

Risk Assessment for September 2020 – Full Return to School

Assessment conducted by: Victoria White Pat Morris Mike Copley Lucy Richardson	Job title: Headteacher Head of Estates Deputy Headteacher Operations Manager	
Date of assessment: 24.07.2020	Review interval: Monthly (ongoing with continuous updates)	Date of next review: 24.08.2020 Date of next review: 11.09.2020 Date of next review: 20.10.2020 Date of next review: 05.11.2020 Date of next review: 13.12.2020 Date of next review: 03.01.2021 Date of next review: 04.02.2021 Date of next review: 03.03.2021 Date of next review:
Related Documents and Policies		
Infection Control Policy, Ill Health and Infectious Disease Risk Assessment, First Aid Policy, Staff Risk Assessment, Supporting Students with Medical Conditions Policy, Administering Medication Policy, Data Protection Policy, Behaviour Policy, Child Protection and Safeguarding Policy, TCAT Outbreak Plan		

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

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Policies and procedures	H	<ul style="list-style-type: none"> All pupils, staff and volunteers are aware of all relevant policies and procedures including, but not limited to, the following: <ul style="list-style-type: none"> <u>Health and Safety Policy</u> <u>Infection Control Policy</u> <u>First Aid Policy</u> <u>School Plan for Full Opening (September 2020)</u> All staff have regard to all relevant guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 The Health Protection (Notification) Regulations 2010 Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities' <u>Schools coronavirus (COVID-19) operational guidance (applies from 8 March)</u> Staff receive any necessary training on measures that have been implemented that are relevant to their role, e.g. infection control and pupil wellbeing. The school keeps up-to-date with advice issued by, but not limited to, the following: <ul style="list-style-type: none"> DfE NHS PHE Department of Health and Social Care The school's local health protection team (HPT) Trade Union Guidance The Trust 	Y	VW, MCo, LR	Friday 11.09.20	M

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		<ul style="list-style-type: none"> • All staff are made aware of relevant infection control procedures and social distancing arrangements via staff training and resources in Microsoft Teams • All parents are made aware of relevant infection control procedures and social distancing arrangements via the School Gateway app • All staff members' emergency contact details are up-to-date, including alternative emergency contact details, where required • All pupils are made aware of relevant infection control procedures and social distancing arrangements via discreet lessons and 'virtual' assemblies • All visitors and contractors (though we expect this to be very minimal and will be advising as such) are made aware of relevant infection control procedures and social distancing arrangements via a briefing on their arrival on-site A track and trace system is in place for those visitors on site in line with Trust procedure and GDPR compliant • The Leadership Team monitors and reviews relevant school policies to ensure they account for alternative provisions in place at this time. • Parents and carers are made aware of the academy's infection control procedures in relation to Coronavirus via letter, SchoolComms App, the website and social media • Parents are informed, by all of the means stated above, that they must contact the academy as soon as possible if they believe their child has been exposed to the Coronavirus • GDPR Policy is followed at all times– this includes withholding the names of children with either confirmed or suspected cases of coronavirus... • In the event of contact from track and trace team, the contact details will be shared and parents informed when/if this takes place. This is not impacted by the GDPR guidelines as it is to prevent the spread of the virus. • All staff and children are walked through fire alarm procedures within the first week of school, supported by TCAT Head of Estates. 				

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Premises	H	<p>To maintain site integrity and ensure all plans for CV-19 can take place the Caretaker will conduct the following daily visual checks:</p> <ul style="list-style-type: none"> • The caretaker checks all exterior windows, doors, locks, and other access points to ascertain security and integrity, including any signs of water ingress. • The caretaker identifies any signs of unauthorised access, arson, vandalism or anti-social behaviour on the premises. • The caretaker checks all areas of the school grounds, including car parks and walkways, for any potential hazards. • The caretaker checks all trees and shrubbery to ensure they do not pose a risk, e.g. there are no broken or overhanging branches. • The caretaker checks all security systems for integrity and that they are in working order. • The Headteacher liaises with the Central Services Team to ensure that the insurer's risk mitigation requirements are enacted and observed. • The caretaker checks for any signs of pests, and any damage or loss of supplies as a result of pest activity. • External signage is visible to show that access to the school premises is restricted. • Any hazards found during checks on the premises are reported to the Headteacher as soon as possible and issues are resolved prior to the school opening to pupils. • The Headteacher, in conjunction with the governing board, ensures the school opens only when it is safe and advisable to do so, in line with local and national advice. • The Headteacher identifies which areas of the school may be used for school activity, and by which pupils, and communicates this to staff, pupils and volunteers accordingly. • Areas of the premises which remain closed are adequately secured and clearly identifiable. 	Y	VW, MCr, LR, LGB	Monday 07.09.20	M

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		<ul style="list-style-type: none"> The Headteacher will limit access to the school for all non-essential visitors, e.g. guest speakers or third-party extra-curricular clubs. This includes parents where contact will be via other methods (eg social media, school comms etc). Where an appointment with a parent must be face to face, the necessary advice will be provided to the parent prior to their admission to site to keep both parties safe. No parent will be seen without an appointment, the SLT will ensure this is communicated and access to site denied. The car gates will be closed and clearly marked as so between 9:00am and 3:00pm as pupils are accessing the playground via the path near the car park during staggered playtimes. Routines will be put in place to support parents/carers/transport with accessibility needs to the car park at key times. 				
Gas & electrical supply, systems and equipment	L	<ul style="list-style-type: none"> Cyclical maintenance programs ensure that all mandatory inspections of equipment and provisions are up-to-date and in full working order, with repairs arranged when or where necessary. 	Y	PM, LR	Ongoing	L
Heating and ventilation	H	<ul style="list-style-type: none"> The Head of Estates checks that all ventilation systems, including fume extraction systems, are in working order and that there are no blockages present in external or internal vents. The use of ventilation systems (and room fans) remain restricted and where possible, the windows of occupied rooms are opened instead. According to updated guidance, ventilation in all areas of the school will remain in place via open windows and doors. Pupils and staff may wear extra clothing to keep warm during the colder months if necessary. (Continuing to be the case – Jan 2021) Open (high level) windows at all times whilst the room is occupied to ensure natural air flow for ventilation – avoid low level windows being open if the temp is cold When rooms are empty (between lessons/break/or when not timetabled or when staff are working on their own and feel able to do so) open the windows fully to purge the space 	Y	PM, MCr	Ongoing	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Fire safety and evacuation routes	H	<ul style="list-style-type: none"> All fire detection, alarm systems, fire extinguishers and sprinklers are checked to ensure that they are in working order. The Head of Estates and Headteacher ensure that the fire management plan and fire safety risk assessment are up-to-date and applicable to any changes in people movement or access, e.g. if parts of the school remain temporarily closed. The Headteacher identifies how social distancing measures are to be observed at evacuation points and communicates this to all staff, volunteers, pupils, parents and contractors. 	Y	VW, PM	Monday 07.09.20	M
Water storage, drainage systems and sanitary appliances	L	<ul style="list-style-type: none"> All hot and cold water systems, including air conditioning units, are checked for legionella or other harmful build-ups. All equipment that uses water is run through a cycle, e.g. dishwashers and washing machines, to flush limescale and bacteria build-up. All sanitary appliances, including drainage, are checked for blockages and adequate hygiene and that they are in working order. 	Y	PM, MCr	Monday 07.09.20	L
Lifts, automatic doors and plant equipment	M	<ul style="list-style-type: none"> Cyclical programs of maintenance ensure that any mandatory inspections for lifts, stairlifts and automatic doors are up-to-date and any required inspections are arranged. 	Y	PM, MCr	Monday 07.09.20	L
Cleaning	H	<ul style="list-style-type: none"> The Headteacher with support from the Estates Lead creates a cleaning schedule that ensures cleaning is generally enhanced and includes: <ul style="list-style-type: none"> Thorough cleaning of rooms and shared areas (including classrooms, playgrounds and eating areas) on a daily basis. Frequently touched surfaces are cleaned more often than normal. Cleaning stations in classroom (with appropriate PPE) to maintain hygiene standards as required throughout the day. Provision for ensuring toilets are cleaned regularly. Continual review of additional cleaning hours and agreed changes to work patterns for staff team The number of rooms used by staff and volunteers will be limited to avoid the spread of infection. 	Y	VW, LR	Monday 07.09.20 & Ongoing	M/H

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> • The necessary areas of the school are deep cleaned before opening with appropriate sanitizing cleaning agents. • All areas that have been cleaned and checked to ensure they are safe to occupy, e.g. any harmful substances have been removed. • All areas that remain temporarily closed or partially closed for cleaning or infection control purposes are clearly identified. • Adequate amounts of appropriate sanitizing cleaning agents are available and stored in line with COSHH guidance. • Each classroom will be provided with cleaning kits e.g. gloves, disinfectant spray and disposable cloths to ensure coughs and sneezes are cleaned afterwards safely. • PPE is available to members of staff who require it to carry out cleaning safely. • Classroom resources, e.g. books and games, that are permitted to be shared within a bubble are cleaned regularly. • Resources that are shared between bubbles, e.g. sports equipment, are isolated for a minimum of 48 hours (72 for plastic) before being moved to another bubble/returned to storage. are thoroughly cleaned before they are shared between bubbles and the TT will be designed to limit the sharing within a day. Staff are also reviewing the curriculum delivery to amend where possible to limit shared resources whilst continuing to deliver a broad and balanced curriculum. • Bins will be double bagged and emptied throughout the day by the cleaning team wearing appropriate PPE • Classroom supplies of tissues, sanitiser and other low level PPE (gloves etc) will be checked and replenished requests for replenishment can be made throughout the day via Teams 				
	H	<ul style="list-style-type: none"> • Anyone who displays symptoms of coronavirus, or who has tested positive in the last 7 days, does not enter the school grounds. • Instances of staff, pupils, visitors and volunteers (rare) displaying symptoms of coronavirus are managed in line with local and national guidance and the 	Y	VW, LR, all staff	Monday 07.09.20 &	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Minimising contact with individuals who are unwell		<p>Infection Management Policy, and any unwell individuals are sent home as soon as possible.</p> <ul style="list-style-type: none"> • Pupils and staff awaiting collection are moved to a room where they can be isolated behind a closed door, with open windows (a designated space in the storage/staff room near the School Office, in the first instance – HT office if further rooms are required). If it is not possible to isolate the patient, they are moved to an area which is at least two metres away from others. If required, a member of staff supervises the patient. • If the patient needs to use the toilet while awaiting collection, they use a spare bathroom (the right hand 'staff' toilet' in the first instance – KS1 accessible toilet if further facilities are required – which will then be sealed off). The bathroom and waiting area is cleaned and disinfected using standard cleaning products before being used by anyone else. • PPE is worn by supervising staff if they cannot maintain a distance of two metres. • Anyone who comes into contact with an unwell individual washes their hands thoroughly for 20 seconds. • The rooms used by the unwell individual are cleaned with appropriate sanitising cleaning agents after they have left the premises by staff wearing appropriate PPE • Staff members who have helped someone with symptoms and any pupils who have been in close contact with them do not need to self-isolate unless they develop symptoms themselves or the symptomatic individual subsequently tests positive. • Staff are asked to be vigilant for pupils and each other, to identify symptoms and offer guidance and support. The current symptoms will be shared with staff and pupils: High temperature/fever A new persistent cough Loss of taste and/or smell Difficulty breathing 			Ongoing	

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		<ul style="list-style-type: none"> On collection of a symptomatic staff member/pupil advice will be given to contact 111 NHS for advice or if symptoms persist or get worse 999. Any symptomatic person will be advised to seek a test at the earliest possible time, further advice for staff can be sought from SLT or Trust HR Flu vaccinations will be offered to all staff 				
Test and trace	H	<ul style="list-style-type: none"> Staff members and parents are informed that they may need to engage with the NHS Test and Trace programme, meaning they need to be ready and willing to: <ul style="list-style-type: none"> Book a test if they (or their child) display symptoms. Provide details of anyone they (or their child) have been in close contact with if they were to test positive for coronavirus or are asked by NHS Test and Trace. Self-isolate if they have been in close contact with someone who develops coronavirus symptoms or someone who tests positive. Anyone in school who displays symptoms is encouraged to get a test. If available, the school provides staff and parents with a home testing kit if they develop symptoms, though the school MUST NOT administer these tests. Parents and staff are asked to inform the school immediately of test results. If anyone in the household has symptoms and has taken a test. All household members must self-isolate for 10 days UNTIL the test result is identified as negative then they can continue as normal. If an individual tests negative, they feel well and no longer have coronavirus symptoms, they, and the members of their household, can stop self-isolating. If an individual tests positive, they are required to self-isolate for at least 7 days 10 days from the onset of symptoms (or from their test results in the case of an asymptomatic diagnosis) and then return to school only if they do not have symptoms other than a cough or loss of sense of smell/taste. Other members of their household are required to continue self-isolating for the full 14 day period. a period of 10 days. 	Y	VW, LR	Monday 07.09.20 & Ongoing	H

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Confirmed cases of coronavirus	H	<ul style="list-style-type: none"> Where an individual in the school community tests positive for coronavirus, the Headteacher contacts the local HPT immediately. The school works with the local HPT to manage the response. Individuals at school who have been in close contact with someone who has tested positive are sent home immediately. Close contact is defined as follows: <ul style="list-style-type: none"> Direct close contacts – face-to-face contact with an infected individual for any length of time, within one metre, including being coughed on, a face-to-face conversation, or unprotected physical contact (skin-to-skin) Proximity contacts – extended close contact (within one to two metres for more than 15 minutes) with an infected individual Travelling in a small vehicle, like a car, with an infected person Household members of individuals who are sent home do not need to self-isolate unless the individual they live with develops symptoms. A record is kept of pupils and staff in each bubble and of any close contact between individuals at school. If required, all parents and staff are informed of the confirmed case; however, the name of the individual is not shared to maintain the GDPR integrity. The school does not request evidence of negative test results or other medical evidence before admitting individuals back to school after a period of self-isolation. If the school has two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus is suspected, the school continues to work with the local HPT who advises on additional actions. In the event of contact from track and trace team, the contact details will be shared and parents informed when/if this takes place. This is not impacted by the GDPR guidelines as it is to prevent the spread of the virus. 	Y	VW, MCo	Monday 07.09.20 & Ongoing	M
Hand cleaning and respiratory hygiene	H	<ul style="list-style-type: none"> Hand washing and sanitising stations are set up in every classroom, toilet facility and staff communal area, providing soap and water, bins (double bagged to line) and 60%+ alcohol-based hand sanitiser. 	Y	VW, MCo, LR, all staff	Monday 07.09.20	M

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		<ul style="list-style-type: none"> • Adequate amounts of soap, tissues and bins are available in the relevant areas – they are emptied regularly and secured safely (with the use of PPE). • Pupils and staff are encouraged to wash/sanitise their hands regularly (at least 4 times per day), including when they arrive at school, when they return from breaks, if they change rooms, and before and after eating. • Windows, external classroom doors and classroom doors will be kept open as much as possible to aid ventilation. • Younger pupils and those with complex needs are supported to ensure they adopt good hand cleaning and respiratory hygiene practices and are supervised, where appropriate, when using hand sanitiser to ensure they do not ingest any. • Individual risk assessments are conducted in relation to younger pupils or those with complex needs who struggle to maintain good respiratory hygiene and PPE/extra sanitizing resources will be provided as necessary to support the learning of these children. • In line with current government guidance, face coverings are not required to be worn on the premises. If a member of staff choses to wear one, they should provide this themselves and complete a risk assessment with their line manager to accommodate their role and responsibilities accordingly. (updated 26.8.20 – see below) • In line with most recent government guidance, if the locality becomes part of local lockdown restrictions, staff will be required to wear face coverings in communal areas and/or a visor if they feel it appropriate but not if it impacts negatively on their ability to deliver learning, ensure calm and safe climate or support to class or individual learners. These must be provided by the individual member of staff for their own use. (updated 11.09.20 – see below) • In line with most recent Local Authority advice, staff will be required to wear face coverings when not in a classroom or eating/drinking. Staff are not required to wear their face covering whilst teaching outdoors or whilst on duty outdoors. 			& Ongoing	

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		<ul style="list-style-type: none"> Staff working in non-classroom based environments do not have to wear a face covering whilst at their desk as they will have their desks separated by at least 2m 1m, their offices will be well ventilated (windows and doors where possible) and they will face away from each other to work for the majority of the time. Protocols for safe face covering will be discussed and shared with all staff and visitors If an individual arrives at school wearing a face covering, they are asked to remove and store/dispose of the covering safely upon entering the premises. Hygiene measures are explained to visitors and contractors upon their arrival. Failure to comply will mean they are asked to leave the site. <ul style="list-style-type: none"> Any pupil who does not comply with the hygiene measures will be dealt with under the Behaviour Policy Posters are displayed throughout the school reminding children to wash their hands, e.g. before entering and leaving the school 				
Minimising contact between individuals and maintaining social distancing	H	<ul style="list-style-type: none"> Pupils receive discreet learning sessions and are given regular reminders of why social distancing is important and the opportunity to speak to staff about how they are finding adhering to the social distancing measures. Pupils and staff are separated into groups (or 'bubbles'). Most bubbles are the size of a full class and pupils do not mix with those outside of their bubble. Staff can move between bubbles but minimise close contact with others whilst doing so. The number of staff moving between bubbles is closely monitored and kept to a minimum, where possible. Whole school PPA takes place on a Friday afternoon to avoid key staff/HLTAs being required to cover in several different classrooms throughout the week. Staff maintain a two-metre distance from each other and from pupils, where possible. Where maintaining a two-metre distance is not possible, staff avoid close face-to-face contact and minimise the time spent within one metre of anyone to less than 15 minutes. 	Y	VW, all staff	Monday 07.09.20 & Ongoing	M/H

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		<ul style="list-style-type: none"> • Pupils' educational and care support plans are provided as normal. • Classrooms are adapted to support social distancing, including seating pupils' side-by-side and facing forwards, and moving furniture out of classrooms to make more space. • Visual aids are used to display social distancing measures. • Pupils take breaktimes and lunchtimes in their bubbles, and these breaks are staggered throughout the day. • Assemblies are either staggered throughout the day within pupils' bubbles or delivered 'virtually' through Microsoft Teams. • The use of communal areas, e.g. a staff communal area, is limited to avoid unnecessary group gatherings – staggered times and enhanced hygiene procedures are implemented where required. • Where pupils/staff cannot follow social distancing arrangements for a particular activity, the Headteacher assesses whether the activity needs to continue – mitigating actions are put in place if continuing the activity is essential. • School start and finish times are staggered. • Parents are briefed on new provision for the drop-off and collection of their children. • Where necessary, school transport is restricted to essential use only and if it is deemed essential, infection control and social distancing measures are implemented. • Public transport to and from school is minimised as far as possible. Where it is totally necessary, pupils are encouraged to wear face coverings and not to travel during peak times. Staff must wear a face covering on public transport. Staggered start and end times are implemented to ensure this is possible. • Pupils are given clear messages about minimising the use of public transport and how to reduce the risks of transmission outside school. • Peripatetic teachers and other temporary staff members delivering learning can move between schools. They minimise their contact with other staff 				

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		<p>members and maintain as much distance as possible from other individuals. We have received the ER Peri Music Service RA</p> <ul style="list-style-type: none"> Where absolutely necessary Supply Staff may be used but the Trust process will be followed to mitigate risk Social distancing measures are explained to all contractors and visitors (rare) upon their arrival. A record is kept of all visitors and contractors that come to the school site and shared with the Central Services Team in line with Trust procedure Staff using the same classroom (e.g. job share) must ensure that surfaces and shared equipment (desk/chair) is wiped down and their teaching zone before and after use is clear of personal belongings 				
Resources	H	<ul style="list-style-type: none"> Staff and KS1/KS2 pupils have their own individual and frequently used items, e.g. pencils and pens. Classroom resources, e.g. books and games, can be shared within a bubble and are cleaned regularly. Resources that are shared between bubbles, e.g. sports equipment, are cleaned before they are used by a different bubble or rotated. Pupils only bring essential items to school each day: lunch boxes, hats, coats, book bags & PE kit. Any shared resources that need to be taken home by pupils and staff are appropriately cleaned and/or a rotation is put in place e.g. banded books for reading/phonics book bag books. In EYFS areas, all soft furnishings and shared resources will be removed if they cannot be cleaned appropriately. Staff are planning to utilise outdoor space as much as possible in the Autumn term, supported by the new resource area In subjects where sharing of equipment has traditionally been key (PE) this will be re timetabled by SLT to ensure appropriate spacing and cleaning, though staff should review curriculum content to ensure that where possible a broad and balanced curriculum can still be offered safely. 	Y	All staff	Monday 07.09.20 & Ongoing	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
PPE	H	<ul style="list-style-type: none"> PPE is distributed to staff who provide intimate care for pupils in need and for cases where a pupil or colleague becomes unwell with symptoms of coronavirus whilst in school and a distance of two metres cannot be maintained. Additional risk assessments are conducted on a case-by-case basis to determine whether staff require PPE to carry out other tasks and duties. 	Y	VW, LR	Monday 07.09.20 & Ongoing	M
Mental health and wellbeing	M	<ul style="list-style-type: none"> The relevant staff liaise with the parents of pupils who are deemed more vulnerable to infection and discuss any alternative arrangements, where required. Extremely clinically vulnerable staff and volunteers meet with the Headteacher and their line manager to discuss their return to work following a period of shielding. The Headteacher and line manager ensure measures are in place to keep the staff member or volunteer safe whilst on the school site. Following DfE and TCAT HR guidance, CEV staff are working from home currently and this will be under ongoing review, in partnership with the Director of HR The Leadership Team considers requests made by staff who wish to make changes to their working environment or working hours in the interest of health and safety. If required, staff can adjust their working hours, as agreed by the Leadership Team. The Headteacher ensures that the school can be adequately and safely staffed. The Leadership Team discusses the implications on staff and pupil workload when the school reopens and puts a plan in place to minimise the risk of stress. Pupils (and their families) who are new to the school are provided with the appropriate transition support and advice. Teachers and the SENDCO work together to ensure pupils with SEND are prepared for changes to their routine. 	Y	VW, MCo, LR, all staff	Monday 07.09.20 & Ongoing	L

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		<ul style="list-style-type: none"> Staff are informed via email about who they can talk to if they have concerns, e.g. about their commitments, health, workload and mental wellbeing. Staff are reminded of the processes for reporting sickness absence under the attendance at work policy A senior member of staff and a member of the safeguarding team will be on site at all times Staff notify the Office Manager through the appropriate Trust form if they are at risk/vulnerable and individuals RAs will be carried out, this includes BAME staff and other at risk groups. Staff returning to school will not be expected to continue with remote learning. 				
Attendance	L	<ul style="list-style-type: none"> Parents are informed that the usual rules on school attendance apply from September and are reinstated from 8 March, following the most recent national lockdown – this means parents have a duty to secure that their child attends regularly. The attendance register is taken as normal and absences are followed up according to school policy. In line with the most recent shielding advice, pupils, families and staff members that have been shielding can attend the school site and will receive support from the Leadership Team before the start of term to reassure them and address any concerns they may have. Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, they are offered access to remote education immediately. Where a pupil is unable to attend school due to their parents following clinical and/or public health advice, their non-attendance is not penalised and they will be able to access their learning remotely. The school discusses the use of additional catch-up funding, as well as existing pastoral and support services, resources and funding, to put in place measures for those families who need additional support to secure pupils' regular attendance. 	Y	VW, MCo, LS	Monday 07.09.20 & Ongoing	L

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Access to learning	L	<ul style="list-style-type: none"> The Leadership Team works with all teaching staff to identify curriculum priorities and ensure a plan is in place to provide quality learning opportunities and collate baseline assessment measures to ensure further planning for progress. The SENDCo identifies what provision can be reasonably provided for pupils with EHC plans. The Leadership Team, in collaboration with TCAT Head of ICT, works with all teaching staff to ensure education can continue to be delivered to all pupils who are learning remotely, e.g. those sent home to self-isolate as a precaution. Teachers plan carefully to support the educational needs of disadvantaged pupils and pupils with SEND. The government's catch-up funding is utilised to ensure pupils receive the support they need to catch-up on learning lost due to the coronavirus pandemic. PE lessons take place outside where possible and pupils are kept in their class bubbles. 	Y	VW, MCo, SR	Monday 07.09.20 & Ongoing	L
Extra-curricular activities	H	<ul style="list-style-type: none"> The Leadership Team determines whether wrap-around care can resume. Wrap-around care is not made available to pupils if doing so would put them at an increased risk of contracting coronavirus. Wrap-around care is delivered in accordance with protective measures, e.g. keeping pupils in their bubbles/phase groups where possible. 	Y	VW, H Stammers	Monday 07.09.20 & Ongoing	L
Safeguarding	H	<ul style="list-style-type: none"> The DSL assesses and assumes the care of any new or ongoing safeguarding concerns relating to the school opening, e.g. ongoing bullying. The DSL works to ensure that pastoral care is in place to support pupils and staff who require it. The DSL ensures the relevant staff have the appropriate training to support pupils and staff who require pastoral care. 	Y	MCo, TL	Monday 07.09.20 & Ongoing	M

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		<ul style="list-style-type: none"> The DSL & Deputy DSL are provided with time to help them support staff and pupils in relation to any new safeguarding and welfare concerns and the handling of referrals to children's social care and other agencies. 				
Behaviour expectations	H	<ul style="list-style-type: none"> The school's Behavioural Policy, including amendments made for care and provision during the COVID pandemic, sets out behaviour expectations for pupils. Expectations are communicated clearly to staff, pupils and parents. Pupils who are struggling to reengage with school are supported by the Leadership Team and wider school community. 	Y	VW, MCo	Monday 07.09.20 & Ongoing	M
Catering	L	<ul style="list-style-type: none"> The Headteacher & the Operations Manager liaise with the catering team and Director of Business to ensure the kitchens remain fully open are fully open from the start of the Autumn term. 	Y	VW, LR	Monday 07.09.20	L
Educational visits	L	<ul style="list-style-type: none"> Any non-overnight domestic visits that take place are done so in line with protective measures, including keeping pupils in consistent groups and ensuring destinations are COVID-secure. Prior to any visit, a risk assessment is undertaken by the trip leader. No visits will take place in the Autumn term in line with Trust procedure (continuing into Spring 2021) 	Y	VW	Monday 07.09.20 & Ongoing	L
Uniform	L	<ul style="list-style-type: none"> Expectations of uniform are communicated to pupils and parents. 	Y	VW, LR	July 2020	L
Communication	H	<ul style="list-style-type: none"> The Headteacher contacts the local HPT for specific recommendations for their school. The Headteacher puts into place any actions or precautions advised by the local HPT. The school's website is kept up to date with any information regarding the school being open to all pupils, e.g. dates and local arrangements. Parents are informed via the School Gateway app and the school website about the relevant information regarding reopening the school, including any pick-up and drop-off arrangements. 	Y	VW, MCo, LR	Monday 07.09.20 & Ongoing	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> Parents and their children are encouraged, where possible, to walk or cycle to school. Infographic issued to all families to support messaging Staff are informed via staff training, briefings & Microsoft Teams about the relevant information regarding opening to all pupils, including any changes to the workday, e.g. staggered lunchtimes and social distancing. Staff are informed of who they can turn to for support and there are several avenues they can follow, e.g. line manager, other senior staff or colleagues/'buddies'. All staff, pupils and families are made aware of the symptoms of coronavirus, what to do if they display symptoms, and if others display symptoms. The Headteacher liaises with the governing board about plans and arrangements for reopening the school and RA updates where necessary. The Headteacher informs staff and the governing board about the arrangements for meetings that would ordinarily take place in person, e.g. interviews, and how these will be carried out in line with social distancing guidance when the school reopens. Training Days will run in small staff groups, where possible all other meetings will be held on TEAMS or with small groups 				
Practical measures in the EYFS	H	<ul style="list-style-type: none"> Parents are encouraged to limit the number of settings their child attends to one. Physical distancing between groups of children and staff is implemented as far as possible. The use of communal spaces is managed to limit the level of mixing between bubbles. The use of the EYFS outdoor space is maximised to ensure social distancing measures can be adhered to. Children are supervised when washing hands or using hand sanitiser and are taught how to do it effectively. A good supply of disposable tissues is available throughout the premises and 'catch it, bin it, kill it' is encouraged through signage. 	Y	VW, FH, ML, LM	Monday 07.09.20 & Ongoing	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> Surfaces, such as toys, books, doors, sinks, toilets and light switches are cleaned more regularly, using appropriate sanitizing cleaning products. 				
Contingency planning	H	<ul style="list-style-type: none"> There is a contingency plan that can be implemented if a local outbreak of coronavirus occurs. The Trust Outbreak Plan will be implemented. The school to update home working to all staff and especially any who are working remotely. The school will adopt the Trust Blended Learning Policy once it has been through the appropriate consultation The school to ensure that all staff required to work remotely have an school issued device or secure access to the school network. The school to update home learning guidance to support enhanced engagement with and monitoring of learning and progress by all in the event of a future lockdown as strategic changes have been made to the schools ICT infrastructure. Allocated training to all teaching staff, including in Trust safeguarding guidance, to support the delivery of online lessons if required in the event of a future lockdown. Line managers to maintain weekly contact with any staff required to work remotely. Safeguarding Teams to maintain weekly verbal (Teams where possible) contact with any children required to continue to shield at any time. Ensuring learning provision is in place and engagement is good. 	Y	VW	September 2020	M

TCAT COVID-19 Outbreak Plan: Supplementary to the Risk Assessment

This plan acknowledges that despite every effort to mitigate the risk of a COVID-19 infection within an academy or the Central Services Team, this may still occur in low numbers or at a higher infection rate.

This plan does not cover a single suspected or confirmed case of COVID-19 within a bubble within the school. In that instance, the Risk Assessment should be followed for dealing with the symptomatic individuals and standard letters must be issued to all members of the bubble/pod as shared. A single case is not an outbreak and does not usually require the full closure of a school. However, the first stage (identified in blue) to notify The Local Health Protection team and the Trust must be followed for **ALL** cases or suspected cases.

The COVID-19 Outbreak Plan as outlined below is simple as it needs to be followed in an emergency and bring about rapid school closure in the event of a *serious outbreak.

(*A serious outbreak is considered to be an incident where symptomatic individuals appear frequently or across numerous bubbles – this does not have to be within the same day. It is the Headteacher's decision to close the school though this will be as a result of advice from Public Health).

Headteachers and Senior Leaders need to try and embody the following leadership traits in an emergency situation to reassure our community:

- Act with urgency
- Communicate with transparency
- Take responsibility and focus on problem solving
- Engage in constant updating
- Lead with empathy

COVID-19 Outbreak Plan

If you believe you may be experiencing an outbreak within your school you must:

Contact the local Health Protection Team as soon as you suspect any pupils or staff displaying COVID-19 symptoms or have been notified of any school related positive test results that could indicate a possible outbreak to discuss the situation and agree if any actions are needed. It is useful to have the information listed below available before this discussion as it will help to inform the size and nature of a potential outbreak:

1. total numbers affected (staff and children)
2. symptoms
3. date(s) when symptoms started
4. number of classes affected

If you suspect cases of infectious illness at your school but are unsure if it is an outbreak, please call the Public Health England Yorkshire and the Humber Health Protection Team:

- Phone: **0113 386 0300**
- Out of hours: **0114 304 9843**
- Email covid19@eastriding.gov.uk

East Riding of Yorkshire Council Children, Families and School team: Must be notified of any cases (suspected and/or confirmed). All information must be passed on to the CFS team, including information from Public Health England.

- Email: CFSinfo@eastriding.gov.uk
- Call: [01482 392149](tel:01482392149)

An emergency response team meeting will be convened in the LA and you would be invited to attend this, as would be the Headteacher from the individual setting.

You should remain open until further actions have been agreed by the Health Protection Team.

Ensure that during the call you are able to give accurate information as outlined above.

Have someone with you to take notes of the advice given – recording the name of the public health professional and the date and time of your call.

Contact the Trust (either Dave McCready, Sarah Young or Pat Morris) to inform them and share the advice given. The CST will support with organisation of activities to ensure the school follows public health guidance. A RIDDOR will also be submitted.

If the guidance is to close or you as Headteacher feel that for the health and safety of staff and learners you should close, you will be supported by the Trust.

- If the closure decision/advice comes at the end of the school day the message needs to be communicated to parents and staff swiftly:

'Following a number of cases of <suspected/confirmed> cases of COVID-19, we have <been advised by Public Health/we have taken the decision> to close the school for a minimum period of 7 days. In that time we will be following further guidance to ensure we are in a safe position to be able to reopen no earlier than <insert 7 day date>. We appreciate that this will be a time of great concern to you and your family and would encourage you to contact nhs 111 for further advice or seek a COVID-19 test. We will be in touch with you again as soon as we have any further information or updates'

- If the closure advice/decision is taken as immediate action during the course of the school day, then the following message should be sent to parents/carers and circulated to staff:

'Following a number of cases of <suspected/confirmed> cases of COVID-19, we have <been advised by Public Health/we have taken the decision> to close the school with immediate effect for a minimum period of 7 days. Please arrange to collect your child from school as soon as possible. Please do not enter the school building or leave your car but call the school as you arrive in the car park/on site and we will arrange for them to be brought out to you. In the closure time we will be following further guidance to ensure we are in a safe position to be able to reopen no earlier than <insert 7 day date>. We appreciate that this will be a time of great concern to you and your family and would encourage you to contact nhs 111 for further advice or seek a COVID-19 test. We will be in touch with you again as soon as we have any further information or updates'

It is important that all usual safeguarding measures are met regarding permissions to collect and identifying parents. It should be the DSL/Safeguarding team or SLT who escort the learners out of the building retaining the social distancing and hygiene measures identified in the Risk Assessment.

- Staff should stay with their bubble until in their identified room until the learners are collected as parents/carers arrive and they are collected by a senior member of staff/duty team member.
- All staff should leave the site as soon as practicably possible with Testing Centre details and be encouraged to arrange a test.
- The Headteacher should ensure the Chair of the Local Board of Governors is notified of the decision to close the school.