

Activity:	School Operations during Coronavirus (Covid-19) Pandemic			Location:	Keswick School
Assessor:	J Jones, S Jackson, R Lawler	Ref No.:		Distribution:	Governors, all staff, parents
Date:	1 March 2022	Proposed Review Date:	20 April 2022	Signed:	J Jones
Individuals at Risk	All employees, students, visitors, contractors, members of the public, the people they live with and their other close contacts, in particular, vulnerable children (as classified by DfE or LA guidance or school), vulnerable adults, anyone who is Black, Asian, Minority Ethnic (BAME), young/ inexperienced workers, new/ expectant mothers, anyone experiencing ill-health or who has pre-existing medical conditions, and first aiders/nurses/intimate care providers.				
Risks	Covid-19 or the novel coronavirus (Covid-19) is a new, highly infectious and serious respiratory illness that can cause death, critical illness, and other serious and potentially long-term health complications we are still learning about. The virus can be transmitted by contact with a bodily fluid containing it, most commonly saliva droplets dispersed into the air (aerosols) through talking, coughing, sneezing, and the performance of some healthcare tasks, which are then breathed in by other people nearby or the droplets land on surfaces that others touch, getting into their body when they then touch their face, especially their own mouth, nose and eyes. This may lead to anxiety and other wellbeing issues amongst staff, students and parents. Risks arising from lack of building/equipment particularly during periods of partial or full closure. The ability to effectively implement fire and other emergency procedures may be compromised due to reduced staff numbers for example.				
The Schools coronavirus (COVID-19) operational guidance is intended to support schools, both mainstream and alternative provision. Independent schools are expected to follow the control measures set out in the guidance in the same way. Separate guidance is also available for SEND and specialist settings: additional COVID-19 operational guidance and Covid-19: Actions for Out of School settings .					

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An individual develops Covid-19 symptoms or has a positive test	High	<input type="checkbox"/> The Government have removed the legal requirement to self-isolate following a positive test. <input type="checkbox"/> Adults and children (including those under the age of 5) who have symptoms of Covid-19 or a positive test result (either LFD or PCR) will be advised to order a PCR test stay at home and avoid contact with other people whilst waiting for the test result. If the test is positive, they are advised to stay at home for at least 5 full days, and then continue to follow the COVID-19: people with COVID-19 and their contacts guidance. They will be advised to take an LFD test from 5 days after their symptoms started (or the day their test was taken if they did not have symptoms) followed by another one the next day. If both these tests' results are negative, they should return to school as long as they feel well enough to do so and do not have a temperature. We will encourage families to follow this guidance. <input type="checkbox"/> If a parent or carer insists on a pupil attending our school where they have a confirmed or suspected case of Covid-19, we can take the decision to refuse the pupil if, in our reasonable judgement, it is necessary to protect other pupils and staff from possible infection with Covid-19. <input type="checkbox"/> There is no longer a legal requirement for fully vaccinated close contacts and those aged under 18 to test daily for 7 days and the legal requirement for close contacts who are not fully vaccinated to self-isolate has been removed. <input type="checkbox"/> Routine contact tracing has now ended. Contacts will no longer be legally required to self-isolate or advised to take daily tests. If an individual lives with or has stayed overnight in the household of someone who has Covid-19 they are advised to: <ul style="list-style-type: none"> - minimise contact with the person who has Covid-19; - work from home if they are able to do so; - avoid contact with anyone who is at higher risk of becoming severely unwell if they are infected with Covid-19; 		

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		<ul style="list-style-type: none"> - limit close contact with other people outside the household, especially in crowded, enclosed or poorly ventilated spaces; - wear a well-fitting face covering or surgical face mask in crowded, enclosed or poorly ventilated spaces where they are in close contact with other people; - pay close attention to the symptoms of Covid-19. If the individual develops any of these symptoms, they should order a PCR test, stay at home and avoid contact with others while waiting for the test result. <ul style="list-style-type: none"> <input type="checkbox"/> Children and young people who are close contacts of a positive case should attend their setting as usual. This includes children who are siblings of positive cases. <input type="checkbox"/> Self-isolation support payments have ended (we will bear in mind that parents on a low income who have to stay at home to look after young children who have tested positive will no longer be able to claim a support payment). <input type="checkbox"/> The legal obligation for individuals to tell their employers when they are required to self-isolate has also now ended, however, we will encourage staff to do so. <p>Asymptomatic testing</p> <ul style="list-style-type: none"> <input type="checkbox"/> It is no longer expected that that staff in mainstream secondary settings undertake twice-weekly asymptomatic testing and should follow the symptomatic testing advice for the general population. Further information is available in the NHS get tested for Covid-19 guidance. <input type="checkbox"/> In the event of an outbreak, we may be advised by our local health team or director of public health to undertake testing for staff and, where applicable, students of secondary age and above for a period of time. <input type="checkbox"/> All settings may be advised by the local public health team to recommend lateral flow device (LFD) tests to manage an outbreak. <input type="checkbox"/> Until 01/04/22, staff and pupils can still access test kits by ordering them online or through their local pharmacy if they wish. After this date, free to order universal symptomatic and asymptomatic testing for the general public in England will no longer be provided. <p>Reporting and advice</p> <p>The UKHSA advice service, accessed through option 1 of the DfE Covid-19 helpline will be decommissioned from 31/03/22. Support will continue to be available via the Cumbria Education IPC team. We will continue to email EducationIPC@cumbria.gov.uk if we have any queries. The DfE Covid-19 helpline will still be available to answer questions relating to Covid-19 in education and childcare settings, once the UKHSA advice service is switched off (and can be used outside of office hours when the Cumbria Education IPC team is not available).</p>		
An individual has been identified as a close contact of a positive Covid-19 case	High	<p>Definition of a Close Contact</p> <ul style="list-style-type: none"> <input type="checkbox"/> A contact is a person who has been close to someone who has tested positive for Covid-19. A person can be a contact any time from 2 days before the person who tested positive developed their symptoms (or, if they did not have any symptoms, from 2 days before the date their positive test was taken), and up to 10 days after, as this is when they can pass the infection on to others. A risk assessment may be undertaken to determine this, but a contact can be: <input type="checkbox"/> anyone who lives in the same household as another person who has Covid-19 symptoms or has tested positive for Covid-19; 		

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		<ul style="list-style-type: none"> <input type="checkbox"/> anyone who has had any of the following types of contact with someone who has tested positive for Covid-19: <input type="checkbox"/> face-to-face contact including being coughed on or having a face-to-face conversation within 1m <input type="checkbox"/> been within 1m for 1 minute or longer without face-to-face contact <input type="checkbox"/> been within 2m of someone for more than 15 minutes (either as a one-off contact, or added up together over one day) <p>Tracing close contacts and isolation</p> <ul style="list-style-type: none"> <input type="checkbox"/> Keswick School will follow the current advice, guidance and rules for Close Contacts and Isolation. 		
Clinically vulnerable or extremely clinically vulnerable persons returning to school	High	<p><i>Those who are particularly vulnerable, clinically extremely vulnerable (CEV), and high or higher-risk</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Following expert clinical advice and the successful rollout of the Covid-19 vaccine programme, staff, children and young people who were previously identified as being in one of these groups, are advised to continue to follow the guidance for people previously considered clinically extremely vulnerable from COVID-19. <input type="checkbox"/> Staff, children and young people previously considered CEV should attend school and should follow the same guidance as the rest of the population. In some circumstances, an individual may have received personal advice from their specialist or clinician on additional precautions to take and they should continue to follow that advice. <input type="checkbox"/> Staff, children and young people over the age of 12 with a weakened immune system should follow the guidance for people whose immune system means they are at higher risk from Covid-19. <input type="checkbox"/> Whilst individual risk assessments are not required, employers are expected to discuss any concerns that people previously considered CEV may have. <input type="checkbox"/> For home working, we will consider whether home working is appropriate for workers facing mental or physical health difficulties, or those with a particularly challenging home working environment. We will discuss concerns with staff. <input type="checkbox"/> We will provide remote education to pupils who are following specific clinical advice. <input type="checkbox"/> Whilst attendance is mandatory, we will work collaboratively with families to reassure them and to help their child return to their everyday activities. Discussions will have a collaborative approach, focusing on the welfare of the child and responding to the concerns of the parent, carer or young person. <p><i>Staff who are pregnant</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> We will conduct a risk assessment for new and expectant mothers in line with the Management of Health and Safety at Work Regulations 1999 (MHSW). Any risks identified at that point, or later during the pregnancy, in the first 6 months after birth, or while the employee is still breastfeeding, will be included and managed as part of the general workplace risk assessment. <input type="checkbox"/> We will follow the Royal College of Obstetricians and Gynaecology (RCOG) guidance and continue to monitor for future updates to it. <p><u>Women less than 28 weeks pregnant with no underlying health conditions:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> We will conduct a workplace risk assessment with each person. 	Where necessary, we will provide equipment for people to work at home safely and effectively and guidance on how to work safely at home.	

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		<ul style="list-style-type: none"> <input type="checkbox"/> They will only continue working if the risk assessment advises that it is safe to do so. This means that we will remove or manage any risks. If this cannot be done, they will be offered suitable alternative work or working arrangements (including working from home). <input type="checkbox"/> We will support each person with appropriate risk mitigation in line with recommendations to staff arising from workplace risk assessment. <p><u>Women who are 28 weeks pregnant and beyond or with underlying health conditions:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Women 28 weeks pregnant and beyond or are pregnant and have an underlying health condition should take a more precautionary approach. <input type="checkbox"/> This is because although they are at no more risk of contracting the virus than any other non-pregnant person who is in similar health, they have an increased risk of becoming severely ill and of pre-term birth if they contract Covid-19. <input type="checkbox"/> We will ensure they are able to adhere to any active national guidance on social distancing. For many workers, this may require working flexibly from home in a different capacity. <input type="checkbox"/> We will consider how to redeploy these staff and how to maximise the potential for homeworking, wherever possible. <input type="checkbox"/> Where adjustments to the work environment and role are not possible and alternative work cannot be found, such persons will be suspended on paid leave. <p><i>Staff who may otherwise be at increased risk from coronavirus</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Some people may be at comparatively increased risk from coronavirus (Covid-19). Staff who feel they may be at increased risk but who have not been identified as CEV can return to school. We will review their individual risk assessments with them (as above). 		
Inadequate hand and respiratory hygiene leading to spread of Covid-19 virus	High	<ul style="list-style-type: none"> <input type="checkbox"/> Frequent and thorough hand cleaning is now regular practice. <input type="checkbox"/> Wash with liquid soap & water for a minimum of 20 seconds. Alcohol based hand cleansers/gels (containing at least 60% alcohol) can be used if soap and water are not available or practical. We will continue to ensure there are sufficient hand washing or hand sanitiser 'stations' available throughout school for staff and students and at the main entrance and dining hall entrance. <input type="checkbox"/> Toilets will be cleaned regularly and students encouraged to clean their hands thoroughly after using the toilet. <input type="checkbox"/> The 'catch it, bin it, kill it' approach will continue. Everyone will be reminded to sneeze into a tissue or sleeve NEVER into hands and to wash hands immediately after (as above). <input type="checkbox"/> Used tissues will be put in a bin immediately - all waste bins to be lined (they do NOT need to be double lined) and should be lidded and foot operated where possible and emptied regularly. <input type="checkbox"/> Where it is necessary for first aid to be administered in close proximity, treating any casualty properly should be the first concern. Those administering it should pay particular attention to sanitation measures immediately afterwards, including washing hands. 	<p>We have built these routines into school culture, supported by behaviour expectations.</p> <p>Alcohol-based hand gels should not be used in science labs or D&T & Food workshops/lessons.</p>	
Inadequate ventilation leading to spread of Covid-19 virus		<ul style="list-style-type: none"> <input type="checkbox"/> When school is in operation, it is important to ensure the building is well ventilated and a comfortable teaching environment is maintained. We will use Carbon Dioxide Monitors, to identify any poorly ventilated spaces as part of our risk assessment and take steps to improve fresh air flow in these areas, giving particular consideration when holding events where visitors such as parents are on site, e.g. school plays. This can be achieved by a variety of measures including: 	CO2 monitors have been received and installed within Keswick school to assist staff in identifying when additional ventilation is required.	

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		<ul style="list-style-type: none"> - natural ventilation – opening external windows and, in addition, opening internal doors can also assist with creating a throughput of air; - natural ventilation – if necessary external opening doors may also be used (if they are not fire doors and where safe to do so). <input type="checkbox"/> To balance the need for increased ventilation while maintaining a comfortable temperature, the following measures will also be used as appropriate: <ul style="list-style-type: none"> - opening high level windows in preference to low level to reduce draughts; - increasing the ventilation while spaces are unoccupied (e.g. between classes, during break and lunch, when a room is unused); - providing flexibility to allow additional, suitable indoor clothing; - rearranging furniture where possible to avoid direct drafts. 		
Inadequate personal protection & PPE & spread of Covid-19 virus	High	<p>PPE</p> <input type="checkbox"/> We have reviewed tasks in school which require PPE like first aid, cleaning, food preparation etc. and identified where we need extra equipment (like visors where splashing to the eyes is a new significant risk) or more of it (because we change it more often). Where PPE is required, staff have been trained in and must scrupulously follow the guidance how to put PPE on and take it off safely to reduce cross and self-contamination.	There will be a small supply of face coverings available in school should they be required in an outbreak.	

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Inadequate cleaning measures leading to spread of Covid-19 virus	High	<p>Cleaning non-healthcare settings where no-one has symptoms of, or confirmed Covid-19</p> <p><i>Cleaning and disinfection</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Increase the frequency of cleaning, using standard cleaning products such as detergents and bleach, paying attention to all surfaces but especially ones that are touched frequently, such as door handles, light switches, work surfaces, remote controls and electronic devices. <input type="checkbox"/> As a minimum, frequently touched surfaces should be wiped down twice a day, and one of these should be at the beginning or the end of the working day. Cleaning should be more frequent depending on the number of people using the space, whether they are entering and exiting the setting and access to handwashing and hand-sanitising facilities. Cleaning of frequently touched surfaces is particularly important in bathrooms and communal kitchens. <p><i>Kitchens and communal canteens</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> It is very unlikely that Covid-19 is transmitted through food. However, as a matter of good hygiene practice, anyone handling food will wash their hands often with soap and water for at least 20 seconds before doing so. <input type="checkbox"/> Crockery and eating utensils should not be shared. <input type="checkbox"/> Clean frequently touched surfaces regularly. <input type="checkbox"/> Catering staff will continue to follow the Food Standard Agency's (FSA) guidance on good hygiene practices in food preparation, Hazard Analysis and Critical Control Point (HACCP) processes, and preventative practices (pre-requisite programmes (PRPs)). <p><i>Toilets</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Clean frequently touched surfaces regularly. <input type="checkbox"/> Ensure suitable hand washing facilities are available including running water, liquid soap and paper towels or hand driers. <p><i>Waste</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Waste does not need to be segregated unless an individual in the setting shows symptoms of or tests positive for Covid-19 (see below). <input type="checkbox"/> Dispose of routine waste as normal, placing any used cloths or wipes in 'black bag' waste bins. You do not need to put them in an extra bag or store them for a time before throwing them away. <p>Cleaning after an individual with symptoms of, or confirmed Covid-19 has left the setting or area</p> <p><i>Personal protective equipment (PPE)</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> The minimum PPE to be worn for cleaning an area after a person with symptoms of or confirmed Covid-19 has left the setting is disposable gloves and an apron. <input type="checkbox"/> Wash hands with soap and water for 20 seconds after all PPE has been removed. <input type="checkbox"/> If a risk assessment of the setting indicates that a higher level of virus may be present (e.g. where someone unwell has spent the night such as in a hotel room or boarding school dormitory) then additional PPE to protect the cleaner's eyes, mouth and nose may be necessary. The local Public Health England (PHE) Health Protection Team can advise on this. 	Carry out inventory check of cleaning products and stock at regular intervals. Ensure contingency plans are in place to respond to any shortages in supply.	

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		<p>Cleaning and disinfection</p> <ul style="list-style-type: none"> <input type="checkbox"/> Public areas where a symptomatic person has passed through and spent minimal time but which are not visibly contaminated with body fluids, such as corridors, can be cleaned thoroughly as normal. <input type="checkbox"/> All surfaces that the symptomatic person has come into contact with should be cleaned and disinfected, including all potentially contaminated and frequently touched areas such as bathrooms, door handles, door push plates, work surfaces, computer keyboards/mice, telephones, grab rails in corridors/bannisters, stairwells. <input type="checkbox"/> Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings – think one site, one wipe, in one direction. Use one of the options below: <ul style="list-style-type: none"> - a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine (ppm av.cl.); or - a household detergent followed by disinfection (1000 ppm av.cl.). Follow manufacturer’s instructions for dilution, application and contact times for all detergents and disinfectants; or - if an alternative disinfectant is used within the organisation ensure that it is effective against enveloped viruses. <input type="checkbox"/> Avoid mixing cleaning products together as this can create toxic fumes. <input type="checkbox"/> Avoid creating splashes and spray when cleaning. <input type="checkbox"/> Any cloths and mop heads used must be disposed of and should be put into waste bags as outlined below. <input type="checkbox"/> When items cannot be cleaned using detergents or laundered, for example, upholstered furniture and mattresses, steam cleaning should be used. <p>Waste</p> <ul style="list-style-type: none"> <input type="checkbox"/> Personal waste from individuals with symptoms of Covid-19 and waste from cleaning of areas where they have been (including PPE, disposable cloths and used tissues): <ul style="list-style-type: none"> - should be put in a plastic rubbish bag and tied when full - the plastic bag should then be placed in a second bin bag and tied - this should be put in a suitable and secure place and marked for storage until the individual’s test results are known <input type="checkbox"/> This waste should be stored safely and kept away from children. It should not be placed in communal waste areas until negative test results are known, or the waste has been stored for at least 72 hours. If possible, keep an area closed off and secure for 72 hours. <input type="checkbox"/> If the individual tests negative, this can be disposed of immediately with the normal waste. <input type="checkbox"/> If Covid-19 is confirmed this waste should be stored for at least 72 hours before disposal with normal waste. <input type="checkbox"/> If during an emergency you need to remove the waste before 72 hours, it must be treated as Category B infectious waste. You must: <ul style="list-style-type: none"> - keep it separate from your other waste - arrange for collection by a specialist contractor as hazardous waste 		

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		<p>There will be a charge for this service.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Other household waste can be disposed of as normal. <input type="checkbox"/> Any items that are heavily contaminated with body fluids and cannot be cleaned by washing will be disposed of. 		
Failure to adequately identify vulnerable students/ safeguarding	High	<ul style="list-style-type: none"> <input type="checkbox"/> We will continue to have regard to statutory guidance Keeping Children Safe in Education. <input type="checkbox"/> We will identify all those children home we believe to be vulnerable in addition to those classes as vulnerable under the current DfE guidance. This will include children on the edge of receiving support from children’s social care, adapted children, those at risk of becoming NEET, those living in temporary accommodation and those who are young carers. 		
Inappropriate arrangements for opening the school to student groups	High	<p>Mixing</p> <ul style="list-style-type: none"> <input type="checkbox"/> As well as enabling flexibility in curriculum delivery, this means that assemblies can resume, and we no longer need to make alternative arrangements to avoid mixing at lunch. <input type="checkbox"/> Our Outbreak Management Plan covers the possibility that in some local areas it may become necessary to reintroduce ‘bubbles’ for a temporary period, to reduce mixing between groups. <input type="checkbox"/> Any decision to recommend the reintroduction of ‘bubbles’ will not be taken lightly and will need to take account of the detrimental impact they can have on the delivery of education. <p>School meals</p> <ul style="list-style-type: none"> <input type="checkbox"/> We will continue to provide meal options for all students who are in school. Meals served should meet the school food standards, and where possible a hot meal should be available. <input type="checkbox"/> We will also continue to provide free school meal support to students who are eligible for benefits related free school meals and who are learning from home during term time by providing vouchers. <p>Transport</p> <ul style="list-style-type: none"> <input type="checkbox"/> Fresh air (from outside the vehicle) through ventilation will be maximised, particularly through opening windows on the school mini-buses. <input type="checkbox"/> We will put in place and maintain an appropriate cleaning schedule with a particular focus on frequently touched surfaces in our school mini-buses. <p>Extra-curricular activity including out-of-school sports provision</p> <ul style="list-style-type: none"> <input type="checkbox"/> All children may access out-of-school settings and extra-curricular provision; activities may take in groups of any size and it is no longer recommended that it is necessary to keep children in consistent groups. <input type="checkbox"/> Our provision will ensure they are following the same protective measures being taken by school during the day and work with school to follow our arrangements. <input type="checkbox"/> All sports provision, including competition between settings can be planned and delivered. Refer to ‘PESSPA’ below. <input type="checkbox"/> We will follow the same protective measures as listed under ‘Music, Dance and Drama’ below for these out-of-school activities. 		

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		<p>Educational visits & trips</p> <ul style="list-style-type: none"> <input type="checkbox"/> Out-of-school setting providers may undertake educational visits in groups of any number and children will no longer need to be kept in consistent groups. 		
Inappropriate arrangements for managing the curriculum	High	<p>Physical Education, School Sport and Physical Activity (PESSPA)</p> <ul style="list-style-type: none"> <input type="checkbox"/> All sports provision, including competition between settings can be planned and delivered. <input type="checkbox"/> We will follow the guidance contained in Guidance on coronavirus (COVID-19) measures for grassroots sport participants, providers and facility operators. <input type="checkbox"/> If delivering sporting or other organised events, more information can be found in COVID-19: Organised events guidance. <p>Science, Art and D&T</p> <ul style="list-style-type: none"> <input type="checkbox"/> For guidance regarding Science and D&T in relation to practical activities during the Covid-19 pandemic, we will follow relevant CLEAPSS guidance. Although specific risk assessments will not be required, our existing curricular risk assessments will be reviewed and where necessary updated to reflect altered practices and CLEAPSS guidance. <p>Music, Dance and Drama</p> <ul style="list-style-type: none"> <input type="checkbox"/> We will continue teaching music, dance and drama as part of the school curriculum. <input type="checkbox"/> Singing, wind and brass instrument playing can be undertaken in line with performing arts guidance ensuring we provide adequate ventilation and clean more frequently. <p>Performances</p> <ul style="list-style-type: none"> <input type="checkbox"/> If planning indoor or outdoor face-to-face performances, sporting or other organised events in front of a live audience, we will follow the latest advice in the COVID-19: Organised events guidance, which provides details of how to manage audiences as well as carry out performing arts safely. 		
Inadequate contingency plans in place	High	<p>Stepping measures up and down</p> <ul style="list-style-type: none"> <input type="checkbox"/> We have an Outbreak Management Plan outlining what we would do if students or staff test positive for Covid-19, or how we would operate if we were advised to take extra measures to help break chains of transmission. Any measures in schools will only ever be considered as a last resort, kept to the minimum number of schools or groups possible, and for the shortest amount of time possible. <input type="checkbox"/> Central government may offer local areas of particular concern an enhanced response package to help limit increases in transmission. <input type="checkbox"/> We have thought about taking extra action if the number of positive cases substantially increases. Information on what circumstances might lead us to consider taking additional action, and the steps we should work through, can be found in the Contingency framework. <input type="checkbox"/> We will call the LA Public Health Team who will advise if any additional action is required, such as implementing elements of our outbreak management (or contingency) plan. <p>Remote education</p> <ul style="list-style-type: none"> <input type="checkbox"/> The Coronavirus Act 2020 Provision of Remote Education (England) Temporary Continuity (No.2) Direction applies from the start of the academic year 2021 to 2022 and extends the requirement 		

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		<p>on schools to provide remote education for state-funded pupils when they cannot attend school due to COVID-19.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Not all people with Covid-19 have symptoms. Where appropriate, we will support those who need to self-isolate because they have tested positive to work or learn from home if they are well enough to do so. <input type="checkbox"/> We will maintain our capacity to deliver high quality remote education for the academic year, including for students who are abroad, and facing challenges to return due to Covid-19 travel restrictions, for the period they are abroad. <input type="checkbox"/> We will work collaboratively with families and put in place reasonable adjustments so that students with SEND can successfully access remote education. <input type="checkbox"/> We will keep in contact with students learning from home and regularly check if they are accessing remote education. <input type="checkbox"/> For students self-isolating who are within the definition of vulnerable we will notify their social worker (if they have one) and agree the best way to maintain contact and offer support. 		
Poor or inappropriate behaviour and attendance	High	<p>Behaviour</p> <ul style="list-style-type: none"> <input type="checkbox"/> Our Behaviour policy has been updated with any new rules/policies and will be communicated clearly and consistently to staff, students and parents, setting clear, reasonable and proportionate expectations of student behaviour both in school and online. We will set out clearly the consequences for poor behaviour and deliberately breaking the rules and how we will enforce those rules including any sanctions. <input type="checkbox"/> We will work with staff, students and parents to ensure that behaviour expectations are clearly understood, and consistently supported, taking account of individual needs and we will also consider how to build new expectations into our rewards system. <p>Attendance</p> <ul style="list-style-type: none"> <input type="checkbox"/> School attendance is mandatory for all pupils of compulsory school age and it is priority to ensure that as many children as possible regularly attend school. <input type="checkbox"/> Where a child is self-isolating (awaiting a test result) or in quarantine because of Covid-19, they should 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 should be recorded as code I (illness). <input type="checkbox"/> For pupils abroad who are facing challenges to return, code X is unlikely to apply. In some specific cases, code Y (unable to attend due to exceptional circumstances) will apply. <input type="checkbox"/> In all circumstances and in accordance with our School Outbreak Management Plan, priority will continue to be given to vulnerable children and young people and children of critical workers (as defined in the DfE guidance Children of critical workers and vulnerable children who can access schools or educational settings) to attend full time. <p>Travel & quarantine</p> <ul style="list-style-type: none"> <input type="checkbox"/> 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. 		

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Inadequate arrangements in place for managing off-site visits	High	<input type="checkbox"/> We will continue to undertake full and thorough risk assessments in relation to all educational visits and ensure that any public health advice, such as hygiene and ventilation requirements, is included as part of that risk assessment. <input type="checkbox"/> Given the likely gap in Covid-19 cancellation insurance, if we are considering booking a new visit, whether domestic or international, we will ensure that any new bookings have adequate financial protection in place. <input type="checkbox"/> We will be aware that the travel list (and broader international travel policy) is subject to change and green list countries may be moved into amber or red. The travel lists may change during a visit and we must comply with international travel legislation and will have contingency plans in place to account for these changes. <input type="checkbox"/> We will speak to either our visit provider, commercial insurance provider, or the Risk Protection Arrangement (RPA) to assess the protection available. If unsure contact organisations such as the British Insurance Brokers' Association (BIBA) or Association of British Insurers (ABI) for independent advice on insurance cover and options.		
Inadequate staffing ratios, staff availability and recruitment	High	Ratios and Qualifications <input type="checkbox"/> We will undertake an appropriate audit to ensure staffing levels are appropriate. <input type="checkbox"/> We have contingency plans in place should staff be absent as a result of Covid-19. Our possible approaches to managing a shortfall in staffing include: <ul style="list-style-type: none"> - We will ensure that appropriate support is made available for students with SEND, e.g. by deploying teaching assistants and enabling specialist staff from both within and outside the school to work with students in different classes or year groups. - Where support staff capacity is available, we will consider using this to support catch-up provision or targeted interventions. TAs may also be deployed to lead groups or cover lessons, under the direction and supervision of a qualified, or nominated, teacher. Any redeployments will not be at the expense of supporting students with SEND. The Head teacher will be satisfied that the person has the appropriate skills, expertise and experience to carry out the work, and discuss and agree any proposed changes in role or responsibility with the member of staff. This includes ensuring that safe ratios are met, and/or specific training undertaken, for any interventions or care for students with complex needs where specific training or specific ratios are required. - We can continue to engage supply teachers and other supply staff including to deliver face to face education to students in school and remote education. - Where it is necessary to use supply staff, peripatetic teachers and volunteers, they will be expected to comply with our arrangements for managing and minimising risk and will be included in our communications, policies and processes for asymptomatic testing including provision of test kits where feasible. <input type="checkbox"/> We will ensure we have adequate and appropriate equipment and facilities to give first aid to any employee or student who is injured or becomes ill at work; the level of first aid cover provided remains appropriate for our work environment and the level of first aid provision necessary in high risk settings is fully maintained. <input type="checkbox"/> Key telephone numbers of all available DSL's/deputies to be displayed in school.	Where it is not possible to have a DSL or Deputy physically in school, arrangements may be made	

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		<ul style="list-style-type: none"> <input type="checkbox"/> Ensure the contact details of the Safeguarding Hub/Early Help Team/LADO are available to all staff on duty. <input type="checkbox"/> Ensure sufficient competent staff on duty to administer or supervise the administration of medication. Wherever possible, children to self-administer, witnessed by staff. <p>Staff taking leave</p> <ul style="list-style-type: none"> <input type="checkbox"/> Staff will need to be available to work in school during term time. We will discuss leave arrangements with staff to inform workforce planning taking into account their individual contractual arrangements. <input type="checkbox"/> There is a risk that where staff travel abroad, their return travel arrangements could be disrupted due to Covid-19 restrictions, and they may need to quarantine on their return. <input type="checkbox"/> Where it is not possible to avoid a member of staff having to quarantine during term time, we will consider if it is possible to temporarily amend working arrangements to enable them to work from home. <input type="checkbox"/> Whilst it remains a decision for individual schools, we will make all staff aware that the LA view is that if staff must travel abroad which then mean they have to quarantine on their return (and this is not within school holiday periods), then this should be treated as unpaid leave. <p>Recruitment</p> <ul style="list-style-type: none"> <input type="checkbox"/> Recruitment will continue as usual. We will continue to adhere to Keeping children safe in education regarding pre-appointment checks. 	<p>for the DSL to be contactable via phone or video link if working from home.</p> <p>The latest guidance on travel/quarantine can be accessed at: Travel abroad from England during coronavirus (COVID-19), Quarantine and testing if you've been in an amber list country, Coronavirus (COVID-19) testing before you travel to England, Booking and staying in a quarantine hotel when you arrive in England, Red, amber and green list rules for entering England</p>	
Visitors & spread of Covid-19 virus	High	<ul style="list-style-type: none"> <input type="checkbox"/> We will ensure that all visitors and key contractors are aware of the school's control measures and ways of working. <input type="checkbox"/> As was the case pre-pandemic, access to contractors/external maintenance personnel should be by appointment only and wherever possible, arranged after school, holidays or weekends. <input type="checkbox"/> We will: <ul style="list-style-type: none"> - continue to ask every visitor (over the age of 16) to 'check in' by providing their name and telephone number along with the date of entry; - keep a record of all staff working in school, their shift times and dates, and their contact details; - keep these records of visitors and staff for 21 days and provide this information to NHS Test and Trace, if requested. <p>Lettings</p> <ul style="list-style-type: none"> <input type="checkbox"/> Hirers must also comply with our system of controls which will be included within our 'Conditions of Hire'. 		
Lack of wellbeing management for students and families	High	<ul style="list-style-type: none"> <input type="checkbox"/> Some students may be experiencing a variety of emotions in response to the coronavirus (Covid-19) outbreak, such as anxiety, stress or low mood. This may particularly be the case for vulnerable children, including those with a social worker and young carers. It is important to contextualise these feelings as normal responses to an abnormal situation. <input type="checkbox"/> We will offer pastoral support to students who are self-isolating or who are vulnerable. 		

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		<ul style="list-style-type: none"> <input type="checkbox"/> We will also provide more focused pastoral support for students' individual issues, drawing on external support where necessary and possible. <input type="checkbox"/> Where there is a concern a child is in need or suffering or likely to suffer from harm, we (generally led by the DSL or deputy) will follow our Child Protection Policy and Part 1 of Keeping children safe in education and consider any referral to statutory services (and the police) as appropriate. 		
Lack of wellbeing management for staff	High	<ul style="list-style-type: none"> <input type="checkbox"/> We will be conscious of the wellbeing of all staff, including senior leaders themselves, and the need to implement flexible working practices in a way that promotes good work-life balance and supports teachers and leaders. <input type="checkbox"/> We will monitor the wellbeing of people who are working from home or self-isolating and help them stay connected to the rest of the workforce, especially if the majority of their colleagues are on-site. We will keep in touch with off-site workers on their working arrangements including their welfare, mental and physical health. 		
Inadequate communications with and training of staff	High	<ul style="list-style-type: none"> <input type="checkbox"/> We will provide clear, consistent and regular communication to improve understanding and consistency of ways of working amongst staff and explain and agree any changes in working arrangements, including those working from home. <input type="checkbox"/> We will ensure all staff are kept up to date with how safety measures are being implemented or updated. 		
Fire emergencies	High	<ul style="list-style-type: none"> <input type="checkbox"/> We will regularly review and where necessary, update the existing school Fire Risk Assessment and Fire Safety Management Policy/Evacuation Plan. <input type="checkbox"/> We will ensure there are sufficient trained staff on duty e.g. sufficient fire wardens to cover the site to enable sweeps of all areas to be carried out and to ensure full evacuation of the building – particularly important if staff are required to self-isolate. <input type="checkbox"/> Propping open doors by any other means other than proprietary hold open devices triggered by the fire alarm is not permitted unless for providing ventilation. Should the alarm sound, the device should be removed on exit. <input type="checkbox"/> We will consider the closing of windows should the fire alarm activate. Because of the need for increased ventilation in the school during the Covid-19 pandemic, there may not be time to close all windows prior to evacuation. This situation is only permissible where to close all the windows would result in increased risk to staff and students. 		

Further Action Required	Date Action Completed	Date RA Reviewed	Significant Changes Y/N	Shared with Staff Date or N/A
<p>Settings should review and update their wider risk assessments and consider the need for relevant revised controls in respect of their conventional risk profile considering the implications of Covid-19. This risk assessment must be read and followed in conjunction with other applicable risk assessments for the setting, staff member or student, adapted as necessary, and:</p> <ul style="list-style-type: none"> • Schools coronavirus (COVID-19) operational guidance • SEND and specialist settings: additional COVID-19 operational guidance • Covid-19: Actions for Out of School settings • Covid-19: people with Covid-19 and their contacts • COVID-19: guidance on protecting people defined on medical grounds as extremely vulnerable • RCPCH: COVID-19 guidance on CEV children & young people • Coronavirus: how to stay safe and help prevent the spread • Coronavirus (Covid-19) Getting tested • Safeguarding and remote education during coronavirus (COVID-19) • Actions for employers & providers following a COVID-19 related death of a carer or colleague across children's services • Providing School Meals during the Coronavirus Outbreak • Use of PPE in education, childcare and children's social care settings including AGPs • COVID-19: personal protective equipment use for non-aerosol generating procedures • Face coverings: when to wear one, exemptions and how to make your own • Get help with remote education • Promoting and supporting mental health and wellbeing in schools and colleges • Schools and COVID-19: guidance for Black, Asian and minority ethnic (BAME) staff and their employers in school settings • Asthma UK COVID-19: Health advice for people with asthma • HSE: Ventilation & air conditioning during the coronavirus (COVID-19) pandemic • Working safely during coronavirus (Covid-19) • Contingency framework: education and childcare settings • Rapid asymptomatic testing in specialist settings (from Step 4) • COVID-19 Response - Summer 2021 				