

The Bewdley School

Persons Responsible: Head Teacher / Deputy Head Teacher / Operations Manager	Assessment Completed by: Operations Manager	Government Advise at time dated: 23/08/2021
Date of assessment:31/08/2021	Review interval: Monthly	Date of next review: 01/10/2021

COVID-19 Risk Assessment September 2021

Please note: This risk assessment is a live document which is reviewed and updated in line with changes to government guidance and public health advice. Staff, students, governors and parents/carers/carers will be notified of any changes to this risk assessment.



Risk rating		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	Major Causes major physical injury, harm or ill health.	High (H)	H	Medium (M)
	Severe Causes physical injury or illness requiring first aid.	H	M	Low (L)
	Minor Causes physical or emotional discomfort.	M	L	L

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	Risk rating following action H/M/L
Awareness of policies and procedures	H	<ul style="list-style-type: none"> • All staff and volunteers are aware of all relevant policies and procedures • Students are supported to understand and follow the relevant school policies and 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 Health Protection (Notification) Regulations 2010 - The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 - Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities' - DfE (2021) 'Schools coronavirus (COVID-19) operational guidance (applies from step 4)' - DfE (2021) 'Use of PPE in education, childcare and children's social care' • Staff receive any necessary training on measures that have been implemented that are relevant to their role, e.g. infection control and student wellbeing. • The school keeps up-to-date with advice issued by, but not limited to, the following: <ul style="list-style-type: none"> - DfE - NHS - PHE - Department of Health and Social Care - The school's local health protection team (HPT) - LORT - WCF • All staff, volunteers, parents/carers, students, visitors and contractors are made aware of relevant infection control and other measures in place, particularly any changes to processes to allow for the full opening of the school. 	Y	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	Risk rating following action H/M/L
		<ul style="list-style-type: none"> Students are made aware of the measures that are in place, e.g. infection control and behaviour expectations, via various methods, including visual aids around the school and reminders from staff. SLT conducts a review of all supplier and contractor arrangements to ensure they are appropriate for the school's current operations. SLT reviews relevant school policies to ensure they account for new provisions. 		
Contact with potential or confirmed coronavirus cases	H	<ul style="list-style-type: none"> Students, staff and other adults do not enter the school premises if: <ul style="list-style-type: none"> They have any symptoms of coronavirus. They have tested positive for coronavirus in the last 10 days. They are required to quarantine having recently visited countries outside the Common Travel Area. Parents/carers are informed via email not to bring their children onto the school premises if they show symptoms of, or have tested positive for, coronavirus. Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, loss or change in sense of smell or taste, and a high temperature, and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus. Staff, parents/carers, students and visitors are informed of the national legal requirements regarding self-isolation, including that if they are required to self-isolate, this must be for a full 10 days from the start of their symptoms, or the date of their positive test if they did not have symptoms. students and parents/carers/carers are made aware that students under the age of 18 are no longer required to self-isolate if they are identified as a close contact of a positive case. Instead, students will be advised by NHS Test and Trace to take a PCR test and will only need to isolate if they produce a positive test. Students and parents/carers/carers are made aware that fully vaccinated adults who are identified as a close contact of a positive case do not need to self-isolate unless they develop symptoms or produce a positive test, as long as they are fully vaccinated. 	Y	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	Risk rating following action H/M/L
		<ul style="list-style-type: none"> • Staff who have only had one dose of the vaccine are made aware that they still need to self-isolate if identified as a close contact until two weeks after receiving their second dose. • Instances of staff, students, visitors and volunteers displaying symptoms of coronavirus are managed in line with local and national guidance and the schools infection control procedure. • Students and parents/carers/carers are made aware that staff and students over the age of 18 should follow the same self-isolation rules as those under 18 until four months after their 18th birthday, at which point they will begin to follow the same rules as adults. This time should be used to ensure they are vaccinated if possible. • If anyone in the school develops coronavirus symptoms while at school, they are: <ul style="list-style-type: none"> - Sent home to begin isolation – the isolation period includes the day the symptoms started and the next 10 full days. - Advised to follow the guidance for households with possible or confirmed coronavirus infection. - Advised to arrange a PCR test as soon as possible. • Students being sent home after displaying symptoms who are awaiting collection by a parent/carer are moved to a room where they can be isolated behind a closed door, with an open window for ventilation where possible. If it is not possible to isolate the student, they are moved to an area which is at least two metres away from others. If required, a member of staff supervises the student. • Where contact with a student’s parents/carers/carer cannot be made, appropriate procedures are followed in accordance with those outlined in government guidance and the schools infection control procedure. • In exceptional circumstances, where a student’s parents/carers/carers cannot arrange to have their child collected, if it is age-appropriate and safe to do so, the child is directed to walk, cycle home. If this is not possible, the school makes alternative arrangements. 		

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	Risk rating following action H/M/L
		<ul style="list-style-type: none"> • Symptomatic individuals who are sent home are directed to not use public transport to get home. • If the student needs to use the toilet while awaiting collection, they use a separate bathroom if possible. The bathroom is cleaned and disinfected using standard cleaning products before being used by anyone else. • Emergency assistance is called immediately if the student's symptoms worsen and they require further medical care. • PPE is worn by supervising staff if direct personal care is needed and they cannot maintain a distance of two metres. • Anyone who comes into contact with a symptomatic individual washes their hands thoroughly for 20 seconds with soap and running warm water or hand sanitiser. The area around the symptomatic individual is cleaned with normal household bleach after they have left the premises. • Staff members who have helped someone with symptoms and any students who have been in close contact with them are informed that they do not need to self-isolate unless they develop symptoms themselves. • The school does not routinely take the temperature of students, but only in situations of a student exhibiting symptoms • The school refuses to admit a student who is displaying symptoms of coronavirus where their parents/carers/carer are insisting their child attends if, in its reasonable judgement, the student poses a risk of infection to other members of the school community. 		
Face coverings	H	<ul style="list-style-type: none"> • Staff, students and visitors are informed that they are not required to wear face coverings at all in school, but should they wish to are actively encouraged to do so. • In the event of a school or local outbreak, the school adheres to advice from a director of health that may include bringing back face coverings temporarily in communal areas and classrooms for staff, students and visitors. 	Y	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	Risk rating following action H/M/L
		<ul style="list-style-type: none"> • In the event that the school must return to using face coverings, the school remains sensitive to the fact that some people are less able to wear face coverings and that the reasons for this may not be visible to others. • Transparent face coverings, which may assist communication with someone who relies on lip reading, clear sound or facial expressions to communicate, are worn where appropriate. • 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. • Face visors or shields are only used after carrying out a risk assessment for the specific situation and always be cleaned appropriately. • Individuals are provided with clear instructions on how to put on, remove, store and dispose of face coverings. This includes instructions to: <ul style="list-style-type: none"> - Clean hands before and after touching a face covering. - Store face coverings in individual, sealable plastic bags. - Avoid wearing damp face coverings. • Where face coverings are required, individuals are not prevented from entering or attending school on the grounds that they are not wearing a face covering. • The school has a contingency supply of face coverings. • Anyone struggling to access a face covering, or unable to use their face covering because it has been forgotten or soiled, is provided with one from the school's contingency supply. • Face coverings should be worn in enclosed and crowded places – this includes on school transport. 		
PPE	M	<ul style="list-style-type: none"> • PPE is distributed to staff who provide intimate care for students and for cases where a student becomes unwell with symptoms of coronavirus whilst in school and a distance of two metres cannot be maintained. • Additional risk assessments are conducted on a case-by-case basis to determine whether staff require PPE to carry out other tasks and duties. 	Y	L

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	Risk rating following action H/M/L
		<ul style="list-style-type: none"> When working with students who cough, spit or vomit but do not have coronavirus symptoms, staff only wear PPE that would routinely be worn. Used PPE is disposed of properly using bins provided around the school. Staff and students are told not to use recycling bins for the disposing of PPE. All PPE waste is put in a plastic rubbish bag which, once full, is tied and placed in a second tied bag and stored in a suitable and secure place, it is then put in the communal waste area. 		
Hand cleaning and respiratory hygiene	H	<ul style="list-style-type: none"> Staff, students, visitors and contractors are informed via that enhanced hygiene practices are in place. Suitable facilities are provided for individuals to wash/ sanitise their hands regularly and at the following intervals: <ul style="list-style-type: none"> Arrival at school Return from breaks A change in rooms Before and after eating The school considers how often students and staff need to wash/sanitise their hands and time for this is incorporated into timetables and lesson plans, allowing for additional opportunities for some staff and students to wash/sanitise their hands more frequently There is an adequate amount of stations, which are kept well-supplied with soap and running water or hand sanitiser. Adequate amounts of tissues and bins are available in the relevant areas. Skin-friendly sanitising wipes are used as an alternative for students who are at risk of ingesting hand sanitiser, where appropriate. Visual aids are displayed throughout the school reminding students to wash their hands regularly and follow the 'catch it, bin it, kill it' approach. A plan is created to assimilate the hand-washing routine and 'catch it, bin it, kill it' approach into school culture, supplemented by behaviour expectations and communication around the importance of the measures. 	Y	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	Risk rating following action H/M/L
		<ul style="list-style-type: none"> • Students are supervised, where appropriate, when using hand sanitiser to ensure they do not ingest any. • Students are instructed to cough or sneeze into their inner elbow and use a tissue to cover their mouths and noses where possible, disposing of the tissue in lidded bins. • Students wash/sanitise their hands after they have coughed or sneezed. • Students with complex needs are supported to ensure they adopt good hand cleaning and respiratory hygiene practices. • Individual risk assessments are conducted for students with complex needs who struggle to maintain good respiratory hygiene. 		
Cleaning	H	<ul style="list-style-type: none"> • The school maintains an appropriate cleaning schedule which includes the regular cleaning of areas and equipment e.g. twice per day. There is a particular focus on frequently touched surfaces. • The Operations Manager implements a cleaning schedule that ensures cleaning is generally enhanced and includes: <ul style="list-style-type: none"> - More frequent cleaning of rooms and shared areas (including classrooms, social areas and eating areas) that are used by different groups. - Frequently touched surfaces being cleaned more often than normal. - Provision for ensuring toilets are cleaned regularly. • The necessary areas of the school are deep cleaned with suitable cleaning agents and in line with COSHH. • All areas that have been cleaned are checked to ensure they are safe to occupy, e.g. there are no slip hazards and any harmful substances have been removed. • All areas that remain temporarily closed, or partially closed for cleaning or infection control purposes, are clearly signposted. • Adequate amounts of suitable cleaning agents are available. • PPE is available to members of staff who require it to carry out cleaning safely. • Signs are placed in relevant areas to instruct staff and students to always flush toilets with the lids down. 	Y	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	Risk rating following action H/M/L
Social distancing	H	<ul style="list-style-type: none"> • Good practice around social distancing is shared with all relevant members of the school community and adhered to where required e.g. around a symptomatic individual. • Staff and students are informed they no longer need to adhere to social distancing measures in school in ‘bubbles’ unless directed. However, the continued practice is advised as good practice. • Students 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 student bubbles, temporarily. • One way systems are advised through the buildings to prevent congestion and close contacts for students 	Y	M
Resources	H	<ul style="list-style-type: none"> • Staff and students have their own individual and frequently used items, e.g. pencils and pens. • Classroom resources, e.g. books and equipment are cleaned regularly. • Students only bring essential items to school each day, e.g. lunch boxes, hats, coats, books, stationery and mobile phones (where required) • Students are permitted to bring bags / material pencil cases to school. • Any shared resources that need to be taken home by students and staff are appropriately cleaned or a rota is put in place. 	Y	M
Ventilation and heating	H	<ul style="list-style-type: none"> • Staff and students are made aware that enhanced ventilation is in place. • The Site Team checks that all ventilation systems, including fume extraction systems, are in working order in accordance with manufacturer’s recommendations, and that there are no blockages present in external or internal vents. • All ventilation systems remain energised in normal operating mode. • Where mechanical ventilation is used, recirculatory systems are adjusted to full fresh air where possible. • Ventilation to chemical stores remains operational. 	Y	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	Risk rating following action H/M/L
		<ul style="list-style-type: none"> • Where possible, the windows of occupied rooms are open. In cold weather, where this causes issues with thermal comfort, the following mitigations are put in place where possible: <ul style="list-style-type: none"> - Classrooms are rearranged to minimise the discomfort caused by draughts from open windows, e.g. by moving desks and chairs - High level windows are opened in preference to low level to reduce draughts - Ventilation is increased while the space is unoccupied, e.g. during break- and lunchtimes • The relevant staff adjust any thermostats to heat internal spaces and water, ensuring a suitable stable temperature is maintained. • Where heating has been switched off or energy supplies for heating have been isolated, a suitably trained individual switches them back on, as required. • For every 15 minutes in a room X1 window will remain open, where this is not possible the classroom door will remain open for the duration of the lesson. • Where possible classroom doors are to be left open and windows opened where practical and possible. 		
Fire safety	M	<ul style="list-style-type: none"> • A suitably trained individual ensures that all fire detection, alarm system, fire extinguisher and sprinkler checks are up-to-date. • The Operations Manager ensure that the fire management plan and fire safety risk assessment are up-to-date and applicable to any changes in people movement or access, e.g. if parts of the school remain temporarily closed. • Fire doors are to remain closed at all times during daily operations • In the case of a fire, standard fire procedures will be adhered to with windows and doors closed by a staff member as they leave. • Where directed the community will be shown how social distancing measures are to be observed at evacuation points and communicates this to all staff, volunteers, students, parents/carers and contractors. 	Y	L
Testing	H	<ul style="list-style-type: none"> • It is made clear that testing is voluntary. Individuals not undergoing testing attend school in line with normal school arrangements. 	Y	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	Risk rating following action H/M/L
		<ul style="list-style-type: none"> • Staff are encouraged to test twice weekly at home until the testing guidance is reviewed in September 2021 • The school obtains written consent from staff to process and store their testing data prior to beginning testing. • All students receive two on-site lateral flow device (LFD) tests, three to five days apart, on their return to school in the Autumn term. • The school obtains written consent from students, and their parents/carers where required, to process and store their testing data prior to beginning testing. • Individuals with negative test results continue to attend school unless they have been advised by NHS Test and Trace or another health professional to stay at home. • Staff and students undergoing testing are supplied with LFD test kits to self-swab and test themselves twice a week at home. • Staff, students and parents/carers are fully informed of the testing programme. • Individuals report their results to NHS Test and Trace as soon as the test is completed, either online or by telephone. • Students aged 18 and over self-test and report the result, with assistance if needed. Students aged 12 to 17 self-test and report their results with adult supervision. Students aged 11 are tested by an adult. • The school retains a small on-site asymptomatic testing site (ATS) so testing can be offered to students who are unable or unwilling to test themselves at home. • Individuals who receive a positive result from an LFD test complete a 10-day period of self-isolation and are asked to arrange a confirmatory PCR test. • Individuals who test positive using an LFD test arrange their PCR test within 2 days of the positive result. All positive results from LFD tests, whether conducted at home or at school, are confirmed with a PCR test. • Staff, students and parents/carers are made aware that negative results from confirmatory PCR tests taken within 2 days of LFD tests override positive results from LFD tests; therefore, individuals who receive negative PCR test results can return to school, provided they do not have symptoms. 		

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	Risk rating following action H/M/L
		<ul style="list-style-type: none"> • Individuals do not take an LFD test if they have tested positive for coronavirus within the last 90 days. • Individuals are informed that LFD tests are not to be used if they begin to develop symptoms of coronavirus; they instead begin self-isolating immediately and book a PCR test. 		
NHS Test and trace	H	<ul style="list-style-type: none"> • The 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. • The school makes staff aware that the NHS Test and Trace service will inform staff and students if they have been in close contact with a positive case of coronavirus and will advise them to take a PCR test. • Staff members will continue to keep updated seating plans for all of their lessons to enable the school to identify close contacts as required. • The school continues to work with local HPTs in the event of a school or local outbreak. • Staff members and parents/carers are informed that they will need to engage with the NHS Test and Trace programme if they are contacted, meaning they need to be ready and willing to: <ul style="list-style-type: none"> - Book a PCR test if they (or their child) display symptoms. - Provide details of anyone they (or their child) have been in close contact with if they were to test positive for coronavirus or are asked by NHS Test and Trace. - Take a test if they have been in close contact with someone who develops coronavirus symptoms or someone who tests positive. - Self-isolate if they display symptoms or produce a positive test. • Anyone in school who displays symptoms is encouraged to get a PCR test. • If the school believes a symptomatic individual may face barriers to accessing a PCR test elsewhere, the school provides them with a PCR test. 	Y	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	Risk rating following action H/M/L
		<ul style="list-style-type: none"> • The school considers offering a symptomatic staff member a PCR test if they cannot otherwise access testing quickly and if the individual is vital to the running of the school. • Tests are not given directly to students but are instead given to the student's parent or carer. • Individuals are asked to inform the school immediately of test results. • If an individual tests negative, they feel well and no longer have coronavirus symptoms, they, and the members of their household, can stop self-isolating as long as: <ul style="list-style-type: none"> - They were not told to self-isolate for 10 days from the day after contact with the individual who tested positive by NHS Test and Trace. - They feel well. • If an individual tests positive, they are required to self-isolate for at least 10 days from the onset of symptoms and then return to school only if they do not have symptoms other than a cough, or loss of or change in their sense of smell or taste. Other members of their household are required to continue self-isolating for the full 10-day period unless they are fully vaccinated adults or under the age of 18. • Staff and students aged 16 and over are encouraged to download the NHS Test and Trace app – rules on mobile phones in school are relaxed to accommodate this. • 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. • If a student receives notification to self-isolate, the school ensures appropriate arrangements are in place for the student to self-isolate when they are directed to, and begin remote learning. • A NHS QR code poster is displayed in spaces open to the public and a visitor record is kept. 		

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	Risk rating following action H/M/L
		<ul style="list-style-type: none"> • If a member of staff receives notification that they need to self-isolate, the school will consider the action that needs to be taken to ensure continuity of education. • Individuals are made aware that they are not required to self-isolate if they live in the same household or are a close contact of someone with coronavirus, and any of the following apply: <ul style="list-style-type: none"> - They are fully vaccinated. - They are below the age of 18 years and 6 months. - They have taken part in or are currently part of an approved vaccine trial. - They are not able to get vaccinated for medical reasons. • Students under 18 and 6 months that have been identified as a close contact are made aware that they should continue to attend school as normal. 		
LFD / PCR Tests	M	<ul style="list-style-type: none"> • Testing kits are stored indoors between a temperature of 2 to 30°C. • Individuals are instructed to collect test kits from the designated collection point. • A test kit log is in use and kept up-to-date with the relevant information required. • A test result log is in use and kept up-to-date with the relevant information required. • The data held in the test kit log and test result log is stored in line with the school's Data Protection Policy at all times. 	Y	L
Confirmed cases of coronavirus	M	<ul style="list-style-type: none"> • Parents/carers are informed, via letter, of how the school responds to confirmed cases of coronavirus. • Where an individual in the school community tests positive for coronavirus, the school follows public health advice and the Deputy Head contacts the DfE's dedicated advice service immediately. • The school works with the DfE's dedicated coronavirus advice service (or LORT if the case is escalated) to carry out a rapid risk assessment and identify appropriate next steps. • Household members of individuals who develop symptoms or test positive also begin self-isolating, starting from the day the individual's symptoms started, or the day of their positive test result if asymptomatic, and continue to self-isolate for the next full 10 days. 	Y	L

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	Risk rating following action H/M/L
		<ul style="list-style-type: none"> Household members of close contacts of positive or symptomatic individuals do not self-isolate unless they, or the close contact, develop symptoms or test positive. Where required, all parents/carers and staff are informed of the confirmed case; however, the name of the individual is not shared. The school does not request evidence of negative test results or other medical evidence before admitting individuals back to school after a period of self-isolation. 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 (or local HPT if the case is escalated). The individual who tested positive can stop self-isolating after they have finished their isolation period and their symptoms have gone or if they continue to only have a residual cough or anosmia. 		
Attendance	M	<ul style="list-style-type: none"> The school informs parents/carers and students that attendance is mandatory for all students. Parents/carers are informed that the usual rules on school attendance apply – this means parents/carers have a duty to ensure that their child attends regularly. The attendance register is taken as normal and absences are followed up, in line with the Attendance and Absence Policy. Where a student is unable to attend the site because they are complying with clinical and/or public health advice, they are offered access to remote education immediately. Any concerns from staff, parents/carers and students about being on the school site are discussed between appropriate individuals. Students who are reluctant or anxious to attend school are identified and relevant staff members develop plans to reengage these students. The school uses the additional catch-up funding, as well as existing pastoral and support services, resources and funding, to put in place measures for those families who need additional support to secure students’ regular attendance. 	Y	L

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	Risk rating following action H/M/L
		<ul style="list-style-type: none"> Staff and students who have returned to the UK from foreign countries within the last month complete the necessary quarantine period, as outlined in the government's guidance, before attending school. Where possible, remote education will be provided for students who are abroad, and facing challenges to return due to coronavirus-related travel restrictions, for the period they are abroad. 		
Protecting clinically vulnerable individuals	H	<ul style="list-style-type: none"> Clinically vulnerable and clinically extremely vulnerable (CEV) students are supported to attend on-site provision. Students who live with someone who is CEV continue to attend school as normal. All CEV students attend the school unless they have been advised by their GP or clinician not to attend. The relevant staff liaise with the parents/carers of students who are deemed more vulnerable to infection and discuss their concerns and the infection control measures in place at the school. The school collaborates with the LA to ensure that alternative arrangements for CEV students are in place to prepare for the event that the school site is required to close. If CEV students are self-isolating and cannot attend on-site provision, procedures are put in place to maintain contact and make sure their parents/carers know that the decision not to attend can be revisited at any time. CEV staff continue to work from home where possible. If this is not possible, they are supported to attend the school site. Clinically vulnerable staff continue to attend school provided they follow the system of controls to minimise the risks of transmission. Staff who live with those who are CEV attend the workplace but ensure they maintain good prevention practice in the workplace and at home. Line managers hold discussions with staff who are deemed more vulnerable to infection and discuss their concerns and the infection control measures in place at the school. 	Y	L

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	Risk rating following action H/M/L
		<ul style="list-style-type: none"> • The SLT considers requests made by staff who wish to make changes to their working environment or working hours in the interest of health and safety. • If required, CEV staff can adjust their working hours, as agreed by the SLT. • The headteacher ensures that the school can be adequately and safely staffed. • A separate risk assessment is carried out for pregnant staff. The school follows the relevant specific guidance for pregnant employees. • 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 students. • The school encourages staff to get vaccinated if possible, and enables these staff members to attend booked vaccination appointments, even during term time. 		
Staffing	M	<ul style="list-style-type: none"> • Appropriate support for students with SEND remains in place. • Line managers discuss and agree any proposed changes in role or responsibility with members of staff. • The headteacher ensures safe staffing ratios are met and that all staff have the relevant training to undertake their roles. If there are concerns about staffing capacity, the headteacher talks to the LA. • Arrangements are made to enable specialists, therapists, clinicians and other support staff for students with SEND to continue to provide interventions as usual. • The school continues its recruitment processes as normal. 	Y	L
Transport	H	<ul style="list-style-type: none"> • In the event of a school or local outbreak, the Operations Manager will speak to the school's LA or transport provider to assess the approach to dedicated school transport they are adopting. 	Y	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	Risk rating following action H/M/L
		<ul style="list-style-type: none"> • Students do not board home to school transport if they, or a member of their household, has a positive test result or symptoms of coronavirus. • The school liaises with the LA and other transport providers to ensure they are adopting COVID-secure protocols, and requests a copy of their risk assessment, where relevant. • Students 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 be maximised, particularly through opening windows and ceiling vents. • Face coverings are recommended and expected to be worn in enclosed and crowded places – this includes on public and dedicated school transport where the school encourages the use of face coverings. 		
Catering	M	<ul style="list-style-type: none"> • The school’s kitchen is fully open and operates within usual legal requirements. • The Operations Manager liaises with catering providers to ensure the kitchens can remain fully open and food is prepared and delivered in line with government’s ‘Guidance for food businesses on coronavirus (COVID-19)’. • FSM or food parcels are provided for eligible students who are not attending school during term time where they: <ul style="list-style-type: none"> – Are self-isolating. – Have symptoms or a positive test result. – Are not attending as a result of local restrictions advised by the government. 	Y	L
Remote learning	L	<ul style="list-style-type: none"> • While attendance is mandatory, remote learning is provided for students who are following clinical or government guidance to stay at home, e.g. where they are self-isolating. All such students not physically unwell are given access to remote education as soon as reasonably practicable. • The headteacher ensures that students taught remotely in KS3 and KS4 are set work that as a minimum covers five hours a day. 	Y	L

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	Risk rating following action H/M/L
		<ul style="list-style-type: none"> • Teaching staff deliver all remote education in line with the expectations set out in the Student Remote Learning Policy. • The SLT ensures that all teaching staff understand these expectations and know how to seek help if they feel unable to meet them. • The school informs parents/carers that they should raise any concerns about the quality of the school's remote education offer with the teacher in the first instance. 		
Uniform	M	<ul style="list-style-type: none"> • The usual rules on school uniform apply; however, the school takes a mindful and considerate approach to non-compliance. • Expectations of uniform are communicated to students and parents/carers. • To mitigate thermal discomfort caused by increased ventilation, students are able to wear additional, suitable indoor items of clothing in addition to their usual uniform – where this occurs, no additional financial pressure is placed on parents/carers. 	Y	L
Educational visits	H	<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-secure measures in place at the destination. • A full and thorough risk assessment is made in relation to all educational visits to ensure they can be undertaken safely. • The school ensures it is prepared to carry out domestic day trips and residential trips. • The schools makes staff, students and parents/carers aware that international travel can resume from the start of the Autumn term 2021; this includes trips that were postponed and organising new trips for the future. • Students 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"> - A risk assessment is conducted in advance. - Good hygiene is maintained throughout. - Thorough handwashing happens before and after the trip. - The trip is carried out in line with relevant local or national coronavirus guidance. - Appropriate insurance arrangements are in place. 	Y	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	Risk rating following action H/M/L
		<ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> Staff are to remain with the students in the group. Students and staff should wash hands thoroughly on arrival and before leaving. Students aged 11 to 17 provide proof of a negative coronavirus test to return to the UK if travelling abroad (students aged 10 and under are exempt from this). 		
Extracurricular activities	M	<ul style="list-style-type: none"> The school works to provide all after-school educational activities for all students. Parents/carers are advised of the provision available Parents/carers are able to access extracurricular provision for their children, without any restrictions on the reasons for which they may attend. The same Health and Safety guidance within this risk assessment are complied with at all extracurricular activities 	Y	L
Curriculum	H	<ul style="list-style-type: none"> All students are given the support required to make good progress. Relevant staff members discuss how the government's curriculum expectations can be met and ensure this is communicated across the school. The government's catch-up funding is utilised to ensure students receive the support they need to catch-up on learning lost due to the coronavirus pandemic. The head of the music department ensures staff and students 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. The head of the music department conducts a Music Lesson Risk Assessment and ensures the relevant protective measures are in place to minimise the risk of coronavirus transmission, e.g. cleaning musical instruments after use. The head of the drama department conducts a Drama Lesson Risk Assessment and ensures the relevant protective measures are in place to minimise the risk of coronavirus transmission, e.g. limiting the sizes of groups. 	Y	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	Risk rating following action H/M/L
		<ul style="list-style-type: none"> • The Dance Teacher ensures a Dance Risk Assessment is conducted that ensures protective measures are in place to minimise the risk of coronavirus transmission, e.g. not allowing contact dancing. • 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 flows, e.g. through opening windows and doors, are used where outdoor sports are not possible. • Staff overseeing indoor sports pay scrupulous attention to cleaning and hygiene. • Staff are 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. • The school works with external coaches, clubs and organisations for curricular and extracurricular activities and considers how such arrangements operate within the school's wider protective measures. • Competitions between different schools, whether indoor or outdoor, can take place in line with government guidance. 		
Behaviour expectations	M	<ul style="list-style-type: none"> • The school's Behavioural Policy sets out behaviour expectations for students and is updated in line with new rules and measures. • Expectations are communicated clearly to staff, students and parents/carers. • Students who are struggling to reengage with school are supported appropriately. 	Y	L
Contingency planning	M	<ul style="list-style-type: none"> • Remote education plans are in place for students who are self-isolating or shielding. • The school has a outbreak management plan – that can be implemented if restrictions need to be implemented due to coronavirus. 	Y	L
Communication		<ul style="list-style-type: none"> • The Deputy Head contacts the DfE's advice helpline for specific recommendations for their school, e.g. boarding schools. 		

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	Risk rating following action H/M/L
		<ul style="list-style-type: none"> • The SLT puts into place any actions or precautions advised by the DfE’s helpline or local HPT if necessary. • The school’s website is kept up to date with any important information regarding the running of the school during the coronavirus recovery roadmap, e.g. local arrangements. • Parents/carers are informed via email about the relevant information regarding the running of the school, including any pick-up and drop-off arrangements and the removal of restrictions such as social distancing. An updated email will be sent out as required • All staff, students, parents/carers, visitors and volunteers are made aware of the symptoms of coronavirus, what to do if they display symptoms, and if others display symptoms. • The headteacher liaises with the governing body about possible arrangements for running the school, where necessary. • The SLT is actively present around the school to provide additional support, advice and reassurance. • The school communicates with suppliers and contractors regarding the running of the school and reinstating or suspending the supply of any required goods or services. • A record is kept of all visitors and contractors that come to the school site. 		