

# 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



<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>	Whole School COVID response. Actions taken to lower risk of COVID-19 transmission.  <a href="https://www.gov.uk/government/publications/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</a> <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance</a> <a href="https://www.gov.uk/coronavirus/education-and-childcare">https://www.gov.uk/coronavirus/education-and-childcare</a> <a href="https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care">https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care</a> <a href="https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/the-use-of-personal-protective-equipment-ppe-in-education-childcare-and-childrens-social-care-settings-including-for-aerosol-generating-procedure">https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/the-use-of-personal-protective-equipment-ppe-in-education-childcare-and-childrens-social-care-settings-including-for-aerosol-generating-procedure</a>
<b>Date</b>	27th January 2022	<b>Date of Next Review</b>	Ongoing and Weekly Review
Contents;			
1. MAINTAINING A SYSTEMATIC PROCESS OF FULL OPENING			
2. INVESTING IN SAFETY EQUIPMENT AND HEALTH AND SAFETY ARRANGEMENTS TO LIMIT THE SPREAD OF COVID-19			
3. MAXIMISING COVID SECURE 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			
7. OPERATIONAL ISSUES			
8. FINANCE			
9. GOVERNANCE			
10. CONTINGENCY PLANNING			

Areas for concern	Existing Risk Control Measures	Action/ Monitored by Whom?	Action/ Monitored by When
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1. MAINTAINING A SYSTEMATIC PROCESS OF FULL OPENING			
Risk Rating prior to action	Likelihood : 1	Consequence: 3	Risk: 3
<b>1.1 Net Capacity</b>			
Available capacity of the school is reduced when risk assessment measures are put in place.	<ul style="list-style-type: none"> <li>All adults have been offered two doses and a booster vaccine. Young people aged 12 and upwards have also been offered the vaccine. Emerging evidence suggests that Omicron is more readily transmissible, but has a reduced impact on hospitalisations and deaths.</li> <li>Evidence of route of transmission has moved towards the prioritisation of ventilation.</li> <li>The priority is for us to deliver face-to-face, high quality education to all pupils and students. The evidence is clear that being out of education causes significant harm to educational attainment, life chances, mental and physical health.</li> <li>However this plan now acknowledges that national and local cases have risen again and may rise further. Therefore the final section of this document contains a contingency plan, which is enacted based on UK Health Security Agency (UKHSA)/DFE advice.</li> <li>Current guidance is that those individuals who can work from home should do so. We have a number of our admin team who are working from home on a rota basis. All pupils/students are expected to attend school, with the only exception being those pupils who continue to shield under clinical advice and those who are isolating or have currently tested positive from COVID-19.</li> <li>The school retains a small onsite testing capacity, whilst continuing to track home testing completed by staff and secondary students.</li> <li>In the event of either a school outbreak or a local outbreak, the DFE and UK Health Security Agency (UKHSA) advice specific to the outbreak will be followed, including any adjustments to net capacity as a last resort. The class GS staff will follow the Garlinge Primary School Risk Assessment and Procedures. This class attends Garlinge 5 days a week.</li> </ul>	Deputy Headteachers / Headteacher	Ongoing and in response to any outbreak
<b>1.2 Organisation of Teaching Spaces</b>			
Use of large spaces	<ul style="list-style-type: none"> <li>Limit numbers for large spaces (e.g. sports hall, dining hall) based on the activity, needs of students/pupils and current local factors (number of cases in school and community)</li> <li>All pupils eat lunch in their class.</li> </ul>	Headteacher	Ongoing

Areas for concern	Existing Risk Control Measures	Action/ Monitored by Whom?	Action/ Monitored by When
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 if required. Comfortable room temperatures must be maintained at all times.</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, however comfortable room temperatures must be maintained at all times.</li> <li>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> </ul>	Headteacher	Ongoing
IT equipment, specifically iPads, keyboards and touchscreens and communication devices/switches are shared between pupils without adequate cleaning.	<ul style="list-style-type: none"> <li>Where IT equipment is shared, it must be cleaned regularly using IT specific sterile wipes across all surfaces.</li> <li>Pupils to wash their hands regularly and especially when using IT equipment</li> <li>Electronic communication devices, specific to pupils, should be accessible throughout the day to the pupil but should be cleaned regularly</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 regularly using screen wipes.</li> </ul>	Leaders of Learning / Class Teachers	Ongoing
Music and Performances	<ul style="list-style-type: none"> <li>The timetable for the music room must be observed and the room ventilated – especially when singing. The room and its equipment must be cleaned following use by class teams and in the evening by the site team.</li> <li>The music therapist will clean surfaces and furniture used and keep doors/windows open.</li> <li>Staff needing to use instruments/equipment as part of music lessons should follow the instructions below.</li> <li>Where education is not impacted avoid sharing equipment.</li> <li>Wind Instruments should not be used until further notice.</li> <li>Clean all instruments prior to and following use.</li> </ul>	Leaders of Learning / Class Teachers/ Music Therapist	Ongoing and Following Changes in Guidance
Soft Play	<ul style="list-style-type: none"> <li>Stringent daily cleaning after school will be completed by the cleaning team.</li> <li>Cleaning of main touch surfaces by class teams following sessions.</li> <li>The room will be timetabled.</li> <li>Any incidents of sickness or confirmed COVID-19 cases will mean the room will be deep cleaned and the mobile air sterile deployed.</li> </ul>	Leaders of Learning / Deputy Headteachers	Ongoing

Areas for concern	Existing Risk Control Measures	Action/ Monitored by Whom?	Action/ Monitored by When
	<ul style="list-style-type: none"> <li>The door is propped open to support ventilation. Staff member sat in front of door to maintain security. CO2 monitor observed and room evacuated if the light goes red. Inform SLT.</li> </ul>		
PE	<ul style="list-style-type: none"> <li>Large indoor spaces used should maximise natural ventilation flows through opening windows and doors or using air conditioning systems wherever possible.</li> <li>Outdoor wherever possible and not limiting educational progress.</li> <li>Cleaning of all equipment before and after use.</li> <li>Changing rooms can be used, but bench surfaces must be cleaned following use.</li> <li>We can now work with external coaches and organisations as well as take part in indoor and outdoor competition between different schools.</li> <li>We will continue to promote the active mile and put in place structured play opportunities at break and lunchtime.</li> </ul>	Deputy Headteachers / Class Teachers	Ongoing and Following Changes in Guidance
Sensory room	<ul style="list-style-type: none"> <li>Sensory room use is timetabled.</li> <li>Cleaning between class groups plus cleaning by staff teams.</li> <li>The door is propped open to support ventilation. Staff member sat in front of door to maintain security. CO2 monitor observed and room evacuated if the light goes red. Inform SLT.</li> </ul>	Class Teachers / Deputy Headteachers	Onwards for monitoring
Sensory Play	<ul style="list-style-type: none"> <li>Use resources that can be cleaned easily.</li> <li>Sand and water play take place, resources should be refreshed and cleaned following use. Resources such as sand can be shared, but hygiene measures such as regular hand washing and cleaning of associated toys such as buckets and spades should take place.</li> <li>Party blowers and bubbles can be used, but should either be individualised or cleaned after each use.</li> <li>Play dough and other sensory medium can be shared using regular hand washing and cleaning of resources as appropriate.</li> </ul>	Class Teachers / Deputy Headteachers	Onwards for monitoring
Other shared rooms	<ul style="list-style-type: none"> <li>Staff should strictly follow the shared timetables.</li> <li>Staff should clean all equipment used in the room prior to / following use.</li> </ul>	Deputy Headteachers	Ongoing and Following Changes in Guidance
Lego Therapy	<ul style="list-style-type: none"> <li>Lego therapy can be delivered but Covid - secure measures such as hand hygiene and good ventilation should be used.</li> <li>Room used is cleaned prior to and following use.</li> <li>Resources cleaned prior to and following use.</li> </ul>	Lego Therapist / Class Teachers	Ongoing and Following Changes in Guidance
Aromatherapy / Massage	<ul style="list-style-type: none"> <li>Massage and Aromatherapy can take place.</li> <li>Students and massage therapists to wash their hands prior to and following session.</li> </ul>	Aromatherapist / Class Teachers	Ongoing and Following

Areas for concern	Existing Risk Control Measures	Action/ Monitored by Whom?	Action/ Monitored by When
	<ul style="list-style-type: none"> <li>Room to be kept ventilated.</li> </ul>		Changes in Guidance
Talking Therapies	<ul style="list-style-type: none"> <li>Talking Therapies can be delivered.</li> <li>Room used is cleaned prior to and following use.</li> <li>Resources cleaned prior to and following use.</li> <li>Keep windows and doors open.</li> </ul>	Therapists / Class Teachers	Ongoing and Following Changes in Guidance
After School clubs	<ul style="list-style-type: none"> <li>The school will continue to offer after school club, though sessions will be determined by the whole school COVID-19 risk assessment and staff availability.</li> </ul>	Headteacher / FLO	Ongoing
Offsite Educational day visits and residential trips.	<ul style="list-style-type: none"> <li>Educational day visits can take place as long as they are fully risk assessed, approved by SLT and conducted in a COVID secure manager in line with <a href="https://www.gov.uk/government/guidance/health-and-safety-on-educational-visits">Health and safety on educational visits - GOV.UK (www.gov.uk)</a> .</li> <li>Domestic residential visits can take place in line with guidance that is current at that time. Full risk assessments should be conducted and SLT approval gained. Staff should use annex C and the system of controls in the guidance for school documentation to inform their planning. All off site visits must be processed through EVOLVE, with any adventurous activities being signed off by KCC.</li> </ul>	Headteacher	Ongoing and Following Changes in Guidance
<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>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>Clinically extremely vulnerable (CEV) people are advised, as a minimum, to follow the same guidance as everyone else. It is important that everyone adheres to this guidance, but CEV people may wish to think particularly carefully about the additional precautions they can continue to take. Further information can be found in the guidance on protecting people who are CEV from COVID-19. Whilst individual risk assessments are not required, we are expected to discuss any concerns that people previously considered CEV may have.</li> <li>The school is encouraging vaccine take up and enabling staff who are eligible for a vaccination to attend booked vaccine appointments where possible, even during work hours.</li> <li>The school will encourage pregnant women to follow the occupational health advice from the Royal College of Obstetrics and Gynaecology <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-advice-for-pregnant-employees/coronavirus-covid-19-advice-for-pregnant-employees">https://www.gov.uk/government/publications/coronavirus-covid-19-advice-for-pregnant-employees/coronavirus-covid-19-advice-for-pregnant-employees</a></li> <li>Full use is made of testing to inform staff deployment.</li> </ul>	Deputy Headteachers / Headteacher	Ongoing – Dependant on staff attendance
<b>1.4 Prioritising Provision</b>			

Areas for concern	Existing Risk Control Measures	Action/ Monitored by Whom?	Action/ Monitored by When
The return of all pupils on a full time basis	<ul style="list-style-type: none"> <li>• School attendance is mandatory for all pupils of compulsory school age, and it is a priority to ensure that as many children as possible regularly attend school.</li> <li>• Where a child is required to self-isolate or quarantine because of COVID-19 in accordance with relevant legislation or guidance, they will be recorded as code X (not attending in circumstances related to coronavirus). Where they are unable to attend because they have a confirmed case of COVID-19 they will be recorded as code I (illness).</li> <li>• The school will continue to work with pupils/parents who are anxious about returning to school, which may involve liaison with the School Attendance Officer. Pupils/students whose parents/carers wish their child to continue to shield will need to share confirmation of this decision by the appropriate clinician.</li> </ul>	DHT	Ongoing
<b>1.5 The School Day</b>			
The start and end of the day create risks of transmission	<ul style="list-style-type: none"> <li>• The risk of transmission will be reduced by ensuring parents/carers remain outside and are spread about the site to reduce crowding.</li> <li>• The school day is no longer staggered. The School day is now 8.30am – 2.50pm.</li> <li>• The school will close every Thursday at 2.00pm in order to allow time for staff training and ensure opportunities for staff to meet to discuss pupils, provision and development.</li> <li>• Pupils/students will no longer be collected from their cars.</li> <li>• Nursery and Infant pupils should enter through the Infant gate, waiting in the new hard surface area and will be directed by staff at the beginning of term to the appropriate place for their child to be collected.</li> <li>• Junior pupils will be collected from outside the main reception entrance.</li> <li>• Key Stages 3, 4 and 6th Form will be collected from outside the main secondary entrance.</li> </ul>	Headteacher	Ongoing and Following Changes in Guidance
<b>1.6 Planning Movement around the School</b>			
Movement around the school risks reduction in Covid security.	<ul style="list-style-type: none"> <li>• <b>Face coverings are no longer advised for secondary pupils, staff and visitors in classrooms or in corridors /communal areas. From 27<sup>th</sup> January staff and pupils should follow the wider advice on face coverings.</b> <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></li> <li>• <b>The school will continue to enact its contingency plan, where covid cases dictate and as such staff will be encouraged to wear face coverings in communal areas such as corridors and staff rooms (except when eating and drinking), this will include when collecting pupils from transport/parents.</b></li> <li>• Secondary and primary pupils to access school via separate entrances.</li> </ul>	Headteacher / Deputy Headteachers	Ongoing and Following Changes in Guidance

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 'swipe' in at reception at the start and end of the day.</li> <li>• Pupils access outside areas through classroom doors thus preventing large groups passing in corridors.</li> </ul>		
<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>• The school will continue to access national education recovery support, as required, including the <a href="#">catch-up premium</a>, recovery premium, <a href="#">summer school programme</a>, tutoring (including the <a href="#">National Tutoring Programme</a> and <a href="#">16 to19 tuition fund</a>), teacher training opportunities, curriculum resources, specialist settings, and wider continuous professional development resources, including to support teacher wellbeing and subject-specific teaching.</li> <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.</li> <li>• Steps in place to enable parents to contribute to evidencing pupil progress via Evidence for Learning (EfL).</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 Headteachers	Ongoing and Following Changes in Guidance
<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>• Breaks are to be staggered so that wherever possible a maximum of 2 members of staff per class is on break at a time.</li> <li>• The staff rooms are ventilated and cleaning materials provided to wipe down surfaces before and after use.</li> <li>• Staff are allowed to take their breaks outside/offsite where they choose.</li> <li>• Tables are spaced.</li> <li>• Should staff wish to take hot drinks with them outside, they should only use lidded travel mugs when moving within corridors.</li> <li>• PPA for Teachers can be taken at home.</li> </ul>	Deputy Headteachers	Ongoing and Following Changes in Guidance
<b>1.9 Managing the School Lifecycle</b>			
Limited progress with the school's calendar and work plan because of COVID-19 measures.	<ul style="list-style-type: none"> <li>• School calendar/diary to allow for the adjustment of weekly major events such as assemblies, sports days, Christmas etc. to enable these events to take place in line with the school's RA and current COVID numbers within the school/community. Their planning will also account for meeting pupil/student needs.</li> </ul>	Headteacher, Deputy Headteacher (Health), Deputy	Ongoing and Following Changes in Guidance

Areas for concern	Existing Risk Control Measures	Action/ Monitored by Whom?	Action/ Monitored by When
	<ul style="list-style-type: none"> <li>Staff recruitment to continue as normal. The manner that the interviews will be conducted will be based on local transmission rates and the job role. Interview rooms to be ventilated and cleaned between candidates. Candidates will be asked to have their temperature taken and to confirm a negative lateral flow test prior to attending. <b>Where the contingency plan is in place, candidates will be asked to wear face coverings throughout their interviews.</b></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 in a Covid-secure manner (hand hygiene, ventilated rooms etc.) to new parents and shared placements nurseries. Visitors will be asked to have their temperature taken and to confirm a negative lateral flow test prior to attending.</li> <li>Senior Leaders to remain alert to all relevant guidance regarding COVID-19 R rating in order to ensure a relevant and up to date response.</li> <li>To ensure regular communication with parents throughout the school year.</li> </ul>	Headteacher (Curriculum)	
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 Headteachers	Ongoing and Following Changes in Guidance
<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 when it is deemed 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> <li>Where necessary Covid-secure visits by Governors can be arranged.</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	<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 have been produced to ensure safe working practice.</li> <li>Staff, pupils, parents and governors have been briefed accordingly.</li> </ul>	Headteacher	Ongoing



Areas for concern	Existing Risk Control Measures	Action/ Monitored by Whom?	Action/ Monitored by When
no longer fit for purpose in current circumstances	<ul style="list-style-type: none"> <li>Policy Addendums for Safeguarding, Attendance, Health and Safety, Positive Behaviour and Lone Working all scrutinised by Governors and signed by Chair of Governors.</li> </ul>		
<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 Headteachers	Ongoing
<b>1.13 Staff Induction and CPD</b>			
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. Aspects of 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>	Headteacher / Deputy Headteachers	Ongoing
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>	Headteacher / Deputy Headteachers	Ongoing
<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	<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> </ul>	Headteacher / Deputy Headteachers	Ongoing and Following Changes in Guidance

Areas for concern	Existing Risk Control Measures	Action/ Monitored by Whom?	Action/ Monitored by When
COVID-19, leading to breaches of guidance.	<ul style="list-style-type: none"> <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 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>		
<b>1.16 School Transport</b>			
Changes to school transport as a result of COVID-19.	<ul style="list-style-type: none"> <li>The school will encourage parents/carers without school transport to use active travel, walking and cycling wherever possible. This will include implementation of the bikeability scheme.</li> </ul>	Headteacher, Office Manager	Ongoing and Following Changes in Guidance
There is a greater risk to pupils travelling on School Transport	<ul style="list-style-type: none"> <li>The guidance for school transport has been updated in line with Government guidance.</li> </ul>	Headteacher School Transport Driver, School Transport Escort	Ongoing and Following Changes in Guidance
<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 : 1</b>	<b>Consequence: 3</b>	<b>Risk: 3</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>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 with increased regularity.</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> <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>Cleaning products for outside and inside class spaces kept in locked cupboard in class.</li> </ul>	Deputy Headteachers, Site Manager, School Business Manager	Ongoing and Following Changes in Guidance

Areas for concern	Existing Risk Control Measures	Action/ Monitored by Whom?	Action/ Monitored by When
	<ul style="list-style-type: none"> <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>• Clean equipment that is in use.</li> <li>• Toys/resources can be shared in class, but must be cleaned regularly.</li> <li>• On a regular 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>• Keep learning environments well organised, making use of storage and ensuring work surfaces are kept clear where ever possible, and especially at the end of the day – to enable efficient cleaning.</li> <li>• Soft furnishings can be used, but must be cleaned using anti- bacterial / virus spray.</li> </ul>	Leaders of Learning  Nursery Manager	Ongoing and Following Changes in Guidance
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, School Business Manager	Ongoing
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 / Deputy Headteachers	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	Ongoing
<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 Headteachers, Health and Therapy Assistant	Ongoing

Areas for concern	Existing Risk Control Measures	Action/ Monitored by Whom?	Action/ Monitored by When
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	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>All pupils 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> <li>The school is being less stringent on school uniform expectations.</li> </ul>	Leaders of Learning / Nursery Manager	Ongoing
The use of fabric chairs may increase the risk of the virus spreading.	<ul style="list-style-type: none"> <li>Soft furnishings can be used, but must be cleaned using anti-bacterial/virus spray. This cleaning is to be completed by the school cleaning team.</li> </ul>	Leaders of Learning / Nursery Manager	Ongoing
Pupils bring in items from home which are contaminated.	<ul style="list-style-type: none"> <li>We still recommend that pupils limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats, books, stationery and comfort items. 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>Home – school contact books should be used.</li> </ul>	Leaders of Learning / Nursery Manager	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.</li> <li>Parents/Carers are encouraged to provide pupils swim pants for Hydrotherapy.</li> </ul>	Leaders of Learning / Nursery Manager / FLO	Ongoing – Or following Changes in Guidance
<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>Secondary students are encouraged to test twice on return after each holiday, at least one test being completed prior to the first day of school.</li> <li>The school will retain a small onsite testing capacity. All Staff (including class GS) use the the home test model. Secondary students will be encouraged to test twice weekly at home. For most students this will be at home. For others who are unable to test at home, this will be onsite. The school recognises that testing is voluntary and that many of our students will not be able to be tested due to their SEN.</li> <li>We are not currently able to assist pupils that cannot self-administer.</li> </ul>	Deputy Headteachers	Ongoing – Or following Changes in Guidance

Areas for concern	Existing Risk Control Measures	Action/ Monitored by Whom?	Action/ Monitored by When
	<ul style="list-style-type: none"> <li>• Results for school based lateral flow tests will all be recorded. Home based tests will also be recorded in school on a database – parents/carers will contact class teachers to notify them of the result. The school will continue to maintain records of the results from all lateral flow and PCR tests, for students and staff.</li> <li>• Any student/staff member testing positive via a lateral flow test in school will be isolated in the COVID response room (as detailed below) and sent home to isolate and book a PCR test.</li> <li>• Those who are symptomatic and return positive LFT home/school tests will need to take a confirmatory PCR test.</li> <li>• Those who test positive and are asymptomatic should isolate, but from 11<sup>th</sup> January are not required to take a confirmatory PCR test.</li> <li>• Anyone displaying symptoms of COVID-19, including those who were previously isolating following a positive LFD result will need to take a confirmatory PCR test.</li> <li>• Under-18s, irrespective of their vaccination status, and double vaccinated adults will not need to self-isolate if they are a close contact of a positive case, instead they should take a rapid lateral flow device (LFD) test every day for 7 days. If any of these LFD tests are positive (and they are symptomatic) the person should self-isolate and book a PCR test. If they are asymptomatic and return a positive LFD they should isolate for 10 days from the positive result.</li> <li>• In the event of a positive test (including, from 11th January, from a lateral flow device) result, they must self-isolate at home for 10 days. <b>It is now possible to end the isolation after 5 full days, following 2 negative LFD tests taken 24 hours apart. The first LFD test should not be taken before the 5th day, with the second taken at the start of day 6.</b> The decision as to whether pupils return to school after 7 days will be taken in consultation with SLT and in line with the vulnerabilities of the identified class/students/staff. Parents/Carers should be aware of 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 (or their Parents/Carers) will be asked to provide information about recent close contacts.</li> <li>• Post-testing support is available through the schools wellbeing package.</li> <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 PCR tested. If they test negative, they can return to work. 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. If required, the school will request support and guidance from the UK Health Security Agency (UKHSA).</li> <li>• <b>Get a free PCR test to check if you have coronavirus (COVID-19) - GOV.UK (<a href="http://www.gov.uk">www.gov.uk</a>)</b> or by calling 119. Further guidance can be found at <a href="#">Guidance for contacts of people with confirmed coronavirus (COVID-19) infection who do not live with the person - GOV.UK (<a href="http://www.gov.uk">www.gov.uk</a>)</a></li> </ul>		

Areas for concern	Existing Risk Control Measures	Action/ Monitored by Whom?	Action/ Monitored by When
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.</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 term, clinically extremely vulnerable. If a staff member is pregnant should this apply.</li> </ul>	Deputy Headteacher (Health)	Ongoing – Or following Changes in Guidance
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 regardless of vaccination status 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, a pupil or a 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>	Headteacher / Deputy Headteachers	Ongoing – Or following Changes in Guidance
Inappropriate action in event of a suspected case.	<ul style="list-style-type: none"> <li>• Any pupil with any of the symptoms listed on the DfE / NHS websites is to be sent home and requested to take a PCR test.</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> <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. The room will be 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 is 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 someone who staff live with has symptoms of COVID-19, or has tested positive for COVID-19, they will not need to self-isolate if any of the following apply: <ul style="list-style-type: none"> <li>➢ They are fully vaccinated – this means 14 days have passed since your final dose of a COVID-19 vaccine given by the NHS</li> </ul> </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
	<ul style="list-style-type: none"> <li>➤ They under 18 years, 6 months old (students do not need to self-isolate)</li> <li>➤ They are taking part or have taken part in a COVID-19 vaccine trial</li> <li>➤ They have not able to get vaccinated for medical reason.</li> <li>• The member of staff (of the positive family member) should still: <ul style="list-style-type: none"> <li>➤ Complete daily lateral flow tests</li> <li>➤ follow advice on <a href="#">how to avoid catching and spreading COVID-19</a></li> <li>➤ consider limiting contact with <a href="#">people who are at higher risk from COVID-19</a></li> </ul> </li> <li>• Even if vaccinated, people can still be infected with COVID-19 and pass it on to others. If any person is identified as a contact of someone with COVID-19, but is not required to self-isolate, they can help protect others by following the guidance on how to stay safe and help prevent the spread. They may consider: <ul style="list-style-type: none"> <li>➤ limiting close contact with other people outside the household, especially in enclosed spaces</li> <li>➤ wearing a face covering in enclosed spaces and where they are unable to maintain social distancing</li> <li>➤ limiting contact with anyone who is clinically extremely vulnerable</li> </ul> </li> </ul>		
<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>	Headteacher / Deputy Headteachers / FLO	Ongoing – Or following Changes in Guidance
<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>• 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 are 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 Headteachers	Ongoing – Or following Changes in Guidance
<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 Headteachers	Ongoing – Or following Changes in Guidance

Areas for concern	Existing Risk Control Measures	Action/ Monitored by Whom?	Action/ Monitored by When
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 regular basis via email, text and the school's website.</li> <li>• Parent handbook available to all parent/carers.</li> <li>• Parents able to direct message staff via ClassDojo. This includes Senior Leaders.</li> <li>• Any updates from NHS/ UK Health Security Agency (UKHSA) or the Government regarding Coronavirus symptoms 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 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.	<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 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.</li> <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 to reinforce knowledge of hygiene procedures when changing a child.</li> <li>• Staff should follow guidance/training on donning and doffing of PPE from UK Health Security Agency (UKHSA) – which explains not only how to take on and off PPE, but also when and how to wash hands through this process. Nappies can be stored in changing rooms – but the new sealed drawer systems must be used. They should arrive in school in sealed bags and kept locked in cupboards in classrooms.</li> </ul>	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
	<ul style="list-style-type: none"> <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, FFP3mask and eye/face protection.</li> <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>Following updated guidance, AGP can take place in class without evacuation, where necessary and where there is no alternative. There is currently no room that can be designated as available and safe for use for AGP.</li> <li>Full COVID-19 measures are in place including a bespoke individualised pupil's RA to manage this. The Tracheostomy association states that there is no enhanced risk of transmission of COVID-19 from persons with tracheostomies in comparison to those without and that due to a reduced cough reflex the risk may be less.</li> </ul>	<p>Deputy Headteacher / Health and Therapy Assistant</p>	<p>Ongoing - Review as required following suggested changes in procedures</p>
<p>PPE for daily life for staff team not available resulting in increased risk of transmission.</p>	<ul style="list-style-type: none"> <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>	<p>Health and Therapy Assistant</p>	<p>Ongoing</p>
<p>Use of Face Coverings by pupils and staff</p>	<ul style="list-style-type: none"> <li>Face coverings are no longer advised for secondary pupils, staff and visitors in classrooms or in corridors /communal areas. From 27<sup>th</sup> January staff and pupils should follow the wider advice on face coverings. <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></li> <li>The school will continue to enact its contingency plan, where covid cases dictate and as such staff will be encouraged to wear face coverings in communal areas such as corridors and staff rooms (except when eating and drinking), this will include when collecting pupils from transport/parents.</li> </ul>	<p>Headteacher, Deputy Headteachers / Leaders of Learning</p>	<p>Ongoing – Or following Changes in Guidance</p>

Areas for concern	Existing Risk Control Measures	Action/ Monitored by Whom?	Action/ Monitored by When	
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	
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 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>Timetabled deep clean of OT/PT equipment.</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 COVID SECURE MEASURES</b>				
<b>Risk Rating prior to action</b>		<b>Likelihood : 2</b>	<b>Consequence: 3</b>	<b>Risk: 3</b>
<b>3.1 Pupil Behaviour</b>				
Pupil behaviour presents a challenge to themselves or others requiring staff	<ul style="list-style-type: none"> <li>Where necessary, 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> </ul>	Headteacher, PROACT-SCIPr-UK® Lead	Ongoing – Or following Changes in Guidance	

Areas for concern	Existing Risk Control Measures	Action/ Monitored by Whom?	Action/ Monitored by When
intervention, including physical intervention	<ul style="list-style-type: none"> <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>• 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>• 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>• Normal recording and reporting procedures, including de-brief, to be carried out following an intervention.</li> </ul>		
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>• As required, 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 or 1:1/adapted provision.</li> </ul>	Headteacher, Deputy Headteachers, Leaders of Learning	Ongoing
<b>3.2 Classrooms and Teaching Spaces</b>			
The size and configuration of classrooms and teaching spaces does not support being Covid secure	<ul style="list-style-type: none"> <li>• Make as much use of outdoor learning opportunities as possible.</li> <li>• 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. Comfortable room temperatures to be maintained at all times.</li> </ul>	Headteacher, Deputy Headteachers, Leaders of Learning	Ongoing – Or following Changes in Guidance
<b>3.3 Movement in Corridors</b>			
Covid secure guidance is breached when pupils circulate in corridors.	<ul style="list-style-type: none"> <li>• Pupils mostly use the toilet facilities and play spaces that are directly adjacent to their room and within their department.</li> </ul>	Leaders of Learning, Nursery Manager	Ongoing – Or following Changes in Guidance
<b>3.4 Break times / Play</b>			
Pupils may not be Covid secure at break times.	<ul style="list-style-type: none"> <li>• Play is mostly in class/department groups.</li> <li>• External areas are designated for department groups.</li> <li>• Staff model and communicate need for good hygiene (catch it, bin it, kill it and hand hygiene) and ventilation</li> <li>• Play areas and equipment regularly cleaned.</li> </ul>	Leaders of Learning, Nursery Manager	Ongoing – Or following Changes in Guidance

Areas for concern	Existing Risk Control Measures	Action/ Monitored by Whom?	Action/ Monitored by When
<b>3.5 Lunchtimes</b>			
Pupils may not observe social distancing at lunchtimes	<ul style="list-style-type: none"> <li>External areas are designated for department groups.</li> <li>Cleaning equipment available for staff to clean down play equipment - main 'touch' surfaces.</li> <li>School dinners and packed lunches are eaten in class.</li> <li>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 in class via trolleys wheeled to each class by MDMs or on trays carried into classes.</li> </ul>	Leaders of Learning	Ongoing – Or following Changes in Guidance
<b>3.6 Toilets</b>			
Toilets are not COVID secure	<ul style="list-style-type: none"> <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> </ul>	Leaders of Learning, Nursery Manager	Ongoing
<b>3.7 Reception Area</b>			
Reception area is not COVID secure	<ul style="list-style-type: none"> <li>Parents or external visitors to be invited or allowed into reception via prearranged meetings wherever possible. Online meetings should occur when this is possible.</li> <li>Visitors must have returned a negative lateral flow test no more than 2 days prior to their visit. They will have their temperature taken on arrival.</li> <li>Glass doors between reception area and main office kept closed.</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>Alcohol gel dispenser available at sign in and prior to entering admin corridor.</li> </ul>	Deputy Headteacher (Health) / Office Manager	Ongoing – Or following Changes in Guidance
<b>3.8 Staff Areas; Work Rooms, Staff Rooms and Offices</b>			
Staff work and social rooms and offices do not enable being Covid secure– resulting in increased risk of transmission.	<ul style="list-style-type: none"> <li>Staff are allocated to consistent staff teams, as far as is possible.</li> <li>Breaks are to be staggered so that wherever possible a maximum of 2 members of staff per class is on break at a time.</li> <li>The staff rooms are ventilated and cleaning materials provided to wipe down surfaces before and after use.</li> <li>Explorers and FLN use the Art room as a staff room due to CEV pupils and staff.</li> <li>Secondary and 6<sup>th</sup> form staff use the Gill Greenwood building.</li> <li>Primary staff use the main staff room.</li> <li>Tables are spaced.</li> <li>Staff are allowed to take their breaks outside/offsite where they choose.</li> <li>Should staff wish to take hot drinks with them outside, they should only use lidded travel mugs when moving within corridors.</li> </ul>	Headteacher, Deputy Headteacher, Leaders of Learning, Nursery Manager	Ongoing – Or following Changes in Guidance

Areas for concern	Existing Risk Control Measures	Action/ Monitored by Whom?	Action/ Monitored by When
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### 3.9 Shared Rooms; IT, Food Technology, Art, Music, Hydrotherapy Pool, Soft Play Room, Sensory Room, Forest School (Mud Kitchen).

Risk of transmission is increased due to shared use of school facilities.	<ul style="list-style-type: none"> <li>All shared equipment to be cleaned by staff following use.</li> <li>Timetables for cleaning schedules of all shared rooms.</li> <li>The Hydrotherapy Pool, including changing rooms, will be cleaned as appropriate between groups. Face shields can be used for close contact. Apparatus and pool toys will be cleaned and dried following use.</li> <li>Towels / dressing gowns will be washed between groups.</li> <li>Soft play and sensory room are open, but doors must remain open at all times (with staff sat by door to maintain security where required). CO2 sensor to be monitored. Room must be evacuated and closed if CO2 levels are too high.</li> <li>Soft play and sensory room timetables adjusted to allow blocking of groups and reduce mixing.</li> </ul>	Headteacher, Deputy Headteachers Leaders of Learning	Ongoing – Or following Changes in Guidance
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### 3.10 Staff Travel to and from School

Risk of transmission due to staff sharing vehicles to and from school.	<ul style="list-style-type: none"> <li>In the event that staff have to share a car, the following measures can be taken to avoid the spread of the virus: <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> </ul> </li> </ul>	Headteacher, Deputy Headteachers	Ongoing – Or following Changes in Guidance
Staff using public transport to travel to and from school	<ul style="list-style-type: none"> <li>Pupils and staff may use public transport where necessary, but we encourage them to walk, cycle or scoot to and from school wherever it is possible and safe to do so. Where pupils and staff need to use public transport, they should follow the safer travel guidance for passengers.</li> </ul>	Headteacher, Deputy Headteachers	Ongoing – Or following Changes in Guidance

<b>Risk Rating following action</b>	<b>Likelihood : 1</b>	<b>Consequence: 3</b>	<b>Risk: 3</b>
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## 4 CONTINUING ENHANCED PROTECTION FOR CHILDREN AND STAFF WITH UNDERLYING HEALTH CONDITIONS

<b>Risk Rating prior to action</b>	<b>Likelihood : 1</b>	<b>Consequence: 3</b>	<b>Risk: 3</b>
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### 4.1 Pupils with Underlying Health Conditions

Pupils with underlying health issues or those shielding are not identified and so measures have not	<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>Pupils with the most complex health needs – those that are clinically extremely vulnerable (and some who are clinically vulnerable) have a HCP and staff are trained in AGP as required.</li> </ul>	Headteacher, Deputy Headteachers	Ongoing – Or following Changes in Guidance
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Areas for concern	Existing Risk Control Measures	Action/ Monitored by Whom?	Action/ Monitored by When
been put in place to protect them.	<ul style="list-style-type: none"> <li>Those who remain under the care of a specialist health professional may need to continue 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>Where a pupil is unable to attend school because they are complying with clinical advice we expect them to access remote education as per the temporary continuity direction.</li> <li>Where pupils are not able to attend school as they are following clinical 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. 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 – Or following Changes in Guidance
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	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>Clinically extremely vulnerable (CEV) people are advised, as a minimum, to follow the same guidance as everyone else. It is important that everyone adheres to this guidance, but CEV people may wish to think particularly carefully about the additional precautions they can continue to take. Further information can be found in the guidance on protecting people who are CEV from COVID-19. Whilst individual risk assessments are not required, we are expected to discuss any concerns that people previously considered CEV may have.</li> </ul>	Deputy Headteacher / 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 is encouraging vaccine take up and enabling staff who are eligible for a vaccination to attend booked vaccine appointments where possible, even during term time.</li> <li>Pregnant women require special consideration as set out in the guidance for pregnant employees.</li> <li>The school will encourage pregnant women to follow the occupational health advice from the Royal College of Obstetrics and Gynaecology <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-advice-for-pregnant-employees/coronavirus-covid-19-advice-for-pregnant-employees">https://www.gov.uk/government/publications/coronavirus-covid-19-advice-for-pregnant-employees/coronavirus-covid-19-advice-for-pregnant-employees</a>.</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, including via <a href="#">Mental health resources for children, students, parents, carers and school/college staff - The Education Hub (blog.gov.uk)</a>. A plan to make use of these within school will be put into place.</li> <li>The school have employed a Play Therapist who will run sessions for targeted students.</li> </ul>	Deputy Headteachers, Leader of Learning (Secondary), Leaders of Learning, Designated Safeguarding team	Ongoing	
<b>5.2 Mental Health Concerns – Staff</b>				
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. Resources to support mental health of staff regarding COVID-19 and lockdown have been provided, including via <a href="#">Education Support - the mental health and wellbeing charity for education staff</a> and <a href="#">Mental health and bereavement support for teachers - Our Frontline (mentalhealthatwork.org.uk)</a>. A plan to make use of these within school will be put into place.</li> <li>Coaching will be relaunched to enable discussion of job roles and provide further support.</li> </ul>	Deputy Headteacher, Leader of Learning (Secondary), Leaders of Learning, Designated Safeguarding team	Ongoing	

Areas for concern	Existing Risk Control Measures	Action/ Monitored by Whom?	Action/ Monitored by When
	<ul style="list-style-type: none"> <li>After school leisure activities are provided for staff free of charge.</li> </ul>		
<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 : 1</b>	<b>Consequence: 3</b>	<b>Risk: 3</b>
<b>6.1 Maintaining Provision</b>			
Educational provision must reflect the enhanced need for 'recovery'.	<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 curriculum.</li> </ul>	Headteacher, Deputy Headteachers	Ongoing
Return from Foreign Travel resulting in staff being unavailable for work/pupils missing education and/or spread of COVID/new variants.	<ul style="list-style-type: none"> <li>All pupils travelling to England must adhere to travel legislation, details of which are set out in government travel advice.</li> <li>Parents travelling abroad should bear in mind the impact on their child's education which may result from any requirement to quarantine or self-isolate upon return.</li> </ul>	Headteacher, Deputy Headteachers	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 : 1</b>	<b>Consequence: 3</b>	<b>Risk: 3</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.</li> <li>Additional evacuation point for KS4/6<sup>th</sup> Form students.</li> <li>Plans for fire evacuation drills are in place.</li> <li>Regular drills – at least 3 times a year – to continue.</li> <li>Markings on fences/surfaces next to muster points to show where groups should be positioned (at 5 Metre Intervals)</li> <li>Class Teachers to go through drill with class groups in order to ensure understanding of new procedures.</li> </ul>	Headteacher, Site Manager, Fire Wardens	Reviewed regularly following drills.



Areas for concern	Existing Risk Control Measures	Action/ Monitored by Whom?	Action/ Monitored by When
Fire Marshalls absent due to self-isolation.	<ul style="list-style-type: none"> <li>Documents available to all staff on KLZ SharePoint.</li> </ul>	Headteacher, Deputy Headteachers, Site Manager	Ongoing
<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>Maintenance checks to continue.</li> </ul>	Site Manager, School Business Manager	Ongoing and following Changes in Guidance
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> <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>Where the school contingency plan is in place, all contractors working indoors during the school day will wear face coverings for the duration of the visit if inside or in a crowded area.</li> <li>All visitors will have their temperature taken on arrival.</li> </ul>	Site Manager, School Business Manager, Headteacher	Ongoing and following Changes in Guidance

Areas for concern	Existing Risk Control Measures	Action/ Monitored by Whom?	Action/ Monitored by When	
NHS and social services and visiting therapists / advisors (Deaf/HI SALT, HI/VI sensory service)	<ul style="list-style-type: none"> <li>All visitors to have received a negative LFT or PCR tests in the past 2 days.</li> <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>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>All visitors to have received a negative LFT or PCR tests in the past 2 days.</li> <li>The total number of visitors on site is monitored by the office staff.</li> <li>NHS, visiting after school and social services will be advised, where this is suitable to their role to wear facemasks when working inside or closely with students. 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.</li> <li>Where the work of a therapist is negatively impacted by wearing a mask they should wear a face shield.</li> <li>All visitors will have their temperature taken on arrival.</li> <li>Where the school contingency plan is in place, all visitors to wear face coverings for the duration of their visit unless their work is impacted by this e.g. SALT</li> </ul>	Reception Staff, Class Teachers, Deputy Headteacher, School Nurses	Ongoing and following Changes in Guidance	
Music Therapy	<ul style="list-style-type: none"> <li>The Music Therapist can now resume work onsite as Government guidance has been updated and allows for this.</li> <li>The music therapist will keep the room well ventilated and clean equipment prior to and following use.</li> </ul>	Deputy Headteachers	Ongoing and following Changes in Guidance	
Test and Trace	<ul style="list-style-type: none"> <li>A COVID register is kept by the main reception, this logs visitors to the site and any individuals they have had close contact with.</li> </ul>	Reception Staff, Headteacher, Deputy Headteachers	Ongoing and following Changes in Guidance	
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>Wherever possible, meetings between SLT, safeguarding and admin staff will be held virtually (Microsoft Teams).</li> </ul>	Headteacher, Deputy Headteachers	Ongoing and following Changes in Guidance	
<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 : 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
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### 8.1 Costs of the School's Response to COVID-19

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 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
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<b>Risk Rating after action</b>	<b>Likelihood : 1</b>	<b>Consequence: 2</b>	<b>Risk: 2</b>
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### 9 GOVERNANCE

<b>Risk Rating prior to action</b>	<b>Likelihood : 1</b>	<b>Consequence: 2</b>	<b>Risk: 2</b>
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#### 9.1 Oversight of the Governing Body

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
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<b>Risk Rating following action</b>	<b>Likelihood : 1</b>	<b>Consequence: 2</b>	<b>Risk: 2</b>
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### 10 Contingency Planning

<p><b>All guidance from the DfEs contingency framework will be followed this will include;</b></p> <ol style="list-style-type: none"> <li>Prioritising education</li> <li>Collaboration with KCC, UK Health Security Agency (UKHSA) and the DfE.</li> </ol> <p><b>Baseline/Core actions</b></p> <ul style="list-style-type: none"> <li>➤ Students should be tested twice on return from holidays. The tests should be 3-5 days apart. Staff and students should test themselves using LFD twice a week at home.</li> </ul>
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Areas for concern	Existing Risk Control Measures	Action/ Monitored by Whom?	Action/ Monitored by When
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- Those who test positive should isolate, take a confirmatory polymerase chain reaction (PCR) test, and continue to isolate if the result is positive. The School will be prepared to implement high-quality blended learning arrangements so that any child who is well enough to learn from home can do so.
- Under-18s, irrespective of their vaccination status, and double vaccinated adults will not need to self-isolate if they are a close contact of a positive case, instead they should take a rapid lateral flow device (LFD) test every day for 7 days. If any of these LFD tests are positive the person should self-isolate and book a PCR test via Get a free PCR test to check if you have coronavirus (COVID-19) - GOV.UK ([www.gov.uk](http://www.gov.uk)) or by calling 119. Further guidance can be found at Guidance for contacts of people with confirmed coronavirus (COVID-19) infection who do not live with the person - GOV.UK ([www.gov.uk](http://www.gov.uk))
- The school will maintain good hygiene for everyone and appropriate cleaning regimes and good ventilation whilst maintaining comfortable room temperatures.
- The school will continue strong messaging with regards to signs and symptoms, isolation advice and testing.

#### **Roles and responsibilities**

- Headteacher and DHTs – Decision making with regards to consultation with DfE/ UK Health Security Agency (UKHSA) and maintain COVID register.
- DHT i/c Health – Put in place all necessary adjustments to school operation to reduce transmission and minimise impact on attendance. Monitor positive cases, symptoms across the school and staff/pupil attendance. Training staff and communication with parents to signpost changes in Government policy and procedure.
- DHT i/c Curriculum – Lead all necessary adjustments to education to maintain quality of provision.
- Class teachers – Monitor symptoms, enact Covid response mechanisms following SLT consultation and record testing of students LFD results.
- Office – monitor attendance and flow of information regarding positive cases. Liaise with DHT i/c health.
- Staff members – report all symptoms and positive cases immediately and enact Covid secure response. Communicate any changes to staff/pupil condition immediately.
- Site team and cleaning team – ensure high standards of cleaning and hygiene throughout the school – increasing this with deep cleans of specified areas as required.

#### **When and how to seek advice**

Following DfE advice (0800 046 8687, option 1), the school will take extra action if the number of positive cases increases substantially. The school will examine the details of these cases to understand whether the transmission is occurring in the school setting. The school will take action and consult with the DfE.

Areas for concern	Existing Risk Control Measures	Action/ Monitored by Whom?	Action/ Monitored by When
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**Examples of close mixing:**

- A class group
- A friendship group mixing at break time
- A group in a shared therapy session
- A group in an after school club
- A group sharing a minibus or transport

**Potential Control measures for the school to enact**

- Enhanced cleaning
- Increased ventilation
- Enhanced personal hygiene
- Increase in outdoor learning

**Additional action as advised by PHE and clinicians**

- Enhanced LFD testing (increasing regularity) – strengthened communication or increasing onsite testing capacity
- Temporarily reinstating face coverings
- Reduction in class size/class closure / onsite provision - including consideration and risk assessment of CEV pupils.

Control measure	Action	Maintaining Education	Communication
Enhanced cleaning	Increased number of cleaning staff to increase regularity of cleaning Deep cleaning of identified areas and equipment	Cleaning will take place between educational sessions and not impact learning.	Parent and staff handbooks / staff training
Increased ventilation	More Doors and windows opened	No impact – students and staff can wear additional clothing	Parent and staff handbooks / staff training
Enhanced personal hygiene	Increase the availability of hand sanitiser and increase the regularity of hand washing	No impact, classes have hand sanitiser and sinks in class	Parent and staff handbooks / staff training

Areas for concern	Existing Risk Control Measures	Action/ Monitored by Whom?	Action/ Monitored by When
Increase in outdoor learning	Increase outdoor sessions for play, sensory play, my drama, my physical development etc.	No impact we teach via process based methods which suit outdoor learning.	Letters home / Phone calls
Enhanced LFD testing (increasing regularity) – strengthened communication or increasing onsite testing capacity	Enhanced communication with parents /carers to increase testing at home. Increase onsite testing capacity to test students who cannot test at home.	Minimal impact, students testing will take less than 20 minutes per week.	Phone calls, letters home, ClassDojo and School website
Temporarily reinstating face coverings	Return to face coverings for staff and students (if they choose) in corridors, communal areas and classrooms. Staff may decide not to use face coverings in class if pupil wellbeing/learning would be impacted. Enhance use of all PPE during personal hygiene and medical procedures.	No impact	Phone calls, letters home, ClassDojo and School website, staff training, staff and parent handbooks
Reduction in class size / onsite provision / class closure	Reduce class size following consultation with LA and DfE/ UK Health Security Agency (UKHSA) and local clinical consultants. Risk assessment of CEV students with parents/carers and consultants. Prioritisation of vulnerable students. Consideration of safe operation of the school (can sufficient Staff : Pupil ratios be maintained?).	Remote education	Phone calls, letters home, ClassDojo and School website

Areas for concern	Existing Risk Control Measures	Action/ Monitored by Whom?	Action/ Monitored by When
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Overall Whole School Risk Rating following action	Likelihood : 1	Consequence: 3	Risk: 3
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**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) has risen through the winter, but the majority of the staff team have now been vaccinated and boosted, which reduces both transmission risk and any potential outcome from contracting COVID-19. A number of the older, more vulnerable students, as well as students aged 12-15 have also been vaccinated reducing the risk to themselves, their peers and the staff that work them.

The school continues to operate a home based testing system, but will retain onsite testing for staff and students who require it. This system continues to work alongside and in tandem with the national test and trace programme.

We continue to use control measures such as enhanced hygiene procedures, enhanced onsite cleaning, catch it, bin it, kill it and enhanced ventilation/outdoor education to reduce transmission risk.

**As per our contingency planning;**

- We have reintroduced the wearing of face coverings for staff in communal areas, corridors and classrooms whilst local/school COVID case numbers remain high. We accept that for staff working with students with special needs that this may impact wellbeing/learning and therefore staff may opt not to wear them.
- We have also, at times of high staff absence, in order to maintain safety in school, had to reduce class numbers. This risk assessment is an ongoing process and involves minimising individual pupil absence by employing a rotation system. Remote learning is always offered when attendance has not been possible.

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

Signed (Headteacher / Deputy Headteachers)		Date	27 <sup>th</sup> January 2022
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