

# Foreland Fields School

## COVID-19 Risk Assessment

### School Operating Procedures

Consequence	3	3	6	9
	2	2	4	6
	1	1	2	3
		1	2	3
		Likelihood		

6 - 9	UNACCEPTABLE Take immediate action
3 - 4	TOLERABLE Look to improve
1 - 2	ACCEPTABLE No further action, but ensure controls are maintained



<b>Name of Assessor</b>	Adrian Mount (Headteacher), Jeremy Edwards (Deputy Headteacher - Health), Sarah Thorp (Deputy Headteacher – Curriculum).	<b>Area Being Assessed / Related Documents</b>	Whole School COVID response. Actions taken to lower risk of COVID-19 transmission.  <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak</a> <a href="https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings">https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings</a> <a href="https://www.gov.uk/government/news/public-reminded-to-stay-safe-as-covid-19-england-restrictions-lift">https://www.gov.uk/government/news/public-reminded-to-stay-safe-as-covid-19-england-restrictions-lift</a> <a href="https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care">https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care</a>
<b>Date</b>	1 <sup>st</sup> March 2022	<b>Date of Next Review</b>	Ongoing and Weekly Review
Contents;			
1. MAINTAINING A SYSTEMATIC PROCESS OF FULL OPENING			
2. INVESTING IN SAFETY EQUIPMENT AND HEALTH AND SAFETY ARRANGEMENTS TO LIMIT THE SPREAD OF COVID-19			
3. MAXIMISING COVID SECURE MEASURES			
4. CONTINUING ENHANCED PROTECTION FOR CHILDREN AND STAFF WITH UNDERLYING HEALTH CONDITIONS			
5. ENHANCING MENTAL HEALTH SUPPORT FOR PUPILS AND STAFF			
6. MAINTAINING EDUCATIONAL PROVISION FOR CHILDREN OF KEY WORKERS AND VULNERABLE CHILDREN			
7. OPERATIONAL ISSUES			
8. FINANCE			
9. GOVERNANCE			
10. CONTINGENCY PLANNING			

Areas for concern	Existing Risk Control Measures	Action/ Monitored by Whom?	Action/ Monitored by When
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1. MAINTAINNG A SYSTEMATIC PROCESS OF FULL OPENING				
Risk Rating prior to action		Likelihood : 1	Consequence: 3	
Risk: 3				
1.1 Net Capacity				
Available capacity of the school is reduced when risk assessment measures are put in place.	<ul style="list-style-type: none"><li>On the 21st February the Prime Minister announced the removal of measures put in place during the COVID-19 pandemic.</li><li>From 24 February, the Government will remove the legal requirement to self-isolate following a positive test. In addition, the Government will no longer ask fully vaccinated close contacts and those aged under 18 to test daily for 7 days and routine contact tracing will end.</li><li>Adults and children who test positive will continue to be advised to stay at home and avoid contact with other people for at least 5 full days and then continue to follow the guidance until they have received 2 negative test results on consecutive days.</li><li>Staff, children and young people who are contacts should attend their education settings as usual. This includes staff who have been in close contact within their household, unless they are able to work from home.</li><li>The UK Health Security Agency (UKHSA) published updated guidance on 24 February.</li><li>All adults have been offered two vaccine doses and a booster vaccine. Young people aged 12 and upwards have also been offered the vaccine. Emerging evidence suggests that Omicron is more readily tranmissible, but has a reduced impact on hosptilaisations and deaths.</li><li>Evidence of route of transmsion has moved towards the prioritisation of ventilation.</li><li>The school retains a small onsite testing capacity, whilst continuing to track home testing completed by staff and secondary students.</li><li>In the event of either a school outbreak or a local outbreak, the DFE and UK Health Security Agency (UKHSA) advice specific to the outbreak will be followed, including using the contingency planning included in this document.</li><li>Class GS staff will follow the Garlinge Primary School Risk Assessment and Procedures. This class attends Garlinge 5 days a week.</li></ul>		Deputy Headteachers / Headteacher	Ongoing and in response to any outbreak
1.2 Organisation of Teaching Spaces				
Use of large spaces	<ul style="list-style-type: none"><li>Monitor numbers for large indoor spaces (e.g. sports hall, dining hall) based on the activity, use of dynamic risk assessment including factors such as the needs of students/pupils and current local factors (number of cases in school and community). Contignency planning may impact numbers in large spaces.</li></ul>		Headteacher	Ongoing

Areas for concern	Existing Risk Control Measures	Action/ Monitored by Whom?	Action/ Monitored by When
	<ul style="list-style-type: none"> <li>Return to 'standard dining arrangements, which is needs led.</li> </ul>		
Use of Air Conditioners and fans supports virus transmission	<ul style="list-style-type: none"> <li>Wherever possible, allowing for pupils needs, windows must be opened to allow for ventilation in class. Pupils and staff should be encouraged to wear jumpers if required. Comfortable room temperatures must be maintained at all times.</li> <li>Following HSE guidance, air conditioning can be used as Foreland Fields School's air conditioning works via air recycling in a single classroom and is not a centralised system. Windows and/or doors must be kept open to improve ventilation whilst air conditioning is being used, however comfortable room temperatures must be maintained at all times.</li> </ul>	Headteacher	Ongoing
IT equipment, specifically iPads, keyboards and touchscreens and communication devices/switches are shared between pupils without adequate cleaning.	<ul style="list-style-type: none"> <li>Where IT equipment is shared, it must be cleaned regularly using IT specific sterile wipes across all surfaces.</li> <li>Pupils to wash their hands regularly and especially when using IT equipment.</li> <li>Electronic communication devices, specific to pupils, should be accessible throughout the day to the pupil but should be cleaned regularly.</li> <li>The large touch screen devices in each class, e.g. Whiteboards and Plasma Screens, can be utilised across the school day but should be cleaned regularly using screen wipes.</li> </ul>	Leaders of Learning / Class Teachers	Ongoing
Music and Performances	<ul style="list-style-type: none"> <li>The timetable for the music room must be observed and the room ventilated – especially when singing. The room and its equipment must be cleaned following use by class teams and in the evening by the site team.</li> <li>The music therapist will clean surfaces and furniture used and maintain ventilation.</li> <li>Staff needing to use instruments/equipment as part of music lessons should follow the instructions below.</li> <li>Regular cleaning of instruments.</li> </ul>	Leaders of Learning / Class Teachers/ Music Therapist	Ongoing and Following Changes in Guidance
Soft Play	<ul style="list-style-type: none"> <li>Stringent regular cleaning after school will be completed by the cleaning team.</li> <li>Cleaning of main touch surfaces by class teams following sessions.</li> <li>The room will be timetabled.</li> <li>Any incidents of sickness or confirmed COVID-19 cases will mean the room will be deep cleaned and the mobile air sterile deployed.</li> <li>The door is propped open to support ventilation. Staff member sat in front of door to maintain security. CO2 monitor observed and room evacuated if the light goes red. Inform SLT.</li> </ul>	Leaders of Learning / Deputy Headteachers	Ongoing
PE	<ul style="list-style-type: none"> <li>Large indoor spaces used should maximise natural ventilation flows through opening windows and doors or using air conditioning systems wherever possible.</li> <li>Regular cleaning of equipment.</li> </ul>	Deputy Headteachers	Ongoing and Following

Areas for concern	Existing Risk Control Measures	Action/ Monitored by Whom?	Action/ Monitored by When
	<ul style="list-style-type: none"> <li>• Normal operation with external coaches and organisations as well as take part in indoor and outdoor competition between different schools.</li> <li>• We will continue to promote the active mile and put in place structured play opportunities at break and lunchtime.</li> <li>• Inter school events as normal.</li> </ul>	/ Class Teachers	Changes in Guidance
Sensory room	<ul style="list-style-type: none"> <li>• Sensory room use is timetabled.</li> <li>• Regular cleaning plus cleaning by staff teams.</li> <li>• The door is propped open to support ventilation. Staff member sat in front of door to maintain security. CO2 monitor observed and room evacuated if the light goes red. Inform SLT.</li> </ul>	Class Teachers / Deputy Headteachers	Onwards for monitoring
Sensory Play	<ul style="list-style-type: none"> <li>• Party blowers and bubbles can be used, but should either be individualised or cleaned after each use.</li> <li>• Sensory play as normal, but ensuring regular hand washing and cleaning of resources as appropriate.</li> </ul>	Class Teachers / Deputy Headteachers	Onwards for monitoring
Other shared rooms	<ul style="list-style-type: none"> <li>• Staff should follow the shared timetables.</li> <li>• Staff should regularly clean all equipment used in the room.</li> </ul>	Deputy Headteachers	Ongoing and Following Changes in Guidance
Lego Therapy	<ul style="list-style-type: none"> <li>• Lego therapy can be delivered, ensuring hand hygiene and good ventilation.</li> <li>• Room used is cleaned regularly.</li> <li>• Resources cleaned regularly.</li> </ul>	Lego Therapist / Class Teachers	Ongoing and Following Changes in Guidance
Aromatherapy / Massage	<ul style="list-style-type: none"> <li>• Massage and Aromatherapy can take place.</li> <li>• Students and massage therapists to wash their hands prior to and following session.</li> <li>• Room to be kept ventilated.</li> </ul>	Aromatherapist / Class Teachers	Ongoing and Following Changes in Guidance
Talking Therapies	<ul style="list-style-type: none"> <li>• Talking Therapies can be delivered.</li> <li>• Room used is cleaned regularly.</li> <li>• Resources cleaned regularly.</li> <li>• Keep windows and doors open.</li> </ul>	Therapists / Class Teachers	Ongoing and Following Changes in Guidance
After School clubs	<ul style="list-style-type: none"> <li>• After school run as normal following the whole school RA.</li> </ul>	Headteacher / FLO	Ongoing
Offsite Educational day visits and residential trips.	<ul style="list-style-type: none"> <li>• Educational visits will be subject to risk assessments as normal and reflect any public health advice or in-country advice of the international destination. General guidance on educational visits is available and is supported by specialist advice from the Outdoor Education Advisory Panel (OEAP).</li> </ul>	Headteacher	Ongoing and Following

Areas for concern	Existing Risk Control Measures	Action/ Monitored by Whom?	Action/ Monitored by When
	<ul style="list-style-type: none"> <li>For international educational visits, the school will refer to the Foreign, Commonwealth and Development Office travel advice and the guidance on international travel before booking and travelling to make sure that the school group meet any entry and in country requirements especially in relation to vaccinations.</li> <li>The school will ensure that all bookings have adequate financial protection in place, speaking to either your visit provider, commercial insurance company, or the risk protection arrangement (RPA) to assess the protection available. Independent advice on insurance cover and options can be sought from the British Insurance Brokers' Association (BIBA) or Association of British Insurers (ABI).</li> </ul>		Changes in Guidance
<b>1.3 Availability of Staff and Class Sizes</b>			
The number of staff who are available is lower than that required to teach classes in school and operate effective home learning	<ul style="list-style-type: none"> <li>The health status and availability of every staff member is known and is regularly updated so that deployment can be planned.</li> <li>The school leadership team will discuss any concerns individuals may have around their particular circumstances and reassure staff about the protective measures in place.</li> <li>Following expert clinical advice and the successful rollout of the COVID-19 vaccine programme, people previously considered to be particularly vulnerable, clinically extremely vulnerable (CEV), and high or higher-risk are not being advised to shield again.</li> <li>Children and young people who were previously identified as being in one of these groups are advised to continue to follow guidance for people previously considered clinically extremely vulnerable from COVID-19. Children and young people over the age of 12 with a weakened immune system should follow Guidance for people whose immune system means they are at higher risk from COVID-19. Children and young people previously considered CEV should attend school and should follow the same COVID-19 guidance as the rest of the population. In some circumstances, a child or young person may have received personal advice from their specialist or clinician on additional precautions to take and they should continue to follow that advice.</li> <li>Whilst individual risk assessments are not required, we are expected to discuss any concerns that people previously considered CEV may have.</li> <li>The school is encouraging vaccine take up and enabling staff who are eligible for a vaccination to attend booked vaccine appointments where possible, even during work hours.</li> <li>The school will encourage pregnant women to follow the occupational health advice from the Royal College of Obstetrics and Gynaecology <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-advice-for-pregnant-employees/coronavirus-covid-19-advice-for-pregnant-employees">https://www.gov.uk/government/publications/coronavirus-covid-19-advice-for-pregnant-employees/coronavirus-covid-19-advice-for-pregnant-employees</a></li> <li>Full use is made of testing to inform staff deployment.</li> </ul>	Deputy Headteachers / Headteacher	Ongoing – Dependant on staff attendance
<b>1.4 Prioritising Provision</b>			

Areas for concern	Existing Risk Control Measures	Action/ Monitored by Whom?	Action/ Monitored by When
The return of all pupils on a full time basis	<ul style="list-style-type: none"> <li>School attendance is mandatory for all pupils of compulsory school age and it is a priority to ensure that as many children as possible regularly attend school.</li> <li>Where a child is self-isolating (awaiting a test result) or in quarantine because of COVID19, they should be recorded as code X (not attending in circumstances related to coronavirus).</li> <li>Where they are unable to attend because they have a confirmed case of COVID-19 they should be recorded as code I (illness). For pupils abroad who are facing challenges to return, code X is unlikely to apply. In some specific cases, code Y (unable to attend due to exceptional circumstances) will apply. Further guidance about the use of codes is provided in the school attendance guidance.</li> <li>The school will continue to work with pupils/parents who are anxious about returning to school, which may involve liaison with the School Attendance Officer. Pupils/students whose parents/carers wish their child to continue at home, will need to share confirmation of this decision by the appropriate clinician.</li> </ul>	DHT	Ongoing
<b>1.5 The School Day</b>			
The start and end of the day create risks of transmission	<ul style="list-style-type: none"> <li>Normal school hours and drop off / collection.</li> <li>Nursery and Infant pupils should enter through the Infant gate, waiting in the new hard surface area and will be directed by staff at the beginning of term to the appropriate place for their child to be collected.</li> <li>Junior pupils will be collected from outside the main reception entrance.</li> <li>Key Stages 3, 4 and 6th Form will be collected from outside the main secondary entrance.</li> </ul>	Headteacher	Ongoing and Following Changes in Guidance
<b>1.6 Planning Movement around the School</b>			
Movement around the school risks reduction in Covid security.	<ul style="list-style-type: none"> <li>Normal operation including normal movement around the school.</li> <li>Face coverings are no longer advised for secondary pupils, staff and visitors in classrooms or in corridors /communal areas.</li> <li>The school will continue to enact its contingency plan, where covid cases dictate and in such circumstances staff may be encouraged to wear face coverings in communal areas such as corridors and staff rooms (except when eating and drinking), this will include when collecting pupils from transport/parents.</li> <li>Secondary and primary pupils to access school via separate entrances.</li> <li>Reception has a glass partition separating admin staff from others in reception.</li> <li>Staff to 'swipe' in at reception at the start and end of the day.</li> <li>Pupils access outside areas through classroom doors thus preventing large groups passing in corridors.</li> </ul>	Headteacher / Deputy Headteachers	Ongoing and Following Changes in Guidance
<b>1.7 Curriculum Organisation</b>			

Areas for concern	Existing Risk Control Measures	Action/ Monitored by Whom?	Action/ Monitored by When
Pupils will have fallen behind in their learning during school closures and achievement gaps will have widened.	<ul style="list-style-type: none"> <li>The school will continue to access national education recovery support, as required, including the <a href="#">catch-up premium</a>, <a href="#">summer school programme</a>, tutoring (including the <a href="#">National Tutoring Programme</a> and <a href="#">16 to 19 tuition fund</a>, teacher training opportunities, curriculum resources, specialist settings, and wider continuous professional development resources, including to support teacher wellbeing and subject-specific teaching.</li> <li>Home school contact to be maintained via home-school contact books as well as continuing with ClassDojo and the school website.</li> <li>EHCP Meetings may be held virtually or in school and new targets shared with parents.</li> <li>Steps in place to enable parents to contribute to evidencing pupil progress via Evidence for Learning (EfL).</li> <li>Measures in place to ensure the school has capacity for 'immediate remote education' in the event of a local outbreak or a school outbreak. This will include use of EfL, ClassDojo, YouTube and Microsoft teams. The school has a Remote Education Policy in place to support this.</li> </ul>	Deputy Headteachers	Ongoing and Following Changes in Guidance
<b>1.8 Staff Workspace</b>			
Staff rooms and offices do not allow for observation of social distancing guidelines.	<ul style="list-style-type: none"> <li><b>The staff room</b> is ventilated and cleaning materials provided to wipe down surfaces before and after use.</li> <li>Staff are allowed to take their breaks outside/offsite where they choose.</li> <li>Tables are spaced.</li> <li>Should staff wish to take hot drinks with them outside, they should only use lidded travel mugs when moving within corridors.</li> <li>PPA for Teachers can be taken at home.</li> </ul>	Deputy Headteachers	Ongoing and Following Changes in Guidance
<b>1.9 Managing the School Lifecycle</b>			
Limited progress with the school's calendar and work plan because of COVID-19 measures.	<ul style="list-style-type: none"> <li>School calendar/diary to allow for the adjustment of weekly major events such as assemblies, sports days, Christmas etc. to enable these events to take place in line with the <b>school's RA/contingency plan</b> and current COVID numbers within the school/community. Their planning will also account for meeting pupil/student needs.</li> <li>Staff recruitment to continue as normal. The manner that the interviews will be conducted will be based on local transmission rates and the job role. Interview rooms to be ventilated and cleaned between candidates. Candidates will be asked to have their temperature taken on arrival. <b>Where the contingency plan is in place, candidates may be asked to wear face coverings throughout their interviews.</b></li> <li>Planning of arrangements for specialist interventions allocated to pre-school pupils via First Leap Nursery to be completed, including training and support to be offered in a Covid-secure manner (hand hygiene, ventilated rooms etc.) to new parents and shared placements nurseries. Visitors will be asked to have their temperature taken on arrival.</li> </ul>	Headteacher, Deputy Headteacher (Health), Deputy Headteacher (Curriculum)	Ongoing and Following Changes in Guidance

Areas for concern	Existing Risk Control Measures	Action/ Monitored by Whom?	Action/ Monitored by When
	<ul style="list-style-type: none"> <li>Senior Leaders to remain alert to all relevant guidance regarding COVID-19 R rating in order to ensure a relevant and up to date response.</li> <li>To ensure regular communication with parents throughout the school year.</li> </ul>		
Pupils moving on to the next phase of their education do not feel prepared for the transition.	<ul style="list-style-type: none"> <li>Normal operation of management of transitions, whilst making any necessary adaptations in light of COVID-19 e.g. ensuring visits to our site or external sites follow all necessary guidance.</li> <li>Regular communication between Year 14 parents/carers and SLT / College.</li> <li>Regular communication between SLT and parents/carers – particularly of N, Y2, Y6 and Y11.</li> </ul>	Headteacher, Deputy Headteachers	Ongoing and Following Changes in Guidance
<b>1.10 Governance and Policy</b>			
Governors are not fully informed or involved in making key decisions.	<ul style="list-style-type: none"> <li>In person, Online/telephone conference meetings are held regularly with governors.</li> <li>Governing body are involved in key decisions regarding operations.</li> <li>Governors are briefed regularly on the latest government guidance and its implications for the school.</li> <li>Risk assessment shared with Governors and Senior Leaders to seek approval from Governors prior to any growth in the provision.</li> <li>Visits by Governors can be arranged as normal.</li> </ul>	Headteacher	Ongoing
<b>1.11 Policy Review</b>			
Existing policies on safeguarding, health and safety, fire evacuation, medical, behaviour, attendance and other policies are no longer fit for purpose in current circumstances	<ul style="list-style-type: none"> <li>All relevant policies have been revised to take account of government guidance on social distancing and COVID-19 and its implications for school. Where appropriate, addendums to key policies have been produced to ensure safe working practice.</li> <li>Staff, pupils, parents and governors have been briefed accordingly.</li> <li>Policy Addendums for Safeguarding, Attendance, Health and Safety, Positive Behaviour and Lone Working all scrutinised by Governors and signed by Chair of Governors.</li> </ul>	Headteacher	Ongoing
<b>1.12 Communication Strategy</b>			
Key stakeholders are not fully informed about changes to policy and procedures due to COVID-19, resulting in ill health.	<ul style="list-style-type: none"> <li>Communication via email, phone, school website, ClassDojo and letter are in place for staff, pupils, parents, Governors, LA, NHS, Social Services and other partners.</li> <li>A folder for COVID-19 has been set up on KLZ SharePoint- Procedures.</li> <li>Additional policy addendums available to staff on KLZ SharePoint. Any changes to policies or procedures communicated with staff and the Governing Body.</li> </ul>	Headteacher, Deputy Headteachers	Ongoing



Areas for concern	Existing Risk Control Measures	Action/ Monitored by Whom?	Action/ Monitored by When
<b>1.13 Staff Induction and CPD</b>			
Staff are not trained in new procedures, leading to risks to health.	<ul style="list-style-type: none"> <li>A revised staff handbook is issued to all staff prior to starting work and includes COVID-19 secure versions of Infection control, fire safety and evacuation, safeguarding and risk management.</li> <li>Any new staff to continue to receive induction prior to starting in school. Aspects of this may be delivered remotely.</li> <li>Whole school trained in new school risk assessment and regular updates given via email and twilight sessions.</li> </ul>	Headteacher / Deputy Headteachers	Ongoing
New staff are not aware of policies and procedures prior to starting school.	<ul style="list-style-type: none"> <li>Induction programmes remain in place – whether online or in school.</li> <li>The revised school handbook is in place.</li> </ul>	Headteacher / Deputy Headteachers	Ongoing
<b>1.14 Free School Meals (FSM)</b>			
Pupils eligible for FSM do not receive them.	<ul style="list-style-type: none"> <li>Normal operation of FSM and ensure all pupils eligible for this receive it.</li> <li>School to provide vouchers for pupils entitled to FSM over holiday periods when directed to do so by the Government.</li> </ul>	School Business Manager, Office Manager	Ongoing
<b>1.15 Risk Assessments</b>			
Risks are not comprehensively assessed in every area of the school in light of COVID-19, leading to breaches of guidance.	<ul style="list-style-type: none"> <li>Risk assessments are updated or undertaken before the school increases or changes its roll and mitigation strategies are put in place and communicated to staff. These will cover; different areas of the school, when pupils enter and leave school, movement around school, break and lunchtimes, delivery of aspects of the curriculum.</li> <li>Foreland Fields School's COVID-19 Risk Assessment - School Operating Procedures (this risk assessment), including any updates/amendments, to be shared with staff and Governors asking for their comments and feedback.</li> <li>Risk assessment to be placed as an agenda item on all school meetings. Updates to risk assessments to be communicated with staff and placed on KLZ SharePoint.</li> </ul>	Headteacher / Deputy Headteachers	Ongoing and Following Changes in Guidance
<b>1.16 School Transport</b>			
Changes to school transport as a result of COVID-19.	<ul style="list-style-type: none"> <li>The school will encourage parents/carers without school transport to use active travel, walking and cycling wherever possible. This will include implementation of the bikeability scheme.</li> </ul>	Headteacher, Office Manager	Ongoing and Following Changes in Guidance
There is a greater risk to pupils travelling on School Transport	<ul style="list-style-type: none"> <li>The guidance for school transport has been updated in line with Government guidance.</li> </ul>	Headteacher School Transport Driver, School	Ongoing and Following Changes in Guidance

Areas for concern	Existing Risk Control Measures	Action/ Monitored by Whom?	Action/ Monitored by When
		Transport Escort	
<b>Risk Rating after action</b>	<b>Likelihood : 1</b>	<b>Consequence: 3</b>	<b>Risk: 3</b>
<b>2. INVESTING IN SAFETY EQUIPMENT AND HEALTH AND SAFETY ARRANGEMENTS TO LIMIT THE SPREAD OF COVID-19</b>			
<b>Risk Rating prior to action</b>	<b>Likelihood : 1</b>	<b>Consequence: 3</b>	<b>Risk: 3</b>
<b>2.1 Cleaning</b>			
Cleaning capacity is insufficient to meet new demands of COVID-19 crisis.	<ul style="list-style-type: none"> <li>Additional hours of cleaning purchased for daytime. Door handles and push panels are cleaned across the school on an ongoing and continuous basis.</li> <li>Additional deep cleaning completed on rotation.</li> <li>Identified shared rooms, such as soft play, cleaned <b>appropriately and with regularity</b>.</li> <li>Regular walks to check school cleanliness – especially sluice areas – but also classrooms undertaken by Site Manager, Health and Therapy Assistant and/or Senior Leaders.</li> <li>Hygiene products in place around school, especially in toilets and common areas. This will include soap, tissues in class, paper towels, gloves, aprons, alcohol gels including additional dispensers.</li> <li>Toilet cleaning is <b>regular and appropriate</b>. Staff to inform site team if additional cleaning is required (including if bins are full).</li> <li>Ensure all bins across the school are <b>emptied regularly and appropriately</b>.</li> <li>Cleaning products for outside and inside class spaces kept in locked cupboard in class.</li> <li>Deep clean of all rooms on rotation.</li> <li>Cleaning team keep register to show cleaning that has occurred and report to Karen Glover (School Business Manager).</li> </ul>	Deputy Headteachers, Site Manager, School Business Manager	Ongoing and Following Changes in Guidance
Classrooms and teaching and learning activities do not ensure hygienic and COVID-19 secure practice.	<ul style="list-style-type: none"> <li>In class, <b>regular and appropriate</b> cleaning to include wiping of surfaces such as desk tops.</li> <li>Clean equipment that is in use.</li> <li>Toys/resources can be shared in class, but must be cleaned <b>regularly and appropriately</b>.</li> <li>On a regular basis, Leaders of learning to ensure that toys are washed in the dishwasher/washing machine.</li> <li>Keep learning environments well organised, making use of storage and ensuring work surfaces are kept clear where ever possible, and especially at the end of the day – to enable efficient cleaning.</li> </ul>	Leaders of Learning  Nursery Manager	Ongoing and Following Changes in Guidance
Administration corridor	<ul style="list-style-type: none"> <li>EHCP room, family room, PPA room and staff workroom to be cleaned <b>regularly and appropriately</b>.</li> <li>Cleaning equipment to be left in these shared rooms to enable staff to wipe down main surfaces prior to use.</li> </ul>	Headteacher, Site Manager, School Business Manager	Ongoing

Areas for concern	Existing Risk Control Measures	Action/ Monitored by Whom?	Action/ Monitored by When
Staff are not aware of procedures for raising concerns related to COVID-19 related Health and Safety matters.	<ul style="list-style-type: none"> <li>Any non-urgent Health and Safety matters to be raised using the school's online reporting system, Parago.</li> <li>Urgent Health and Safety matters, especially those related to COVID-19, should be reported instantly to the Headteacher or Deputy Headteachers.</li> </ul>	Headteacher / Deputy Headteachers	Ongoing
Personal Care rooms	<ul style="list-style-type: none"> <li>Wall mounted Air Sterile devices have been placed in all intimate care rooms.</li> <li>Yellow waste bags emptied regularly.</li> <li>Trio spray, soap and water available for staff to clean surfaces (trio) and beds (soap and water).</li> </ul>	Site Manager / School Business Manager	Ongoing
<b>2.2 Hygiene and Handwashing</b>			
Inadequate supplies of soap and hand sanitiser means that pupils and staff do not wash their hands with sufficient frequency.	<ul style="list-style-type: none"> <li>Site team to undertake daily check of soap and hand sanitiser and refill as required.</li> <li>A members of the housekeeping team, as well as Site Manager / Senior Caretaker, on site throughout the day. They will supply soap and hand sanitiser on request.</li> <li>Handwashing for all staff and pupils to be part of the daily routine.</li> </ul>	Site Manager, Deputy Headteachers, Health and Therapy Assistant	Ongoing
Pupils forget to wash their hands regularly and / or wash their hands poorly.	<ul style="list-style-type: none"> <li>Teachers and TAs actively teach handwashing technique (20 seconds) and supervise as appropriate. Hand washing occurs as appropriate and regularly for example, before and after eating.</li> <li>Staff to model frequent and correct handwashing and supervise trips to the toilet as appropriate to individual need.</li> <li>Additional use of hand sanitiser.</li> <li>Posters reinforce the need to wash hands regularly and also focus on technique.</li> </ul>	Leaders of Learning / Nursery Manager	Ongoing
<b>2.3 Clothing / Fabric / Personal Belongings / Shoes</b>			
Not wearing clean clothes each day may increase the risk of the virus from spreading.	<ul style="list-style-type: none"> <li>All pupils to wear school uniform. Uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal.</li> </ul>	Leaders of Learning / Nursery Manager	Ongoing
The use of fabric chairs may increase the risk of the virus spreading.	<ul style="list-style-type: none"> <li>Soft furnishings can be used. This cleaning is to be completed by the school cleaning team.</li> </ul>	Leaders of Learning / Nursery Manager	Ongoing
Pupils bring in items from home which are contaminated.	<ul style="list-style-type: none"> <li>Normal operation.</li> <li>Home – school contact books should be used.</li> </ul>	Leaders of Learning /	Ongoing

Areas for concern	Existing Risk Control Measures	Action/ Monitored by Whom?	Action/ Monitored by When
		Nursery Manager	
Pupils that require spare clothing	<ul style="list-style-type: none"> <li>Sometimes, due to their needs, our pupils require access to a spare set of clothes. Any child likely to need a spare set at school, should have these packed in their bag. If this spare set are not needed during the course of the day, they will remain in their bag.</li> <li>Parents/Carers are encouraged to provide pupils swim pants for Hydrotherapy.</li> </ul>	Leaders of Learning / Nursery Manager / FLO	Ongoing – Or following Changes in Guidance
<b>2.4 Testing and Managing Symptoms</b>			
Testing is not used effectively to help manage staffing availability and secure staff health.	<ul style="list-style-type: none"> <li>Staff and pupils in specialist SEND settings, AP and SEND units in mainstream schools or equivalent in FE colleges, (for example those completing courses which are specifically for students with disabilities and/or learning disabilities such as Supported Learning courses and Foundation/SEND courses), are currently advised to continue regular twice weekly testing.</li> <li>The school recognise we will have additional considerations to take into account when delivering asymptomatic testing, and additional guidance on testing in specialist settings will be followed. We recognise that self-swabbing may cause significant concerns for some children and young people with SEND. The school will retain a small testing capacity on site so we can offer testing to pupils and students who are unable to test themselves at home. Testing is voluntary and no child or young person will be tested unless informed consent has been given by the appropriate person. In the event of an outbreak, we may also be advised by our local health team or Director of Public Health (DPH) to increase testing for staff and students of secondary age and above for a period of time.</li> <li>All staff at the school are expected to continue testing twice weekly and reporting their results via the generic email stafftestresults@foreland.kent.sch.uk. The school continues to hold stocks of lateral flow device tests for use by staff.</li> <li>From 24 February, the Government will remove the legal requirement to self-isolate following a positive test. In addition, the Government will no longer ask fully vaccinated close contacts and those aged under 18 to test daily for 7 days and routine contact tracing will end.</li> <li>In line with the Government guidance, the school will continue to advise pupils/students and staff who test positive to stay at home and avoid contact with other people for at least 5 full days and then continue to follow the guidance until they have received 2 negative test results on consecutive days.</li> <li>Pupils/students should not come into the school setting if they have symptoms. If a pupil/student develops symptoms onsite they will be sent home and should follow the public health advice below.</li> <li>The main symptoms of COVID-19 are a recent onset of any of the following: <ul style="list-style-type: none"> <li>a new continuous cough</li> <li>a high temperature</li> </ul> </li> </ul>	Deputy Headteachers	Ongoing – Or following Changes in Guidance

Areas for concern	Existing Risk Control Measures	Action/ Monitored by Whom?	Action/ Monitored by When
	<ul style="list-style-type: none"> <li>a loss of, or change in, your normal sense of taste or smell (anosmia)</li> <li>If any individual (staff or pupil) has any of these symptoms they should order a PCR test. They are advised to stay at home and avoid contact with other people while you are waiting for the test result. Other symptoms linked with COVID-19 include shortness of breath, fatigue, loss of appetite, muscle ache, sore throat, headache, stuffy or runny nose, diarrhoea, nausea and vomiting. Any of these symptoms may also have another cause. If you are concerned about your symptoms, or they are worsening, contact 111 or speak to your GP. In an emergency dial 999.</li> <li>Most children and young people with COVID-19 experience a mild illness or do not have any symptoms at all. Children who have symptoms of COVID-19 are more likely to pass the virus onto others than those who do not.</li> <li>It is still possible to catch and spread COVID-19, even if you are fully vaccinated. For most people, especially if they have been vaccinated, COVID-19 will be a relatively mild illness. However, COVID-19 can still be a very serious infection and for some people the risk of becoming severely unwell is higher. In some cases, COVID-19 can cause symptoms that last for weeks or months after the infection has gone. People who have had a mild illness can still have long-term problems.</li> <li><a href="https://www.gov.uk/government/publications/covid-19-people-with-covid-19-and-their-contacts/covid-19-people-with-covid-19-and-their-contacts#what-to-do-if-you-have-covid-19">https://www.gov.uk/government/publications/covid-19-people-with-covid-19-and-their-contacts/covid-19-people-with-covid-19-and-their-contacts#what-to-do-if-you-have-covid-19</a></li> </ul>		
Infection transmission within school due to staff/pupils (or members of their household) displaying symptoms.	<ul style="list-style-type: none"> <li>Robust collection and monitoring of absence data, including tracking return to school dates is in place.</li> <li>In addition to this, the school maintains a register of visitors and the contacts they have had around the school which could be used in the event of a positive test.</li> <li>Pupils, parents and staff are aware of what steps to take if they, or any member of their household, display symptoms. This includes an understanding of the definitions and mitigating actions to take in relation to those previously considered to be clinically extremely vulnerable.</li> </ul>	Deputy Headteacher (Health)	Ongoing – Or following Changes in Guidance
Staff, pupils and parents are not aware of the schools procedures (including on self-isolation and testing) should anyone display symptoms of COVID-19.	<ul style="list-style-type: none"> <li>Staff, parents and carers have received clear communications informing them of current government guidance on the actions to take should anyone display symptoms of COVID-19 and how this will be implemented in school.</li> <li>Any staff member /pupil displaying symptoms regardless of vaccination status should not come to school.</li> <li>Any updates regarding signs and symptoms of COVID-19 is communicated to staff and parents.</li> <li>Guidance has been explained to staff and pupils as appropriate as part of the induction / return to school process.</li> <li>Any updates or changes to this guidance are communicated in a timely and effective way to stakeholders.</li> <li>Staff/parents/carers should notify SLT if they, a pupil or a family member has COVID-19 or suspected COVID-19 / symptoms of COVID-19.</li> <li>Staff and parents should keep checking emails, letters, the school website and ClassDojo for updates on COVID-19.</li> </ul>	Headteacher / Deputy Headteachers	Ongoing – Or following Changes in Guidance
Inappropriate action in event of a suspected case.	<ul style="list-style-type: none"> <li>In line with the Government guidance, the school will continue to advise pupils/students and staff who test positive to stay at home and avoid contact with other people for at least 5 full days and then continue to follow the guidance until they have received 2 negative test results on consecutive days.</li> <li>Staff and pupils/students should not come into the school setting if they have symptoms. If a staff member or pupil/student develops symptoms onsite they should go home and follow public health advice.</li> </ul>	Headteacher / Deputy Headteachers	Ongoing - Review as required following suggested

Areas for concern	Existing Risk Control Measures	Action/ Monitored by Whom?	Action/ Monitored by When
	<ul style="list-style-type: none"> <li>The legal duty to self-isolate has been lifted and replaced by guidance. There is no longer a requirement for fully vaccinated close contacts and those under the age of 18 to test daily for 7 days, and the legal requirement for close contacts who are not fully vaccinated to self-isolate has been removed.</li> <li>Any pupil with any of the symptoms listed on the DfE / NHS websites is to be sent home and requested to take a PCR test.</li> </ul>		changes in procedures
<b>2.5 First Aid / Designated Safeguarding Leads</b>			
The lack of availability of First Aiders and DSL's puts children's safety at risk.	<ul style="list-style-type: none"> <li>The safeguarding team ensure that there is always a minimum of one DSL on site at all times pupils are present – a full return to normal operation of the school safeguarding team. Also, a full return of normal safe operation including First Aid, Access to Therapy, Eating and drinking support and the administration of medication.</li> <li>The school has signed up to the Operation Encompass notification system and this is checked by a member of the Designated Safeguarding Team on a daily basis. Appropriate action is then taken including Digital Front Door referrals, liaison with Social Services or Police.</li> </ul>	Headteacher / Deputy Headteachers / FLO	Ongoing – Or following Changes in Guidance
<b>2.6 Medical Room</b>			
Medical rooms are not adequately equipped or configured to maintain infection control.	<ul style="list-style-type: none"> <li>Suspected COVID-19 cases are taken to the family room – this room has a sign 'COVID response room'.</li> </ul>	Deputy Headteachers	Ongoing – Or following Changes in Guidance
<b>2.7 Communication with Parents</b>			
Parents and carers are not fully informed of the health and safety requirements for the reopening of the school.	<ul style="list-style-type: none"> <li>Parents are kept up to date with information, guidance and the school expectations on a regular basis using a range of communication tools.</li> <li>A COVID-19 section on the school website is created and updated.</li> <li>Parents and Carers handbook is created.</li> <li>See section 2.4 (above) regarding testing and managing symptoms.</li> </ul>	Headteacher, Deputy Headteachers	Ongoing – Or following Changes in Guidance
Parents and carers may not fully understand their responsibilities should a child show Coronavirus symptoms.	<ul style="list-style-type: none"> <li>Key message in line with government guidance are reinforced on a regular basis via email, text and the school's website.</li> <li>Parent handbook available to all parent/carers.</li> <li>Parents able to direct message staff via ClassDojo. This includes Senior Leaders.</li> <li>Any updates from NHS/ UK Health Security Agency (UKHSA) or the Government regarding Coronavirus symptoms communicated to parents via letter, website and ClassDojo.</li> </ul>	Headteacher	Ongoing

Areas for concern	Existing Risk Control Measures	Action/ Monitored by Whom?	Action/ Monitored by When
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## 2.8 PPE, Including Non-Aerosol and Aerosol generating Procedures as well as Personal Care and Moving and Handling

PPE for Non- Aerosol Generating procedures are not used or not used correctly and /or insufficient rigor in hygiene procedures in changing rooms, when medicating a child, or when feeding a child via gastrostomy (bolus) or 1:1 for a child with eating and drinking difficulties, or when supporting a pupil having a tonic clonic seizure.	<ul style="list-style-type: none"> <li>Gloves, aprons or masks (surgical) are available and should be used when changing a child.</li> <li>They should also be used in all other circumstances where PPE would be used, such as when giving medication (if this requires close contact, particularly oral or rectal administration or via gastrostomy sites) or when feeding a child via gastrostomy or 1:1 that requires close contact (bolus feeding or supporting a child with eating and drinking difficulties).</li> <li>Gloves, aprons and masks should also be used when supporting a child who is having a seizure, such as a tonic clonic seizure, where close support is required and there is a risk of saliva/material exiting the pupils mouth. Class teams will be trained in this specific use of PPE and actions to take in the event of a tonic clonic seizure. This will involve assisting the pupil immediately if they are in imminent danger e.g. of banging their head etc. Then, working as a team to ensure that staff closely supporting have a surgical mask, eye wear, apron and gloves on. Classes with pupils likely to have a full tonic clonic seizure will be issued with PPE kits for their classroom so they can react quickly as required.</li> <li>Eye wear is available for use as required. This could be used if changing a pupil with loose stools. Any child with gastroenteritis should be sent home as per usual procedures. However, some of our pupils have loose stools on a regular basis as a function of a feature of their SEN. In this case, staff should use eye wear alongside aprons, gloves and surgical masks. This eye wear must be cleaned following use, using the alcohol wipes provided. Eye wear to be stored in LOL offices and then returned to the Health and Therapy Assistant's office for thorough cleaning.</li> <li>Aprons, masks and gloves are single use only and should be disposed of using the yellow hazardous waste bins.</li> <li>PPE stock is monitored weekly by the Health and Therapy Assistant alongside the Site Manager and reported to the Deputy Headteacher / Headteacher.</li> <li>Staff should follow all policy, procedure and training for handwashing and maintaining hygienic changing rooms / toilets.</li> <li>Training delivered to reinforce knowledge of hygiene procedures when changing a child.</li> <li>Staff should follow guidance/training on donning and doffing of PPE from UK Health Security Agency (UKHSA) – which explains not only how to take on and off PPE, but also when and how to wash hands through this process. Nappies can be stored in changing rooms – but the new sealed drawer systems must be used. They should arrive in school in sealed bags and kept locked in cupboards in classrooms.</li> <li>Air sanitisation devices have been installed in the hygiene/changing rooms to further support the enhanced cleaning procedures in place around the school.</li> </ul>	Deputy Headteachers	Ongoing - Review as required following suggested changes in procedures
PPE for Aerosol generating procedures such as suctioning, tracheostomy changes / barrel changes is not used properly or at all.	<ul style="list-style-type: none"> <li>Only staff trained in working with aerosol generating procedures will complete these tasks. This training has been delivered by Chris Holmes (Health and Therapy Assistant) following her training with KCC/NHS Kent.</li> <li>Pupils who may require this type of support have a full risk assessment which was completed prior to their return to school. This risk assessment has been written in coordination with the NHS (Special School Clinical Nursing Service).</li> <li>PPE stock is monitored weekly by the Health and Therapy Assistant alongside the Site Manager and reported to the Deputy Headteacher/Headteacher.</li> </ul>	Deputy Headteacher / Health and Therapy Assistant	Ongoing - Review as required following suggested

Areas for concern	Existing Risk Control Measures	Action/ Monitored by Whom?	Action/ Monitored by When
	<ul style="list-style-type: none"> <li>Staff will follow the PHE guides to donning (putting on) and doffing (taking off) PPE during Aerosol Generating Procedures (AGP).</li> <li>Staff should wear disposable gloves, apron, FFP3mask and eye/face protection.</li> <li>All staff trained in this procedure will be shown where this equipment is kept. Materials for cleaning the re-usable equipment will be available.</li> <li>All disposable items placed in hazardous waste bin, including surgical mask. Face protection should be cleaned after each use.</li> <li>Thorough handwashing and change of clothing if required.</li> <li>Following updated guidance, AGP can take place in class without evacuation, where necessary and where there is no alternative. There is currently no room that can be designated as available and safe for use for AGP.</li> <li>Full COVID-19 measures are in place including a bespoke individualised pupil's RA to manage this. The Tracheostomy association states that there is no enhanced risk of transmission of COVID-19 from persons with tracheostomies in comparison to those without and that due to a reduced cough reflex the risk may be less.</li> </ul>		changes in procedures
PPE for daily life for staff team not available resulting in increased risk of transmission.	<ul style="list-style-type: none"> <li>PPE stock <b>are monitored</b> to ensure stocks are adequate.</li> </ul>	Heath and Therapy Assistant	Ongoing
Use of Face Coverings by pupils and staff	<ul style="list-style-type: none"> <li><b>Face coverings are no longer advised for secondary pupils, staff and visitors in classrooms or in corridors /communal areas. Staff and pupils should follow the wider advice on face coverings.</b> <a href="https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own">https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own</a></li> <li><b>The school will continue to enact its contingency plan, where covid cases dictate and as such staff will be encouraged to wear face coverings in communal areas such as corridors and staff rooms (except when eating and drinking), this will include when collecting pupils from transport/parents.</b></li> </ul>	Headteacher, Deputy Headteachers / Leaders of Learning	Ongoing – Or following Changes in Guidance
Pupil dribbling (excess saliva) is not adequately managed and presents a hygiene risk.	<ul style="list-style-type: none"> <li>See section 3.1 below</li> </ul>	Deputy Headteacher (Curriculum), Leaders of Learning	Ongoing
Moving and Handling	<ul style="list-style-type: none"> <li>The use of PPE for Moving and Handling, such as standing transfers, hoisting etc. should be on a case by case/individual risk assessment basis. Staff should consider the risk of transmission due to pupil's excess saliva or spitting etc. as well as</li> </ul>	Deputy Headteacher, Health and	Ongoing - Review as required



Areas for concern	Existing Risk Control Measures	Action/ Monitored by Whom?	Action/ Monitored by When
	the type of moving and handling when making this assessment. Based on this assessment, staff might decide that washing of hands is adequate, or if not to make use appropriate PPE.	Therapy Assistant	following suggested changes in procedures
<b>2.9 Cleaning Hearing devices and radio aids</b>			
Hearing devices and radio aids not cleaned using correct procedures increasing risk of transmission	<ul style="list-style-type: none"> <li>Follow guidance from BATOD and the Sensory service (see COVID-19 file). HI Leads have this guidance and have shared it with all staff involved.</li> <li>Information shared with parents/carers.</li> </ul>	DHT Health HI Leads	Ongoing
<b>2.10 Cleaning of OT/PT equipment</b>			
OT/PT not cleaned using correct procedures increasing risk of transmission	<ul style="list-style-type: none"> <li>Timetabled deep clean of OT/PT equipment.</li> <li>Regular cleaning of equipment by class staff.</li> <li>Class staff to clean the equipment of the pupil they work with.</li> </ul>	DHTs PMLD lead	Ongoing
<b>Risk Rating following action</b>		<b>Likelihood : 1</b>	<b>Consequence: 3</b>
<b>3 MAXIMISING COVID SECURE MEASURES</b>			
<b>Risk Rating prior to action</b>		<b>Likelihood : 2</b>	<b>Consequence: 3</b>
<b>3.1 Pupil Behaviour</b>			
Pupil behaviour presents a challenge to themselves or others requiring staff intervention, including physical intervention	<ul style="list-style-type: none"> <li>Where necessary, pupils will be risk assessed on an individual basis to evaluate their provision. This assessment will take account of their safety and the safety of their peers and the staff working with them. The outcome of this risk assessment could be; enhanced use of PPE and cleaning, 1:1 provision, reduced attendance or off-site provision (home learning).</li> <li>Clear message to pupils of expected behaviour.</li> <li>Staff to follow pupil's behaviour plan, paying particular regard to proactive strategies, in order to prevent escalation.</li> <li>Staff to remain extra vigilant to 'triggers' or 'warning signs' in order to be proactive in dealing with behaviours and prevent them from escalating.</li> <li>Greater consideration given to clearing the immediate area in order to reduce the risk to other pupils and staff.</li> <li>Staff to adopt calming strategies to promote de-escalation. This may involve the offer of known favoured activities.</li> <li>Prior to intervention, staff to ensure they are acting in the best interest of the child. Ensure that any intervention is the least restrictive.</li> <li>In line with Positive Behaviour Policy, any intervention to be used as a planned response.</li> <li>Normal recording and reporting procedures, including de-brief, to be carried out following an intervention.</li> </ul>	Headteacher, PROACT-SCIPr-UK® Lead	Ongoing – Or following Changes in Guidance

Areas for concern	Existing Risk Control Measures	Action/ Monitored by Whom?	Action/ Monitored by When
Pupil behaviour constitutes a risk to good hygiene and COVID-19 transmission e.g. spitting and/or smearing	<ul style="list-style-type: none"> <li>As required, pupils will be risk assessed on an individual basis to evaluate their provision. This assessment will take account of their safety and the safety of their peers and the staff working with them. The outcome of this risk assessment could be; enhanced use of PPE and cleaning or 1:1/adapted provision.</li> </ul>	Headteacher, Deputy Headteachers, Leaders of Learning	Ongoing
<b>3.2 Classrooms and Teaching Spaces</b>			
The size and configuration of classrooms and teaching spaces does not support being Covid secure	<ul style="list-style-type: none"> <li>Make as much use of outdoor learning opportunities as possible.</li> <li>Where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units. Comfortable room temperatures to be maintained at all times.</li> </ul>	Headteacher, Deputy Headteachers, Leaders of Learning	Ongoing – Or following Changes in Guidance
<b>3.3 Movement in Corridors</b>			
Covid secure guidance is breached when pupils circulate in corridors.	<ul style="list-style-type: none"> <li>Pupils mostly use the toilet facilities and play spaces that are directly adjacent to their room and within their department.</li> </ul>	Leaders of Learning, Nursery Manager	Ongoing – Or following Changes in Guidance
<b>3.4 Break times / Play</b>			
Pupils may not be Covid secure at break times.	<ul style="list-style-type: none"> <li>Play is mostly in class/department groups.</li> <li>External areas are designated for department groups.</li> <li>Staff model and communicate need for good hygiene (catch it, bin it, kill it and hand hygiene) and ventilation</li> <li>Play areas and equipment regularly cleaned.</li> </ul>	Leaders of Learning, Nursery Manager	Ongoing – Or following Changes in Guidance
<b>3.5 Lunchtimes</b>			
Pupils may not observe social distancing at lunchtimes	<ul style="list-style-type: none"> <li>External areas are designated for department groups.</li> <li>Cleaning equipment available for staff to clean down play equipment - main 'touch' surfaces.</li> <li>School dinners and packed lunches are eaten in class/in the hall.</li> <li>Follow all handwashing guidance. Wipe down tables before and after use. Maintain high standards of plate and cutlery washing (if using cups /bowls/cutlery kept in class). School dinners served in class via trolleys wheeled to each class by MDMs or on trays carried into classes.</li> </ul>	Leaders of Learning	Ongoing – Or following Changes in Guidance
<b>3.6 Toilets</b>			
Toilets are not COVID secure	<ul style="list-style-type: none"> <li>All beds in changing suites can be used, but full hygiene procedures should be adhered to as well as full use of screens.</li> <li>Air sanitisation devices have been installed into all hygiene/changing rooms.</li> </ul>	Leaders of Learning,	Ongoing

Areas for concern	Existing Risk Control Measures	Action/ Monitored by Whom?	Action/ Monitored by When
	<ul style="list-style-type: none"> <li>Staff should refer to section 2.2 on use of PPE for changing a pupil.</li> </ul>	Nursery Manager	
<b>3.7 Reception Area</b>			
Reception area is not COVID secure	<ul style="list-style-type: none"> <li>Parents or external visitors to be invited or allowed into reception via prearranged meetings wherever possible. Online meetings should occur when this is possible.</li> <li>They will have their temperature taken on arrival.</li> <li>Area cleaned <b>regularly</b>, especially touch surfaces such as the staff sign in area, the door opening button and all door opening surfaces and handles.</li> <li>Alcohol gel dispenser available at sign in and prior to entering admin corridor.</li> </ul>	Deputy Headteacher (Health) / Office Manager	Ongoing – Or following Changes in Guidance
<b>3.8 Staff Areas; Work Rooms, Staff Rooms and Offices</b>			
Staff work and social rooms and offices do not enable being Covid secure– resulting in increased risk of transmission.	<ul style="list-style-type: none"> <li>Staff are allocated to consistent staff teams, as far as is possible.</li> <li>Breaks are to be staggered so that wherever possible a maximum of 2 members of staff per class is on break at a time.</li> <li>The staff room is ventilated and cleaning materials are provided to wipe down surfaces before and after use.</li> <li><b>Explorers and FLN staff may use their classroom for</b> breaks as required.</li> <li>Tables are spaced.</li> <li>Staff are allowed to take their breaks outside/offsite where they choose.</li> <li>Should staff wish to take hot drinks with them outside, they should only use lidded travel mugs when moving within corridors.</li> </ul>	Headteacher, Deputy Headteacher, Leaders of Learning, Nursery Manager	Ongoing – Or following Changes in Guidance
<b>3.9 Shared Rooms; IT, Food Technology, Art, Music, Hydrotherapy Pool, Soft Play Room, Sensory Room, Forest School (Mud Kitchen).</b>			
Risk of transmission is increased due to shared use of school facilities.	<ul style="list-style-type: none"> <li>All shared equipment to be cleaned <b>appropriately</b> by staff following use.</li> <li>Timetables for cleaning schedules of all shared rooms.</li> <li>The Hydrotherapy Pool, including changing rooms, will be cleaned as appropriate between groups. Face shields can be used for close contact. Apparatus and pool toys will be cleaned and dried following use.</li> <li>Towels / dressing gowns will be washed between groups.</li> <li>Soft play and sensory room are open, but doors must remain open at all times (with staff sat by door to maintain security where required). CO2 sensor to be monitored. Room must be evacuated and closed if CO2 levels are too high.</li> <li>Soft play and sensory room timetables adjusted to allow blocking of groups and reduce mixing.</li> </ul>	Headteacher, Deputy Headteachers Leaders of Learning	Ongoing – Or following Changes in Guidance
<b>3.10 Staff Travel to and from School</b>			
Risk of transmission due to staff sharing vehicles to and from school.	<ul style="list-style-type: none"> <li>In the event that staff have to share a car, the following measures can be taken to avoid the spread of the virus: <ul style="list-style-type: none"> <li>➢ share the transport with the same people each time</li> <li>➢ minimise the group size at any one time</li> <li>➢ open windows for ventilation</li> </ul> </li> </ul>	Headteacher, Deputy Headteachers	Ongoing – Or following Changes in Guidance

Areas for concern	Existing Risk Control Measures	Action/ Monitored by Whom?	Action/ Monitored by When
	<ul style="list-style-type: none"> <li>➤ travel side by side or behind other people, rather than facing them, where seating arrangements allow</li> <li>➤ face away from each other</li> <li>➤ consider seating arrangements to maximise distance between people in the vehicle</li> <li>➤ clean the car regularly and appropriately.</li> </ul>		
Staff using public transport to travel to and from school	<ul style="list-style-type: none"> <li>• Pupils and staff may use public transport where necessary, but we encourage them to walk, cycle or scoot to and from school wherever it is possible and safe to do so. Where pupils and staff need to use public transport, they should follow the safer travel guidance for passengers.</li> </ul>	Headteacher, Deputy Headteachers	Ongoing – Or following Changes in Guidance
<b>Risk Rating following action</b>		<b>Likelihood : 1</b>	<b>Consequence: 3</b>
<b>4 CONTINUING ENHANCED PROTECTION FOR CHILDREN AND STAFF WITH UNDERLYING HEALTH CONDITIONS</b>			
<b>Risk Rating prior to action</b>		<b>Likelihood : 1</b>	<b>Consequence: 3</b>
<b>4.1 Pupils with Underlying Health Conditions</b>			
Pupils with underlying health issues or those shielding are not identified and so measures have not been put in place to protect them.	<ul style="list-style-type: none"> <li>• All pupils with underlying health conditions have a Health Care Plan (HCP) in place. The Health and Therapy reports and letters produced by Health Professionals are shared with the school Leadership Team.</li> <li>• The Health and Therapy Assistant has identified all pupils who previously had a 12-week letter.</li> <li>• Pupils with the most complex health needs – those that were formally clinically extremely vulnerable (and some who were clinically vulnerable) have a HCP and staff are trained in AGP as required.</li> <li>• Those who remain under the care of a specialist health professional may need to continue to discuss their care with their health professional at their next planned clinical appointment - more advice is available from the Royal College of Paediatrics and Child Health.</li> <li>• Where a pupil is unable to attend school because they are complying with clinical advice we expect them to access remote education.</li> <li>• Where pupils are not able to attend school as they are following clinical advice, the absence will not be penalised.</li> </ul>	Headteacher, Deputy Headteachers	Ongoing – Or following Changes in Guidance
Pupil saliva is not adequately managed and presents a hygiene risk.	<ul style="list-style-type: none"> <li>• Pupils will be risk assessed on an individual basis to evaluate their provision. This assessment will take account of their safety and the safety of their peers and the staff working with them. Pupils who have difficulty with excessive saliva as a function of their SEN should have the following strategies applied as appropriate to their individual case: <ul style="list-style-type: none"> <li>➤ Saliva bib/scarf as appropriate to pupil age.</li> <li>➤ Excess saliva medication as advised and prescribed by the NHS.</li> <li>➤ Additional PPE should be employed when supporting the child. Staff should use disposable gloves with a clean tissue/scarf/bib to clean the saliva.</li> <li>➤ Staff should teach pupils to increase their independence in managing their own saliva.</li> <li>➤ Staff should make use of the additional cleaning equipment which is in class and should wipe down any class furniture/floor/resources that the pupil has salivated on.</li> </ul> </li> </ul>	Leaders of Learning	Ongoing – Or following Changes in Guidance

Areas for concern	Existing Risk Control Measures	Action/ Monitored by Whom?	Action/ Monitored by When
	<ul style="list-style-type: none"> <li>➤ Pupils who have their own bibs should be encouraged to bring in spare items for use throughout the day. Spare clothing may also be appropriate for those who require changing throughout the day.</li> </ul>		
Pupils health needs require them to have close contact	<ul style="list-style-type: none"> <li>• Minimise need for medication to be taken at school.</li> <li>• Discourage the movement of medication between home and school.</li> </ul>	Deputy Headteacher	Ongoing - Review as required following suggested changes in procedures
<b>4.8 Staff with Underlying Health Conditions</b>			
Staff with underlying health conditions or who are pregnant who are returning to school	<ul style="list-style-type: none"> <li>• Following expert clinical advice and the successful rollout of the COVID-19 vaccine programme, people previously considered to be particularly vulnerable, clinically extremely vulnerable (CEV), and high or higher-risk are not being advised to shield again.</li> <li>• Children and young people who were previously identified as being in one of these groups are advised to continue to follow guidance for people previously considered clinically extremely vulnerable from COVID-19. Children and young people over the age of 12 with a weakened immune system should follow Guidance for people whose immune system means they are at higher risk from COVID-19. Children and young people previously considered CEV should attend school and should follow the same COVID-19 guidance as the rest of the population. In some circumstances, a child or young person may have received personal advice from their specialist or clinician on additional precautions to take and they should continue to follow that advice.</li> <li>• The school is encouraging vaccine take up and enabling staff who are eligible for a vaccination to attend booked vaccine appointments where possible, even during term time.</li> <li>• Pregnant women require special consideration as set out in the guidance for pregnant employees.</li> <li>• The school will encourage pregnant women to follow the occupational health advice from the Royal College of Obstetrics and Gynaecology <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-advice-for-pregnant-employees/coronavirus-covid-19-advice-for-pregnant-employees">https://www.gov.uk/government/publications/coronavirus-covid-19-advice-for-pregnant-employees/coronavirus-covid-19-advice-for-pregnant-employees</a>.</li> </ul>	Deputy Headteacher / Headteacher	Ongoing - Review as required following suggested changes in procedures
<b>Risk Rating following action</b>		<b>Likelihood : 1</b>	<b>Consequence: 3</b>
<b>5 ENHANCING MENTAL HEALTH SUPPORT FOR PUPILS AND STAFF</b>			
<b>Risk Rating prior to action</b>		<b>Likelihood : 2</b>	<b>Consequence: 3</b>
<b>5.1 Mental Health Concerns – Pupils</b>			

Areas for concern	Existing Risk Control Measures	Action/ Monitored by Whom?	Action/ Monitored by When
Pupils mental health has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general.	<ul style="list-style-type: none"> <li>The safeguarding team are liaising with, and referring to CAHMS, Social Services as well as using their in-house strategies and support mechanisms such as the school Mental Health Lead and Family Liaison Officer.</li> <li>A recovery curriculum has been put in place with a focus on mental health and understanding of the COVID-19 crisis.</li> <li>Resources to support mental health of pupils regarding COVID-19 and lockdown have been provided, including via <a href="#">Mental health resources for children, students, parents, carers and school/college staff - The Education Hub (blog.gov.uk)</a>. A plan to make use of these within school will be put into place.</li> <li>The school have employed a Play Therapist who will run sessions for targeted students.</li> </ul>	Deputy Headteachers, Leader of Learning (Secondary), Leaders of Learning, Designated Safeguarding team	Ongoing
<b>5.2 Mental Health Concerns – Staff</b>			
The mental health of staff has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general.	<ul style="list-style-type: none"> <li>Staff are encouraged to focus on their wellbeing.</li> <li>Line Managers are proactive in discussing wellbeing with staff that they manage, including their workload.</li> <li>Staff briefings and training having included content on wellbeing.</li> <li>Staff have been signposted to useful websites and resources by the Mental health lead and the FLO.</li> <li>Staff have access to the school wellbeing package which includes free access to counselling and Cognitive Behaviour Therapy. Resources to support mental health of staff regarding COVID-19 and lockdown have been provided, including via <a href="#">Education Support - the mental health and wellbeing charity for education staff</a> and <a href="#">Mental health and bereavement support for teachers - Our Frontline (mentalhealthatwork.org.uk)</a>. A plan to make use of these within school will be put into place.</li> <li>Coaching will be relaunched to enable discussion of job roles and provide further support.</li> <li>After school leisure activities are provided for staff free of charge.</li> </ul>	Deputy Headteacher, Leader of Learning (Secondary), Leaders of Learning, Designated Safeguarding team	Ongoing
<b>5.3 Bereavement Support</b>			
Pupils and staff are grieving because of loss of family or friends.	<ul style="list-style-type: none"> <li>The school has access to trained staff who can deliver bereavement counselling and support via the wellbeing package.</li> <li>Support is requested via KCC and the NHS as necessary.</li> <li>Appropriate materials to support pupils in understanding all about COVID-19 have been sent to parents/carers for them to use with their children.</li> </ul>	Headteacher	Ongoing
<b>Risk Rating following action</b>	<b>Likelihood : 1</b>	<b>Consequence: 3</b>	<b>Risk: 3</b>
<b>6 MAINTAINING EDUCATIONAL PROVISION FOR CHILDREN OF KEY WORKERS AND VULNERABLE CHILDREN</b>			
<b>Risk Rating prior to action</b>	<b>Likelihood : 1</b>	<b>Consequence: 3</b>	<b>Risk: 3</b>
<b>6.1 Maintaining Provision</b>			

Areas for concern	Existing Risk Control Measures	Action/ Monitored by Whom?	Action/ Monitored by When
Educational provision must reflect the enhanced need for 'recovery'.	<ul style="list-style-type: none"> <li>Current government guidance is being followed.</li> <li>Arrangements are in place to ensure this cohort is tracked and supported effectively via the curriculum.</li> </ul>	Headteacher, Deputy Headteachers	Ongoing
Return from Foreign Travel resulting in staff being unavailable for work/pupils missing education and/or spread of COVID/new variants.	<ul style="list-style-type: none"> <li>All pupils travelling to England must adhere to travel legislation, details of which are set out in government travel advice.</li> <li>Parents travelling abroad should bear in mind the impact on their child's education which may result from any requirement to quarantine or self-isolate upon return.</li> </ul>	Headteacher, Deputy Headteachers	Ongoing
<b>Risk Rating following action</b>		<b>Likelihood : 1</b>	<b>Consequence: 2</b>
<b>7 OPERATIONAL ISSUES</b>		<b>Risk: 2</b>	
<b>Risk Rating prior to action</b>		<b>Likelihood : 1</b>	<b>Consequence: 3</b>
<b>7.1 Review of Fire Procedures</b>		<b>Risk: 3</b>	
Fire evacuation drills unable to apply social distancing effectively.	<ul style="list-style-type: none"> <li>Return to normal fire procedures.</li> <li>Additional evacuation point for KS4/6<sup>th</sup> Form students.</li> <li>Plans for fire evacuation drills are in place.</li> <li>Regular drills – at least 3 times a year – to continue.</li> <li>Markings on fences/surfaces next to muster points to show where groups should be positioned (at 5 Metre Intervals)</li> <li>Class Teachers to go through drill with class groups in order to ensure understanding of new procedures.</li> </ul>	Headteacher, Site Manager, Fire Wardens	Reviewed regularly following drills.
Fire Marshalls absent due to self-isolation.	<ul style="list-style-type: none"> <li>Documents available to all staff on KLZ SharePoint.</li> <li>Reallocation of fire marshall responsibilities where absence necessitates.</li> </ul>	Headteacher, Deputy Headteachers, Site Manager	Ongoing
<b>7.2 Managing Premises on Reopening after Lengthy Closure</b>			
All systems may not remain operational	<ul style="list-style-type: none"> <li>The school has remained open throughout.</li> <li>Maintenance checks to continue.</li> </ul>	Site Manager, School Business Manager	Ongoing and following Changes in Guidance
Statutory compliance has not been completed due to the availability of	<ul style="list-style-type: none"> <li>All statutory compliance to be continued.</li> <li>Site Manager has a list of all required compliance checks and inspections and has ensured that these have continued throughout this period.</li> </ul>	Site Manager, School Business	Ongoing

Areas for concern	Existing Risk Control Measures	Action/ Monitored by Whom?	Action/ Monitored by When
contractors during lockdown.		Manager, Headteacher	
<b>7.3 Contractors, NHS, Social Services and other professionals working on the School Site</b>			
Contractors on-site whilst school is in operation may pose a social distancing and infection control risk.	<ul style="list-style-type: none"> <li>• Normal school operation for contractors.</li> <li>• Contractors do not arrive on, or leave, site at the same time as pupils.</li> <li>• Where possible, any works carried out either before or after school hours or during school holidays.</li> <li>• Where the school contingency plan is in place, all contractors working indoors during the school day will wear face coverings for the duration of the visit if inside or in a crowded area.</li> <li>• All visitors will have their temperature taken on arrival.</li> </ul>	Site Manager, School Business Manager, Headteacher	Ongoing and following Changes in Guidance
NHS and social services and visiting therapists / advisors (Deaf/HI SALT, HI/VI sensory service)	<ul style="list-style-type: none"> <li>• The NHS has shared their COVID-19 adjusted standard operating procedures and the school will ensure these procedures can be followed.</li> <li>• NHS, visiting after school and social services will be advised, where this is suitable to their role to wear facemasks when working inside or closely with students. If working physically with pupils they should follow all school hygiene procedures, including hand washing, use of gloves and aprons. They will minimise close contact to essential work and minimise movement around the school.</li> <li>• Where the work of a therapist is negatively impacted by wearing a mask they should wear a face shield.</li> <li>• All visitors will have their temperature taken on arrival.</li> <li>• Where the school contingency plan is in place, all visitors to wear face coverings for the duration of their visit unless their work is impacted by this e.g. SALT</li> </ul>	Reception Staff, Class Teachers, Deputy Headteacher, School Nurses	Ongoing and following Changes in Guidance
Music Therapy	<ul style="list-style-type: none"> <li>• The Music Therapist can now resume work onsite as Government guidance has been updated and allows for this.</li> <li>• The music therapist will keep the room well ventilated and clean equipment prior to and following use.</li> </ul>	Deputy Headteachers	Ongoing and following Changes in Guidance
School continuity is harmed due to a positive COVID test among the school SLT, Safeguarding, site and administration team	<ul style="list-style-type: none"> <li>• Meetings between SLT, safeguarding and admin staff are in normal operation-</li> </ul>	Headteacher, Deputy Headteachers	Ongoing and following Changes in Guidance
<b>Risk Rating following action</b>		<b>Likelihood : 1</b>	<b>Consequence: 3</b>
<b>8 FINANCE</b>			
<b>Risk Rating prior to action</b>		<b>Likelihood : 1</b>	<b>Consequence: 2</b>
<b>8.1 Costs of the School's Response to COVID-19</b>			



Areas for concern	Existing Risk Control Measures	Action/ Monitored by Whom?	Action/ Monitored by When
The cost of additional measures and enhanced services to address COVID-19 when reopening places the school in financial difficulties.	<ul style="list-style-type: none"> <li>Additional cost due to COVID-19 identified and an end of year forecast which factors them in has been produced.</li> <li>LA finance team has been consulted to identify potential savings in order to work towards a balanced budget.</li> <li>Additional COVID-19 related costs are under monitoring and options for reducing costs over time and as guidance changes are under review.</li> <li>Additional sources of income are under exploration.</li> <li>School to ensure full use of National 'Catch up' grant funds.</li> <li>The schools projected financial position has been shared with Governors and the Local Authority.</li> </ul>	School Business Manager, Headteacher	Ongoing
<b>Risk Rating after action</b>	<b>Likelihood : 1</b>	<b>Consequence: 2</b>	<b>Risk: 2</b>
<b>9 GOVERNANCE</b>			
<b>Risk Rating prior to action</b>	<b>Likelihood : 1</b>	<b>Consequence: 2</b>	<b>Risk: 2</b>
<b>9.1 Oversight of the Governing Body</b>			
Lack of Governor oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements.	<ul style="list-style-type: none"> <li>The Governing Body continues to meet regularly <b>via</b> online platforms and in person where possible and appropriate.</li> <li>The Governing Body agendas are structured to ensure all statutory requirements are discussed and school leaders are held to account for their implementation.</li> <li>The Headteacher's reports to Governors includes content and updates on how the school is continuing to meet its statutory obligations in addition to covering the school's response to COVID-19.</li> <li>Regular dialogue with the Chair of Governors and those Governors with designated responsibilities is in place.</li> <li>Minutes of Governing Body meetings are reviewed to ensure that they accurately record Governor oversight and holding leaders to account for areas of statutory responsibility.</li> <li>Headteacher and Chair of Governors in regular communication by phone, online or <b>in person</b>.</li> </ul>	Headteacher / Chair of Governors	Ongoing
<b>Risk Rating following action</b>	<b>Likelihood : 1</b>	<b>Consequence: 2</b>	<b>Risk: 2</b>
<b>10 Contingency Planning</b>			
<p><b>All guidance from the DfEs contingency framework will be followed this will include;</b></p> <ol style="list-style-type: none"> <li>Prioritising education</li> <li>Collaboration with KCC, UK Health Security Agency (UKHSA) and the DfE.</li> </ol> <p><b>Baseline/Core actions</b></p> <ul style="list-style-type: none"> <li>➤ Secondary students should be tested twice on return from holidays. The tests should be 3-5 days apart. Staff and students should test themselves using LFD twice a week at home.</li> <li>➤ The school will maintain good hygiene for everyone and appropriate cleaning regimes and good ventilation whilst maintaining comfortable room temperatures.</li> </ul>			

Areas for concern	Existing Risk Control Measures	Action/ Monitored by Whom?	Action/ Monitored by When
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- The school will continue strong messaging with regards to signs and symptoms, isolation advice and testing.

#### **Roles and responsibilities**

- Headteacher and DHTs – Decision making with regards to consultation with DfE/ UK Health Security Agency (UKHSA) and maintain COVID register.
- DHT i/c Health – Put in place all necessary adjustments to school operation to reduce transmission and minimise impact on attendance. Monitor positive cases, symptoms across the school and staff/pupil attendance. Training staff and communication with parents to signpost changes in Government policy and procedure.
- DHT i/c Curriculum – Lead all necessary adjustments to education to maintain quality of provision.
- Class Teachers – Monitor symptoms, enact Covid response mechanisms following SLT consultation and record testing of students LFD results.
- Office – monitor attendance and flow of information regarding positive cases. Liaise with DHT i/c health.
- Staff members – report all symptoms and positive cases immediately and enact Covid secure response. Communicate any changes to staff/pupil condition immediately.
- Site team and cleaning team – ensure high standards of cleaning and hygiene throughout the school – increasing this with deep cleans of specified areas as required.

#### **When and how to seek advice**

Following DfE advice (0800 046 8687, option 1), the school will take extra action if the number of positive cases increases substantially. The school will examine the details of these cases to understand whether the transmission is occurring in the school setting. The school will take action and consult with the DfE.

#### **Examples of close mixing:**

- A class group
- A friendship group mixing at break time
- A group in a shared therapy session
- A group in an after school club
- A group sharing a minibus or transport

#### **Potential Control measures for the school to enact**

Enhanced cleaning

Areas for concern	Existing Risk Control Measures	Action/ Monitored by Whom?	Action/ Monitored by When
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Increased ventilation  
Enhanced personal hygiene  
Increase in outdoor learning

**Additional action as advised by PHE and clinicians**

Enhanced LFD testing (increasing regularity) – strengthened communication or increasing onsite testing capacity


Temporarily reinstating face coverings

Reduction in class size/class closure / onsite provision - including consideration and risk assessment of pupils formally identified as CEV.

Control measure	Action	Maintaining Education	Communication
Enhanced cleaning	Increased number of cleaning staff to increase regularity of cleaning Deep cleaning of identified areas and equipment	Cleaning will take place between educational sessions and not impact learning.	Parent and staff handbooks / staff training
Increased ventilation	More Doors and windows opened	No impact – students and staff can wear additional clothing	Parent and staff handbooks / staff training
Enhanced personal hygiene	Increase the availability of hand sanitiser and increase the regularity of hand washing	No impact, classes have hand sanitiser and sinks in class	Parent and staff handbooks / staff training
Increase in outdoor learning	Increase outdoor sessions for play, sensory play, my drama, my physical development etc.	No impact we teach via process based methods which suit outdoor learning.	Letters home / Phone calls
Enhanced LFD testing (increasing regularity) – strengthened communication or increasing onsite testing capacity	Enhanced communication with parents /carers to increase testing at home. Increase onsite testing capacity to test students who cannot test at home.	Minimal impact, students testing will take less than 20 minutes per week.	Phone calls, letters home, ClassDojo and School website

Areas for concern	Existing Risk Control Measures		Action/ Monitored by Whom?	Action/ Monitored by When
Temporarily reinstating face coverings	Return to face coverings for staff and students (if they choose) in corridors, communal areas and classrooms. Staff may decide not to use face coverings in class if pupil wellbeing/learning would be impacted. Enhance use of all PPE during personal hygiene and medical procedures.	No impact		Phone calls, letters home, ClassDojo and School website, staff training, staff and parent handbooks.
Reduction in class size / onsite provision / class closure	Reduce class size following consultation with LA and DfE/ UK Health Security Agency (UKHSA) and local clinical consultants. Risk assessment of CEV students with parents/carers and consultants Prioritisation of vulnerable students Consideration of safe operation of the school (can sufficient Staff : Pupil ratios be maintained?).	Remote education		Phone calls, letters home, ClassDojo and School website.

Areas for concern	Existing Risk Control Measures	Action/ Monitored by Whom?	Action/ Monitored by When
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Overall Whole School Risk Rating following action	Likelihood : 1	Consequence: 3	Risk: 3
<p><b>Statement:</b> On the 21st February the Prime Minister announced the removal of measures put in place during the COVID-19 pandemic. This means a return to normal operation for the school.</p> <p>The school continues to put in place the following control measures:</p> <ul style="list-style-type: none"> <li>• Ensuring good hygiene for everyone</li> <li>• Maintaining appropriate cleaning regimes</li> <li>• Keeping occupied spaces well ventilated</li> </ul> <p>The school continues to put in place additional measures for our most clinically vulnerable pupils and staff.</p> <p>The school also continues to advise staff and secondary aged pupils to test twice weekly using lateral flow tests.</p> <p>The school continues to have a contingency plan in place outlining how we would operate in exceptional circumstances. This could mean us having to reintroduce face coverings in school, work in smaller bubbles and introduce enhanced cleaning regimes.</p>			
Signed (Headteacher / Deputy Headteachers)		Date	1 <sup>st</sup> March 2022