

COVID-19: Risk assessment for Brookfields School V21 03.01.22

Please note: this risk assessment should be undertaken and read in conjunction with the latest guidance for Special Schools and Specialist Settings issued by the Department for Education and the latest Operational Guidance document that summarises key information.

Assessment conducted by:	Sara Ainsworth	Job title:	Headteacher	Covered by this assessment	Staff, pupils, contractors, visitors, volunteers
Date of assessment:	3.1.22	Review interval:	Bi-Monthly or in response to new guidance.	Date of next review:	26.1.22 – Plan b review.

Related documents	
Government/Trust/Local Authority documents:	<ul style="list-style-type: none"> • Guidance for special schools and other specialist settings • https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance#tracing • https://www.gov.uk/government/publications/transport-to-school-and-other-places-of-education-autumn-term-2020/dedicated-transport-to-schools-and-colleges-covid-19-operational-guidance (updated 08/21) • Any relevant SET Guidance to be followed alongside this document: <p>Risk assessment and arrangements related to the Continued safe use of School Buildings and Transport (Version 8). Covid 19 – latest version – HR.</p>

Risk Matrix

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

Colour coded risk assessment

1.	Ongoing / standard practice (if writing in italics then this is in case of step up only)
2.	To be implemented if outbreak situation or restrictions increase.
3.	Full lockdown measures

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
1. Establishing a systematic process for opening, including social distancing					
1.1 Net capacity					
Available capacity of the school provision as a whole is reduced when minimising social contacts to reduce transmission	H	<ul style="list-style-type: none"> Individual class bubbles. Agreed timetable and arrangements confirmed for class bubbles Arrangements in place to continue to support pupils when not at school with remote learning at home e.g. in instance of bubble closure. 	Yes	<ul style="list-style-type: none"> Outdoor spaces / toilets to be allocated to groups to ensure tracking of who has used facilities. Timetables for outdoor areas / hall for each bubble. Indoor spaces to be cleaned between use by FT cleaner and outdoor equipment to be sprayed with Milton after use. Limited access to areas such as soft play, sensory room and nurture room due to size, ventilation of these spaces. Limited number of children / staff ~ identified children only. This also applies to 'ante-room- off squirrels classroom and therapy room (BM) Lunches to be eaten in rooms. Hot dinners delivered to classroom doors by kitchen staff. Class staff to remove off trolley. Lunch timetable to allow for playground separation. Home learning to follow Anywhere, Anytime learning plan in the case of bubble closure / school closure; Online learning, Work packs / resources provided by school. Class teachers to maintain class webpage with activities related to classes current learning. School Home learning webpage to be maintained. 	M

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
1.2 Organisation of teaching spaces					
Classroom organisation will not allow adequate social distancing	H	<ul style="list-style-type: none"> Classroom layout of furniture reviewed and changed in line with guidance. Classrooms re-modelled, with chairs and desks in place to allow for social distancing. Chairs / places to be labelled Spare furniture removed (chairs, tables). Clear signage displayed in classrooms promoting social distancing. Pupils will not mix across bubbles Behaviour Management Policy All windows to be opened at all times and when the classroom is empty of children classroom doors also to be opened to allow for circulation of air e.g. before / after school and whilst children are out at play. Ventilation is very important. 	Yes	<ul style="list-style-type: none"> Classrooms will be adapted; limit furniture and resources available Children to not be seated facing each other; staff not to work with children in this position either; instead sit side by side ~ where possible reduce the amount of close face-face contact Adults should maintain 2 metre distance from other adults, and where this is not possible avoid close face to face contact and minimise time spent within 1 metre of others. While the risk of transmission between young children and adults is likely to be low, adults should continue to take care to socially distance from other adults including older children/adolescents. Markings where required. Visuals put into place as appropriate. Class groups stay with allocated teaching team as per usual school structure. Only use allocated outdoor spaces linked to teaching area; likewise toilets / changing area. Guidance card will explain which area / facilities each class can use. 	M

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				<ul style="list-style-type: none"> Careful planning of activities and behaviour management strategies to reduce need for non-essential proximity. Face masks / visors/ poncho's available if required (e.g. in case of spitting). Face coverings must be worn for pupil arrival / departure purposes LRT plans to be kept updated as required to ensure pupil behaviour being appropriately managed. Increased hygiene practises; regular hand washing etc. in these instances 	
Large gatherings of staff / children.	H	<ul style="list-style-type: none"> Large gatherings prohibited. Design layout and arrangements in place to enable social distancing. 	Yes	<ul style="list-style-type: none"> No activities where children or staff gather together e.g. assemblies or whole staff meetings to take place. School layout to be geared to social distancing. Hall to be left as an available space to be timetabled and cleaned after each use. If a meeting needs to take place then this will be held in the hall with chairs appropriately distanced. Online tools to be used for meetings/training in first instance. 	L
1.3 Availability / deployment of staff and class sizes					
The number of staff who are available is lower than that required to teach classes in school.	H	<ul style="list-style-type: none"> The health status and availability of every member of staff is known and is tracked daily so that deployment can be planned. Staff to inform Sara / Harry immediately / early of any absence so that that particular bubble feasibility can be assessed. 	Yes	<ul style="list-style-type: none"> Utilise internal cover options in the first instance Evaluate number of pupils in class and staff available and therefore number of children who can be in each class bubble 	L

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		<ul style="list-style-type: none"> A blended model of home learning and attendance at school is utilised if staffing an issue. Health and safety is a priority and bubble closure will occur if required. 		<ul style="list-style-type: none"> Consider use of regular supply person ~ recent employment history to be reviewed before agreeing cover option to reduce risk If staff absence occurs that cannot be covered then where required a bubble will close (partially or fully). This will happen where insufficient Brookfields staff in a class team to be able to run class safely. Any absences to be tracked carefully for cause and actions taken. All absences logged. 	
Staff roles that involve moving around school and operating within different bubble groups increase transmission risk	H	<ul style="list-style-type: none"> Maintain timetable and log of staff movement around school in the case of needing to implement Track and Trace. For all staff there will be the expectation that in the case of an emergency or a staff shortage then movement across bubbles will be required. Any close contacts outside of your bubble must be recorded on a recording sheet held in DHT office (Brookfields site) and Foxes classroom (The Grange). This will inform the track and trace practice if required. Instances may be for example administering first aid to a child not in your allocated bubbles, supporting with a behaviour incident etc. 	Yes	<ul style="list-style-type: none"> PPA cover staff (HLTA's) will have their cover timetable allocated. Where possible number of close face-face interactions to be reduced; this will include considering which children staff work with and generally not undertaking pupil personal care whilst in HLTA role. Use of face coverings within class optional in line with agreed school stance. See RA for HLTA role. Staff are offered home testing kits with the recommended use of 2x weekly. All staff have been offered Covid 19 vaccination. Auxiliary staff will be allocated to specific classes and timetable provided detailing which bubbles they are linked to in the main. First aiders will be allocated to specific classes and guidance 	M

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				<p>cards for each class detail which bubble they are linked to in the main. First aiders crossing bubbles must wear face coverings, gloves etc.</p> <ul style="list-style-type: none"> Staff movement around school to be recorded in each bubble log book. This will show who has been in / out of any bubbles in case of track and trace. Staff movement for essential purposes only. Visiting therapists to additionally be logged in bubble log books as per visitor guidance document. Staff engaging in vaccine programme along with track and trace and regular lateral flow testing regime. 	
Accommodating visitors, volunteers and students on placement within the bubble structure	H	<ul style="list-style-type: none"> ITT Trainees to commence their placements as planned in conjunction with the relevant universities. They will become part of the class (bubble) in which they are based and adhere to the same expectations as all staff. All guidance / risk assessment provided as part of induction. ITT students are classes as critical workers and should continue their placements. There will be no mixing of volunteers across groups All visitors including students and volunteers will be encouraged to test regularly. <p>Supply staff and other temporary or peripatetic staff can move between schools. Such staff and visitors must follow your school's arrangements for managing and minimising risk based on the system of controls. They should also have access to information on the safety arrangements and be provided with this as soon as possible after the booking. This also applies to other temporary staff and volunteers working in schools such as:</p> <ul style="list-style-type: none"> support staff working on a supply basis 	Yes	<ul style="list-style-type: none"> Teaching students have been allocated to classes and teachers notified. Volunteer placements will be considered on individual basis and when placements commence then they shall operate within one class Other student placements to be risk assessed on an individual basis but to follow the guidance provided for volunteers. Visiting therapists can visit and will be expected to wear a face covering during their time in school. During any lockdown sessions to be run remotely where possible and support to be provided via tele-health 	L

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		<ul style="list-style-type: none"> peripatetic staff such as music tutors and sports coaches those working in before and after school clubs <p>Volunteers may be used to support the work of the school, as would usually be the case. It is important that they are properly supported and given appropriate roles.</p>		structure and email to staff and families.	
1.4 Prioritising provision (only relevant in case of school having to partially close due to local lockdown measures being introduced)					
The continued prioritisation of vulnerable pupils and the children of critical workers will create 'artificial groups' within schools when they reopen	M	<ul style="list-style-type: none"> Plans are in place to meet the learning needs of the children who are outside of the main cohorts attending school (highly vulnerable with social worker and key workers) Pastoral and SEND support is deployed wherever possible to support prioritised pupils. Efforts continue to improve the attendance of vulnerable pupils and those from disadvantaged backgrounds if appropriate A plan is in place for the phasing in of other pupils as appropriate – regular review 	Yes	<ul style="list-style-type: none"> Risk assessment process linked to staff ratio available will ensure that our most vulnerable pupils in need of a place will be in school. Dynamic risk assessment so that we can support pupils if need changes at home. Significant family support offer open to all families Remote learning in place 	L
1.5 The school day					
The start and end of the school day create risks of breaching social distancing guidelines	H	<ul style="list-style-type: none"> Start and departure times are staggered ~ 3 time slots at start and end of day to split the 16 vehicles coming to Brookfields main building. Vehicles numbered 1-16 for ease of recognition. Allocated waiting zones for pupils. Parents to arrive from 9:00 and to collect no sooner than 3:15pm. The number of entrances and exits to be used is maximised and form part of 1 way system. Staff and pupils are briefed and signage provided to identify which entrances, exits and circulation routes to use. A plan is in place for managing the movement of people on arrival to avoid groups of people congregating. Floor markings are visible where it is necessary to manage any queuing. Attendance patterns have been optimised to ensure maximum safety. <p>•Only one adult to enter the premises for drop off and pick up</p> <p>•That parents arrive and leave promptly when dropping off/ collecting and do not congregate and maintain social distancing</p>	Yes	<ul style="list-style-type: none"> Staggered start / finish as required. This will require liaison with transport and families. Information shared with all involved. Children will continue to need support from staff to transition from transport to school building e.g. undoing of harnesses and safe travel across carpark. Appropriate markings and visuals in place for drivers and parents (only 1 per child allowed). No parents / transport staff in school building. Staff will collect children. Children and transport personnel to remain in vehicles until they 	H

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		<p>• <i>Guidance around face coverings to be followed; staff may choose to wear a face covering irrespective of national guidance.</i></p> <p><i>All transport personnel to wear face coverings if this is in line with latest guidance. SLT to monitor this and report breaches to Transport Coordination.</i></p> <p><i>Transport personnel to follow latest guidance.</i></p>		<p>have been notified that they can come into school</p> <ul style="list-style-type: none"> • Transport and start / end planning to be shared with staff and families. • Current guidance is for face coverings in all communal areas. 	
1.6 Planning movement around the school					
Movement around the school risks breaching social distancing guidelines	H	<ul style="list-style-type: none"> • One-way systems are in place. • Appropriate signage is in place to clarify circulation routes. • Pinch points are identified and managed accordingly. • Movement of pupils around school is minimised as much as possible, with pupils staying in classrooms and staff moving round. • Pupils and staff are regularly briefed regarding observing guidance. • Appropriate duty rota and levels of supervision are in place. 	Yes	<ul style="list-style-type: none"> • Corridors are operating a one way system. Visual markers for pupils and staff. • <i>Pupil movement minimised by pupils remaining in class bases and on allocated play area in proximity to their classroom. At times there may be instances due to challenging behaviour where an individual child may be allowed to use a different outdoor space (balance of risks) this to be approved by SA or HD.</i> • Pupils requiring support to transition around school; to the changing area, to class bases etc. will require adult support at times (pupil dependant). • Arrival and departure times managed carefully with staff only moving around school at allocated time for their transport. Managed carefully to allow ease of travel around corridors. • <i>Pupils are not to be freely moving around school e.g. to take</i> 	M

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				<i>registers, messages, collect iPads etc. Pupils to remain in class areas wherever possible. Registers to be placed outside of the classroom door.</i>	
1.7 Curriculum organisation					
Pupils will have fallen behind in their learning during school closures and achievement gaps will have widened	H	<ul style="list-style-type: none"> Gaps in learning are assessed and addressed in teachers' planning. Plans for intervention / recovery curriculum are in place as a key driver to providing all children with a positive transition back into school whilst recognising their experiences during lockdown Pupil learning in school to continue to have data collected 3x per term <p>For pupils and students with SEND, and those in alternative provision settings, their teachers are best placed to know how their needs can be most effectively met to ensure they continue to make progress if they are not in face-to-face education. We recognise that some pupils and students with SEND may not be able to access remote education without adult support and so expect settings to work with families to deliver an ambitious curriculum appropriate for their level of need. Further detail on delivering remote education for children and young people with Special Educational Needs and Disabilities is set out in Remote Education Good Practice.</p>	Ongoing dvpt.	<ul style="list-style-type: none"> Teachers to focus on the '5 Levers of The Recovery Curriculum' (B. Carpenter 2020) taking into account the loss that our pupils have experienced (loss of routine, structure, friendship, opportunity and freedom.). Continuation of schools nurturing approach to recognise potential attachment difficulties; use Recovery Indicators information as a starting point. The consistent implementation of school's Positive Behaviour Policy. Home learning to continue for any pupils not in school Use of government funding to support 'catch up' interventions see Covid Catch Up Plan. 	M
1.8 Staff workspaces					
Staff rooms and offices do not allow for observation of social distancing guidelines	H	<ul style="list-style-type: none"> Staff rooms and offices have been reviewed and appropriate configurations of furniture and workstations have been put in place to allow for social distancing. Staff have been briefed on the use of these rooms. 	Yes	<ul style="list-style-type: none"> Main Office Risk Assessment completed. Social distancing markers on floor; in office and in foyer. Screen divide between NC and LW. No children to undertake jobs around school e.g. bringing registers to office. Staff to 	L

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				<p>minimise visits to office and follow social distancing markers.</p> <ul style="list-style-type: none"> • School registers to be completed and left outside classroom doors for collection. • Office staff to minimise visits to classrooms; use telephone / register folder for messages etc. FSW Office Risk Assessment completed. Social distancing markers on floor. Capacity of 2. Staff to work facing away from each other. Sink available in room for hand hygiene. Keep door open for ventilation wherever possible. Use of medical room as additional space (1 person maximum). Work from home option if appropriate to work schedule. • Staffroom and Resource Room available for staff breaks and lunches or staff can choose to remain in classroom or take break outside. Social distancing expectations and hand hygiene practises critical in these rooms. Cleaning products available. Soft chairs in staffroom removed from use. Hand sanitiser and anti-bacterial wipes in staff kitchen area. 	
1.9 Managing the school lifecycle					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
Impact on school's calendar and work plan because of COVID-19 measures	H	<ul style="list-style-type: none"> School calendar for the term rationalised. Senior Leadership Team (SLT) and staff work-plans to include short- and medium-term planning. Curriculum and timetables for Autumn 2021 completed in a timely manner 	Part	<ul style="list-style-type: none"> Where appropriate meetings held over the phone/ virtual means. SET Calendar issued to SLT and T+L key dates issued to Teachers. Gradual implementation of Brookfields Curriculum following a Recovery Curriculum. No assemblies / large gatherings collective worship to take place in classrooms. 	L
New starter children / pupils changing classes do not feel prepared for the transition	H	<ul style="list-style-type: none"> Regular communications with the parents are in place, including emails, use of social media Virtual tours of the school are available for parents and pupils on the school website. 	Yes	<ul style="list-style-type: none"> All staff and parents kept updated about school reopening throughout remainder of summer term / holidays as required Parents notified by class teachers about new classes for September. Transition packs (visuals / social stories etc.) provided for children. Phone calls from new class teachers to families before school closed for introductions / answering queries Starter packs and welcome letters issued to all new starters. Phone calls to talk to all new families by relevant class teacher. Admission forms completed by families. Staggered start for Reception age pupils as per usual pattern FSW involvement in supporting transition and families. Ongoing support / communication provided to families. 	L
After school clubs / intervention groups promote the mixing of children from across bubbles	H	<ul style="list-style-type: none"> During a period of time with increased restrictions then there will be no After School Clubs. This will be reviewed regularly and will only resume when it is judged to be safe to do so and once children are settled into school routine. 	Yes	<ul style="list-style-type: none"> Intervention activity containing more than 1 child will only take place if the children are from the same bubble. Guidance does allow 	M

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		<ul style="list-style-type: none"> Intervention activities may form part of the essential Recovery Curriculum and / or pupils EHCP entitlement and as such will be appropriately risk assessed, planned and implemented. Guidance states that the interventions and care should be provided as normal but that <i>'staff who deliver these interventions will need to be particularly rigorous about hand washing and respiratory hygiene (catch it, bin it, and kill it). Additional PPE is not recommended unless dealing with symptomatic children'</i>. 		<p>mixed groups as long as the children can socially distance.</p> <ul style="list-style-type: none"> Planning for the interventions will consider; can the intervention take place in the classroom or is another location required; can the intervention take place during a scheduled break time; who is leading the intervention; can the intervention take place safely with consideration for distancing to adults who may be moving around setting / schools. See p.35 for further details regarding external practitioners. Interventions will be planned with liaison between practitioner, teacher and SLT. Any external practitioners must be approved by Headteacher following production of risk assessment and approval of date / time / purpose. 	
1.10 Governance and policy					
Governors are not fully informed or involved in making key decisions	M	<ul style="list-style-type: none"> Online meetings are held regularly with governors. Governing bodies are involved in key decisions on reopening. Governors are briefed regularly on the latest government guidance and its implications for the school. 	Yes	<ul style="list-style-type: none"> Through Academy Council meetings (online / face to face) Weekly updates from Headteacher via Governor Hub Regular telephone conversation between Chair, Vice-chair and Headteacher Use of Governor Hub platform for sharing of documents e.g. guidance, action plans, risk assessments. Remain informed of national guidance and implications for Brookfields. 	L

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				<ul style="list-style-type: none"> • Ensure there is a process of quality assurance of risk assessments and plans as school progresses through recovery phases. Ask challenging questions of SLT. • Safety of staff and children will be paramount and must underpin all decision making. Must achieve confidence levels of all involved. • Ensure that SLT are using all of the guidance provided by SET, DfE, PHE etc. 	
1.11 Policy review					
Existing policies on safeguarding, health and safety, fire evacuation, medical, behaviour, attendance and other policies are no longer fit for purpose in the current circumstances	M	<ul style="list-style-type: none"> • All relevant policies have been revised to take account of government guidance on social distancing and COVID-19 and its implications for the school. • Staff, pupils, parents and governors have been briefed accordingly. 	Ongoing	<ul style="list-style-type: none"> • Where appropriate updates made and changes shared with relevant stakeholders; updated and uploaded to website / emailed out as appropriate • First aiders available across school • SET documents shared as required • Updated Behaviour Policy 2021, shared with all staff plus training PowerPoint for staff. Refresher behaviour management PowerPoint shared with all staff September 2021 • Gill Crawford has updated behaviour policy in light of CV-19. This has been shared with all staff. • Guidance card issued to classes of where to evacuate to in case of fire • In case of school lockdown procedure needing to be adopted guidance amended; classes with shutters to close shutters and remain in that room, other classes to go to hall. Guidance card to be 	L

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				issued to staff with this information on detailing each space and their instruction. <ul style="list-style-type: none"> Additional first aiders completed training Autumn 2021. 	
1.12 Communication strategy					
Key stakeholders are not fully informed about changes to policies and procedures due to COVID-19, resulting in risks to health	M	<ul style="list-style-type: none"> Communications strategies for the following groups are in place: <ul style="list-style-type: none"> Staff Pupils Parents Academy Councillors/Trustees SET (at least weekly telephone contact plus daily briefings and Principals meetings) Local authority (weekly call and briefing sheets) Regional Schools Commissioner Professional associations Other partners 	Yes	<ul style="list-style-type: none"> All information shared as appropriate. 	L
1.13 Staff induction and CPD					
Staff are not trained in new procedures, leading to risks to health	H	<ul style="list-style-type: none"> Induction and CPD programmes are in operation for all staff prior to reopening, and include: <ul style="list-style-type: none"> Infection control Fire safety and evacuation procedures Positive behaviour management Safeguarding Risk management 	Induction starts July 2021 Yes	<ul style="list-style-type: none"> Relevant documentation will be suitably updated in line with current procedures for the new school year with the guidance as it stands at that point and issued to all new starters. Regular updates as required. Training implemented where required in line with any new procedures or policy. Guidance documents in place and issued to staff as appropriate 09/21 INSET day training ~ class based ~ focus on new procedures, risk assessment and key areas such as hand hygiene and PPE usage and safeguarding. 	L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
New staff are not aware of policies and procedures prior to starting at the school when it reopens	H	<ul style="list-style-type: none"> Induction programmes are in place for all new staff – either online or in-school – prior to them starting / first half term Revised staff Code of Conduct and any other relevant staff handbooks issued to all new staff prior to them starting. 	No	<ul style="list-style-type: none"> Induction programme completed. Relevant information shared before end of Summer Term 2021 (staff handbook, safeguarding pol, health and safety docs etc.) WebEx and emailed information. Induction training programme commence 07/21 All policies on website for staff to familiarise selves with 	L
1.14 Free school meals					
Pupils eligible for free school meals do not continue to receive vouchers / FSM provision on the days that they are not in school	H	<ul style="list-style-type: none"> A member of the school's administrative team is tasked with ensuring that pupils eligible for free school meals receive free meals when in school and continue to receive vouchers/school meals when not in school. 	Yes	<ul style="list-style-type: none"> SBM responsible for FSM voucher allocation based on information provided by SA on expected pupils to be in school. As required holiday vouchers ordered for eligible pupils. Additional issues with food deprivation to be picked up through welfare calls and appropriate signposting / referrals to be made by school. Use of admissions forms to gain information re FSM entitlement for new pupils joining us in September / in year. 	L
1.15 Risk assessments					

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Risks are not comprehensively assessed in every area of the school in light of COVID-19, leading to breaches of social distancing and hygiene guidance.	H	<ul style="list-style-type: none"> Risk assessments are updated or undertaken before the school reopens to all pupils and mitigation strategies are put in place and communicated to staff covering areas such as: <ul style="list-style-type: none"> Different areas of the school When staff / pupils enter and leave school During movement around school During break and lunch times Delivering aspects of the curriculum, especially for practical aspects and where shared equipment is used Changing Social distancing Hygiene Pupil numbers 	Yes~ ongoing	<ul style="list-style-type: none"> Appropriate risk assessments completed and regularly reviewed in light of changes within school / changes in guidance. Appropriate changes made if required. Shared with staff and other stakeholders. Staff will sign to acknowledge that they have read and understood the risk assessment Relevant risk assessments completed for individual staff e.g. CEV, pregnant. 'User friendly' Operational Guidance document provided to all staff containing latest guidance under key headings for school life. 	L
1.16 School transport					
Changes to bus /taxi schedules as a result of COVID-19 adversely affect pupils' attendance/behaviour and punctuality and do not align with staggered start and departure times	H	<ul style="list-style-type: none"> The details of how pupils will travel to and from school are known prior to opening. Effective liaison with Transport Coordination Team, bus companies / taxi firms is used as a basis for planning staggered start and departure times. See section 1.5 for additional details re start / end of day. Transport providers to follow updated guidance from DfE re School Transport 	Yes ~ in process	<ul style="list-style-type: none"> Ongoing liaison with transport re provision they will provide and how they will transport the pupils. Staggered arrival time ~ 2 doors in operation; main and side (in and out) Hand sanitiser installed in entrances One way corridor system Arrival / departure managed by SLT. 	M
2. Investing in safety equipment and health and safety arrangements to limit the spread of COVID-19					
2.1 Cleaning					

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Cleaning capacity is reduced so that an initial deep-clean and ongoing cleaning of surfaces are not undertaken to the standards required	H	<ul style="list-style-type: none"> • Deep clean of school in each holiday period • An enhanced cleaning plan is agreed and implemented which minimises the spread of infection. • Working hours for cleaning staff are increased 	Yes	<ul style="list-style-type: none"> • Staff undertake usual cleaning throughout day (e.g. after snack and lunch) <i>supported by;</i> <i>1 full time cleaner to be on site all day from 2.9.20; responsible for communal areas, toilet cleaning on rota both staff and children, touch points, system of cleaning other identified areas e.g. soft play and hall.</i> • Cleaning team to work from 2:30pm -5:30pm or 7-9am • SET Cleaning Guidance/RA to be adhered to at all times. • All required cleaning products available and positioned where required e.g. wipes near telephones, keyboards and iPad trolley, photocopier; spray and blue roll and wipes in classrooms / bathrooms etc. Milton sprays for outdoor equipment. • Flip top bins provided for classrooms 	L
2.2 Hygiene and handwashing					
Inadequate supplies of soap and hand sanitiser mean that pupils and staff do not wash their hands with sufficient frequency	H	<ul style="list-style-type: none"> • An audit of handwashing facilities and sanitiser dispensers is undertaken before the school reopens and additional supplies are purchased if necessary. • Monitoring arrangements are in place to ensure that supplies of soap, hand towels and sanitiser are maintained throughout the day. 	Yes	<ul style="list-style-type: none"> • Additional items purchased through school as per usual system / frequency as required. • Admin team / MO monitor supplies and ensure good stock held and readily available for classes. • Cleaning company responsible for their ordering of supplies. • Pedal bins situated in each teaching area • Regular handwashing promoted 	L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
				<ul style="list-style-type: none"> Disposable tissues and paper towels provided to all areas and regularly restocked 	
Pupils forget to wash their hands regularly and frequently	H	<ul style="list-style-type: none"> Staff training includes the need to remind pupils of the need to wash their hands regularly and frequently. INSET training incorporated hygiene training clips alongside PPE focussed training. Posters reinforce the need to wash hands regularly and frequently. School leaders monitor the extent to which handwashing is taking place on a regular and frequent basis. 	Yes	<ul style="list-style-type: none"> Visuals, adult prompts and modelling, hand washing regularly across day e.g. on arrival, before and after playing out, before meals, before home etc. Plentiful supplies of soap and hand wash as required. Cannot be completed independently by majority of pupils Parents encouraged to model at home and rehearse this skill using prompts (songs, visuals etc. provided and signposted). 	M
2.3 Clothing/fabric					
Not wearing clean clothes each day may increase the risk of the virus spreading	H	<ul style="list-style-type: none"> Policies are agreed prior to the school opening on the wearing of uniforms by pupils and business dress by staff to minimise risks. Expectations and guidance are communicated to parents on a regular basis 	Yes	<ul style="list-style-type: none"> Clear guidance to parents in school to encourage clean clothes Included in staff Covid Code of Conduct ~ clean clothes daily; smart casual (easily washable) 	L
The use of fabric chairs may increase the risk of the virus spreading	H	<ul style="list-style-type: none"> Take fabric chairs out of use where possible. Where that is not possible then ensure chairs are limited to single person use. 	Yes	<ul style="list-style-type: none"> Fabric chairs removed from use or if required for specific child then covered and throw washed regularly in laundry room. 	L
2.4 Testing and managing symptoms					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
Testing is not used effectively to help manage staffing levels and support staff wellbeing	H	<ul style="list-style-type: none"> Guidance on getting tested has been published and regular updates shared as appropriate e.g. when systems change. The guidance has been explained to staff as part of the induction process. Post-testing support is available for staff through the school's health provider. 	Yes	<ul style="list-style-type: none"> This is incorporated into Induction Pack with most up to date guidance at that point. Staff receive regular updates and guidance. Support from SLT if any symptoms experienced in organising test and support with wait and outcome. Testing records maintained by school (who, when, outcome) PCR Testing kits received by school to be used in specific circumstances. Headteacher received training in their distribution w.b. 7.9.20 Primary schools issued with Lateral Flow home testing kits for staff for 2x weekly recommended use. Available for all staff. No testing of children in school 	L
Infection transmission within school due to staff/pupils (or members of their household) displaying symptoms	H	<p>At all times The system of controls: Protective Measures to be followed ~ taken from latest DfE guidance.</p> <p>Outbreak Management Plan to be followed.</p> <p>Robust collection and monitoring of absence data, including tracking return to school dates, is in place.</p> <ul style="list-style-type: none"> Procedures are in place to deal with any pupil or staff displaying symptoms at school. This includes the use of testing for both staff and pupils and appropriate action, in line with government guidance, should the tests prove positive or negative. Pupils, parents and staff are aware of what steps to take if they, or any member of their household, displays symptoms. This includes an understanding of the definitions and mitigating actions to take in relation to the terms clinically vulnerable and clinically extremely vulnerable <u>should these apply.</u> A record of any COVID-19 symptoms in staff or pupils is reported to SET and local authority. 	Yes	<ul style="list-style-type: none"> In instance of case or suspected case, guidance from PHE to be followed and SET Risk assessment followed in regards to deep clean and procedure for temporary closure (class, partial or full) Covid-19 guidance document to be followed if child / staff member shows symptoms in school; quarantine room (resources room) use of PPE, collection ASAP of child, deep clean etc. Signage on display around school around symptoms and what to look out for / do Information shared with staff and families ~ any updates immediately shared. 	M

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
		<ul style="list-style-type: none"> Reminder letter to be issued to all Parents and Staff. Signage in place at the entrance points for visitors, parents and students. Staff and Students are asked to follow the advice of the NHS/GP and should self-isolate. If someone with symptoms tests positive, they should follow the guidance for households with possible or confirmed coronavirus (COVID-19) infection and must self-isolate for at least 10 days from the onset of their symptoms and then return to the setting only if they do not have symptoms other than a persistent cough or loss of sense of smell or taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill if they have symptoms, or from the date the test was taken if asymptomatic. If they still have a high temperature, they should continue to self-isolate until their temperature returns to normal. Most current isolation guidance to be followed by household members and contacts. All Staff and Parents have a responsibility to inform the school immediately of the result of the COVID-19 test (Negative/Positive) A staffing plan is in place to ensure safe staffing levels are achievable, agreed established and monitored appropriate to group sizes/ pupil needs and the activities required. Ongoing liaison with RD (Phil Harrison) regarding this. 		<ul style="list-style-type: none"> SET HR provides clear guidance for all staff. Staff risk assessment necessitates medical evidence and guidance for each individual to be provided so that we can ensure this is being strictly adhered to. Any symptoms in staff / pupils reported to SA in first instance and then to SET, Halton and PHE. PHE Outbreak guidance to be followed where advised. Engagement with track and trace system as required – not an expectation upon schools unless contacted to assist. Use of PHE standardised letters and guidance to stakeholders 	
Staff, pupils and parents are not aware of the school's procedures (including on self-isolation and testing) should anyone display symptoms of COVID-19	H	<ul style="list-style-type: none"> Staff, pupils and parents have received clear communications informing them of current government guidance on the actions to take should anyone display symptoms of COVID-19 and how this will be implemented in the school. This includes current isolation guidance. This guidance has been explained to staff and pupils as part of the induction process. Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders. SLT will be notified immediately. Staff and Students displaying symptoms of Coronavirus will be sent home. All remaining Staff and Students will be kept informed of the person's condition and asked to monitor their own health. A warn and inform letter will be sent home to any students possibly impacted by a case and parents/carers are asked to monitor the health of their child. 	Yes		L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
		<ul style="list-style-type: none"> Where necessary the infected person will be moved to a designated isolation room whilst they await medical assistance and arrangements are made for the person to be collected and taken home. This is the Resource Room. In the case of a child arriving and concerns being raised by transport personnel the child should remain on transport until they can be moved directly to quarantine room. Suitable PPE is available for First Aiders or staff providing care where a distance of social distancing cannot be maintained; visor, face covering, apron and gloves. Staff and Students who have been in contact with the ill person will wash their hands thoroughly for 20 seconds +. Up on instruction of the NHS/GP all persons showing signs of coronavirus will get tested or must undertake 10 day isolation period. All Staff and Students have a responsibility to inform the school immediately of the result of the COVID-19 test (Negative/Positive) A staffing plan is in place to ensure safe staffing levels are achievable, agreed established and monitored appropriate to group sizes/ pupil needs and the activities required. 			
Staff, pupils and parents are not aware of the school's procedures should there be a confirmed case of COVID-19 in the school	H	<ul style="list-style-type: none"> PHE Outbreak management procedures to be followed. Staff, pupils and parents have received clear communications informing them of current government guidance on confirmed cases of COVID-19 and how this will be implemented in the school. This guidance has been explained to staff and pupils as part of the induction process. Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders. The Headteacher will notify Public Health England and School Governors/SET/LA Coronavirus Warn and Inform Letter will be sent out to all relevant persons and staff who have had contact with the symptomatic person (This is provided by LHPT) The school will work closely with Public Health England and follow their advice, even if this means sending large groups of staff and students' home or the complete closure of the school. Deep clean to be undertaken in relevant areas; use timetables to monitor where infected person has been. 	Yes		L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
2.5 First Aid/Designated Safeguarding Leads					
The lack of availability of designated First Aiders and Designated Safeguarding Leads puts children's safety at risk / unable to socially distance when administering first aid	H	<ul style="list-style-type: none"> First Aid certificates all currently valid. FSW completed DSL training For advice on CPR during COVID-19 please follow the link below https://www.resus.org.uk/covid-19-resources/covid-19-resources-general-public/resuscitation-council-uk-statement-covid-19 The school will work closely with the PHE /Local Health Protection Team and follow their advice and will contact SET and LA (Ann McIntyre) immediately to report any confirmed Coronavirus cases or serious injuries as it may be necessary to file an HSE RIDDOR report. 	Yes	<ul style="list-style-type: none"> Good availability of FA FA timetable drawn up linking first aiders with bubbles In case of shortage of FA or emergency then FA can attend to a child / staff member in a different bubble. Any additional persons entering a bubble (that they are not assigned to) must be logged on bubble daily log sheet. Any child / adult sent home must have this information logged (why sent home and advice provided). SLT must be notified as per normal practice. First Aiders are: <ul style="list-style-type: none"> Aware of the importance to keep themselves safe (wear PPE, hand washing, CPR safety) etc. Aware of the importance to keep up to date with relevant First Aid Advice Aware of their own capabilities 	L
2.6 Medical rooms					
Medical rooms are not adequately equipped or configured to maintain infection control in case of CV-19 suspected case.	H	<ul style="list-style-type: none"> Social distancing provisions and PPE available plus room designated for pupils/staff with suspected COVID-19 whilst collection is arranged (Resource Room). Good ventilation and can exit directly avoiding main part of the school building and corridor system. Procedures are in place for rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets. Log book to inform where that child / adult has been during journey to school and during day. 	Yes	<ul style="list-style-type: none"> Covid-19 SET Cleaning Guidance to be followed and latest Government Guidance; safe working in education, childcare and children's social care settings, including the use of PPE to be followed if suspected case identified in school. 	L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
				<ul style="list-style-type: none"> Use information from Bubble Log Book to identify who contacts are 	
2.7 Communication with parents					
Parents and carers are not fully informed of the health and safety requirements for the reopening of the school	H	<ul style="list-style-type: none"> As part of the overall communications strategy referenced in 1.12, parents are kept up to date with information, guidance and the school's expectations on a regular basis using a range of communication tools. A COVID-19 section on the school website has been created and is updated. Parent and pupil guidance provided. Guidance / RA re-sent pre-school opening September 2021 and January 2022; reminder of expectations of families and current guidance. 	Yes	<ul style="list-style-type: none"> School makes good use of wide range of communication; email, text, phone calls, social media and school website. Parent communication re health and safety expectations sent prior to any child starting in school. Details expectations about <i>social distancing</i>, family adhering to safety rules, handwashing, clean clothes, sharing of health information etc. 	L
Parents and carers may not fully understand their responsibilities should a child show symptoms of COVID-19	H	<ul style="list-style-type: none"> Key messages in line with government guidance are reinforced on a regular basis via email, text and the school's website. 	Yes	<ul style="list-style-type: none"> Key messages shared regularly via all routes listed above. In an Outbreak situation school to make use of PHE provided letters / information packs. Support and direct instructions provided to a family if deemed that this was required. School has small number of home testing kits to issue as appropriate. 	L
2.8 Personal Protective Equipment (PPE)					
Provision of PPE for staff where required is not in line with government guidelines	H	<ul style="list-style-type: none"> Government guidance on wearing PPE is understood, communicated and sufficient PPE has been procured. School following guidance laid out in https://www.gov.uk/government/publications/guidance-for-full- 	Yes	<ul style="list-style-type: none"> Gloves, disposable aprons as per usual requirements for personal care and first aid. Face coverings and visors provided for use by staff in each bathroom for personal care. Visuals in situ 	L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
		<p>opening-special-schools-and-other-specialist-settings?utm_source=06%20July%202021%20C19&utm_medium=Daily%20Email%20C19&utm_campaign=DfE%20C19</p> <ul style="list-style-type: none"> Those staff wearing PPE (e.g. SEND intimate care; cleaning staff) have been instructed on how to put on and how to remove PPE carefully to reduce contamination and also how to dispose of them safely. Staff are reminded that wearing of gloves is not a substitute for good handwashing. Any updates from PHE and DfE shared. 		<p>containing guidance for safe donning and doffing and disposal.</p> <ul style="list-style-type: none"> All PPE listed above available plus face guards for use in case of pupil or staff member displaying symptoms of Covid-19 <i>“The majority of staff will not require PPE beyond what they would normally need for their work”. Exceptions to this are where a care routine routinely involves PPE and this should continue or where a child is displaying symptoms.</i> When working with children who cough, spit or vomit but do not have the symptoms, face visors and plastic capes have been provided to each classroom for additional protection if required. FFP2 face masks are available for staff who have previously been classed as having a higher vulnerability. The key message is that each individual feels as comfortable as possible so if staff prefer to wear additional PPE then this is wholly acceptable. 	
3. Maximising social distancing measures					
3.1 Pupil behaviour					
Pupils' behaviour on return to school does not comply with social distancing guidance	H	<ul style="list-style-type: none"> Clear messaging to pupils and staff on the importance and reasons for good hygiene practises (hand washing + Catch it, bin it, kill it) and social distancing are reinforced throughout the school day by staff and through posters, visuals and floor markings. In addition this is encouraged through ability and age-appropriate methods such as stories and games. Staff model Hand Washing and social distancing consistently. 	Yes: As appropriate to our pupils	<ul style="list-style-type: none"> Shared from onset with all stakeholders the reality that our pupils cannot socially distance and that staff cannot from them either due to required interaction and care needs. 	H due to nature of children and their level of need.

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
		<ul style="list-style-type: none"> The movement of pupils around the school is minimised. Large gatherings are avoided. Break times and lunch times are structured to support social distancing and are closely supervised. The school's behaviour policy has been revised to include compliance with social distancing and this has been communicated to staff, pupils and parents. Messages to parents reinforce the importance of good hand hygiene and social distancing. Arrangements for social distancing have been agreed and staff are clear on expectations. 		<ul style="list-style-type: none"> Made clear to families via communication pre-opening considerations in place to limit and safeguard contact across the school as a whole; We shall best mitigate this risk by taking very careful measures including: Classes will be identified as separate bubbles; they shall have access to 1 play area which they will use on their own; they will have an identified toilet / changing area (these areas will be regularly cleaned) They shall have lunch in this room with FSM children being served a picnic bag as this will reduce the need for adult intervention. PPE will continue to be provided for personal care and for administering first aid. Additional PPE is available for staff as required; as per the guidance document. Swimming and Educational Visits to be reviewed on a regular basis going forwards. Children are allowed to bring bags into school containing the essentials only (lunchbox, spare clothes, communication aid, and continence products). No home school books to be used; replaced by emails initially (parent to class teacher communication). All staff to follow Positive Behaviour Management Policy and practice. Focus is children transitioning back into school 	

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
				positively and settling into their clear and structured routines. Behaviour to be sensitively and empathetically managed to have focus on positive engagement and avoidance of behaviour escalation requiring closer adult intervention. Behaviour plans to be followed in line with policy. Where certain children may require individual consideration under the new restrictions e.g. those that may require access to specific spaces this will form part of the LRT and will be agreed with teaching team and SLT. This will be shared with school staff as appropriate.	
3.2 Classrooms and teaching spaces					
The size and configuration of classrooms and teaching spaces does not support compliance with social distancing measures	H	<ul style="list-style-type: none"> • Home base arrangements in place. • All furniture not in use has been removed from classrooms and teaching spaces and all surfaces cleared to allow for ease of cleaning down. • Arrangements are reviewed regularly. 	Yes	<ul style="list-style-type: none"> • Children to be taught in their classroom bubbles and remain in these teaching areas during day. • Classroom based resources can be used and shared within the bubble and will be regularly cleaned along with all frequently touched surfaces. Appropriate cleaning materials provided to each classroom. • For individual and frequently used equipment (pencils and pens) staff and pupils will have own allocated and these will not be shared. Specific resources for individual child to be prepared in packs / TEACCH trays then this will enable them to be separated as appropriate 	L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
				<ul style="list-style-type: none"> • Lunches eaten in class as per normal practice; packed lunches for FSM pupils initially. • Classrooms to have allocated play areas / toilets/ changing areas to ensure tracing of movements. However all shared spaces will be regularly cleaned across the day by onsite FT cleaner. Other spaces will be timetabled and their use will be limited to specific pupils who require particular interventions. These will be individual or very small numbers due to size and lack of ventilation in the rooms. This will be agreed with each individual teaching team. This is the rule for soft play, light room and nurture room (+ squirrels sensory room). 	
3.3 Movement in corridors					
Social distancing guidance is breached when pupils circulate in corridors	H	<ul style="list-style-type: none"> • Circulation plans have been reviewed and amended. • One-way systems are in operation where feasible. • Circulation routes are clearly marked with appropriate signage. • Any pinch points/bottle necks are identified and managed accordingly. • The movement of pupils around school is minimised as much as possible. • Appropriate supervision levels are in place. • Face coverings to be worn in communal areas. 	Yes	<ul style="list-style-type: none"> • Corridors operating as one way. <i>Pupil movement minimised by pupils remaining in class bases and on allocated play area in proximity to their classroom. Allocated toilets / changing areas / play areas per bubble. See appropriate rotas and guidance cards.</i> • Will remain a risk as some children will need support at transition times. Hygiene processes to be used in these instances as required. • Consideration as part of risk assessment for each child this risk factor. 	L in general but remains H for some pupils.

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
				<ul style="list-style-type: none"> Class contact books/close contact book to be completed in the event of SD breach 	
3.4 Break times					
Pupils may not observe social distancing at break times	H	<ul style="list-style-type: none"> External areas are designated for different groups. Only one bubble will be in any given space at one time. Pupils wash their hands before and after playtime. 	Yes	<ul style="list-style-type: none"> Pupil movement minimised by pupils remaining in class bases and on allocated play area in proximity to their classroom. This remains a risk factor for our pupils at a special school related to their ability and understanding levels. Strategies in place to mitigate risk. See section 1.6. See section 3.3 	L
3.5 Lunch times					
Pupils may not observe social distancing at lunch times	H	<ul style="list-style-type: none"> Pupils wash their hands before and after eating. All FSM pupils to have picnic bags delivered to classrooms, pupils eating in classrooms. Where possible parents have been asked to provide disposable lunch bags. Eating areas are cleaned after lunch as per usual routines. 	Yes	<ul style="list-style-type: none"> As 3.4 for play at lunchtimes. Pupils seated separately in allocated places Picnic bags / packed lunches so as to reduce need for adult intervention/ support Cleaning systems in place. Strategies in place to mitigate risk. Middays / auxiliary staff are allocated to specific bubbles. Movement between bubbles in minimised through use of timetable. See section 3.3 	L
3.6 Toilets					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
Queues for toilets and handwashing risk non-compliance with social distancing measures	M	<ul style="list-style-type: none"> The toilets are cleaned frequently. Monitoring ensures a constant supply of soap and paper towels. Bins are emptied regularly. Pupils are reminded regularly on how to wash hands and where required children are supervised in doing so. 	Yes	<ul style="list-style-type: none"> Toilets / changing areas will be allocated to each teaching area in use so as to avoid overuse and so that usage can be tracked. Small numbers of children involved so can be easily managed from class with just 1 child going at any one time. Cleaner employed full time to clean toilets / changing areas / communal spaces frequently and monitor supplies. Staff toilets allocated to class bubbles also Guidance card provided to each bubble containing information such as toilet and auxiliary allocation 	L
3.7 Medical Rooms					
The configuration of medical rooms may compromise social distancing measures	H	<ul style="list-style-type: none"> <i>Social distancing provisions</i> and PPE available plus room designated for pupils/staff with suspected COVID-19 whilst collection is arranged (Resource Room). Good ventilation and can exit directly avoiding main part of the school building and corridor system. Procedures are in place for rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets. Log book to inform where that child / adult has been during journey to school and during day. 	Yes	<ul style="list-style-type: none"> Covid-19 SET Cleaning Guidance to be followed and latest Government Guidance; safe working in education, childcare and children's social care settings, including the use of PPE to be followed if suspected case identified in school. <i>Use information from Bubble Log Book</i> and calendar to identify who contacts are 	L
3.8 Reception area					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
Groups of people gather in reception (parents, visitors, deliveries) which risks breaching social distancing guidelines	M	<ul style="list-style-type: none"> Social distancing points are clearly set out, using floor markings, continuing outside where necessary. Social distancing guidance is clearly displayed to protect reception staff (e.g. distance from person stood at reception desk). Non-essential deliveries and visitors to school are minimised. Arrangements are in place for segregation of visitors. 	Yes	<ul style="list-style-type: none"> Office risk assessment completed separately. See appendix 1. Low footfall; parents dropping off children / transport staff not allowed access to school so very minimal persons into entrance. Visitor code of conduct to be displayed with sign in document to be completed by all visitors onto site. Visitors must have had their visit to school approved before arriving so that number of visitors is managed. Unplanned visitors will likely be turned away and have to correctly schedule their visit. Items delivered to be placed in corner of reception. 	L
3.9 Arrival and departure from school					
Pupils and parents congregate at exits and entrances, making social distancing measures difficult to apply	H	<ul style="list-style-type: none"> Start and finish times are staggered. The use of available entrances and exits is maximised. Social distancing guidelines are reinforced at entrances and exits through signage and floor/ground markings, including external drop-off and pick-up points. Face coverings to be worn by staff and parents 	Yes	<ul style="list-style-type: none"> Guidance for anyone dropping off to adhere to social distancing Hand sanitiser installed in entrance One way corridor system SLT / MO to monitor and supervise Staggered times of arrival to limit numbers and use of both doors to allow better spread of people. Markings to promote/ support social distancing Ongoing liaison between school and parents / carers and transport coordination. No parents / carers allowed into the school building to reduce contacts 	M

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
				<ul style="list-style-type: none"> All parents / carers to wear face coverings on site 	
3.10 Transport					
The use of public and school transport by pupils poses risks in terms of social distancing	H	<ul style="list-style-type: none"> Guidance is in place for pupils and parents related to dedicated school transport Discussions have been held with the relevant public transport authority and with bus companies on how hygiene, cleaning, organised collections and grouping measures will be applied. Class lists supplied to Transport Coordination Team. <p>Latest guidance regarding transport to be followed (DfE)</p> <p>Local authorities, working with schools, colleges and transport operators as necessary, should:</p> <ul style="list-style-type: none"> identify the risks arising from coronavirus (COVID-19) work through the system of controls set out in the guidance adopt measures in a way that addresses the identified risk, works in the local circumstances, and enables children and young people to attend their school or college <p>Local authorities are not required to uniformly apply the social distancing guidelines which are in place for public transport on dedicated school or college transport. However, social distancing should still be put in place within vehicles wherever possible.</p> <p>It is of vital importance to work through the steps set out in this guidance. In particular:</p> <ul style="list-style-type: none"> maximising social distancing within vehicles wherever it is possible, between individuals or 'bubbles' maximising the ventilation of fresh air (from outside the vehicle) on dedicated school and college transport, particularly through opening windows and ceiling vents 	Yes	<ul style="list-style-type: none"> Transport carefully planned to ensure correct numbers per vehicle and appropriate seating plans in place. Transport personnel adhering to social distancing where possible and wearing appropriate PPE. Pupils under 11 years or with additional needs not required to wear face coverings School undertaking QA that transport adhering to hygiene routines as required. Increased number of vehicles to be used to allow distancing of pupils. 	M
3.11 Staff areas					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
The configuration of staff rooms and offices makes compliance with social distancing measures problematic	M	<ul style="list-style-type: none"> Reconfiguration of staff rooms and offices has been undertaken prior to the school opening to allow for staff to distance from each other. Guidance states that '<i>use of staff rooms should be minimised but staff must still have a break of a reasonable length during the day</i>'. Options available to staff of location of breaks. See section 1.8 for full details of offices etc. <p>Staff to use classrooms, spare spaces and staff room at breaks / lunch.</p>	Yes	<ul style="list-style-type: none"> Rooms designated for specific purposes; group bases, staff breaks/lunch. Timetabled breaks and lunch to reduce numbers; 2 rooms available for staff break (staffroom and Resource Room or staff can choose to remain in their classroom or outside). Staff must follow school rule of no kettles in use whilst children in class and no hot drinks to be accessible to pupils / carried around corridors in mugs (secure lidded cups only). Toilets allocated per bubble. Office risk assessment completed. 	L
4. Continuing enhanced protection for children and staff with underlying health conditions					
4.1 Pupils with underlying health issues					
Pupils with underlying health issues or those who are shielding are not identified and so measures have not been put in place to protect them	H	<p>Guidance 2.1.22: 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. Children and young people who were previously identified as being in one of these groups, are advised to continue to follow the guidance contained in Coronavirus: how to stay safe and help prevent the spread. 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. Pupils and students who live with someone who is CEV should continue to attend their education setting as normal.</p>	Yes	<ul style="list-style-type: none"> All government guidance shared/signposted to families School holds health register of pupils ~ updated as appropriate. Regular liaison with health professionals (school nurse, CAMHS, Woodview multi-disciplinary teams) School will continue to liaise with parents of children with health conditions (or family members) that may be impacted by Covid-19 School will continue to follow the most up to date guidance ~ national restrictions lockdown 	L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
		<p>Where a student is unable to attend their education setting because they are complying with clinical or public health advice, we expect education settings to be able to offer them access to high quality remote education. Further information is available in the guidance on supporting pupils at school with medical conditions.</p> <p>Where pupils who are self-isolating are within our definition of vulnerable, it is important that you put systems in place to keep in contact with them and regularly check if they are accessing remote education. You should notify their social worker (if they have one) and agree the best way to maintain contact and offer support</p> <p>Where pupils are not able to attend school as they are following clinical or public health advice related to coronavirus (COVID-19), the absence will not be penalised.</p> <ul style="list-style-type: none"> • Staff, parents and pupils will follow the advice given to them by their / or their child's GP / specialist practitioner. • Staff and Parents have a responsibility to keep their Headteacher informed of any changes to their condition or the advice given to them by their General Practitioner. • The School will review each individual case to ensure all necessary precautions are in place to protect each vulnerable person. • The school will provide the appropriate remote learning in line with schools Anytime, Anywhere Learning Guide. 		<ul style="list-style-type: none"> • School will immediately offer access to remote education if a child has to remain at home. • Where a child cannot attend their setting as parents are following clinical or public health advice their absence will not be penalised. 	
4.2 Staff with underlying health issues					
Staff with underlying health issues or those who are shielding are not identified and so measures have not been put in place to protect them	H	<p>Latest guidance 2.1.22</p> <p>From 13 December office workers who can work from home should do so. Anyone who cannot work from home, such as those involved in the face-to-face provision of education, should continue to go to their place of work. School leaders are best placed to determine the workforce required to meet the needs of their pupils. School leaders will need to consider whether it is possible for specific staff undertaking certain roles to work from home</p>		<ul style="list-style-type: none"> • Current guidance from Government drives practice and is regularly reviewed with staff. • SET HR guidance to be followed • Where appropriate individual risk assessments will be completed. These will be updated as appropriate. 	

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
		without disrupting to face-to-face education. 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. If staff were previously identified as being in one of these groups, they are advised to continue to follow the guidance contained in Coronavirus: how to stay safe and help prevent the spread. In some circumstances, staff may have received personal advice from their specialist or clinician on additional precautions to take and they should continue to follow that advice. Whilst individual risk assessments are not required, employers are expected to discuss any concerns that people previously considered CEV may have. Employers will need to follow this specific guidance for pregnant employees. COVID-19 vaccination: a guide for women of childbearing age, pregnant or breastfeeding contains further advice on vaccination. Your workplace risk assessment should already consider any risks to female employees of childbearing age and, in particular, risks to new and expectant mothers.		<ul style="list-style-type: none"> School will continue to work with individuals to address any concerns that they may have personal to their own situation. School will monitor and follow local / national guidance in line with higher vulnerability.. School will apply the measures recommended in the guidance document to significantly mitigate the risk of being in school and transmitting Coronavirus. 	
5. Enhancing mental health support for pupils and staff					
5.1 Mental health concerns – pupils					
Pupils' mental health has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general	H	<ul style="list-style-type: none"> There are sufficient numbers of trained staff available to support pupils with mental health issues. There is access to designated staff for all pupils who require support in regards to wellbeing/mental health. Resources/websites to support the mental health of pupils are provided. Mental health and wellbeing aspect of School Improvement Plan. <i>Ongoing support provided to pupils and their families at home throughout any closure periods including that the Family Support Worker has been deployed fulltime to work with families and provide support; welfare calls, managing social media, WhatsApp group (huge source of support for families), providing resources, home visits etc.</i> 	Yes	<ul style="list-style-type: none"> Through time with class staff, through appropriate nurture interventions etc. Individual approach to transition and managing social and emotional needs (bespoke transition packs for all pupils including social stories, visuals etc.). High quality transition between staff of knowledge about each child Work with families and relevant professionals as appropriate. 	M

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
				<ul style="list-style-type: none"> Bespoke to individual pupils. Use trained staff e.g. FSW to provide specific interventions where required. Through the implementation of The Recovery Curriculum. Continuation of schools nurturing approach to recognise potential attachment difficulties; teachers have completed Recovery Indicators task to highlight pupils who are potentially going to require the different levels of intervention (1-3). The implementation of school Positive Behaviour Management Policy (staff have received training over summer term) Staff CPD continues to have a focus on mental health and emotional wellbeing 	
5.2 Mental health concerns – staff					
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	H	<ul style="list-style-type: none"> 'Open door' policy remains in place; staff know they can phone, text, email etc. to Sara and Harry. Staff are encouraged to focus on their wellbeing. Line managers are proactive in discussing wellbeing with the staff that they manage, including their workload. Staff briefings and training have included content on wellbeing. Staff briefings/training on wellbeing are provided. Staff have been signposted to useful websites and resources. Very regular communication with all staff so they are fully abreast of all developments in school and input welcomed from staff at all stages. Mental health and wellbeing aspect of School Improvement Plan. 	Yes	<ul style="list-style-type: none"> Focus has been regularly shared via communication with staff both informal (telephone, text, email) and formal. Observation of staff when in school Feedback from other colleagues (e.g. teachers about members of teaching team) Risk assessment for individuals as appropriate. Important this remains a dynamic and ongoing process. <i>(Vulnerable group identified and shared between SA/HD to monitor weekly)</i> 	L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
				<ul style="list-style-type: none"> • SET HR document signposts support and guidance • OH referral / Work Life support service available. • CPD completed by staff has had wellbeing focus and mental health (Hayes) plus staff have completed OU courses. • Staff supported to access local services 	
Working from home can adversely affect mental health	M	<p><i>This section only applicable in case of local/national lockdown or any short-term bubble closure.</i></p> <ul style="list-style-type: none"> • Staff working from home due to self-isolation have had regular catch-ups with line managers. • Staff are encouraged to speak regularly with colleagues, take regular breaks and exercise. • Appropriate work plans have been agreed with support provided where necessary. • Staff working from home may help provide remote learning for any pupils who need to stay at home. 	Yes	<ul style="list-style-type: none"> • At least weekly catch ups (phone, text, emails) with staff who are not in school ~ allocated to SA or EL • All staff encouraged to keep in contact with colleagues e.g. team WhatsApp groups, Teacher WhatsApp group etc. • Work schedules in place to ensure staff busy and feel valued and part of team even though they are at home. • Those who are unable to attend school to take responsibility for home learning, signposting and resource development • SET 'Return to workplace' document contains guidance ~ see previous section for further detail. • Good communication from school maintained 	L
5.3 Bereavement support					
Pupils and staff are grieving because of loss of friends or family	H	<ul style="list-style-type: none"> • The school has access to trained staff who can deliver bereavement counselling and support. • Support is requested from other organisations when necessary. 	Yes	<ul style="list-style-type: none"> • Bereavement Policy has been updated and uploaded to website / shared with all staff and families. • Access to local support agencies etc. signposted to staff and families. 	L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
				<ul style="list-style-type: none"> Bereavement training CPD module signposted to staff to complete FSW has completed Bereavement training Mental health support elements all relevant in this section also. SLT to monitor and refer to OH as required. Staff can access work life support line 24/7 OH referral process available 	
6. Maintaining educational provision for children of key workers and vulnerable children					
6.1 Maintaining provision (only relevant in case of local or national lockdown)					
Educational provision must still be maintained for priority children when the school reopens	H	<ul style="list-style-type: none"> Current government guidance to be followed -see docs at start of document. 	Yes	<ul style="list-style-type: none"> Guidance from Government and SET being followed. Ongoing liaison with families; KW and V to offer provision to meet need of child /family Risk assessment of all pupils completed to support in managing the number of staff and number of pupils in school. Dynamic risk assessment as this will change. Class bubbles size must be safely supported by appropriate number of staff. This may mean that school cannot cater for all pupils in the building if staffing numbers do not allow this to be undertaken safely. 	L
7. Operational issues					
7.1 Review of fire procedures					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
Fire procedures are not appropriate to cover new arrangements	H	<ul style="list-style-type: none"> Fire procedures have been reviewed and revised where required, due to: <ul style="list-style-type: none"> Reduced numbers of pupils/staff Possible absence of fire marshals Social distancing rules during evacuation and at muster points Possible need for additional muster point(s) to enable social distancing where possible Incident controller and fire marshals have been trained and briefed appropriately. 	Yes	<ul style="list-style-type: none"> Fire procedures reviewed in line with hygiene / social distancing guidance. Fire evacuation points have been updated; these are detailed on each rooms guidance card this is to reduce the number of pupils on the main playground initially whilst situation is reviewed and source of fire alarm activation identified. Roles of marshals have equally been updated to fit with these changes, Maintenance officer undertaking all regular routine checks. Scheduled checks and tasks to be completed as normal but adhering to social distancing guidance. Where possible completed before / after school. School closure guidance / risk assessment provided by SET to be followed. Safe working practice ensured of any contractors on site. Fire risk assessment completed August / October 2021 	H
Fire evacuation drills - unable to apply social distancing effectively	H	<ul style="list-style-type: none"> Plans for fire evacuation drills are in place <i>which are in line with social distancing measures</i>. Fire Risk Assessment completed in accordance with the Regulatory Reform (Fire Safety) Order 2005. (08/21) All alarm and emergency lighting systems are maintained by appointed competent contractor. The COVID-19 fire procedure is explained to all staff members before the school reopens to students. Regular fire evacuation drills are practiced termly as a minimum. All Staff and students to have a work through of the fire evacuation procedure during the first week back in school. Fire drill to follow during each half term. 	Yes	<ul style="list-style-type: none"> Fire evacuation ~ as detailed above Pupils may need to be escorted / physically prompted to evacuate the school building due to level of need. 	H

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
		<ul style="list-style-type: none"> All staff members receive fire awareness training at regular intervals ~ Flick. Refresher Fire Marshall training to arranged for all Fire Marshalls. Smoking prohibited in the building in line with current legislation. 			
Fire marshals absent	H	<ul style="list-style-type: none"> An additional staff rota is in place for fire marshals to cover any absences and staff have been briefed accordingly. 	Yes	<ul style="list-style-type: none"> SLT cover in school daily plus 1 member of admin team to liaise with alarm monitoring and support with evacuation checks as normal. 	L
7.2 Managing premises on reopening after lengthy closure					
All systems may not be operational	H	<ul style="list-style-type: none"> Government guidance is being implemented where appropriate. All systems have been recommissioned. 	Yes	<ul style="list-style-type: none"> School has not had a lengthy closure. Maintenance officer undertaking all regular routine checks. Scheduled checks and tasks have been and continue to be completed as per usual routine /timetable School closure guidance / risk assessment provided by SET to be followed. Safe working practice ensured of any contractors on site. 	L
Statutory compliance has not been completed due to the availability of contractors during lockdown	H	<ul style="list-style-type: none"> All statutory compliance is up to date. Where water systems have not been maintained throughout lockdown, chlorination, flushing and certification by a specialist contractor has been arranged. Not required in school apart from at the pool building. 	Yes	<ul style="list-style-type: none"> Statutory compliance all up to date. See section above. 	L
7.3 Contractors working on the school site					

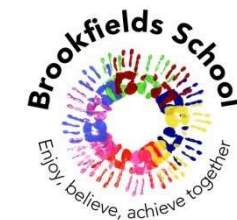
Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
Contractors on-site whilst school is in operation may pose a risk to social distancing and infection control	H	<ul style="list-style-type: none"> Ongoing works and scheduled inspections for schools (e.g. estates related) have been designated as essential work by the government and so are set to continue. An assessment has been carried out to see if any additional control measures are required to keep staff, pupils and contractors safe. Assurances have been sought from the contractors that all staff attending the setting will be in good health (symptom-free) and that contractors have procedures in place to ensure effective social distancing is maintained at all times. Alternative arrangements have been considered such as using a different entrance for contractors and organising classes so that contractors and staff/pupils are kept apart. Social distancing is being maintained throughout any such works and where this is not possible arrangements are reviewed. In addition to arrangements for COVID-19, normal contractor procedures are being applied and have been updated in light of COVID-19 (including contractor risk assessments and method statements, and contractor induction). 	Yes	<ul style="list-style-type: none"> Where possible all works conducted outside of school hours / holidays. Scheduled inspections are continuing to take place with additional safety considerations considered; where the inspection is/ maintenance works, is this near pupils/staff, what time of day is it being completed etc. Assurances sought from contractors in regards to health and stipulation that hygiene processes undertaken and social distancing maintained at all times. Usual documentation completed and checks with each contractor as appropriate by MO Clear distancing from where classes are based as contractors working. Normal contractor procedures are being implemented alongside updated expectations shared 	L
7.4 Ventilation across the site					
Rooms poorly ventilated.	H	<p>Once the school is in operation, it is important to ensure it is well ventilated and a comfortable teaching environment is maintained. This can be achieved by a variety of measures including:</p> <ul style="list-style-type: none"> mechanical ventilation systems – these should be adjusted to increase the ventilation rate wherever possible, and checked to confirm that normal operation meets current guidance (if possible, systems should be adjusted to full fresh air or, if not, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply) 	Yes	<ul style="list-style-type: none"> Fire doors not to be wedged open Monitor internal temperatures Relax school uniform as required to ensure pupils warm enough Use of CO2 monitors in classroom areas 	M-L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
		<ul style="list-style-type: none"> natural ventilation – opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space). Opening internal doors can also assist with creating a throughput of air natural ventilation – if necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so) <p>Further advice on this can be found in Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak and CIBSE coronavirus (COVID-19) advice.</p> <p>To balance the need for increased ventilation while maintaining a comfortable temperature, the following measures should also be used as appropriate:</p> <ul style="list-style-type: none"> opening high level windows in preference to low level to reduce draughts increasing the ventilation while spaces are unoccupied (e.g. between classes, during break and lunch, when a room is unused) providing flexibility to allow additional, suitable indoor clothing. rearranging furniture where possible to avoid direct drafts <p>Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces.</p>			
8. Finance					
8.1 Costs of the school's response to COVID-19					
The costs of additional measures and enhanced services to address COVID-19 when reopening places the school in financial difficulties	L	<ul style="list-style-type: none"> Additional cost pressures due to COVID-19 identified and an end-of-year forecast which factors them in has been produced. Trust finance team has been consulted to identify potential savings in order to work towards a balanced budget. Additional COVID-19 related costs are under monitoring and options for reducing costs over time and as guidance changes are under review. The school's projected financial position has been shared with governors and Trust. 	Yes	<ul style="list-style-type: none"> Running log held by SBM of additional costs; FSM vouchers pre Government system, PPE costs and cleaner (1.6.20 onwards). Financial updates provided by SBM to Academy Councillors and overseen by SET. Shared purchasing with SET to ensure best value for money e.g. for PPE, hygiene products Where appropriate application to recoup Covid-19 costs has been completed. 	L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
				<ul style="list-style-type: none"> Use of catch up funding to be carefully planned to ensure best outcomes for pupils. 	
9. Governance					
9.1 Oversight of the governing body					
Lack of governor oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements.	M	<ul style="list-style-type: none"> The governing body continues to meet regularly via online platforms / face to face. The governing body agendas are structured to ensure all statutory requirements are discussed and school leaders are held to account for their implementation. The Principal's report to governors includes content and updates on how the school is continuing to meet its statutory obligations in addition to covering the school's response to COVID-19. Regular dialogue with the Chair of Governors and those governors with designated responsibilities is in place. Minutes of governing body meetings are reviewed to ensure that they accurately record governors' oversight and holding leaders to account for areas of statutory responsibility. 	Yes	<ul style="list-style-type: none"> Meetings held via Teams or face to face; agendas reflect current priorities alongside AC general business Regular weekly (min) updates via Governor Hub All relevant documentation uploaded to Governor Hub for AC to access and review. Action plan document shared with all AC as a comprehensive guide of phased approach to reopening. Regular briefings with Chair and sharing of information with VC who has responsibility for Health and Safety. Minutes are detailed and contain accurate record of AC questioning etc. 	L
10. Additional site-specific issues and risks					
Settings to add any site-specific issues/arrangements here and ensure mitigation strategies are in place to address them					
School offer in regards to Outreach support. Staff members visiting multiple	H	<ul style="list-style-type: none"> Outreach support to be provided where possible remotely in the first instance; use of telephone and virtual meetings e.g. Teams 	Docs to be finalised	<ul style="list-style-type: none"> Outreach practices to be under constant review based on local intelligence and status of individual schools 	L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
settings and then returning to Brookfields		<ul style="list-style-type: none"> • Visits into schools to be individually risk assessed and Brookfields must be provided with a copy of the schools own risk assessment document. Destination schools must sign an Outreach Covid-19 agreement form. SLT must sign off any outreach visits before they can take place. NO visits in lockdown period. • Mainstream school to provide as much information as possible about difficulties and trial initial strategies suggested / provided by Brookfields before any visits take place. If in school to do an observation staff member to adhere to social distancing and remain a 2m distance from children / staff. Any observations to be short and follow up conversation to happen remotely. • Hand and respiratory hygiene measures to be stringently followed • Outreach activity to be carefully logged so that any visits to schools can be tracked (in case of contact tracing). 		<ul style="list-style-type: none"> • Use of technology to convene meetings, train etc. to be implemented wherever possible • <i>No observation visits available to mainstream staff into Brookfields. This will be reviewed regularly and will only be reinstated as an option when can be safely undertaken with very minimal risk.</i> 	
Satellite provision off site at The Grange School	H	<p>Practices to be in line with this general risk assessment in the main.</p> <ul style="list-style-type: none"> • Specific guidance and timetabling relevant to the Foxes and Bumblebees class to be undertaken in a separate document which will detail aspects such as start / end times, lunches, breaks, cleaning, quarantine room etc. This information to be regularly updated to reflect any changes to practices at The Grange. • The Grange Risk Assessment to be shared and followed for overall premises practices. Training PowerPoint to be shared with all staff who work within the Brookfields satellite provision. 	Ongoing	<ul style="list-style-type: none"> • Ongoing liaison between schools to ensure any updates shared and constant evaluation of practice. 	M/L

School Name	Brookfields School
Location	Main office
Context	Prevention of transmission of Covid-19.
Date	3.1.22



Please note during a lockdown period administration team to operate a rota system so that office is manned daily by 1 person. Remaining staff to work from home. This allows for contingency planning.

Hazard	At risk	Existing controls	Risk Rating LXC=R	Action required	Risk Rating	Due Date / by Whom
Transmission of Covid-19 through contact with surfaces	Staff members based in offices	<ul style="list-style-type: none"> Hand gels, tissues, wipes in office and school entrance hall Access to washing facilities Cleaning procedure using antibacterial cleaning products and deeper cleaning all door handles, chairs, keyboards etc. Kitchen can be accessed in order to make hot drinks. Antibacterial wipes/hand soap available in proximity to hot water source. Staff members each have individual responsibility for themselves and must follow guidance provided and use available resources. 	2x3=6	<p>Constant vigilance and following of procedures listed in existing controls.</p> <p>If a child or staff member becomes ill during the school day then the appropriate risk assessment and procedure must be immediately followed.</p> <p>Staff members to maintain communication with SLT and raise any issues that they observe.</p>	2x3=6 (By nature of virus)	Ongoing
Staff and children coming into the office	Staff members based in offices	<ul style="list-style-type: none"> <i>No children to be freely around school. All based in allocated classrooms. No entry to offices.</i> Teachers and support staff ~ very minimal purpose to access office at all during this period. Clear 2m marker on floor that must not be passed whilst LW or NC at desks. Different marker for WW office. 	2x3=6	<p>Constant vigilance and following of procedures listed in existing controls.</p> <p>If a child or staff member becomes ill during the school day then the appropriate risk assessment and procedure must be immediately followed.</p> <p>Staff members to maintain communication with SLT and raise any issues that they observe.</p>	2x3=6 (By nature of virus)	
Visitors into school	Staff members based in offices	<ul style="list-style-type: none"> Minimal visitors expected whilst school in Covid-19 measures 	2x3=6	Constant vigilance and following of procedures listed in existing controls.	2x3=6	

		<ul style="list-style-type: none"> ○ If visitors do attend e.g. contractors, multiagency professionals then they must adhere to hygiene rules; use of hand wash, minimal time in school. ○ All visitors must have been given clearance by Sara Ainsworth (including the approval of personal risk assessment and agreed time to visit). ○ Visitor guidance document issued to all visitors prior to arrival on site ○ All visitors to sign in using Inventory; in addition NHS Track and Trace QR code on display in entrance. ○ All visitor information stored for 21 days 		<p>If a child or staff member becomes ill during the school day then the appropriate risk assessment and procedure must be immediately followed.</p> <p>Staff members to maintain communication with SLT and raise any issues that they observe.</p>	(By nature of virus)	
Deliveries to office	Staff members based in offices	<ul style="list-style-type: none"> ○ Deliveries to be brought into Entrance Hall and left there with delivery note. Staff member in office to remain behind the glass partition at a distance of 2m+. ○ No signatures are required for deliveries. ○ If parcels / post handled then hand washing regime to be completed. Gloves available if staff would prefer to use them. 	1x3=3	<p>Constant vigilance and following of procedures listed in existing controls.</p> <p>If a child or staff member becomes ill during the school day then the appropriate risk assessment and procedure must be immediately followed.</p> <p>Staff members to maintain communication with SLT and raise any issues that they observe.</p>	1x3=3	
Admin staff arrival/departure at same time as children / other staff	Staff members based in offices	<ul style="list-style-type: none"> ○ Hours can be flexible; e.g. arrive or leave slightly earlier / later than 9am / 3pm to avoid increased contact risk with colleagues / pupils. ○ Adhere to social distancing if other persons in proximity. ○ Staff must all use anti-bacterial hand wash / wash hands on arrival at school and before leaving. ○ Face coverings to be worn in line with guidance 	2x3=6	<p>Constant vigilance and following of procedures listed in existing controls.</p> <p>If a child or staff member becomes ill during the school day then the <i>appropriate risk assessment and procedure</i> must be immediately followed.</p> <p>Staff members to maintain communication with SLT and raise any issues that they observe.</p>	2x3=6 (By nature of virus)	

Contact with staff throughout the day through course of work e.g. to pass messages, gain signatures etc.	Staff members based in offices	<ul style="list-style-type: none"> ○ Use of email or telephone system to pass on messages e.g. related to calls that have come in or use of post-it notes that can be left on desks / by doors. ○ <i>Maintain 2m+ social distancing within all tasks.</i> ○ Information shared via daily bulletin (emailed / cloud) ○ Plastic screen positioned on LW desk 	2x3=6	<p>Constant vigilance and following of procedures listed in existing controls.</p> <p>If a child or staff member becomes ill during the school day then the appropriate risk assessment and procedure must be immediately followed.</p> <p>Staff members to maintain communication with SLT and raise any issues that they observe.</p>	2x3=6 (By nature of virus)	
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		Likelihood		
		Unlikely (1)	Possible (2)	Probable (3)
Consequence	Minor Injury (1)	1	2	3
	Serious Injury/Time Lost (2)	2	4	6
	Fatality (3)	3	6	9

	Low
	Medium
	High

Covid-19

Likelihood		Consequence	
1	Unlikely	1	Minor Injury
2	Possible	2	Serious Injury/Time Lost
3	Probable	3	Fatality

Home School Agreement

Brookfields School	Parent / Carer
<p>The school will do its best to:</p> <ul style="list-style-type: none"> ○ Provide an environment which has been risk assessed in response to the COVID-19 infection and Shaw Education Trust Risk assessment; ○ Adhere to the Covid-19 guidance as set out by the government as much as we reasonably can; ○ Provide a curriculum that meets the needs of your child's well-being, mental health and academic needs; ○ Contact parents/carers if your child displays symptoms of COVID-19; ○ Inform you if staff or children in your child's 'bubble' test positive for COVID-19 as this will mean you will all need to self-isolate for at least 10 days (latest guidance will be provided); ○ Continue our clear and consistent approach to behaviour management as set out in the Behaviour Policy; 	<p>To help my child at school, I know and understand that:</p> <ul style="list-style-type: none"> ○ If my child, or anyone in my household, shows symptoms of COVID-19, I will not send them to school and will notify school <u>immediately</u>. We will self-isolate for 10 days as a family, I will get them tested and I will let the school know <u>as soon as possible</u> via telephone ; ○ If my child shows symptoms of COVID-19 at school, I will collect my child from school <u>immediately</u>. I will get them tested and I will let school know the results; ○ Outside of school, and if dropping my child off and picking them up, I will adhere to the relevant social distancing rules. ○ When dropping off and picking up, I will strictly stick to the school timings for my child; ○ When dropping off, my child will remove any disposable face mask they are wearing, placing disposable ones in the bin/double bag a fabric one which I will take away with me. ○ My child will bring only essential items into school with them; ○ I will telephone or email school to share any information.

<ul style="list-style-type: none">○ Communicate between home and school through notices, newsletters, text, email and the school website. There will be no Home-School Diaries in use;○ Provide appropriate resources (cleaning and PPE) and maintain a high standard of hygiene practise each day.	<ul style="list-style-type: none">○ I need to support all staff in their efforts to create an 'as safe as possible' environment during this time:○ I will read all letters/messages/emails that are sent home;○ I will inform the school of any changes to parents/carers and emergency contacts details.○ I will send my child in clean clothes each day;○ If my child has a packed lunch I will provide this in a disposable bag so that minimal belongings need to be returned home.
Signed: S. Ainsworth Date: 1.9.21	



Brookfields Staff Covid-19 Code of Conduct (Jan 2022)

- If I, or anyone in my household, shows symptoms of COVID-19, I will not attend school and we shall follow the isolation rules. I shall arrange for us to be tested and I will let the school know as soon as possible via telephone;
- If I receive a Track / Trace call I shall notify school immediately and follow the relevant guidance
- Outside of school I shall adhere to current government guidance
- If I arrive at school in a car I shall park considerately and ensure a safe distance from other staff;
- If I am using public transport to travel to school I shall wear a face covering;
- On arrival I shall remove any face mask I am wearing, placing disposable ones in the bin/double bag a fabric one which I will take away with me;
- I shall wash my hands on arrival at school;
- I will bring minimal items into school with me;
- I shall wear clean clothes each day;
- I will support all staff in their efforts to create an 'as safe as possible' environment during this time, this includes handwashing, cleaning down areas/equipment used, supporting children with handwashing etc.
- Throughout the day I shall regularly wash my hands and follow hygiene rules;
- I shall adhere to a safe distance wherever possible across the school day;
- Where required I shall wear appropriate PPE (personal care) and I am aware that PPE is available for my use;
- If I have any concerns about children or colleagues displaying symptoms I shall raise these immediately and follow guidance of what to do in this circumstance;
- I have read the Operation Guidance document published Jan 2022 and school risk assessment;
- I shall provide any personal health updates immediately to Sara or Harry;
- If I have any concerns or queries I shall raise these with Sara or Harry immediately.

Signed_____

Name_____

Date_____



Specific arrangements for Brookfields Satellite Classes – awaiting Grange updates

Staff to adhere to expectations and principles from Brookfields Risk Assessment and to have read the premises Risk Assessment for The Grange.

The following are guidance notes for specific activities.

Start and end of day	<p>Foxes and Bumblebees Class ~ school day will run from 9-3pm.</p> <p>As per usual practice children will be greeted at the door by Brookfields staff with no parents or transport staff coming into the school building.</p> <p>Pupils with parents are met at specified meeting points on the terrace. Taxi pupils are met on the visitor's carpark. <i>Face coverings are worn by all adults.</i> Walkie-talkies are used to inform taxi pupil groupings that the taxis have arrived.</p> <p>There are an increased number of parents on the terrace due to amended timings from the Grange; one way systems and staff support aim to ensure a clear pathway for Brookfields remains.</p>
Cleaning of shared spaces	<p>Spie will undertake the cleaning schedule.</p> <p>All resources (cleaning equipment / PPE) required will be provided by Brookfields e.g. in classrooms and bathrooms as per guidance in risk assessments.</p> <p>Any cleaning issues to be reported to E. Hall.</p>
Staff breaks / lunches	Number of spaces available; staffroom in base area, middle area, classrooms and inner rooms in Foxes / Bees class.
Pupil lunches	Provided to class.
Use of shared spaces e.g. playground	To be agreed and timetabled.
Quarantine room	If required satellite class children will use the identified Quarantine Room at The Grange whilst they await collection.