

HEALTH & SAFETY

RISK ASSESSEMENT

Approval: Paul Haselden

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Site Name: Lydiate Learning Trust					Area/Section: Reopening School after COVID19				
Description (Subject to be assessed—refer to Index)	Ref No	Hazard (What could cause harm)	Risk of (What could happen /nature of injury)	Risk to (Persons directly / indirectly affected)	Action to Minimise Risk (Existing control measures)	LR B	SR A	RRN C	Further Action Required
Establishing a systematic process of the full reopening of school.	CV1.1	Organisation of teaching spaces	Disease Infection Minor Injury Major Injury Death	Pupils Staff Parents Public Contractors	<ul style="list-style-type: none"> Classrooms are re-modelled, with chairs and desks in place to maximise the space available for social distancing whilst ensuring good ventilation within the classrooms. Each classroom will have access to Hand Sanitiser stations upon entrance. Clear signage displayed in classrooms promoting social distancing. Use of shared resources is allowed however we will promote the single use of equipment where possible. 	2	2	4	

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	CV1.1	Collaborative work within 6 th Form with localised provisions	Disease Infection Minor Injury Major Injury Death	Pupils Staff Parents Public Contractors	<ul style="list-style-type: none"> Following DfE guidelines where 6th Provisions could benefit from linked up support for specialist sessions Students will access a number of sessions on a weekly basis at Maghull High / Maricourt School. Each visit will be a maximum of 2 classes and will take place in lessons 1&2, or just after break in period 3. Students will follow site protocol and go directly to classrooms, follows site signage/ Students wont access 'shared equipment' and where possible, Lydiate Learning Trust will provide students with own resources. In the event of students feeling unwell, or having COVID19 symptoms, set protocols as outlined below will be followed. 	3	3	9	Risk of contamination of students.
	CV1.2	The School Day	Disease Infection Minor Injury	Pupils Staff	<ul style="list-style-type: none"> The number of entrances and exits to be used are maximised. Staff and pupils are briefed and signage provided to identify 	2	3	6	

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			Major Injury Death	Parents Public Contractors	<p>which entrances, exits and circulation routes to use.</p> <ul style="list-style-type: none"> • Floor markings are visible where it is necessary to manage any queuing. • Attendance patterns have been optimised to ensure maximum safety. • Staffing rota's optimised to ensure appropriate staffing on-site at all times 				
	CV1.3	Curriculum - Music, drama, science & DT, and sporting activities	Disease Infection Minor Injury Major Injury Death	Pupils Staff Parents Public Contractors	<p><i>Some activities can increase the risk of catching or passing on COVID-19. This happens where people are doing activities which generate more droplets as they breathe heavily, such as singing, dancing, exercising, or raising their voices. The risk is greatest where these factors overlap, for example in crowded indoor spaces where people are raising their voices. In situations where there is a higher risk of catching or passing on COVID-19, schools should be particularly careful to follow the general guidance on keeping safe.</i></p> <p>Music</p>	2	2	4	

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					<ul style="list-style-type: none"> School & staff are aware that there is evidence to suggest that singing and playing wind and brass instruments increases the risk of coronavirus transmission due to the cumulative aerosol transmission. <p>Dance & Drama</p> <ul style="list-style-type: none"> School completes risk assessments for Drama & Dance and ensures the relevant protective measures are in place. <p>Sports</p> <ul style="list-style-type: none"> The school only permits team sports on the list in the Department for Digital, Culture, Media & Sport's (DCMS) team sport guidance. Sports equipment is thoroughly cleaned between each use. Outdoor sports are prioritised where possible. Large indoor spaces with maximised natural ventilation 				
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					<p>flows, e.g. through opening windows and doors, are used where outdoor sports are not possible.</p> <ul style="list-style-type: none"> • Staff overseeing indoor sports follow the system of controls in this risk assessment e.g. cleaning and hygiene. • Staff are made aware that social distancing in sports is not required unless directed. • Measures are in place to minimise the risk of transmission in changing rooms, in line with DCMS guidance. • External facilities are used in line with government guidance, including travel to and from those facilities. • School works with external coaches, clubs and organisations for curricular and extracurricular activities and considers how such arrangements operate 				
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					<p>within the school's wider protective measures.</p> <ul style="list-style-type: none"> Competitions between different schools, whether indoor or outdoor, can take place in line with government guidance. <p>Science</p> <ul style="list-style-type: none"> Follows latest guidance from CLEAPSS in addition to system of controls in school. GL343 - Guide to doing practical work during the COVID-19 Pandemic – Science (New version) <p>DT</p> <ul style="list-style-type: none"> Follows latest guidance from CLEAPSS in addition to system of controls in school. GL344 Guidance on practical work during the COVID-19 pandemic - D&T 				
	CV1.4	Planning movement around the school	Disease Infection Minor Injury Major Injury	Pupils Staff Parents	<ul style="list-style-type: none"> Circulation plans have been reviewed and revised. One-way systems are in place where possible. 	2	2	4	Pupils not following guidance.

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			Death	Public Contractors	<ul style="list-style-type: none"> Corridors are divided where possible. Appropriate signage is in place to clarify circulation routes. Pinch points and bottle necks are identified and managed accordingly. Pupils are regularly briefed regarding observing social distancing guidance. Appropriate duty rota and levels of supervision are in place. 				
	CV1.5	<p>Curriculum organisation</p> <p>Pupils will have fallen behind in their learning during school closures and achievement gaps will have widened</p>	<p>Disease Infection</p> <p>Minor Injury</p> <p>Major Injury</p> <p>Death</p>	<p>Pupils</p> <p>Staff</p> <p>Parents</p> <p>Public</p> <p>Contractors</p>	<ul style="list-style-type: none"> Home and remote learning is continuing. Exam syllabi are covered. Plans for intervention are in place for those pupils who have fallen behind in their learning. 	4	2	8	
	CV1.6	<p>Staff Workplaces</p> <p>Each faculty to remain open for breakout space.</p>	<p>Disease Infection</p> <p>Minor Injury</p> <p>Major Injury</p>	<p>Pupils</p> <p>Staff</p> <p>Parents</p>	<ul style="list-style-type: none"> Offices have been reviewed and appropriate configurations of furniture and workstations have been put in place to allow for social distancing. 	2	2	4	Non essential rooms locked.

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		Main staff room closed.	Death	Public Contractors	<ul style="list-style-type: none"> Main staff room is closed for use, only accessible to obtain lunch from fridge, collecting mail. 				
	CV1.7	<p>Managing the school lifecycle</p> <p>Pupils starting the next phase in their education do not feel prepared for the transition or behind on expectations</p>	<p>Disease Infection</p> <p>Minor Injury</p> <p>Major Injury</p> <p>Death</p>	<p>Pupils</p> <p>Staff</p> <p>Parents</p> <p>Public</p> <p>Contractors</p>	<ul style="list-style-type: none"> Curriculum and timetable for September 2021 completed. A plan is in place for pastoral staff to speak with pupils and their parents about the next stage in their education and resolve any issues. There is regular and effective liaison with the destination institutions (eg: secondary schools, post-16 providers, universities, apprenticeship providers) to assist with pupils' transition. Regular communications with the parents of incoming pupils are in place, including letters, newsletters and online broadcasts. 	2	2	4	Poor transition could result in additional support.
	CV1.8	Governance and Policy	<p>Disease Infection</p> <p>Minor Injury</p>	<p>Pupils</p> <p>Staff</p>	<ul style="list-style-type: none"> Online meetings are held regularly with Governors. 	2	2	4	

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		Governors are not fully informed or involved in making key decisions	Major Injury Death	Parents Public Contractors	<ul style="list-style-type: none"> Governing bodies are involved in key decisions on reopening. Governors are briefed regularly on the latest government guidance and its implications for the school. 				
	CV1.9	Policy Review Existing policies on safeguarding, health and safety, fire evacuation, medical, behaviour, attendance and other policies are no longer fit for purpose in the current circumstances	Disease Infection Minor Injury Major Injury Death	Pupils Staff Parents Public Contractors	<ul style="list-style-type: none"> All relevant policies have been revised to take account of government guidance on schools reopening and the implications for the school. Staff, pupils, parents and governors have been briefed accordingly. Version control – Insuring the correct version is in circulation 	3	3	9	Key policy updates require all staff to be made aware.
	CV1.10	Communication strategy Key stakeholders are not fully informed about	Disease Infection Minor Injury Major Injury	Pupils Staff Parents Public	<ul style="list-style-type: none"> Communications strategies for the following groups are in place: <ul style="list-style-type: none"> Staff Pupils Parents 	2	2	4	

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		changes to policies and procedures due to COVID-19, resulting in risks to health.	Death	Contractors	<ul style="list-style-type: none"> Governors/Trustees Regional Schools Commissioner Professional associations Other partners 				
	CV1.11	Staff Inductions and CPD Staff are not trained in new procedures	Disease Infection Minor Injury Major Injury Death	Pupils Staff Parents Public Contractors	<ul style="list-style-type: none"> An email brief will be circulated to all staff including new starters to inform of updates regarding temporary changes to policies, such as; Infection control Fire Safety and evacuation procedures Constructive behaviour management Safeguarding Medical Policy 	2	2	4	
	CV1.11	New staff are not aware of policies and procedures prior to starting at the school when it reopens	Disease Infection Minor Injury Major Injury Death	Pupils Staff Parents Public Contractors	<ul style="list-style-type: none"> Induction programmes are in place for all new staff – either online or in-school – prior to them starting. An email brief will be provided to all new staff outlining all temporary policy and procedures. 	2	2	4	

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	CV1.12	<p>Risk Assessments</p> <p>Risks are not comprehensively assessed in every area of the school in light of COVID-19, leading to breaches of social distancing and hygiene guidance.</p>	<p>Disease Infection Minor Injury Major Injury Death</p>	<p>Pupils Staff Parents Public Contractors</p>	<ul style="list-style-type: none"> • Risk assessments are updated or undertaken before the school reopens and mitigation strategies are put in place and communicated to staff covering: • Different areas of the school • When pupils enter and leave the school • During movement around school • During break and lunch times • Delivering aspects of the curriculum, especially for practical subjects and where shared equipment is used. 	2	2	4	
	CV1.13	<p>School Transport</p>	<p>Disease Infection Minor Injury Major Injury Death</p>	<p>Pupils Staff Parents Public Contractors</p>	<ul style="list-style-type: none"> • Pupils who require care and interventions that require the use of PPE before COVID-19, will continue as usual. • Pupils do not board home to school transport if they, or a member of their household, has a positive test result or symptoms of coronavirus. • Face coverings are recommended and expected to be worn in enclosed and crowded 	1	1	1	

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					<p>places - this includes public and dedicated school transport.</p> <ul style="list-style-type: none"> • Pupils are advised to clean their hands before boarding transport and again on disembarking. • Additional cleaning of vehicles is carried out regularly. • Fresh air through ventilation is maximised by opening windows and ceiling vents. 				
	CV1.14	Failure to assess the risks of COVID 19 (Including Omicron variant) transmission in school.	<p>Disease Infection</p> <p>Minor Injury</p> <p>Major Injury</p> <p>Death</p>	<p>Pupils</p> <p>Staff</p> <p>Parents</p> <p>Public</p> <p>Contractors</p>	<ul style="list-style-type: none"> • School has assessed the reasonably foreseeable risks of transmission of COVID 19 • The risk assessment is regularly reviewed as circumstances in school and the public health advice changes. • School monitors whether the controls in place are effective. 	3	3	9	
	CV1.15	Failing to have adequate outbreak management/contingency plans to allow for stepping	<p>Disease Infection</p> <p>Minor Injury</p> <p>Major Injury</p> <p>Death</p>	<p>Pupils</p> <p>Staff</p> <p>Parents</p> <p>Public</p> <p>Contractors</p>	<ul style="list-style-type: none"> • School has a Coronavirus (COVID-19) Contingency Plan risk assessment. • Remote education plans are in place for pupils who are self-isolating or shielding. 	2	2	4	

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		measures up and down.			<ul style="list-style-type: none"> School will call the DfE helpline on 0800 046 8687 selecting option 1 for advice on the action to take in response to a positive case who will escalate the issue to the local health protection team where necessary and advise if any additional action is required, such as implementing elements of the outbreak management plan. School will follow measures recommended by the Local Authority, Director of Public Health and local protection teams (HPTs) as part of the outbreak management responsibilities. Cheshire & Merseyside PHE contact 0344 225 0562 				
	CV1.16	NHS Test & Trace - School failing to manage tracing close contacts	Disease Infection Minor Injury Major Injury Death	Pupils Staff Parents Public	<ul style="list-style-type: none"> School makes staff aware that is not responsible for Test and Trace contacting. This will be taken over by the NHS Test and Trace service 	2	2	4	

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				Contractors	<ul style="list-style-type: none"> • NHS Test and Trace will work with the positive case to identify close contacts. • Contacts from a school setting will only be traced by NHS Test and Trace where the positive case specifically identifies the individual as being a close contact. • School may be contacted in exceptional cases to help with identifying close contacts (as currently happens in managing other infectious diseases). • Pupils and parents are made aware that: <ul style="list-style-type: none"> ○ pupils < 18 years are not required to self-isolate if identified as a close contact of a positive case. NHS Test and Trace will advise them to take a PCR test & only isolate if the PCR test is positive. ○ fully vaccinated adults do not have to self-isolate if 				
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					<p>identified as a close contact of a positive case unless they develop symptoms or have a positive PCR test.</p> <ul style="list-style-type: none"> ○ staff and students >18 will follow the same self-isolation rules as those under 18 until 6 months after their 18th birthday, at which point they follow the same rules as adults. ○ Staff who have only had one dose of the vaccine need to self-isolate until two weeks after receiving their second dose. ● School will continue to work with the local director of Public Health in the case of a local outbreak and if the area becomes an Enhanced Support Area. 				
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					<ul style="list-style-type: none"> Anyone in school who displays symptoms is encouraged to get a PCR test. 				
	C1.17	<p>Asymptomatic testing</p> <p>From 11 January <i>- This is a temporary measure while coronavirus rates remain high across the UK. Whilst levels of coronavirus are high, the government has said that the vast majority of people with positive LFD test results can be confident that they have coronavirus</i></p>	<p>Disease Infection</p> <p>Minor Injury</p> <p>Major Injury</p> <p>Death</p>	<p>Pupils</p> <p>Staff</p> <p>Parents</p> <p>Public</p> <p>Contractors</p>	<ul style="list-style-type: none"> School makes clear that testing is voluntary. School strongly encourages all staff to continue to LFD test twice weekly at home (3-4 days apart) and report their results. Testing kits are stored securely in school at the correct temperature. A test kit log is in use and data held is stored in line with the school's Data Protection Policy. Asymptomatic staff and pupils who test positive for coronavirus (COVID-19) on a lateral flow device (LFD) test no longer need to get a confirmatory PCR test. Anyone who receives a positive LFD test result 	1	2	2	Time pressures when completing the full site lateral flow testing.

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					<p>should report their result on GOV.UK and must self-isolate immediately but will not need to take a follow-up PCR test.</p> <ul style="list-style-type: none"> • Their isolation period can start immediately following their positive LFD test result. • After reporting a positive LFD test result, they will be contacted by NHS Test and Trace so that their contacts can be traced and must continue to self-isolate. 				
	CV1.18	School fails to follow public health advice on managing confirmed cases of COVID-19.	<p>Disease Infection</p> <p>Minor Injury</p> <p>Major Injury</p> <p>Death</p>	<p>Pupils</p> <p>Staff</p> <p>Parents</p> <p>Public</p> <p>Contractors</p>	<ul style="list-style-type: none"> • Parents are informed via phone call, letter or email of how the school responds to confirmed cases of coronavirus • School follows local public health advice and the headteacher contacts the DFE Helpline immediately in the event of a positive test to carry out a rapid risk assessment and identify appropriate next steps. 	3	2	6	

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					<ul style="list-style-type: none"> If the school has two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus is suspected, the school continues to work with the DfE's dedicated coronavirus advice service. 				
	CV1.19	Contact with potential or confirmed coronavirus cases in school	Disease Infection Minor Injury Major Injury Death	Pupils Staff Parents Public Contractors	<ul style="list-style-type: none"> If anyone in the school develops coronavirus symptoms while at school, this is managed in line with local and national guidance. They are: <ul style="list-style-type: none"> sent home to isolate for 10 days (includes the day symptoms started). advised to follow the guidance for households with possible or confirmed coronavirus infection. advised to arrange a PCR test as soon as possible. If a pupil is awaiting collection, they will be left in a well-ventilated room on their own if possible and, if safe to do so. 	2	2	4	

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					<ul style="list-style-type: none"> • Appropriate PPE will used if close contact is necessary. • Anyone with symptoms is advised not to use public transport and, wherever possible, be collected by a member of their family or household. • Any rooms used are cleaned thoroughly after they have left. • Anyone who comes into contact with a symptomatic individual washes their hands thoroughly for 20 seconds with soap and warm running water or hand sanitiser. • Staff members or pupils who have been in close contact with someone with symptoms do not need to self-isolate unless they develop symptoms. • School can take the decision if a parent or carer insists on a pupil attending, to refuse the pupil, if in its 				
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					<p>reasonable judgement the pupil poses a risk of infection to the school community.</p> <ul style="list-style-type: none"> • Staff and pupils aged >16 are encouraged to download the NHS Test and Trace app (<i>rules on mobile phones in school are relaxed to accommodate this.</i>) • Individuals are informed that, if they receive notification via the NHS Test and Trace app that they have been in close contact with a positive case, they must inform the school immediately. • Individuals who test positive are encouraged to report the result on the NHS Test and Trace app. • School has arrangements in place to begin remote learning if a pupil receives notification to self-isolate. 				
	CV1.20	Positive Case	Disease Infection Minor Injury Major Injury	Pupils Staff Parents	<ul style="list-style-type: none"> • Pupils, staff and other adults should follow public health stay at home advice 	2	3	6	

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			Death	Public Contractors	<ul style="list-style-type: none"> • Pupils, staff and other adults should not come into school if they have symptoms, have had a positive test result or are required to quarantine. • If anyone develops COVID-19 symptoms, however mild, they will be sent home and advised to follow public health advice. • 10-day self-isolation period for people who record a positive PCR test result for COVID-19 has been reduced to 7 days in most circumstances, unless the individual cannot test for any reason. • A contact of someone who has had a positive test result for COVID-19 aged over 18 years and 6 months and not fully vaccinated, is legally 				
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					<p>required to self-isolate for 10 days (see chart in link below).</p> <ul style="list-style-type: none"> • https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/139357/Isolation_graphic_960_x_640_.png • Individuals may now take LFD tests on day 6 and day 7 of their self-isolation period. Those who receive two negative test results are no longer required to complete 10 full days of self-isolation. • See chart for full details 				
COVID Safe practices	CV2.0	Cleaning Inadequate cleaning to support new requirements.	Disease Infection Minor Injury Major Injury Death	Pupils Staff Parents Public Contractors	<ul style="list-style-type: none"> • School will maintain appropriate cleaning regimes, using standard products such as detergents with a focus on frequently touched areas. • Appropriate cleaning schedules are in place and include regular cleaning of areas and equipment 	2	2	4	Failure to recruit cleaning staff or unable to operate at full cleaning capacity.

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	CV2.1	Hygiene and handwashing Inadequate supplies of soap and hand sanitiser mean that pupils and staff do not wash their hands with sufficient frequency	Disease Infection Minor Injury Major Injury Death	Pupils Staff Parents Public Contractors	<ul style="list-style-type: none"> School will continue to ensure that staff & pupils maintain high standards of hand hygiene. Suitable facilities are provided for individuals to wash/sanitise their hands regularly Pupils are supervised, where appropriate, to use hand sanitizer safely. 	2	2	4	
	CV2.1	Pupils forget to wash their hands regularly and frequently	Disease Infection Minor Injury Major Injury Death	Pupils Staff Parents Public Contractors	<ul style="list-style-type: none"> Staff training includes the need to remind pupils of the need to wash their hands regularly and frequently. Posters reinforce the need to wash hands regularly and frequently. Educating pupils on government guidance. 	2	2	4	Posters to reinforce government guidance.
	CV2.2	Testing and managing symptoms	Disease Infection Minor Injury Major Injury	Pupils Staff Parents	<ul style="list-style-type: none"> Guidance on getting tested has been published. The guidance has been explained to staff as part of the induction process. 	2	2	4	

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		Testing is not used effectively to help manage staffing levels and support staff wellbeing	Death	Public Contractors	Post-testing support is available for staff through the school's health provider.				
	CV2.2	Infection transmission within school due to staff/pupils (or members of their household) displaying symptoms	Disease Infection Minor Injury Major Injury Death	Pupils Staff Parents Public Contractors	<ul style="list-style-type: none"> Robust collection and monitoring of absence data, including tracking return to school dates, is in place. Procedures are in place to deal with any pupil or staff displaying symptoms at school. This includes the use of testing for both staff and pupils and appropriate action, in line with government guidance, should the tests prove positive or negative. Pupils, parents and staff are aware of what steps to take if they, or any member of their household, displays symptoms. This includes an understanding of the definitions and mitigating actions to take in relation to the terms clinically vulnerable and 	2	2	4	

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					<p>clinically extremely vulnerable should these apply.</p> <ul style="list-style-type: none"> • A record of any COVID-19 symptoms in staff or pupils is reported to the trust. • Hand dryers have been switched off. • School will ensure they understand the NHS Test and Trace process and how to contact their local Public Health Protection Team: 0344 225 0562 (option 1) • School will contact local Health Protection Team & follow their advice • The Health Protection team will provide definitive advice on who must be sent home • The Health Protection team will provide a template letter will be provided to school, on the advice of the health protection team, to send to parents and staff if needed 				
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	CV2.2	Staff pupils and parents are not aware of the school's procedures (including on self-isolation and testing) should anyone display symptoms of COVID-19	Disease Infection Minor Injury Major Injury Death	Pupils Staff Parents Public Contractors	<ul style="list-style-type: none"> Staff. Pupils and parents 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 the school. 	2	2	4	
	CV2.3	First Aid Provision Lack of PPE equipment to safely delivery First Aid	Disease Infection Minor Injury Major Injury Death	Pupils Staff Parents Public Contractors	<ul style="list-style-type: none"> Significant PPE supplied to each identified area. Appropriate First Aid trained staff to support the school day. 	2	2	4	
	CV2.4	Medical rooms Medical rooms are not adequately equipped or configured to	Disease Infection Minor Injury Major Injury Death	Pupils Staff Parents Public Contractors	<ul style="list-style-type: none"> Social distancing provisions are in place for medical rooms. Additional rooms are designated for pupils with suspected COVID-19 whilst collection is arranged. Procedures are in place for medical rooms to be cleaned 	1	2	2	

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		maintain infection control			after suspected COVID-19 cases, along with other affected areas, including toilets.				
	CV2.5	Communication with parents Parents and carers are not fully informed of the health and safety requirements for the reopening of the school	Disease Infection Minor Injury Major Injury Death	Pupils Staff Parents Public Contractors	<ul style="list-style-type: none"> As part of the overall communications strategy referenced in 1.11, parents are kept up to date with information, guidance and the school's expectations on a weekly basis using a range of communication tools. A COVID-19 section on the school website is created and updated. 	2	2	4	
	CV2.5	Parents and carers may not fully understand their responsibilities should a child show symptoms of COVID-19.	Disease Infection Minor Injury Major Injury Death	Pupils Staff Parents Public Contractors	<ul style="list-style-type: none"> Key messages in line with government guidance are reinforced on a weekly basis via email, text and the school's website. 	2	2	4	
	CV2.6	Personal Protective Equipment (PPE)	Disease Infection Minor Injury Major Injury	Pupils Staff Parents	<ul style="list-style-type: none"> Most staff in education, childcare and children's social care settings will not require PPE in response to 	2	2	4	Mis-use of PPE

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		Provision of PPE for staff where required is not in line with government guidelines.	Death	Public Contractors	<p>COVID-19 beyond what they would normally need for their work.</p> <ul style="list-style-type: none"> • Additional PPE for COVID-19 is only required in a very limited number of scenarios: <ul style="list-style-type: none"> ○ If a child, young person or student becomes ill with COVID 19 symptoms and only if close contact is necessary ○ when performing aerosol generating procedures AGP's • When working with pupils who cough, spit, vomit or require intimate care but do not have coronavirus symptoms, staff only wear PPE that would routinely be worn. • Staff are trained in correct use and disposal of PPE. 				Not using lidded bins when disposing of surgical masks.
	CV2.7	Face coverings	Disease Infection	Pupils	<ul style="list-style-type: none"> • Face coverings are advised for pupils, staff and visitors either in 	3	2	6	

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			<p>Minor Injury</p> <p>Major Injury</p> <p>Death</p>	<p>Staff</p> <p>Parents</p> <p>Public</p>	<p>classrooms or in communal areas.</p> <ul style="list-style-type: none"> • School will support any staff members, pupils or students that wish to continue to wear a face covering. • Face coverings should be worn in enclosed and crowded places - this includes on school & public transport. • Face coverings will be reintroduced if there is an outbreak in school or if the Director of Public Health advises that face coverings should temporarily be worn in communal areas or classrooms (by pupils, staff, and visitors, unless exempt). • Face visors or shields are not worn as an equivalent alternative to face coverings; however, they can be worn by those exempt from wearing face coverings. • School outbreak management plans cover the possibility of 				
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					<p>face coverings being reintroduced:</p> <ul style="list-style-type: none"> ○ transparent face coverings can also be worn. ○ face visors or shields can be worn only after carrying out a risk assessment for the specific situation and should always be cleaned appropriately. <ul style="list-style-type: none"> ● School will not prevent individuals from entering or attending school if they are not wearing a face covering, if exempt. ● Clear instructions are provided on how to put on, remove, store, and dispose of face coverings. 				
Maximising social distancing measures	CV3.0	Pupil behaviour Pupils' behaviour on return to school does not comply with Year group bubble and	Disease Infection Minor Injury Major Injury Death	Pupils Staff Parents Public Contractors	<ul style="list-style-type: none"> ● Clear messaging to pupils on the importance and reasons for social distancing is reinforced throughout the school day by staff and through posters, electronic boards and floor markings. For young children 	3	3	9	Will be reviewed after initial return phase completed.

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		social distancing guidelines			<p>this is done through age-appropriate methods such as stories.</p> <ul style="list-style-type: none"> • Staff model social distancing consistently. • The movement of pupils around the school is restricted to year bubbles • Break times and lunch times are structured to support social distancing and are closely supervised and year groups to remain in bubbles. • Break-out spaces are colour coded. • The school's behaviour policy has been revisited to include compliance with social distancing and this has been communicated to staff, pupils and parents. • Senior leaders monitor areas where there are breaches of social distancing measures and arrangements are reviewed. 				
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					<ul style="list-style-type: none"> • Messages to parents reinforce the importance of social distancing. 				
	CV3.1	Social distancing	<p>Disease Infection</p> <p>Minor Injury</p> <p>Major Injury</p> <p>Death</p>	<p>Pupils</p> <p>Staff</p> <p>Parents</p> <p>Public</p> <p>Contractors</p>	<ul style="list-style-type: none"> • Staff and pupils are informed they no longer need to adhere to social distancing measures in school unless directed. • Pupils are informed they no longer need to be separated into bubbles in school. • In the event of a school or local outbreak, the school adheres to the advice of a director of public health, which may include returning to social distancing measures, including pupil bubbles. • <i>School has planned carefully following the latest DfE/PHE guidance and will follow all measures at a steady pace.</i> • <i>Assemblies can be reintroduced again, but school will re-introduce this gradually.</i> • <i>Staggered starts, lunch and breaks to limit numbers</i> 	2	2	4	

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					<ul style="list-style-type: none"> • Staff do not need to work with only one group/bubble, but school may start that way for September and re-evaluate progress in the first few weeks. • Staff meetings in a larger, well-ventilated space. • Staffrooms are available • Meetings, including with parents, teams, Zoom etc. will continue. • Teaching or holding meetings in well-ventilated areas wherever possible, such as outdoors or indoors with windows open. • School has outbreak management plans in place to reintroduce bubbles temporarily if it becomes necessary due to local outbreaks or increases in cases at the instruction of PHE Teams. 				
Continuing enhanced protection for children and staff with	CV4.0	Pupils with underlying health issues	Disease Infection Minor Injury Major Injury	Pupils Staff Parents	<ul style="list-style-type: none"> • Parents have been provided with clear guidance and this is reinforced on a regular basis. • Parents have been asked to make the school aware of pupils' 	2	2	4	Follow government Guidance.

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<p>underlying health conditions</p>		<p>Pupils with underlying health issues or those who are shielding are not identified and so measures have not been put in place to protect them</p>	<p>Death</p>	<p>Public Contractors</p>	<p>underlying health conditions and the school has sought to ensure that the appropriate guidance has been acted upon.</p> <ul style="list-style-type: none"> • The school and parents are clear about the definitions and associated mitigating strategies related to people who are classed as clinically vulnerable and clinically extremely vulnerable. • Schools have a regularly updated register of pupils with underlying health conditions. • All CEV pupils and students attend unless they are one of the very small number of pupils under paediatric or other specialist care and their GP or clinician has advised them not to attend. • Pupils and students who live with someone who is CEV continue to attend school as normal. • School liaises with the parents of CEV pupils, if identified, an 				
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					individual risk assessment is completed. school site is required to close.				
	CV4.1	<p>Staff with underlying health issues</p> <p>Staff with underlying health issues or those who are not shielding are not identified and so measures have not been put in place to protect them.</p>	<p>Disease Infection</p> <p>Minor Injury</p> <p>Major Injury</p> <p>Death</p>	<p>Pupils</p> <p>Staff</p> <p>Parents</p> <p>Public</p> <p>Contractors</p>	<ul style="list-style-type: none"> All members of staff with underlying health issues, those within vulnerable groups or who are shielding have been instructed to make their condition or circumstances known to the school. Records are kept of this and regularly updated. Members of staff with underlying health conditions have been asked to seek and act on the advice of their GP/consultant/midwife or current government advice. Staff are clear about the definitions and associated mitigating strategies relating to people who are classed as clinically vulnerable or clinically extremely vulnerable. All staff with underlying health conditions that put them in increased risk from COVID-19 	2	2	4	Follow government Guidance.

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					<p>are working from home in line with national guidance.</p> <ul style="list-style-type: none"> • Current government guidance is being applied. • Clinically extremely vulnerable (CEV) staff are no longer advised to shield but are encouraged to take extra precautions to protect themselves, and to follow the practical steps set out in the CEV guidance to minimise their risk of exposure to the virus. • CEV currently encouraged & supported to attend work if they cannot work from home. • An individual risk assessment is in place for all CEV staff. • Staff who live with those who are CEV attend the workplace but should ensure they follow the system of controls in place. • 				
	CV4.2	Pregnant staff inadequate measures in place	Disease Infection Minor Injury Major Injury	Pupils Staff Parents	<ul style="list-style-type: none"> • An individual risk assessment is carried out for pregnant staff with appropriate risk mitigation in line with the latest 	2	3	6	

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			Death	Public Contractors	<p>recommendations from DHSC, PHE & RCOG.</p> <ul style="list-style-type: none"> • Pregnant staff of any gestation are not required to continue working on site if this is not supported by the separate risk assessment. • Staff who are 28 weeks pregnant and beyond, or are pregnant and have an underlying health condition that puts them at a greater risk of severe illness from coronavirus at any gestation, are supported to take a more precautionary approach. • The school ensures pregnant staff are able to adhere to any active national guidance on social distancing and/or advice for pregnant women considered to be clinically extremely vulnerable. • The above principles on protecting pregnant staff also apply to pregnant pupils. Pregnant staff are encouraged to get vaccinated if possible. 				
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					<ul style="list-style-type: none"> Vaccinated pregnant staff MUST still: <ul style="list-style-type: none"> where advised wear a face mask wash their hands carefully and frequently open windows to let fresh air in follow the current guidance 				
Enhancing mental health support for pupils and staff	CV5.0	Mental health concerns – pupils	Disease Infection Minor Injury Major Injury Death	Pupils Staff Parents Public Contractors	<ul style="list-style-type: none"> There are sufficient numbers of trained staff available to support pupils with mental health issues. There is access to designated staff for all pupils who wish to talk to someone about wellbeing/mental health. Wellbeing/mental health is discussed regularly in PSHE/virtual assemblies/pupil briefings (stories/toy characters are used for younger pupils to help talk about feelings). 	1	1	1	Interventions as appropriate

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					<ul style="list-style-type: none"> Resources/websites to support the mental health of pupils are provided. 				
	CV5.1	Mental health concerns – staff	Disease Infection Minor Injury Major Injury Death	Pupils Staff Parents Public Contractors	<ul style="list-style-type: none"> Staff are encouraged to focus on their wellbeing. Line managers are proactive in discussing wellbeing with the staff that they line manage, including their workload. Staff briefings and training have included content on wellbeing. Staff briefings/training on wellbeing are provided. Staff have been signposted to useful websites and resources. 	1	1	1	Interventions as appropriate
	CV5.2	Bereavement support Pupils and staff are grieving because of loss of friends or family	Disease Infection Minor Injury Major Injury Death	Pupils Staff Parents Public Contractors	<ul style="list-style-type: none"> The school has access to trained staff who can deliver bereavement counselling and support. Support is requested from other organisations when necessary. 	1	1	1	Interventions as appropriate
	CV5.3	Wellbeing - staff & pupils	Disease Infection Minor Injury	Pupils Staff	<ul style="list-style-type: none"> <i>Staff are vigilant in discerning pupil mental health and report</i> 	2	2	4	

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			Major Injury Death	Parents Public Contractors	<p><i>any concerns to the pastoral care leader.</i></p> <ul style="list-style-type: none"> <i>The school provides opportunities for pupils to talk about their mental health and experiences during the pandemic.</i> <i>Pupils have access to pastoral support and activities, e.g. opportunities to renew and develop friendships.</i> <i>Pupil and parent surveys are sent out to assess how they feel about being on the school site and to enable staff to act on any concerns pupils and parents may have.</i> <i>Staff and volunteer surveys are sent out to assess how they feel about being on the school site and enable the SLT to act on any concerns staff and volunteers may have.</i> 				
Operational Issues	CV6.0	Review of fire procedures	Disease Infection	Pupils Staff	<ul style="list-style-type: none"> Fire procedures have been reviewed and revised as required. 	1	3	3	Fire Procedure updated to support social distancing.

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		Fire procedures are not appropriate to cover new arrangements	Minor Injury Major Injury Death	Parents Public Contractors	<ul style="list-style-type: none"> Possible absence of fire marshals New muster points to allow for Year Bubbles. Staff and pupils have been briefed on any new evacuation procedures. Incident controller and fire marshals have been trained and briefed appropriately. 				Staff briefed on changes.
	CV6.0	Fire evacuation drills – unable to apply social distancing effectively	Disease Infection Minor Injury Major Injury Death	Pupils Staff Parents Public Contractors	<ul style="list-style-type: none"> Plans for fire evacuation drills are in place which are in line with social distancing measures. 	1	1	1	Sites following Normal Operating Procedures.
	CV6.0	Fire marshals absent due to self-isolation	Disease Infection Minor Injury Major Injury Death	Pupils Staff Parents Public Contractors	<ul style="list-style-type: none"> An additional staff rota is in place for fire marshals to cover any absences and staff have been briefed accordingly. 	1	1	1	Sites following Normal Operating Procedures.

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	CV6.1	Managing premises on reopening after lengthy closure	Disease Infection Minor Injury Major Injury Death	Pupils Staff Parents Public Contractors	<ul style="list-style-type: none"> Government guidance is being implemented where appropriate. Procurement of suppliers if they have struggled with staffing. Challenges with getting the appropriate resources to complete works. 	1	1	1	Sites following Normal Operating Procedures.
	CV6.2	Contractors working on school site Contractors on site whilst school is in operation may pose a risk to social distancing and infection control	Disease Infection Minor Injury Major Injury Death	Pupils Staff Parents Public Contractors	<ul style="list-style-type: none"> Ongoing works and scheduled inspections for schools (eg: estates related) have been designated as essential work by the government and so are set to continue. An assessment has been carried out to see if any additional control measures are required to keep staff, pupils and contractors safe. Assurances have been sought 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 	2	2	4	Arrangements in place to ensure that works is carried out when Students are not in location.

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					<p>effective social distancing is maintained at all times.</p> <ul style="list-style-type: none"> • Social distancing is maintained throughout any such works and where this is not possible arrangements are reviewed. • In addition, the arrangements for COVID-19, normal contractor procedures are being applied and have been updated in light of COVID-19 (including contractor risk assessments and method statements and contractor induction). 				
	CV6.3	Ventilation - failure to ensure all occupied spaces are well ventilated.	<p>Disease Infection</p> <p>Minor Injury</p> <p>Major Injury</p> <p>Death</p>	<p>Pupils</p> <p>Staff</p> <p>Parents</p> <p>Public</p> <p>Contractors</p>	<ul style="list-style-type: none"> • When school is in operation, it is well ventilated with comfortable teaching environments. • Poorly ventilated spaces have been identified. • When holding events where visitors are on site e.g. school plays, ventilation is increased. • School has competent ventilation engineers to help assess the systems in place and how to utilise them correctly. 	2	2	4	

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					<ul style="list-style-type: none"> • Mechanical ventilation is adjusted to increase the ventilation rate wherever possible and checked to confirm that normal operation meets current guidance and that only fresh outside air is circulated. • Systems should be adjusted to full fresh air or, if this is not possible, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply. • All mechanical ventilation systems are maintained in accordance with the manufacturers' recommendations. • School opens external windows, doors & internal doors (if they are not fire doors and where safe to do so) to increase ventilation. • During colder weather, the need for increased ventilation while maintaining a comfortable 				
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					<p>temperature is balanced; opening higher vents, arranging seating away from draughts.</p> <ul style="list-style-type: none"> • In cooler weather to reduce thermal discomfort caused by increased ventilation, pupils can wear additional, suitable indoor items of clothing in addition to their usual uniform • Purging or airing rooms as frequently as possible to improve ventilation usually when the room is unoccupied. • Outside space will be used, where practical. <p>Co2 monitors <i>Consider the use of Carbon dioxide (CO2) monitors to help identify where a space is poorly ventilated with schools encouraged to take steps to improve ventilation if CO2 readings are consistently high. Check manufacturers' instructions.</i></p> <p>Hepa UVc filters</p>				
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					<p><i>Local air cleaning and filtration units can reduce airborne transmission of aerosols where it is not possible to maintain adequate ventilation. These units are not a substitute for ventilation.</i></p> <p><i>If you decide to use an air cleaning unit, the most suitable types to use are:</i></p> <ul style="list-style-type: none"> <i>high-efficiency filters</i> <i>ultraviolet-based devices</i> <i>Any unit should be appropriate for the size of the area it's used in to ensure it works in the way it's intended to.</i> <p><i>See The Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak & CIBSE COVID advice provides more information.</i></p>				
Finance	CV7.0	Costs of the school's response to COVID-19	Disease Infection	Pupils Staff	<ul style="list-style-type: none"> Additional costs pressures due to COVID-19 identified and an end- 	4	2	4	Financial constraint

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		The ongoing costs of ensuring a safe environment throughout the full reopening of school	Minor Injury Major Injury Death	Parents Public Contractors	of-year forecast which factors them in has been produced. <ul style="list-style-type: none"> The school's projected financial position has been shared with governors and Trust teams. Long term costs which are unplanned and are required to provide a safe return to school – Additional items are; Cleaners, ICT, Signage, PPE 				
Governance	CV8.0	Oversight of the governing body Lack of governor oversight during the COVID-19 crisis leads to the school failing to meet the statutory requirements	Disease Infection Minor Injury Major Injury Death	Pupils Staff Parents Public Contractors	<ul style="list-style-type: none"> The governing body continues to meet regularly via online platforms. The governing body agendas are structured to ensure all statutory requirements are discussed and school leaders are held to account for their implementation. The Headteachers report 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. 	1	2	2	Use of Governor Hub and Microsoft Teams

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					<ul style="list-style-type: none"> Regular dialogue with the Chair of Governors and those governors with designated responsibilities is in place. Minutes of governing body meetings are reviewed to ensure that they accurately record governors' oversight and holding leaders to account for areas of statutory responsibility. 				
School Trips	CV9.0	Educational visits Staff to plan trips for academic year	Disease Infection Minor Injury Major Injury Death	Pupils Staff Parents Public Contractors	<ul style="list-style-type: none"> Educational visits will be conducted in line with the government's roadmap. This includes system of controls and the COVID-19 secure measures in place at the destination. A thorough risk benefit assessment is made via Evolve for all educational visits to ensure they can be undertaken safely including adventurous activities, local visits, day trips & sports fixtures. <ul style="list-style-type: none"> School will ensure it is prepared to carry out 	1	3	3	Review guidance from DfE as and when

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					<p>domestic day trips and residential trips.</p> <ul style="list-style-type: none"> ○ School can resume international trips from the start of the Autumn term 2021. ● Pupils are allowed on trips to outdoor public places and do not need to be restricted to limits on gatherings, provided: <ul style="list-style-type: none"> ○ Appropriate insurance arrangements are in place. ○ The school ensures that it has adequate travel insurance and discusses any questions about cover with its insurance provider. ○ The school follows the guidelines relevant to trips to indoor spaces. Once inside: ○ Staff are to remain with the pupils in the group. 				
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					<ul style="list-style-type: none"> Pupils and staff should wash hands thoroughly on arrival and before leaving. School has planned and completed a separate risk assessment for any events held in school and have followed latest DfE / PHE guidance. School will seek advice from Evolve and consider whether to go ahead with planned international educational visits at this time, recognising the risk of disruption to education resulting from the need to isolate and test on arrival back into the UK. 				
	CV9.1	Extracurricular activities with inadequate measures in place.	Disease Infection Minor Injury Major Injury Death	Pupils Staff Parents Public Contractors	<ul style="list-style-type: none"> School works to provide all before and after-school educational activities and wraparound childcare for all pupils Parents are advised of the provision available and that they should limit the use of multiple 	2	1	2	

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					<p>out-of-school settings providers where appropriate.</p> <ul style="list-style-type: none"> School ensures third parties who use the school premises have considered the relevant government guidance for their sector and have put in place the appropriate protective measures. School requests a copy of their COVID 19 risk assessment 				
	CV9.2	<p>Staff & pupils returning to the UK from abroad. From 4am on Sunday 9 January 2022 ,</p> <ul style="list-style-type: none"> Eligible fully vaccinated travellers and over 5s will be able to take a lateral flow test instead of a PCR on 	<p>Disease Infection Minor Injury Major Injury Death</p>	<p>Pupils Staff Parents Public Contractors</p>	<ul style="list-style-type: none"> All children and staff travelling to England must adhere to government travel advice in travel to England from another country during coronavirus (COVID-19). Parents travelling abroad should bear in mind the impact on their child's education which may result from any requirement to quarantine or isolate upon return. 	2	3	6	

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		<p>or before day 2 of their arrival in England.</p> <ul style="list-style-type: none"> Eligible fully vaccinated passengers and under 18s will no longer need to take a pre-departure test or self-isolate on arrival in England but must continue to take their post-arrival tests. 							
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