

West Lakes Multi Academy Trust Risk Assessment

Task: Full Re Opening West Lakes Academy after Covid-19

WLMAT RA No: 10

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Introduction

On the following pages, you will find an extensive risk assessment that has been drawn up for the full re opening of West Lakes Academy in September 2020 following the Covid – 19 shutdown.

There has been a multitude of guidance documents issued to facilitate this process, this extensive Risk Assessment is there to support West Lakes Multi Academy Trust in meeting it's legal, moral and financial duties under the Health and Safety at work act.

The following guidance document - [Actions for schools during the coronavirus outbreak from the start of the autumn term](#) exists to support schools, both mainstream and alternative provision, to prepare for this. While the aim is to have all pupils back at school in the autumn, every school will also need to plan for the possibility of a local lockdown and how they will ensure continuity of education.

In most cases across the Trust, the Head teacher and senior colleagues will undertake preparations for full re-opening. All staff and Trade Union safety representatives need to be included as part of the risk assessment development. Ensure all persons understand any safety measures. How usual procedures and practice may need to be adapted and changed. Staff will then need briefing on the identified safe ways to work together with timetable changes and operational precautions.

As part of planning for full return in the autumn term, it is a legal requirement that schools should revisit and update their risk assessments (building on the learning to date and the practices they have already developed), to consider the additional risks and control measures to enable a return to full capacity in the autumn term - this means making judgments at a school level about how to balance minimising any risks from coronavirus (COVID-19) by maximising control measures with providing a full educational experience for children and young people. Settings should also review and update their wider risk assessments and consider the need for relevant revised controls in respect of their conventional risk profile considering the implications of coronavirus (COVID-19). Schools should ensure that they implement sensible and proportionate control measures which follow the health and safety hierarchy of control to reduce the risk to the lowest reasonably practicable level. Essential measures include:

- a requirement that people who are ill stay at home;
- robust hand and respiratory hygiene;
- enhanced cleaning arrangements;
- active engagement with NHS Test and Trace;
- formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable.

How contacts are minimised will depend on the school's circumstances and will as much as possible include:

- Grouping children together;
- Avoiding contact between groups;
- Arranging classrooms with forward facing desks;
- Staff maintaining distance from pupils and other staff as much as possible.

Having assessed your risks, you must work through the below system of controls, adopting measures to the fullest extent possible in a way that addresses the risks identified in your assessment, works for your school and allows you to deliver a broad and balanced curriculum for your pupils, including full educational and care support for those pupils who have SEND

Actions schools must take include:

Prevention:

- 1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school;
- 2) clean hands thoroughly more often than usual;
- 3) ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach;
- 4) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach;
- 5) minimise contact between individuals and maintain social distancing wherever possible;
- 6) where necessary, wear appropriate personal protective equipment (PPE).

Numbers 1 to 4 - must be in place in all schools, all the time.

Number 5 must be properly considered and schools must put in place measures that suit their particular circumstances.

Number 6 applies in specific circumstances.

Response to any infection:

- 7) engage with the NHS Test and Trace process;
- 8) manage confirmed cases of coronavirus (COVID-19) amongst the school community;
- 9) contain any outbreak by following local health protection team advice.

Numbers 7 to 9 must be followed in every case where they are relevant.

Risk reduction measures should (as with all other risk assessments) be assessed in order of priority as set out below; schools should not simply adopt the easiest control measure to implement. Controls should be practical to be implemented and, ideally, should be able to be maintained easily over time. It is critical to remember that it will only rarely be feasible to eliminate individual risks completely.

- 1) **Elimination:** stop an activity that is not considered essential if there are risks attached.
- 2) **Substitution:** replace the activity with another that reduces the risk. Care is required to avoid introducing new hazards due to the substitution.
- 3) **Engineering controls:** design measures that help control or mitigate risk.
- 4) **Administrative controls:** identify and implement the procedures to improve safety (for example, markings on the floor, signage).
- 5) Having gone through this process, **PPE** should be used in circumstances where the guidance says it is required.

The control measures listed in the following risk assessment are a guide to help and direct staff on the correct course of action. It is divided into 2 parts:

- **Part 1** – Staff and pupil management issues to support full re-opening of the school
- **Part 2** - Premises and maintenance issues required prior to and during full opening (*although much of this will have been completed prior to partial re-opening in June*)

The identified control measures in both parts will need planning and put in place to reduce the risks identified.

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Activity:	Full Re-Opening of Schools/Settings from Autumn 2020 during Coronavirus (Covid-19) Pandemic			Location:	West Lakes Academy
Assessor:	Chris Mackman/James Jackson		Ref No.:	WLMAT RA 10	
Date:	28/09/2020		Proposed Review Date:	31/10/2020	Signed:
<p>All pupils, in all year groups should return to school full-time from the beginning of the autumn term 2020. The Actions for schools during the coronavirus outbreak from the start of the autumn term is intended to support schools, both mainstream and alternative provision.</p> <p>Separate Risk Assessments are available on the WLA Portal for Cleaning Schools during Coronavirus Pandemic and School Catering Operations during the Coronavirus Pandemic specific to the WLA setting.</p>					

PART 1 – STAFF AND PUPIL MANAGEMENT ISSUES TO SUPPORT RE-OPENING OF THE SCHOOL/SETTING

Hazard	Risk	Individuals at risk	Risk Rating	Control Measures What are we doing now?	Notes/Additional Control Measures What more do we need to	Residual Risk
Contact with individuals who are unwell	Serious respiratory illness, death	All building users, including visitors/parents, contractors/maintenance personnel	High	<ul style="list-style-type: none"> <input type="checkbox"/> Ensure that pupils, staff and other adults do not come into school if they have coronavirus (COVID-19) symptoms (a new continual cough, a temperature in excess of 37.8°C or a loss of, or change in their normal sense of taste or smell (anosmia)) or have tested positive in the last 10 days, and ensure anyone developing those symptoms during the school day is sent home (Stay at home guidance for households with possible Covid-19 infection). <input type="checkbox"/> If anyone in the school becomes unwell with coronavirus symptoms, they must be sent home and advised to follow the above Stay at home guidance, which sets out that they must self-isolate for at least 10 days and should arrange to have a test. Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms. <input type="checkbox"/> If someone in a child or staff member's support bubble is showing coronavirus symptoms, or otherwise self-isolating, everyone in that support bubble should stay home. If the child/staff member or a member of their support bubble is contacted as part of the NHS Test and Trace programme, the individual contacted should stay at home. If the individual becomes symptomatic, everyone in the support bubble should then isolate. <input type="checkbox"/> If a child is awaiting collection, they will be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision if required. 	<p>Ensure all staff and parents are made aware.</p> <p>Public Health England is clear that routinely taking the temperature of pupils is not recommended as this is an unreliable method for identifying coronavirus (COVID-19).</p> <p>CST Flowchart</p>	Medium

Hazard	Risk	Individuals at risk	Risk Rating	Control Measures What are we doing now?	Notes/Additional Control Measures What more do we need to	Residual Risk
			High	<p>Ideally, a window should be opened for ventilation. If it is not possible to isolate them, we will move them to an area which is at least 2 metres away from other people.</p> <ul style="list-style-type: none"> <input type="checkbox"/> If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom will be cleaned and disinfected using standard cleaning products before use by anyone else. <input type="checkbox"/> If a child needs direct personal care until they can return home, a fluid-resistant surgical face mask will be worn by the supervising adult if a distance of 2m cannot be maintained. If contact with the child is necessary, then disposable gloves and a disposable apron will also be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, e.g. from coughing, spitting, or vomiting, then eye protection will also be worn. Refer to safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) <input type="checkbox"/> In an emergency, call 999 if someone is seriously ill, injured or their life is at risk. <input type="checkbox"/> Anyone who has helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive or they have been requested to do so by NHS Test & Trace. <input type="checkbox"/> Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household disinfectant after they have left to reduce the risk of passing the infection on to other people. Refer to COVID-19: cleaning of non-healthcare settings outside the home guidance. <input type="checkbox"/> If a child starts displaying coronavirus symptoms while at their school or setting they must, wherever possible, be collected by a member of their family or household. In exceptional circumstances, where this is not possible, and the setting needs to take responsibility for transporting them home we will do one of the following: <ul style="list-style-type: none"> - use a vehicle with a bulkhead or partition; - the driver and passenger should maintain a distance of 2m from each other; - the driver should use PPE, and the passenger should wear a face mask if they are old enough and able to do so. 	<p>A small supply of fluid-resistant surgical face masks should be purchased. E.g. https://www.medisave.co.uk/surgical-face-masks-type-iir-x-50.html</p> <p>Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital.</p>	Medium

Hazard	Risk	Individuals at risk	Risk Rating	Control Measures What are we doing now?	Notes/Additional Control Measures What more do we need to	Residual Risk
Poor response to an infection	Infection spread leading to serious respiratory illness, death	All building users, including visitors/parents, contractors/maintenance personnel	High	<p><input type="checkbox"/> We will ensure all staff and parents understand the NHS Test and Trace process. We will ensure that staff and parents/carers understand that they will need to be ready and willing to:</p> <ul style="list-style-type: none"> - book a test if they or their child are displaying symptoms (or order via Tel No. 119). Staff and pupils must not come into the school if they have symptoms and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit; - provide details of anyone they or their child have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test & Trace/Public Health; - self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or anyone in their household develops symptoms of coronavirus (COVID-19). <p><input type="checkbox"/> We will assist the Test and Trace service by keeping a temporary record of staff shift patterns for 21 days and assist NHS Test and Trace with requests for that data if needed.</p> <p><input type="checkbox"/> By the autumn term, all schools will be provided with a small number of home testing kits that we can give directly to parents/carers collecting a child who has developed symptoms at school, or staff who have developed symptoms at school, where we think providing one will significantly increase the likelihood of them getting tested.</p> <p><input type="checkbox"/> We will ask parents and staff to inform us immediately of the results of a test:</p> <ul style="list-style-type: none"> - if someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating although it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating. - if someone tests positive, they should follow the 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste (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 still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days. 	<p>Cumbrian Schools: We will telephone the Cumbria Covid-19 Call Centre should we have a positive case of coronavirus in school. This applies to both staff and pupils. Do NOT give this Tel No. to parents/non-staff. Any queries about a suspected case will be emailed to: EducationIPC@cumbria.gov.uk (inbox monitored by CCC Public Health team Monday to Friday). Refer also to the CCC Public Health COVID-19 flowchart for suspected or confirmed cases in schools</p> <p>Non Cumbrian Schools/any school: Contact the DfE Helpline: 0800 046 8687 & select Option 1 for advice on the action to take in response to a positive case. If, following triage, further expert advice is required the adviser will escalate the school's call to the local health protection team.</p> <p>We can order additional test kits online 21 days after we receive a delivery confirmation email telling us that our previous supply of test kits has been sent. We will need a Unique Organisation Number (UON) to place orders for test kits. This will be emailed to us by the DHSC on or before 16/09/20. Kits will be supplied in boxes of 10, with one box provided per 1,000 pupils.</p> <p>Refer to Maintaining records of staff, customers and visitors to support NHS Test</p>	Medium

Hazard	Risk	Individuals at risk	Risk Rating	Control Measures What are we doing now?	Notes/Additional Control Measures What more do we need to	Residual Risk
			Red	<ul style="list-style-type: none"> - If a child or member of staff is not experiencing symptoms but has tested positive for COVID-19, they must self-isolate for at least 10 days, starting from the day the test was taken. If symptoms develop during this isolation period, then they must restart the 10 day isolation from the day symptoms developed. Others in the household must self-isolate for 14 days from the date of the positive test. <input type="checkbox"/> At this stage, all those who have been in close contact with the pupil or member of staff in their group or bubble will be asked to self-isolate for 14 days. <ul style="list-style-type: none"> - If a further child who is self-isolating develops symptoms, they should be tested for COVID-19. If this result is positive, they will begin the 10 day isolation from the day they became ill. All those in the second child's household will need to self-isolate for 14 days from the onset of the symptoms. If the result is negative, the second child will continue with their 14 day isolation period as a result of being in contact with the first child. For further information see page 5 (2nd bullet point). <input type="checkbox"/> In the majority of cases, school and parents will be in agreement that a child with symptoms should not attend school, given the potential risk to others. In the event that a parent or guardian insists on a child attending school, school can take the decision to refuse the child if in our reasonable judgement it is necessary to protect our pupils and staff from possible infection with Covid-19). Any such decision will be carefully considered in light of all the circumstances and the current public health advice. <p>NHS Test and Trace App</p> <ul style="list-style-type: none"> <input type="checkbox"/> The national NHS Test and Trace App is now available. All staff/volunteers and students aged 16 and over will be encouraged to download the app to their smartphones (available on the Google Play Store and Apple App Store). <input type="checkbox"/> The app will be used alongside traditional contact tracing to notify users if they come into contact with someone who later tests positive for coronavirus. <input type="checkbox"/> The app complements, rather than replaces, existing processes. <ul style="list-style-type: none"> - Refer also to 'Lettings' below. 	<p>and Trace</p> <p>If any individual with symptoms is believed to have contracted the COVID-19 virus 'whilst at work', the relevant information must be reported to the HSE under RIDDOR legislation. In the sad event of the death of a worker in children's services from coronavirus (COVID-19) follow: Actions for employers and providers following a coronavirus (COVID-19) related death of a carer or colleague across children's services</p> <p>Our approach to this app can be found in the Covid-19 Addendum to the Online Safety Policy. This addendum makes clear that use of the NHS Covid-19 app is a limited exception to our normal policy on mobile phones being off and Bluetooth being disabled. Further guidance can be found in Use of the NHS COVID-19 app in schools and FE colleges</p>	Yellow
There is a confirmed case of coronavirus amongst the school community	Infection spread leading to serious respiratory illness, death	All building users, including visitors/parents, contractors/maintenance	High	<ul style="list-style-type: none"> <input type="checkbox"/> We will take swift action when we become aware that someone who has attended has tested positive for coronavirus (COVID-19). We will contact the local health protection team. This team will also contact us directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace. <input type="checkbox"/> The health protection team will carry out a rapid risk assessment to 		Medium

Hazard	Risk	Individuals at risk	Risk Rating	Control Measures What are we doing now?	Notes/Additional Control Measures What more do we need to	Residual Risk
		personnel	High	<p>confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.</p> <p><input type="checkbox"/> The health protection team will work with us in this situation to guide us through the actions we need to take. Based on the advice from the health protection team, we must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Close contact means:</p> <ul style="list-style-type: none"> - direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin); - proximity contacts - extended close contact (within 1 to 2m for more than 15 minutes) with an infected individual; - travelling in a small vehicle, like a car, with an infected person. <p><input type="checkbox"/> The health protection team will provide definitive advice on who must be sent home. To support them, we will keep a record of pupils and staff in each group, and any close contact that takes place between children and staff in different groups. This will be a proportionate recording process - we do not need to ask pupils to record everyone they have spent time with each day or ask staff to keep definitive records in a way that is overly burdensome.</p> <p><input type="checkbox"/> A template letter will be provided to us, on the advice of the health protection team, to send to parents and staff if needed. We will not share the names or details of people with coronavirus (COVID-19) with anyone except the public health authority for public health reasons e.g. to trace contacts and protect against the serious threat to public health.</p> <p><input type="checkbox"/> Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period they should follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'. They should get a test, and:</p> <ul style="list-style-type: none"> - if the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days. - if the test result is positive, they should inform school immediately, and must isolate for at least 10 days from the onset of their 	We will ensure our privacy notices for both parents/pupils and staff are updated accordingly.	Medium

Hazard	Risk	Individuals at risk	Risk Rating	Control Measures What are we doing now?	Notes/Additional Control Measures What more do we need to	Residual Risk
			Red	<p>symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period). Their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms, following 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'</p> <p><input type="checkbox"/> We will not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation.</p>		Yellow
Poor containment of an outbreak by not following local health protection team advice	Infection spread leading to serious respiratory illness, death	All building users, visitors/parents, contractors/maintenance personnel	High	<p><input type="checkbox"/> If we have 2 or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, we may have an outbreak, and will continue to work with the local health protection team who will advise if additional action is required.</p> <p><input type="checkbox"/> In some cases, health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure – perhaps the whole site or year group. If we implement the controls from this risk assessment, whole school closure based on cases within the school will not generally be necessary and should not be considered except on the advice of health protection teams.</p> <p><input type="checkbox"/> In consultation with the local Director of Public Health, where an outbreak in our school is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive. Testing will first focus on the person's class, followed by their year group, then the whole school if necessary, in line with routine public health outbreak control practice.</p>		Medium
Clinically vulnerable or extremely clinically vulnerable persons returning to school	Serious respiratory illness, death	Clinically vulnerable & extremely clinically vulnerable staff and pupils	High	<p>Pupils who are shielding or self-isolating</p> <p>There will be far fewer children advised to shield and majority of pupils will be able to return to school. However:</p> <ul style="list-style-type: none"> <input type="checkbox"/> A small number of pupils will still be unable to attend in line with public health advice as they are self-isolating and have had symptoms or a positive test result themselves; or because they are a close contact of someone who has coronavirus (COVID-19); <input type="checkbox"/> If rates of the disease rise in local areas, children (or family members) from that area, and that area only, will be advised to shield during the period where rates remain high and therefore they may be temporarily absent (see below); <input type="checkbox"/> Some pupils no longer required to shield but who generally remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school in September (usually at their next planned clinical appointment). <input type="checkbox"/> Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, we will be able to immediately offer them access to remote education and we will monitor engagement 	<p>Shielding advice for all adults and children was paused on 01/08/20. This means that even the small number of pupils who will remain on the shielded patient list can also return to school, as can those who have family members who are shielding. Refer to RCPCH COVID-19 - 'shielding' guidance for children and young people</p> <p>More advice is available from the Royal College of Paediatrics and Child Health</p> <p>Where children do not attend school as parents are following clinical &/or public health advice (self-isolating, family isolation, quarantine or the clinically extremely vulnerable during a future local</p>	Medium

Hazard	Risk	Individuals at risk	Risk Rating	Control Measures What are we doing now?	Notes/Additional Control Measures What more do we need to	Residual Risk
			High	<p>with this activity.</p> <p>Immunisation</p> <ul style="list-style-type: none"> <input type="checkbox"/> As normal, we will engage with our local immunisation providers to provide immunisation programmes on site, ensuring these will be delivered in keeping with the school's control measures. <p>School workforce</p> <ul style="list-style-type: none"> <input type="checkbox"/> Shielding measures were paused from 01/08/20, with the exception of areas where local lockdown means that shielding will continue. It is therefore appropriate for teachers and other school staff to return to school and we expect that staff who need to will attend school. <input type="checkbox"/> Employers have now been given more discretion about where staff work. Most school-based roles are not ideally suited to home working and schools may expect most staff to return to work in settings. Some roles, such as some administrative roles, may be conducive to home working, and school leaders will consider what is feasible and appropriate. <input type="checkbox"/> We will explain to staff the measures the school is putting in place to reduce risks. We anticipate adherence to the measures in this Risk Assessment will provide the necessary reassurance for staff to return to schools. <input type="checkbox"/> We will discuss any concerns individuals including those who may be clinically vulnerable, clinically extremely vulnerable or at increased comparative risk from coronavirus, may have around their particular circumstances, reassure staff about the protective measures in place and carry out a specific Individual Risk Assessment with them. <p>Staff who are extremely clinically vulnerable</p> <ul style="list-style-type: none"> <input type="checkbox"/> Those who are clinically extremely vulnerable can return to school in September 2020 provided we implement the system of controls outlined in Full Re-Opening: Schools and this Risk Assessment. <input type="checkbox"/> In all respects, the clinically extremely vulnerable should now follow the same guidance as the clinically vulnerable population (see below), taking particular care to practise frequent, thorough hand washing, and cleaning of frequently touched areas in their home and/or workspace. <input type="checkbox"/> People who live with those who are clinically extremely vulnerable can attend the workplace. <p>Staff who are clinically vulnerable</p> <ul style="list-style-type: none"> <input type="checkbox"/> Clinically vulnerable staff can return to school in September. While in school they should follow the specific measures in this Risk Assessment to minimise the risks of transmission. 	<p>lockdown), absence will not be penalised (record as Code 'X') – see Recording attendance in relation to Covid-19.</p> <p>Refer to current advice on shielding. Where necessary, we will provide equipment for people to work at home safely and effectively, e.g. remote access to work systems</p> <p>Refer to COVID-19: review of disparities in risks and outcomes report and Schools and COVID-19: guidance for Black, Asian and minority ethnic (BAME) staff and their</p>	Medium

Hazard	Risk	Individuals at risk	Risk Rating	Control Measures What are we doing now?	Notes/Additional Control Measures What more do we need to	Residual Risk
			Red	<ul style="list-style-type: none"> <input type="checkbox"/> This includes taking particular care to observe good hand and respiratory hygiene, minimising contact and maintaining social distancing. This provides that ideally, adults should maintain 2m distance from others, 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. <input type="checkbox"/> People who live with those who are clinically vulnerable can attend school. <p>Staff who are pregnant</p> <ul style="list-style-type: none"> <input type="checkbox"/> Pregnant women are in the ‘clinically vulnerable’ category, and are advised to follow the above advice, which applies to all staff in schools. <input type="checkbox"/> We will conduct a risk assessment for new and expectant mothers in line with the Management of Health and Safety at Work Regulations 1999 (MHSW). <p>The Royal College of Obstetrics and Gynaecology (RCOG) guidance includes advice for women from 28 weeks gestation or with</p>	employers in school settings	
Inadequate hand and respiratory hygiene leading to spread of Covid-19 virus	Infection spread leading to serious respiratory illness, death	All building users, visitors/ parents, contractors/maintenance personnel	High	<ul style="list-style-type: none"> <input type="checkbox"/> Everyone will be reminded to wash their hands before leaving home, on arrival at school, on return from breaks, when they change rooms and before and after handling cleaning chemicals, eating/drinking, using the toilet, sports activities, using public transport and after coughing or sneezing and not to touch face (eyes, mouth, nose) with hands that are not clean. <input type="checkbox"/> Wash with liquid soap & water for a minimum of 20 seconds (see hand wash guidance). Alcohol based hand cleansers/gels (containing at least 60% alcohol) can be used if soap and water are not available or practical. We will ensure there are sufficient hand washing or hand sanitiser ‘stations’ available throughout school for staff and pupils and at the main entrance and dining hall entrance. <input type="checkbox"/> We will ensure supervision of hand sanitiser use given the risks around ingestion. Small children and pupils with complex needs will continue to be helped to clean their hands properly. Skin friendly skin cleaning wipes can be used as an alternative. <input type="checkbox"/> Hands must be dried properly to prevent infection and drying out. Pat dry rather than rub to avoid discomfort. Supplies of hand cream (aqueous cream or similar) will be made available to help prevent soreness. <input type="checkbox"/> Different groups being allocated their own toilet blocks could be considered but is not a requirement if the site does not allow for it but toilets will be cleaned regularly and pupils encouraged to clean their hands thoroughly after using the toilet. 	<p>Ensure all attending understand how to wash hands correctly - Posters around the school as appropriate.</p> <p>Ensure all sinks have necessary stock & restock as necessary. HSE have issued guidance on Choosing the right hand sanitisers and surface disinfectants</p> <p>We will build these routines into school culture, supported by behaviour expectations and help ensure younger children and those with complex needs understand the need to follow them.</p>	Low

Hazard	Risk	Individuals at risk	Risk Rating	Control Measures What are we doing now?	Notes/Additional Control Measures What more do we need to	Residual Risk
			Red	<ul style="list-style-type: none"> <input type="checkbox"/> Ensure suitable hand washing facilities are available including running water, liquid soap and paper towels or hand driers. <input type="checkbox"/> Where in place, toilet lids should be closed prior to flushing and remain closed after use. Where not in place, staff and children will be instructed to move away from the toilet as soon as it has been flushed, more frequent cleaning of the toilets and most importantly, ensuring that strict hand hygiene measures are observed following every visit to the toilet. <input type="checkbox"/> The 'catch it, bin it, kill it' approach will continue. Everyone will be reminded to sneeze into a tissue or sleeve NEVER into hands and to wash hands immediately after (as above). 'Catch it, bin it, kill it' posters to be displayed in relevant areas. <input type="checkbox"/> Used tissues will be put in a bin immediately - all waste bins to be lined – preferably double-lined and should be lidded and foot operated and emptied regularly <input type="checkbox"/> As with hand cleaning, we will ensure younger children and those with complex needs are helped to get this right, and all pupils understand that this is now part of how school operates. <input type="checkbox"/> Some pupils with complex needs will struggle to maintain as good respiratory hygiene as their peers, e.g. those who spit uncontrollably or use saliva as a sensory stimulant. This will be considered in risk assessments in order to support these pupils and the staff working with them and is not a reason to deny these pupils face to face education. <input type="checkbox"/> Where it is necessary for first aid to be administered in close proximity, treating any casualty properly should be the first concern. Those administering it should pay particular attention to sanitation measures immediately afterwards, including washing hands. 	<p>We will ensure there are enough tissues and bins available in school to support pupils and staff to follow the 'Catch it, bin it, kill it' routine</p> <p>Songs and rhymes will be used to encourage hand washing in early years</p> <p>e-Bug has produced a series of helpful posters for display in appropriate locations:</p> <ul style="list-style-type: none"> - Horrid hands - Super sneezes - Hand hygiene - Respiratory hygiene <p>Refer to HSE: First aid during Covid-19</p>	Green
Inadequate personal protection & PPE & spread of Covid-19 virus	Infection spread leading to serious respiratory illness, death	All building users (particularly those staff performing personal and intimate care)	High	<p>PPE</p> <ul style="list-style-type: none"> <input type="checkbox"/> We will review tasks in school which require PPE like first aid, intimate care, cleaning, food preparation etc. and identify where we need extra equipment (like visors where splashing to the eyes is a new significant risk) or more of it (because we change it more often) and we used Covid-19: Personal Protective Equipment (PPE) to help us decide. Where PPE is required, staff will be trained in and must scrupulously follow the guidance how to put PPE on and take it off safely to reduce cross and self-contamination <input type="checkbox"/> Removal, cleaning and disposal – as in the cleaning section above. <input type="checkbox"/> Where staff are performing intimate care procedures and/or nappy changing, the normal procedures and usual PPE will be used – disposable apron and disposable gloves. If a child shows symptoms of COVID-19 they must not attend the school and stay at home. <input type="checkbox"/> For further information on the use of PPE for supervising a child who has become unwell see section on 'Contact with individuals who are unwell' 	<p>Ensure adequate bins (lidded and foot operated where possible) and tissues are made available. Ensure school has a stock of rubber gloves and if needed, disposable gloves/aprons/facemasks.</p> <p>Signage as appropriate.</p>	Low

Hazard	Risk	Individuals at risk	Risk Rating	Control Measures What are we doing now?	Notes/Additional Control Measures What more do we need to	Residual Risk
			High	<p>- page 2 above.</p> <p><input type="checkbox"/> Staff dealing with children with complex medical needs have an increased risk of transmission through aerosols being transferred from the child to the care giver. Staff performing tracheostomy care and other similar procedures will follow the PHE guidance personal protective equipment (PPE) guidance on aerosol generating procedures, and wear the correct PPE which is:</p> <ul style="list-style-type: none"> - a FFP2/3 respirator (which must be fit-tested) - gloves - a long-sleeved fluid repellent gown - eye protection <p><input type="checkbox"/> If non-symptomatic children present behaviours which may increase the risk of droplet transmission (such as spitting), they will continue to receive care in the same way, including any existing routine use of PPE.</p> <p>Face Coverings</p> <p><input type="checkbox"/> The Government is not recommending universal use of face coverings in all schools. Face coverings will not be necessary in the classroom even where social distancing is not possible.</p> <p>[Years 7 & above]:</p> <p><input type="checkbox"/> Schools may decide to recommend that staff, visitors and pupils in Year 7 and above wear face coverings in communal areas where social distancing cannot be safely managed if they believe that is right in their particular circumstances e.g.</p> <ul style="list-style-type: none"> - where the layout of the school estate makes it particularly difficult to maintain social distancing when staff and pupils are moving around the premises - where on top of hygiene measures and the system of controls recommended in the full opening: Schools guidance, permitting the use of face coverings for staff, pupils or other visitors would provide additional confidence to parents to support a full return of children to school. <p>The academy has made the wearing of face coverings in public areas optional. This will be reviewed daily</p> <p><input type="checkbox"/> In addition, and consistent with WHO's new advice, additional measures will be taken in areas where the transmission of the virus is high. In these areas, defined as areas of national government intervention, face coverings should be worn by adults and pupils in secondary schools when moving around the school, such as in corridors and communal areas where social distancing is difficult to maintain. It will not be necessary to wear face coverings in the classroom, where protective measures already mean the risks are lower, and where they can inhibit</p>	<p>Refer to: Face coverings in Education</p> <p>Some individuals are exempt from wearing face coverings (Face coverings: when to wear one and how to make your own) e.g. people who cannot put on, wear or remove a face covering because of a physical or mental illness or impairment, or disability, or if you are speaking to or providing assistance to someone who relies on lip reading, clear sound or facial expression to communicate. The same exemptions will apply in education settings, and we would expect teachers and other staff to be sensitive to those needs.</p> <p>In the event of new local restrictions being imposed, we will communicate quickly and clearly to staff, parents, pupils and learners that the new arrangements require the use of face coverings in certain circumstances. Refer also to COVID-19 contain framework:</p>	Low

Hazard	Risk	Individuals at risk	Risk Rating	Control Measures What are we doing now?	Notes/Additional Control Measures What more do we need to	Residual Risk
			High	<p>learning.</p> <p><input type="checkbox"/> It is vital that face coverings are worn correctly so clear instructions will be provided to staff, children and young people on how to put on, remove, store and dispose of face coverings (Face coverings: when to wear one and how to make your own) in all of the circumstances above, to avoid inadvertently increasing the risks of transmission.</p> <ul style="list-style-type: none"> - Safe wearing of face coverings requires cleaning of hands before and after touching – including to remove or put them on – and the safe storage of them in individual, sealable plastic bags between use. - instructed not to touch the front of their face covering during use or when removing it and they must dispose of temporary face coverings in a ‘black bag’ waste bin (not recycling bin) or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom/workplace; - Where a face covering becomes damp, it should not be worn and the face covering should be replaced carefully. <p><input type="checkbox"/> Staff, and where appropriate, children should have access to their own face coverings, however, where anybody is struggling to access a face covering, or where they are unable to use their face covering due to having forgotten it or it having become soiled or unsafe, we will take steps to have a small contingency supply available to meet such needs.</p> <p><input type="checkbox"/> No-one should be excluded from education on the grounds that they are not wearing a face covering.</p> <p><input type="checkbox"/> In line with Coronavirus Covid-19 safer travel guidance for passengers it is mandatory to wear a face covering if you need to use public transport or when attending a hospital as a visitor or outpatient. Note: children aged 3 to 10 years are exempt from the mandatory requirement to wear a face covering on public transport. KAHSC would, however, consider this to be best practice where the child understands how to wear a mask properly. It is important to use face coverings properly (Face coverings: when to wear one and how to make your own) and wash your hands before putting them on and after taking them off.</p> <p><input type="checkbox"/> Responsible adults or carers travelling with children on public transport must follow this guidance, wear face coverings, minimise the surfaces they touch and maintain their distance from others, where possible.</p> <p><input type="checkbox"/> Children under the age of 3 should not wear face coverings.</p> <p><input type="checkbox"/> Refer also to 'Measures for arriving at and leaving school' and 'Transport' below.</p>	<p>a guide for local decision-makers and ‘Contingency Planning’ below</p> <p>Ensure there is a small supply of face coverings available in school</p> <p>Posters in corridors and communal areas may be useful. KAHSC has some on the website. Click link to access.</p> <p>Also mandatory to wear face coverings in enclosed public spaces such as indoor transport hubs, taxis and private hire vehicles, shops, banks, takeaways, premises providing hospitality (bars, pubs, restaurants, cafes), except when seated at a table to eat or drink, places of worship, cinemas, theatres, galleries, concert halls, aquariums/indoor zoos/visitor farms, other indoor tourist, heritage or cultural sites, public areas in hotels/hostels, libraries, youth centres, social clubs, indoor entertainment venues (amusement arcades, funfairs, adventure activities e.g. laser quest, go-karting, escape rooms, etc.) (list not exhaustive) (see exemptions)</p>	Low

Hazard	Risk	Individuals at risk	Risk Rating	Control Measures What are we doing now?	Notes/Additional Control Measures What more do we need to	Residual Risk
Failure to adequately identify vulnerable pupils/safeguarding	Vulnerable pupils do not receive appropriate support and protection	All pupils classed as vulnerable either by DfE guidance, LA or school	High	<ul style="list-style-type: none"> <input type="checkbox"/> We will continue to have regard to statutory guidance Keeping Children Safe in Education (from September 2020). <input type="checkbox"/> We will review/update our child protection policy (led by the DSL) to reflect the return of more pupils. <input type="checkbox"/> We will identify all those children whom we believe to be vulnerable in addition to those classed as vulnerable under current DfE guidance. This will include children on the edge of receiving support from children's social care, adopted children, those at risk of becoming NEET, those living in temporary accommodation and those who are young carers. <input type="checkbox"/> We will take the opportunity to contact all parents to confirm correct emergency numbers and ask for additional emergency contacts where these are available. <input type="checkbox"/> The DSL (and deputies) will be provided with more time, especially in the first few weeks of term, to help provide support to staff and children regarding any new safeguarding and welfare concerns and the handling of referrals to children's social care and other agencies where these are appropriate, and agencies and services should prepare to work together to actively look for signs of harm. <input type="checkbox"/> Communication with school nurses is important for safeguarding and supporting wellbeing, as they have continued virtual support to pupils who have not been in school. 	Refer to the coronavirus (COVID-19): safeguarding in schools, colleges and other providers guidance . Refer to the model ' Covid-19 Addendum to the Child Protection Policy ' on the KAHSC website.	Low
Inappropriate arrangements for opening the school to pupil groups	Infection spread leading to serious respiratory illness, death	All building users	High	<p><i>Preparations will need to be agreed with Governors and staff prior to re-occupation by pupils and staff.</i></p> <p><i>Minimise contact between individuals and maintain social distancing wherever possible</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Reduce the number of contacts between children and staff. <input type="checkbox"/> Maintain distinct groups or 'bubbles' that do not mix with other bubbles. <input type="checkbox"/> For younger children, those with complex needs the emphasis will be on separating groups (class bubbles), and for older children it will be on distancing. Children old enough will be supported to maintain distance and not touch staff where possible. <input type="checkbox"/> At primary school, and in the younger years at secondary (KS3), implement smaller groups the size of a full class where possible. <input type="checkbox"/> In secondary schools, and certainly in the older age groups at KS 4 and 5, groups are likely to be the size of a year group to enable schools to deliver the full range of curriculum subjects and students to receive specialist teaching. If this can be achieved with smaller groups, then this is recommended. <input type="checkbox"/> All children will be encouraged to keep their distance within groups/bubbles although it is acceptable for younger children not to distance within their group. 	<p>Individuals displaying symptoms of COVID-19 should follow the government guidance COVID-19: guidance for households with possible coronavirus infection)</p> <p>Provide ongoing health and safety information not only to staff through induction, training and regular updates/reminders but also for children and young people and parents/carers where applicable. We will consider providing virtual tours for prospective parents and carers wishing to visit the academy for September admissions.</p> <p>Induction checklist/staff handbook or code of conduct to be updated in line with COVID-19 risk assessment and information for parents displayed on the school website. The revised GOV.UK: Staying Covid-19 Secure Poster (revised 23/07/20) poster to be displayed. Consideration must be given to ensuring our plans are</p>	Low

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			High	<ul style="list-style-type: none"> <input type="checkbox"/> We will try to keep children in their class groups for the majority of the classroom time but may also need to allow mixing into wider groups for specialist teaching, wraparound care and transport, or for boarding pupils in one group residentially and another during the school day. We will endeavour to keep these groups at least partially separate and minimise contacts between children. <input type="checkbox"/> All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable. Where staff need to move between classes and year groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2m from other adults. This is not likely to be possible with younger children and teachers in primary schools can still work across groups if that is needed to enable a full educational offer. <input type="checkbox"/> We will look to maximise the use of our site and any associated available space, such as rooms in an associated place of worship for schools with a religious character, if feasible. <p>Measures within the classroom</p> <ul style="list-style-type: none"> <input type="checkbox"/> Staff must maintain distance from pupils, staying at the front of the class, and away from colleagues where possible. Ideally, adults should maintain 2m distance from each other, and from children, although this will not always be possible with younger children. <input type="checkbox"/> Avoid close face to face contact and minimise time spent within 1m of anyone. This will not be possible when working with pupils who have complex needs or who need close contact care. These pupils' educational and care support should be provided as normal. <input type="checkbox"/> Children old enough, will be supported to maintain distance and not touch staff and their peers where possible. This will not be possible for the youngest children and some children with complex needs. <input type="checkbox"/> When staff or children cannot maintain distancing, particularly with younger children in primary schools, we will reduce risks by keeping pupils in the smaller, class-sized groups described above. <input type="checkbox"/> We will endeavour to make small adaptations to the classroom to support distancing where possible e.g. seating pupils side by side and facing forwards, rather than face to face or side on, and moving unnecessary furniture out of classrooms to make more space. <input type="checkbox"/> Spaces used will be well ventilated using natural ventilation where possible. Maximise ventilation by opening windows and propping open doors (bearing in mind safeguarding in particular). <input type="checkbox"/> Doors may be held open to avoid them being touched by those coming and going from the classroom. This will also aid ventilation. This is only permitted where the room is occupied and doors must be closed once the group has left the room. At the end of the day, all doors to all rooms must be closed for fire purposes. 	communicated to those parents who have English as an additional language and parents of vulnerable children including young carers. Parents will be reminded of the complaints Policy which currently sets out how low level concerns will be resolved.	

Hazard	Risk	Individuals at risk	Risk Rating	Control Measures What are we doing now?	Notes/Additional Control Measures What more do we need to	Residual Risk
			High	<ul style="list-style-type: none"> <input type="checkbox"/> Wherever possible pupils will use the same classroom or area of a setting throughout the day, with a thorough cleaning of the rooms at the end of the day. Consideration will be given to seating the pupils at the same desk each day where possible. <input type="checkbox"/> Dressing up clothing and other fabric items can be used if used intermittently – every 3 days – to reduce the risk of cross contamination or reserved for one class/group. <input type="checkbox"/> Where possible (weather permitting) children will make use of outdoor spaces and outdoor equipment. Only one group at a time may use play equipment externally. Again equipment will be kept to a minimum and disinfected with spray after use by each cohort or reserved for one class/group. <input type="checkbox"/> We will take steps to limit the use of single-use plastic water bottles. <input type="checkbox"/> Where possible, external doors from classrooms will be used to access outside areas thus reducing the need to use internal areas. <input type="checkbox"/> Wooden equipment will be taken out of use or used intermittently – every 3 days – to reduce the risk of cross contamination or reserved for one class/group. <input type="checkbox"/> IT suites can be used by pupils. Disinfection of workstations, keyboard and mouse after each class/bubble use will be necessary. Communal headphones will not be used. Either ask pupils to bring in their own headphones/earphones or have a supply of cheap ear phones which could be sanitised and rotated on a weekly basis. When seated at workstations where face to face PCs are present, there is a 2m gap between individual students facing each other. Raised monitors provide further protection and face masks can be used in this situation if required. Staff working at shared PCs should maintain 2m distancing. <input type="checkbox"/> Practical lessons can go ahead if equipment can be cleaned thoroughly and the classroom or other learning environment is occupied by the same children in one day, or properly cleaned between bubbles– see also ‘Curriculum’ below. <p>Measures for break and lunchtimes</p> <ul style="list-style-type: none"> <input type="checkbox"/> We will stagger pupil break and lunch times (and time for cleaning surfaces in the dining hall between groups). Where dining halls are used, social distancing will be considered and no mixing of groups must take place. <input type="checkbox"/> Separate dining areas will be assigned for each group/bubble and queueing will be kept to a minimum with floor markings designating social distancing <input type="checkbox"/> Where pupil numbers do not allow for each group to use the dining facilities, lunches may be served which are ‘take-away’ to be eaten elsewhere in the school to reduce the need for groups to mix or 		Low

Hazard	Risk	Individuals at risk	Risk Rating	Control Measures What are we doing now?	Notes/Additional Control Measures What more do we need to	Residual Risk
			X	<p>delivered to each classroom to be eaten at pupil desks.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Playgrounds will be divided to minimise mixing between groups where possible - where there is more than one group using the outdoor space, the space will be zoned so that groups are kept apart. <input type="checkbox"/> Shared staff spaces will be set up to help staff to distance from each other. Use of staff rooms will be minimised, although staff must still have a break of a reasonable length during the day – staff breaks may need to be staggered. <input type="checkbox"/> Use safe outdoor areas for staff breaks. <input type="checkbox"/> Reconfigure seating and tables in staff room/staff common areas to maintain spacing and reduce face-to-face interactions. <input type="checkbox"/> Encourage staff to remain on-site at lunch time and, when not possible, maintaining social distancing while off-site and to wear face coverings in enclosed public spaces. <input type="checkbox"/> For 'catering activities and school meal provision, including support for pupils who have to stay at home/food parcels refer to the separate model COVID-19: Risk assessment for School Catering Operations on the KAHSC website. <p>Measures elsewhere</p> <ul style="list-style-type: none"> <input type="checkbox"/> Groups will be kept apart – we will avoid large gatherings such as assemblies or collective worship with more than one group. <input type="checkbox"/> Music and singing – see 'Curriculum' below. <input type="checkbox"/> When timetabling, groups will be kept apart and movement around the school site kept to a minimum. While passing briefly in the corridor or playground is low risk, we will avoid creating busy corridors, entrances and exits. <input type="checkbox"/> To reduce movement around the building, wherever possible, groups/classes will remain in the same classroom(s) as much as possible with teachers moving between classes rather than pupils. <input type="checkbox"/> Where considered wide enough to do so, corridors will be marked with tape to provide for a one-way system. <input type="checkbox"/> Where there are multiple stairways to upper floors, these will be allocated and marked/signed as an 'up stairway' and a 'down stairway' where practical. <input type="checkbox"/> Floor marking tape will also be used where queues may develop. <input type="checkbox"/> Lockers will not be brought back into use <input type="checkbox"/> Normal shielding will be used for reception staff – where this is not in place, an area will be marked over which any visitors will be informed not to cross. <input type="checkbox"/> Maintain social distancing between people who work in one place such as office or reception staff. 		

Hazard	Risk	Individuals at risk	Risk Rating	Control Measures What are we doing now?	Notes/Additional Control Measures What more do we need to	Residual Risk
			High	<ul style="list-style-type: none"> <input type="checkbox"/> Office staff to work in separate offices where possible. <input type="checkbox"/> Desks/workstations should allow staff to maintain social distancing wherever possible. <input type="checkbox"/> If it is not possible to keep workstations 2m (or 1m with risk mitigation where 2m is not viable, is acceptable) apart, take all mitigating actions possible to reduce the risk of transmission: <ul style="list-style-type: none"> <input type="checkbox"/> review layouts and processes to allow staff to work further apart from each other; <input type="checkbox"/> use floor tape or paint to mark areas to help workers keep to a 2m (or 1m with risk mitigation where 2m is not viable, is acceptable) distance; <input type="checkbox"/> only where it is not possible to move workstations further apart, arrange people to work side by side or facing away from each other rather than face-to-face; <input type="checkbox"/> only where it is not possible to move workstations further apart, use screens to separate people from each other; <input type="checkbox"/> use a consistent pairing system if workers have to be in close proximity; <input type="checkbox"/> manage occupancy levels to enable social distancing; <input type="checkbox"/> workstations should be assigned to an individual as much as possible. If they need to be shared, they should be shared by the smallest possible number of people and establish cleaning rules after each use of another's workstation; <input type="checkbox"/> avoid use of hot desks and spaces and, where not possible, clean and sanitise workstations between different occupants including shared equipment. <input type="checkbox"/> Keep distance between individuals when speaking or sharing a room, regularly wash hands and sanitise surfaces when the individual leaves including telephones, keyboards/mice etc. <input type="checkbox"/> Staff to observe social distancing when using communal equipment such as photocopiers – key pads etc. on copying machines to be wiped with anti-viral wipes after each use OR allow one person only to carry out all photocopying (pupils NOT to use copiers). <input type="checkbox"/> Ensure that any keypads or electronic entry systems are regularly sanitised throughout the day where different staff/visitors are entering or leaving the school. <input type="checkbox"/> Plan work to minimise contact between staff and avoid skin-to-skin and face-to-face contact. Where possible, staff working together (such as site teams for example) should work side by side or facing away from each other as opposed to face to face. Where face-to-face contact is essential, this must be kept to a minimum. Consideration will be given to wearing face coverings in this situation. <input type="checkbox"/> As much as possible, keep groups of staff working together in teams that are as small as possible (cohorting). <input type="checkbox"/> Try to use stairs in preference to lifts. Where lifts must be used 	Arrows can be used to indicate left and right. Different coloured tape can be used for up and down on the top and bottom few steps.	Low

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			High	<p>(including platform lifts), we will lower their capacity to reduce congestion and contact at all times, and regularly clean touchpoints, such as doors and buttons.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Where staff are required to sign in/out, use your own pen and wash your hands immediately after; or, where required to use a touch-screen, a supply of anti-viral wipes will be provided to be used by the visitor to clean the screen after use. A bin (lidded and foot operated) will be provided for the disposal of the used wipes. <input type="checkbox"/> Reduce transmission through contact with objects that come into school such as post and deliveries and limit those accepting and putting away deliveries. <input type="checkbox"/> Implement cleaning procedures for goods and merchandise entering the site. <input type="checkbox"/> Encourage increased handwashing and introducing more handwashing facilities for staff handling goods and merchandise or providing hand sanitiser where this is not practical. <input type="checkbox"/> Restrict non-business deliveries, e.g. personal deliveries to workers. <input type="checkbox"/> Revise pick-up and drop-off collection points, procedures, signage and markings. <input type="checkbox"/> Consider methods to reduce frequency of deliveries, e.g. by ordering larger quantities less often. <input type="checkbox"/> Minimise contact during payments and exchange of documentation, for example, by using electronic payment methods and electronically signed and exchanged documents. <input type="checkbox"/> Take steps to avoid people needing to unduly raise their voices to each other. This includes, but is not limited to, refraining from playing music or broadcasts that may encourage shouting, including if played at a volume that makes normal conversation difficult. <p>Measures for arriving at and leaving school</p> <ul style="list-style-type: none"> <input type="checkbox"/> Under no circumstances must anyone displaying symptoms of COVID-19 attempt to enter the school site. This information will be included in the letter to parents, suppliers and contractors prior to the school opening. Notice to be displayed on the main school entrance door. All parents will be asked to confirm this when dropping off their child. <input type="checkbox"/> We will encourage parents and pupils to walk or cycle to school where possible. <input type="checkbox"/> Arrival and finish times will be staggered to keep groups apart as they arrive and leave school (without reducing the amount of overall teaching time) and parents/carers informed of their allotted start/finish time and the days/hours their child should attend school. <input type="checkbox"/> Check details of who is eligible to drop off/collect children – they may be different. <input type="checkbox"/> Parents will be advised that only one parent should bring the child/ren 		Low

Hazard	Risk	Individuals at risk	Risk Rating	Control Measures What are we doing now?	Notes/Additional Control Measures What more do we need to	Residual Risk
			High	<p>to school where children cannot attend unaccompanied. Parents of unaccompanied children will be informed of the entrance their child must use.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Parents will be informed and, if necessary, regularly reminded that they must maintain social distancing from the next adult or child at all times when bringing their child to or collecting them from school. <input type="checkbox"/> Where possible, we will consider separate entrance/exit gates or one-way systems. <input type="checkbox"/> Children will be collected from the school entrance gate by staff at the beginning of their allotted session. Parents will then be asked to leave immediately. Parents may only enter the site with agreement by the Head teacher and appointments must be made prior to the visit. Parents may, however, telephone the school at any time should they have any concerns or issues of which the school need to be informed. <input type="checkbox"/> At the end of the allotted session, parents may collect their children from the same entrance area where they will be supervised by staff. <input type="checkbox"/> Where possible, once the cohort of pupils has arrived, they will enter the school via an external door straight into the class where they will be based for the session. <input type="checkbox"/> Used PPE and any disposable face coverings that staff or children arrive wearing will be placed in a refuse bag and disposed of as normal domestic waste unless the wearer has symptoms of COVID-19 in which case it will be disposed of in accordance with the guidance on cleaning for non-healthcare settings outside of the home. Any non-disposable washable cloth face coverings that staff or children are wearing when they arrive at school must be removed by the wearer and placed into a plastic bag that the wearer has brought with them in order to take it home. The wearer must then wash their hands. Staff, children and parents will be so instructed. Refer to safe working in education, childcare and children's social care <p>Transport</p> <p><u>Dedicated school transport, including statutory provision</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> A partnership approach between the LA, school/trust/diocese and others will be required. In particular, it is imperative that we work closely with the LA that have statutory responsibility for 'home to school transport' for many children, as well as a vital role in working with local transport providers to ensure sufficient bus service provision. <input type="checkbox"/> The LA is responsible for arranging school transport for those pupils legally entitled to travel to and from school. Following LA School Transport guidance: <input type="checkbox"/> Unless it is possible on the transport used, social distancing will not 	<p>Refer to safe working in education, childcare and children's social care including the use of PPE and 'PPE/Face Coverings' above</p> <p>Refer to: GOV UK Transport to school and other places of education: autumn term 2020 - Guidance for Local Authorities and Schools, Coronavirus Covid-19 Safer transport guidance for operators and LA School Transport guidance</p>	Low

Hazard	Risk	Individuals at risk	Risk Rating	Control Measures What are we doing now?	Notes/Additional Control Measures What more do we need to	Residual Risk
			High	<p>apply on dedicated school transport from the Autumn term 2020 (although should still be put in place wherever possible).</p> <ul style="list-style-type: none"> <input type="checkbox"/> Even if children are entitled to free or subsidised education transport, they should only use this transport if absolutely necessary. <input type="checkbox"/> Parents and carers are responsible for supporting their child to maintain social distancing whilst queuing at bus stops. <input type="checkbox"/> The school will put in place appropriate queuing or other arrangements needed for picking up and dropping off children at school. <input type="checkbox"/> Where possible, children should try to sit within their school bubbles on vehicles. <input type="checkbox"/> All pupils should wash their hands prior to boarding the bus. <input type="checkbox"/> Hand sanitiser will be provided on board the vehicle and it should be used by pupils when getting on and getting off the bus. Child(ren) should also carry their own hand sanitiser. <input type="checkbox"/> Although the wearing of face coverings on home to school transport is not mandatory, we will encourage students aged 11 years and over to wear them on home to school transport (these will not be provided). Younger children can wear face coverings where the child understands how to wear a mask properly. <input type="checkbox"/> Where possible, the ventilation of fresh air (from outside the vehicle) will be maximised, particularly through opening windows and ceiling vents. <input type="checkbox"/> Vehicles will be cleaned and sanitised after each journey. <input type="checkbox"/> We will ensure that a clear message is given to pupils about their general socialising behaviour beyond the school gates i.e. not congregating in large groups etc. <p><u>School commissioned transport (including use of school minibuses)</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> If we organise our own transport for children to attend school and will take all necessary steps to ensure that the vehicle is safe to use by the children concerned. We may collect children in cohorts and/or stagger start/finish times in order to accommodate the pupils on the bus safely. If the children being transported do not have symptoms of coronavirus, there is no requirement for a driver to use PPE although they may choose to wear a face covering. [Delete if not required]. <p><u>Wider public transport</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> The use of public transport, particularly in peak times, should be kept to an absolute minimum. <input type="checkbox"/> We will work with partners to consider staggered start times to enable more journeys to take place outside of peak hours where possible. <input type="checkbox"/> We will encourage parents, staff and pupils to walk or cycle to school if 	<p>Face coverings now required in taxis and private hire vehicles along with retail and hospitality venues within transport hubs.</p> <p>This does not apply to those who are exempt from wearing a face covering</p> <p>Refer to the KAHSC model Home to school transport during the Covid-19 pandemic Risk Assessment and Protocol for using the School minibus to transport students during the Covid-19 pandemic</p> <p>Refer also to GOV UK Transport to school and other places of education: autumn term 2020</p>	Low

Hazard	Risk	Individuals at risk	Risk Rating	Control Measures What are we doing now?	Notes/Additional Control Measures What more do we need to	Residual Risk
			X	<p>at all possible. work with the LA to promote safe cycling routes. Driving children to school will also be an option. Refer to Coronavirus (COVID-19): safer travel guidance for passengers</p> <ul style="list-style-type: none"> <input type="checkbox"/> Pupils using public transport unaccompanied will be reminded that all passengers must wear a face covering. Children aged 3 to 10 years are exempt from the mandatory requirement to wear a face covering on public transport. <i>KAHSC would, however, consider this to be best practice where the child understands how to wear a mask properly.</i> <input type="checkbox"/> Car sharing to and from work/school is not currently advised unless the individuals are from the same household (or support bubble). The 'Rule of 6' applies to public transport, taxis and private hire vehicles and private vehicles (see: Coronavirus (COVID-19): Meeting with others safely (social distancing)). <input type="checkbox"/> Ensure that a clear message is given to pupils about their general socialising behaviour beyond the school gates i.e. not congregating in large groups etc. <p>Other considerations</p> <ul style="list-style-type: none"> <input type="checkbox"/> Pupils with SEND will receive specific help and preparation for the changes to routine that this will involve, so teachers and SENCoS will plan to meet these needs, e.g. using social stories. <input type="checkbox"/> Supply teachers, peripatetic teachers and/or other temporary staff can move between schools. They should ensure they minimise contact and maintain as much distance as possible from other staff. Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. <input type="checkbox"/> Where a child routinely attends more than one setting on a part time basis, e.g. because they are dual registered at a mainstream school and an alternative provision setting or special school, we will work through the system of controls to the fullest extent collaboratively, enabling us to address any risks identified and allowing us to jointly deliver a broad and balanced curriculum for the child. <input type="checkbox"/> For individual and very frequently used equipment, such as pencils and pens, staff and pupils should have their own items that are not shared. <input type="checkbox"/> Classroom based resources, such as books and games, can be used and shared within the bubble; these will be cleaned regularly, along with all frequently touched surfaces. <input type="checkbox"/> Resources that are shared between classes or bubbles, such as sports, art and science equipment will be cleaned frequently and meticulously and always between bubbles or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles. <input type="checkbox"/> Pupils should still limit the amount of equipment they bring into school each day to essentials such as lunch boxes, hats, coats, books, 	<p>Face coverings now required in taxis and private hire vehicles along with retail and hospitality venues within transport hubs. This does not apply to those who are exempt.</p> <p>For further information on pupils with SEND and EHCP plans, refer to Annex B of Full Opening: Schools.</p> <p>Refer to COVID-19 Guidance for Supply Agencies, Head teachers and Supply Staff</p>	

Hazard	Risk	Individuals at risk	Risk Rating	Control Measures What are we doing now?	Notes/Additional Control Measures What more do we need to	Residual Risk
			High	<p>stationery, sun protection and mobile phones. Bags are allowed.</p> <p><input type="checkbox"/> Pupils and teachers can take books and other shared resources home, although unnecessary sharing will be avoided, especially where this does not contribute to pupil education and development. Similar rules on hand cleaning, cleaning of the resources and rotation will apply to these resources.</p> <p>Cleaning throughout the day – non-healthcare settings where no-one has symptoms of, or confirmed COVID-19</p> <p>Cleaning and disinfection</p> <ul style="list-style-type: none"> <input type="checkbox"/> Define a new cleaning schedule that ensures cleaning is generally enhanced and includes more frequent cleaning of rooms / shared areas that are used by different groups, frequently touched surfaces being cleaned more often than normal. <input type="checkbox"/> Implement a cleaning log to track cleaning frequency for bathrooms, classrooms and communal areas. <input type="checkbox"/> Schedule frequent cleaning of resources (e.g. books, toys) shared within groups. <input type="checkbox"/> Schedule the isolation or cleaning of resources (e.g. books, toys) shared between groups. <input type="checkbox"/> Reduce clutter with only the minimum items left on work and other surfaces. This allows for more intensive cleaning and reduces the risk of the virus landing on multiple surfaces. <input type="checkbox"/> Reduce the number or eliminate soft toys which are more difficult to clean. <input type="checkbox"/> Increase the frequency of cleaning, using standard cleaning products such as detergents and bleach, paying attention to all surfaces but especially ones that are touched frequently, such as door handles, light switches, work surfaces, remote controls and electronic devices. <input type="checkbox"/> As a minimum, frequently touched surfaces should be wiped down at the beginning and at the end of each day, and more frequently depending on: the number of people using the space, whether they are entering and exiting the setting, and access to hand washing and hand-sanitising facilities. Cleaning of frequently touched surfaces is particularly important in bathrooms and communal kitchens. <input type="checkbox"/> When cleaning surfaces, it is not necessary to wear personal protective equipment (PPE) or clothing over and above what would usually be used. <input type="checkbox"/> Regularly check stocks of cleaning supplies and purchase additional supplies as necessary. <input type="checkbox"/> Use disposable cloths or paper roll and disposable mop heads wherever possible, disposing of after use. <input type="checkbox"/> Avoid creating splashes and spray when cleaning. 	<p>For further information on pupils with SEND and EHCP plans, refer to Annex B of Full Re-Opening: Schools.</p> <p>Refer to COVID-19 Guidance for Supply Agencies, Head teachers and Supply Staff</p> <p>Do not rely on cleaning staff to clean/wipe surfaces when others leave as cleaners may be working less frequently than usual or may not be rostered during the school day - clean and wipe as you go as described.</p> <p>Carry out inventory check of cleaning products and stock at regular intervals, restocking as necessary. Ensure</p>	

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			X	<ul style="list-style-type: none"> <input type="checkbox"/> Ensure disposable tissues are available in each room for both staff and pupils. <input type="checkbox"/> For 'cleaning staff/activities and cleaning after an individual with symptoms of or confirmed COVID-19 has left the setting/area', refer to the separate KAHSC Model Cleaning Schools during Coronavirus Pandemic Risk Assessment. <p>Laundry</p> <ul style="list-style-type: none"> <input type="checkbox"/> Items should be washed in accordance with the manufacturer's instructions. <input type="checkbox"/> There is no additional washing requirement above what would normally be carried out. <p>Kitchens and communal canteens</p> <ul style="list-style-type: none"> <input type="checkbox"/> It is very unlikely that COVID-19 is transmitted through food. However, as a matter of good hygiene practice, anyone handling food should wash their hands often with soap and water for at least 20 seconds before doing so. <input type="checkbox"/> Crockery and eating utensils should not be shared. Clean frequently touched surfaces regularly. <input type="checkbox"/> Food business operators should continue to follow the Food Standard Agency's (FSA) guidance on good hygiene practices in food preparation, Hazard Analysis and Critical Control Point (HACCP) processes and preventative practices (pre-requisite programmes (PRPs)). <input type="checkbox"/> For 'catering activities and school meal provision, refer to the separate model COVID-19: Risk assessment for School Catering Operations on the KAHSC website. <p>Bathrooms</p> <ul style="list-style-type: none"> <input type="checkbox"/> Clean frequently touched surfaces regularly. <input type="checkbox"/> Ensure suitable hand washing facilities are available including running water, liquid soap and paper towels or hand driers. <input type="checkbox"/> Where cloth towels are used, these should be for individual use and laundered in accordance with washing instructions. <p>Waste</p> <ul style="list-style-type: none"> <input type="checkbox"/> Waste does not need to be segregated unless an individual in the setting shows symptoms of or tests positive for COVID-19 (refer to the separate KAHSC Model Cleaning Schools during Coronavirus Pandemic Risk Assessment). <input type="checkbox"/> Dispose of routine waste as normal, placing any used cloths or wipes and used PPE in 'black bag' waste bins. You do not need to put them in an extra bag or store them for a time before throwing them away. Do NOT use recycling bins. All bins will be lidded and foot operated where possible. <p>Extra-curricular activity</p>	contingency plans are in place to respond to any shortages in supply. Carry out inventory check of cleaning products and stock at regular intervals, restocking as necessary. Ensure contingency plans are in place to respond to any shortages in supply.	

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			High	<ul style="list-style-type: none"> <input type="checkbox"/> We will advise parents to limit the number of different wraparound providers they access, as far as possible. Where parents use childcare providers or out of school activities for their children, we will encourage them to seek assurance that the providers are carefully considering their own protective measures, and only use those providers that can demonstrate this. <input type="checkbox"/> Our out-of-school activities, are able to operate for both indoor and outdoor provision, provided we have safety measures in place. <input type="checkbox"/> For indoor sports activities we will refer to the guidance on working safely during coronavirus (COVID-19) for providers of grassroots sports and gym / leisure facilities. <input type="checkbox"/> For outdoor sports activities, we will also refer to the guidance for providers of outdoor facilities on the phased return of sport and recreation in England. <input type="checkbox"/> We are able to work with external coaches, clubs and organisations for curricular and extra-curricular activities where we are satisfied that it is safe to do so. We will consider carefully how such arrangements can operate within our wider protective measures. <input type="checkbox"/> Contact sports will continue to be avoided at the present time. <p>School uniform</p> <ul style="list-style-type: none"> <input type="checkbox"/> It is for the governing body or trust to make decisions regarding school uniform. <input type="checkbox"/> Uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal. <input type="checkbox"/> We will consider how pupil non-compliance is managed, taking a mindful and considerate approach in relation to parents who may be experiencing financial pressures. <p>General</p> <ul style="list-style-type: none"> <input type="checkbox"/> All pupils – particularly disadvantaged, SEND and vulnerable pupils must be given the catch-up support needed to make substantial progress by the end of the academic year. The key principles that underpin curriculum planning are: <input type="checkbox"/> education is not optional: all pupils receive a high-quality education that promotes their development and prepares them for the opportunities, responsibilities and experiences of later life; <input type="checkbox"/> the curriculum remains broad and ambitious: all pupils continue to be taught a wide range of subjects, maintaining their choices for further study and employment; <input type="checkbox"/> remote education, where needed, is high quality and aligns as closely as possible with in-school provision: schools and other settings 	The Government are encouraging all schools to return to their usual uniform policies in the autumn term.	Low

Hazard	Risk	Individuals at risk	Risk Rating	Control Measures What are we doing now?	Notes/Additional Control Measures What more do we need to	Residual Risk
			High	<p>continue to build their capability to educate pupils remotely, where this is needed.</p> <ul style="list-style-type: none"> <input type="checkbox"/> We will aim to meet the government's key expectations if considering revisions to our school curriculum for academic year 2020 to 2021 and teach an ambitious and broad curriculum in all subjects from the start of the autumn term making use of existing flexibilities to create time to cover the most important missed content – refer to Section 3 of Actions for schools during the coronavirus outbreak from the start of the autumn term. <input type="checkbox"/> Particular consideration will need to be given to the learning needs and objectives of children with SEND, to ensure, for e.g. that they receive appropriate preparation for adulthood. <input type="checkbox"/> We will develop remote education so that it is integrated into school curriculum planning. Remote education may need to be an essential component in the delivery of the school curriculum for some pupils, alongside classroom teaching, or in the case of a local lockdown. We are therefore expected to plan to ensure any pupils educated at home for some of the time are given the support they need to master the curriculum and so make good progress. Refer to Remote education during Coronavirus (Covid-19). <input type="checkbox"/> In our regular communications with parents we will continue to emphasise and promote online safety for those pupils who are not attending the school. <p><u>Physical Education, School Sport and Physical Activity (PESSPA)</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> We have the flexibility to decide how physical education, sport and physical activity will be provided whilst following the measures in our system of controls although contact sports should not take place. <input type="checkbox"/> Sports whose national governing bodies have developed guidance under the principles of the government's guidance on team sport and been approved by the government are permitted. We must only provide team sports on the list available in Guidance on the phased return of sport and recreation. <input type="checkbox"/> Pupils will be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided. <input type="checkbox"/> Outdoor sports will be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene. <input type="checkbox"/> External facilities can also be used in line with government guidance for the use of, and travel to and from, those facilities. <input type="checkbox"/> We are able to work with external coaches, clubs and organisations for curricular and extra-curricular activities where we are satisfied that this 	<p>Refer to Safeguarding children and protecting professionals in early years settings: online safety guidance for practitioners (also relevant for parents and carers).</p> <p>Refer also to Resources to support schools in delivering remote education Get help with technology for remote education during coronavirus (Covid-19) and Get laptops and tablets for children who cannot attend school due to coronavirus (COVID-19) and the Section below on Contingency Planning</p> <p>Refer to:</p> <ul style="list-style-type: none"> • Guidance on the phased return of sport and recreation • Working safely during coronavirus (COVID-19) for providers of grassroots sports and gym / leisure facilities • Sport England for grassroot sport • Youth Sport Trust 	Low

Hazard	Risk	Individuals at risk	Risk Rating	Control Measures What are we doing now?	Notes/Additional Control Measures What more do we need to	Residual Risk
			High	<p>is safe to do so. We will consider carefully how such arrangements can operate within our wider protective measures.</p> <p><input type="checkbox"/> Activities such as active miles, making break times and lessons active and encouraging active travel help enable pupils to be physically active while encouraging physical distancing.</p> <p><i>Science, Art and D&T</i></p> <p><input type="checkbox"/> For guidance regarding Science and D&T in relation to returning to school and running practical activities, we will refer to the relevant CLEAPSS guidance. Although specific risk assessments will not be required, our existing curricular risk assessments will be reviewed and where necessary updated to reflect altered practices and CLEAPSS Guidance.</p> <p><i>Music, Dance and Drama</i></p> <p><input type="checkbox"/> Singing, wind and brass instrument playing can be undertaken in line with Working safely during coronavirus (COVID-19) for performing arts.</p> <p><input type="checkbox"/> We will do everything possible to minimise contacts, mixing and reduce the number of contacts between pupils/students and staff by keeping groups separate (in bubbles) and through maintaining the social distance between individuals. If staff need to move between classes and year groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults.</p> <p><input type="checkbox"/> We take particular care in music, dance and drama lessons to observe social distancing where possible. This may limit group activity in these subjects in terms of numbers in each group. It will also prevent physical correction by teachers and contact between pupils in dance and drama.</p> <p><input type="checkbox"/> Additionally, we will keep any background or accompanying music to levels which do not encourage teachers or other performers to raise their voices unduly. If possible, we will use microphones to reduce the need for shouting or prolonged periods of loud speaking or singing. If possible, we will not share microphones. If they are shared, we will follow the guidance on handling equipment.</p> <p><i>Performances</i></p> <p><input type="checkbox"/> If planning an indoor or outdoor face-to-face performance in front of a live audience, we will follow Working safely during coronavirus (COVID-19) for performing arts, implementing events in the lowest risk order as described. If planning an outdoor performance we will also give particular consideration to the guidance on delivering outdoor events.</p> <p><i>Peripatetic teachers</i></p> <p><input type="checkbox"/> We can continue to engage peripatetic teachers during this period, including staff from music education hubs – refer to ‘Other’</p>	<ul style="list-style-type: none"> • AfPE COVID-19: Interpreting the Government Guidance in a PESSPA Context and ‘frequently asked questions’ for PE staff. <p>Secondary D&T (CLEAPSS): GL344, GL360, GL356, GL355, GL347, GL348 & GL354</p> <p>Secondary Science (CLEAPSS): GL336, GL338, GL339, GL343, GL345, GL352 & GL353</p>	Low

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			High	<p>Considerations' above and 'Rations/Qualifications' below.</p> <ul style="list-style-type: none"> <input type="checkbox"/> They should avoid situations where distancing requirements are broken; e.g. demonstrating partnering work in dancing. <input type="checkbox"/> Further information on the music education hubs, including contact details for local hubs, can be found at music education hub published by the Arts Council England. <p><i>Music teaching including singing, and playing wind and brass instruments in groups</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Playing instruments and singing in groups should take place outdoors wherever possible. If indoors, we will limit the numbers in relation to the space. <input type="checkbox"/> If indoors, we will use a room with as much space as possible, e.g. larger rooms; rooms with high ceilings. If playing indoors, we will limit the numbers to account for ventilation of the space and the ability to social distance and ensure good ventilation. <input type="checkbox"/> Singing, wind and brass playing should not take place in larger groups such as choirs and ensembles, or assemblies unless significant space, natural airflow (at least 10l/s/person for all present, including audiences) and strict social distancing and mitigation can be maintained. <input type="checkbox"/> In the smaller groups where these activities can take place, we will observe strict social distancing between singers and players, and any other people such as conductors, other musicians, or accompanists. If the activity is face-to-face and without mitigating actions, 2 metres is appropriate. <input type="checkbox"/> Pupils should be positioned back-to-back or side-to-side when playing or singing (rather than face-to-face) whenever possible. <input type="checkbox"/> Position wind and brass players so that the air from their instrument does not blow into another player. <input type="checkbox"/> Use microphones where possible or encourage singing quietly. <p><i>Handling equipment and instruments</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Increase handwashing before and after handling equipment, especially if being used by more than one person. <input type="checkbox"/> Avoid sharing equipment wherever possible. Place name labels on equipment to help identify the designated user, e.g. percussionists' own sticks and mallets. <input type="checkbox"/> If instruments and equipment have to be shared, disinfect regularly (including any packing cases, handles, props, chairs, microphones and music stands) and always between users. <input type="checkbox"/> Instruments should be cleaned by the pupils playing them, where possible. <input type="checkbox"/> Limit handling of music scores, parts and scripts to the individual using them. 		Low

Hazard	Risk	Individuals at risk	Risk Rating	Control Measures What are we doing now?	Notes/Additional Control Measures What more do we need to	Residual Risk	
			Red	<ul style="list-style-type: none"> <input type="checkbox"/> Limit the number of suppliers when hiring instruments and equipment. We will agree whose responsibility cleaning hired instruments is with the suppliers. Clean hire equipment, tools or other equipment on arrival and before first use. <input type="checkbox"/> Equipment and instruments should be stored in a clean location if we take delivery of them before they are needed, and they should be cleaned before first use and before returning the instrument. <input type="checkbox"/> Pick up and drop off collection points should be created where possible, rather than passing equipment such as props, scripts, scores and microphones hand-to-hand. <p><i>Individual lessons and performance in groups</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Individual lessons in music, dance and drama can resume in schools and organisations providing out of school childcare. This may mean teachers interacting with pupils from multiple groups, so we will need to take particular care, in line with the measures set out above on peripatetic teachers. <input type="checkbox"/> If there is no viable alternative, music lessons in private homes can resume, following the same guidelines, and additionally following the government guidance for working in homes, and the guidance for out-of-school provision. <input type="checkbox"/> In individual lessons for music, dance and drama, social distancing should be maintained wherever possible, meaning teachers should not provide physical correction. <input type="checkbox"/> Specific safety measures for individual music lessons are set out in the following sections. <input type="checkbox"/> Measures will include specific social distancing between pupil and teacher (as above), accounting for ventilation of the space being used. Pupil and teacher should be positioned side by side if possible. <p>Avoid sharing instruments and equipment and limit handling music scores, parts and scripts wherever possible as above.</p>			Green
Inadequate contingency plans for outbreaks and local lockdown	Inadequate planning in place for remaining open for vulnerable children/children of critical workers and for providing remote education to those students at home	All staff and students	High	<p>While the aim is to have all pupils back at school in the autumn, we will also need to plan for the possibility of a local lockdown and how we will ensure continuity of education. The LA with the support of NHS Test and Trace, Public Health England and other government departments will lead on plans when local or national restrictions are required.</p> <p>We will be aware of the COVID-19 contain framework: a guide for local decision-makers guidance, in particular, Annexe 3: Tiers of national restriction for education and childcare and ensure plans are in place to meet the educational needs of students should any of the 4 Tiers of Restrictions be applied.</p> <ul style="list-style-type: none"> <input type="checkbox"/> For individuals or groups of self-isolating pupils, remote education plans should be in place. These should meet the same expectations as 	Refer to Local lockdowns: guidance for education and childcare settings and the COVID-19 contain framework: a guide for local decision-makers	Medium	

Hazard	Risk	Individuals at risk	Risk Rating	Control Measures What are we doing now?	Notes/Additional Control Measures What more do we need to	Residual Risk
			High	<p>those for any pupils who cannot yet attend school at all due to coronavirus (COVID-19 – refer to Section under ‘Curriculum’ above on remote education support.</p> <ul style="list-style-type: none"> <input type="checkbox"/> A local lockdown may involve a return to remaining open only for vulnerable children and the children of critical workers and providing remote education for all other pupils – plans must be developed to ensure these can be staffed and managed. <input type="checkbox"/> Where a class, group or small number of pupils need to self-isolate, or there is a local lockdown requiring pupils to remain at home, we will ensure we have the capacity to offer immediate remote education. <input type="checkbox"/> Our Emergency/Contingency Plan(s) will be reviewed/updated to reflect our plans should there be a spike in infections to meet the educational needs of students should any of the ‘4 Tiers of Restrictions be applied’ and schools are advised to temporarily close (local lockdown). This must enable us to: <ul style="list-style-type: none"> - use a curriculum sequence that allows access to high-quality online and offline resources and teaching videos, and that is linked to the school’s curriculum expectations; - give access to high quality remote education resources; - select the online tools that will be consistently used across the school in order to allow interaction, assessment and feedback, and make sure staff are trained in their use; - provide printed resources, such as textbooks and workbooks, for pupils who do not have suitable online access; - recognise that younger pupils and some pupils with SEND may not be able to access remote education without adult support, and so schools should work with families to deliver a broad and ambitious curriculum. <input type="checkbox"/> When teaching pupils remotely, we will: <ul style="list-style-type: none"> - set assignments so that pupils have meaningful and ambitious work each day in a number of different subjects; - teach a planned and well-sequenced curriculum so that knowledge and skills are built incrementally, with a good level of clarity about what is intended to be taught and practised in each subject; - provide frequent, clear explanations of new content, delivered by a teacher in the school or through high quality curriculum resources and/or videos; - gauge how well pupils are progressing through the curriculum, using questions and other suitable tasks and set a clear expectation on how regularly teachers will check work; - enable teachers to adjust the pace or difficulty of what is being taught in response to questions or assessments, including, where 	<p>Refer to Remote education during Coronavirus (Covid-19), Resources to support schools in delivering remote education, Get help with technology for remote education during coronavirus (Covid-19) and Get laptops and tablets for children who cannot attend school due to coronavirus (COVID-19)</p>	Medium

Hazard	Risk	Individuals at risk	Risk Rating	Control Measures What are we doing now?	Notes/Additional Control Measures What more do we need to	Residual Risk
			Red	<p>necessary, revising material or simplifying explanations to ensure pupils' understanding;</p> <ul style="list-style-type: none"> - plan a programme that is of equivalent length to the core teaching pupils would receive in school, ideally including daily contact with teachers. <p><input type="checkbox"/> We will consider the above in relation to the pupils' age, stage of development and/or special educational needs, e.g. where this would place significant demands on parent's help or support. We will avoid an over-reliance on long-term projects or internet research activities.</p>		Yellow
Poor or inappropriate behaviour and attendance	Infection spread leading to serious respiratory illness, death	All building users	High	<p>Behaviour</p> <ul style="list-style-type: none"> <input type="checkbox"/> Our Behaviour policy will be updated with any new rules/policies and will be communicated clearly and consistently to staff, pupils and parents, setting clear, reasonable and proportionate expectations of pupil behaviour. We will set out clearly at the earliest opportunity the consequences for poor behaviour and deliberately breaking the rules and how we will enforce those rules including any sanctions. <input type="checkbox"/> We will work with staff, pupils and parents to ensure that behaviour expectations are clearly understood, and consistently supported, taking account of individual needs and we will also consider how to build new expectations into our rewards system. <input type="checkbox"/> It is likely that adverse experiences and/or lack of routines of regular attendance and classroom discipline may contribute to disengagement with education upon return to school, resulting in increased incidence of poor behaviour. We will work with those pupils who may struggle to reengage in school and are at risk of being absent and/or persistently disruptive, including providing support for overcoming barriers to attendance and behaviour and to help them reintegrate back into school life. <input type="checkbox"/> Some pupils will return to school having been exposed to a range of adversity and trauma including bereavement, anxiety and in some cases increased welfare and safeguarding risks. This may lead to an increase in social, emotional and mental health concerns and some children, particularly vulnerable groups such as children with a social worker, previously looked-after children who left care through adoption or special guardianship and young carers, will need additional support and access to services such as educational psychologists, social workers, and counsellors. Additionally, provision for children who have SEND may have been disrupted during partial school closure and there may be an impact on their behaviour. We will work with local services (such as health and the LA) to ensure the services and support are in place for a smooth return to schools for pupils. <input type="checkbox"/> The disciplinary powers that schools currently have, including 	<p>Refer to model 'Covid-19 Addendum to the School Behaviour Policy' 'Covid-19 Addendum to the Exclusion Policy' and 'Covid-19 Addendum to the Staff Code of Conduct' on the KAHSC website</p> <p>WSS have produced resources to support the schools' workforce to prepare for the return, such as the COVID-19 SEND review guide which settings can use to reflect on their provision and a handbook to support teachers to take a whole school approach to supporting pupils following a traumatic event</p>	Low

Hazard	Risk	Individuals at risk	Risk Rating	Control Measures What are we doing now?	Notes/Additional Control Measures What more do we need to	Residual Risk	
			Red	<p>exclusion, remain in place. Permanent exclusion will only be used as a last resort.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Where a child with a social worker is at risk of exclusion, their social worker will be informed and involved in relevant conversations. <input type="checkbox"/> Where a previously looked-after child is at risk of exclusion, the designated teacher should speak with the child's parent or guardian and seek advice from their virtual school head to avoid exclusion where possible <input type="checkbox"/> Any disciplinary exclusion of a pupil, even for short periods of time, must be consistent with the relevant legislation. <p>Attendance</p> <ul style="list-style-type: none"> <input type="checkbox"/> School attendance will be mandatory again from the beginning of the autumn term. From that point, the usual rules on school attendance will apply, including: <ul style="list-style-type: none"> - parents' duty to secure that their child attends regularly at school where the child is a registered pupil at school and they are of compulsory school age; - schools' responsibilities to record attendance and follow up absence; - the availability to issue sanctions, including fixed penalty notices in line with the LA code of conduct. 			Green
Inadequate arrangements in place for managing off-site visits	Infection spread leading to serious respiratory illness, death	Staff and pupils on school trips	High	<ul style="list-style-type: none"> <input type="checkbox"/> The Government continues to advise against domestic (UK) overnight and overseas educational visits at this stage see coronavirus: travel guidance for educational settings. <input type="checkbox"/> In the autumn term, we can resume non-overnight domestic educational visits including any trips for pupils with SEND connected with their preparation for adulthood (e.g. workplace visits, travel training etc.). This will be done in line with protective measures, such as keeping children within their consistent group, and the coronavirus (COVID-19) secure measures in place at the destination. <input type="checkbox"/> We will make use of private outdoor spaces in the local area to support delivery of the curriculum. <input type="checkbox"/> We can take groups of children on trips to outdoor public places and do not need to be limited to 6 people, provided: (see Coronavirus outbreak FAQs: what you can & can't do) <ul style="list-style-type: none"> - it is for the purpose of education or childcare; - we remain within the EYFS staff child ratios; - we conduct a risk assessment in advance; - the risk assessment demonstrates that we can remain socially distant (2m) from other people and groups, wherever possible; - good hygiene is maintained throughout; <input type="checkbox"/> thorough handwashing happens before and after the trip. 	<p>Refer to health and safety guidance on educational visits when considering visits. The Association of British Insurers (ABI) has produced information on travel insurance implications (ABI: Coronavirus Hub) following the coronavirus (COVID-19) outbreak. If we have any further questions about our cover or need further reassurance, contact our travel insurance provider.</p>	Medium	

Hazard	Risk	Individuals at risk	Risk Rating	Control Measures What are we doing now?	Notes/Additional Control Measures What more do we need to	Residual Risk
Inadequate staffing ratios, staff availability and recruitment	Inadequate supervision of children, access to DSLs and inadequate statutory first aid or medical provision	Staff and pupils	Medium	<p>Ratios and Qualifications</p> <ul style="list-style-type: none"> - We have contingency plans in place should staff be absent as a result of COVID-19. Our possible approaches to managing a shortfall in staffing include: - We will ensure that appropriate support is made available for pupils with SEND, e.g. by deploying teaching assistants and enabling specialist staff from both within and outside the school to work with pupils in different classes or year groups. - Where support staff capacity is available, we will consider using this to support catch-up provision or targeted interventions. TAs may also be deployed to lead groups or cover lessons, under the direction and supervision of a qualified, or nominated, teacher. Any redeployments will not be at the expense of supporting pupils with SEND. The Head teacher will be satisfied that the person has the appropriate skills, expertise and experience to carry out the work, and discuss and agree any proposed changes in role or responsibility with the member of staff. This includes ensuring that safe ratios are met, and/or specific training undertaken, for any interventions or care for pupils with complex needs where specific training or specific ratios are required. - We can continue to engage supply teachers and other supply staff during this period. - Supply staff and other temporary workers can move between schools, but we will minimise the number of visitors to the school where possible. Where it is necessary to use supply staff and peripatetic teachers, they will be expected to comply with our arrangements for managing and minimising risk, including taking particular care to maintain distance from other staff and pupils. - To minimise the numbers of temporary staff in school, we will use longer assignments with supply teachers and agree a minimum number of hours across the academic year (also applies to other temporary staff, peripatetic teachers such sports coaches, and those delivering before and after school clubs). - We will consider hosting ITT trainees. - Volunteers may be used to support the work of the school - they will be properly supported and given appropriate roles. - Mixing of volunteers across groups should be kept to a minimum, and they should remain 2m from pupils and staff where possible. <input type="checkbox"/> Key telephone numbers of all available DSL's/deputies to be displayed in school. <input type="checkbox"/> Ensure the contact details of the Safeguarding Hub/Early Help Team/LADO are available to all staff on duty. <input type="checkbox"/> Ensure sufficient competent staff on duty to administer or 	<p>Refer to making the best use of teaching assistants.</p> <p>New regulations (in force from 26/09/20) will allow temporary changes to be reapplied if COVID-19 related local lockdowns are imposed by government.</p> <p>Consider using DfE's and Crown Commercial Service's agency supply deal when hiring agency workers. Get direct support from Crown Commercial Services on how to use the deal by emailing supplyteachers@crowncommercial.gov.uk with the school's details & contact details.</p> <p>Refer also to CCC COVID-19 Guidance for Supply Agencies, Head teachers and Supply Staff</p>	Low

Hazard	Risk	Individuals at risk	Risk Rating	Control Measures What are we doing now?	Notes/Additional Control Measures What more do we need to	Residual Risk
			High	<p>supervise the administration of medication. Wherever possible, children to self-administer, witnessed by staff. Where not possible (age, SEND etc.) social distancing cannot be maintained – think about how this can be done safely – PPE, vigilant personal hygiene etc.</p> <p>Staff taking leave (those returning from abroad)</p> <ul style="list-style-type: none"> - Staff or pupils) returning from holidays/work abroad must follow current Government guidance and quarantine for 14 days on their return from certain countries. - As would usually be the case, most staff will need to be available to work in school during term time. - There is a risk that where staff travel abroad, their return travel arrangements could be disrupted due to factors arising beyond their control in relation to coronavirus (COVID-19), such as the potential for reinstatement of lockdown measures in the place they are visiting. - Where it is not possible to avoid a member of staff having to quarantine during term time, we will consider if it is possible to temporarily amend working arrangements to enable them to work from home. <p>Recruitment</p> <ul style="list-style-type: none"> - Recruitment will continue as usual – staff, volunteers, supply teachers, other temporary or peripatetic teachers and ITT trainees. - We will continue to recruit remotely over the summer period. - We will continue to adhere to the legal requirements regarding pre-appointment checks (Keeping Children Safe in Education). During the summer, safeguarding checks can be carried out remotely as set out in coronavirus (COVID-19): safeguarding in schools, colleges and other providers. - From the start of the autumn term checks will revert to being carried out in person. 	<p>Where it is not possible to have a DSL or Deputy physically in school, arrangements may be made for the DSL to be contactable via phone or video link if they are working from home. Alternatively, arrangements may be made with an alternative school to use the expertise of their DSL. Further advice can be found in 'Safeguarding in schools'</p> <p>The latest guidance on quarantine can be accessed at coronavirus (COVID-19): how to self-isolate when you travel to the UK and Travel Corridors</p> <p>Refer to experience of implementing interviews remotely and how to prepare for remote interviews</p>	Low

Hazard	Risk	Individuals at risk	Risk Rating	Control Measures What are we doing now?	Notes/Additional Control Measures What more do we need to	Residual Risk
Visiting children in their own homes and contact with COVID-19 virus	Infection spread leading to serious respiratory illness, death	Staff	High	<ul style="list-style-type: none"> <input type="checkbox"/> Should we have a situation where a child requires a home visit particularly in relation to safeguarding concerns, we will consider and adhere to guidance issued in the Government document Safe working in education, childcare and children's social care settings, including the use of PPE. 	Refer to model Covid-19 Home Visits Risk Assessment on the KAHSC website	Low
Visitors & spread of Covid-19 virus	Infection spread leading to serious respiratory illness, death	All building users, visitors/parents, contractors/maintenance personnel	High	<p>ALL Visitors</p> <ul style="list-style-type: none"> <input type="checkbox"/> Visitors to the premises will be discouraged and meetings held remotely where possible. Visitors will be by appointment only. <input type="checkbox"/> A record must be kept of all visitors/contractors. Create a signing in sheet – with date, times, name, company (where relevant), contact Tel No., where in the building they are going to be for the majority of the time and who they are meeting with (see Model Visitors Form on the KAHSC website). Do not leave a pen available – they should use their own. If a touch screen is used, anti-viral wipes must be available along with a bin for disposal. <input type="checkbox"/> Site guidance on physical distancing and hygiene should be documented & explained to visitors/contractors on or before arrival - make it clear via a notice on the inner door that all visitors must wash their hands as soon as they enter the building or sanitise their hands. Ensure that any keypads or electronic entry systems are regularly sanitised throughout the day (as above). <input type="checkbox"/> Where possible, limit the areas that visitors/contractors can go in the building and reduce the number of people they come into contact with. <p>External education professionals</p> <ul style="list-style-type: none"> <input type="checkbox"/> In instances where we need to use other essential professionals such as social workers, speech and language therapists or counsellors, or professionals to support delivery of a child's EHC plan, we will assess whether the professionals need to attend in person or can do so virtually. If they need to attend in person, they should closely follow the protective measures in the school, wash hands frequently and the number of attendances should be kept to a minimum. Where possible to do so, social distancing should be maintained. <input type="checkbox"/> Sessions run by external providers which are not directly required for children's health, safety and wellbeing, should be suspended. Guidance on visits from music, dance and drama peripatetic teachers can be found under 'Curriculum' above. <input type="checkbox"/> The presence of any additional members of staff will be agreed on a weekly basis, rather than a daily basis, to limit contacts, where possible. <p>Other Visitors</p> <ul style="list-style-type: none"> <input type="checkbox"/> We will consider how to manage other visitors to the site, such as contractors, and ensure that the risks associated with managing 	<p>During national/local restrictions, or when advised by the local Public Health team (e.g. when there is a spike in infections in a particular area) restrictions will be put in place on non-essential visitors to school.</p> <p>Refer to Maintaining records to support NHS Test & Trace</p> <p>Undertake effective liaison with contractors BEFORE they attend site – ask contractors to provide key information in relation to how they are managing infection control (risk assessments) and any control measures we have in place which we expect them to follow will be shared with them either in advance or on immediate arrival. Contractors should be complying with Construction Leadership Council - Site-Operating-Procedures</p>	Low

Hazard	Risk	Individuals at risk	Risk Rating	Control Measures What are we doing now?	Notes/Additional Control Measures What more do we need to	Residual Risk
			Red	<p>contractors, visitors, catering staff and deliveries, as well as cleaning staff on site who may be working throughout the school and across different groups, are addressed. This will require close cooperation between both school and the other relevant employers. We will have discussions with key contractors about the school's control measures and ways of working as part of planning for the autumn term.</p> <p><input type="checkbox"/> Access to contractors/external maintenance personnel should be by appointment only and wherever possible, arranged after school, holidays or weekends to reduce contact with others and appropriate hygiene and social distancing arrangements are followed (including in an emergency situation where access is required urgently to undertake maintenance/repair).</p> <p>Parents/Carers</p> <p>New Admissions</p> <ul style="list-style-type: none"> <input type="checkbox"/> For new admissions, we will consider providing virtual tours for prospective parents and carers. <input type="checkbox"/> If parents and carers are keen to visit in person, we will consider: <ul style="list-style-type: none"> - ensuring face coverings are worn if required in line with arrangements for staff and other visitors to the setting - there is regular handwashing, especially before and after the visit; - holding visits after hours. If this is not possible, consider limiting visits to the outside play areas during regular hours, and ensure strict social distancing is observed. <input type="checkbox"/> Prior to a visit, we will ensure that parents and carers are aware: <ul style="list-style-type: none"> - of our 'system of controls'; - how this impacts them and their responsibilities during their visit; - how to maintain social distancing from staff, other visitors, and children other than those in their care. <p>Other visits by parents and carers</p> <ul style="list-style-type: none"> <input type="checkbox"/> Parents and carers will not be allowed into the setting unless there is a specific need. <input type="checkbox"/> Children should be dropped off and collected at the door, if possible. <p>Lettings</p> <ul style="list-style-type: none"> <input type="checkbox"/> Lettings (private hire) will be put on hold for the time being. 		Green
Lack of wellbeing management for pupils	Mental ill health	All pupils	High	<p><input type="checkbox"/> School staff will need to consider how to support:</p> <ul style="list-style-type: none"> - individual children who have found the long period at home hard to manage; - those who have developed anxieties related to the virus; - those about whom there are safeguarding concerns; - those who may make safeguarding disclosures once they are back in schools; 	Refer to DfE - Supporting pupil and student mental wellbeing, teaching about mental wellbeing and the DfE/PHE/NHS YouTube webinar .	Low

Hazard	Risk	Individuals at risk	Risk Rating	Control Measures What are we doing now?	Notes/Additional Control Measures What more do we need to	Residual Risk
			High	<ul style="list-style-type: none"> - children from black, asian and minority ethnic (BAME) communities and their families who may be at increased risk of serious ill-health as a result of contracting COVID-19. They may have additional or heightened worries about returning to school; - those who have experienced bereavements in their immediate family or wider circle of friends or family or had increased/new caring responsibilities. <p><input type="checkbox"/> We consider the provision of pastoral and extra-curricular activities to all pupils designed to:</p> <ul style="list-style-type: none"> - support the rebuilding of friendships and social engagement; - address and equip pupils to respond to issues linked to coronavirus (COVID-19); - support pupils with approaches to improving their physical and mental wellbeing. <p><input type="checkbox"/> We will also provide more focused pastoral support where issues are identified that individual pupils may need help with, drawing on external support where necessary and possible.</p> <p><input type="checkbox"/> We will also consider support needs of particular groups they are already aware need additional help (e.g. children in need), and any groups they identify as newly vulnerable on their return to school. To support this, teachers may wish to access the free MindEdlearning platform for professionals, which includes a coronavirus (COVID-19) staff resilience hub with materials on peer support, stress, fear and trauma and bereavement.</p> <p><input type="checkbox"/> We will consider how we are working with school nursing services to support the health and wellbeing of our pupils; school nursing services have continued to offer support as pupils return to school – school nurses as leaders of the healthy child programme can offer a range of support including:</p> <ul style="list-style-type: none"> - support for resilience, mental health and wellbeing including anxiety, bereavement and sleep issues; - support for pupils with additional and complex health needs; - supporting vulnerable children and keeping children safe. <p><input type="checkbox"/> We will work together with school nurses to ensure delivery of the healthy child programme (which includes immunisation), identifying health and wellbeing needs which will underpin priorities for service delivery.</p> <p><input type="checkbox"/> Staff will need to strike an appropriate balance between reintegrating pupils into a reassuring and familiar work ethic to support their mental wellbeing on the one hand and identifying and taking time to address explicitly individual concerns or problems on the other.</p> <p><input type="checkbox"/> If parents of pupils with significant risk factors are concerned, we will</p>	<p>Refer to BAMEed Network guidance and template Risk Assessment for staff and students previously shielding or BAME on the KAHSC website for assistance in completing an individual risk assessment before affected pupils return to school.</p> <p>Refer to MindEd learning platform for professionals, which contains materials on peer support, stress, fear and trauma, and bereavement and the MindEd coronavirus (COVID-19) staff resilience hub which provides advice and tips for frontline staff.</p>	

Hazard	Risk	Individuals at risk	Risk Rating	Control Measures What are we doing now?	Notes/Additional Control Measures What more do we need to	Residual Risk
			Red	<p>discuss their concerns and provide reassurance of the measures we are putting in place to reduce the risk in school. We will be clear with parents that pupils of compulsory school age must be in school unless a statutory reason applies (e.g. the pupil has been granted a leave of absence, is unable to attend because of sickness, is absent for a necessary religious observance etc).</p> <p><input type="checkbox"/> If safeguarding issues come to light they will be addressed using the school's Child Protection policy, which may need to be updated in light of full re-opening. Head teachers should consider how they might manage any increase in referrals as pupils return to school.</p>		Green
Lack of wellbeing management for staff	Mental ill health	All staff	High	<p><input type="checkbox"/> Governing bodies and senior leaders will be conscious of the wellbeing of all staff, including senior leaders themselves, and the need to implement flexible working practices in a way that promotes good work-life balance and supports teachers and leaders.</p> <p><input type="checkbox"/> Particular regard will be given to ensuring staff who are BAME (Black, Asian and Minority Ethnic) and those with existing health conditions (but do not fall into the category of critically vulnerable) are appropriately supported, given that they may be at increased risk of severe ill-health should they contract COVID-19.</p> <p><input type="checkbox"/> Workload will be carefully managed and the school will assess whether staff who are having to stay at home due to health conditions are able to support remote education, while others focus on face-to-face provision. This issue will be factored into our resource and curriculum planning and consideration given to where additional resource could be safely brought in if necessary.</p> <p><input type="checkbox"/> We may need to alter the way in which we deploy staff and use existing staff more flexibly to welcome back all pupils at the start of the autumn term. We will discuss and agree any changes to staff roles with individuals.</p> <p><input type="checkbox"/> We will monitor the wellbeing of people who are working from home, on furlough or who are shielding and help them stay connected to the rest of the workforce, especially if the majority of their colleagues are on-site. We will keep in touch with off-site workers on their working arrangements including their welfare, mental and physical health and personal security.</p> <p><input type="checkbox"/> We will consider how to support the mental wellbeing of our staff who are returning after a significant period of either home working, shielding or furlough. Where work-related issues present themselves, the HSE's published Stress Management Standards will be followed. We will also review how we can support employees on broader issues, such as bereavement support and general anxiety about the ongoing situation (for example by signing up for a formal Employee Assistance Programme providing confidential telephone advice and counselling).</p>	<p>Refer to extra mental health support for pupils and teachers.</p> <p>Refer to BAMEed Network guidance for assistance in completing an individual risk assessment before affected staff return to work.</p> <p>Refer to the DfE workload reduction toolkit and case studies to support remote education</p> <p>Refer to template Risk Assessment for staff and students previously shielding or BAME on</p> <p>Education Support Partnership provides a free helpline for school staff and targeted support for mental health and wellbeing.</p>	Low

Hazard	Risk	Individuals at risk	Risk Rating	Control Measures What are we doing now?	Notes/Additional Control Measures What more do we need to	Residual Risk
Inadequate communications with and training of staff	Staff do not understand safety procedures	All staff	High	<p>Returning to work</p> <ul style="list-style-type: none"> <input type="checkbox"/> We will ensure all staff understand coronavirus related safety procedures. <input type="checkbox"/> We will provide clear, consistent and regular communication to improve understanding and consistency of ways of working amongst staff. <input type="checkbox"/> We will engage with staff through existing communication routes and staff representatives to explain and agree any changes in working arrangements. <input type="checkbox"/> We will develop communication and training materials for staff prior to returning to site, especially around new procedures for arrival at work. <p>Ongoing communications</p> <ul style="list-style-type: none"> <input type="checkbox"/> We will ensure all staff are kept up to date with how safety measures are being implemented or updated. <input type="checkbox"/> We will ensure ongoing engagement with staff, (including through trades unions or employee representative groups) to monitor and understand any unforeseen impacts of changes to working environments. <input type="checkbox"/> We will promote awareness and focus on the importance of mental health at times of uncertainty (see above). <input type="checkbox"/> We will use simple, clear messaging to explain guidelines using images and clear language, with consideration of groups for which English may not be their first language and those with protected characteristics such as visual impairments. <input type="checkbox"/> We will use visual communications, e.g. whiteboards or signage, to explain safe working practices around the working site to reduce the need for face-to-face communications. 		Low

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PART 2 – PREMISES AND MAINTENANCE ISSUES REQUIRED PRIOR AND DURING OPENING

Hazard	Risk	Individuals at risk	Risk Rating	Control Measures What are we doing now?	Notes/Additional Control Measures What more do we need to explain/do?	Residual Risk
Fire and emergencies	Inability to operate emergency systems or procedures	All building users, contractors/maintenance personnel	High	<ul style="list-style-type: none"> <input type="checkbox"/> Review and where necessary, update the existing school Fire Risk Assessment and Fire Safety Management Policy/Evacuation Plan. <input type="checkbox"/> Ensure adequate provision of fire wardens and update training where zones they normally cover have been altered. <input type="checkbox"/> Ensure that during any future national restrictions/local lockdown (including partial lockdown/closure) that there are sufficient trained staff/fire wardens on duty to cover the site to enable sweeps of all areas to be carried out and to ensure full evacuation of the building. <input type="checkbox"/> Assess the suitability of Personal Emergency Evacuation Plans (PEEPs) – especially if working hours are elongated and/or previous role holders are no longer available to continue. <input type="checkbox"/> Consider altered escape routes where children are restricted to certain areas. <input type="checkbox"/> Consider the layout of muster points; more points may need to be created to allow for social distancing and to prevent groups or bubbles mixing – how will the person in charge at each assembly point communicate with the others? How will pupils line up – is marking required? <input type="checkbox"/> Test whether the school's existing system works appropriately in relation to social distancing and the advice not to mix groups or bubbles. <input type="checkbox"/> More frequent drills may be required in the short term as more children and staff return to school to test procedures as they become accustomed to the 'new normal' of Class/Year bubbles, social distancing, being in different classrooms/work areas etc. <input type="checkbox"/> However, it is accepted that during the current pandemic there may be instances where a fire drill involving the entire school may result in the school's planned COVID control measures being compromised; e.g. two separate pupil groups (bubbles) coming briefly into contact due to the available evacuation routes. Therefore our advice is that prior to undertaking a fire drill for the whole school an assessment should be made of the potential risk of this occurring. <input type="checkbox"/> If, as a result of the assessment, the school believes it would be preferable not to undertake a fire drill involving the whole school, steps must be taken to ensure that all pupils and staff are familiar with 	<p>Refer to advice on Fire safety in new and existing school buildings</p> <p>Brief rota staff on operation of fire and intruder alarms.</p>	Low

Hazard	Risk	Individuals at risk	Risk Rating	Control Measures What are we doing now?	Notes/Additional Control Measures What more do we need to explain/do?	Residual Risk
			Red	<p>the escape routes. This could be achieved by individual groups physically walking the escape routes available to them but without resorting to sounding the fire alarm. It is recommended that for each group of pupils both the nearest fire exit and also the next closest alternative escape routes are used for this purpose. In line with normal practice any drill (whether full or conducted partially) should be clearly logged in the School Fire Logbook.</p> <ul style="list-style-type: none"> <input type="checkbox"/> It must be emphasised that the mitigating approach above is only necessary where there is a distinct possibility that the COVID control measures will be compromised for the purposes of a fire drill. In case of a genuine fire the fire evacuation procedure will take precedence over any COVID control measures; the priority is to ensure that all occupants have left the building and reached the fire assembly point. <input type="checkbox"/> More frequent fire updates will be provided to staff and pupils, particularly where pupils are not being taught in their 'normal classrooms' so that they can familiarise themselves with the nearest fire route and ultimate exit. <input type="checkbox"/> Clarify means of summoning emergency assistance, particularly when operating social distancing. <input type="checkbox"/> Consider whether parental performances need to be suspended in the shorter term – see 'Music, Dance & Drama' under 'Curriculum'. <input type="checkbox"/> Propping open doors by any other means other than proprietary hold open devices triggered by the fire alarm is normally not permitted. However, as a temporary measure, all reasonable methods of preventing infection spread may need to be introduced. The risk of a fire starting is probably lower than the risk of covid-19 infection spread. If fire doors are held open as a measure to reduce the risk of infection transmission the following will be observed: <ul style="list-style-type: none"> <input type="checkbox"/> If fire doors are held open, we will alter our documented and practical procedures to ensure that more staff are appointed to ensure ALL fire doors will be closed by a member of staff using the room in the event of the fire alarm activating. <input type="checkbox"/> We will use wedges to hold doors open – these can be easily kicked out should there be an emergency situation. <input type="checkbox"/> We will only hold doors open where access through them is required during the day and where the room beyond is occupied. This will reduce the risk of contamination. Rooms which are not being used will have the doors closed at all times. <input type="checkbox"/> At the end of each day, ALL fire doors MUST be closed. Wipe down contact points with a proprietary cleaning product ready for the next day. 	<p>Make available the codes on and off site and ensure all know how to access should it be required.</p> <p>Ensure key staff know gas, water & electric cut-off points and how to operate them.</p> <p>Review fire doors appropriate to setting. We will consider installing proprietary hold open devices triggered by the fire alarm as a longer-term objective.</p> <p>Train staff in the correct procedures in the event of fire emergency – repeat as necessary – monitor via fire drills</p>	Green

Hazard	Risk	Individuals at risk	Risk Rating	Control Measures What are we doing now?	Notes/Additional Control Measures What more do we need to explain/do?	Residual Risk
			Red	<ul style="list-style-type: none"> <input type="checkbox"/> We will consider the closing of windows should the fire alarm activate. Because of the need for increased ventilation in the school during the Covid-19 pandemic, there may not be the time to close all windows prior to evacuation. This situation is only permissible where to close all the windows would result in increased risk to staff and pupils. <input type="checkbox"/> We will review the first aid 'assessment of need' to ensure that it is still sufficient. Based on this, more first aiders may need to be trained to ensure that there is adequate coverage. We will review levels of first aid equipment to ensure that these are still adequate. In particular, consideration will be given to the purchase of additional resuscitation face shields, disposable gloves and aprons <input type="checkbox"/> Where necessary, staff will undergo induction in the fire and emergency routines and accident/first aid procedures. This may not be the usual routes and normal nominated fire wardens may not be in attendance. Repeat as necessary. 		Green
Lack of building/property maintenance – preparing to re-open	Faulty equipment services leading to injury or death	All building users, contractors/maintenance personnel	High	<p>Health & Safety Inspections</p> <ul style="list-style-type: none"> <input type="checkbox"/> If the whole school site or buildings have been closed for many weeks, or if parts of the building have been out of use for a long period, undertake a health and safety check of the buildings, grounds and equipment concerned. <input type="checkbox"/> All routine in-house monitoring, testing and inspection to commence / continue as normal. <p>Fire Safety Systems</p> <ul style="list-style-type: none"> <input type="checkbox"/> In terms of reoccupation, all relevant fire safety equipment and systems must be tested before employees and others are allowed back on site. This would typically include: <ul style="list-style-type: none"> - a full functional test of the fire detection and alarm system (using multiple call points across the site and involving the call receiving centre if appropriate); - a full discharge test of the emergency lighting system across the site; - a visual inspection of all fire extinguishers to ensure that they are correctly located, full and not obviously damaged; - checking that fire escape routes are clear of any obstructions; - checking that final fire escape doors are unlocked and operational; - checking the operation of internal fire doors to ensure that they close properly; - checking that automatic fire dampers, smoke venting and smoke 	Refer to DfE Managing school premises during the coronavirus outbreak and the Chartered Institute of Building Services Engineers' guidance on emerging from lockdown	Low

Hazard	Risk	Individuals at risk	Risk Rating	Control Measures What are we doing now?	Notes/Additional Control Measures What more do we need to explain/do?	Residual Risk
			High	<p>extraction systems are operational.</p> <p>Water management – control of Legionella bacteria</p> <p><input type="checkbox"/> Water systems</p> <ul style="list-style-type: none"> - Schools increasing operational capacity or re-opening should follow their usual water system building management procedures as they would at the end of the summer holidays. - Chlorinating and flushing water systems may not be necessary if the system has remained operational through routine flushing as advised in the cold water systems and domestic hot water services sections above. - You should contact your school's legionella competent person who will advise on the action required. If a full system flush is required but not immediately available, seek advice from your competent person on alternative options. <p><input type="checkbox"/> Drinking water</p> <ul style="list-style-type: none"> - If it has not been possible to maintain system throughput of water from routine flushing to all outlets or a competent person has not tested the water and provided satisfactory bacterial test results, the water may not be safe to drink. In these circumstances, you should supply bottled drinking water until a thorough flushing and chlorination can be undertaken by a water treatment specialist. <p><input type="checkbox"/> Hot water services</p> <ul style="list-style-type: none"> - Water temperatures must be kept within limits recommended for the control of legionella bacteria in water systems. - Regularly check hot water generation for functionality and if required, temperature recording. - If the hot water system has been left operational the hot water should be circulating as normal and regular checks should be carried out. <p>Ventilation</p> <p><input type="checkbox"/> Good ventilation is essential at all times in classrooms and particularly during this period. Schools should ensure all systems are working in their normal operating mode.</p> <p><input type="checkbox"/> Natural ventilation via windows or vents should be used as far as possible and where available occupied room windows (particularly</p>	<p>Refer to Managing school premises during the coronavirus outbreak and HSE: Legionella Risks during the Coronavirus Outbreak</p> <p>Schools to contact the competent organisation that carried out the last Legionella Risk Assessment for advice and/or to carry out any necessary recommissioning work</p>	

Hazard	Risk	Individuals at risk	Risk Rating	Control Measures What are we doing now?	Notes/Additional Control Measures What more do we need to explain/do?	Residual Risk
			High	<p>classrooms) should be open.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Fans can be used providing there is already good ventilation in the area. <input type="checkbox"/> Where centralised or local mechanical ventilation is present, recirculatory systems should be adjusted to full fresh air. If this is not possible systems should be operated as normal. Where ventilation units have filters present ensure enhanced precautions are taken when changing filters. See HSE guidance HSG53: Respiratory protective equipment at work. <input type="checkbox"/> Ventilation in toilets should be kept running where possible. When in use, avoid opening windows in toilets to assure the right direction of ventilation. <p>Asbestos Containing Materials (ACMs)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Complete a thorough visual inspection of all ACMs prior to reoccupation to confirm that there has been no damage during lockdown. Where any damage to ACMs is observed, the area should be isolated immediately and advice sought from a specialist asbestos management company. <p>Restarting plant and equipment</p> <ul style="list-style-type: none"> <input type="checkbox"/> Recommission all systems before re-opening, as would normally be done after a long holiday period. This includes: <ul style="list-style-type: none"> - gas - heating - water supply - mechanical and electrical systems - catering equipment <input type="checkbox"/> Establish a clear plan for restarting any equipment that has been taken out of service during lockdown to ensure the safety of those who are undertaking the maintenance as well as protecting the equipment from damage. The restart process may require electrical and mechanical isolations to be reconnected, fluids to be refilled and plant and equipment to be reenergised in a specific sequence or order. Planning should therefore be based on manufacturers' instructions, commonly accepted technical guidance and by making reference to specialist contractors (where required). Ensure that those who are carrying out the work are competent to do so and the work is correctly coordinated between them to avoid risks. 	ventilation during the coronavirus outbreak	Low

Hazard	Risk	Individuals at risk	Risk Rating	Control Measures What are we doing now?	Notes/Additional Control Measures What more do we need to explain/do?	Residual Risk
			High	<p>Statutory inspections</p> <ul style="list-style-type: none"> <input type="checkbox"/> Whilst the HSE 'recognises the potential challenges when carrying out legal requirements for thorough examination and testing (TE&T) of plant and equipment as a result of additional precautions people need to take to help reduce risk of transmission of coronavirus (Covid-19)' they have stated that 'the law for Lifting Operations and Lifting Equipment Regulations (LOLER) and Pressure Systems Safety Regulations (PSSR)' remain in place. As such, employers must ensure that statutory inspections on lifting equipment (including passenger lifts and stair lifts), pressure systems, fixed electrical systems, PAT, gas appliances, etc are 'in date' prior to the reoccupation of buildings. <input type="checkbox"/> Consider whether equipment which has not been used for an extended period of time needs a statutory inspection even if one is not due. For example, where personal lifting equipment has been left in a condition which may have compromised its structural integrity or where a lift needs servicing to ensure it is going to be operated normally and safely. <p>Training and supervision</p> <ul style="list-style-type: none"> <input type="checkbox"/> In returning plant and equipment into full use, ensure that employees have retained adequate knowledge to use it safely. As such, it may be necessary to run refresher training for certain items and/or systems. This is particularly relevant to employees who only had limited experience prior to the lockdown. Review the status of any planned periodic refresher training which may have been missed during the lockdown. <input type="checkbox"/> Ensure that there is adequate supervision of those using plant and equipment, particularly if sites operate for an extended period of time and/or experienced supervisors are not available. <p>Cleaning</p> <ul style="list-style-type: none"> <input type="checkbox"/> New cleaning arrangements in line with coronavirus preparations should also include regular systematic checks: <ul style="list-style-type: none"> - on drainage systems, check traps have not dried out and ensure water seals are in place to prevent smells within the building, for example, hygiene rooms, sports hall showers - where toilets are put back into use ensure the flushing of the toilets occur with the lids down and toilet ventilation systems are working. 		Low

Further Action Required

Date Action Completed

Date RA Reviewed

Significant Changes Y/N

Shared with Staff Date or N/A

Further Action Required	Date Action Completed	Date RA Reviewed	Significant Changes Y/N	Shared with Staff Date or N/A
<p>Settings should review and update their wider risk assessments and consider the need for relevant revised controls in respect of their conventional risk profile considering the implications of coronavirus (COVID-19).</p> <p>This risk assessment must be read and followed in conjunction with other applicable risk assessments for the setting, staff member or pupil, adapted as necessary, and:</p> <ul style="list-style-type: none"> • Actions for schools during the coronavirus outbreak (Full Opening: Schools) • Actions for Early years and childcare providers • Actions for Special schools and other specialist settings • Critical workers who can access schools or settings • Stay at home guidance for households with possible Covid-19 infection • Guidance on shielding & protecting extremely vulnerable persons from Covid-19 • COVID-19 - 'shielding' guidance for children and young people • Staying alert & social distancing • Coronavirus (COVID-19): Meeting with others safely (social distancing) • Staying safe outside your home • Coronavirus (Covid-19) Getting tested • Use of the NHS COVID-19 app in schools and FE colleges • Coronavirus (COVID-19): test kits for schools and FE providers • Maintaining records of staff, customers and visitors to support NHS Test and Trace • Actions for employers and providers following a coronavirus (COVID-19) related death of a carer or colleague across children's services • Providing School Meals during the Coronavirus Outbreak • COVID-19: cleaning of non-healthcare settings outside the home • Coronavirus Covid-19 safer travel guidance for passengers • Coronavirus Covid-19 Safer transport guidance for operators • LA School Transport guidance • Transport to school and other places of education: autumn term 2020 • Safe working in education, childcare and children's social care settings, including the use of PPE • HSE Face Fit Testing Guidance • Face coverings in education • Face coverings: when to wear one and how to make your own • Early Years Foundation Stage Framework • Remote education during Coronavirus (Covid-19) • HSE: Legionella Risks during the Coronavirus Outbreak • Schools and COVID-19: guidance for Black, Asian and minority ethnic (BAME) staff and their employers in school settings • AfPE COVID-19: Interpreting the Government Guidance in a PESSPA Context • Asthma UK COVID-19: Health advice for people with asthma • CPNI Staying Secure During Covid-19 • Working safely during coronavirus (Covid-19) • COVID-19 contain framework: a guide for local decision-makers 				

FINAL CHECK – HAVE YOU...

Health and safety	<ul style="list-style-type: none">• Review health and safety risk assessments ensuring these are based on the Public Health System of Nine Controls in the DfE guidance summarised in annex A below. More information about health and safety risk assessments is set out in annex A of the DfE guidance. Consider using HSE managing risks and risk templates.• Ensure consultation has taken place with all staff and their representatives in line with HSE requirements• Ensure statutory site checks are carried out, if required (DfE guidance here. Additional advice on safely reoccupying buildings can be found in the Chartered Institute of Building Services Engineers' guidance on emerging from lockdown)• Commission cleaning of all sites using guidance on cleaning non-health care settings• Review arrangements to ensure good ventilation. Advice on this can be found in Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak• Agree a policy and procedures should a child or adult fall ill with the coronavirus on site, fall ill having recently been on site and/or if a number of people fall ill related to a particular site (use DfE guidance on the system of controls, response to any infection points 7-9 here and guidance on testing here)• Ensure there is a critical path decision making process/ contingency plan in case of the need for further closures, or scaling back operations, to address local infections (local lockdown guidance can be found here)• Assess transport-related health and safety risks and how these can be mitigated
Pupils and parents	<ul style="list-style-type: none">• Assess parental confidence and ensure processes are in place to communicate clear and consistent expectations around school attendance to families throughout the summer ahead of the new school year• Ensure appropriate support and arrangements are in place for pupils with EHC plans• Ensure that pupils most at risk of disengagement/most in need of additional support are identified and support is in place• Audit wider family services supporting mental health, bereavement, domestic violence etc in order to be able to signpost/refer families where required (Public Health England has published guidance on supporting children and young people's mental health, Every Mind Matters and advice for groups with specific mental health needs)
Workforce and HR	<ul style="list-style-type: none">• Review your trust's workforce audit. The clinically extremely vulnerable list will be paused on 1st August. Some people on this list will remain under the care of their doctor or specialist and may be advised not to return to work. Assess how many staff remain in this much smaller group and the impact on the workforce – CST is seeking further clarification on clinical vulnerability• Assess how many staff may be at increased risk due to protected characteristics and disparities in outcomes. Consider using an Equalities Impact Assessment. CST will ask Stone King to update advice on this issue• In light of this assessment, scrutinise how staff will be deployed• If necessary and applicable in your circumstances, consider using longer assignments with supply teachers and agree a minimum number of hours across the academic year• Determine whether staff training is required prior to the full return of pupils in September• Consider what arrangements might be put in place for staff wellbeing• Ensure designated safeguarding leads (and deputies) are provided with more time, especially in the first few weeks of term, to help them provide

	<p>support to staff and children regarding any new safeguarding and welfare concerns and the handling of referrals to children social care and other agencies where these are appropriate</p>
Curriculum and timetabling	<ul style="list-style-type: none"> • Scrutinise the plans for identifying the most important missed knowledge and how this will be covered, within a broad curriculum in all subjects • Ensure the curriculum remains broad and ambitious and that all pupils continue to be taught a wide range of subjects • Ensure that there is a staffing plan and timetable for each school, including any special arrangements where necessary and practicable e.g. staggered starting and ending times of the school day, drop off and collection and/or break and lunch arrangements • Scrutinise the plan for spending the trust's allocation of tuition funding and ensure curriculum alignment and relevant training is in place (Education Endowment Foundation guidance can be found here) • Scrutinise plans for how remote education will be offered where a class, group or small number of pupils need to self-isolate, or where there is a local lockdown (online learning resources here, Oak National Academy here, technology support here, guidance for parents on supporting home learning here, guidance for parents of children with SEND to support home learning here and EEF best evidence in remote learning can be found here - there is also a summary of findings and a toolkit to support home learning. DfE has also published case studies using various methods to adapt the curriculum for remote education to best meet the needs of pupils and adapt teaching practice for remote education and keep pupils engaged • Review the approach to physical activity within the school day, ensuring pupils remain in consistent groups where possible, sports equipment is thoroughly cleaned between each use, contact sports are avoided and outdoor sports are prioritised where possible, and large indoor spaces used where not, maximising distancing between pupils and paying attention to cleaning and hygiene. • Review your before and after-school provision and plan whether/ how to restart these in the autumn term. And ensure where parents are using external providers, that the school or trust has a plan in place to and consider how such provision will work alongside their wider protective measures, including keeping children within their year groups or bubbles where possible.
Policies and procedures	<ul style="list-style-type: none"> • Review at least the following policies and procedures and if you have addendums to policies consider whether these need to be amended or removed: <ul style="list-style-type: none"> - Health and safety - Child protection and safeguarding (safeguarding and remote education here) - Attendance - Behaviour - Exclusions - Pastoral/Welfare • Consider whether enhanced safeguarding and welfare provision needs to be put in place – plan for the potential increase in disclosures and welfare needs including mental health • Amend procedures for fire drills • Assess whether any other trust and/or school-based policies and procedures need to be reviewed and amended • Consider whether any delegations in your scheme of delegation need to be amended or stood down
School kitchens, supply chains and contracts	<ul style="list-style-type: none"> • Scrutinise plans to reopen school kitchens and compliance with the guidance for food businesses on COVID-19 • Reactivate and amend catering and/or cleaning contracts, including bringing staff out of furlough where necessary if this has not already been

	<p>done</p> <ul style="list-style-type: none"> • Reactivate supply chains if this has not already been done • Ensure there is free school meals provision over the summer (see DfE's summer food programme) • Check suppliers know and understand the system of controls and hygiene arrangements • Agree approach to any scheduled or ongoing building works in relation to safety
Communications	<ul style="list-style-type: none"> • Plan and agree communications to staff, including but not limited to: <ul style="list-style-type: none"> - Arrangements for keeping staff and pupils safe - Staff deployment and attendance expectations - Curriculum and timetabling - Workload and wellbeing - Training • Plan and agree communications to parents/carers, including but not limited to: <ul style="list-style-type: none"> - Attendance expectations - Uniform expectations - The curriculum - Transport - Dropping off and picking up - Parents/ carers visiting the school • Agree the frequency of communications with parents or delegate to school-level
Financial impacts	<ul style="list-style-type: none"> • Ensure additional cost pressures due to COVID-19 have been identified and an end-of-year forecast which factors them in has been produced for the board • Assess whether schools in the trust are eligible for financial support (DFE has published guidance on the financial support schools and trusts will receive to reimburse them for exceptional costs incurred during COVID-19. These relate to increased premises-related costs; support for free school meals for eligible children who are not attending school and where those costs are not covered by the FSM national voucher scheme and additional cleaning costs) • Assess impact on reserves and review reserves policy • Assess impact on three-year financial strategy • Explore additional sources of income • Review policy and procedures related to fraud (see Fraud Control in Emergency Management: COVID-19 UK government guide)
Educational impacts	<ul style="list-style-type: none"> • Keep educational impacts under review – ensure a trust-wide plan is in place to assess educational impacts, specifically gaps in learning, and that the plans address these in the short and medium term (see curriculum section above)

Regulatory environment	<ul style="list-style-type: none"> Review the new regulatory requirements in the Academies Financial Handbook which comes into place in September 2020 (summarised in annex B below) Agree a plan for internal scrutiny (CST will offer further advice on this) Agree the arrangements for external audit and associated returns - ESFA has confirmed that the current timetable should remain Keep under review the statutory timescales for returns that have been paused or deferred - ESFA published guidance on reducing burdens which includes a full list of returns that have been cancelled, paused or deferred
Accountability environment	<ul style="list-style-type: none"> Review the arrangements for school and trust accountability and the performance management policy in the light of DfE guidance on how school and trust external accountability will be handled this year. (Schools and trusts will not be held to account based on exams and assessment data from summer 2020 and data will not be used by others, such as Ofsted and local authorities, to hold schools and trusts to account). We await clarification on 2021.

Annex B: Main Changes to the Academies Financial Handbook 2020

The main changes to the Academies Financial Handbook 2020, are:

- Governance:** Further information on governance arrangements including trustees' responsibility to maintain the trust as a going concern [1.14, 2.5 and 2.8], confirmation that members must not be employees or occupy unpaid staff roles [1.4], that members must remain informed about trust business [1.8] and that trusts must appoint a clerk to the board [1.40]. Also clarifying that trusts must keep their register of interests up to date [5.46].
- Executive team:** Confirmation that both the accounting officer and chief financial officer (CFO) should be employees, and a requirement for ESFA approval if, exceptionally, they are not [1.26 and 1.36]. Also encouraging larger trusts to consider relevant accountancy qualifications for their CFO, and for all CFOs to maintain professional development [1.37 and 1.38].
- General controls and transparency:** Updated clarifications including maintenance of a fixed asset register [2.7], termly review of pupil number projections [2.12], use of integrated curriculum and financial planning [2.13], avoidance of overdrafts [2.24], publication of information about high pay [2.32] and whistleblowing [2.44], confirmation that the trust's funds must not be used to purchase alcohol [2.35], board and committee responsibilities for risk management [2.38, and 3.6 to 3.8] and completion of the School resource management self-assessment tool [6.8].
- Internal scrutiny:** Updated text including clarification that internal scrutiny covers both financial and non-financial controls [3.1], removal of the option for internal audit to be performed by the external auditor [3.17 and 3.20] and confirmation that trusts can use additional individuals or organisations to support internal scrutiny where specialist nonfinancial knowledge is required [3.18 and 3.23].
- Annual accounts:** More on the audit and risk committee's role in relation to external audit [4.17].