

Hartwell Primary School COVID-19 Risk Assessment from 4th January 2022

Assessment conducted by: Jamie Pardon	Job title: Headteacher	Covered by this assessment: Staff, pupils and School Community
Date of assessment: 03.01.2022 (colour used to identify any changes from the previous version)	Review interval: as new guidance is published or school changes practice	Date of next review: 26.01.2022

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

Please note: This risk assessment is a live document which is reviewed and updated in line with changes to government guidance and public health advice. Staff and their health and safety representatives will be notified of any changes to this risk assessment.

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	H	<ul style="list-style-type: none"> All staff and volunteers are aware of all relevant policies and procedures. 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 	Y	JP (HT)	4.1.22	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 Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 - Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities' - DfE (2021) 'Schools coronavirus (COVID-19) operational guidance (applies from step 4)' - 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 - PHE - Department of Health and Social Care - The school's local health protection team (HPT) • All staff, volunteers, parents, pupils, visitors and contractors are made aware of relevant infection control and other measures in place. • Pupils are made aware of the measures that are in place, e.g. infection control and behaviour expectations. 				
Contact with potential or confirmed coronavirus cases	H	<ul style="list-style-type: none"> • Pupils, staff and other adults do not enter the school premises if: <ul style="list-style-type: none"> - They have any symptoms of coronavirus. - They have tested positive for coronavirus on a lateral flow device (LFD) or a PCR test. Individuals may stop isolating from day 8 after a PCR if they have tested negative on an LFD on day 6 and day 7. - They are required to quarantine having recently visited countries outside the Common Travel Area. 	Y	JP (HT)	4.1.22	M

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		<ul style="list-style-type: none"> • Parents are informed via phone call and Parentmail (letter) not to bring their children onto the school premises if they show symptoms of, or have tested positive for, coronavirus. • Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, loss or change in sense of smell or taste, and a high temperature, and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus. • Staff, parents, pupils and visitors are informed of the national legal requirements regarding self-isolation, updated self-isolation guidance sent to parents via Parentmail 4.1.22 • Pupils and parents are made aware that pupils under the age of 18 are no longer required to self-isolate if they are identified as a close contact of a positive case. Instead, pupils will be advised by NHS Test and Trace to take a PCR test and will only need to isolate if they produce a positive test. • Pupils and parents are made aware that fully vaccinated adults 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, as long as they are fully vaccinated, instead they are advised to take an LFD every day for 7 days. • Instances of staff, pupils, visitors and volunteers displaying symptoms of coronavirus are managed in line with local and national guidance. • If anyone in the school develops coronavirus symptoms while at school, they are sent home immediately and directed to follow the national guidance. • Pupils being sent home after displaying symptoms who are awaiting collection by a parent are moved to a room where they can be isolated behind a closed door, with an open window for ventilation where possible. If it is not possible to isolate the pupil, they are moved to an area which is at least two metres away from others. If required, a member of staff supervises the pupil. 				

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		<ul style="list-style-type: none"> • Symptomatic individuals who are sent home are directed to not use public transport to get home. • If the pupil needs to use the toilet while awaiting collection, they use the disabled toilet located in the main school reception area. 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 or hand sanitiser. The area around the symptomatic individual is cleaned with normal household bleach after they have left the premises. • 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	H	<ul style="list-style-type: none"> • Pupils are not required to wear face coverings at all in school. Staff must wear a face covering at all times unless in their own classroom, outside, eating or drinking. All visitors to the school must wear a face mask in communal areas and within classrooms. • In the event of a school or local outbreak, the school adheres to advice from a director of health that may include bringing back face coverings temporarily in classrooms for staff. 	Y	JP (HT)	4.1.22	M

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		<ul style="list-style-type: none"> • In the event that the school must return to using face coverings, 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 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. • 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. • 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. 				
PPE	H	<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. 	Y	JP (HT)	4.1.22	M

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		<ul style="list-style-type: none"> • 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. 				
Hand cleaning and respiratory hygiene	H	<ul style="list-style-type: none"> • Staff, pupils, visitors and contractors are informed 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. 	Y	JP (HT)	4.1.22	M

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		<ul style="list-style-type: none"> • 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 a bin. • 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. • Individual risk assessments are conducted for pupils with complex needs who struggle to maintain good respiratory hygiene. 				
Cleaning	H	<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, e.g. table tops are cleaned twice daily. • The Site Supervisor 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. • The necessary areas of the school are deep cleaned with suitable cleaning agents and in line with the COSHH. • 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 should become temporarily closed, or partially closed for cleaning or infection control purposes, are clearly signposted. • Adequate amounts of suitable cleaning agents are available. 	Y	JP (HT)	4.1.22	M

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		<ul style="list-style-type: none"> PPE is available to members of staff who require it to carry out cleaning safely. 				
Social distancing	M	<ul style="list-style-type: none"> Staff, parents, visitors and pupils are informed of current social distancing measures as shared with all stakeholders 2.1.22 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 pupil bubbles, temporarily. 	Y	JP (HT)	4.1.22	L
Resources	M	<ul style="list-style-type: none"> Staff and pupils have their own individual and frequently used items per class, e.g. pencils and pens. Classroom resources, e.g. books and games are cleaned regularly. Pupils are permitted to bring bags to school. 	Y	JP (HT)	4.1.22	L
Ventilation and heating	M	<ul style="list-style-type: none"> Staff and pupils are made aware that enhanced ventilation is in place as per the Schools Operational Guidance. Where possible, the windows of occupied rooms are open. In cold weather, to ensure a conducive learning environment, should it be too cold to naturally ventilate the rooms when occupied, windows and doors should be left open at break and lunchtime. Where heating has been switched off or energy supplies for heating have been isolated, a suitably trained individual switches them back on, as required. 	Y	JP (HT)	4.1.22	L
Testing	H	<ul style="list-style-type: none"> All testing is carried out in line within Department of Health and Social Care and DfE guidance. It is made clear that testing is voluntary. Individuals not undergoing testing attend school in line with normal school arrangements. Pupils do not undergo testing routine asymptomatic testing. Staff in all education settings are encouraged to test twice weekly at home. 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	JP (HT)	4.1.22	M

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		<ul style="list-style-type: none"> • Staff undergoing testing are supplied with LFD test kits to self-swab and test themselves twice a week at home. • Staff are fully informed of the testing programme. • Individuals report their results to NHS Test and Trace as soon as the test is completed, either online or by telephone. • Individuals who test positive using an LFD test arrange their PCR test as soon as possible and as a minimum within 2 days of the positive result. All positive results from LFD tests, are confirmed with a PCR test. • Staff 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. • Individuals are informed that LFD tests are not to be used if they begin to develop symptoms of coronavirus; they instead begin self-isolating immediately and book a PCR test. • Testing kits are stored indoors between a temperature of 2 to 30°C. • Staff can collect LFD test kits from the headteacher's/School Business Manager's office. 				
NHS Test and trace	H	<ul style="list-style-type: none"> • The school is not responsible for Test and Trace contacting, the NHS Test and Trace service do this. • 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. • 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. 	Y	JP (HT)	4.1.22	M

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		<ul style="list-style-type: none"> - 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. • Anyone in school who displays symptoms is encouraged to get a PCR test. • 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 can stop self-isolating as long as: <ul style="list-style-type: none"> - They were not told to self-isolate 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 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. Self-isolation can end on day 8 as long as the individual has tested negative on an LFD test on day 6 & day 7 of the isolation period. • Staff are encouraged to download 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. • 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. 				

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		<ul style="list-style-type: none"> Individuals are made aware that they are not required to self-isolate if they live in the same household or are a close contact of someone with coronavirus, 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 vaccine trial. - They are not able to get vaccinated for medical reasons. 				
Confirmed cases of coronavirus	H	<ul style="list-style-type: none"> Parents are informed, via Parentmail, 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 when positive cases reach the threshold as per DfE guidance. 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. Household members of close contacts of positive or symptomatic individuals do not self-isolate unless they develop symptoms or test positive. 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. 	Y	JP (HT)	4.1.22	M
Attendance	M	<ul style="list-style-type: none"> The school informs parents and pupils that attendance is mandatory for all pupils. Parents are informed that the usual rules on school attendance apply – this means parents have a duty to ensure that their child attends regularly. 	Y	JP (HT)	4.1.22	L

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		<ul style="list-style-type: none"> The attendance register is taken as normal and absences are followed up, in line with the Attendance 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 engage these pupils. The school provides families who need additional support to secure pupils' regular attendance, including working with the Education Inclusion Partnership Team (EIPT). 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 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. 				
Protecting clinically vulnerable individuals	H	<ul style="list-style-type: none"> Clinically vulnerable and clinically extremely vulnerable (CEV) pupils are supported to attend on-site provision. Pupils who live with someone who is CEV continue to attend school as normal. All CEV pupils attend the school unless they have been advised by their GP or clinician not to attend. The relevant staff liaise with the parents of pupils who are deemed more vulnerable to infection and discuss their concerns and the infection control measures in place at the school. If CEV pupils are self-isolating and cannot attend on-site provision, procedures are put in place to maintain contact and make sure their 	Y	JP (HT)	4.1.22	M

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		<p>parents know that the decision not to attend can be revisited at any time.</p> <ul style="list-style-type: none"> • Clinically vulnerable staff continue to attend school provided they follow the system of controls to minimise the risks of transmission. • Staff who live with those who are CEV attend the workplace but ensure they maintain good prevention practice in the workplace and at home. • The headteacher 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 SLT 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 SLT. • 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. • Pregnant staff of any gestation are not required to continue working on site if this is not supported by the separate risk assessment. • 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 national guidance on social distancing and/or advice for pregnant women considered to be clinically extremely vulnerable. • The school encourages staff to get their booster vaccine if possible, and enables these staff members to attend booked vaccination appointments, even during term time. 				
Workforce	H	<ul style="list-style-type: none"> • Appropriate support for pupils with SEND remains in place. 	Y	JP (HT)	4.1.22	M

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		<ul style="list-style-type: none"> • SLT 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 Governing Body. • Arrangements are made to enable specialists, therapists, clinicians and other support staff for pupils with SEND to continue to provide interventions as usual. Planned visitors are requested to take an LFD before visiting school and must wear a face mask throughout their visit. • The school continues any required recruitment processes as normal. 				
Catering	M	<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 government's 'Guidance for food businesses on coronavirus (COVID-19)'. • A 'packed lunch' will be provided for eligible pupils (FSM) 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	JP (HT)	4.1.22	L
Remote learning	H	<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. 	Y	JP (HT)	4.1.22	M

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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 headteacher in the first instance. 				
Uniform	M	<ul style="list-style-type: none"> The usual rules on school uniform apply. Expectations of uniform are communicated to pupils and parents via the school website. 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	JP (HT)	4.1.22	L
Educational visits	M	<ul style="list-style-type: none"> Educational visits will be conducted in line with the government's roadmap. 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. The school ensures it is prepared to carry out domestic day trips and residential trips. 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"> - 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	JP (HT)	4.1.22	L

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		<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	M	<ul style="list-style-type: none"> The school works to provide all before- and after-school educational activities and wraparound childcare for all pupils. The headteacher makes sure external providers of wraparound care who use the school premises have considered the relevant government guidance for their sector and have put in place the appropriate protective measures. Happy Hols is run in line with the current government guidance Parents are able to access wraparound and extracurricular provision for their children, without any restrictions on the reasons for which they may attend. 	Y	JP (HT)	4.1.22	M
Curriculum	M	<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. Sports equipment is thoroughly cleaned between each use. School swimming and water safety lessons are conducted in line with Swim England's guidance. Outdoor sports are prioritised where possible. Large indoor spaces with maximised natural ventilation flows, e.g. through opening windows and doors, are used where outdoor sports are not possible. 	Y	JP (HT)	4.1.22	L

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		<ul style="list-style-type: none"> Staff overseeing indoor sports pay scrupulous attention to cleaning and hygiene. Staff must raise any concerns without hesitation with the SBM Staff are made aware that social distancing in sports is not required unless directed. External facilities are used in line with government guidance, including travel to and from those facilities. The school works with external coaches, clubs and organisations for curricular and extracurricular activities and considers how such arrangements operate within the school's wider protective measures. Competitions between different schools, whether indoor or outdoor, can take place in line with government guidance, however, on each occasion the school will risk assess whether it is safe to participate. This decision is made by the headteacher. 				
Behaviour expectations	M	<ul style="list-style-type: none"> The school's 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	JP (HT)	4.1.22	L
Wellbeing	H	<ul style="list-style-type: none"> Staff are vigilant in discerning pupil mental health and report any concerns to a mental health first-aider: children – Jamie Pardon or Tracy Aldous; adults – Lara Bruce 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. The SLT discusses the implications on staff and pupil workload and puts a plan in place to minimise the risk of stress. The headteacher/DSL liaise with the LA to determine what additional support is available for pupils who are suffering with their mental health. 	Y	JP (HT)	4.1.22	M

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		<ul style="list-style-type: none"> The headteacher and the SENCO (Tracy Aldous) 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 SENCO work together to ensure pupils with SEND are prepared for changes to their routine. The headteacher/DSL ensure provision is in place to help protect wellbeing and mental health, and ensure all staff, volunteers and pupils have access to psychological support. The headteacher 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. Safeguarding issues are managed in line with the Safeguarding Policy. Staff and pupil bereavement is managed effectively, engaging with relevant support services for those impacted. 				
Safeguarding	H	<ul style="list-style-type: none"> The school's 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. 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 	Y	JP (HT)	4.1.22	M

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		pupil remaining in school. If there is cause for concern, the DSL considers making a referral to the LA.				
Contingency planning	H	<ul style="list-style-type: none"> Education plans are in place for remote for pupils who are self-isolating or shielding. 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. This has been updated and communicated with stakeholders 2.1.22 	Y	JP (HT)	4.1.22	M
Communication	M	<ul style="list-style-type: none"> The headteacher contacts the DfE's advice helpline for specific recommendations for their school, as required The headteacher puts into place any actions or precautions advised by the DfE's helpline or local HPT if necessary. The headteacher liaises with the LA where necessary and communicates any local guidance, where required. The school's website is kept up to date with any important information regarding the running of the school during the coronavirus . Parents are informed via Parentmail about the relevant information regarding the running of the school, including any pick-up and drop-off arrangements and the removal or strengthening of restrictions such as social distancing. This was communicated to parents 2.1.22 Staff and volunteers are informed via email/Teams and training about the relevant information regarding the running of the school. Update given 2.1.22; teacher meeting with more detailed operations of remote teaching 4.1.22 Staff are informed of who they can turn to for support and there are several avenues they can follow, e.g. 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 Body about possible arrangements for running the school, where necessary. Governors 	Y	JP (HT)	4.1.22	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>received stakeholder update 4.1.22. Verbal update following start of term in governor meeting 5.1.22</p> <ul style="list-style-type: none"> • Pupils are informed via Parentmail and a video message on Class Dojo about the relevant information regarding the running of the school • The headteacher is actively present around the school to provide additional support, advice and reassurance. Video update sent 3.1.22 • The SBM communicates with suppliers and contractors regarding the running of the school. • The headteacher informs staff, volunteers and the Governing Body about the arrangements for how meetings are carried out. • A record is kept of all visitors and contractors that come to the school site through Inventory. 				