

INVICTUS EDUCATION TRUST

Coronavirus (COVID-19): Risk Assessment Action Plan for Whole School

SCHOOL NAME: CRESTWOOD SCHOOL

Whole School Jan 2022 – Return to Mask wearing in School

Assessment conducted by: Anthea Southall	Job title: Operations & Facilities Manger	Risk/Area Covered by this assessment: Whole School
Date of assessment: 4 th January 2022	Date of next review: Change in government legislation or advise from Public Health	Areas reviewed: Whole School

The sole purpose of this risk assessment is to support schools in for all pupils, in all year groups, to remain open during New National Restrictions **whilst reducing the risk of coronavirus transmission.**

- For the purpose of this risk assessment, the term ‘coronavirus’ to refer to coronavirus disease 2019 (COVID-19). Schools must ensure that this risk assessment reflects the local setting and context of the school. Staff must be consulted with regard to this risk assessment (this must take into consideration all types of workers including agency workers, casual staff and contractors and any other adult on site as well as your permanent staff).
- This risk assessment is not exhaustive and is issued to schools as a template to assist in the production of a comprehensive document that covers the particular circumstance of the setting – **as such, the risks and risk controls should be deleted/amended/added-to to reflect the school.**
- This should be viewed alongside relevant advice and guidance from the Department of Education and reflect any additional subsequent guidance issued to schools.
- For further reference, <https://www.gov.uk/government/latest?departments%5B%5D=department-for-education>, including the documents below, issued on the 11 May 2020:
 - [Coronavirus \(COVID-19\): guidance for schools and other educational settings](#)
 - [Details on phased wider opening of schools, colleges and nurseries](#)
 - [Coronavirus \(COVID-19\): implementing protective measures in education and childcare settings](#)
 - [Actions for educational and childcare settings to prepare for wider opening from 1 June 2020](#)
 - [What parents and carers need to know about schools and other education settings during the coronavirus outbreak](#)
 - [Opening schools for more children and young people: initial planning framework for schools in England \(updated October 21 \)](#)
 - [Guidance for full opening: Schools \(updated February 2021\)](#)

Key:	
Level of risk prior to control	Identifies the risk before any steps to reduce the risk have been taken
Risk Description:	Outlines the area of concern. This list is not exhaustive, and schools should add/amend/delete where appropriate e.g. risks for students with complex needs.
Risk Controls:	The measures that will be taken to minimise the risk. These are generic and should be adapted for the school context.
Impact:	Could be L/M/H or numeric, depending on what is used in the school setting.
Likelihood:	Unlikely = Low, Likely = Medium, Highly Likely/Certain = High IF IMPACT AND LIKELIHOOD ARE BOTH HIGH, THEN THE ACTIVITY SHOLD BE STOPPED UNTIL ADDITIONAL CONTROL MEASURES ARE PUT IN PLACE.
Responsible person:	The identified staff member(s) responsible for implementing the risk controls.
Completion Date:	The date by which required plans for controls will be in place. To support planning, identify which controls need to be in place before students return to the setting. Individual schools can then personalise to their own setting.
Line Manager Check:	Sign off to ensure that the risk has been minimised as far as possible.

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The school lapses in following national guidelines and advice, putting everyone at risk	H	<p>To ensure that all relevant guidance is followed and communicated:</p> <ul style="list-style-type: none"> The school to keep up-to-date with advice issued by, but not limited to, DfE, NHS, Department of Health and Social Care and PHE, and review its risk assessment accordingly Information on the school website/social media is updated. Students updated via classrooms/email/text as necessary. Any change in information to be shared with Trustees and Chair of Governors and passed on to parents and staff by email <p>As a result, the school has the most recent information from the government, and this is distributed throughout the school community.</p>	<p>School will ensure it has the most recent information from the government and that all relevant guidance is followed and communicated to all stakeholders, via email, letter and notification via the school website.</p> <p>All Stakeholders will be updated immediately of any changes to the government's guidance.</p> <p>Any Students/parents that we know who do not have social media or emails will be contacted via telephone.</p>	L	1	<p>Head Teacher/Senior Leadership Team (SLT)</p> <p>COO/Marketing & Comm</p>	Oct 2021	CEO/COO/Head Teacher
Poor communication with parents and other stakeholders	H	<ul style="list-style-type: none"> All staff/students aware of current actions and requirements and reminded frequently using school communication systems Headteacher to share risk assessment with all staff Parents notified of risk assessment plan and shared with parents via website. <p>As a result, all students and all staff working with students are adhering to current advice.</p>	<p>Letters have been issued to Parents and Students with instructions for continued Lateral flow testing at home twice a week.</p> <p>Students and parents have been given information, informing them of the return to wearing face masks in around school and In lessons.</p> <p>Ongoing communications to all staff as plans change/evolve.</p> <p>Risk Assessment will be put on the schools shared area so all staff can access it.</p> <p>Emails will be regularly sent to Parents informing them of any new developments. Updates will also be made via the school's website and facebook page.</p> <p>Head Teacher continues to Email all Parents with updated information on all COVID cases in school and informing them of any new developments.</p>	L	1	<p>Head Teacher/SLT</p> <p>Head Teacher/SLT</p> <p>F&O Manager/Marketing & Comm</p> <p>Head Teacher</p>	October 2021	<p>Head Teacher</p> <p>Head Teacher</p> <p>COO/Head Teacher</p>
Lack of awareness of policies and procedures	H	<ul style="list-style-type: none"> School leaders will ensure that all policies impacted on by coronavirus controls are updated All staff, students and volunteers will make themselves aware of all relevant policies and procedures including, but not limited to, the following: <ul style="list-style-type: none"> Health and Safety Policy Infection Control Policy First Aid Policy 	<p>Trust wide policies will be reviewed and amended as necessary by Headquarters</p> <p>School based policies will to be reviewed by schools on a regular basis and staff instructed to read and familiarise themselves with them. These are stored on the schools shared area for staff to access.</p>	L	1	<p>COO/HR Manager</p> <p>F&O Manager/Heads PA</p>	October 2021	<p>Trust Board/CEO</p> <p>COO/Head Teacher</p>

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		<ul style="list-style-type: none"> - Intimate care policy - Behaviour policy - Staff absence reporting procedures • All staff have regard to all relevant guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> - The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 - The Health Protection (Notification) Regulations 2010 - Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities' - DfE and PHE (2020) 'COVID-19: guidance for educational settings' • The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training. • Staff are made aware of the school's infection control procedures in relation to coronavirus via email • Parents are made aware of the school's infection control procedures in relation to coronavirus via letter/social media/poster at entrance to school – they are informed that they must contact the school as soon as possible if they believe their child has been exposed to coronavirus • Students are made aware of the school's infection control procedures in relation to coronavirus via a coordinated programme of delivery from staff on the morning of the 1 June 2020. All are informed that they must tell a member of staff if they begin to feel unwell • Daily electronic briefing issued to staff. <p>As a result, all staff and students are aware of the policies and procedures in place to keep themselves safe in school.</p>	<p>Facilities & Operations Officer are the Health & Safety Responsible person in each school. The COO will be responsible for reporting to PHE. School staff made aware of designated H&S Officer.</p> <p>The Facilities and Operations Manager will be requested regular updates from Dudley MBC Health & Safety Team via emails from Revolution and relay any information or updates to all staff.</p> <p>All stakeholders have been given copy of Covid-19 Infection Control Procedures. Any guidance received from LA regarding infection control will be given out to all staff.</p> <p>Infection control procedures has been included in the Head Teachers documentation for reopening the school.</p> <p>Posters have been placed around the school and in all toilets regarding infection control and the importance of hand washing.</p> <p>Parents advised via Government/NHS Test and Trace protocol that if their child has Coronavirus symptoms and test positive on a LFT, then the school must be informed as a matter of urgency and they should obtain a PCR test.</p>			<p>F&O Manager/ Heads PA</p> <p>F&O Manager</p> <p>Head Teacher</p> <p>Head Teacher</p> <p>F&O Manager</p> <p>Head Teacher/SLT</p>		<p>COO/Head Teacher</p> <p>COO/Head Teacher</p> <p>Head Teacher</p> <p>Head Teacher</p> <p>COO/Head Teacher</p> <p>Head Teacher</p>
Delivery of Virtual Lessons	H	<ul style="list-style-type: none"> • Professional appearance – Students and teachers should be dressed appropriately for remote learning. Attire which would ordinarily be worn in school on a non-uniform day is essential. • Suitable teaching environment. Students and teachers must be physically located in a safe working space appropriate for online lessons, a lounge or study is appropriate, a bedroom or bathroom is not. 	<p>All staff have been given training on how to deliver virtual lessons both from home and in the classroom.</p> <p>Students that are clinically extremely vulnerable and students that are isolating will continue with virtual lessons.</p> <p>All students and parents have been provided with information on how to access and attend virtual lessons.</p>			Invictus ICT	October 2021	Head Teacher

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		<ul style="list-style-type: none"> Teachers should be in a room where others cannot see or listen, if this is not possible headphones must be worn. Screens angled away towards a wall and away from other people. Appropriate language. As with all school-based communications, the content and language of messages must be at all times professional by all parties concerned, including family members. Teachers will advise parents if they need to contact them to use the school's appointments system as normal. Communication. Under no circumstances should teachers or pupils personal contacts be shared during virtual lessons. Staff have received training to carry out virtual lessons Staff are made aware of the correct use of web cameras. Students have been given provided with information on how to access virtual lessons and guidance on the use of web cameras during virtual lessons. 	<p>The following procedures and guidance for staff and students can be found on the Invictus Shared Area T:/Staff Resources/staff/Virtual Lesson How Tos.</p> <ul style="list-style-type: none"> Chat in Virtual Lesson Checking Students Understanding Guide to Home Working for staff Guide to Virtual Lessons for Staff Multi Choice Questions in Lessons Quick set up of Virtual lessons Registers for physical and virtual lessons Split virtual lessons and Webcam Guidance Student Activity log Student Webcam in Virtual lessons Virtual lesson attendance Webcams in classrooms. <p>Students and staff will be updated when new documents are uploaded onto the shared area or government, DOE guidance changes.</p> <p>Lessons will be monitored remotely by the I.T Team and SLT including content, pictures and videos.</p>					
<p>Poor hygiene practice – specific - spread of potential infection at the start of the school day.</p>	<p>H</p>	<p>In line with government advice:</p> <ul style="list-style-type: none"> Issue information to young people, parents, carers and visitors not to enter the school if they display any symptoms of coronavirus Issue information to parents about arrival and departure procedures, including safe drop-off and pick-up. Walk only access to school site for students. No parent's cars will be allowed on school site. Marshalls to control access and outside spaces Inform each year group and their parents of their allocated times for the beginning and end of their school day. Staggered start for students from gam. Inform each year group and their parents of the allocated entrance and exit points to school and where they should go on arrival Students to be supervised in accessing hand-washing facilities on arrival, ensuring that students' queue while maintaining social distancing as they wait for facilities All staff to wash hands on arrival in school and frequently during the school day. 	<p>All students will be given a presentation by SLT on school procedures on the first day back. At the presentation they will be informed of all regulations and requirements at the start of the school day.</p> <p>As per government guidelines students will LFT twice a week at home and report any positive tests to school.</p> <p>No parents or cars will be allowed on school site and parents and students will be informed not to congregate outside the school gates at the start of the day.</p> <p>Following Government guidance all Students and Staff will be required to wear face coverings in corridors, communal social areas of the school and during lessons.</p> <p>Students have been issued to black face mask, disposable masks are also available around the school</p> <p>New Signage has been installed giving details of which entrance each year group will be using. A Member of SLT/pastoral staff will be on duty to direct students to their appropriate area. They will instruct students on the importance of social distancing and ensure that year groups stay within their year group bubbles.</p>	<p>L</p>	<p>1</p>	<p>Head Teacher</p> <p>Head Teacher/SLT</p> <p>F&O Manager/Teaching staff</p> <p>SLT</p>	<p>October 21</p>	<p>Head Teacher</p> <p>Head Teacher</p> <p>COO/Head Teacher</p> <p>Head Teacher</p>

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		<ul style="list-style-type: none"> • Make it clear to staff, parents and students that they cannot congregate at the front of school prior to the start of the school day • No school transport will be provided. Parents must make their own arrangements for getting children to and from school • Issue information to students in relation to restrictions on their movement around the site • Sufficient supplies of hand-washing supplies should be provided to accommodate this procedure at the start of the day. <p>As a result, the risk of infection is reduced as students and staff arrive at school.</p>	<p>Hand sanitiser stations will be located at all entrance points and in all classrooms. Staff will advise students to use these when entering the classroom. NHS handwashing sign located at each station.</p> <p>Arrows around school clearly mark the one-way system/loop for students to follow between lessons.</p> <p>Staff will supervise students in the corridor outside toilets and ensure students wash hands after using the toilet facilities.</p> <p>Hand Sanitiser stations have been placed at the staff entrance and reception entrance and in all toilets. Staff have been given a copy of the Infection Control Procedures.</p> <p>Students will be given instructions each day regarding which areas they are allowed to access. Other areas will be cordoned off and marked out.</p> <p>The school have purchased sufficient supplies of hand washing and hand sanitiser supplies. Additional supplies will be purchased as and when required.</p> <p>Students will be given disposable mask if they do not have their school issued black mask.</p>			<p>F&O Manager</p> <p>Head Teacher/SLT</p> <p>F&O Manager</p> <p>F&O Manager</p>		<p>Head Teacher</p> <p>Head Teacher</p> <p>Head Teacher</p>
<p>Poor hygiene practice – specific - end of the school day.</p>	<p>H</p>	<ul style="list-style-type: none"> • Issue information to parents about departure procedures, including safe pick-up • Inform students and parents of their allocated times for the end of their school day. Staggered finish times from 12pm. • Inform students and their parents of the allocated exit points and pick up points. Parents to wait for students on Bromley Lane. • Make it clear to staff, parents and students that they cannot congregate at the front of school/in the playground prior to the end of the school day. • If waiting to collect students, parents are to remain in cars and park safely outside of school premises • Make parents and students aware of government recommendations with regard to transport. Inform parents and students of restrictions and plans relating to school transport and potential road closures. <p>As a result, the risk of infection is reduced as students and staff leave school.</p>	<p>All students/parents have been issued with a letter prior to students returning in September giving details/information of procedures for leaving school. All students have been given a presentation by SLT on school procedures on the first day back. At the presentation they will be informed of all regulations and requirements at the end of the school day.</p> <p>No parents or cars will be allowed on school site and parents and students will be informed not to congregate outside the school gates at the end of the day.</p> <p>Students will be encouraged to leave school and not congregate outside the school gates. Staff will be on the gates at the end of school day.</p> <p>Links to the Governments recommendations will be updated on the school's website.</p>	<p>L</p>	<p>1</p>	<p>Head Teacher/SLT</p> <p>Teachers/SLT</p> <p>Marketing & Comms</p>	<p>October 2021</p>	<p>Head Teacher</p> <p>Head Teacher</p> <p>CEO/Head Teacher</p>

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<p>Poor hygiene practice in school - general</p>	<p>H</p>	<ul style="list-style-type: none"> • Posters are displayed at the entrance to the school, around school and in every classroom reminding staff, students, parents and visitors of the hygiene practice required in school (e.g. washing hands before entering and leaving school) • Students to wash their hands with soap before and after break times and lunchtimes for no less than 20 seconds • Teachers to reiterate key messages in class-time (when directed) to students to: <ul style="list-style-type: none"> - Cover coughs and sneezes with a tissue, - To throw all tissues in a bin - To avoid touching eyes, nose and mouth with unwashed hands. • Additional alcohol-based sanitiser (that contains no less than 60 percent alcohol) and tissues to be provided for the school reception area, dining hall, classrooms and other key locations for staff, students and visitors • Infection control procedures are adhered to as far as possible in accordance with the DfE and PHE's guidance • Sufficient amounts of soap (or hand sanitiser where applicable), clean water, paper towels and waste disposal bins are supplied in all toilets and kitchen areas • Hand washing facilities are supervised by staff when students are washing their hands to avoid overcrowding in hand washing areas • Students will bring in their own refreshments and food, cups etc. No crockery/utensils will be available or shared by students • Staff to bring in their own crockery/utensils, no crockery/utensils will be available or shared by staff • Students/Staff are responsible for thoroughly cleaning their own crockery/utensils • Cleaners are employed by the school to carry out additional cleaning. Door handles, doors and toilets are cleaned during the day <insert frequency> and paper/hand towels are refilled regularly <insert frequency> <p>As a result, all students and staff are adhering to high standards of hygiene to minimise risk of transmission.</p>	<p>Government posters will be used for consistency in schools, instructing hand washing for at least 20 seconds. These will be displayed at all entrances, classrooms, toilets and dining hall. Each classroom will have a pump action hand sanitiser and Anti-bacterial surface wet wipes. Student will be advised to use wipes at beginning of each lesson to wipe down their desks.</p> <p>Teachers will remind students about the importance of hand washing/hand sanitisers.</p> <p>Hand Sanitiser stations will also be located at key points around the school building for students, staff and visitors to use.</p> <p>Additional supplies of cleaning products have been purchased by the school.</p> <p>Bagels will be prepared by the Catering staff at the start of the school day, individually wrapped, in the dining hall and taken to each class during tutor time. for students and staff to have free of charge.</p> <p>A selection of hot meals will be provided by the Catering dept. for students and staff. Where possible students will be encouraged to eat outdoors or go outdoors as soon as food has been consumed.</p> <p>Staff have been advised in the Infection Control Producers that they are not to share cutlery.</p> <p>The school cleaner has been given additional hours during the school day. He will patrol the school wiping down door handles, banister rails, sinks, toilets etc as pupils and staff move through the building.</p> <p>The site team and cleaner will regularly check during the day and refill when necessary paper towels, toilet rolls. Weekly stock checks will be carried out to ensure sufficient stocks are maintained.</p> <p>Windows and doors will be opened at start of each day by the Site Team to aid ventilation around the school. Co2 monitors provided by the Government have been installed in less ventilated classrooms.</p>	<p>L</p>	<p>1</p>	<p>SLT/F&O Manager</p> <p>F&O Manager</p> <p>Teaching staff</p> <p>F&O Manager</p> <p>F&O Manager</p> <p>SLT</p> <p>Head Teacher/SLT</p> <p>Head Teacher</p> <p>F&O Manager</p> <p>Site Team</p> <p>Site Team</p>	<p>October 2021</p>	<p>Head Teacher</p> <p>Head Teacher</p> <p>Head Teacher</p> <p>Head Teacher</p> <p>Head Teacher/COO</p> <p>Head Teacher</p> <p>Head Teacher</p> <p>Head Teacher</p> <p>Head Teacher</p> <p>F&O Manager</p>

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Poor hygiene practice – specific – school entrance	H	<ul style="list-style-type: none"> Clear signage in place regarding social distancing Barriers/screens to be used by reception staff when dealing with parents/visitors/contractors Areas touched to be wiped down Discourage parents from entering the school building Rearrange furniture in reception area to facilitate social distancing. If possible, arrange for a separate staff entrance to the workplace – stagger start times for staff where possible. <p>As a result, reception staff are protected.</p>	<p>Social Distancing signage will be used at all entrances.</p> <p>Hand sanitiser stations installed at Reception and staff entrance.</p> <p>Staff will be supplied with Anti-bacterial surface wet wipes to wipes down all surfaces where necessary.</p> <p>Parents have been informed that they are only allowed in school by prior appointment with a member of staff.</p> <p>Perspex Screen has been installed in the Student Support Hatch and reception hatch.</p>	L	1	<p>SLT/F&O Manager</p> <p>F&O Manager</p> <p>F&O Manager</p> <p>Head Teacher</p> <p>Site Team</p>	October 2021	<p>Head Teacher</p> <p>Head Teacher</p> <p>Head Teacher</p> <p>Head Teacher</p> <p>F&O Manager</p> <p>F&O Manager</p>
Poor hygiene practice – specific – office spaces.	H	<ul style="list-style-type: none"> Start and end times for administrative staff are staggered to support social distancing Tissues/hand sanitiser to be available in office locations Staff to wash hands on arrival at school Each individual is responsible for wiping down their own work area before and after use. <p>As a result, office practice in office spaces limits the risk of the spread of any infection.</p>	<p>Admin staff time to be reviewed and will be staggered if found necessary to do so.</p> <p>All staff have been given personal bottle of hand sanitiser.</p> <p>All Offices and Teachers work stations have been supplied with Anti-bacterial surface wipes.</p> <p>Staff have been advised to keep doors and windows open to aid ventilation.</p> <p>When staff are dealing with exam papers gloves are worn at all times when handling, giving out and collecting in exam papers.</p>	L	1	<p>Admin Staff</p> <p>All Staff</p> <p>All staff</p>	October 2021	<p>F&O Manager</p> <p>Head Teacher/F&O Manager</p> <p>Head Teacher/F&O Manager</p>
Poor hygiene practice – specific – toilet/changing facilities.	H	<ul style="list-style-type: none"> Staff to wear additional PPE when supporting students with toileting routines – mask, gloves, apron All changing surfaces to be cleaned before and after each use Nappies/soiled items to be disposed of in yellow bags Staff to follow specific intimate care procedures <insert here> Any soiled clothes are put into a plastic bag (double bagged) and sent home. <p>As a result, safe practices are followed and the risk of infection is reduced for staff and students.</p>	<p>Students who require this level of personal care will not be able to attend school due to the high risk of transmission of coronavirus infection to staff.</p> <p>School has added additional Nappy/Soiled bin to PHS contract for sports hall disabled toilet for a specific student to use.</p> <p>1st Aid boxes with necessary PPE equipment has been located in the first aid office.</p>	L	1	<p>Head Teacher/SLT</p> <p>1st Aiders.</p>	October 2021	<p>Head Teacher</p> <p>F&O Manager</p>
Cleaning is not sufficiently comprehensive.	H	<ul style="list-style-type: none"> Ensure that all cleaning and associated health and safety compliance checks have been undertaken prior to opening A nominated member of staff monitors the standards of cleaning in school and identifies any additional cleaning measures 	<p>A thorough clean of the school will be carried out during every school holiday. F&O Manager and Site Manager will carry out regular H&S inspections and monitor standards of cleaning.</p> <p>School has purchased 20 disinfectant fogger canisters should a classroom or area require urgent deep cleaning.</p> <p>School will be cleaned at the end of each day by the cleaning team. Cleaner has been given extra hours during the school day to</p>	L	1	<p>F&O Manager and Site Manager</p> <p>Site Manager</p>	October 2021	<p>Head Teacher</p> <p>F&O Manager</p>

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		<ul style="list-style-type: none"> Where possible, additional cleaning staff employed (or given additional hours) to increase the regularity of cleaning Whilst students are at breaktime/lunchtime, <identified member of staff> to clean tables/door handles with a disinfectant spray. Gloves to be worn during this and hands washed afterwards Disposable gloves/wipes/sprays are next to photocopiers/printers etc Cleaners to act upon guidance normally linked to ‘deep cleans’ as part of their daily procedures (i.e. a focus on door handles, toilets, changing room, toys in the Early Years). <p>As a result, high standards of cleanliness are maintained in school.</p>	<p>clean and continually wipe down door handles, banister rails, clean sinks and toilets after use.</p> <p>Additional PPE and wipes/sprays have been provided in areas used by more than one person, however this has been advised against where possible.</p> <p>Staff will be allowed to share printers and photocopiers. Where possible resources to be emailed to the reprographics officer who will print the required information. When printing is completed officer will email teacher who will collect printing from Reprographics office. Staff are allowed to use 1 of the Copiers in the Reprographic office, when staff are not available but must ensure that the machine is wiped down before and after use with the Anti-bacterial wipes provided on the machine. Staff must not cross into the marked area when any staff are at the work station.</p>			<p>Site Manager</p> <p>Head Teacher/Reprographics officer</p>		<p>F&O Manager</p> <p>Head Teacher/F&O Manager</p>
Ill health in school	H	<ul style="list-style-type: none"> Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing and high temperature, and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus Appropriate PPE is sourced and guidance on its location, use and disposal issued to staff in line with government guidance on what to do if a pupil or staff member becomes unwell All staff are informed of the procedure in school relating a pupil becoming unwell in school All staff advised of the procedure in school if a member of staff becomes unwell. Ensure all staff absences are appropriately recorded. Any pupil who displays signs of being unwell is immediately referred to the school first aider and arrangements made to be sent home Any staff member who displays signs of being unwell immediately refers themselves to school first aider and is sent home Where the named person is unavailable, staff ensure that any unwell students are moved to an empty room whilst they wait for their parent to collect them. School admin team to contact parents. Parents advised to follow the COVID-19: Guidance for households, including accessing testing 	<p>All staff have been made aware of the symptoms of coronavirus and the Governments Covid-19 guidance to Safe Working Procedures for dealing with ill health in School.</p> <p>1st Aid staff dealing with a suspected Coronavirus person must wear appropriate PPE. As specified by Government Guidance.</p> <p>Form to be produced by HQ for those with Coronavirus symptoms to ensure appropriate guidance is provided, testing carried out results communicated to the school and trust.</p> <p>School has a stock of PPE equipment, Gloves, facemasks and aprons. 1st Aid PPE grad boxes with necessary PPE equipment has been located around school should a student be sick or soil themselves.</p> <p>All staff are aware that they must contact the absence line and speak to Zoe Trevis Head’s PA if they are going to absent.</p> <p>Any student feeling unwell will be seen by a 1st Aider and sent to the Isolation room (1st Aid Room & Meeting Room) to await collection by parent/career. 1st Aider will contact parent/career via telephone. They will be advised that a test must be taken as a matter of urgency and isolate for 14 days if tested positive and ensure contact the NHS Test and Trace Dept.</p> <p>A “no entry” sign will be put on the door whilst child is waiting for parent. The room will be cleaned as soon as child has been collected.</p>	L	1	<p>Head Teacher</p> <p>1st Aiders</p> <p>COO/HR</p> <p>F&O Manager</p> <p>Head Teacher/Heads PA</p> <p>1st Aiders</p> <p>1st Aider</p>	5 th March 2021	<p>Head Teacher</p> <p>F&O Officer</p> <p>CEO</p> <p>Head Teacher</p> <p>Head Teacher</p> <p>F&O Manager</p> <p>F&O Manager</p>

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Inherent Risk Description/Area of Concern	Inherent Level of risk prior to control L/M/H	Risk Controls	Actions/Comments	Residual Level of risk is now L/M/H	Likelihood 1 Unlikely 2 Likely 3 Highly likely 4 Certain	Responsible person	Planned completion Date	Line Manager Check
		<ul style="list-style-type: none"> NHS Test & Trace will contact Parents to enable identification of people whom the student may have been in contact with. <p>As a result, school leaders taken appropriate action in the event of a confirmed case of coronavirus.</p>						
Poor management of pupil numbers reduces the ability of students and staff to practice social distancing.	H	<ul style="list-style-type: none"> Leaders to identify and communicate clearly to parents and students who is to attend and the times they are to attend Leaders to calculate capacities of classrooms. Classrooms allocated for provision and arranged so that students can remain 1 meters apart where practicable Timetable reviewed and refreshed and programme communicated to teachers and staff Where possible, pupil movement to be limited to make social distancing easier and specialist teachers to move between allocated classrooms Leaders to consider how best to supplement remote education with face-to-face support for students. <p>As a result, staff and students are clear about where they should be, the times that they should be there and what they are delivering.</p>	<p>Letters have been issued and all students will be given a presentation on 1st day of school informing them of start and finish times. They will also be informed of the schools' procedures for social distancing and wearing of face masks in communal areas.</p> <p>Each teaching group will be limited to a maximum of 30 pupils.</p> <p>All student tables will be in rows 1 meter apart and face forward where practically possible. Teachers to ensure social distancing is followed at all times and face masks are worn</p> <p>One-way system, loop, will be clearly marked out which pupils will be required to follow at all times while moving around school. This will be supervised by staff.</p> <p>Desks will be set up in classrooms to ensure they are all facing forward with a 1-meter distance between each row, where possible.</p> <p>Students will be supervised at all times as they moved around school between classrooms to ensure social distancing is adhered to. Areas of the school will be cordoned off to prevent students mixing with other students.</p>	L	1	<p>Head Teacher/SLT</p> <p>Teaching Staff</p> <p>SLT/Site Team</p> <p>SLT</p> <p>SLT/Teachers</p> <p>Teaching Staff</p>	5th March 2021	<p>Head Teacher</p> <p>SLT</p> <p>Head Teacher</p> <p>SLT</p> <p>SLT/Head Teacher</p> <p>SLT</p>
Insufficient staff to run face-to-sessions for students.	H	<ul style="list-style-type: none"> Leaders to ensure that they have a complete list of shielded (clinically extremely vulnerable) and clinically vulnerable adults for their school Leaders to ensure that the clinically extremely vulnerable are not in attendance at school Leaders to ensure that the clinically vulnerable are working from home or offered the safest available on-site roles where possible Protocols for staff to inform leaders if they need to self-isolate are clearly in place Leaders ensure there is a rota in place for cover in the instance that staff have to self-isolate. <p>As a result, sufficient staff cover in place to provide the face-to-face support sessions for students.</p>	<p>Heads PA has an up to date list of all staff classed as clinically extremely vulnerable and clinically vulnerable. All staff in this category have had a risk assessment completed.</p> <p>Risk assessment to be carried out on Clinically extremely Vulnerable, if procedures cannot be put in place to ensure their safe working, they will be advised to work from home.</p> <p>If staff need to self-isolate they are required to follow the normal absence procedures.</p> <p>Head Teacher and SLT will ensure there is provision in place for any staff that have to self-isolate.</p> <p>Teachers will provide virtual lessons for students that are isolating.</p>	L	1	<p>Heads PA</p> <p>Heads PA/F&O Manager</p> <p>All Staff</p> <p>SLT/Head Teacher</p>	5th March 2021	<p>Head Teacher</p> <p>Head Teacher</p> <p>Heads PA</p> <p>Head Teacher</p>

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Student movement between lesson, at breaktime and lunchtime increases the risk of infection.	H	<ul style="list-style-type: none"> Staggered starts to be put in place for breaktime and lunchtime <One-way circulation> where possible to be put in place for students arriving and leaving shared lunch space/lessons. Allocated outdoor areas for each year group to be identified for breaktime and lunchtime. Lunchtime to be staggered for different groups <insert details> Students advised not to play contact games at breaktime or lunchtime. Ball games and shared outdoor equipment to be prohibited Students to be supervised in washing hands before and after lunch In canteen/eating spaces, consideration given to marking seats that can be used and removing other seating. Bench style seating clearly marked. · No food will be available for purchasing. All staff and students will be required to bring in their own refreshments and lunch. Tables to be cleaned between year groups using lunchtime facilities Students who bring a packed lunch, may eat in classrooms to reduce movement and maintain social distancing. <p>As a result, the risk of infection during unstructured time is reduced.</p>	<p>Break and lunch times will be staggered.</p> <p>Each group will be allocated an outside space for break and lunch so they will not come into contact with other groups. While outdoors student will be supervised by Member of staff to ensure social distancing is adhered to.</p> <p>Students will be required to use hand sanitiser when leaving and entering the classroom after lunch and break time.</p> <p>Following advice from public Health Students and Staff will be required to wear face coverings in all areas of the school, face masks will be provided if they do not have one.</p> <p>Staff will be required to wear visors while teaching. Face Masks would not be suitable for teacher.</p>	L	1	<p>SLT</p> <p>Class Teacher</p> <p>Class Teacher</p> <p>SLT</p> <p>SLT</p>	October 2021	<p>Head Teacher</p> <p>Head Teacher</p> <p>Head Teacher</p> <p>Head Teacher</p>
Spread of infection in classrooms/shared areas.	H	<ul style="list-style-type: none"> All unnecessary items to be removed from classrooms and learning environments and stored elsewhere All soft furnishings and items that are hard to clean to be removed Class sizes reduced to ensure social distancing can be adhered to, with all desks 2m apart and group sizes not exceeding 15 Students to be directed to specific seats in classrooms and to maintain seats during the day as far as possible Tissues and hand sanitiser to be located in each classroom/learning space Bins to be emptied at least twice daily in classrooms. Contact with communal surfaces, such as door handles etc to be minimised. Doors to be kept open 	<p>Students will be supervised by a member of staff as they enter the classroom, one at a time, Social Distancing where possible.</p> <p>A decision was made by the Head Teacher and F&O officer to remove soft furnishing (classroom chairs) and replace with plastic exam chairs but this was over ruled by CEO. Will be reviewed at a later date.</p> <p>Students will be required to bring in their own equipment from home each day, Pens, pencils etc. and take them home at the end of each day.</p> <p>The Cleaner will be in school during the day wiping down communal areas.</p> <p>All staff have been informed to wipe down their work areas regularly and not to share equipment such as telephones as per</p>	L	1	<p>Teaching Staff</p> <p>CEO</p> <p>Teaching Staff</p> <p>Teaching Staff</p> <p>Site Manager</p>	Oct 21	<p>SLT</p> <p>CEO</p> <p>SLT</p> <p>F&O Manager</p>

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		<ul style="list-style-type: none"> Where possible, windows to be opened to provide ventilation. Inform all the students that they must bring the required equipment to school (stationery, calculators etc) to reduce the risk of infection Students/staff to clean IT equipment (especially keyboards) with anti-bacterial wipes before and after each use Shared telephone handsets to be cleaned with anti-bacterial wipes before and after each use Shared teaching resources to be cleaned prior to and after use by the member of staff using it. If any bodily fluids come into contact with classroom equipment, ensure that gloves are worn to remove the piece of equipment before it is thoroughly cleaned Guidance issued to staff on the use of the staff room and staff toilet area, including maximum numbers at any one time <Only 1 person >. Staff to be reminded to adhere to social distancing at all times Hand sanitiser to be in place at photocopiers/shared keyboards/telephones etc Staff must wash and dry their own cups, plates and utensils, using disposable towels. <p>As a result, the risk of infection to staff and students in classrooms is reduced.</p>	<p>the Infection Control Producers. Anti-bacterial wipes have been provided on all teachers work stations and they have been advised to wipe down before and after they start work.</p> <p>Teachers advised to use own set of equipment such as white board makers and wipes.</p> <p>Hand sanitiser stations will be located at the entrance to each classroom.</p> <p>Classroom doors and windows will be left open where possible. Co2 monitors have been installed in some of the poorly ventilated classrooms.</p> <p>Staff have been informed to bring in their own utensils, cups etc and to wash up their own equipment after use.</p> <p>Cleaning staff and site team have been provided with PPE to clean up any fluids and guidance on disposal has been provided.</p> <p>Social distancing signs have been put up around to the school to remind staff and students about social distancing.</p> <p>Following Government guidance updated in January 2022 Students and Staff will be required to wear face coverings whilst in the building until they have exited to an outdoor space. Staff will be required to wear visors while teaching. Face Masks would not be suitable for teacher.</p>			<p>All Staff</p> <p>Teachers</p> <p>Teachers</p> <p>Teachers</p> <p>All Staff</p> <p>Cleaners & Site Team</p> <p>SLT</p>		<p>Head Teacher</p> <p>Head Teacher</p> <p>F&O Manager</p> <p>SLT</p> <p>Head Teacher</p> <p>F&O Manager</p> <p>Head Teacher</p>
Poor pupil behaviour increases the risk of the spread of the infection.	H	<ul style="list-style-type: none"> Students are reminded of the behaviour policy on their return to school Sanctions (and how they will be applied in the context of social distancing) are clearly communicated to students and parents. Behaviour policy is adjusted as a consequence Students' individual behaviour plans are reviewed and specific control measures identified and shared with students and staff where necessary. <p>As a result, students and staff understand the behaviour policy/individual plans in context.</p>	<p>Students and Parents will be informed of expectations regarding entry and exit to the school, focusing very clearly on distancing and groups not meeting up beforehand.</p> <p>If students do not follow procedures in place, their parents will be contacted and hopefully the student will be reintroduced to their next session. If the student does not adhere to expectation's in their next lesson they will be sent home to continue their learning by remote lesson only.</p>	L	1	SLT	5th March 2021	Head Teacher
Students with complex needs are not adequately prepared for a return to school or safely supported.	H	<ul style="list-style-type: none"> Leaders and staff should review individual students' handling plans, including the use of PPE Additional advice should be sought from external agencies where appropriate in relation to moving and handling (physiotherapy, occupational therapy) 	<p>PPE will be provided to students where required.</p> <p>We feel the biggest hurdle for our SEN children will be expectations of behaviour, establishing routines again and reassuring them that all is ok.</p>	L	1	SENCO/SLT	5th March 2021	Head Teacher

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		<ul style="list-style-type: none"> Review individual communication plans where close proximity is expected e.g. on-body signing Plans should be understood, shared and followed consistently by all staff working with those students Prepare additional social stories to support students with autism / learning difficulties (highlighting changes to classrooms/arrangements/use of PPE, for example) and share with parents and students prior to students returning to school. <p>As a result, students with complex needs are well supported.</p>	Where necessary we will seek additional guidance from external agencies and may seek to suggest that those students are on reduced times tables as they transition back into school.					
Vulnerable students and students with SEND do not receive appropriate support.	H	<ul style="list-style-type: none"> Appropriate planning is in place to support the mental health of students returning to school Agree what returning support is available to students with SEND in conjunction with families and other agencies. <p>As a result, students with SEND and those concerned about returning to school are well supported.</p>	<p>We are aware that many students will express their sensory issues and anxieties about the proximity of others.</p> <p>Staff will make particular effort to ensure classrooms are relatively quiet spaces so that students that are not used to the noise and find it upsetting can adjust.</p> <p>Staff are also aware that some children have not left their families for some time and may have separation issues.</p> <p>SENCO to work with students with Autism/learning difficulties to ensure they understand social distancing procedures</p> <p>All stay to stay vigilant looking for signs of stress in students.</p>	L	1	SENCO	5th March 2021	Head Teacher
Increased number of safeguarding concerns reported after lockdown.	H	<ul style="list-style-type: none"> Agree safeguarding provision to be put in place to support returning students Ensure that key staff (DSL and deputies) have capacity to deal with any arising concerns Follow up any referrals made by staff swiftly, while maintaining social distancing. <p>As a result, safeguarding remains of the highest priority and practice.</p>	The Safeguarding team will be available to deal with all safeguarding issues and continue working on any ongoing cases.	L	1	DSL	5th March 2021	Head Teacher
Emergency evacuation due to fire etc.	H	<ul style="list-style-type: none"> Lockdown, fire and emergency evacuation procedures to be reviewed so that social distancing can be maintained Leaders to communicate procedures to all staff Classroom staff will be responsible for the safe evacuation of the classroom Staff to try and maintain social distancing whilst evacuating students Staff to evacuate to assembly point Staff to communicate emergency evacuation procedures to students at the beginning of each day. 	<p>The fire evacuation points will be as follows: Years 7, 8 & 9 will be escorted to the 3G pitches and Years, 10, 11, 12 & 13 will be escorted to the rear of the TDC building. This will aid with Social Distancing</p> <p>In the event of the fire alarm being activated the member of staff supervising the students at that time will ensure social distancing while evacuating the building at the nearest exit and escort them down to the Astro Turf pitch and the TDC building</p> <p>Teaching staff will announce emergency evacuation procedures at the start of each lesson.</p>	L	1	<p>SLT</p> <p>Class Teacher</p> <p>Class Teacher</p>	5th March 2021	<p>Head Teacher</p> <p>SLT</p> <p>SLT</p>

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		<ul style="list-style-type: none"> No re-entry of buildings until instructed <p>As a result, social distancing is maintained in the event of an emergency evacuation.</p>						
Contractors, deliveries and visitors increase the risk of infection.	H	<ul style="list-style-type: none"> All contractors to be checked to ensure that they are essential visitors prior to entry to the school Agree arrival and departure times with contractors to ensure that there is no contact with staff or students All contractors/visitors to wash hands either prior to or on entry to the school site Contractors and visitors are directed to specific/designated handwashing facilities All areas in which contractors work are cleaned in line with government guidance Contractors to bring own food, drink and utensils onto site. Contractors to provide school with copy of their Safer Working Practices to ensure they are managing work sites in line with Government advice. Staff who receive deliveries to the school to wash hands in line with government guidance after handling Where possible, staff to identify safe/designated place for delivery without need for contact with staff. Drivers are not permitted to enter the school premises when making deliveries If drivers have to enter school site, ensure that they are asked to maintain social distancing and use hand sanitiser before entering the building Surfaces to be cleaned after any deliveries have been made. <p>As a result, any external visitors/contactors are kept safe and the risk to other members of the school is minimised.</p>	<p>Contactors will only be allowed onsite by appointment – where possible appointments will be made outside of school hours to reduce risk. While on site contractors will be required to wear face masks and gloves at all times.</p> <p>All deliveries to be made to the caretaker’s office and goods left outside the door. Site team will wear gloves to open packages etc.</p> <p>Where possible items will be wiped down or outer packing will be removed by site team and disposed of before distribution.</p> <p>Hand sanitiser will be provided prior to contractors entering school building and cleaning staff will wipe any areas used after contractor has left.</p>	L	1	Site Team	5th March 2021	F&O Manager

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School-specific arrangements relating to risk assessment that may need additional detail:

Capacity and organisation of teaching spaces - Maximum of 30 students

Arrival to and departure from school – As per pre-COVID

Movement around the school - One way system/loop has been put in place and area of school cordoned off to prevent entry.

Classroom allocations – all classrooms will be arranged so students are facing forward with rows 1 apart where possible. Teachers work station will be 2 meters from front row of students. Where possible

Timetable arrangements - Timetables have been arranged for each year group of students.

Role of teaching assistants- Students requiring a TA will sit on front row of class room. TA will work from the front of Class 1 meters away from student and teacher.

Ventilation – Co2 monitors installed in areas identified as being poorly ventilated. Main external doors are open at all times to aid ventilation around the school.

Breaktime plan – Students will be encouraged to go outside during breaktime.

Lunchtime plan – Students have a staggered lunch time and will be encourage to go outside during lunchtime.

Catering staff – Provision as per pre-COVID

Cleaning – Cleaners hours have been adjusted to ensure additional daytime cleaners. And Cleaning Schedules have been implemented.

Toilets – To be cleaned regularly throughout the day.

Staffroom and offices – Day time cleaning staff will wipe down door handles etc. Staff have been advised to wipe down work station before use. Anti-Bacterial wipes have been provided.

Transport – Students using 6th form minibus will be required to wear face masks while on the transport.

Classroom expectations -

Pupil expectations

Useful links:

- Safeguarding: <https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers/coronavirus-covid-19-safeguarding-in-schools-colleges-and-other-providers>
- Remote learning: <https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19>
- Attendance: <https://www.gov.uk/government/publications/coronavirus-covid-19-attendance-recording-for-educational-settings>
- Premises: <https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak>
- Prevention and control: <https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19>
- Advice: <https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance>
- Vulnerable: <https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people>
- Extremely vulnerable: <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>
- SEND - <https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance/coronavirus-covid-19-send-risk-assessment-guidance>
- Home learning support: <https://www.gov.uk/government/publications/coronavirus-covid-19-online-education-resources>
- Remote support: <https://www.gov.uk/guidance/get-help-with-technology-for-remote-education-during-coronavirus-covid-19>
- Accountability measures: <https://www.gov.uk/government/publications/coronavirus-covid-19-school-and-college-performance-measures/coronavirus-covid-19-school-and-college-accountability>

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- Students' mental health support/pastoral care at home: <https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing/guidance-for-parents-and-carers-on-supporting-children-and-young-peoples-mental-health-and-wellbeing-during-the-coronavirus-covid-19-outbreak#helping-children-and-young-people-cope-with-stress>Parents: <https://www.gov.uk/guidance/supporting-your-childrens-education-during-coronavirus-covid-19>
- Parents with students with SEND: <https://www.gov.uk/guidance/help-children-with-send-continue-their-education-during-coronavirus-covid-19>
- Supporting parents: <https://www.gov.uk/government/publications/covid-19-school-closures/guidance-for-schools-about-temporarily-closing#working-with-parents>
- Financial support: <https://www.gov.uk/government/publications/coronavirus-covid-19-financial-support-for-education-early-years-and-childrens-social-care/coronavirus-covid-19-financial-support-for-education-early-years-and-childrens-social-care>
- Exceptional costs: <https://www.gov.uk/government/publications/coronavirus-covid-19-financial-support-for-schools/school-funding-exceptional-costs-associated-with-coronavirus-covid-19-for-the-period-march-to-july-2020>
- Reducing burdens: <https://www.gov.uk/government/publications/coronavirus-covid-19-reducing-burdens-on-educational-and-care-settings/reducing-burdens-on-educational-and-care-settings>
- Social distancing: <https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings>
- PPE: <https://www.gov.uk/government/collections/coronavirus-covid-19-personal-protective-equipment-ppe>

- Public health England <https://www.gov.uk/government/organisations/public-health-england>
- NHS: <https://www.nhs.uk/conditions/coronavirus-covid-19/what-to-do-if-you-or-someone-you-live-with-has-coronavirus-symptoms/>
- Government advice: <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>
- DfE <https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19>
- A detailed checklist and key guidance for action for health and safety is available at: www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak
- Information re testing: <https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>