type: none"> <li>No massage or aromatherapy across bubbles.</li> <li>Apron, mask and face shield to be worn.</li> <li>Student and massage therapists to wash their hands prior to and following session.</li> <li>In Term 2, aromatherapy by the Aromatherapist only, limited to Andy Tuffs class.</li> </ul>	Aromatherapist / Class Teachers	Term 2 - onwards for monitoring
Talking Therapies	<ul style="list-style-type: none"> <li>Talking Therapies can only be delivered in class and not across bubbles.</li> <li>Room used is cleaned prior to and following use.</li> <li>Follow maximum occupancy for small work rooms (2), if wanting to work with more pupils use a shared classroom – this must be timetabled.</li> <li>Use full social distancing, don't sit opposite the student.</li> <li>Individualised rather than shared resources.</li> <li>Resources cleaned prior to and following use.</li> <li>Use of transparent face shield at all times.</li> <li>No direct contact with student. Keep windows and doors open.</li> </ul>	Therapists / Class Teachers	Term 2 - onwards for monitoring
After School clubs	<ul style="list-style-type: none"> <li>The latest guidance from 31<sup>st</sup> December for the opening of special school states that '<i>Settings should be working to resume all their breakfast and after-school provision..... Where it is not possible, or it is impractical, to group children in the same bubbles as they are in during the school day, schools and external providers may need to group children with others from outside their school day bubble and / or from a different school.</i> This means that once out of National Lockdown and in light of any new guidance, the school will begin to assess a phased return of after school clubs which will be determined by the whole school COVID-19 risk assessment and staff availability.</li> </ul>	Headteacher / FLO	Ongoing
<b>1.3 Availability of Staff and Class Sizes</b>			
The number of staff who are available is lower than that required to teach classes in school and operate effective home learning	<ul style="list-style-type: none"> <li>The health status and availability of every staff member is known and is regularly updated so that deployment can be planned.</li> <li>Availability of staff is a key consideration when planning the amount of pupils in school.</li> <li>The school leadership team will discuss any concerns individuals may have around their particular circumstances and reassure staff about the protective measures in place.</li> <li>Staff who are considered clinically vulnerable can attend work but should follow the guidance in section 4.2 below.</li> <li>The school will follow all advice for clinically extremely vulnerable staff as it applies to lockdown below.</li> </ul>	Deputy Headteacher (Curriculum)	Ongoing – Dependant on staff attendance / Local Tier Level

Areas for concern	Existing Risk Control Measures	Action/ Monitored by Whom?	Action/ Monitored by When
	<ul style="list-style-type: none"> <li>• Advice for those identified through a letter from the NHS or a specialist doctor as in the group deemed clinically extremely vulnerable (CEV or shielding list) was published on 13 October. The guidance provides advice on what additional measures individuals in this group can take tailored to each local restriction tiers.</li> <li>• In local restriction Tier 4 areas, and when in lockdown, individuals who are clinically extremely vulnerable are advised to work from home and where this is not possible, they should not go into work. Individuals in this group will have been identified through a letter from the NHS or from their GP and may have been advised to shield in the past and more recently.</li> <li>• Staff should talk to their employers about how they will be supported, including to work from home where possible. Schools should continue to pay clinically extremely vulnerable staff on their usual terms.</li> <li>• All other staff in local restriction Tier 4 or in lockdown can continue to attend work, including those living in a household with someone who is clinically extremely vulnerable.</li> <li>• Staff who are pregnant should generally follow the advice for those who are clinically vulnerable, but in addition the school will complete a risk assessment in line with the Management of Health and Safety at Work regulations 1999. The school will encourage pregnant women to follow the occupational health advice from the Royal College of Obstetrics and Gynaecology. See further advice below in section 4.2.</li> <li>• As the country is in lockdown, full use is made of those staff who are self-isolating or shielding (staff who are shielding should provide a government shielding letter or similar from their clinician) but are well enough to work online.</li> <li>• Flexible and responsive use of TAs to supervise classes is in place.</li> <li>• Full use is made of testing to inform staff deployment.</li> <li>• In the event that staff absence in a class team is high, classes will need to be closed and parents informed not to send their child into school. This should be avoided wherever possible by supporting with staff from other classes within the departmental or upper/lower school bubble/whole school bubble (staff covering in a new class should preferentially be selected from the smallest bubble first and selecting from the whole school bubble as a last resort in order to maintain education).</li> <li>• In the event of high staff absence, Classes may also operate on a part-time attendance basis for a short period, in order to reduce the numbers in classes. Those pupils not in school will receive their education remotely. Children of Key Workers plus those identified as vulnerable will be prioritised.</li> </ul>	HT/DHT	From 5 <sup>th</sup> Nov
<b>1.4 Prioritising Provision</b>			







Areas for concern	Existing Risk Control Measures	Action/ Monitored by Whom?	Action/ Monitored by When
	<ul style="list-style-type: none"> <li>• Reception has a glass partition separating admin staff from others in reception. This partition will remain closed at all times.</li> <li>• Staff to register themselves from class and not to 'swipe' in at reception at the start of the day.</li> <li>• Movement of pupils around school is minimised as much as possible.</li> <li>• All pupils mainly use one classroom per group and eat lunch in this class.</li> <li>• IT and PE rooms/halls can be used but have their own 'standard' risk assessments in place. Additionally, these rooms are timetabled to divide use between departmental and upper/lower school bubbles as well as allowing enhanced cleaning between groups and cleaning by class based staff.</li> <li>• The Hydrotherapy room will have a phased re-opening when possible, and safe, to do so.</li> <li>• Pupils are taught and prompted to socially distance.</li> <li>• Pupils access outside areas through classroom doors thus preventing large groups passing in corridors.</li> </ul>		From the start of term 2
<b>1.7 Curriculum Organisation</b>			
Pupils will have fallen behind in their learning during school closures and achievement gaps will have widened.	<ul style="list-style-type: none"> <li>• Home school contact to be maintained via home-school contact books as well as continuing with ClassDojo and the school website.</li> <li>• EHCP Meetings may be held virtually or in school and new targets shared with parents. Any in school meeting will involve participants wearing face coverings at all times.</li> <li>• Proactive working with ITAAC to enable therapy goals to be updated as part of recovery process by the end of Term 1.</li> <li>• Steps in place to enable parents to contribute to evidencing pupil progress via Evidence for Learning (EfL).</li> <li>• Recovery curriculum was introduced in September 2020 in order to ensure all pupils are eased back into school, are settled and ready to learn.</li> <li>• Measures in place to ensure the school has capacity for 'immediate remote education' in the event of a local outbreak or a school outbreak. This will include use of EfL, ClassDojo, YouTube and Microsoft teams. The school has a Remote Education Policy in place to support this.</li> </ul>	Deputy Headteacher (Curriculum), Deputy Headteacher (Health)	Term 2 2020
<b>1.8 Staff Workspace</b>			
Staff rooms and offices do not allow for observation of social distancing guidelines.	<ul style="list-style-type: none"> <li>• Staff rooms and offices have been reviewed and appropriate configuration of furniture and workstations have been put in place to allow for, and promote, social distancing.</li> <li>• The main staff room is for use by Infant and Nursery staff, the lower school Food Technology room is designated for Junior staff. The Science/DT room is to be used by Key Stage 3. These staff may need to access the music room to use a</li> </ul>	Deputy Headteacher (Health)	Term 2

Areas for concern	Existing Risk Control Measures	Action/ Monitored by Whom?	Action/ Monitored by When
	<p>kettle/fridge/microwave. The Music room has been designated for use by KS4 and 6<sup>th</sup> Form and the Art room for use by communication classes and explorers. Breaks are to be staggered so that wherever possible a maximum of 2 members of staff per class is on break at a time and that these breaks are timetabled so that staff have their breaks alongside those staff in their department or upper/lower school bubble. The designated number of each room will be displayed on the staff room entrance door.</p> <ul style="list-style-type: none"> <li>• Should staff wish to take hot drinks with them to their designated area, they should only use lidded travel mugs when moving within corridors.</li> <li>• It is expected that staff maintain social distancing in the staff room so that in the case of a school outbreak they have not been proximal (within 2 metres) to staff members outside their departmental bubble, and will therefore not need to isolate. This means not sitting on the same table as staff members outside of your class bubble.</li> <li>• Signage is in place with maximum person limit of offices. This includes the admin corridor and includes Nursery kitchen, Network Manager office, Site office, FFISS office, LOL offices, joining rooms.</li> <li>• Seating removed and arranged to enforce maximum staff numbers and social distancing in staff room.</li> <li>• Move to online meetings to replace large staff meetings.</li> <li>• Staff in administration roles to have work assessed in order to enable home working where possible – on a weekly basis (Monday – Friday).</li> <li>• Where possible, PPA for Teachers to be taken at home.</li> </ul>		
<b>1.9 Managing the School Lifecycle</b>			
<p>Limited progress with the school's calendar and work plan because of COVID-19 measures.</p>	<ul style="list-style-type: none"> <li>• School calendar/diary to be adjusted to allow for the adjustment of weekly major events such as assemblies, sports days, Christmas etc. to enable these events to take place whilst eliminating the need for mass gatherings across bubbles. Assemblies and collective worship to take place in individual classes or remotely.</li> <li>• SLT and staff work plans to include the New Curriculum pathways.</li> <li>• Staff recruitment to continue as normal.</li> <li>• Planning of arrangements for specialist interventions allocated to pre-school pupils via First Leap Nursery to be completed, including training and support to be offered remotely to new parents and shared placements nurseries</li> <li>• Senior Leaders to remain alert to all relevant guidance regarding COVID-19 R rating and social distancing advice in order to ensure a relevant and up to date response. To ensure regular communication with parents throughout the school year.</li> </ul>	<p>Headteacher, Deputy Headteacher (Health), Deputy Headteacher (Curriculum)</p>	<p>Term 2</p>

Areas for concern	Existing Risk Control Measures	Action/ Monitored by Whom?	Action/ Monitored by When
Pupils moving on to the next phase of their education do not feel prepared for the transition.	<ul style="list-style-type: none"> <li>Return to 'normal' operation of management of transitions, whilst making any necessary adaptations in light of COVID-19 e.g. ensuring visits to our site or external sites follow all necessary guidance.</li> <li>Regular communication between Year 14 parents/carers and SLT / College.</li> <li>Regular communication between SLT and parents/carers – particularly of N, Y2, Y6 and Y11.</li> </ul>	Headteacher, Deputy Headteacher (Health), Deputy Headteacher (Curriculum)	Ongoing – Dependant on local tier level
<b>1.10 Governance and Policy</b>			
Governors are not fully informed or involved in making key decisions.	<ul style="list-style-type: none"> <li>Online/telephone conference meetings are held regularly with governors. Return to meetings in person where it is safe, possible and appropriate.</li> <li>Governing body are involved in key decisions regarding operations during COVID-19 crisis.</li> <li>Governors are briefed regularly on the latest government guidance and its implications for the school.</li> <li>Risk assessment shared with Governors and Senior Leaders to seek approval from Governors prior to any growth in the provision.</li> </ul>	Headteacher	Ongoing
<b>1.11 Policy Review</b>			
Existing policies on safeguarding, health and safety, fire evacuation, medical, behaviour, attendance and other policies are no longer fit for purpose in current circumstances	<ul style="list-style-type: none"> <li>All relevant policies have been revised to take account of government guidance on social distancing and COVID-19 and its implications for school. Where appropriate, addendums to key policies are to be produced to ensure safe working practice.</li> <li>Staff, pupils, parents and governors have been briefed accordingly.</li> <li>Safeguarding addendum ratified by Governors and has been published on school website and all staff notified of changes. Safeguarding addendum to be reviewed regularly and reflect latest Government guidance in light of COVID-19.</li> <li>Policy Addendums for Attendance, Health and Safety, Positive Behaviour and Lone Working all scrutinised by Governors and signed by Chair of Governors.</li> </ul>	Headteacher	Ongoing
<b>1.12 Communication Strategy</b>			
Key stakeholders are not fully informed about changes to policy and procedures due to COVID-19, resulting in ill health.	<ul style="list-style-type: none"> <li>Communication via email, phone, school website, ClassDojo and letter are in place for staff, pupils, parents, Governors, LA, NHS, Social Services and other partners.</li> <li>A folder for COVID-19 has been set up on KLZ SharePoint- procedures.</li> <li>Additional policy addendums available to staff on KLZ SharePoint. Any changes to policies or procedures communicated with staff and the Governing Body.</li> </ul>	Headteacher, Deputy Headteacher (Health)	Ongoing
<b>1.13 Staff Induction and CPD</b>			

Areas for concern	Existing Risk Control Measures	Action/ Monitored by Whom?	Action/ Monitored by When
Staff are not trained in new procedures, leading to risks to health.	<ul style="list-style-type: none"> <li>A revised staff handbook is issued to all staff prior to starting work and includes COVID-19 secure versions of Infection control, fire safety and evacuation, safeguarding and risk management.</li> <li>Any new staff to continue to receive induction prior to starting in school. Where possible, this may be delivered remotely.</li> <li>Whole school trained in new school risk assessment and regular updates given via email and Twilight sessions.</li> </ul>	Deputy Headteacher (Health)	Start of Term 1
New staff are not aware of policies and procedures prior to starting school.	<ul style="list-style-type: none"> <li>Induction programmes remain in place – whether online or in school.</li> <li>The revised school handbook is in place.</li> </ul>	Deputy Headteacher (Health)	Start of Term 1
<b>1.14 Free School Meals (FSM)</b>			
Pupils eligible for FSM do not receive them.	<ul style="list-style-type: none"> <li>Return to normal operation of FSM and ensure all pupils eligible for this receive it.</li> <li>Entitled children absent from school due to school full or part closure, or following self-isolation advice, to receive vouchers for FSM covering the period of absence.</li> <li>School to provide vouchers for pupils entitled to FSM over holiday periods when directed to do so by the Government.</li> </ul>	School Business Manager, Office Manager	Ongoing
<b>1.15 Risk Assessments</b>			
Risks are not comprehensively assessed in every area of the school in light of COVID-19, leading to breaches of social distancing and hygiene guidance.	<ul style="list-style-type: none"> <li>Risk assessments are updated or undertaken before the school increases or changes its roll and mitigation strategies are put in place and communicated to staff. These will cover; different areas of the school, when pupils enter and leave school, movement around school, break and lunchtimes, delivery of aspects of the curriculum.</li> <li>Foreland Fields School's COVID-19 Risk Assessment - School Operating Procedures (this risk assessment), including any updates/amendments, to be shared with staff and Governors prior to implementation asking for their comments and feedback.</li> <li>Risk assessment to be placed as an agenda item on all school meetings. Updates to risk assessments to be communicated with staff and placed on KLZ SharePoint.</li> </ul>	Headteacher	Start of Term 1
<b>1.16 School Transport</b>			
Changes to school transport as a result of COVID-19.	<ul style="list-style-type: none"> <li>Reduce any unnecessary travel on coaches, buses or public transport where possible. Encourage parents to drive or walk.</li> <li>Parents have been asked to notify school if they use public transport to bring their child to school in order to seek alternative travel arrangements where possible.</li> </ul>	Headteacher, Office Manager	Start of Term 1

Areas for concern	Existing Risk Control Measures	Action/ Monitored by Whom?	Action/ Monitored by When	
	<ul style="list-style-type: none"> <li>Inform parents that if their child needs to be accompanied to the education or childcare setting, only one parent should attend where possible.</li> <li>The school day start and finish times are staggered at the start and end of day (see above).</li> </ul>			
There is a greater risk to pupils travelling on School Transport	<ul style="list-style-type: none"> <li>Should any transport staff or pupils display any signs of COVID-19, they should not attend school/work.</li> <li>'Minibus Protocols for Safe Operation in Response to COVID-19' have been written and distributed to Foreland Fields School minibus transport operators.</li> <li>Ensure school transport colleagues follow the plans in 'Guidance for the Full Reopening of Schools'. This includes consideration of: <ul style="list-style-type: none"> <li>how pupils are grouped together on transport, where possible this should reflect the bubbles that are adopted within school</li> <li>use of hand sanitiser upon boarding and/or disembarking</li> <li>additional cleaning of vehicles</li> <li>The opening of windows</li> <li>organised queuing and boarding where possible</li> <li>distancing within vehicles wherever possible</li> <li>the use of face coverings for children (except those under the age of 11), where appropriate, for example, if they are likely to come into very close contact with people outside of their group or who they do not normally meet.</li> <li>Detail relating to mitigations made to protect staff and pupils from the combined impact of COVID-19 and BREXIT should see the separate individualised risk assessments for BREXIT.</li> </ul> </li> </ul>	Headteacher School Transport Driver, School Transport Escort	Start of Term 1, ongoing	
<b>Risk Rating after action</b>		<b>Likelihood : 1</b>	<b>Consequence: 3</b>	<b>Risk: 3</b>
<b>2. INVESTING IN SAFETY EQUIPMENT AND HEALTH AND SAFETY ARRANGEMENTS TO LIMIT THE SPREAD OF COVID-19</b>				
<b>Risk Rating prior to action</b>		<b>Likelihood : 2</b>	<b>Consequence: 3</b>	<b>Risk: 6</b>
<b>2.1 Cleaning</b>				
Cleaning capacity is insufficient to meet new demands of COVID-19 crisis.	<ul style="list-style-type: none"> <li>Additional hours of cleaning purchased for daytime – there will be 2 cleaners operating between 8:30am and 3pm daily.</li> <li>Cleaners should maintain social distancing, in line with national guidance, and are not treated as a single bubble. This means that they should, at all times, work at a distance of 2 metres or greater from each other and work individually wherever possible. Breaks can be taken together, but with full social distancing (greater than 2m) in place and no shared tables.</li> <li>Door handles and push panels are cleaned across the school on an ongoing and continuous basis.</li> <li>Additional deep cleaning completed on rotation.</li> <li>Identified shared rooms, such as soft play, cleaned to reflect transitions between bubbles.</li> <li>Regular walks to check school cleanliness – especially sluice areas – but also classrooms undertaken by Site Manager, Health and Therapy Assistant and/or Senior Leaders.</li> </ul>	Deputy Headteacher (Health), Site Manager, School Business Manager	Start of Term 6	

Areas for concern	Existing Risk Control Measures	Action/ Monitored by Whom?	Action/ Monitored by When
	<ul style="list-style-type: none"> <li>Hygiene products in place around school, especially in toilets and common areas. This will include soap, tissues in class, paper towels, gloves, aprons, alcohol gels including additional dispensers.</li> <li>Toilet cleaning is enhanced. They are cleaned by cleaning team twice daily. Staff to inform site team if additional cleaning is required (including if bins are full).</li> <li>Students, wherever possible, should use the toilet nearest to their class.</li> <li>Ensure all bins across the school are emptied at least twice daily. Classroom bins changed to deep bins in order to prevent access.</li> <li>Outdoor play equipment surfaces cleaned on a daily basis prior to the start of the day by the site team and prior to use by the class team. Cleaning products for outside and inside class spaces kept in locked cupboard in class.</li> <li>Deep clean of all rooms on rotation.</li> <li>First Leap Nursery cleaned thoroughly by cleaning team between groups every lunchtime.</li> <li>Cleaning team keep register to show cleaning that has occurred and report to Karen Glover (School Business Manager).</li> </ul>		
Classrooms and teaching and learning activities do not ensure hygienic and COVID-19 secure practice.	<ul style="list-style-type: none"> <li>In class, frequent cleaning to include wiping of surfaces such as desk tops.</li> <li>Prevent the sharing of stationery and other equipment. Clean equipment that is in use.</li> <li>Reduce the total number of toys / resources used with pupils – store these outside of the classroom. Where possible, keep sets of toys/resources used for individual pupils (so that toys aren't shared), regularly wipe down/clean toys which have been mouthed etc.</li> <li>Clean all toys/resources on a regular basis.</li> <li>On a weekly basis, Leaders of learning to ensure that toys are washed in the dishwasher/washing machine.</li> <li>All classrooms and other rooms not in use should be locked and signposted as not for use.</li> <li>Remove unnecessary items from classrooms and other learning environments where there is space to store it elsewhere.</li> <li>Class register of cleaning taking place is kept by class and shared with Leader of learning.</li> <li>Soft furnishings that are not shared and only used within class bubbles can be kept, but must be cleaned using anti-bacterial / virus spray. This cleaning is to be completed by the school cleaning team. Where this includes wheeled staff chairs, these should be for named staff and shared use avoided wherever possible. All soft furnishings brought back into use to be steam cleaned prior to their return to class.</li> </ul>	Leaders of Learning  Nursery Manager	Term 6 ongoing
Outdoor play areas	<ul style="list-style-type: none"> <li>Outdoor play equipment is disinfected by the site team at the start of every day. Using standard cleaning products as well as spray sanitiser.</li> <li>Break and lunch times kept within departmental bubbles and not mixed beyond this.</li> <li>Key surfaces of the play areas e.g. handrails etc. must be wiped down prior to use by class teams.</li> <li>Staff sign register to show cleaning has taken place</li> </ul>	David Ward, Class Teachers	Term 1 ongoing
Administration corridor	<ul style="list-style-type: none"> <li>EHCP room, family room, PPA room and staff workroom to be cleaned daily by Foreland Fields School Housekeeper.</li> <li>Cleaning equipment to be left in these shared rooms to enable staff to wipe down main surfaces prior to use.</li> </ul>	Headteacher, Site Manager,	Term 1 ongoing



Areas for concern	Existing Risk Control Measures	Action/ Monitored by Whom?	Action/ Monitored by When
		School Business Manager	
Staff are not aware of procedures for raising concerns related to COVID-19 related Health and Safety matters.	<ul style="list-style-type: none"> <li>Any non-urgent Health and Safety matters to be raised using the school's online reporting system, Parago.</li> <li>Urgent Health and Safety matters, especially those related to COVID-19, should be reported instantly to the Headteacher or Deputy Headteachers.</li> </ul>	Headteacher	Term 1, Ongoing
Personal Care rooms	<ul style="list-style-type: none"> <li>Wall mounted Air Sterile devices have been placed in all intimate care rooms.</li> <li>Yellow waste bags emptied twice daily.</li> <li>Trio spray, soap and water available for staff to clean surfaces (trio) and beds (soap and water).</li> </ul>	Site Manager / School Business Manager	
<b>2.2 Hygiene and Handwashing</b>			
Inadequate supplies of soap and hand sanitiser means that pupils and staff do not wash their hands with sufficient frequency.	<ul style="list-style-type: none"> <li>Weekly stocktake to ensure adequate supplies is completed by the site team with oversight by the Health and Therapy Assistant – and reported to the Deputy Headteachers/Headteacher.</li> <li>Site team to undertake daily check of soap and hand sanitiser and refill as required.</li> <li>2 members of housekeeping team, as well as Site Manager / Senior Caretaker, on site throughout the day. They will supply soap and hand sanitiser on request.</li> <li>Handwashing for all staff and pupils to be part of the daily routine.</li> </ul>	Site Manager, Deputy Headteacher (Health), Health and Therapy Assistant	Term 1 ongoing
Pupils forget to wash their hands regularly and / or wash their hands poorly.	<ul style="list-style-type: none"> <li>Teachers and TAs actively teach handwashing technique (20 seconds) and supervise as appropriate. Hand washing occurs on arrival, after the toilet, before and after breaks, and before and after eating. Also, when transitioning between areas of the school and activities.</li> <li>Staff to model frequent and correct handwashing and supervise trips to the toilet as appropriate to individual need.</li> <li>Additional use of hand sanitiser.</li> <li>Posters reinforce the need to wash hands regularly and also focus on technique.</li> </ul>	Leaders of Learning Nursery Manager	Term 1 ongoing
<b>2.3 Clothing / Fabric / Personal Belongings / Shoes</b>			
Not wearing clean clothes each day may increase the risk of the virus from spreading.	<ul style="list-style-type: none"> <li>Following the latest Government guidance, we expect all pupils, wherever possible, to return to wear school uniform. Uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal.</li> </ul>	Leaders of Learning Nursery Manager	Term 1 ongoing

Areas for concern	Existing Risk Control Measures	Action/ Monitored by Whom?	Action/ Monitored by When
The use of fabric chairs may increase the risk of the virus spreading.	<ul style="list-style-type: none"> <li>Soft furnishings that are not shared and only used within class/offices bubbles can be kept, but must be cleaned using anti-bacterial/virus spray. This cleaning is to be completed by the school cleaning team. Where this includes wheeled staff chairs these should be for named staff and shared use avoided wherever possible.</li> <li>Shared fabric chairs such as those in reception should not be used and placed in storage.</li> </ul>	Leaders of Learning Nursery Manager	Term 1 ongoing
Pupils bring in items from home which are contaminated.	<ul style="list-style-type: none"> <li>It is still recommended that pupils limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats, books and stationery. Bags are allowed. Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development.</li> <li>The above detail means that we have returned to using the Home – school contact books.</li> </ul>	Leaders of Learning Nursery Manager	Term 1 ongoing
Pupils that require spare clothing	<ul style="list-style-type: none"> <li>Sometimes, due to their needs, our pupils require access to a spare set of clothes. Any child likely to need a spare set at school, should have these packed in their bag. If this spare set are not needed during the course of the day, they will remain in their bag. We are unable at this time to provide spare clothing from school.</li> <li>If a child requires clothing during the school day, e.g. due to an ‘accident’, and none has been sent in, we will contact parents and ask that they bring clothing to school.</li> </ul>		Term 1 Ongoing  From the start of term 2
<b>2.4 Testing and Managing Symptoms</b>			
Testing is not used effectively to help manage staffing availability and secure staff health.	<ul style="list-style-type: none"> <li>The school now has asymptomatic testing onsite. Any pupil testing positive via a lateral flow test will be isolated in the COVID response rooms (as detailed below) and sent home to isolate (staff will go home immediately). Contacts of a positive lateral flow test will, following updated guidance from the DfE on 27<sup>th</sup> January, go home and isolate for 10 clear days from the last contact with the positive case. The lateral flow test results are recorded on the national test and trace platform as well as on the school’s records which will be maintained alongside the results from the PCR tests.</li> <li>Currently, the above testing is only for adults working at the school plus pupils able to administer their own test within the secondary department. Currently (January 2021) testing is not offered to primary pupils.</li> <li>Testing for staff has, as of 20<sup>th</sup> January, moved to twice weekly. The school will continue to test secondary age pupils twice three days apart, on their return to school, but only where they can self-administer and give consent. Where they cannot self-administer parents/carers will be encouraged to assist their child in getting tested at a local rapid test centre.</li> <li>We are not currently able to assist pupils that cannot self-administer but we continue to work with the DfE and NHS to find a possible way forward with this.</li> <li>Foreland Fields School will follow the published guidance on testing and ensure this is communicated to staff. Access to testing is available for all people that are symptomatic.</li> <li>SLT will support staff to book tests online if this is requested by the member of staff, this will include both kits for testing at home and being tested at a centre. The school has access to a small number of home testing kits.</li> <li>Post-testing support is available through the schools wellbeing package.</li> </ul>	Deputy Headteacher (Health)	Ongoing

Areas for concern	Existing Risk Control Measures	Action/ Monitored by Whom?	Action/ Monitored by When
	<ul style="list-style-type: none"> <li>This guidance has been explained to staff as part of the induction process and communication regarding access to testing communicated with all staff.</li> <li>Any member of staff developing symptoms should be tested. If they test negative, they can return to work and their fellow house members can end their self-isolation. Staff are requested to present proof of a negative test result to Senior Leaders. If staff test positive, they will follow all advice from the NHS and school will offer support by phone. The school will complete a further Public Health England (PHE) referral for advice on next steps for any staff/pupils/facilities that the member of staff who has tested positive has been in contact with.</li> </ul>		
Infection transmission within school due to staff/pupils (or members of their household) displaying symptoms.	<ul style="list-style-type: none"> <li>Robust collection and monitoring of absence data, including tracking return to school dates is in place.</li> <li>In addition to this, the school maintains a register of visitors and the contacts they have had around the school which could be used in the event of a positive test. This information will be passed on to the Government Test and Trace.</li> <li>Pupils, parents and staff are aware of what steps to take if they, or any member of their household display symptoms. This includes an understanding of the definitions and mitigating actions to take in relation to the terms clinically vulnerable, clinically extremely vulnerable or if a staff member is pregnant should this apply.</li> <li>Any staff member, visitor or pupil displaying COVID-19 symptoms will be sent home and asked to self-isolate whilst waiting for the results of their Covid test. Family members advised to self-isolate for 10 days or until a negative test result.</li> </ul>	Deputy Headteacher (Health)	Ongoing
Staff, pupils and parents are not aware of the schools procedures (including on self-isolation and testing) should anyone display symptoms of COVID-19.	<ul style="list-style-type: none"> <li>Staff, parents and carers have received clear communications informing them of current government guidance on the actions to take should anyone display symptoms of COVID-19 and how this will be implemented in school.</li> <li>Any staff member /pupil displaying symptoms should not come to school.</li> <li>Any updates regarding signs and symptoms of COVID-19 is communicated to staff and parents.</li> <li>Guidance has been explained to staff and pupils as appropriate as part of the induction / return to school process.</li> <li>Any updates or changes to this guidance are communicated in a timely and effective way to stakeholders.</li> <li>Staff/parents/carers should notify SLT if they or a family member has COVID-19 or suspected COVID-19 / symptoms of COVID-19.</li> <li>Staff/parents/carers should notify SLT if they receive information that a pupil or a pupil's family member has COVID-19 or suspected COVID-19 / symptoms of COVID-19.</li> <li>Staff and parents should keep checking emails, letters, the school website and ClassDojo for updates on COVID-19.</li> </ul>	Deputy Headteacher (Health)	Ongoing
Inappropriate action in event of a suspected case.	<ul style="list-style-type: none"> <li>If any pupil, or members of that child's family, is displaying any symptoms of COVID-19, the child should not attend school.</li> <li>Any pupil with any of the symptoms listed on the DfE / NHS websites is to be sent home.</li> <li>Parents/carers contacted as a matter of urgency and told they must collect their child.</li> <li>Whilst awaiting collection, the child is to be isolated in the small therapy room with a member of staff. PPE (gloves, apron, face mask) should be used by accompanying staff at this point. The window should be opened for ventilation. If safe to do so, the door should also be propped open.</li> </ul>	Headteacher / Deputy Headteacher (Health)	Ongoing - Review as required following suggested changes in procedures

Areas for concern	Existing Risk Control Measures	Action/ Monitored by Whom?	Action/ Monitored by When
	<ul style="list-style-type: none"> <li>• If a pupil vomits, the room must be immediately vacated and locked. Once vacated, the cleaning team, wearing PPE including apron, mask and gloves, will clean the room then the Air Sterile unit placed in room by site team for 1 hour. Leaving the room locked and signposted as ‘No Entry’ for the duration when the Air Sterile is in use.</li> <li>• Materials used during supporting a pupil/staff member with suspected symptoms should be placed in a yellow hazardous waste bin bag in the COVID response room.</li> <li>• If the school questions whether a child is genuinely showing signs of COVID-19, e.g. the child has a cough but it is hard to tell if it is his normal cough, they will err on the side of caution and send the child home.</li> <li>• If any member of staff, or their family members, are displaying any symptoms of COVID-19 they should not attend work (school).</li> <li>• Any member of staff displaying symptoms during the day will be sent home to arrange for testing.</li> <li>• If the individual tests negative they can return to school. However, in the event of a positive test result, they must self-isolate at home for 10 days and follow the guidance available online: <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</a></li> <li>• In the event that an individual tests positive for COVID-19, they will be asked to provide information about recent close contacts. Anyone else in the household must also self-isolate for 10 days.</li> <li>• Other individuals who have had close contact with the person that tested positive will need to self-isolate for 10 clear days. In most cases, following DfE/PHE guidance, this will include other staff and pupils from the class in which they work. DfE/Public Health England will support the school to identify those close contacts who will need to be advised to self-isolate, and any further testing required.</li> <li>• Government advice is that anyone told to self-isolate through Test and Trace does not need to get tested for the virus unless they develop symptoms. However, if they do get tested, and if the test result is negative, individuals must still complete the 10-day self-isolation period as the virus may not yet be detectable. This is crucial to avoid unknowingly spreading the virus.</li> <li>• Staff must ensure they adhere to the guidance if they are contacted through Test and Trace and do not, under any circumstances, come into school until their period of isolation (10 clear days) has been completed. Staff instructed to notify the school if they are contacted to self-isolate.</li> </ul>		
Action in light of a confirmed case	<ul style="list-style-type: none"> <li>• A member of the school’s SLT will immediately contact the PHE South East helpline – 0344 2253861 and select the option for reporting a positive case. Previously, any call to the DfE was immediately forwarded to PHE as we are a Special School therefore, school leaders now directly contact PHE.</li> <li>• SLT will then set about immediately following all the instructions given by PHE including identifying those persons who have had close contact, ensuring (where necessary) they are sent home immediately and isolated whilst waiting to go home, informing parents/staff governors as appropriate/instructed, closing down the impacted area of the school, cleaning affected areas following guidance after the instruction time period has elapsed.</li> </ul>	Headteacher / Deputy Headteachers	Ongoing - Review as required following suggested changes in procedures

Areas for concern	Existing Risk Control Measures	Action/ Monitored by Whom?	Action/ Monitored by When
<b>2.5 First Aid / Designated Safeguarding Leads</b>			
The lack of availability of First Aiders and DSL's puts children's safety at risk.	<ul style="list-style-type: none"> <li>The safeguarding team ensure that there is always a minimum of one DSL on site at all times pupils are present – a full return to normal operation of the school safeguarding team. Also, a full return of normal safe operation including First Aid, Access to Therapy, Eating and drinking support and the administration of medication.</li> <li>The school has signed up to the Operation Encompass notification system and this is checked by a member of the Designated Safeguarding Team on a daily basis. Appropriate action is then taken including Digital Front Door referrals, liaison with Social Services or Police.</li> </ul>	Deputy Headteacher (Health), Deputy Headteacher (Curriculum)	Term 1
<b>2.6 Medical Room</b>			
Medical rooms are not adequately equipped or configured to maintain infection control.	<ul style="list-style-type: none"> <li>Signs are in place to remind of social distancing in the First Aid room. There is a maximum occupancy of three people.</li> <li>Suspected COVID-19 cases are taken to the small Therapy room adjacent to the Medical room – this room has a sign 'COVID response room'.</li> <li>Staff not to enter the room unless required to do so for an appointment. Barrier to be placed in front of door to prevent staff from walking in.</li> </ul>	Deputy Headteacher (Health)	Start of Term 1  Start of Term 2
<b>2.7 Communication with Parents</b>			
Parents and carers are not fully informed of the health and safety requirements for the reopening of the school.	<ul style="list-style-type: none"> <li>Parents are kept up to date with information, guidance and the school expectations on a regular basis using a range of communication tools.</li> <li>A COVID-19 section on the school website is created and updated.</li> <li>Parents and pupil handbook is created.</li> <li>See section 2.4 (above) regarding testing and managing symptoms.</li> </ul>	Headteacher, Deputy Headteacher (Health)	Ongoing and start of Term 1
Parents and carers may not fully understand their responsibilities should a child show Coronavirus symptoms.	<ul style="list-style-type: none"> <li>Key message in line with government guidance are reinforced on a weekly basis via email, text and the school's website.</li> <li>Parent handbook to be distributed to all parent/carers.</li> <li>Parents able to direct message staff via ClassDojo. This includes Senior Leaders.</li> <li>Any updates from NHS/Public Health England or the Government regarding Coronavirus symptoms to be communicated to parents via letter, website and ClassDojo.</li> </ul>	Headteacher	Ongoing
<b>2.8 PPE, Including Non-Aerosol and Aerosol generating Procedures as well as Personal Care and Moving and Handling</b>			
PPE for Non- Aerosol Generating procedures are not used or not used correctly and /or insufficient rigor in hygiene procedures in changing rooms, when	<ul style="list-style-type: none"> <li>Gloves, aprons or masks (surgical) are available and should be used when changing a child.</li> <li>They should also be used in all other circumstances where PPE would be used, such as when giving medication (if this requires close contact, particularly oral or rectal administration or via gastrostomy sites) or when feeding a child via gastrostomy or 1:1 that requires close contact (bolus feeding or supporting a child with eating and drinking difficulties).</li> <li>Gloves, aprons and masks should also be used when supporting a child who is having a seizure, such as a tonic clonic seizure, where close support is required and there is a risk of saliva/material exiting the pupils mouth. Class teams will</li> </ul>	Deputy Headteacher (Health)	Ongoing - Review as required following suggested changes in procedures

Areas for concern	Existing Risk Control Measures	Action/ Monitored by Whom?	Action/ Monitored by When
<p>medicating a child, or when feeding a child via gastrostomy (bolus) or 1:1 for a child with eating and drinking difficulties, or when supporting a pupil having a tonic clonic seizure</p>	<p>be trained in this specific use of PPE and actions to take in the event of a tonic clonic seizure. This will involve assisting the pupil immediately if they are in imminent danger e.g. of banging their head etc. Then, working as a team to ensure that staff closely supporting have a surgical mask, eye wear, apron and gloves on. Classes with pupils likely to have a full tonic clonic seizure will be issued with PPE kits for their classroom so they can react quickly as required.</p> <ul style="list-style-type: none"> <li>• Eye wear is available for use as required. This could be used if changing a pupil with loose stools. Any child with gastroenteritis should be sent home as per usual procedures. However, some of our pupils have loose stools on a regular basis as a function of a feature of their SEN. In this case, staff should use eye wear alongside aprons, gloves and surgical masks. This eye wear must be cleaned following use, using the alcohol wipes provided. Eye wear to be stored in LOL offices and then returned to the Health and Therapy Assistant's office for thorough cleaning.</li> <li>• Aprons, masks and gloves are single use only and should be disposed of using the yellow hazardous waste bins.</li> <li>• PPE stock is monitored weekly by the Health and Therapy Assistant alongside the Site Manager and reported to the Deputy Headteacher / Headteacher.</li> <li>• Staff should follow all policy, procedure and training for handwashing and maintaining hygienic changing rooms / toilets.</li> <li>• Training delivered at the start of Term 1 to reinforce knowledge of hygiene procedures when changing a child.</li> <li>• Staff should follow guidance/training on donning and doffing of PPE from Public Health England – which explains not only how to take on and off PPE, but also when and how to wash hands through this process.</li> <li>• Training at the start of Term 6 and Term 1 given over to COVID-19 training, which included the correct use of PPE.</li> <li>• Limit the number of children or young people who use the toilet facilities at any one time.</li> <li>• Signs placed on the doors of changing rooms to indicate the number of pupils that can be changed at a time.</li> <li>• Nappies not to be stored in changing rooms. They should arrive in school in sealed bags and kept locked in cupboards in classrooms.</li> <li>• Air sanitisation devices have been installed in the hygiene/changing rooms to further support the enhanced cleaning procedures in place around the school.</li> </ul>		
<p>PPE for Aerosol generating procedures such as suctioning, tracheostomy changes / barrel changes is not used properly or at all.</p>	<ul style="list-style-type: none"> <li>• Only staff trained in working with aerosol generating procedures will complete these tasks. This training has been delivered by Chris Holmes (Health and Therapy Assistant) following her training with KCC/NHS Kent.</li> <li>• Pupils who may require this type of support have a full risk assessment which was completed prior to their return to school. This risk assessment has been written in coordination with the NHS (Special School Clinical Nursing Service).</li> <li>• PPE stock is monitored weekly by the Health and Therapy Assistant alongside the Site Manager and reported to the Deputy Headteacher/Headteacher.</li> <li>• Staff will follow the PHE guides to donning (putting on) and doffing (taking off) PPE during Aerosol Generating Procedures (AGP).</li> <li>• Staff should wear disposable gloves, apron, surgical mask and eye/face protection.</li> </ul>	<p>Deputy Headteacher (Health)</p>	<p>Ongoing - Review as required following suggested changes in procedures</p>

Areas for concern	Existing Risk Control Measures	Action/ Monitored by Whom?	Action/ Monitored by When
	<ul style="list-style-type: none"> <li>All staff trained in this procedure will be shown where this equipment is kept. Materials for cleaning the re-usable equipment will be available.</li> <li>All disposable items placed in hazardous waste bin, including surgical mask. Face protection should be cleaned after each use.</li> <li>Thorough handwashing and change of clothing if required.</li> <li>Rooms for AGP identified and prepared following consultation with Clinical nursing team.</li> </ul>		
PPE for daily life for staff team not available resulting in increased risk of transmission.	<ul style="list-style-type: none"> <li>Cloth masks provided to all staff to be worn at all times they are in corridors or outside the classroom.</li> <li>Plastic wallets to store reusable face masks provided for all staff in order to prevent contamination.</li> <li>PPE stock is monitored weekly by the Health and Therapy Assistant alongside the Site Manager and reported to the Deputy Headteacher / Headteacher.</li> </ul>	Health and Therapy Assistant	Ongoing
Use of Face Coverings by pupils and staff	<ul style="list-style-type: none"> <li>All staff (including SLT and site teams) and visitors wear a face covering in corridors and communal areas.</li> <li>Visitors will wear a covering for the duration of their visit unless the nature of their work (e.g. SALT, working with pupils) determines otherwise.</li> <li>Staff will wear face coverings when picking up and dropping off pupils at the start and end of the day.</li> <li>School is providing reusable face coverings and carry cases to all staff, which have been distributed. Staff/Pupils can use their own face coverings from home as long as they are suitable.</li> <li>KS3-5 Pupils, who have the capacity to do so safely, can choose to wear a face covering when in communal areas (moving down corridors). Pupils with Special Educational Needs (SEN) do not have to wear face coverings – they may increase risk of transmission due to using them incorrectly.</li> <li>Pupils must be instructed not to touch the front of their face covering during use or when removing it. They must wash their hands immediately on arrival (as is the case for all pupils), dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic wallet which they can take home with them, and then wash their hands again before heading to their classroom.</li> <li>Face coverings do not need to be worn outside at break/lunchtime.</li> <li>If working with a member of our Deaf/HI community, then face coverings can be removed (even in corridors) to enable communication.</li> <li>Some staff may be exempt from wearing a mask on medical grounds. These staff should identify themselves to SLT.</li> </ul>	Headteacher, Deputy Headteacher (Curriculum), Deputy Headteacher (Health), Leaders of Learning	Ongoing From Term 2
Pupil dribbling (excess saliva) is not adequately managed and presents a hygiene risk.	<ul style="list-style-type: none"> <li>See section 3.1 below</li> </ul>	Deputy Headteacher (Curriculum), Leaders of Learning	Ongoing

Areas for concern	Existing Risk Control Measures	Action/ Monitored by Whom?	Action/ Monitored by When
Moving and Handling	<ul style="list-style-type: none"> <li>The use of PPE for Moving and Handling, such as standing transfers, hoisting etc. should be on a case by case individual risk assessment basis. Staff should consider the risk of transmission due to pupil's excess saliva or spitting etc. as well as the type of moving and handling when making this assessment. Based on this assessment, staff might decide that washing of hands is adequate, or if not to make use appropriate PPE.</li> </ul>	Deputy Headteacher (Health), Health and Therapy Assistant	Ongoing - Review as required following suggested changes in procedures
<b>2.9 Cleaning Hearing devices and radio aids</b>			
Hearing devices and radio aids not cleaned using correct procedures increasing risk of transmission	<ul style="list-style-type: none"> <li>Follow guidance from BATOD and the Sensory service (see COVID-19 file). HI Leads have this guidance and have shared it with all staff involved.</li> <li>HI Leads are the only staff to undertake cleaning of HI devices and radio aids.</li> <li>Information shared with parents/carers</li> </ul>	DHT Health HI Leads	Ongoing
<b>2.10 Cleaning of OT/PT equipment</b>			
OT/PT not cleaned using correct procedures increasing risk of transmission	<ul style="list-style-type: none"> <li>Deep clean of OT/PT equipment during lockdown.</li> <li>Regular cleaning of equipment by class staff.</li> <li>Class staff to clean the equipment of the pupil they work with.</li> </ul>	DHTs PMLD lead	Ongoing
<b>Risk Rating following action</b>	<b>Likelihood : 1</b>	<b>Consequence: 3</b>	<b>Risk: 3</b>
<b>3 MAXIMISING SOCIAL DISTANCING MEASURES</b>			
<b>Risk Rating prior to action</b>	<b>Likelihood : 2</b>	<b>Consequence: 3</b>	<b>Risk: 6</b>
<b>3.1 Pupil Behaviour</b>			
Pupils behaviour does not comply with social distancing	<ul style="list-style-type: none"> <li>Clear messaging to pupils at a level appropriate to them.</li> <li>Use of total communication and modelling to reinforce message.</li> <li>Staff to reinforce social distancing message.</li> <li>Breaks and lunchtimes supervised to ensure social distancing at these times.</li> <li>Large gatherings avoided.</li> <li>Movement of pupils around the school is minimised.</li> <li>Activities planned which encourage social distancing.</li> <li>Actively teach social distancing using resources provided.</li> <li>Practice regular handwashing and follow 'Catch it, Bin it, Kill It' poster instructions.</li> <li>Placement of classroom furniture and activities to encourage social distancing.</li> </ul>	Deputy Headteacher (Curriculum), Leaders of Learning	Ongoing



Areas for concern	Existing Risk Control Measures	Action/ Monitored by Whom?	Action/ Monitored by When
Pupil behaviour presents a challenge to themselves or others requiring staff intervention, including physical intervention	<ul style="list-style-type: none"> <li>• Pupils will be risk assessed on an individual basis to evaluate their provision. This assessment will take account of their safety and the safety of their peers and the staff working with them. The outcome of this risk assessment could be; enhanced use of PPE and cleaning, 1:1 provision, reduced attendance or off-site provision (home learning).</li> <li>• Clear message to pupils of expected behaviour.</li> <li>• Staff to follow pupil’s behaviour plan, paying particular regard to proactive strategies, in order to prevent escalation.</li> <li>• Staff to remain extra vigilant to ‘triggers’ or ‘warning signs’ in order to be proactive in dealing with behaviours and prevent them from escalating.</li> <li>• Staff should enable pupils showing heightened anxiety to exit the room and then maintain the largest possible distance between themselves and the pupil as possible. If, due to the pupil’s behaviour, it is not possible to maintain distance, then staff should make use of PPE which will include aprons, gloves, goggles and mask. This should be worn until the point at which the behaviour stops. Senior Leaders should be called to support. If this behaviour persists, and it places others at risk, parents may be called to collect their child.</li> <li>• Greater consideration given to clearing the immediate area in order to reduce the risk to other pupils and staff.</li> <li>• Staff to adopt calming strategies to promote de-escalation. This may involve the offer of known favoured activities.</li> <li>• Senior Leaders to be called in the event that physical intervention may be necessary.</li> <li>• Prior to intervention, staff to ensure they are acting in the best interest of the child. Ensure that any intervention is the least restrictive.</li> <li>• In line with Positive Behaviour Policy, any intervention to be used as a planned response.</li> <li>• PPE to be used, <b>as appropriate</b>, e.g. face mask, aprons, gloves, goggles and mask when any physical intervention is adopted. Staff to have identified behaviours displayed by each specific child and plan accordingly, e.g. visor for children who may spit, etc. Use of ongoing risk assessment in every behaviour incident.</li> <li>• Staff to avoid standing face-on to the child. Interventions such as escorts or Touch Support to be carried out at arms-length, where possible. To attempt to reduce close contact.</li> <li>• Normal recording and reporting procedures, including de-brief, to be carried out following an intervention.</li> <li>• Parents to be contacted and child may be sent home following incident requiring physical intervention.</li> </ul>	Headteacher, PROACT- SCIPr-UK® Lead	Ongoing
Pupil behaviour constitutes a risk to good hygiene and COVID-19 transmission e.g. spitting and/or smearing	<ul style="list-style-type: none"> <li>• Pupils will be risk assessed on an individual basis to evaluate their provision. This assessment will take account of their safety and the safety of their peers and the staff working with them. The outcome of this risk assessment could be; enhanced use of PPE and cleaning, 1:1 provision, reduced attendance or off-site provision (home learning).</li> <li>• If non-symptomatic children present spitting/smearing behaviour which may increase the risk of droplet transmission, then staff should follow the pupils’ behaviour plan to ensure the behaviour stops as soon as possible. Staff should enable pupils, and other staff, to exit the room and then maintain the largest possible distance between themselves and the pupils that is possible. If, due to the pupil’s behaviour, it is not possible to maintain distance then staff should continue care whilst making use of PPE which will include aprons, gloves, goggles and mask. This should be worn until</li> </ul>	Headteacher, Deputy Headteacher (Curriculum), Deputy Headteacher (Health), Leaders of Learning	Ongoing

Areas for concern	Existing Risk Control Measures	Action/ Monitored by Whom?	Action/ Monitored by When
	<p>the point at which the behaviour stops. SLT should be called to support. If this behaviour persists, and it places others at risk, parents may be called to collect their child.</p> <ul style="list-style-type: none"> <li>To reduce the risk of Coronavirus transmission, additional space and frequent cleaning of surfaces, objects and toys will be required. Cleaning arrangements should be increased, with a specific focus on surfaces which are touched frequently.</li> </ul>		
<b>3.2 Classrooms and Teaching Spaces</b>			
The size and configuration of classrooms and teaching spaces does not support compliance with social distancing measures	<ul style="list-style-type: none"> <li>Arrange classroom seating to maximise social distancing. There should be spaces between chairs.</li> <li>Furniture not in use removed from class.</li> <li>Plan activities which encourage / enable social distancing. For example, the use of work stations or activity zones.</li> <li>Arrangements regularly reviewed.</li> <li>Make as much use of outdoor learning opportunities as possible. Where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation.</li> </ul>	Headteacher, Deputy Headteacher (Curriculum), Deputy Headteacher (Health), Leaders of Learning	Start of Term 6
<b>3.3 Movement in Corridors</b>			
Social distancing guidance is breached when pupils circulate in corridors.	<ul style="list-style-type: none"> <li>The movement of pupils around school is minimised as much as is possible.</li> <li>Pupils are taught in a single class and use the toilet facilities and play spaces that are directly adjacent to their room and within their department bubble wherever possible. They should not travel to other areas of the school except for use of the sports hall and shared rooms (IT, Art and Food Technology and timetabled to allow cleaning between bubbles), Sensory room (restricted to explorers), medical room, large therapy room and meeting rooms (family and EHCP).</li> </ul>	Leaders of Learning Nursery Manager	Term 1
<b>3.4 Break times / Play</b>			
Pupils may not observe social distancing at break times.	<ul style="list-style-type: none"> <li>Play in class bubbles only.</li> <li>External areas are designated for class bubbles.</li> <li>Staff model and communicate need for social distancing.</li> <li>Staff to encourage games which can be played in isolation.</li> <li>1:1 support/guidance for pupils who struggle with social distancing throughout break times.</li> </ul>	Leaders of Learning Nursery Manager	Term 1
<b>3.5 Lunchtimes</b>			
Pupils may not observe social distancing at lunchtimes	<ul style="list-style-type: none"> <li>Lunchbreak in class bubbles.</li> <li>External areas are designated for class bubbles.</li> <li>Staff model and communicate need for social distancing.</li> <li>Cleaning equipment available for staff to clean down play equipment - main 'touch' surfaces.</li> </ul>	Leaders of Learning	Term 1

Areas for concern	Existing Risk Control Measures	Action/ Monitored by Whom?	Action/ Monitored by When
	<ul style="list-style-type: none"> <li>School dinners and packed lunches are eaten in class to reduce social mixing. Follow all handwashing guidance. Wipe down tables before and after use. Maintain high standards of plate and cutlery washing (if using cups /bowls/cutlery kept in class). School dinners served via trolleys wheeled to each class by MDMs or on trays carried into classes.</li> <li>Pupil movement during lunch in classes to be restricted to avoid accidents, e.g. pupils to be sat before meals brought into class.</li> <li>Staff to encourage games which can be played in isolation.</li> <li>1:1 support/guidance for pupils who struggle with social distancing throughout break times.</li> </ul>		
<b>3.6 Toilets</b>			
Queues for toilets and handwashing risk non-compliance with social distancing measures	<ul style="list-style-type: none"> <li>Limit numbers of pupils that are allowed to go to the toilet at a time where facilities are shared. The 'independent' toileting areas capacity is limited to the number of cubicles in each toilet area.</li> <li>All beds in changing suites can be used, but full hygiene procedures should be adhered to as well as full use of screens.</li> <li>Air sanitisation devices have been installed into all hygiene/changing rooms.</li> <li>Staff should refer to section 2.2 on use of PPE for changing a pupil.</li> <li>Staff to accompany pupils to toilet, as appropriate, ensuring they are respectful of their dignity, in order to ensure other pupils are not in the toilet area in order to ensure social distancing measures are maintained.</li> </ul>	Leaders of Learning Nursery Manager	Ongoing
<b>3.7 Reception Area</b>			
Too many people congregating in the reception area and hygiene procedures not being followed.	<ul style="list-style-type: none"> <li>Parents or external visitors to be invited or allowed into reception via prearranged meetings wherever possible. Limit and prioritise visitors onsite with Therapy, Health, Social Services and maintenance work being given preference. Online meetings should occur when this is possible.</li> <li>Any visitor to school to wear a face covering for the duration of their visit. Where the work of a therapist is negatively impacted by wearing a mask they should wear a face shield and socially distance - working in tandem with the class based staff who can complete any manual guidance required.</li> <li>Any visitor to use call button to alert Admin Staff of reason for visit. Admin staff to only allow entry to those who have a genuine reason for accessing the school.</li> <li>Glass doors between reception area and main office kept closed.</li> <li>Fabric chairs in waiting area removed.</li> <li>Area cleaned daily, especially touch surfaces such as the staff sign in area, the door opening button and all door opening surfaces and handles.</li> <li>Staff to wait outside for buses/parents.</li> <li>Alcohol gel dispenser available at sign in and prior to entering admin corridor.</li> <li>Staff do not 'swipe in' at reception using their ID badge (this causes queues and reduces social distancing). Staff should register with their class and send this information down to the school office.</li> </ul>	Deputy Headteacher (Health) / Office Manager	Start of Term 2 and ongoing
<b>3.8 Staff Areas; Work Rooms, Staff Rooms and Offices</b>			

Areas for concern	Existing Risk Control Measures	Action/ Monitored by Whom?	Action/ Monitored by When
Staff work and social rooms and offices do not enable social distancing and enable mixing of staff from different working groups – resulting in increased risk of transmission.	<ul style="list-style-type: none"> <li>• Staff are allocated to consistent staff teams who, as far as is possible.</li> <li>• Five different rooms are used as staff rooms. These are the Staff Room (Infants and FLN), Food Tech Room (Juniors), the Music Room (KS4 and 6<sup>th</sup>), Art room (explorers and communication), the Science/DT room by Key Stage 3 staff. The working groups are allocated different Staff Rooms and the use of these rooms is staggered to avoid going beyond the maximum occupancy limits.</li> <li>• Staff offices and work rooms have signs on doors limiting the numbers of staff allowed in and/or reminding of social distancing. Staff should use the cleaning materials made available to clean surfaces prior to use of room.</li> <li>• Staff should only use the staff room allocated for their working group.</li> <li>• Staff should use full social distancing at all times, including if mixing with staff members from other groups outside the school grounds. This will ensure that in the event of a confirmed case, staff will not necessarily need to self-isolate.</li> <li>• Maximum of 3 persons in the school main office. Staff wishing to talk to staff in the main office should approach via the glass screen and not enter the office. NO staff apart from office staff to enter the office.</li> <li>• Maximum 1 person in the Photocopying Room (Reprographics) and the Admin Kitchen/Nursery/Infant Kitchen.</li> <li>• Maximum of 12 people in the main Staff Room (infants/FLN). Maximum of 8 in the junior school (Food Tech room). Maximum of 8 staff in the Music room (6<sup>th</sup> and kS4) and Art room (communication and explorers' classes). Maximum of 8 staff in the Science/DT room (Key Stage 3 staff room).</li> <li>• Staff should minimise use of the staff rooms wherever possible, this can include, using their classroom (maintaining hygiene and safety protocols) when pupils are at break and not in class, going outside or using their car.</li> <li>• Maximum of 1 person in the Staff Work Room.</li> <li>• Maximum of 1 person in a small office e.g. Deputy Headteacher / Leaders of Learning.</li> <li>• Maximum of 3 persons in Chris Holmes office / Medical room – staff not to enter unless they have an appointment.</li> <li>• Maximum of 3 persons in Headteacher's office.</li> <li>• Maximum of 1 person in the Network managers room – staff not to enter unless they have an appointment.</li> <li>• Maximum of 3 persons in EHCP room / Family room.</li> <li>• Windows to be open in any room where more than 1 person is present.</li> </ul>	Headteacher, Deputy Headteacher (Curriculum), Deputy Headteacher (Health), Leaders of Learning Nursery Manager	Term 1
<b>3.9 Shared Rooms; IT, Food Technology, Art, Music, Hydrotherapy Pool, Soft Play Room, Sensory Room, Forest School (Mud Kitchen).</b>			
Risk of transmission is increased due to shared use of school facilities.	<ul style="list-style-type: none"> <li>• The following Shared rooms are now open; IT, Food Technology, and the Sensory Room (explorers only).</li> <li>• The PE Hall can be used for PE as long as different groups do not mix (and especially do not play sports or games together) and adequate cleaning between groups is in place, following the COVID-19: Cleaning of Non-Healthcare Settings Guidance.</li> <li>• The Forest Kitchen is open for a limited number of named children from lower school with high needs.</li> <li>• Cleaning team to clean Hall on daily basis. Register of Hall cleaning maintained.</li> <li>• All shared rooms to be cleaned by staff following use. Timetabling in place to allow timely cleaning of shared spaces when use is moved between class/departamental bubbles. See shared timetables for cleaning schedules.</li> </ul>	Headteacher, Deputy Headteacher (Curriculum), Deputy Headteacher (Health),	Ongoing

Areas for concern	Existing Risk Control Measures	Action/ Monitored by Whom?	Action/ Monitored by When
	<ul style="list-style-type: none"> <li>The Hydrotherapy Pool will have a phased re-opening in Term 3. It will be timetabled to avoid mixing bubbles and will ensure appropriate staff ratios and staff training. It will be dependent on Pool maintenance training being renewed. Poolside, including changing rooms, will be cleaned between groups. Face shields will be used for close contact. Apparatus and pool toys will be cleaned and dried following use. Towels / dressing gowns will be washed between groups. Pupils and staff from different bubbles will not be mixed.</li> </ul>	Leaders of Learning	
<b>3.10 Staff Travel to and from School</b>			
Risk of transmission due to staff sharing vehicles to and from school.	<ul style="list-style-type: none"> <li>The school discourages car sharing, especially between staff of different bubbles however, In the event that staff have to share a car, the following measures should be taken: <ul style="list-style-type: none"> <li>➤ share the transport with the same people each time</li> <li>➤ minimise the group size at any one time</li> <li>➤ open windows for ventilation</li> <li>➤ travel side by side or behind other people, rather than facing them, where seating arrangements allow</li> <li>➤ face away from each other</li> <li>➤ consider seating arrangements to maximise distance between people in the vehicle</li> <li>➤ clean the car between journeys using standard cleaning products - make sure you clean door handles and other areas that people may touch</li> <li>➤ the driver and passengers to <u>wear a face covering</u></li> </ul> </li> </ul>	Headteacher, Deputy Headteachers	Ongoing
Staff using public transport to travel to and from school	<ul style="list-style-type: none"> <li>We encourage staff to drive or walk wherever possible rather than use public transport.</li> <li>In the event that staff are unable to come to work without using public transport, the school will endeavour to assist with travel arrangements, e.g. may lay on transport.</li> </ul>	Headteacher, Deputy Headteachers	Ongoing
<b>Risk Rating following action</b>	<b>Likelihood : 1</b>	<b>Consequence: 3</b>	<b>Risk: 3</b>
<b>4 CONTINUING ENHANCED PROTECTION FOR CHILDREN AND STAFF WITH UNDERLYING HEALTH CONDITIONS</b>			
<b>Risk Rating prior to action</b>	<b>Likelihood : 2</b>	<b>Consequence: 3</b>	<b>Risk: 6</b>
<b>4.1 Pupils with Underlying Health Conditions</b>			
Pupils with underlying health issues or those shielding are not identified and so measures have not been put in place to protect them.	<ul style="list-style-type: none"> <li>All pupils with underlying health conditions have a Health Care Plan (HCP) in place. The Health and Therapy reports and letters produced by Health Professionals are shared with the school Leadership Team.</li> <li>The Health and Therapy Assistant has identified all pupils who previously had a 12-week letter.</li> <li>The Deputy Headteacher with responsibility for health has a complexity analysis of the pupils with health needs which will be used to inform which pupils can attend school based on the latest information from the Government/NHS.</li> <li>Pupils with the most complex health needs – those that are clinically extremely vulnerable (and some who are clinically vulnerable) have a full risk assessment, a new HCP and, in some cases, staff will have received training prior to their return. This includes those pupils likely to be involved with Aerosol Generating Procedures.</li> </ul>	Deputy Headteacher (Health)	Term 1

Areas for concern	Existing Risk Control Measures	Action/ Monitored by Whom?	Action/ Monitored by When
	<ul style="list-style-type: none"> <li>• The school will now follow the advice from the 31<sup>st</sup> December Guidance. Shielding advice is currently in place in all areas, and so all children and young people still deemed clinically extremely vulnerable are advised not to attend school.</li> <li>• Those who remain under the care of a specialist health professional may need to discuss their care with their health professional at their next planned clinical appointment - more advice is available from the Royal College of Paediatrics and Child Health.</li> <li>• Children who live with someone who is clinically extremely vulnerable, but who are not clinically extremely vulnerable themselves, should still attend school in all areas.</li> <li>• Where a pupil is unable to attend school because they are complying with clinical or public health advice, we expect schools to be able to immediately offer them access to remote education. Schools should keep a record of, and monitor engagement with this activity but this does not need to be formally recorded in the attendance register.</li> <li>• For pupils who are self-isolating, or shielding and are within the definition of vulnerable, the school will put systems in place to keep in contact with them, offer pastoral support, and check they are able to access education support. The published definition of vulnerable children includes children and young people who have a social worker or an education health and care (EHC) plan or those who are deemed otherwise vulnerable by the school or the local authority.</li> <li>• Where pupils are not able to attend school as they are following clinical or public health advice related to coronavirus (COVID-19), the absence will not be penalised.</li> </ul>		
Pupil saliva is not adequately managed and presents a hygiene risk.	<ul style="list-style-type: none"> <li>• Pupils will be risk assessed on an individual basis to evaluate their provision. This assessment will take account of their safety and the safety of their peers and the staff working with them. The outcome of this risk assessment could be; enhanced use of PPE and cleaning, 1:1 provision, reduced attendance or off-site provision (home learning).</li> <li>• Pupils who have difficulty with excessive saliva as a function of their SEN should have the following strategies applied as appropriate to their individual case: <ul style="list-style-type: none"> <li>➤ Saliva bib/scarf as appropriate to pupil age.</li> <li>➤ Excess saliva medication as advised and prescribed by the NHS.</li> <li>➤ Additional PPE should be employed when supporting the child. Staff should use disposable gloves with a clean tissue/scarf/bib to clean the saliva.</li> <li>➤ Staff should teach pupils to increase their independence in managing their own saliva.</li> <li>➤ Staff should make use of the additional cleaning equipment which is in class and should wipe down any class furniture/floor/resources that the pupil has salivated on.</li> <li>➤ Pupils who have their own bibs should be encouraged to bring in spare items for use throughout the day. Spare clothing may also appropriate for those who require changing throughout the day.</li> </ul> </li> </ul>	Leaders of Learning	Ongoing

Areas for concern	Existing Risk Control Measures	Action/ Monitored by Whom?	Action/ Monitored by When
Pupils health needs require them to have close contact	<ul style="list-style-type: none"> <li>Minimise need for medication to be taken at school.</li> <li>Discourage the movement of medication between home and school.</li> </ul>	Deputy Headteacher (Health)	Ongoing - Review as required following suggested changes in procedures
<b>4.8 Staff with Underlying Health Conditions</b>			
Staff with underlying health conditions or who are pregnant who are returning to school	<ul style="list-style-type: none"> <li>The school will follow the guidance below from the updated guidance on December 31<sup>st</sup>.</li> <li>Advice for those identified through a letter from the NHS or a specialist doctor as in the group deemed clinically extremely vulnerable (CEV or shielding list) was published on 13 October. The guidance provides advice on what additional measures individuals in this group can take tailored to each local restriction tiers.</li> <li>In local restriction Tier 4 areas (or in lockdown), individuals who are clinically extremely vulnerable are advised to work from home and where this is not possible, they should not go into work. Individuals in this group will have been identified through a letter from the NHS or from their GP and may have been advised to shield in the past, most recently in November 2020.</li> <li>Staff are encouraged to talk to senior leaders about how they will be supported, including to work from home where possible. CEV staff will be paid on their usual terms.</li> <li>All other staff in local restriction Tier 4/lockdown can continue to attend work, including those living in a household with someone who is clinically extremely vulnerable.</li> <li>Clinically vulnerable staff can continue to attend school. Within the school they should follow the sector-specific measures in this document to minimise the risks of transmission.</li> <li>This includes taking particular care to observe good hand and respiratory hygiene, minimising contact and maintaining social distancing in line with the provisions set out in section 6 of the 'Prevention' section of the reopening of school's guidance. This provides that ideally, adults should maintain 2 metre distance from others, and where this is not possible, avoid close face to face contact and minimise time spent within 1 metre of others. While the risk of transmission between young children and adults is likely to be low, adults should continue to take care to socially distance from other adults including older children/adolescents.</li> <li>All staff are further protected whilst working onsite during lockdown by a reduced number of persons onsite and the availability of asymptomatic testing.</li> <li>People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace unless advised otherwise by an individual letter from the NHS or a specialist doctor.</li> <li>These staff should continue to follow guidance on hygiene and social distancing.</li> </ul>	Deputy Headteacher (Health) / Headteacher	Ongoing - Review as required following suggested changes in procedures

Areas for concern	Existing Risk Control Measures	Action/ Monitored by Whom?	Action/ Monitored by When	
	<ul style="list-style-type: none"> <li>The school will complete a risk assessment for any staff members who are pregnant, this will be in line with the management of health and safety at work regulations. The school will follow advice from the guidance issued by the Royal College for Obstetrics.</li> <li>Pregnant women are considered 'clinically vulnerable' or in some cases 'clinically extremely vulnerable' to coronavirus (COVID-19) and therefore require special consideration as set out in the guidance for pregnant employees.</li> <li>The school will carry out a risk assessment to follow the Management of Health and Safety at Work Regulations 1999 (MHSW). More information is available on workplace risk assessment for vulnerable people working in other industries. Information contained in the Royal College of Obstetricians and Gynaecologists and the Royal College of Midwives guidance on coronavirus (COVID-19) in pregnancy should be used as the basis for a risk assessment.</li> <li>Pregnant women of any gestation should not be required to continue working if this is not supported by the risk assessment.</li> <li>Women 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 (COVID-19) at any gestation, should take a more precautionary approach. The school will ensure pregnant women are able to adhere to any active national guidance on social distancing and/or advice for pregnant women considered to be clinically extremely vulnerable (this group may previously have been advised to shield).</li> </ul>			
<b>Risk Rating following action</b>		<b>Likelihood : 1</b>	<b>Consequence: 3</b>	<b>Risk: 3</b>
<b>5 ENHANCING MENTAL HEALTH SUPPORT FOR PUPILS AND STAFF</b>				
<b>Risk Rating prior to action</b>		<b>Likelihood : 2</b>	<b>Consequence: 3</b>	<b>Risk: 6</b>
<b>5.1 Mental Health Concerns – Pupils</b>				
Pupils mental health has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general.	<ul style="list-style-type: none"> <li>The safeguarding team are liaising with, and referring to CAHMS, Social Services as well as using their in-house strategies and support mechanisms such as the school Mental Health Lead and Family Liaison Officer.</li> <li>A recovery curriculum has been put in place with a focus on mental health and understanding of the COVID-19 crisis.</li> <li>Resources to support mental health of pupils regarding COVID-19 and lockdown have been provided.</li> </ul>	Deputy Headteacher (Health), Leader of Learning (Secondary), Leaders of Learning, Designated Safeguarding team	Ongoing	
<b>5.2 Mental Health Concerns – Staff</b>				



Areas for concern	Existing Risk Control Measures	Action/ Monitored by Whom?	Action/ Monitored by When
The mental health of staff has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general.	<ul style="list-style-type: none"> <li>Staff are encouraged to focus on their wellbeing.</li> <li>Line Managers are proactive in discussing wellbeing with staff that they manage, including their workload.</li> <li>Staff briefings and training having included content on wellbeing, including during the COVID-19 crisis.</li> <li>Staff have been signposted to useful websites and resources by the Mental health lead and the FLO.</li> <li>Staff have access to the school wellbeing package which includes free access to counselling and Cognitive Behaviour Therapy.</li> <li>Coaching will be relaunched to enable discussion of job roles and provide further support.</li> </ul>	Deputy Headteacher (Health), Leader of Learning (Secondary), Leaders of Learning, Designated Safeguarding team	Ongoing
<b>5.3 Bereavement Support</b>			
Pupils and staff are grieving because of loss of family or friends.	<ul style="list-style-type: none"> <li>The school has access to trained staff who can deliver bereavement counselling and support via the wellbeing package.</li> <li>Support is requested via KCC and the NHS as necessary.</li> <li>Appropriate materials to support pupils in understanding all about COVID-19 have been sent to parents/carers for them to use with their children.</li> </ul>	Headteacher	Ongoing
<b>Risk Rating following action</b>	<b>Likelihood : 1</b>	<b>Consequence: 3</b>	<b>Risk: 3</b>
<b>6 MAINTAINING EDUCATIONAL PROVISION FOR CHILDREN OF KEY WORKERS AND VULNERABLE CHILDREN</b>			
<b>Risk Rating prior to action</b>	<b>Likelihood : 2</b>	<b>Consequence: 3</b>	<b>Risk: 6</b>
<b>6.1 Maintaining Provision</b>			
Educational provision must reflect the enhanced need for 'recovery' on return to school.	<ul style="list-style-type: none"> <li>Current government guidance is being followed.</li> <li>Arrangements are in place to ensure this cohort is tracked and supported effectively via the recovery curriculum.</li> </ul>	Headteacher, Deputy Headteacher (Curriculum)	Ongoing
<b>Risk Rating following action</b>	<b>Likelihood : 1</b>	<b>Consequence: 2</b>	<b>Risk: 2</b>
<b>7 OPERATIONAL ISSUES</b>			
<b>Risk Rating prior to action</b>	<b>Likelihood : 2</b>	<b>Consequence: 3</b>	<b>Risk: 6</b>
<b>7.1 Review of Fire Procedures</b>			
Fire evacuation drills unable to apply social distancing effectively.	<ul style="list-style-type: none"> <li>Return to normal fire procedures which now incorporate social distancing.</li> <li>Plans for fire evacuation drills are in place which are line with social distancing measures.</li> <li>Regular drills – at least 3 times a year – to continue.</li> </ul>	Headteacher	Start of Term 1

Areas for concern	Existing Risk Control Measures	Action/ Monitored by Whom?	Action/ Monitored by When
	<ul style="list-style-type: none"> <li>• Markings on fences/surfaces next to muster points to show where groups should be positioned (at 5 Metre Intervals) to enable social distancing.</li> <li>• Class Teachers to go through drill with class groups in order to ensure understanding of new procedures.</li> </ul>		
Fire Marshalls absent due to self-isolation.	<ul style="list-style-type: none"> <li>• An additional staff rota is in place for Fire Marshalls to cover any absences and staff have been briefed accordingly.</li> <li>• Arrangements for Fire Marshall responsibilities decided and communicated on a daily basis.</li> <li>• Changes to the Fire Marshall arrangements listed within EP 04 - Fire and Evacuation Procedures – May 2020 - Addendum to Fire and Evacuation in Response to COVID-19.</li> <li>• Document available to all staff on KLZ SharePoint</li> </ul>	Headteacher, Deputy Headteacher (Curriculum)	Start of Term 1
<b>7.2 Managing Premises on Reopening after Lengthy Closure</b>			
All systems may not remain operational	<ul style="list-style-type: none"> <li>• The school has remained open throughout.</li> <li>• The Hydrotherapy Pool has been closed, so the pool temperature has been turned down and cleaning schedule adjusted accordingly in order to maintain the boiler and facilities whilst reducing costs. The Hydrotherapy Pool to return to normal heating and cleaning schedule.</li> <li>• As of the most recent government guidance (and following the end of the second lockdown) guidance the Hydrotherapy Pool can be re-opened and pupils can begin Hydrotherapy – but this will be determined by staff availability (including the availability of staff with the correct Pool Evacuation and Lifeguard training). Hydrotherapy will be risk assessed and timetabled to begin for a limited number of pupils as soon as it is possible to do so.</li> <li>• Maintenance checks to continue.</li> </ul>	Site Manager, School Business Manager	Term 1
Statutory compliance has not been completed due to the availability of contractors during lockdown.	<ul style="list-style-type: none"> <li>• All statutory compliance to be continued.</li> <li>• Site Manager has a list of all required compliance checks and inspections and has ensured that these have continued throughout this period.</li> </ul>	Site Manager, School Business Manager, Headteacher	Ongoing
<b>7.3 Contractors, NHS, Social Services and other professionals working on the School Site</b>			
Contractors on-site whilst school is in operation may pose a social distancing and infection control risk.	<ul style="list-style-type: none"> <li>• Ongoing works and scheduled inspections for schools have been designated as essential work by the government and so are set to continue.</li> <li>• An assessment has been carried out to see if any additional control measures are required to keep staff, pupils and contractors safe.</li> <li>• Assurances have been sought via email in advance of arrival giving a liability statement from the contractors that all staff attending the setting will be in good health (symptom free) and that contractors have procedures in place to ensure effective social distancing is maintained at all times. This must be returned prior to the contractor starting onsite.</li> <li>• Alternative arrangements have been considered such as using a different entrance for contractors and organising contractors so that contractors and staff/pupils are kept apart.</li> </ul>	Site Manager, School Business Manager, Headteacher	Ongoing

Areas for concern	Existing Risk Control Measures	Action/ Monitored by Whom?	Action/ Monitored by When
	<ul style="list-style-type: none"> <li>• Social distancing is being maintained throughout any such works and where this is not possible, arrangements are reviewed.</li> <li>• In addition to COVID-19 arrangements, normal contractor procedures are being applied and have been updated in light of COVID-19 (including risk assessments and method statements and contractor induction).</li> <li>• Contractors do not arrive on, or leave, site at the same time as pupils.</li> <li>• Where possible, any works carried out either before or after school hours or during school holidays.</li> <li>• All contractors working onsite and indoors during the school day will wear face coverings for the duration of the visit.</li> <li>• All visitors will have their temperature taken on arrival.</li> </ul>		
NHS and social services and visiting therapists / advisors (Deaf/HI SALT, HI/VI sensory service)	<ul style="list-style-type: none"> <li>• Where possible, any work carried out either before or after school hours or during school holidays.</li> <li>• NHS have shared their COVID-19 adjusted standard operating procedures and the school will ensure these procedures can be followed.</li> <li>• NHS and social services are limiting on-site visits to work that cannot be carried out virtually or offsite. However, all essential work to ensure the health and wellbeing of pupils will still be delivered, including onsite as necessary. Where therapists are redeployed as part of the national effort, the school will engage with the on call service for OT and PT based at Greenbanks.</li> <li>• The school has shared this risk assessment and handbook with the local NHS and social services via the school website.</li> <li>• All visitors to complete liability statement prior to working onsite.</li> <li>• The total number of visitors on site is monitored by the office staff.</li> <li>• NHS, visiting therapists and social services will be advised to wear facemasks at all times whilst onsite. If working physically with pupils they should follow all school hygiene procedures, including hand washing, use of gloves and aprons. They will minimise close contact to essential work and minimise movement around the school. They will try, where possible, to work with pupils from single bubbles on any given work day.</li> <li>• Where the work of a therapist is negatively impacted by wearing a mask they should wear a face shield and socially distance- working in tandem with the class based staff who can complete any manual guidance required.</li> <li>• All visitors will have their temperature taken on arrival.</li> </ul>	Reception Staff, Class Teachers	Ongoing from Term 2
Music Therapy	<ul style="list-style-type: none"> <li>• The Music Therapist will remotely support the delivery of the curriculum music for the duration of the lockdown period.</li> </ul>	Deputy Headteacher (Health)	Beginning of Term 2
Test and Trace	<ul style="list-style-type: none"> <li>• A Test and Trace register is kept by the main reception, this logs visitors to the site and any individuals they have had close contact with. This will be used to support the Government test and trace system.</li> </ul>	Reception Staff, Headteacher, Deputy Headteachers	Ongoing from Term 2

Areas for concern	Existing Risk Control Measures	Action/ Monitored by Whom?	Action/ Monitored by When
School continuity is harmed due to a positive COVID test among the school SLT, Safeguarding, site and administration team	<ul style="list-style-type: none"> <li>Deputy Headteachers and the Headteacher operating on a rota to enable 1 week at a time working from home.</li> <li>Office based staff that can work from home will do so.</li> <li>Reception staff on rotation to allow working from home.</li> <li>Business Manager, Finance and HR and PA to HT/DHTs are working from home on rotation.</li> <li>Wherever possible, meetings between SLT, safeguarding and admin staff will be held virtually (Microsoft Teams).</li> <li>No staff, apart from office staff, to enter the main office.</li> </ul>	Headteacher, Deputy Headteachers	Ongoing from Term 2
<b>Risk Rating following action</b>	<b>Likelihood : 1</b>	<b>Consequence: 3</b>	<b>Risk: 3</b>
<b>8 FINANCE</b>			
<b>Risk Rating prior to action</b>	<b>Likelihood : 2</b>	<b>Consequence: 2</b>	<b>Risk: 4</b>
<b>8.1 Costs of the School's Response to COVID-19</b>			
The cost of additional measures and enhanced services to address COVID-19 when reopening places the school in financial difficulties.	<ul style="list-style-type: none"> <li>Additional cost due to COVID-19 identified and an end of year forecast which factors them in has been produced.</li> <li>LA finance team has been consulted to identify potential savings in order to work towards a balanced budget.</li> <li>Additional COVID-19 related costs are under monitoring and options for reducing costs over time and as guidance changes are under review.</li> <li>Additional sources of income are under exploration.</li> <li>School to ensure full use of the one off National 'Catch up' grant funds.</li> <li>The schools projected financial position has been shared with Governors and the Local Authority.</li> </ul>	School Business Manager, Headteacher	Ongoing
<b>Risk Rating after action</b>	<b>Likelihood : 1</b>	<b>Consequence: 2</b>	<b>Risk: 2</b>
<b>9 GOVERNANCE</b>			
<b>Risk Rating prior to action</b>	<b>Likelihood : 1</b>	<b>Consequence: 2</b>	<b>Risk: 2</b>
<b>9.1 Oversight of the Governing Body</b>			
Lack of Governor oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements.	<ul style="list-style-type: none"> <li>The Governing Body continues to meet regularly via online platforms and in person where possible and appropriate.</li> <li>The Governing Body agendas are structured to ensure all statutory requirements are discussed and school leaders are held to account for their implementation.</li> <li>The Headteacher's reports to Governors includes content and updates on how the school is continuing to meet its statutory obligations in addition to covering the school's response to COVID-19.</li> <li>Regular dialogue with the Chair of Governors and those Governors with designated responsibilities is in place.</li> <li>Minutes of Governing Body meetings are reviewed to ensure that they accurately record Governor oversight and holding leaders to account for areas of statutory responsibility.</li> <li>Headteacher and Chair of Governors in regular communication by phone and/or online meeting.</li> </ul>	Headteacher / Chair of Governors	Ongoing
<b>Risk Rating following action</b>	<b>Likelihood : 1</b>	<b>Consequence: 2</b>	<b>Risk: 2</b>

Areas for concern	Existing Risk Control Measures	Action/ Monitored by Whom?	Action/ Monitored by When
-------------------	--------------------------------	----------------------------------	---------------------------------

<b>Overall Whole School Risk Rating following action</b>	<b>Likelihood : 1</b>	<b>Consequence: 3</b>	<b>Risk: 3</b>
----------------------------------------------------------	-----------------------	-----------------------	----------------

**Statement:**

School attendance is vital for children’s education and for their wellbeing. Time out of school is detrimental for children’s cognitive and academic development.


The prevalence of coronavirus (COVID-19) is still very high across the country. The government state that the balance of risk remains in favour of vulnerable and key worker children attending school. For the vast majority of these children, the benefits of being back in school far outweigh the very low risk from COVID-19, and this risk assessment explains the steps we are taking as a school to reduce the risks of transmitting the virus.

**In order to support safe attendance for pupils and staff, the school has put in place a Rapid Testing Centre from the start of Term 3. This centre will now test staff twice weekly and secondary age pupils in line with the guidance above on their return to school (Serial testing following contact has now been paused). It is also limiting the amount of adults and pupils on site at any one time, prioritising the attendance of vulnerable and key worker children. CEV pupils and staff, who are the persons most at risk are all instructed to shield at home.**

We have further minimised the number of contacts that our pupils (especially the most vulnerable) have during the school day via class and departmental bubbles. These are a part of the system of controls, outlined above, introduced to reduce the risk of Covid-19 transmission. Further to the use of bubbles, enhanced hygiene procedures, face coverings and social distancing are in place to reduce transmission risk.

It is important that all parents/carers, staff and all other stakeholders adhere to the control measures we have put in place in order to play their part in reducing the transmission risk.

Whilst we fully appreciate that social distancing in our school context is very difficult, staff will do everything they can to promote it, including modelling it in their own practice.

<b>Signed (Headteacher / Deputy Headteachers)</b>		<b>Date</b>	29 <sup>th</sup> January 2021
---------------------------------------------------	-------------------------------------------------------------------------------------	-------------	-------------------------------