

COVID-19 risk assessment – School operation from September 2021

Site / school name:	Jubilee High School, School Lane, Addlestone, Surrey, KT15 1TE		
Name(s) of person(s) covered by this assessment:	<ul style="list-style-type: none"> ▪ Students ▪ Staff: <ul style="list-style-type: none"> ▪ Classroom based staff ▪ Office / administrative staff ▪ Premises / site staff ▪ Cleaning staff ▪ Catering staff ▪ SMSAs ▪ Contractors ▪ Visitors ▪ Lettings Staff 		
Tasks and activities covered by this risk assessment:	<ul style="list-style-type: none"> ▪ School's operation from September 2021 ▪ Cleaning and sanitisation ▪ Adequate ventilation ▪ Testing and measures to manage isolation and confirmed cases of COVID-19 ▪ Contingency planning 		
Equipment and materials used:	<ul style="list-style-type: none"> ▪ General class and teaching materials ▪ Practical equipment and materials ▪ Sports and PE equipment ▪ Cleaning materials and equipment 		
Location(s) covered by this risk assessment:	<ul style="list-style-type: none"> ▪ All school premises and grounds 		
Name of person completing this risk assessment:	Mark Conroy	Date of completion:	26 th August 2021
Risk assessment approved by:	Penny Alford	Date of approval:	31 st August 2021
Date risk assessment to be reviewed by:	30 th September 2021	Risk assessment no:	Version 1 – 26 th August 2021

Record of risk assessment reviews

Date of review:		Reviewed by:		Comments / date of next review:	▪
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Key changes in approach

Mixing and bubbles

- We no longer recommend that it is necessary to keep children in consistent groups ('bubbles'). This means that bubbles will not need to be used for any summer provision (for example, summer schools) or in schools from the autumn term.
- As well as enabling flexibility in curriculum delivery, this means that assemblies can resume, and you no longer need to make alternative arrangements to avoid mixing at lunch.

Tracing close contacts and isolation

- Settings only needed to do contact tracing up to and including 18 July. Close contacts will now be identified via NHS Test and Trace and education settings will no longer be expected to undertake contact tracing.
- As with positive cases in any other setting, NHS Test and Trace will work with the positive case and/or their parent to identify close contacts. Contacts from a school setting will only be traced by NHS Test and Trace where the positive case and/or their parent specifically identifies the individual as being a close contact. This is likely to be a small number of individuals who would be most at risk of contracting COVID-19 due to the nature of the close contact. You may be contacted in exceptional cases to help with identifying close contacts, as currently happens in managing other infectious diseases.
- Individuals are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, and any of the following apply:
 - they are fully vaccinated
 - they are below the age of 18 years and 6 months
 - they have taken part in or are currently part of an approved COVID-19 vaccine trial
 - they are not able to get vaccinated for medical reasons

Instead, they will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test. We would encourage all individuals to take a PCR test if advised to do so.

- Staff who do not need to isolate, and children and young people aged under 18 years 6 months who usually attend school, and have been identified as a close contact, should continue to attend school as normal. They do not need to wear a face covering within the school, but it is expected and recommended that these are worn when travelling on public or dedicated transport.
- 18-year-olds will be treated in the same way as children until 6 months after their 18th birthday, to allow them the opportunity to get fully vaccinated. At which point, they will be subject to the same rules as adults and so if they choose not to get vaccinated, they will need to self-isolate if identified as a close contact.
- Settings will continue to have a role in working with health protection teams in the case of a local outbreak. If there is an outbreak in a setting or if central government offers the area an enhanced response package, a director of public health might advise a setting to temporarily reintroduce some control measures.

Face coverings

- Face coverings are no longer be advised for pupils, staff and visitors either in classrooms or in communal areas
- The government has removed the requirement to wear face coverings in law but expects and recommends that they are worn in enclosed and crowded spaces where you may come into contact with people you don't normally meet. This includes public transport and dedicated transport to school or college.
- If you have a substantial increase in the number of positive cases in your school, a director of public health might advise you that face coverings should temporarily be worn in communal areas or classrooms (by pupils, staff and visitors, unless exempt). You should make sure your contingency plans cover this possibility.

Stepping measures up and down

- You should have contingency plans (sometimes called outbreak management plans) outlining how you would operate if there were an outbreak in your school or local area.
- Central government may offer local areas of concern an enhanced response package to help limit increases in transmission.
- For most settings it will make sense to think about taking extra action if the number of positive cases substantially increases. Information on what circumstances might lead you to consider taking additional action, and the steps you should work through, can be found in the contingency framework.
- The contingency framework describes the principles of managing local outbreaks of COVID-19 in education and childcare settings. Local authorities, directors of public health (DsPH) and PHE health protection teams (HPTs) can recommend measures described in the contingency framework in individual education and childcare settings – or a small cluster of settings – as part of their outbreak management responsibilities.

Control measures

You should:

1. Ensure good hygiene for everyone
2. Maintain appropriate cleaning regimes.
3. Keep occupied spaces well ventilated
4. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.

Risk assessment

What are the hazards?

- Potential for spread of COVID-19 between persons at school showing symptoms of coronavirus or those who are confirmed to have coronavirus.

Who might be harmed and how?

- Staff, pupils, cleaners, contractors, and visitors may catch COVID-19 via direct or indirect contact with carriers whilst on site.
- Potential for spread to other family members / persons.

Note: We have specifically removed any rating or scoring from this risk assessment. We do not feel this adds any significant benefit to this untypical situation. You may wish to prioritise any actions, but the basis of the approach to mitigating the risks from coronavirus is such that all measures should be carried out alongside each other rather than in sequence. The planning and assessment you undertake will form the basis of an overall plan to manage the risks specific to your setting which is the most important aspect of this process.

This risk assessment is based on Department for Education (DfE) School's coronavirus (COVID-19) operational guidance (applies from Step 4) as published on 17 August 2021.

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance>

Measures to Consider	What do you need to do at your school to manage this	Who will do this	By when?	Completed on:
1. Ensure good hygiene for everyone				
Hand hygiene				
<ul style="list-style-type: none"> ▪ Consider how often pupils and staff will need to wash their hands and incorporate time for this in timetables or lesson plans. ▪ Are there enough hand washing or hand sanitiser 'stations' available so that all pupils and staff can clean their hands regularly? ▪ Ensure supervision of hand sanitiser use given the risks around ingestion. Skin friendly skin cleaning wipes can be used as an alternative. ▪ Build these routines into school culture, supported by behaviour expectations and helping ensure younger pupils and those with complex needs understand the need to follow them ▪ Sufficient cleaning supplies and hand soap to be maintained. ▪ All staff should be briefed weekly as a minimum on expected hygiene standards. ▪ All staff instructed to actively monitor to ensure all pupils and colleagues are adhering to principles of good hygiene. ▪ CLEAPSS current advice is that alcohol-based hand gels should not be used in science labs and D&T rooms where practical activities take place. CLEAPSS guidance is understood to be under review. 	<ul style="list-style-type: none"> • All classrooms have been provided with their own hand sanitizing unit which can be refilled at any time. • Students will be encouraged to use it on every exit and entry. • Teachers to inform Premises Manager by email if bottles need refilling. • Staff and students reminded regularly the importance of hand sanitizing • Weekly briefing to remind staff of daily hygiene routine standards. • Culture of supporting each other to maintain standards established during staff briefings. • Students need to be reminded of the dangers of sanitizing fluids/gel to facial areas (particularly the eyes/mouth). • Staff to receive appropriate First Aid Training to deal with any hand sanitizing incidents/accidents 	Responsibility of all staff & students	September 2021 & ongoing	
Respiratory hygiene				
<ul style="list-style-type: none"> ▪ The 'catch it, bin it, kill it' approach continues to be very important 	<ul style="list-style-type: none"> ▪ Boxes of tissues will be made available in each classroom. ▪ Bins made available for every classroom (see later section on how waste will be handled). 	Admin/Site Team	September 21	

Measures to Consider	What do you need to do at your school to manage this	Who will do this	By when?	Completed on:
<ul style="list-style-type: none"> ▪ Are there enough tissues and bins available in the school to support pupils and staff to follow this routine? ▪ Ensure that younger children and those with complex needs are helped to get this right. ▪ Are there risk assessments in place for pupils with complex needs who will struggle to maintain as good respiratory hygiene as their peers? ▪ All staff should be briefed weekly as a minimum on expected hygiene standards. ▪ All staff instructed to actively monitor to ensure all pupils and colleagues are adhering to principles of good hygiene. 	<ul style="list-style-type: none"> ▪ Individual risk assessments will be put in place for any students with complex needs. ▪ Weekly staff briefings will include reminding staff to keep to the expected hygiene standards. ▪ Culture of supporting each other to maintain standards established during staff briefing. 	SBM/Site Team	September 21 & Ongoing	
Use of personal protective equipment				
<ul style="list-style-type: none"> ▪ Most staff in schools will not require PPE beyond what they would normally need for their work. ▪ If a pupil already has routine intimate care needs that involve the use of PPE, the same PPE should continue to be used. ▪ Additional PPE for COVID-19 is only required in a very limited number of scenarios, for example, when: <ul style="list-style-type: none"> ▪ If a pupil becomes ill with COVID-19 symptoms, and only then if close contact is necessary ▪ When performing aerosol generating procedures (AGPs) ▪ Reference to PPE for higher risk situations means: <ul style="list-style-type: none"> ▪ Fluid-resistant surgical face masks (also known as Type IIR) ▪ Disposable gloves ▪ Disposable plastic aprons ▪ Eye protection (for example a face visor or goggles) 	<ul style="list-style-type: none"> ▪ Where staff have been identified as needing PPE, they will have been provided with appropriate supplies and equipment at that time. ▪ Staff who have been identified as needing PPE, will receive appropriate training and information on correct use and disposal of PPE. 	SLT/Ad min/Site Team	September 21	

Measures to Consider	What do you need to do at your school to manage this	Who will do this	By when?	Completed on:
<ul style="list-style-type: none"> ▪ The PPE that should be used in the following situations when caring for someone with symptoms of COVID-19 is: <ul style="list-style-type: none"> ▪ A face mask should be worn if close contact is necessary ▪ If contact is necessary, then gloves, an apron and a face mask should be worn ▪ Eye protection if a risk assessment determines that there is a risk of fluids entering the eye, for example, from coughing, spitting or vomiting 				
Face coverings				
<ul style="list-style-type: none"> ▪ Face coverings are no longer advised for pupils, staff and visitors either in classrooms or in communal areas ▪ The government has removed the requirement to wear face coverings in law but expects and recommends that they are worn in enclosed and crowded spaces where you may come into contact with people you don't normally meet. This includes public transport and dedicated transport to school or college. ▪ If you have a substantial increase in the number of positive cases in your school, a director of public health might advise you that face coverings should temporarily be worn in communal areas or classrooms (by pupils, staff and visitors, unless exempt). You should make sure your contingency plans cover this possibility. 	<ul style="list-style-type: none"> ▪ Review use of face coverings for enclosed and crowded spaces including where you would meet people you do not normally come into contact with. ▪ Recommend use on all school transport, public or dedicated. ▪ Consider face coverings for events such as open days and productions. ▪ Communicate to all stakeholders the school approach of supporting the wearing of face coverings as optional across all areas of the school. 	Responsibility of all staff, students and all other stakeholders to the organisation	September 2021 & ongoing	
2. Maintain appropriate cleaning regimes, using standard products such as detergents				
<ul style="list-style-type: none"> ▪ Is there an enhanced cleaning regime in place and are all cleaners, contractors and staff aware of measures to take? 	<ul style="list-style-type: none"> ▪ Dialogue with cleaning company (KGB) about expectations for routine cleaning in line with Public Health England guidance. 	SBM/Site Team	September 2021 & ongoing	

Measures to Consider	What do you need to do at your school to manage this	Who will do this	By when?	Completed on:
<ul style="list-style-type: none"> ▪ Are high contact items such as door handles, including main entrance doors and commonly used doors cleaned more frequently? ▪ As a minimum, frequently touched surfaces should be wiped down twice a day, and one of these should be at the beginning or the end of the working day. ▪ Shared equipment should be regularly cleaned. ▪ Ensure that any hazardous substances that are used because of changes to cleaning or hygiene regimes have a COSHH risk assessment. 	<ul style="list-style-type: none"> ▪ Additional cleaner in during the day to cover highly used areas and toilets. ▪ All bins to be checked and emptied regularly and new bin liners put in bins. ▪ Antibacterial wipes provided for each classroom in order that any loaned equipment can be wiped down. ▪ Where ICT rooms are being used, students will be asked to wipe down computer equipment before leaving the room. ▪ Liaison with cleaning contractors to confirm all products and COSHH Risk Assessments are both in place and copies are available in cleaning cupboards and with premises team. 			
3. Keep occupied spaces well ventilated				
<ul style="list-style-type: none"> ▪ If air handling systems that move air between rooms are used set them to use a fresh air supply and do not recirculate air. Standalone room units can operate as normal. ▪ Ensure any filters in ventilation or air conditioning systems are changed as per manufacturer instructions. Take additional care when changing filters. ▪ Airing rooms as frequently as you can, will help improve ventilation. This involves opening all doors and windows wide to maximise the ventilation in the room. It may be easier to do this when the room is unoccupied or between uses particularly in colder or adverse weather. ▪ Manage colder temperatures in rooms by opening high level not low-level windows, opening window just enough to allow for ventilation, increasing heating and allowing for flexibility on uniform. ▪ Identify any poorly ventilated areas and consider if these areas should be restricted or if ventilation can be improved by increasing the flow of fresh air. 	<ul style="list-style-type: none"> ▪ Doors open where possible. ▪ All windows to be open at least ajar where possible. ▪ Air con – air in and extracted out. ▪ Air con is serviced regularly, and filters changed by professionals. ▪ Classroom doors, including all bathroom doors are not fire doors and are propped open to aid ventilation ▪ Fire Assembly points to return to the original plan pre COVID-19. 	All staff	September 2021 & ongoing	

Measures to Consider	What do you need to do at your school to manage this	Who will do this	By when?	Completed on:
<ul style="list-style-type: none"> ▪ Desk or ceiling fans can be used provided the area is well ventilated, but they should not be used in poorly ventilated areas. ▪ With due regard to fire safety, some doors may be temporarily propped open to limit touching of door handles and aid ventilation. Fire doors including doors at the top and base of stairs, or to higher risk areas of fire starting e.g. kitchens / IT suites / plant rooms should not be propped open. ▪ Where events such as school plays or open days are planned consider the need to improve ventilation as part of your planning. 				
4. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19				
When an individual develops COVID-19 symptoms or has a positive test				
<ul style="list-style-type: none"> ▪ Pupils, staff and other adults should follow public health advice on when to self-isolate and what to do. They should not come into school if they have symptoms, have had a positive test result or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (for example, they are required to quarantine). ▪ If anyone in your school develops COVID-19 symptoms, however mild, you should send them home and they should follow public health advice. ▪ For everyone with symptoms, they should avoid using public transport and, wherever possible, be collected by a member of their family or household. ▪ If a pupil is awaiting collection, they should be left in a room on their own if possible and safe to do so. A window should be opened for fresh air ventilation if possible. ▪ Appropriate PPE should also be used if close contact is necessary, further information on this can be 	<ul style="list-style-type: none"> ▪ Procedure as per Government guidance, anyone suspected who becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow government guidance. ▪ Website and staff regularly updated with information. ▪ Admin team briefed and relevant contact details available and shared. This will be displayed in a prominent position in the admin office ▪ Visitor/Contractors sign-in procedure changed to include contact details. ▪ School to ensure that parents update contact details early in term. ▪ Communication has been sent out to all staff and parents that they must inform the school of a positive result as soon as possible. 	All	September 2021 & ongoing	

Measures to Consider	What do you need to do at your school to manage this	Who will do this	By when?	Completed on:
<p>found in the use of PPE in education, childcare and children’s social care settings guidance.</p> <ul style="list-style-type: none"> ▪ Any rooms they use should be cleaned after they have left. ▪ The household (including any siblings) should follow the PHE stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection. 				
Cleaning a room or area after a person with symptoms of COVID-19, or confirmed COVID-19, has left the setting				
<ul style="list-style-type: none"> ▪ Is there a procedure in place for cleaning an area where a person with symptoms of COVID-19 or a confirmed case of COVID-19 has been? ▪ Is the appropriate PPE being used? ▪ Are appropriate cleaning products or methods being used? 	<ul style="list-style-type: none"> ▪ Room or area will be sealed off to all other users, KGB (Cleaning contractors) will be contacted and asked to clean the room/area with specialised equipment and liquid. They will wear appropriate PPE. ▪ Closure of medical room will lead to the opening of medical room 2. 	SBM/Office Manager	September 2021 & ongoing	
Contaminated waste				
<ul style="list-style-type: none"> ▪ Contaminated or potentially contaminated waste must be dealt properly to reduce the risk of the spread of coronavirus. 	<ul style="list-style-type: none"> ▪ Personal waste from individuals with symptoms of COVID-19 and waste from cleaning of areas where they have been (including PPE, disposable cloths and used tissues) should be: <ul style="list-style-type: none"> ▪ Put in a plastic rubbish bag and tied when full ▪ The plastic bag should then be placed in a second bin bag and tied ▪ This should be put in a suitable and secure place and marked for storage until the individual’s test results are known ▪ This waste should be stored safely and kept away from children. It should not be placed in communal waste areas until negative test results are known, or the waste has been stored for at least 72 hours. ▪ If the individual tests negative, this can be disposed of immediately with the normal waste. ▪ If COVID-19 is confirmed this waste should be stored for at least 72 hours before disposal with normal waste. 	SBM/Premises Manager	September 2021 & Ongoing	

Measures to Consider	What do you need to do at your school to manage this	Who will do this	By when?	Completed on:
Asymptomatic testing				
<ul style="list-style-type: none"> ▪ As pupils will potentially mix with lots of other people during the summer holidays, all secondary school pupils should receive 2 on-site lateral flow device tests, 3 to 5 days apart, on their return in the autumn term. ▪ Settings may commence testing from 3 working days before the start of term and can stagger return of pupils across the first week to manage this. Pupils should then continue to test twice weekly at home until the end of September 2021, when this will be reviewed. ▪ Staff should undertake twice weekly home tests whenever they are on site until the end of September 2021, when this will also be reviewed. ▪ Secondary schools should also retain a small asymptomatic testing site (ATS) on-site until further notice so they can offer testing to pupils who are unable to test themselves at home. 	<ul style="list-style-type: none"> ▪ All staff and students encouraged to take twice weekly test (Sunday and Wednesday). ▪ Communication to go to all parents regarding students taking test. ▪ Permission from Year 7 parents required before student can take test. ▪ All existing parental permissions received from 2020-21 still stand. ▪ Site testing set up in JHS small gym with six bays. Testing staff to have completed the necessary NHS training. ▪ Orient Gene AP Rapid Test to be used for mass testing of pupils in September 2021. ▪ Post mass testing ATS will be based in C1/C2 	All	September 2021	
Confirmatory PCR tests				
<ul style="list-style-type: none"> ▪ Ensure staff, students and parents understand what to do in the event of a positive test, including arranging a confirmatory PCR test. ▪ Ensure that staff, students, and parents understand that symptomatic testing still needs to take place and that it can be booked online. 	<ul style="list-style-type: none"> ▪ Communication to go to all staff and parents regarding booking and taking a PCR test if requested to. ▪ 	HOS	September 2021	
Tracing close contacts and isolation				
<ul style="list-style-type: none"> ▪ Close contacts will now be identified via NHS Test and Trace and education settings will no longer be expected to undertake contact tracing. 	<ul style="list-style-type: none"> ▪ Communicate latest requirements on who is required to isolate and who is not to the school community. ▪ Encourage those contacted by NHS Test and Trace to take a PCR test where advised to do so. 			

Measures to Consider	What do you need to do at your school to manage this	Who will do this	By when?	Completed on:
<ul style="list-style-type: none"> ▪ Contacts from a school setting will only be traced by NHS Test and Trace where the positive case and/or their parent specifically identifies the individual as being a close contact. You may be contacted in exceptional cases to help with identifying close contacts, as currently happens in managing other infectious diseases. ▪ Individuals are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, and any of the following apply: <ul style="list-style-type: none"> ▪ they are fully vaccinated ▪ they are below the age of 18 years and 6 months ▪ they have taken part in or are currently part of an approved COVID-19 vaccine trial ▪ they are not able to get vaccinated for medical reasons ▪ Instead, they will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test. We would encourage all individuals to take a PCR test if advised to do so. ▪ Staff who do not need to isolate, and children and young people aged under 18 years 6 months who usually attend school, and have been identified as a close contact, should continue to attend school as normal. They do not need to wear a face covering within the school, but it is expected and recommended that these are worn when travelling on public or dedicated transport. ▪ 18-year-olds will be treated in the same way as children until 6 months after their 18th birthday, to allow them the opportunity to get fully vaccinated. 	<ul style="list-style-type: none"> ▪ Advise that those who do not need to self-isolate who have been identified as a close contact can attend school as normal and do not need to wear a face covering in schools, but that it is expected that they should wear a face covering on public and school transport. ▪ Work with NHS Test and Trace and local health protection teams where requested. 			

Measures to Consider	What do you need to do at your school to manage this	Who will do this	By when?	Completed on:
<p>At which point, they will be subject to the same rules as adults and so if they choose not to get vaccinated, they will need to self-isolate if identified as a close contact.</p> <ul style="list-style-type: none"> Settings will continue to have a role in working with health protection teams in the case of a local outbreak. If there is an outbreak in a setting or if central government offers the area an enhanced response package, a director of public health might advise a setting to temporarily reintroduce some control measures. 				
Other considerations				
Clinically extremely vulnerable (CEV) children				
<ul style="list-style-type: none"> Identify any pupils who may not be able attend school, where they have received specific medical advice. All other CEV pupils should attend school. Ensure there is provision for remote education for those unable to attend school. Monitor engagement with remote education. 	<ul style="list-style-type: none"> School will identify CEV children and work with parents to make specific arrangements led by individual risk assessments Ensure regular communication through Pastoral and attendance lead. The provision for online and blended learning will continue for those students that are not able to attend school and engagement monitored daily. 	SLT/SEND/ Pastoral	September 2021 & ongoing	
Contractors and visitors to the school				
<ul style="list-style-type: none"> Inform contractors and visitors prior to arrival of any specific measures in place. Ensure staff hosting contractors and visitors are aware of their responsibilities. 	<ul style="list-style-type: none"> Any contractors or visitors must notify the school beforehand that they wish to visit. Visitors and contractors must complete the school's registration on arrival. 			
Admitting children into school				
<ul style="list-style-type: none"> Communicate with parents on process that pupils with symptoms should not attend and that they may not be allowed to attend school to protect other persons. 	<ul style="list-style-type: none"> Letter home to parents regarding the importance of not attending school if pupils have symptoms. 	HoS	September 2021	

Measures to Consider	What do you need to do at your school to manage this	Who will do this	By when?	Completed on:
Attendance				
<ul style="list-style-type: none"> Communicate with parents on requirements for attendance. Put in place measures to keep in contact with vulnerable children. 	<ul style="list-style-type: none"> Letter home to parents regarding the importance of regular attendance. Phone calls home if necessary. 	Attendance Lead/Pastoral Care	September 2021 & ongoing	
Travel and quarantine				
<ul style="list-style-type: none"> Continue to communicate and engage with families. Consider arrangements for provision of remote education and assessment for pupils who are abroad where appropriate. Review arrangements for any pupils travelling from abroad where needed. 	<ul style="list-style-type: none"> The provision for online and blended learning will continue for those students that are not able to attend school and engagement monitored daily. 	Attendance Lead/Pastoral Care	September 2021 & ongoing	
Remote education				
<ul style="list-style-type: none"> Have plans in place for high quality remote provision of education for those unable to attend school. Have plans in place and work with families to have appropriate provision for pupils with SEND. 	<ul style="list-style-type: none"> The provision for online and blended learning will continue for those students that are not able to attend school and engagement monitored daily. Online homework through class charts. SEND and vulnerable students in contact with external organisations regarding support for students that need it. 	Attendance Lead/Pastoral Care/SEND	September 2021 & ongoing	
Pupil wellbeing and support				
<ul style="list-style-type: none"> Take a whole school, coordinated and evidence-informed approach to mental health and wellbeing. Consider the provision of pastoral and extra-curricular activities for pupil wellbeing and support where appropriate. Provide more focused pastoral support where issues are identified that individual pupils may need help with, including support resources available from DfE and partners. 	<ul style="list-style-type: none"> Teaching Assistants will support pupils in the classroom working with small groups or 1:1 at the front of the class. SLT will monitor and support as this is likely to be vulnerable students. Wellbeing tutor group time timetabled fortnightly. Extra-Curricular provision, whole school, will be timetabled. DSL/DDSL in daily contact with external agencies regarding support for individual students that require it. Continuation of fortnightly safeguarding meeting. 	SLT/HoY/Pastoral/SEND	September 2021 & ongoing	

Measures to Consider	What do you need to do at your school to manage this	Who will do this	By when?	Completed on:
<ul style="list-style-type: none"> Consider support needs of groups that you are already aware need additional help (for example, children in need), and any groups you identify as newly vulnerable because of the pandemic. Communicate what help is available to families. 				
School workforce				
<ul style="list-style-type: none"> Share this risk assessment with staff and invite feedback. Carry out individual risk assessments and discussions as required. 	<ul style="list-style-type: none"> This RA will be shared with staff via email and put onto the school website. Individual RAs will be offered for any staff and students that may feel they are at increased risk. These will be time bonded and reviewed. BET Employee Assistance Programme details sent to all new staff with a reminder to existing staff. 	SLT/SBM	September 2021	
Educational visits				
<ul style="list-style-type: none"> For any new bookings COVID-19 cancellation related insurance is advised. Ensure staff are aware of the latest information regarding trips including the latest travel advice from the FCO on international travel. Where trips are planned, COVID-19 must be considered as part of the risk assessment process including identifying any additional mitigation measures that may be needed. 	<ul style="list-style-type: none"> Any Educational visit must be approved by the HoS first for its educational benefit to students. All trips to be complete on EVOLVE and approved by the SBM that the visit is financially viable. Trip risk assessments must include the possibility of COVID-19. 	Teaching Staff	September 2021 & ongoing	
Extra-curricular activity & Lettings				
<ul style="list-style-type: none"> Have cleaning arrangements been considered, particularly for frequently touched surfaces and any equipment that is shared. 	<ul style="list-style-type: none"> Extra-Curricular provision, whole school, will be timetabled. The wiping down of equipment will still be maintained. Lettings staff to clean all equipment and surfaces between bookings. 	HoD Site/Lettings Staff		

Measures to Consider	What do you need to do at your school to manage this	Who will do this	By when?	Completed on:
<ul style="list-style-type: none"> ▪ Ensure there is clear communication with any external providers on school measures and approach. ▪ Consider contingency arrangements and planning in place in case of any local public health protection advice. 	<ul style="list-style-type: none"> ▪ Communication to external providers if any local health protection advice becomes available. 			
Contingency planning / outbreak management plan				
<ul style="list-style-type: none"> ▪ Prepare an outbreak management plan. ▪ Review your plans against the DfE contingency framework. ▪ Have plans in place for high quality remote provision of education. ▪ Consider how bubbles, wearing of face coverings, and other social distancing measures could be reintroduced if they were required. ▪ Consider how testing may need to be increased if an onus is placed on schools to manage this. ▪ Ensure key staff understand the escalation process to get further public health advice via the DfE helpline. 	<ul style="list-style-type: none"> ▪ School would revert to previous operational plan for reduced numbers and operations for vulnerable and critical worker children only (School Based Learning) <p>School Operational Plan: -</p> <ul style="list-style-type: none"> ▪ Letter drafted ready for full or partial closure. ▪ Liaise first with PHE, DfE, then the executive team of BET. Communicate plans to chair of governor and then parents. ▪ Action 'live teaching' as well as 'remote teaching' timetable to students. ▪ Full plans of remote teaching available on school website ▪ Issue timetable for staff supporting vulnerable and children of critical workers. ▪ Set up a response group included selected SLT, teachers, support staff ▪ All teachers will have a work-issued laptop and as such as able to work remotely if required ▪ All staff will be trained in Microsoft Teams and have received code of conduct and further usage guidance doc 	SLT	September 2021	