



Botwell House Catholic Primary School

Coronavirus National Lockdown Risk Assessment

Botwell Lane, Hayes, Middlesex, UB3 2AB

Assessment conducted by: K. Oakley	Job title: Headteacher	Covered by this assessment: Covid arrangements
Date of assessment: 7/1/2022	Review interval: Each month	Date of next review: February 2022 and ongoing

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

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Awareness of policies and procedures		<ul style="list-style-type: none"> • All staff and volunteers are aware of all relevant policies and procedures, including, but not limited to, the following: <ul style="list-style-type: none"> - Health and Safety Policy - First Aid Policy - Behaviour Policy • Pupils are supported to understand and follow the relevant school policies and procedures. • All staff have regard to all relevant guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> - The Health Protection (Notification) Regulations 2010 - The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 - DfE (2022) 'Schools coronavirus (COVID-19) operational guidance' - [Early years settings] DfE (2021) 'Actions for early years and childcare settings during the coronavirus (COVID-19) outbreak' - DfE (2021) 'Use of PPE in education, childcare and children's social care' • Staff receive any necessary training on measures that have been implemented that are relevant to their role, e.g. infection control and pupil wellbeing. • The school keeps up-to-date with advice issued by, but not limited to, the following: <ul style="list-style-type: none"> - DfE - NHS - United Kingdom Health Security Agency (UKHSA) - Department of Health and Social Care - The school's local health protection team (HPT) 	Y	C Acres	Jan 2022	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> All staff, volunteers, parents, pupils, visitors and contractors are made aware of relevant infection control and other measures in place via this risk assessment. The SBM conducts a review of all supplier and contractor arrangements to ensure they are appropriate for the school's current operations. Relevant leaders review relevant school protocols to ensure they account for the latest provisions. 				
Contact with potential or confirmed coronavirus cases		<ul style="list-style-type: none"> Staff, parents, pupils and visitors are informed of the national legal requirements regarding self-isolation. Staff, parents and pupils are made aware that from 14 December 2021, the following individuals who are identified as close contacts of someone with coronavirus should take a lateral flow device (LFD) test every day for 7 days instead of self-isolating – this is the same for all cases of coronavirus, not just the Omicron variant: <ul style="list-style-type: none"> Fully vaccinated adults – people who have had two doses of an approved vaccine All children and young people aged 5 to 18 years and 6 months, regardless of their vaccination status People who are not able to get vaccinated for medical reasons People taking part, or have taken part, in an approved clinical trial for a coronavirus vaccine Staff and pupils are informed that if they have been identified as a close contact will report the results of their daily testing through the Online Reporting System and to the school. If they test negative, they should continue to attend school. If they test positive, they will self-isolate and order a PCR test to confirm the result. If the PCR test is negative, they will no longer need to self-isolate but will continue to carry out the remainder of the daily tests. 	Y	All staff	Jan 2022	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> • The school follows any further advice from its local Incident Management Team following a suspected or confirmed case of the Omicron variant in the school community. • Pupils are informed that they will only need to isolate if they produce a positive test or develop symptoms. • The school works with pupils and their families to support pupils with SEND who may struggle to or are unable to self-test daily for 7 days, in order to agree on an appropriate testing route such as assisted swabbing. • Staff are made aware that fully vaccinated adults, or adults who are not able to get vaccinated for medical reasons, who are identified as a close contact of a positive case do not need to self-isolate unless they develop symptoms or produce a positive test. • Staff who have only had one dose of the vaccine are made aware that they still need to self-isolate if identified as a close contact until two weeks after receiving their second dose. • Anyone over the age of 18 years and 6 months who is not vaccinated is made aware that they must self-isolate in line with government guidelines if they are identified as a close contact of a positive case. • Instances of staff, pupils, visitors and volunteers displaying symptoms of coronavirus are managed in line with local and national guidance • Pupils and parents are made aware that staff and students over the age of 18 should follow the same self-isolation rules as those under 18 until six months after their 18th birthday, at which point they will begin to follow the same rules as adults. This time should be used to ensure they are vaccinated if possible. • If anyone in the school develops coronavirus symptoms while at school, they are: <ul style="list-style-type: none"> - Sent home to begin isolation – the isolation period includes the day the symptoms started and the next 10 full days (unless they have a negative LFD test on day 6 and 7 of their self-isolation 				

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		<p>period which means they can end their self-isolation). They are to undertake the LFDs first thing in the morning so that if both are negative then they can return to work on day 7.</p> <ul style="list-style-type: none"> - Advised to follow the guidance for households with possible or confirmed coronavirus. - Advised to arrange a PCR test as soon as possible. • Pupils being sent home after displaying symptoms who are awaiting collection by a parent are moved to an area to reduce transmission (The Welfare staff will manage this as it is dependent on a number of factors which therefore require a dynamic risk assessment. Factors to be taken into account are having an open window for ventilation where possible and social distancing from other school users. If it is not possible to isolate the pupil completely, they are moved to an area which is at least two metres away from others. If required, a member of staff supervises the pupil. • Where contact with a pupil's parents cannot be made, appropriate procedures are followed in accordance with those outlined in government guidance • Symptomatic individuals who are sent home are directed to not use public transport to get home unless this cannot be avoided. • If the pupil needs to use the toilet while awaiting collection, they use a separate bathroom if possible. The bathroom is cleaned and disinfected using standard cleaning products before being used by anyone else. • Emergency assistance is called immediately if the pupil's symptoms worsen and they require further medical care. • PPE is worn by supervising staff if direct personal care is needed and they cannot maintain a distance of two metres. • Anyone who comes into contact with a symptomatic individual washes their hands thoroughly for 20 seconds with soap and running warm water 				

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		<p>or hand sanitiser. The area around the symptomatic individual is cleaned with normal household bleach after they have left the premises.</p> <ul style="list-style-type: none"> • Staff members who have helped someone with symptoms and any pupils who have been in close contact with them are informed that they do not need to self-isolate unless they develop symptoms themselves. • The school does not routinely take the temperature of pupils. • The school refuses to admit a pupil who is displaying symptoms of coronavirus where their parents are insisting their child attends if, in its reasonable judgement, the pupil poses a risk of infection to other members of the school community. 				
Face coverings		<ul style="list-style-type: none"> • Staff and visitors are required to wear face coverings when moving around the school premises outside of classrooms, and in communal areas, unless they are exempt. • In the event of a school or local outbreak, the school adheres to advice from a director of health that may include requiring face coverings temporarily in classrooms for staff, pupils and visitors. • Staff are made aware that, from 30 November, they must wear face coverings on public transport, unless exempt. • The school remains sensitive to the fact that some people are less able to wear face coverings and that the reasons for this may not be visible to others. • Transparent face coverings, which may assist communication with someone who relies on lip reading, clear sound or facial expressions to communicate, are worn where appropriate. • Face coverings are not worn by a person who is speaking to or providing assistance to someone who relies on lip reading, clear sound or facial expressions to communicate. • Face visors or shields are not worn as an equivalent alternative to face coverings; however, they can be worn by those exempt from wearing face coverings. 	Y	All staff	January 2022	M

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		<ul style="list-style-type: none"> • Face visors or shields are only used after carrying out a risk assessment for the specific situation and always be cleaned appropriately. • Individuals are provided with clear instructions on how to put on, remove, store and dispose of face coverings. This includes instructions to: <ul style="list-style-type: none"> - Clean hands before and after touching a face covering. - Store face coverings in individual, sealable plastic bags. - Avoid wearing damp face coverings. • Where face coverings are required, individuals are not prevented from entering or attending school on the grounds that they are not wearing a face covering. • The school has a contingency supply of face coverings. • Anyone struggling to access a face covering, or unable to use their face covering because it has been forgotten or soiled, is provided with one from the school's contingency supply. • Face coverings should be worn in enclosed and crowded places – this includes on school transport. 				
PPE		<ul style="list-style-type: none"> • PPE is distributed to staff who provide intimate care for pupils and for cases where a pupil becomes unwell with symptoms of coronavirus whilst in school and a distance of two metres cannot be maintained. • Additional risk assessments are conducted on a case-by-case basis to determine whether staff require PPE to carry out other tasks and duties. • When working with pupils who cough, spit or vomit but do not have coronavirus symptoms, staff only wear PPE that would routinely be worn. • Used PPE is disposed of properly using bins provided around the school. Staff and pupils are told not to use recycling bins for the disposing of PPE. • All PPE waste is put in a plastic rubbish bag which, once full, is tied and placed in a second tied bag and stored in a suitable and secure place, marked for storage for 72 hours. Following this period, it is put in the communal waste area. 	Y	September 2021	All staff	L

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Hand cleaning and respiratory hygiene		<ul style="list-style-type: none"> • Staff, pupils, visitors and contractors are informed via briefing and risk assessment that enhanced hygiene practices are in place. • Suitable handwashing facilities are provided for individuals to wash their hands regularly and at the following intervals: <ul style="list-style-type: none"> - Arrival at school - Return from breaks - A change in rooms - Before and after eating • The school considers how often pupils and staff need to wash their hands and time for this is incorporated into timetables and lesson plans, allowing for additional opportunities for some staff and pupils to wash their hands more frequently, e.g. pupils who use saliva as a sensory stimulant. • There is an adequate amount of handwashing stations, which are kept well-supplied with soap and running water or hand sanitiser. • Adequate amounts of tissues and bins are available in the relevant areas. • Visual aids are displayed throughout the school reminding pupils to wash their hands regularly and follow the 'catch it, bin it, kill it' approach. • A plan is created to assimilate the hand-washing routine and 'catch it, bin it, kill it' approach into school culture, supplemented by behaviour expectations and communication around the importance of the measures. • Pupils are supervised, where appropriate, when using hand sanitiser to ensure they do not ingest any. • Pupils are instructed to cough or sneeze into their inner elbow and use a tissue to cover their mouths and noses where possible, disposing of the tissue in bins. • Pupils wash their hands after they have coughed or sneezed. • Younger pupils and those with complex needs are supported to ensure they adopt good hand cleaning and respiratory hygiene practices. 	Y	September 2021	All staff and pupils	L

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		<ul style="list-style-type: none"> Individual risk assessments are conducted for pupils with complex needs who struggle to maintain good respiratory hygiene. 				
Cleaning		<ul style="list-style-type: none"> The school maintains an appropriate cleaning schedule which includes the regular cleaning of areas and equipment. There is a particular focus on frequently touched surfaces. The site manager implements a cleaning schedule that ensures cleaning is generally enhanced and includes: <ul style="list-style-type: none"> More frequent cleaning of rooms and shared areas (including classrooms, playgrounds and eating areas) that are used by different groups. Frequently touched surfaces being cleaned more often than normal. Provision for ensuring toilets are cleaned regularly. All areas that have been cleaned are checked to ensure they are safe to occupy, e.g. there are no slip hazards and any harmful substances have been removed. All areas that remain temporarily closed, or partially closed for cleaning or infection control purposes, are clearly signposted. Adequate amounts of suitable cleaning agents are available. PPE is available to members of staff who require it to carry out cleaning safely. Signs are placed in relevant areas to instruct staff and pupils to always flush toilets with the lids down. 	Y	Sept 2021	Site Manager + TLs to direct staff re touch spots	L
Social distancing		<ul style="list-style-type: none"> Staff and pupils are informed they do not need to adhere to social distancing measures in school unless directed. In the event of a school or local outbreak, the school adheres to the advice of a director of public health, which may include returning to social distancing measures, including smaller pupil bubbles, temporarily. 	Y	Sept 2021	All staff	L

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<u>Fire safety</u>		<ul style="list-style-type: none"> A suitably trained individual ensures that all fire detection, alarm system, fire extinguisher and sprinkler checks are up-to-date. The site manager and headteacher ensure that the fire management plan and fire safety risk assessment are up-to-date and applicable to any changes in people movement or access, e.g. if parts of the school remain temporarily closed. Where directed, the headteacher identifies how any social distancing measures are to be observed (where directed) at evacuation points and communicates this to all staff, volunteers, pupils, parents and contractors. 	Y	Site Manager	September 2021	L
Testing		<ul style="list-style-type: none"> Staff in all education settings are encouraged to test twice weekly at home. The school makes staff, parents and pupils aware that all adults who are fully vaccinated and pupils aged 5 to 18 years and 6 months will take an LFD test every day for 7 days if they are identified as a close contact of someone with a coronavirus case. This also applies to Omicron cases. Staff and pupils who have been identified as a close contact are informed that they should report the results of their daily testing through the Online Reporting System and to the school. If they test negative, they should continue to attend school. If they test positive, they will self-isolate and order/book a PCR test to confirm the result. If the PCR test is negative, they will no longer need to self-isolate but will continue to carry out the remainder of the daily tests. The school obtains written consent from staff to process and store their testing data prior to beginning testing. Individuals with negative test results continue to attend school unless they have been advised by NHS Test and Trace or another health professional to stay at home. 	Y	All staff and pupils	September 2021	L

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> • Staff undergoing testing are supplied with lateral flow device (LFD) test kits to self-swab and test themselves twice a week at home or daily if in close proximity to a positive case. • Staff, pupils and parents are fully informed of the testing programme. • Parents and other visitors are asked to take an LFD test before entering the school. • Individuals report their results to NHS Test and Trace as soon as the test is completed, either online or by telephone. • If the test result is positive, staff inform the school of the result and the school include the data on the daily return. • Individuals who receive a positive result from an LFD test complete a 10-day period of self-isolation and are asked to arrange a confirmatory PCR test. • Individuals who test positive using an LFD test arrange their PCR test within 2 days of the positive result. All positive results from LFD tests, whether conducted at home or at school, are confirmed with a PCR test. • Staff, pupils and parents are made aware that negative results from confirmatory PCR tests taken within 2 days of LFD tests override positive results from LFD tests; therefore, individuals who receive negative PCR test results can return to school, provided they do not have symptoms. • Anyone in school who displays symptoms is encouraged to get a PCR test. • If the school believes a symptomatic individual may face barriers to accessing a PCR test elsewhere, the school provides them with a PCR test. • PCR tests stored on the school site are stored securely at ambient room temperature (5 to 22°C). • The school considers offering a symptomatic staff member a PCR test if they cannot otherwise access testing quickly and if the individual is vital to the running of the school. • PCR tests are delivered safely and with due regard for transmission risk. 				

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		<ul style="list-style-type: none"> • Individuals are asked to inform the school immediately of test results. • If an individual tests negative, they feel well and no longer have coronavirus symptoms, they, and the members of their household, can stop self-isolating as long as: <ul style="list-style-type: none"> • They were not told to self-isolate for 10 days from the day after contact with the individual who tested positive by NHS Test and Trace. • They feel well. • If an individual tests positive, they are required to self-isolate for 10 days (unless they have a negative LFD test on day 6 and 7) from the onset of symptoms and then return to school only if they do not have symptoms other than a cough, or loss of or change in their sense of smell or taste. Other members of their household are required to continue self-isolating for the full 10-day period unless they are fully vaccinated adults or under the age of 18. • Testing kits are stored indoors between a temperature of 2 to 30°C. • Individuals are instructed to collect test kits from the designated collection point. • A test kit log is in use and kept up-to-date with the relevant information required. • A test result log is in use and kept up-to-date with the relevant information required. • The data held in the test kit log and test result log is stored in line with the school's Data Protection Policy at all times. 				
NHS Test and Trace		<ul style="list-style-type: none"> • The school makes staff aware that is not responsible for Test and Trace contacting. This will be conducted by the NHS Test and Trace service. • The school makes staff aware that the NHS Test and Trace service will inform staff and pupils if they have been in close contact with a positive case of coronavirus and will advise them to take a PCR test. 	Y	All staff	September 2021	L

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		<ul style="list-style-type: none"> • The school makes staff and pupils aware that, where NHS Test and Trace or the local HPT will contact them directly to inform them if they have been in contact with a suspected or confirmed case of coronavirus, including Omicron cases, and that they should follow any further advice given on what to do next. • The school continues to work with local HPTs in the event of a school or local outbreak. • Staff members and parents are informed that they will need to engage with the NHS Test and Trace programme if they are contacted, meaning they need to be ready and willing to: <ul style="list-style-type: none"> - Book a PCR test if they (or their child) display symptoms. - Provide details of anyone they (or their child) have been in close contact with if they were to test positive for coronavirus or are asked by NHS Test and Trace. - Take a test if they have been in close contact with someone who develops coronavirus symptoms or someone who tests positive. - Self-isolate if they display symptoms or produce a positive test. • Staff and pupils aged 16 and over are encouraged to download the NHS Test and Trace app – rules on mobile phones in school are relaxed to accommodate this. • Individuals are informed that, if they receive notification via the NHS Test and Trace app that they have been in close contact with a positive case, they must inform the school immediately. • Individuals who test positive are encouraged to report the result on the NHS Test and Trace app. • If a pupil receives notification to self-isolate, the school ensures appropriate arrangements are in place for the pupil to self-isolate when they are directed to, and begin remote learning. 				

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		<ul style="list-style-type: none"> If a member of staff receives notification that they need to self-isolate, the school will consider the action that needs to be taken to ensure continuity of education. 				
Confirmed cases of coronavirus		<ul style="list-style-type: none"> Parents are informed, via DOJO/Email, of how the school responds to confirmed cases of coronavirus. Where an individual in the school community tests positive for coronavirus, the school follows public health advice and procedures The school works with the DfE's dedicated coronavirus advice service (or local HPT if the case is escalated) to carry out a rapid risk assessment and identify appropriate next steps. Where required, all parents and staff are informed of the confirmed case; however, the name of the individual is not shared. The school does not request evidence of negative test results or other medical evidence before admitting individuals back to school after a period of self-isolation. The individual who tested positive can stop self-isolating after they have finished their isolation period and their symptoms have gone or if they continue to only have a residual cough or anosmia. Individuals who have tested positive for coronavirus are aware that they can end their self-isolation after 7 days rather than 10 if they have negative LFD tests on day 6 and 7 and no longer have a high temperature. These individuals may return to school from day 8. The school follows any further actions advised by its local Incident Management Team when it is investigating a suspected or confirmed case of the Omicron variant. 	Y	All staff	September 2021 – revised January 2022	L
Attendance		<ul style="list-style-type: none"> The school informs parents and pupils that attendance is mandatory for all pupils, unless they are self-isolating. 	Y	Inclusion team and office staff	Sept 2021	L

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		<ul style="list-style-type: none"> • Parents are informed that the usual rules on school attendance apply – this means parents have a duty to ensure that their child attends regularly. • The attendance register is taken as normal and absences are followed up, in line with the Attendance and Absence Policy. • Where a pupil is unable to attend the site because they are complying with clinical and/or public health advice, they are offered access to remote education immediately. • Any concerns from staff, parents and pupils about being on the school site are discussed between appropriate individuals. • Pupils who are reluctant or anxious to attend school are identified and relevant staff members develop plans to reengage these pupils. • The school uses the additional catch-up funding, as well as existing pastoral and support services, resources and funding, to put in place measures for those families who need additional support to secure pupils’ regular attendance. • Staff and pupils who have returned to the UK from foreign countries within the last month complete the necessary quarantine period, as outlined in the government’s guidance, before attending school. • The school works with the LA to engage with families who are abroad to understand the pupils’ circumstances and their plans to return. The school will encourage families to return where they are able to, emphasising the benefits of regular school attendance and reminding them that school attendance is mandatory. • Where possible, remote education will be provided for pupils who are abroad, and facing challenges to return due to coronavirus-related travel restrictions, for the period they are abroad. 				

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Protecting clinically vulnerable individuals		<ul style="list-style-type: none"> • In line with the latest guidance, pupils under the age of 18 who were previously considered to be clinically extremely vulnerable (CEV) are no longer considered CEV. • Pupils previously considered CEV attend on-site school provision as normal unless they have been advised by their medical specialist to isolate due to their medical condition. • Pupils who live with someone who is CEV continue to attend school as normal. • The relevant staff liaise with the parents of pupils whose medical specialist has recommended they isolate to discuss their concerns and the infection control measures in place at the school. • Clinically vulnerable staff continue to attend school provided they follow the school's control measures to minimise the risks of transmission. • CEV staff follow the same guidance as their colleagues, but may follow additional precautions outlined by their medical specialist. • Staff who live with those who are CEV attend the workplace but ensure they maintain good prevention practice in the workplace and at home. • Line managers hold discussions with staff who are deemed more vulnerable to infection and discuss their concerns and the infection control measures in place at the school. • The Headteacher considers requests made by staff who wish to make changes to their working environment or working hours in the interest of health and safety. • If required, CEV staff can adjust their working hours, as agreed by the Headteacher • The Headteacher ensures that the school can be adequately and safely staffed. • A separate risk assessment is carried out for pregnant staff. The school follows the relevant specific guidance for pregnant employees. 	Y	All staff	Sept 2021	Low

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		<ul style="list-style-type: none"> Staff who are 28 weeks pregnant and beyond, or are pregnant and have an underlying health condition that puts them at a greater risk of severe illness from coronavirus at any gestation, are supported to take a more precautionary approach. The school ensures pregnant staff are able to adhere to any active guidance on social distancing (where directed) and/or advice for pregnant women considered to be CEV. The school encourages staff to get vaccinated if possible, and enables these staff members to attend booked vaccination appointments, even during term time. 				
Workforce		<ul style="list-style-type: none"> All other staff who are involved in the face-to-face provision of education are required to continue attending school. The Headteacher considers whether it is possible for specific staff undertaking certain roles to work from home without disrupting face-to-face education at the school. Line managers discuss and agree any proposed changes in role or responsibility with members of staff. The Headteacher ensures safe staffing ratios are met and that all staff have the relevant training to undertake their roles. If there are concerns about staffing capacity, the Headteacher talks to the LA. Arrangements are made to enable specialists, therapists, clinicians and other support staff for pupils with SEND to continue to provide interventions as usual. The school continues its recruitment processes as normal. 	Y	SLT	Sept 2021	L
Unvaccinated members of staff		<ul style="list-style-type: none"> The school encourages all eligible staff to take up the vaccine offer and publicises the benefits using impartial, factual information in line with NHS guidance. The school enables staff who are eligible for vaccination to attend booked appointments, including during term time where possible. 	Y	Headteacher	Sept 2021	L

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		<ul style="list-style-type: none"> • The school consults with its recognised trade unions when implementing its approach to vaccinations. • The Headteacher ensures all line managers are aware of the school’s approach to vaccinations and implement it accordingly. • The school asks for the vaccination status of members of staff on the basis that schools are a place of high contact and its need to protect other staff and pupils. • The school ensures that all staff are aware that anyone who is unvaccinated must follow government guidelines if they are a close contact of a positive coronavirus case, develop symptoms, or produce a positive LFD or PCR test result. • Where a member of staff raises concerns about the vaccine, their line manager or a trusted member of staff discusses the matter with them openly and honestly, listening to any concerns without pressuring the staff member to make a decision. • Copies of any communications produced by the school regarding vaccination are retained, in line with the Data Protection Policy, in case of complaints from a member of staff. • Unvaccinated members of staff are reminded by their line manager to pay particular attention to the school’s existing system of controls, e.g. regular handwashing. • The <u>Headteacher</u> considers additional measures to protect unvaccinated staff members on a case-by-case basis. Measures to consider include the following: <ul style="list-style-type: none"> – Increased use of testing – Social distancing – The use of PPE • The school adheres to the Data Protection Act 2018 and the UK GDPR when asking staff members if they have been vaccinated and when 				

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		<p>handling information relating to the vaccination status of a member of staff.</p> <ul style="list-style-type: none"> In all cases, the school does not discriminate against any member of staff who has not being vaccinated for any reason, and adheres to its duties under the Equality Act 2010. The school consults legal advice in all cases where there is the possibility of a dispute regarding the vaccination status of a member of staff or its organisational approach to vaccines. 				
Catering		<ul style="list-style-type: none"> The school's kitchen is fully open and operates within usual legal requirements. The SBM liaises with catering providers to ensure the kitchens can remain fully open and food is prepared and delivered in line with any relevant sections of the government's 'Working safely during coronavirus (COVID-19)' guidance. FSM or food parcels are provided for eligible pupils who are not attending school during term time where they: <ul style="list-style-type: none"> Are self-isolating. Have symptoms or a positive test result. Are not attending as a result of local restrictions advised by the government. 	Y	Catering staff	Sept 2021	L
Remote learning		<ul style="list-style-type: none"> While attendance is mandatory, remote learning is provided for pupils who are following clinical or government guidance to stay at home, e.g. where they are self-isolating. All such pupils not physically unwell are given access to remote education as soon as reasonably practicable. The headteacher ensures that pupils taught remotely in KS1 are set work that as a minimum covers three hours a day on average, and ensures that pupils taught remotely in KS2 are set work that as a minimum covers four hours a day. Teaching staff deliver all remote education in line with the expectations set out in the Pupil Remote Learning Policy. 	Y	All staff	Sept 2021	L

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		<ul style="list-style-type: none"> The Headteacher ensures that all teaching staff understand these expectations and know how to seek help if they feel unable to meet them. The school informs parents that they should raise any concerns about the quality of the school's remote education offer with the Team leaders 				
Uniform		<ul style="list-style-type: none"> The usual rules on school uniform apply; however, the school takes a mindful and considerate approach to non-compliance. Expectations of uniform are communicated to pupils and parents. To mitigate thermal discomfort caused by increased ventilation, pupils are able to wear additional, suitable indoor items of clothing in addition to their usual uniform – where this occurs, no additional financial pressure is placed on parents. 	Y	All children	Sept 2021	L
Educational visits		<ul style="list-style-type: none"> Educational visits will be conducted in line with government guidance. This includes system of controls and the COVID-secure measures in place at the destination. A full and thorough risk assessment is made in relation to all educational visits to ensure they can be undertaken safely. Pupils are allowed on trips to outdoor public places and do not need to be restricted to limits on gatherings, provided: <ul style="list-style-type: none"> It is for the purpose of childcare. The EYFS staff:child ratios are maintained. A risk assessment is conducted in advance. Good hygiene is maintained throughout. Thorough handwashing happens before and after the trip. The trip is carried out in line with relevant local or national coronavirus guidance. Appropriate insurance arrangements are in place. The school ensures that it has adequate travel insurance and discusses any questions about cover with its insurance provider. 	Y	All staff	Sept 2021	L

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> The school follows the guidelines relevant to trips to indoor spaces. Once inside: <ul style="list-style-type: none"> Staff are to remain with the pupils in the group. Pupils and staff should wash hands thoroughly on arrival and before leaving. 				
Extracurricular activities and wraparound provision		<ul style="list-style-type: none"> The school works to provide all before- and after-school educational activities and wraparound childcare for all pupils. Parents are advised of the provision available. Wraparound provisions are run in line with the current government guidance, i.e. are COVID-secure. Parents are able to access wraparound and extracurricular provision for their children, without any restrictions on the reasons for which they may attend 	Y	Extra-curricular staff	Sept 2021	L
Curriculum		<ul style="list-style-type: none"> All pupils are given the support required to make good progress. Relevant staff members discuss how the government's curriculum expectations can be met and ensure this is communicated across the school. The government's catch-up funding is utilised to ensure pupils receive the support they need to catch-up on learning lost due to the coronavirus pandemic. 				
Behaviour expectations		<ul style="list-style-type: none"> The school's Positive Behaviour Policy sets out behaviour expectations for pupils and is updated in line with new rules and measures. Expectations are communicated clearly to staff, pupils and parents. Pupils who are struggling to reengage with school are supported appropriately. 	Y	All staff	Sept 2021	L
Wellbeing		<ul style="list-style-type: none"> The school has an ELSA (Emotional Literacy Support Assistant). Class teachers can refer children of concern for counselling. Staff are vigilant in discerning pupil mental health and report any concerns to their line manager and termly meetings are arranged. 	Y	All staff	Sept 2021	L

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> • The school has enrolled a member of staff in the lead Mental Health Practitioner national training to devise a whole school approach • The school provides opportunities for pupils to talk about their mental health and experiences during the pandemic. • Pupils have access to pastoral support and activities, e.g. opportunities to renew and develop friendships. • Pupil and parent surveys are sent out to assess how they feel about being on the school site and to enable staff to act on any concerns pupils and parents may have. • Staff and volunteer surveys are sent out to assess how they feel about being on the school site and enable the SLT to act on any concerns staff and volunteers may have. • The SLT discusses the implications on staff and pupil workload and puts a plan in place to minimise the risk of stress. • The headteacher liaises with the LA to determine what additional support is available for pupils who are suffering with their mental health. • The headteacher and the Inclusion Manager identify pupils with additional needs and put provision in place to ensure their needs are adequately and safely met, e.g. the relevant staff are available. • Teachers and the Inclusion manager work together to ensure pupils with SEND are prepared for changes to their routine. • The DSL ensures provision is in place to help protect wellbeing and mental health, and ensure all staff, volunteers and pupils have access to psychological support. • The DSL ensures that adequate pastoral care is in place to support pupils and staff who require it. • The school engages with local immunisation providers to ensure immunisations programmes can be provided on site in line with the relevant protective control measures. 				

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> Safeguarding issues are managed in line with the Child Protection and Safeguarding Policy. Staff and pupil bereavement is managed in line with the Bereavement Policy. 				
Safeguarding		<ul style="list-style-type: none"> The school's Child Protection and Safeguarding Policy is reviewed as necessary to reflect the current operations of the school. The DSL liaises with the necessary personnel and parents to manage and address any new and ongoing safeguarding concerns, e.g. ongoing bullying. The DSL ensures that adequate pastoral care is in place to support pupils and staff who require it. The DSL ensures the relevant staff have the appropriate training to support pupils and staff who require pastoral care. The DSL and their deputies are provided with time to help them support staff and pupils in relation to any new safeguarding and welfare concerns and the handling of referrals to children's social care and other agencies. If a parent elects to educate their child at home, the school considers whether this decision gives greater cause for concern compared to the pupil remaining in school. If there is cause for concern, the DSL considers making a referral to the LA. 	Y	Inclusion team	Sept 2021	L
Contingency planning		<ul style="list-style-type: none"> Remote education plans are in place for pupils who are self-isolating and well. The school has a Coronavirus (COVID-19): Contingency Plan – also known as an outbreak management plan – that can be implemented if restrictions need to be implemented due to coronavirus. 	Y	Headteacher	Sept 2021	L
Communication		<ul style="list-style-type: none"> The Headteacher contacts the DfE's advice helpline for specific recommendations for their school, e.g. boarding schools. The Headteacher puts into place any actions or precautions advised by the DfE's helpline or local HPT if necessary. 	Y	Headteacher	Sept 2021	L

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> • The Headteacher liaises with the LA where necessary and includes any local guidance in the Staff Handbook, where required. • Parents are informed via dojo/ letter about the relevant information regarding the running of the school during the pandemic, including any pick-up and drop-off arrangements. • Staff and volunteers are informed via email about the relevant information regarding the running of the school during the pandemic. • Staff are informed of who they can turn to for support and there are several avenues they can follow, e.g. line manager, other senior staff or colleagues. • All staff, pupils, parents, visitors and volunteers are made aware of the symptoms of coronavirus, what to do if they display symptoms, and if others display symptoms. • The Headteacher liaises with the governing board about possible arrangements for running the school during the pandemic, where necessary. • Pupils are informed via letter about the relevant information regarding the running of the school during the pandemic. • The SLT is actively present around the school to provide additional support, advice and reassurance. • The SBM communicates with suppliers and contractors regarding the running of the school during the pandemic and reinstating or suspending the supply of any required goods or services. • The Headteacher informs staff, volunteers and the governing board about the arrangements for how meetings are carried out during the pandemic. • A record is kept of all visitors and contractors that come to the school site. 				

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Protective measures in early years settings		<ul style="list-style-type: none"> • The setting is not required to arrange children and staff in small, consistent groups. • Children are supervised when washing their hands or using hand sanitiser and are taught how to do so effectively. • A good supply of disposable tissues is available throughout the premises and 'catch it, bin it, kill it' is encouraged through signage and prompting. • An enhanced cleaning schedule is put in place. • Surfaces, toys, books, doors, sinks, toilets and light switches are cleaned more regularly, using disinfectant, in line with guidance. • Activities that involve malleable materials for messy play, e.g. sand, mud and water, are risk assessed. • Frequently touched surfaces, equipment, tools and resources for messy play are thoroughly cleaned and dried before they are used by a different group. • All items that are laundered are washed in line with the government's 'COVID-19: cleaning in non-healthcare settings outside the home' guidance and are not shared by pupils between washes. • Clear procedures are put in place to ensure stringent cleaning processes are followed for food preparation areas, dining areas and table coverings. • If a child attends more than one setting, the settings work together with parents to address any risks identified, allowing them to jointly deliver appropriate care. 				
Ventilation		<ul style="list-style-type: none"> • The school has a clear approach to increasing ventilation through opening of windows and doors as much as possible • Particular consideration is given to ventilation when hosting events where visitors such as parents are on site, e.g. school productions. • Staff and pupils are made aware that enhanced ventilation is in place. • The site manager checks that all ventilation systems, including fume extraction systems, are in working order in accordance with 	Y	All staff	Sept 2021 and updated Jan 2022	L

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<p>manufacturer's recommendations, and that there are no blockages present in external or internal vents.</p> <ul style="list-style-type: none"> • All ventilation systems remain energised in normal operating mode. • Where mechanical ventilation is used, recirculatory systems are adjusted to full fresh air where possible. • Ventilation to chemical stores remains operational. • A ventilation audit is carried out to assess the quality of ventilation in school spaces. • Where possible, the windows of occupied rooms are open. In cold weather, where this causes issues with thermal comfort, the following mitigations are put in place where possible: <ul style="list-style-type: none"> - Classrooms are rearranged to minimise the discomfort caused by draughts from open windows, e.g. by moving desks and chairs - High level windows are opened in preference to low level windows, to reduce draughts - Ventilation is increased while the space is unoccupied, e.g. during break- and lunchtimes • The relevant staff adjust any thermostats to heat internal spaces and water, ensuring a suitable stable temperature is maintained. • Where heating has been switched off or energy supplies for heating have been isolated, a suitably trained individual switches them back on, as required. • The school uses CO₂ monitors provided by the DfE to help assess how well-ventilated spaces in the school are, and find a good balance of ventilation and thermal comfort. • To avoid inaccurate readings, CO₂ monitors are placed: <ul style="list-style-type: none"> - At head height when seated. - Away from ventilation outlets, such as grilles or windows. - At least 0.5 metres away from occupants of the space being monitored. 				

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> The school maintains a consistent CO₂ monitor reading value of 800ppm or under. Where the CO₂ monitor reading exceeds 800ppm (showing a red light), ventilation is increased in the necessary space(s). A separate risk assessment is carried out to cover the use of any poorly ventilated spaces. 				
NHS COVID Pass		<ul style="list-style-type: none"> The NHS COVID Pass is not used as a condition of entry for education or related activities, e.g. exams and extracurricular activities. People under 18 do not need to show their COVID Pass but are counted towards attendance thresholds. Where the NHS COVID Pass needs to be used, the school follows the guidance on mandatory certification for events. 	N			