



# Respect - Responsibility - Resilience

## John Spendluffe Technology College

### Infection Control COVID-19 Risk Assessment Form - Sept 21

<b>Risk Assessment carried out by</b>			
S Curtis (Headteacher), J Treasure (School Business Manager)			
<b>Date of initial Assessment</b>	<b>Updated:</b>	<b>Checked by Governing Body</b>	Yes - October 2021
September 2021		<b>Checked by H&amp;S</b>	Yes – September 2021
<b>Personnel covered by this Risk Assessment:</b>		<b>Activities involved:</b>	
All staff, students, parents, visitors, governors and contractors who are on the school site.		To follow revised Government guidance, protective controls and health and safety provision on Covid-19 safe working practices from September 2021.	

<b>RISK RATING</b>		<b>Likelihood</b>		
		<b>Probable</b> Occurs repeatedly, to be expected or could affect large number of people	<b>Possible</b> Could occur sometime or affect a few people	<b>Remote</b> Unlikely to occur or not many people to be affected
<b>Impact</b>	<b>Major</b> Major injury, permanent disability or ill-health	High	High	Medium
	<b>Severe</b> Injury requiring medical treatment	High	Medium	Low



# Respect - Responsibility - Resilience

	<b>Minor</b> First aid treatment	Medium	Low	Low
--	-------------------------------------	--------	-----	-----

## Context

The school closed from 20 March to 17 July 2020 following a directive from the Government as part of the national lockdown. The school remained open for vulnerable students (those with an Education and Health Care Plan, Social Worker and those deemed vulnerable by the school) and those students whose parents were key workers. This included holiday periods.

Between 15 June and 17 July, the school partially reopened to provide face-to-face contact to supplement remote learning as per the Department for Education (DfE) recommendation. The school continued to offer provision for vulnerable students and those students whose parents were key workers. Fundamental to this partial reopening was the safety and welfare of all people on site. Staff were asked to work from home if they could and a minimum staff rota was produced to supervise the students in school and keep the site open and maintained. A detailed School Risk Assessment was produced and approved by staff, unions and the Governing Body prior to partial reopening. The DfE recommendations regarding health and safety measures to protect staff and students in school and working from home were followed. Individual Risk Assessments were produced and regularly reviewed for SEND/EHCP students as per Government requirements.

In line with the Government directive announced on 2 July 2020, the school reopened to all students for full-time education in September 2020. The School Risk Assessment was re-written to ensure that the school was prepared for the reopening and that **any potential risks to the safety and welfare of staff and students were identified and minimised as far as is reasonably practicable to make the school Covid-secure** (DfE guidance). Individual Risk Assessments were produced and reviewed for SEND/EHCP students, vulnerable staff and by individual departments of practical subjects (DfE guidance). The School Risk Assessment was approved by staff, unions and the Governing Body in July 2020.

From 5 January 2021, the school closed to all students following a Government directive but remained open to all vulnerable students (as determined by the revised DfE criteria) and those students whose parents were key workers. The School Risk Assessment was reviewed and updated in line with DfE requirements in January 2021. The DfE recommendations regarding health and safety measures to protect staff and students in school and working from home were followed. Individual Risk Assessments were produced and reviewed for EHCP/SEND students and vulnerable staff in line with Government requirements. The School Risk Assessment was approved by staff, unions and the Governing Body.



# Respect - Responsibility - Resilience

The school reopened for all students on Monday 8 March 2021 on a staggered return for year groups. During week commencing Monday 8 March 2021, the school remained open to all vulnerable students (as determined by the revised DfE criteria) and those students whose parents were key workers until their start date back in school. Upon their return, students were offered 3 Lateral Flow Device (LFD) tests within 3-5 days followed by 2 tests per week, the school took the decision to complete these test within school to ensure completion and to provide a supportive routine for staff and students. The School Risk Assessment was reviewed and updated in line with DfE requirements in March 2021.

On 12 July 2021, the Government announced in line with Step 4 of the roadmap that it was relaxing a number of Covid-19 restrictions from September 2021 to reduce the disruption to young people's education as the clinical risks to young people are low and every adult will have been offered a first vaccine and the opportunity for 2 doses by September 2021. **In producing this School Risk Assessment, the relevant Department for Education/Local Authority/Public Health Guidance has been followed by the school including Equality obligations and is correct as of September 2021. This is subject to change following any further Government advice.**

Risk	Controls in place post-September 21	Risk Rating H/M/L with control measures	By Whom
<b>Spreading COVID-19 on arrival to school</b>	-Parents, students and staff reminded through email and guidance documents that if anyone in their household displays symptoms of coronavirus, they should not attend school and follow the NHS Test and Trace guidance (see later section on developing symptoms).  -Year-group bubbles and social distancing have been removed in line with DfE guidance. In the event of a local outbreak, this may be reviewed through consultation with Public Health England.  -Face coverings in school and on buses are no longer required in line with DfE guidance. However, to support with the return of staff and students the Headteacher and Governors decided to maintain face coverings for the first two weeks whilst the testing process returned.	<b>L</b>	<b>Parents/Carers, Staff, Students</b>  <b>Headteacher and Senior Leadership Team (SLT)</b>  <b>Office Staff</b>



# Respect - Responsibility - Resilience

	<p>As from the 19<sup>th</sup> September, Face Coverings will be individual choice. In the event of a local outbreak, this may be reviewed through consultation with Public Health England.</p> <p>-September return and Covid-19 Arrangement letter communicated to parents and staff in August. This explains the health and safety and protective measures being relaxed and those measures remaining in place. Parents are reminded of expectations through Class Charts if changes are made.</p> <p>-Headteacher (or designated Deputy) to be informed of any incidents where staff or students display symptoms.</p> <p>-Parents to report any confirmed cases through the school office.</p> <p>-Staff and students supplied with a free Lateral Flow Device (LFD) kit to complete themselves twice a week at home. Results recorded on the DFE website and also the schools Microsoft Forms log.</p> <p>-Students to be offered 2 school-based Lateral Flow Tests over the first 2 weeks of September 2021, testing is then to continue in school twice a week.</p> <p>-Anyone presenting with symptoms at the start of the school day are isolated in a dedicated isolation room/space and parents/carers contacted to arrange immediate collection. Public travel should be avoided.</p>		
--	--	--	--

Risk	Controls in place post-September 21	Risk Rating H/M/L with control measures	By Whom
<b>Staff/ student absence from school</b>	-Parents/carers and staff are advised to follow the usual school procedures for sickness absence and report any positive cases.	<b>M</b>	<b>Headteacher, SLT and Admin staff</b>  <b>Attendance Officer</b>



# Respect - Responsibility - Resilience

	<p>-If absence is related to Covid-19, staff/families advised to follow NHS Test and Trace guidance for managing cases. School to be informed of any test outcomes. If positive, school to follow Public Health England procedures.</p> <p>-Student Covid-19-related absence coded 'X'.</p> <p>-School work set in line with remote education policy.</p> <p>-An increase in staff availability/cover may be needed if any staff are self-isolating having contracted coronavirus or have been informed to self-isolate through Test and Trace. Significant negative implications for the school budget.</p> <p>-School closure or year-groups sent home only considered if significant staff absence means the safety, welfare and educational provision cannot be maintained or PHE have advised closure. DfE, PHE and Governing Body will be consulted in line with Contingency Framework.</p>		<p><b>Parents/Carers, Staff, Students</b></p>
--	---	--	---

Risk	Controls in place post-September 21	Risk Rating H/M/L with control measures	By Whom
<p><b>Staff /students' attendance</b></p>	<p>-All students and staff expected to attend school as per Government guidelines.</p> <p>-Normal School Attendance Policy applies.</p> <p>-Staff/students should not attend school if they have symptoms (high temperature, new continuous cough, loss/change to smell or taste) or tested positive to Covid-19 and self-isolate. If staff/students are in school, they will be sent home. A PCR test must be taken within 2 days. If PCR test result is negative, this overrides any home lateral flow device test and staff/students can return to school. If the PCR test result is positive, they must self-isolate and follow NHS Test and Trace advice.</p> <p>-Any staff who have concerns about being in school to discuss this with a member of the Senior Leadership Team.</p>	<p>L</p>	<p><b>Headteacher and SLT Staff</b></p> <p><b>Parents/Carers, Staff, Students</b></p>



# Respect - Responsibility - Resilience

	<p>-Any students who have concerns about being in school should discuss this with the Form Tutor/ Progress Team/Special Educational Needs Co-ordinator.</p> <p>-Staff/students reminded through correspondence of the need to consider FCDO advice when booking travel and returning from a destination where quarantine is needed.</p> <p>-Individual risk assessments completed for staff with protected characteristics, underlying health conditions or who are pregnant.</p> <p>-Pregnant staff who are 28 weeks pregnant and beyond will be asked to work from home until they start maternity leave.</p> <p>-Attendance data submitted to DfE as required.</p>		
--	---	--	--

Risk	Controls in place post-September 21	Risk Rating H/M/L with control measures	By Whom
<b>Infection/ hygiene standards within the school buildings</b>	<p>-Members of the cleaning/site team are present during the school day to carry out touch point and spot cleaning and removal of waste from the school site, where need is identified.</p> <p>-Tissues and sanitising stations are available in every classroom used. -Cleaning regime.</p> <p>-Catering follow safe working practices and have a separate risk assessment.</p> <p>-Caretakers/site team/medical team report any stock level concerns to the School Business Manager in relation to equipment/ chemicals/PPE, etc.</p> <p>-Cleaning products readily available in the toilet areas/classrooms and with caretakers for spot cleaning.</p>	<b>M</b>	<p><b>Headteacher and SLT</b></p> <p><b>Site Manager/ Caretakers, Cleaners</b></p> <p><b>Parents/Carers, Staff, Students.</b></p>



# Respect - Responsibility - Resilience

	<ul style="list-style-type: none"><li>-Pre-building checks undertaken to make site safe.</li> <li>-Students/staff regularly reminded of importance of personal hygiene (regularly hand washing for 20 seconds and 'catch it, bin it, kill it', disposal of tissues in bins) verbally, through briefings and expectations documents.</li> <li>- Duty staff to continue to hand sanitize as students arrive, temperature checks to be stopped due to accuracy of information.</li> <li>-Handwashing posters located in student and staff toilet areas and classrooms.</li> <li>-Subject departments follow DfE guidance for practical subjects.</li> <li>-Staff/students reminded to hand sanitise regularly including on arrival to school, start of lessons and lunchtime.</li> <li>-Health and safety measures followed for school reopening following any closure, including any legionella risk through stagnant water, cleaning of site, evacuation/critical incident procedure.</li> <li>-Health and Safety site checks on reopening to continue in line with guidance. Annual Health and Safety audit to continue to ensure compliance with statutory regulations.</li> <li>-Air conditioning can continue to be used in classrooms in accordance with WHO regulations.</li> <li>- SLT to be visible around school during the day, popping into lessons and supervising students.</li> <li>- Duty rota for break/lunch/dismissal to monitor behaviour and remind students of Covid-19 expectations.</li></ul>		
--	---	--	--



# Respect - Responsibility - Resilience

Risk	Controls in place post-September 21	Risk Rating H/M/L with control measures	By Whom
<b>Infection/ hygiene standards within the school buildings</b>	<ul style="list-style-type: none"> <li>-Where appropriate, windows to be opened in classrooms/corridor areas/offices during the school day to allow natural ventilation.</li> <li>-Where appropriate, occupied classroom doors to be kept open during the day to encourage natural air flow.</li> <li>-Staff briefings and assemblies to be provided face to face, this is in line with DFE and ASCL guidance</li> <li>-Advice sought from PHL if threshold number of cases occurs (5 students/staff who are likely to have mixed closely within a 10-day period) on next step. Consideration given, as per DfE guidance, to reintroduce face coverings in communal areas or classrooms unless staff/students are exempt. Reasonable adjustments to be made to support staff/students with disabilities. <b>No student will be denied education on the grounds of whether they are, or are not wearing, a face covering.</b></li> <li>-School will work with PHL in the event of a local outbreak who will advise on the temporary reintroduction of some control measures.</li> <li>-Staff to maintain student seating plans to identify close contacts if required as part of PHL threshold.</li> </ul>	<b>M</b>	<p><b>Headteacher and SLT</b></p> <p><b>Site Manager/ Caretakers, Cleaners</b></p> <p><b>Parents/Carers, Staff, Students.</b></p>



# Respect - Responsibility - Resilience

Risk	Controls in place post-September 21	Risk Rating H/M/L with control measures	By Whom
<p><b>Outbreak of Covid-19 in school</b></p> <p>(DfE guidance on threshold cases - 5 students/ staff who have tested positive and who are likely to have mixed closely with each other in a 10-day period)</p>	<p>-DfE, PHE and Chair of Governing Body to be consulted before any 'extra action' is taken following an increase in the number of confirmed cases of Covid-19 reaching threshold as per the DfE Guidance 'Contingency Framework – Education and Child Care Settings, August 21'</p> <p>-School to use the DfE guidance for threshold cases of Covid-19 before taking any 'extra action'. NB. Any confirmed Covid-19 cases identified through the asymptomatic testing of students returning to school in September, DO NOT count towards the threshold level.</p> <p>-PHE may advise the school to take extra action included in the Contingency Framework as part of its Outbreak plan.</p> <p>-Continued use of protection measures identified in this risk assessment.</p> <p>-School will endeavour to keep any extra action to the minimum number of groups possible, and for the shortest amount of time possible. School will keep all measures under regular review and lift them as soon as the evidence supports doing so. Measures affecting education across an area will not be considered in isolation, but as part of a broader package of measures. Attendance restrictions will only ever be considered as a last resort.</p> <p>-School will seek public health advice if a student or staff member is admitted to hospital with Covid-19.</p> <p>-School to contact the Self-Isolation Service Hub on 020 3743 6715 if they become aware that any staff have tested positive.</p>	<p><b>M</b></p>	<p><b>Headteacher and SLT</b></p> <p><b>Site Manager/Caretakers, Cleaners</b></p> <p><b>Parents/Carers, Staff, Students</b></p>



# Respect - Responsibility - Resilience

	<p>Examples of extra action which may be taken under the direction of Public Health include:</p> <ul style="list-style-type: none"><li>• - increased use of testing by staff and students if requested by Director of Public Health. This could include more frequent home testing, or on the reintroduction of the on-site asymptomatic test site.</li><li>• - the temporary reintroduction of face coverings in communal areas and/or classrooms, for students and staff.</li><li>• - restricting residential educational visits, open days, transition/taster days, parental and visitor attendance in settings, live performances.</li><li>• - review and reinforce the hygiene and ventilation systems in school.</li><li>• - consider whether any activities could take place outdoors, including exercise, assemblies, or classes,</li><li>• - consider a one-off enhanced cleaning focussing on touch points and any shared equipment.</li><li>• - attendance restrictions as a short-term measure and, as a last resort, where other recommended measures have not broken chains of in-setting transmission; or across an area, on government advice in order to suppress or manage a dangerous variant and to prevent unsustainable pressure on the NHS. Priority will continue to be given to vulnerable children and young people and children of key workers to attend school. DfE may advise on any other groups that should be prioritised. School to ensure high quality remote education is provided in the event of any attendance restrictions.</li></ul>		
--	--	--	--



# Respect - Responsibility - Resilience

Risk	Controls in place post-September 21	Risk Rating H/M/L with control measures	By Whom
<b>Outbreak of Covid-19 in school</b>	<p>-Safeguarding measures will continue to be implemented with attendance restrictions in line with DfE Keeping Children Safe documents and a trained Designated Safeguarding Lead will be on-site daily.</p> <p>-Where vulnerable children do not attend school when attendance is restricted, the Progress Team/Inclusion Team member will follow up with the parent or carer, working with the local authority and social worker (where applicable), to explore the reason for absence and discuss their concerns. They will be encouraged to attend school, working with the local authority and social worker (where applicable), particularly where the social worker and the Virtual School Head (where applicable) agrees that the child's attendance would be appropriate.</p> <p>-If the vulnerable child is not attending school, regular welfare checks will be made by the Progress Team/Inclusion Team to ensure they can access appropriate education and support while they are at home.</p> <p>- Staff, parents and Governors to be informed at the earliest convenience of any extra action through parent/staff email/staff briefings.</p> <p>-School to review Risk Assessment upon students returning following outbreak.</p>	<b>M</b>	<p><b>Headteacher and SLT</b></p> <p><b>Site Manager/Caretakers, Cleaners</b></p> <p><b>Parents/Carers, Staff, Students</b></p>
<b>Quality of education decreases</b>	<p>-Educational visits, including residential visits recommence in the Autumn term following a risk assessment (to include any public health advice such as ventilation and hygiene).</p> <p>-International visits will not take place in the Autumn term but will commence in the Spring term subject to any changes in Government guidance.</p> <p>-School assemblies recommence in large spaces with open doors/window where appropriate for ventilation.</p>	<b>M</b>	<p><b>Headteacher and SLT</b></p> <p><b>Middle Leaders</b></p> <p><b>Parents/Carers, Staff, Students</b></p>



# Respect - Responsibility - Resilience

	<ul style="list-style-type: none"><li>-Individual students absent from school due to Covid-19 to access remote education on Class Charts, emails and/or hard copies.</li><li>-Remote learning available for students with Covid-19. This provision is published on school website as per DfE requirements in line with Remote Education Temporary Continuity Directive.</li><li>-Laptops distributed to students who haven't got IT access requirements at home.</li><li>-Updated curriculum schemes of work and teaching materials in line with any exam board changes to content and assessment.</li><li>-Teacher assessment used to identify gaps in students' learning with appropriate modifications to curriculum planning and lessons. Lessons planned to identify gaps in students' learning.</li><li>-Students to continue same number of subjects to ensure a broad and balanced curriculum.</li><li>-Staff to ensure lesson seating plans are up to date so any intelligence/close contacts of a confirmed case can potentially be identified if school is contacted by PHL.</li><li>-Covid-19 Catch-Up plan and intervention plan written with DfE guidance and published on school website.</li></ul>		
--	--	--	--



# Respect - Responsibility - Resilience

Risk	Controls in place post-September 21	Risk Rating H/M/L with control measures	By Whom
<b>Staff/ students show symptoms of COVID-19</b>	<p>-Staff made aware through communication of the symptoms of coronavirus (new continuous cough, high temperature, loss of taste or smell).</p> <p>-Students/staff health needs and concerns are appropriately actioned by the medical staff onsite.</p> <p>-Parents/carers regularly informed through Headteacher letter/email and Head of Year contact to monitor their child's /family members' health and welfare.</p> <p>-Stock levels of PPE checked (disposable gloves/aprons/face masks/face shields) to ensure adequate supply in event of confirmed Covid-19 cases.</p> <p>-Headteacher (or Designated Deputy) and Covid-19 Officer informed if any staff/students are self-isolating.</p> <p>-Staff/parents reminded of the NHS Test and Trace process:</p> <ul style="list-style-type: none"> <li>• book a test if showing symptoms online through the NHS website.</li> <li>• not to come into school//send home if symptoms displayed.</li> <li>• follow the 'Stay at home; guidance for households with confirmed coronavirus infection' for a confirmed case remaining at home for 10 days and only return to school if they do not have symptoms other than a cough or loss of smell or taste. If they still have a temperature, they should isolate until the temperature returns to normal and other members of the household isolate for 10 days.</li> <li>• follow NHS Test and Trace guidance for identifying close contacts. School no longer identifies close contacts unless contacted by NHS directly where the positive case specifically identifies the individual as being a close contact. School may be contacted by NHS in exceptional circumstances to help in identifying close contacts.</li> <li>• Individuals are not required to self-isolate if they live in the same household as someone with Covid-19, or are a close contact of someone with Covid-19, and any of the following apply:</li> </ul>	<b>M</b>	<p><b>Headteacher and SLT</b></p> <p><b>Middle Leaders Office and Medical Staff Cleaning Staff</b></p> <p><b>Parents/Carers, Staff, Students</b></p>



# Respect - Responsibility - Resilience

	<ul style="list-style-type: none"> <li>• they are fully vaccinated</li> <li>• they are below the age of 18 years and 6 months</li> <li>• they have taken part in or are currently part of an approved Covid-19 vaccine trial</li> <li>• they are not able to get vaccinated for medical reasons.</li> </ul> <p>Instead, they will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test.</p> <ul style="list-style-type: none"> <li>• Staff who have helped someone with symptoms and any students who have come into close contact with them do not need to go home and isolate unless they develop symptoms (in which case they should arrange a test) or if the symptomatic person tests positive and they have been requested to do so by the NHS Test and Trace.</li> <li>• School to maintain and update an Outbreak Chart recording affected students/staff including individuals' name, date of birth, the date that the test was taken and any further information which may be relevant to the case, such as the number of close contacts identified and whether shared transport was used.</li> </ul>		
--	---	--	--

Risk	Controls in place post-September 21	Risk Rating H/M/L with control measures	By Whom
<b>Staff/ students show symptoms of COVID-19</b>	<p>School to record the 8-digit NHS Test and Trace Account ID (sometimes referred to as a CTAS number) of the person who tested positive as this will be required if the threshold is reached. This informed is required by PHL if an outbreak occurs (see Outbreak section).</p> <ul style="list-style-type: none"> <li>• School to call the Self-Isolation Service Hub on 020 3743 6715 if it becomes aware that any of the staff have tested positive.</li> </ul>	<b>M</b>	<b>Headteacher and SLT</b>  <b>Middle Leaders Office and Medical Staff Cleaning Staff</b>  <b>Parents/Carers, Staff, Students</b>



# Respect - Responsibility - Resilience

	<p>-Government guidance on use of PPE must be followed as outlined in the DfE document - '<i>Covid-19 Personal Protective Equipment-Use for non-aerosol-generating procedures</i>'.</p> <p>-Cleaning staff to wear PPE appropriate with the cleaning substances they are using to clean the area. After any contact with staff/students who are unwell, hands must be washed for 20 seconds with soap and running water.</p> <p>-Medical staff trained on use of PPE.</p> <p>-A dedicated isolation room/space is set aside to isolate staff/students.</p> <p>-Where staff/students start showing symptoms of coronavirus, they are transferred to the isolation room immediately and a member of the SLT, medical and Admin staff informed.</p> <p>-If contact with the symptomatic person is necessary, disposable gloves, a disposable apron and a fluid-resistant surgical face mask will be worn by the supervising adult.</p> <p>-Staff /students remain in the medical isolation room until they can be collected.</p> <p>-Medical isolation room to be deep cleaned using a chemical fogger once the staff/student has left the area. (<i>See Covid-19 cleaning of non-healthcare settings guidance</i>) All surfaces that the symptomatic person has come into contact with will be cleaned and disinfected, including: objects which are visibly contaminated with body fluids; all potentially contaminated high-contact areas, such as bathrooms, door handles, telephones, key pad, bin lids, grab-rails in corridors and stairwells.</p> <p>-Any waste from possible cases and cleaning of areas where possible cases have been (including disposable cloths and tissues) will be put in a plastic rubbish bag and tied when full. The plastic bag will then be placed in a second bin bag and tied. it will be put in a suitable and secure place and marked for storage until the individual's test results are known. Waste will be stored safely and kept away from children. Waste will not be put in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours.</p>		
--	---	--	--



# Respect - Responsibility - Resilience

	<p>-A fluid-resistant surgical face mask will be worn by a member of staff supporting the symptomatic student/staff if a distance of 2 metres cannot be maintained.</p> <p>- If there is a risk of fluids entering the eyes from, for example, coughing, spitting or vomiting, then eye protections will be worn.</p>		
--	---	--	--

---

## Risk Controls in place post-September 21

- Parents/carers and staff members' next of kin contacted and asked to immediately arrange collection by car. Public travel should be avoided.
- If need identified, the emergency services are to be contacted. Seek advice from PHL if a student or staff member is admitted to hospital with Covid-19.
- Chemical 'fogger' used to support deep cleaning, in particular for classrooms after any suspected case of Covid-19 is identified.
- Senior member of staff with responsibility as Investigating Officer for Covid-19 cases.
- Emergency staff contact details kept in main reception.
- Welfare facilities set up within the medical isolation room to further reduce risk of transmission. Welfare facilities to be cleaned and disinfected using standard cleaning products before being used by anyone else.
- All students offered 2 on-site lateral flow device tests at the start of the Autumn Term in line with '*Schools' Covid-19 Operational Guidance from DfE (August 2021)*'.
- Designated staff trained in supervising and administering tests.
- Separate Risk Assessment and Quality Assurance process put in place for on-site testing following NHS guidance. School is a certified testing centre.



# Respect - Responsibility - Resilience

-Staff/students provided twice weekly tests in school.

Risk	Controls in place post-September 21	Risk Rating H/M/L with control measures	By Whom
<p><b>Provision for vulnerable students (Education, Health and Care Plans, Social Worker, Free School Meals and SEND)</b></p>	<ul style="list-style-type: none"> <li>-Bespoke support for vulnerable students as required by school.</li> <li>-Reduced homework to core subjects for individual students who need a temporary reasonable adjustment.</li> <li>-Safeguarding Policy reviewed in the light of more students returning to school in line with 'Keeping Children Safe in Education' DfE guidance (Sept 2021). Remote education added.</li> <li>-Free School Meal payments made directly to parents when students absent from school due to Covid- 19 reason. This includes school holidays.</li> <li>IT devices allocated to students for any home learning using DfE Laptops for Schools scheme.</li> <li>-Food and care parcels organised for families in financial hardship. This is not in lieu of FSM Payments.</li> <li>-FSM eligible students who need to self-isolate have FSM funds administered by school during any period of isolation.</li> <li>-Risk assessments are in place and reviewed regularly including those with an EHCP, in order to inform planning and likely reasonable adjustments.</li> </ul>	<p>L</p>	<p><b>Headteacher and SLT</b></p> <p><b>Middle Leaders</b> <b>SENCO/TAs</b> <b>Parents/ carers</b></p>



# Respect - Responsibility - Resilience

	<ul style="list-style-type: none"><li>-Review of vulnerable students (including Year 7) if lockdown/partial closure of school. Encouraged and supported to attend school if lockdown/partial closure.</li><li>-Liaison with Local Authority SEND regarding 'reasonable endeavours' model for EHCP students in the event of SEND staff shortages.</li><li>-Review of EHCP and Passports for students at risk/needing additional support.</li><li>-Student Support, including assessing where students are at, facilitating interventions whilst maintaining a broad and balanced curriculum and bringing in subject specialists to assist in Key Stage 4 Study Support (time instead of studying a subject option).</li><li>-Catch-up programme for Year 7 students continues administered by a Learning Support Assistant (LSA). -Reasonable adjustments considered for SEND students using Local Authority SEND team to support.</li><li>-Support for SEND students having remote learning/curriculum difficulties in the event of Covid-19 isolations.</li><li>-Student Welfare sessions conducted on an individual basis.</li><li>-SEND Reviews for SEND students continue if students are in isolation due to Covid-19 issues.</li><li>-Remote assessment of SEND students by Specialist teaching team.</li><li>-Close liaison with external agencies, for example, social workers, carers, alternative providers, Virtual School and the SEND team at the Local Authority where necessary.</li></ul>		
--	---	--	--



# Respect - Responsibility - Resilience

	<p>-Use of Ask SALL to get advice and support for SEND students who fail to thrive.</p> <p>-Initial meet and greet for SEND students to continue for those with ongoing high anxiety as required. -Rollout from September 2021 of the new Emotionally Based School Avoidance (EBSA) Support.</p>		
--	--	--	--

Risk	Controls in place post-September 21	Risk Rating H/M/L with control measures	By Whom
<b>First Aid Provision and support with medication</b>	<p>-Adequate stock of disposable gloves and other PPE maintained for potential wider staff use. - Staff are first-aid trained.</p> <p>-Fully stocked first aid boxes located in the main office and storage container.</p> <p>-Staff wash their hands prior to administering first aid.</p> <p>-Staff wear disposable gloves when providing first aid support.</p> <p>-Medication policy in place. PPE as described where appropriate.</p> <p>-Gloves and first aid items used will be double bagged and placed in the waste bin for clinical waste.</p>	L	<p><b>Headteacher and SLT</b></p> <p><b>Office and Medical Staff</b></p> <p><b>Parents/ carers, staff, students</b></p>
<b>Staff/ students show symptoms of COVID-19</b>	<p>-Government guidance on use of PPE followed as outlined in the DfE document - '<i>Covid-19 Personal Protective Equipment-Use for non-aerosol-generating procedures</i>'.</p> <p>-Hand sanitiser and anti-bacterial wipes available in all classrooms and in key shared areas around school.</p> <p>-Headteacher (or designated Deputy) informed if any staff use PPE.</p> <p>-PPE equipment is stored safely in a storage container.</p> <p>-Training for medical staff and cleaning staff on use of PPE has been completed and will continue for staff on use of PPE.</p> <p>-PPE is not required to be worn by the majority of staff in school.</p> <p>-Medical staff and those supporting personal care for students have access to a supply of PPE</p>	M	<p><b>Headteacher and SLT</b></p> <p><b>Office and Medical Staff</b></p> <p><b>Caretakers/ Cleaning Staff Diner staff</b></p>



# Respect - Responsibility - Resilience

	<p>disposable gloves, aprons, face masks and visors, which can also be provided to either use with a face mask or without.</p> <p>-Tasks have been identified within the school that would require staff wearing PPE - first aid, supporting students with intimate care, cleaning activities where need is identified and potentially when a staff member/student is symptomatic of Covid-19.-Regular cleaning and hygiene measures in place to minimise any risk.</p> <p>-All food standards and procedures are carried out as normal including hand washing and sanitising between tasks. Separate Risk Assessment for Catering.</p>		
<b>Fire Evacuation</b>	<p>-Automatic fire detection system fitted, which is regularly tested and inspected. -Emergency lighting tested regularly in line with procedures.</p> <p>-Caretaker/Site Manager to check the fire alarm control panel at the start of each school day and on a weekly basis to ensure that the fire alarm system is operating correctly.</p> <p>-In the event of the fire alarm sounding, staff to escort students to evacuate the building and assemble at muster points. SLT on duty will oversee the evacuation with support from the duty caretaker.</p> <p>-Duty office staff to take staff and student signing-in sheets to SLT as registers.</p> <p>-Any faults are to be reported immediately to the Contractor who tests and inspects the school's fire alarm system.</p> <p>-Staff and students are to sanitise hands when they re-enter the building.</p>	L	<p><b>Headteacher and SLT</b></p> <p><b>Site Manager/ Caretakers Staff Students</b></p>
<b>End of the school day spreads Covid-19</b>	<p>-Students to leave site at end of school day (3.45pm).</p> <p>-Students travelling by bus assemble on the AstroTurf .</p>	L	<p><b>SLT</b></p> <p><b>Parents/ carers, staff, students</b></p>



# Respect - Responsibility - Resilience

	<p>-In the event of inclement weather, students assemble in designated areas. -Staff on duty to supervise student departure.</p> <p>-Parents advised that water bottles are to be thoroughly washed and lunch boxes wiped over with anti- bacterial spray when they arrive home.</p>		
--	--	--	--

14

Risk	Controls in place post-September 21	Risk Rating H/M/L with control measures	By Whom
<b>Office areas</b>	<p>-Doors of offices open when occupied, if appropriate. Fire doors are NOT to be wedged open.</p> <p>-Where appropriate, windows are opened whilst the office area is in use. -Staff asked to leave their desks clutter free so they can be easily cleaned.</p> <p>-Cleaning regime of office spaces and work areas.</p> <p>-Waste bins are lined with a black bag and emptied during the school day.</p> <p>-Designated desks used by specific staff members to avoid transmission. Regular cleaning of work stations carried out by the individual.</p> <p>-Staff mindful of working environment of other staff.</p>	L	<p><b>Headteacher School Business Leader</b></p> <p><b>Site Manager/ Caretakers/ Cleaners</b></p> <p><b>Office Staff</b></p>
<b>Visitors to the school</b>	<p>-Visitors are permitted onto the school site and are briefed on Safeguarding arrangements by reception staff.</p> <p>-Visitors are encouraged to carry out an LFT prior to attendance.</p> <p>-Any visitors to be directed to wash their hands/apply hand sanitiser on their arrival to the school site.</p>	L	<p><b>SLT Office Staff Site Manager/ Caretakers</b></p>



# Respect - Responsibility - Resilience

	-Visitors are always supervised whilst on the school site. -All visitors' names are recorded.		
<b>Deliveries</b>	-Identified staff take responsibility for deliveries made to the school. -Staff members wash their hands before and after decanting orders and storing them away. -On decanting products, products are to be wiped down and stored away. -Packaging to be disposed of correctly.	<b>L</b>	<b>Site Manager/ Caretakers Kitchen Staff Meals Driver</b>

15

<b>Risk</b>	<b>Controls in place post-September 21</b>	<b>Risk Rating H/M/L with control measures</b>	<b>By Whom</b>
<b>Staff and students' wellbeing</b>	-Students and staff reminded in September 2021 INSET days that they can access emotional wellbeing/counselling support via our Employee Assistance Programme. -Regular staff updates on Wellbeing in staff briefings and staff bulletin. -Referred students have continued access to emotional wellbeing/counselling support. -Communication with parents and staff: signpost welfare resources and contacts. -Line Managers/SLT to maintain regular contact with team members to check on welfare. -Staff Mental Health First Aiders available to support and signpost colleagues in school. -Form time provides care and guidance contact with Form Tutor/Progress Team. -SLT monitor workloads of staff to ensure a reasonable work/life balance.	<b>L</b>	<b>Headteacher SLT &amp; Governors  Staff Welfare Officer</b>



# Respect - Responsibility - Resilience

	<ul style="list-style-type: none"><li>-Headteacher and Governors have increased awareness of the possibility of colleagues having emotional distress and/or anxiety at this time.</li><li>-Risk Assessment regularly reviewed, updated and published on school website to show transparency and build confidence amongst stakeholders.</li><li>-Parents' Evenings will continue to be held remotely using the online booking system. Engagement evenings (SLT only) will be Face to Face (COVID number permitting).</li><li>-Staff to attend briefings/INSET face-to-face.</li></ul>		
--	--	--	--