

RISK ASSESSMENT FOR THE FULL OPENING OF SCHOOLS		
Name of School	Date of assessment	Review date
Tytherington School	31/08/2021	30/07/2020; 18/08/2020 05/11/2020; 16/12/2020 04/01/2021; 15/02/2021 – partial opening; 08/03/2021 – full reopening 25/03/2021; 29/03/2021; 20/04/2021; 12/05/2021; 28/06/2021; 22/07/2021; 25/08/2021
Name and Position of Assessor(s):	Conducted by the Senior Leadership Team (Teaching and Operational) and Business Services team	
Headteacher's Name:	E.Botwe	
Chair of Governor's Name:	Trevor Langston and Ed Griffen	

<u>RISK PRIORITY</u>
HIGH: Accident likely - with possibility of causing serious injury or loss
MEDIUM: Possibility of accident - causing minor injury or loss
LOW: Accident unlikely - with control measures in place

5 steps to Risk Assessment

1. Identify the hazards
2. Decide who may be harmed
3. Identify the control measure already in place

4. Evaluate the remaining risk (High, Medium, Low)
5. Identify any further action needed to reduce the risk to the lowest *reasonably practicable* level

Hazard identified	People at Risk and possible effect of hazard	Existing Control Measures in place	Risk Priority (High, Medium, Low)	Additional Controls Required to Minimize Risk
A. Responding to Someone with Symptoms				
<p><i>Risk of contracting COVID-19</i></p>	<p>Staff, students, parents, contractors, community</p> <p>Virus can be transmitted via inhalation of small droplets/aerosol expelled from nose/mouth of those infected.</p> <p>Surfaces can be contaminated and transferred to body through touching eyes/nose/mouth</p> <p>Possible effects include infection (symptomatic/asymptomatic), serious illness and death through respiratory failure/other bodily complications</p>	<p>Social distancing measures have now ended in schools</p> <p>Extra cleaning in place</p> <p>School following Government guidance including encouraging staff and students to quarantine post travel to relevant countries, self-isolation if symptoms developed, track and trace</p>	<p>H</p>	<p>Extra cleaners hired to assist with increased cleaning loads, cleaners working during the day to clean toilets; sanitize door handles and other high traffic areas.</p> <p>Home testing kits acquired and provided to symptomatic staff/students/parents if this will increase the chance of them being tested. More testing kits acquired as necessary.</p> <p>Lateral flow tests regularly provided to all staff and students to test themselves twice weekly to detect any asymptomatic cases of COVID-19. Contractors are expected to have their own procedures in place. Innovate Catering have been provided with LFT kits. Exam invigilators and other casual staff are provided with LFT kits.</p> <p>Attendance policy reviewed to ensure it is fit for purpose</p>

<p><i>Staff/students developing</i> Symptoms</p>	<p>Staff, students <i>Students and staff could be affected by COVID-19 and spread to others</i></p>	<p>Staff and students have been advised not to come to school if they have coronavirus symptoms and to seek a test. The school can offer postal tests for staff/students who are unable to attend a testing centre.</p>	<p>H</p>	<p>Infection Control policy has been updated, staff have been advised in briefings and will continue to be reminded regularly.</p> <p>The school has organized asymptomatic mass testing of students during Summer School in August 2021 and before the full reopening of the school in September 2021. A separate risk assessment has been conducted for this.</p>
<p><i>Outdated/lack of</i> Policies and procedures</p>	<p>Staff, students, visitors <i>Staff/students/visitor unaware of processes, potentially causing further spread of virus</i></p>	<p>School policies and procedures have been updated so that any staff and children will be sent home as soon as they develop any symptoms.</p> <p>The school has ensured that all staff members and parents/carers understand the NHS Test and Trace Process and how to contact their local Public Health England Health Protection team</p>	<p>H</p>	<p>Infection Control policy and First Aid policies updated</p> <p>We will make appropriate ongoing adjustments to application of sickness absence policies to reflect Covid-19 related absences and issues. Student absence processes updated.</p> <p>Students/Staff with symptoms/a confirmed positive case are not to return to school before dates specified by the Local HPT/ the HR team</p>
	<p>Staff <i>Staff unaware of processes – not sending students to appropriate room or leaving site – potentially causing virus to spread further</i></p>	<p>Staff have been trained on the school policy and procedure around those developing symptoms</p>	<p>L</p>	<p>Information has been sent out to staff via email and paper copies provided to those without access to a computer.</p> <p>Staff reminded in weekly bulletins</p>

<p><i>Inappropriate/lack of Facilities</i></p>	<p>Staff, students, visitors</p> <p><i>Students with possible symptoms could be around others in inappropriate locations</i></p>	<p>A well-ventilated room is available in the school for a child or young person to wait until collected.</p>	<p>L</p>	<p>Rooms available with toilet facilities nearby. These will be cleaned after use.</p> <p>If staff develop symptoms during the school day they are to advise HR, their line manager and the Cover Manager and leave site immediately if they feel well enough to do so. If they do not feel well enough to do so, they are to remain in the Isolation room (Interview Room next to reception) until they feel well enough to leave site, or someone in their bubble is available to collect them. The room will be disinfected after it has been vacated. They will be advised to book a COVID test. In some circumstances, the school may be able to provide them with a postal PCR test.</p> <p>If students develop symptoms during the school day they are to advise the Pastoral team who will escort them to the Isolation room and their parent/guardian called to come and collect them. The room will be disinfected after it has been vacated. They will be advised to book a COVID test. In some circumstances, the school may be able to provide them with a postal PCR test.</p>
	<p>Site team</p> <p><i>Uncleaned rooms may hold virus</i></p>	<p>The school policy ensures the room will be cleaned after a person with symptoms has left, concentrating on contact areas in line with government guidance</p>	<p>M</p>	<p>Infection Control policy details process. Site/Cleaning team available daily to clean areas as required. Classrooms/offices to be closed temporarily and cleaned immediately if a member of staff develops symptoms during the day.</p>
<p><i>Lack of First Aid provision</i></p>	<p>Staff, students, visitors</p> <p><i>Inappropriate first aid provided, putting staff and casualty at risk</i></p>	<p>The school level response should someone fall ill on site is in place (in line with relevant government guidance)</p>	<p>L</p>	<p>First Aiders have been provided with the updated St John's Ambulance guidance on dealing with a symptomatic person.</p> <p>The school has around 20 first aiders based across the site</p>

	Staff, students, visitors <i>Inappropriate PPE worn, putting staff and casualty at risk</i>	The member of staff dealing with the symptomatic person will wear the appropriate PPE.	M	First Aiders have sufficient access to PPE. This is available in the Pastoral Office, in the Admin Office and supplies have been created for First Aiders to take away if required.
Insufficient Hand washing	Staff, students, visitors <i>Poor hand-washing could increase risk of virus spread</i>	The school policy is clear that any staff or student should wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell.	L	Staff briefed on hygiene process and form tutors to advise students regularly. Guidance posters are available in all toilets. Site team to regularly check that guidance posters are still in place. Sufficient hand washing/sanitizer stations available. Sanitiser stored and used safely in accordance with appropriate COSHH advice. Stored away from students. Staff aware of students with additional needs who may need assistance when using sanitizer. Students who require alternative sanitizer (such as skin friendly skin cleaning wipes) are able to bring these in.
Not following Testing/Track and trace guidance	Staff, students, parents <i>Symptomatic un-tested persons could spread virus further</i>	On developing symptoms, students and members of staff will be asked to request a test.	H	Students and staffed informed to request a test if displaying symptoms. The school has access to some test-at-home kits for those who are unable to access test centres.
	Staff, students, parents <i>Symptomatic un-tested persons could spread virus further</i>	Guidance on testing has been given to staff and parents.	H	Guidance provided to staff and parents, with updates provided as necessary. Information is provided in briefings, and on correspondence to parents/staff The School will follow advice from the Local Authority/Government on 'Inform and Warn' and keep track of any updates

<i>Lack of Curriculum provision</i>	Students <i>Students may miss out on learning</i>	There is provision in place for students self-isolating or shielding	L	Students not able to be in school provided with curriculum provision via Firefly. Students who are deemed to be 'Extremely clinically vulnerable' may now attend school for a face-to-face provision
-------------------------------------	---	--	---	---

B. Hygiene and Handwashing

<i>Lack of Infection control provision</i>	Staff, students, visitors <i>Poor hygiene could increase risk of virus spread</i>	Infection control stations are set up in classrooms using alcohol-based hand-sanitizer.	L	Hand sanitizer in every classroom, at the front of Sixth Form block and in well-used open areas e.g. outside Pastoral Office, Entrance to LINKs, Bridges, Icafe, Sixth Form study area, etc.
	Staff, students, visitors <i>Poor hygiene could increase risk of virus spread</i>	The school has sufficient hand washing or hand sanitiser 'stations' available so that all students and staff can clean their hands regularly	L	'Pupils must clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating'.
<i>Inadequate Cleaning product supplies</i>	Staff, students, visitors <i>Poor hygiene could increase risk of virus spread</i>	Adequate amounts of soap and tissues are available in the relevant areas.	L	Supplies of tissues procured for all classrooms in use. Alcohol sanitizer stored appropriately and safely in the storage container.
<i>Inadequate Waste provision</i>	Staff, students <i>Poor hygiene could increase risk of virus spread</i>	The school has enough bins available in the school to support students and staff to follow the enhanced hygiene routine.	L	For students who use tissues, small bags are available to place used tissues in which will be sealed before going in the bin. Bins with lids available wherever possible

<p><i>Poor Handwashing processes</i></p>	<p>Staff, students <i>Poor hygiene could increase risk of virus spread</i></p>	<p>All adults and children are aware of the required hygiene and handwashing regime, which includes:</p> <ul style="list-style-type: none"> - frequently washing hands with soap and running water for 20 seconds and drying thoroughly or hand sanitiser. - cleaning hands regularly, including arrival at school, after breaks, if they change rooms and before/after eating - embedding the ‘catch it, bin it, kill it’ approach - encouraging students to clean their hands thoroughly after using the toilet 	<p>L</p>	<p>Reminders sent out in letters to parents, emails to staff, and guidance posters in toilets and classrooms</p>
<p><i>Lack of Assistance for students with complex needs</i></p>	<p>Staff, students <i>Poor hygiene could increase risk of virus spread</i></p>	<p>Staff are aware of the need to supervise the use of hand sanitiser, where needed, such as for students with complex needs.</p>	<p>M</p>	<p>Please see the appendix for updated HUB worker guidelines</p>
<p>C. Cleaning</p>				
<p><i>Not following enhanced cleaning Guidance</i></p>	<p>Site Team <i>Poor hygiene could increase risk of virus spread</i></p>	<p>Enhanced cleaning to be undertaken where required following guidance from below https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p>	<p>M</p>	<p>Cleaning guidance being followed by Cleaning team</p> <p>Classroom to be cleaned after a symptomatic person has left; or first thing in the morning if they call in ill with symptoms and have been in a room on the previous day</p> <p>The school’s cleaning schedule includes more frequent cleaning of rooms/shared areas that are used by different groups and cleaning frequently touched surfaces more often.</p>
<p><i>Inadequate levels of Cleaning Checks</i></p>	<p>Site team <i>Lack of checks could affect safety of students and staff</i></p>	<p>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.</p>	<p>L</p>	<p>Rota system in place to ensure that all high-traffic areas are regularly cleaned. Extra cleaning staff hired to be on site during the day.</p>

<i>Poorly identified Closed rooms</i>	Site team <i>Lack of identification/signage could affect safety of students and staff</i>	All areas that remain temporarily closed or partially closed for cleaning or infection control purposes are clearly identified.	M	Site team have appropriate signage that can be put up
<i>Inadequate Cleaning agent supplies</i>	Site team <i>Inadequate cleaning supplies could increase spread of virus</i>	Adequate amounts of suitable cleaning agents are available	L	Finance team procuring cleaning agents as and when required
	Site team <i>Inadequate cleaning supplies could increase spread of virus</i>	Cleaning products provided in each classroom	M	Classrooms have a sufficient supply of cleaning wipes, sprays, tissues and other cleaning equipment
<i>Inadequate Deep cleaning</i>	Site team <i>Inadequate deep cleaning methods may increase spread of virus, putting staff and students at risk of infection and of injuries relating to COSHH</i>	The necessary areas of the school are deep cleaned before reopening, where required, with suitable cleaning agents and in line with the COSHH Policy.	L	A full deep cleaning programme is undertaken during each holiday period
<i>Inappropriate use of Shared resources</i>	Site team, IT, Staff, students <i>Inadequate cleaning of equipment and resources could increase spread of virus</i>	The school's cleaning schedule includes classroom-based resources such as IT devices From September 2021: Bubbles will no longer be in place	M	BYOD policy in place for students The school aims to ensure every student has access to appropriate devices for accessing online provision if required Laptops are available for staff for when home working is required Sanitiser wipes provided for Chromebooks and cleaned after use – guidance on cleaning provided to those using chromebooks

<i>Sharing of Stationery supplies</i>	Staff, students Inappropriate sharing of equipment and resources could increase virus spread	For individual and very frequently used equipment, such as pencils and pens, staff and students have their own items that are not shared.	L	Supplies of stationery available for students to purchase Finance will ensure sufficient stock of stationery The school's cleaning schedule includes classroom-based resources, such as books and games are cleaned regularly
Improper Waste disposal	Site team <i>Inappropriate disposal of contaminated waste could increase the spread of infection</i>	The school has arrangements to dispose of waste in line with government guidance, in particular in relation to a possible case	M	New procedure for the daily removal and safe disposal of rubbish
<i>Unsuitable cleaning of Toilets</i>	Site team <i>Insufficient cleaning of toilets could increase spread of infection</i>	More regular cleaning needed, especially of toilets and frequently used areas.	M	Cleaning to be conducted daily with extra cleaners available during the day for additional cleaning if required
Insufficient Cleaning Staff capacity	Site team An insufficient number of cleaning team available could prevent the site being cleaned thoroughly	More cleaning staff employed to increase cleaning capacity	M	Two members of cleaning team moved to a day shift and additional staff hired
Incomplete Cleaning log	Site team <i>Incomplete or poorly completed cleaning logs may cause confusion and affect cleaning standards</i>	Cleaning log to be created to track cleaning frequency	L	The Site Manager and Cleaning Supervisor track cleaning frequency for bathrooms, classrooms and communal areas
Insufficient Training	Staff <i>Staff without proper training may increase risk of virus spread</i>	Provide communications and mandatory training on cleaning protocols, hygiene practices and social distancing for all staff.	L	Information provided via Infection control policy and briefings Cleaning staff provided with extra information on how to use PPE.

D. Social Distancing

Lack of information for Staff who have been shielding	Staff <i>Those who have previously been shielding may be more at risk of catching the virus</i>	The school has considered any measures that are needed to ensure that staff who have been shielding can return to work, i.e., to maintain social distancing or working remotely if this is possible in their role.	M	Individual Risk assessments conducted with those who are classed as Extremely Clinically Vulnerable. Anyone classed as ECV has been advised they may return to work
Lack of consideration for Equality duty	Staff, students <i>Staff and students who have protected characteristics put at a disadvantage or indirectly discriminated against by any of the actions taken by the school</i>	The school considered its equalities duties in relation to health and safety risks.	L	Pregnant staff in clinically vulnerable category. Individual risk assessments held with those in this group if applicable. No specific guidance for BAME staff or students other than ‘accommodate additional measures where appropriate’ – no guidance about what these might be. We will continue to work with staff and students closely to ensure that any reasonable adjustments which can be made are done so. Individual plans for staff who are returning to work from maternity, paternity, adoption leave or long-term sickness absence.
<i>Lack of processes for addressing</i> Staff wellbeing	Staff <i>Staff wellbeing affected due to increased measures and lack of communication</i>	The school has mechanisms in place to support staff wellbeing, particularly those who are anxious about returning to school	L	PD curriculum tweaked to ensure early focus on wellbeing and mental health of students Checks on new staff joining and measures put in place to consider wellbeing and welfare of staff
<i>Lack of process for</i> Volunteers/visitors	Volunteers, visitors, staff, students <i>Volunteer and visitors not following school guidance carries an increase of virus spread, harming themselves, students and staff</i>	The school has arrangements in place to ensure that volunteers across groups are follow all school guidance	L	Visitors advised of guidance and processes in place. No parents on site without pre-booked appointment and parents are not to gather at school gates

<p>Ineffective Timings of the day</p>	<p>Staff, students, parents <i>Ineffective timings can prevent social bubbles from working adequately and increase chance of infection</i></p>	<p>The school has considered the need for any staggered start/end, break times and lunch times</p>	<p>L</p>	
<p>Lack of process for use of Toilets</p>	<p>Students <i>Ineffective use of toilets could affect social bubbles, social distancing and increase spread of infection</i></p>	<p>The school has considered access toilets for students, in line with the systems of control.</p>	<p>L</p>	
<p>Lack of process for Travel to school</p>	<p>Staff, students, parents <i>Ineffective process can increase chance of infection</i></p>	<p>Parents and students encouraged to walk, cycle or drive to school rather than take public transport</p> <ul style="list-style-type: none"> - use of hand sanitiser upon boarding and/or disembarking - additional cleaning of school owned vehicles - organised queuing and boarding where possible - distancing within vehicles wherever possible - the use of face coverings for children over the age of 11 	<p>M</p>	<p>Movement around school via a one way system - the school map is available on the staff intranet and school website</p> <p>Wearing face coverings is no longer a legal requirement on public transport but the government expects and recommends that they are worn in enclosed and crowded spaces where you may come into contact with people you don't normally meet.</p> <p>On dedicated transport:</p> <ul style="list-style-type: none"> - The government recommend that children and young people aged 11 and over continue to wear a face covering when travelling to secondary school or college - The government no longer recommend maximising distancing and minimising mixing, but unnecessary risks such as overcrowding should be minimised

<p><i>Lack of process for use of PPE</i></p>	<p>Staff, students <i>PPE worn inappropriately, putting students and staff at risk</i></p>	<p>The school will follow advice from the Local Authority and Government on PPE</p>	<p>L</p>	<p>Staff and pupils are aware that face coverings may be advised by the LA COVID-19 Education Team/Public Health on a temporary basis in the event of an outbreak. This may apply to staff, visitors or students age 11yrs and above.</p> <p>Staff to wear PPE if attending to a first aid incident and social distancing is not possible.</p>
<p><i>Insufficient SEND provision</i></p>	<p>Staff, students <i>Not following procedures that are in line with the rest of the school can increase risks to students from all bubbles and staff</i></p>	<p>The school has made specific steps to help and support those pupils with SEND prepare for the changes to routine involved</p>	<p>L</p>	<p>Increased hygiene protocols are in place when working with students with complex needs</p>
<p><i>Lack of process for those attending Dual provision</i></p>	<p>Staff, students, parents <i>Lack of communication between provisions to ensure that students attending these adhere to the processes of both environments could increase risks to those attending both establishments</i></p>	<p>The school has worked through the system of controls with any setting where a child routinely attends on a part time basis to address any risks identified.</p>	<p>M</p>	<p>Students dual rolled and attending Fermain or other provisions –additional risk assessments in place</p>
<p><i>Lack of process for Supply teaching provision</i></p>	<p>Supply, peripatetic, staff, students <i>Supply and peripatetic staff not following school guidance carries an increase of virus spread, harming themselves, students and staff</i></p>	<p>The school has arrangements in place to ensure that supply teachers, peripatetic teachers and/or other temporary staff who move between schools minimise contact and maintain as much distance as possible from other staff.</p>	<p>M</p>	<p>Where supply staff are to be used they are advised of the school’s risk assessment and advised not to attend site if they are exhibiting COVID-19 symptoms</p>

Lack of processes for dealing with Behaviour	Staff, students <i>Students who are permitted to exhibit poor behaviour may put themselves and others at risk of infection</i>	The school has reviewed/updated its behaviour policies with any new rules/policies, and communicated these clearly and consistently to staff, students and parents, setting clear, reasonable and proportionate expectations of student behaviour.	L	Students advised about changes to behaviour SOPs in light of COVID-19 through tutor time and assemblies and letter to parents. Details re removal clarified. Expectations cascaded to students via tutor groups and assemblies
Poor Ventilation	Staff, students <i>Lack of ventilation can increase risk to students and staff</i>	Classrooms to be well ventilated	L	Where possible, all teachers to teach with classroom windows and doors open (providing ventilation and avoid need to touch door) Poorly ventilated spaces have been identified in the risk assessment and steps have been taken to improve fresh air flow in these areas
Lack of procedures in place for Visitors, contractors	Visitors, contractors <i>Visitors and contractors not following school guidance carries an increase of virus spread, harming themselves, students and staff</i>	The school has procedures in place to manage visitors to the site, such as contractors, and ensure site guidance is explained to visitors on or before arrival.	M	Visitors to be provided with Infection Control procedure appendix, informed of the closest First Aider and asked to confirm they are not exhibiting any symptoms. Contractors expected to have their own First Aid provisions and conduct their own test procedures
	Contractors <i>Contractors not following school guidance carries an increase of virus spread, harming themselves, students and staff</i>	Expectations have been communicated to contractors and suppliers around for example, cleaning, catering, food supplies, hygiene supplies etc.	L	Innovate (Catering provider) has provided a risk assessment and are being provided with LFT kits for staff to test twice weekly

	Visitors, contractors <i>Visitors and Contractors not following school guidance carries an increase of virus spread, harming themselves, students and staff. Lack of records will make it difficult to contact visitors and staff who may be affected by an outbreak</i>	The school procedures ensure a record is kept of all visitors.	L	Visitors to sign in via Reception and asked not to attend if they are exhibiting coronavirus symptoms
Extra-curricular clubs run without following guidance	Staff, students	Extra-curricular clubs may take place	L	The school is offering extra-curricular activities with no restrictions on who may access this. The school will follow any additional guidance provided by the Local Authority.
Educational visits run without following guidance	Staff, students <i>Not following guidance, measures or information contained with risk assessments increases risk of virus spread</i>	Excursions outside of school The school plans to undertake full and thorough risk assessments in relation to all educational visits to ensure they can be done safely, considering what control measures need to be used and ensure they are aware of wider advice on visiting indoor and outdoor venues.	M	School trips are carried out with adherence to guidance provided by the Local Authority
Meetings run without following guidance	Staff, students, parents <i>Not following guidance carries an increased risk of virus spread</i>	Meetings such as staff briefings, parents evenings held virtually where appropriate	L	Staff meetings held via Zoom/Teams where appropriate Virtual Parents events where appropriate (Open Evening, Parents' Evenings)
E. Personal Protective Equipment (PPE)				
	Staff <i>Staff not wearing PPE when required could affect student and staff safety</i>	Staff have been trained on when and how to use PPE, including the safe removal and application of PPE masks and other equipment, in line with the DfE guidance.	L	Staff and pupils are aware that face coverings may be advised by the LA COVID-19 Education Team/Public Health on a temporary basis in the event of an outbreak. This may apply to staff, visitors or students age 11yrs and above.

<i>Insufficient Supplies</i>	Staff <i>Insufficient supplies of PPE could put staff and students at risk</i>	Arrangements are in place to ensure that the school has sufficient supplies of PPE.	L	Arrangements are in place to monitor supplies of PPE and order further supplies when needed
<i>Insufficient Storage</i>	Staff <i>Insufficient storage of PPE could put staff and students at risk</i>	PPE will be stored safely when not in use.	L	Stored safely and readily available for First Aiders who are unable to maintain social distancing when assisting someone who is unwell – stocks available in Pastoral and Admin Office
<i>Inadequate Policies and communication</i>	Staff, students <i>Lack of policies/lack of communication of policies relating to PPE usage could affect staff and student safety</i>	The school's policies have been updated to reflect the use of PPE.	L	Infection control policy and First Aid policy updated with use of PPE

F. Managing Symptoms, Testing and Responding to a Local Outbreak

<i>Not following Track and Trace guidance</i>	Staff, students, parents <i>Not following track and trace could put staff, students and the community at risk</i>	The school has ensured that all staff members and parent/carers understand the NHS Test and Trace process and how to contact their local Public Health England health protection team.	L	Reminder information is provided when there is a confirmed case in the school
	Staff, students, parents <i>Not following testing guidance could put staff, students and the community at risk</i>	The school has communicated to staff members and parent/carers the need to book a test if they are displaying symptoms.	H	Reminder information is provided when there is a confirmed case in the school and in weekly briefings

	<p>Staff, students, parents <i>Not following track and trace could put staff, students and the community at risk</i></p>	<p>The school has a system to keep a record of students and staff in each group, and any close contact that takes place between children and staff in different groups so that they can provide these details if someone who tests positive for coronavirus (COVID-19) or if asked by NHS Test & Trace.</p>	H	<p>The SLT and HR teams will liaise with staff and students as necessary to determine brief details of contacts and advise the LA/Test and Trace if necessary.</p>
	<p>Staff, students, parents <i>Not following testing guidance could put staff, students and the community at risk</i></p>	<p>Home test kits should be directly provided to parents/carers collecting a child who has developed symptoms at school, or staff who have developed symptoms at school, where they think providing one will significantly increase the likelihood of them getting tested.</p>	H	<p>The school has access to home testing kits for parents who may not have access to a testing centre. These are then to be sent via Priority post. Home testing kits for asymptomatic tests are provided to students and staff for testing to occur twice a week.</p>
<p><i>Inappropriate/ Inadequate Coronavirus Procedures</i></p>	<p>Staff, LA <i>Inappropriate procedures being in place could prolong the amount of time positive cases are exposed to the rest of the school population</i></p>	<p>The school has procedures in place to ensure that swift action can be taken when they become aware that someone who has attended has tested positive for coronavirus (COVID-19), including contact with the local health protection team when there are multiple positive cases of coronavirus in school (COVID-19).</p> <p>The school follows the guidance provided by NHS Test and Trace and by the LA COVID-19/Public Health team.</p>	H	<p>The school has a system to keep brief records of student and staff contacts so that these details can be provided if required to NHS Test and Trace/LA COVID-19/Public Health team.</p> <p>The School will advise the household of someone who has tested positive with Coronavirus not to attend school for the isolation period to prevent further exposure. This will be reassessed regularly.</p>
	<p>Staff <i>Lack of communication can put staff and students at risk as they will be unaware of processes</i></p>	<p>The school has a template letter to send to parents and staff if needed on the advice of the health protection team.</p>	L	<p>The school follows 'Warn and Inform' as advised by the LA and will follow additional advice from authorities which will be communicated to parents and staff as necessary.</p>

<i>Lack of Support</i>	Staff <i>Lack of communication and support could affect staff-wellbeing</i>	Post-testing support arrangements are in place for staff.	L	The HR team and line managers can support staff on their return to school
Outbreak contingency	Staff <i>Staffing capacity too low to keep school open</i>	The school has contingency plans and procedures in place to respond to any outbreak based on the advice from the local health protection team.	L	The Outbreak Management plan has been updated to reflect current measures. The contents are based upon advice from the Local Authority.
G. Risk Assessment				
Guidance and Regulations	Staff, students <i>If guidance and regulations are not followed, students and staff safety could be affected, as well as potential law breaches</i>	<ul style="list-style-type: none"> • 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' • DfE (2020) 'Education and childcare settings: New national restrictions from 5 November 2020' • DfE (2020) 'Schools and childcare settings: return in January 2021'. 30 Dec 2020 • DfE (2020) Coronavirus (COVID-19) asymptomatic testing schools and colleges 	L	Students are receiving on-site, face to face education. An online provision is available for those self-isolating.
<i>Lack of communication with</i> Governing Body	Governing Body <i>Lack of communication between school and GB could prevent GB from carrying out duties</i>	Governing body liaised with about arrangements for reopening the school	L	Governing body liaised with regularly and provided with up to date risk assessments and information

School closure	Staff, students <i>Lack of school closing procedures could cause confusion, affecting student learning and student and staff safety</i>	Procedure to close the school or college at short notice if staffing levels fall to levels where safety cannot be assured	L	The school will liaise with PHE and the local authority and suspend the offer of on-site education if it is no longer safe for the site to remain open. An online provision will be provided to students.
Lack of Staff availability	Staff <i>Low staff availability could cause staffing capacity to below, affecting student learning</i>	Staff must be available for work	L	Reminder regularly sent by EAB that if staff are planning travel to countries that will require quarantine/self-isolation on return, they must ensure this does not interfere with their return to work
Threats to Vulnerable students and those with Additional needs	Students <i>Slow reactions in starting processes could put students at risk</i>	The impact on pupils with protected characteristics, including race and disability, has been considered.	L	Pastoral meetings used to gather quick information about vulnerable students so that support can be provided
	Students <i>Procedures not being followed could put students at risk</i>	Ensure individual education plans (IEPs) and EHCPs are in place and reviewed for each child who may be at increased risk or has additional needs.	L	Arrangements are in place to ensure those children who are not attending school in person are safeguarded Individual risk assessments created for students by HOYs and quality checked by EH
	Students <i>Procedures not being followed could put students at risk</i>	Engage with LA, agencies and the families of pupils with SEND to devise a plan to provide specific support as needed.	L	
Lack of Safeguarding	Staff, students <i>Safeguarding procedures not being followed could put students at risk</i>	Ensure other updated guidance such as KCSIE is adhered to.	L	Staff updated by the DSL at the start of the Autumn term
Outdated Fire safety procedures	Staff, students <i>Fire safety procedures outdated, could leave staff and students unsafe</i>	Review of emergency procedures such as Fire drills to ensure they take into consideration the adaptations made in order to enable the school to fully remain open.	L	Fire safety procedures reviewed by PY and DP, taking into consideration work that is being undertaken on school site during Autumn/Winter Term

<i>Lack of Site checks affecting Health and Safety</i>	Site Team <i>lack of site checks can decrease Health and Safety on site</i>	Site checks to be carried out as normal but with social distancing and safety a high priority	L	External site inspections and property management checks continued with. H&S Consultant liaised with regularly
Community lettings provisions <i>inadequate</i>	Community users Site Staff	Risk assessments undertaken for any community lettings use. Community users to provide their own risk assessments.		Community lettings taking place in line with guidance

APPENDICES

Inclusion (Hub provision) key actions – written by Liz Healey, Assistant Headteacher (SENCO) in consultation with Hub Mentors

Action	Responsibility	Initial comments	Update
HUB/Bridges Time out Cards to be issued and expectations discussed with students and parents ahead of September start.	EH/LP	Bridges/HUB cards have been printed. LP/EH/JTi to decide on which students can access spaces on which days to reduce the number of students accessing the intervention	
Interventions to be run in alternative classrooms to free up HUB/Bridges for day to day class support.	EH	EH to liaise with Louisa re possible free meeting rooms/classroom timetable.	
HUB staff to work across two year group bubbles.	EH	EH to liaise with Tracey Simpson re timetable.	
HUB/Bridges to keep register/log of students they support each day.	EH	Registers to be adapted and each member of staff will be given a HUB Planner at the start of the year to record interventions/students they have supported for tracing.	
Students who are aggressive/emotionally dis-regulated to have risk assessments if required.	EH	EH to risk assess students and complete risk assessments where necessary. Behaviour Policy to reflect support for identified students. EH to liaise with DP.	
<u>Use of classroom for Classics society for students from separate bubbles</u>			
Action	Responsibility	Initial comments	Update
Classics Society to be run in PA3	MG/GY	PA3 is a large room and can cater for these students safely. If the group gets larger, the society will run in the hall or virtually. GY/MG to update as required.	
Steel Drums lessons			
Mixed year groups playing steel drums The school is offering extra-curricular activities where it is reasonably necessary to cater for vulnerable children; enable parents or carers to work, search for work, or undertake training or education; or they form part of the school's core education provision	DL/MG	The tutor will be advised not to attend school if they experience any of the listed COVID symptoms A room will be used with as much space as possible (Performing Arts 3). Numbers will be limited to account for ventilation of space	

		Handwashing will take place before and after handling equipment and instruments. Sanitiser and sprays are available. Wherever possible, students will avoid sharing instruments. Where instruments have to be shared, they will be disinfected regularly, by the students playing them wherever possible.	
Chess Club			
Chess Club to recommence. No mixing of bubbles	AB	Wipe down all equipment before and after use Handwashing/sanitising on entry Registers for those attending for track and trace purposes	

FOLLOW UP ACTIONS – September 2021 (completed actions from previous academic year contained within previous versions of this document)

Potential Hazard	Action to be Taken	By Whom	Target Completion Date	Date Action Completed
Inability to track who students have interacted with in lessons.	Staff to produce seating plans for each class	All staff (overseen by MG)		When there are changes and SLT confirm with staff if still correct when there is a confirmed case
Pastoral staff unclear about process for managing suspected covid-19 case	EAB/DP to go over clear SOPs for this scenario during INSET Day.	EAB		Pastoral staff updated regularly with changes
Staff/students unaware of process for if there is a confirmed case within their household	EAB to advise parents and staff of plans up until half term	EAB	10/09/2021	
Contamination on surfaces from different groups accessing the same room	IC to ensure that antibacterial wipes, sprays and tissues are available in each classroom. Where students may require PPE for hygiene purposes e.g. Food, this is provided.	IC		

Fire hazards if doors are wedged open	Liaise with our Fire Officer with regards to the considerations of ventilation to help control the spread of Covid-19 versus the needs to keep fire doors shut.	FA	15/08/20	Staff who wish to keep doors open must do so at their own risk and are responsible for closing them on exiting their room in the event of a fire drill
---------------------------------------	---	----	----------	--

Testing provision – Mass asymptomatic testing August/September 2021

Action	Responsibility	Initial Comments	Update
Testing training to be undertaken by COVID taskforce and information provided to staff	SLT/Business Services Team	Testing training organized by LA and carried out by school to rapidly identify and contain any asymptomatic cases	Separate testing risk assessment created
Testing to be provided to identify those who are asymptomatic. Testing is voluntary but encouraged.	SLT/Business Services Team	Those who test positive should self-isolate	
Students and staff still advised that a negative test result does not remove risk of transmission and thus all government advice should still be followed.	SLT		
2 x mass asymptomatic testing organized for students on-site	Business Services Team	Separate risk assessments conducted	
Lateral Flow Tests provided to students and staff in order for them to complete twice weekly testing to detect asymptomatic cases	Business Services Team/Admin Team	Also provided to Innovate Catering and to Peripatetic teachers if required	