

School/Academy:	Westbury Academy	Date of assessment	30 th August 2021	
Who might be harmed?	Pupils, staff, visitors and contractors	How many are affected?	Whole School	
Lockdown Easing Status:	Autumn Term 2021 - Step 4			
Reference Document:	DfE: Special schools and other specialist settings: coronavirus (COVID-19) (August 2021) DfE: Contingency framework: education and childcare settings (August 2021)			
Date	Summary of school position			
31 st August 2021	All pupils are expected in school full time			
31 st August 2021	All staff are expected to be on site, with risk assessments in place, where applicable			
Hazard Aspect	Possible control measures	✓ if in place ✗ if not or n/a	Where: ✗ state action to be taken with timescales ✗ any additional control measures ✓ site specific details	Residual Risk rating High, medium, low
Communication				
Staff	<ul style="list-style-type: none"> This completed risk assessment is shared with staff. Signatures are obtained. 	Y	Distributed to staff and signatures obtained on 31 st August 2021	L
	<ul style="list-style-type: none"> Staff are encouraged to give regular feedback on the effectiveness of these control measures and plans and share suggestions. 	Y	Risk assessments to be reviewed monthly or when there is significant change with Trust COO. Touchpoint template has been received from the Trust.	
Parents/carers, pupils and visitors	<ul style="list-style-type: none"> Parents and carers are informed about the changes to school procedures as a result of the move to step 4, and any measures that will still be in place including permanent changes where necessary. Signage is installed wherever necessary as a reminder. 	Y	Completed-key updated messages delivered to staff on 31 st August 2021. Risk Assessment will be uploaded to the website and parents notified through school comms. Key messages shared with pupils during week commencing 31 st August.	L
	<ul style="list-style-type: none"> The school's coronavirus safety principles are communicated to visitors such as contractors, other non-school based services, 	Y	Covid related safety questions as as part of inventory sign in.	

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	external coaches, clubs and organisations for curricular and extra-curricular activities prior to any proposed visit.		Covid guidance posters on site. No external clubs or organisations use the site outside of school operating hours at present.	
Employer	<ul style="list-style-type: none"> The completed risk assessment (v.6) is shared with the Governing Body and employer. 	Y	Uploaded to Governorhub	L
Trade Unions	<ul style="list-style-type: none"> The completed (v.6) risk assessment is shared with the recognised Trade Unions following sharing with the school's Governing Body. (Do not include names where any personal details are recorded). 	Y	The completed risk assessment (v.6) is shared with the Governing Body and uploaded to the Raleigh Learning Trust website. The JCC is provided with a link to the updated RA.	L
Contracting / transmitting Covid-19				
Preventing symptomatic persons attending school	<ul style="list-style-type: none"> Pupils, parents / carers and any visitors, such as suppliers, are informed not to enter the school if they are displaying any symptoms of coronavirus: <ul style="list-style-type: none"> a new, continuous cough or a high temperature or has a loss of, or change in, their normal sense of taste or smell (anosmia) <p>Note: Although there are other symptoms associated with the Delta variant, these three symptoms are still only used in determining whether someone must self-isolate.</p> <p>PHE Campaign posters are available here.</p>	Y	Updates and reminders to staff in briefings. Inventry sign in checks for visitors. Contractors pre-warned.	L
	<ul style="list-style-type: none"> The school informs parents that if their child has symptoms, they must arrange for a PCR test and report the result to the school. In the event that undertake an LFD test and the test result is negative, this does not allow them to return to school earlier than the 10-day self-isolation period allows. 	Y	School comms reminder to parents/carers. 3 rd September parent/carer meetings-reminders issued to parents/carers.	
	<ul style="list-style-type: none"> For noting: In the majority of cases, schools and parents will be in agreement that a child with symptoms should not attend school, given the potential risk to others. In the event that a parent or guardian insists on a child attending school, schools can take the decision to refuse 	Y	Protocols shared with Senior Leaders and necessary staff-e.g office staff	

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	<p>the child if in their reasonable judgement it is necessary to protect their pupils and staff from possible infection with coronavirus.</p> <ul style="list-style-type: none"> Records are kept of persons with symptoms consistent with coronavirus. The outcomes of PCR tests of anyone in school are recorded. (ref: tracker) and used in any outbreak management (see below) 	Y	Academy tracker kept in school.	
<p>Outbreak management (* this could include: a form group or subject class / a friendship group mixing at breaktimes / a sports team / a group in an after-school activity)</p>	<ul style="list-style-type: none"> If the school has reached either of these two thresholds... <ul style="list-style-type: none"> 2 children, pupils, students or staff, who are likely to have mixed closely*, test positive for COVID-19 within a 10-day period; or ...the school will: <ul style="list-style-type: none"> contact the DfE who will escalate the issue to the local health protection team (PHE) where necessary and advise if any additional action is required, such as implementing elements of an outbreak management plan. DfE helpline ☎ 0800 046 8687 / select option 1. immediately consider: <ul style="list-style-type: none"> whether any (additional) activities could take place outdoors, including exercise, assemblies or classes ways to improve ventilation indoors, where this would not significantly impact thermal comfort one-off enhanced cleaning focussing on touch points and any shared equipment limiting non-essential visitors reminding staff to undertake the routine LFD tests The school seeks public health advice if: <ul style="list-style-type: none"> a pupil or staff member is admitted to hospital with COVID-19. They can do this by phoning the DfE helpline (0800 046 8687, option 1), or in line with other local arrangements. <p>Hospitalisation could indicate increased severity of illness or a new variant of concern. Settings may be offered public health support in managing risk assessments and communicating with staff and parents.</p> 	Y	Outbreak Management Plan attached	L

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	<ul style="list-style-type: none"> • School management are familiar with the DfE’s <u>contingency framework</u> It describes the principles of managing local outbreaks of COVID-19 (including responding to variants of concern) in schools. Local authorities, directors of public health (DsPH) and PHE health protection teams (HPTs) can recommend measures described in the contingency framework in individual schools – or a small cluster of settings – as part of their outbreak management responsibilities. 	Y	Outbreak Management Plan attached	
	<ul style="list-style-type: none"> • The school’s outbreak management plan considers the measures that may be necessary in school at the request of the organisations above. <ul style="list-style-type: none"> ○ Attendance restrictions: If attendance restrictions are needed DfE’s attendance expectations in special schools will remain in line with the equivalent age groups in mainstream schools: <ul style="list-style-type: none"> – Children in year 1 and year 2 should still be allowed to attend. – Pupils in years 10, 11, 12 and 13, and other pupils who were due to take external exams this academic year should still be allowed to attend. ○ Hospital schools should continue to provide full-time education where it is safe and feasible to do so, and in line with hospital infection prevention and control measures. ○ Reintroduction ‘bubbles’ for a temporary period, to reduce mixing between groups. ○ Reintroduction of mandatory face coverings to be worn in communal areas by adults (unless exempt) ○ Reintroduction of shielding (following a ministerial decision). ○ Changes to: <ul style="list-style-type: none"> – Residential educational visits – Open days – Transition or taster days – Parental attendance in settings – Performances in settings 	Y	Outbreak Management Plan attached	

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Individuals not accessing the vaccination programme	<ul style="list-style-type: none"> Staff, parents, other over 16s and other eligible individuals in households and are encouraged to access the vaccination programme. Posters are available here: https://coronavirusresources.phe.gov.uk/covid-19-vaccine/resources/ 	Y		
	<ul style="list-style-type: none"> The school has compiled a list of staff with their vaccination status according to ICO data protection requirements. This may be recorded as: both doses and booster / both doses / single dose / neither dose / prefer not to say. Non-double vaccinated staff close contacts will still need to self-isolate, however the pupils will remain in school. This information is therefore required for staff planning purposes and also identifying individuals who may be at higher risk. 	Y	The Academy will compile an updated list of the staff vaccination status at the start of the Autumn term.	L
Preventing persons who are at a higher risk of carrying the virus attending school	<ul style="list-style-type: none"> Staff are made aware of the current quarantine restrictions in their holiday arrangements if they visit countries outside the Common Travel Area (i.e. UK, the Crown Dependencies (Bailiwick of Jersey, Bailiwick of Guernsey and the Isle of Man) and Ireland), noting that quarantine may affect their ability to be available to return to the workplace (i.e. in September at the start of the academic year) and that country's status is subject to change at short notice. 	Y	Staff will be made aware through reading this updated risk assessment.	
	<ul style="list-style-type: none"> Parents and carers are made aware of the current quarantine restrictions if they return from countries outside the Common Travel Area (i.e. UK, the Crown Dependencies (Bailiwick of Jersey, Bailiwick of Guernsey and the Isle of Man) and Ireland), noting that quarantine may affect their ability to comply with statutory attendance (i.e. in September at the start of the academic year) and that country's status is subject to change at short notice. 	Y	Parents/carers to be signposted to the national guidance at the parent/carer meeting on Friday 3 rd September.	L
	<ul style="list-style-type: none"> References: <ul style="list-style-type: none"> https://www.gov.uk/guidance/red-amber-and-green-list-rules-for-entering-england https://www.gov.uk/uk-border-control/self-isolating-when-you-arrive 			

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	<ul style="list-style-type: none"> Records are kept of such visits. 	Y	There are no planned school international visits. Parents/carers to be signposted to the national guidance at the parent/carer meeting on Friday 3 rd September. Records kept as necessary.	
Reducing the number of persons on site	<ul style="list-style-type: none"> The school may continue to encourage conversations with parent/carers are held on the telephone wherever possible. Face to face meetings may be held if necessary. 	Y	Both face to face, telephone and virtual meetings will take place from the beginning of the Autumn term.	L
	<ul style="list-style-type: none"> Meetings are held virtually rather than physically where there is no detrimental effect. 	Y	Virtual meetings will continue to take place as necessary.	
Performances	<ul style="list-style-type: none"> The school will complete a risk assessment for any performance, taking into account the latest advice in the working safely during COVID-19 in the performing arts guidance, which provides details of how to manage audiences as well as carry out performing arts safely. If planning an outdoor performance, the school also gives particular consideration to the guidance on delivering outdoor events. 	N/A	There are no scheduled performances planned for the Autumn term.	L
Staff social meetings / events	<ul style="list-style-type: none"> Staff are reminded that as social contact restrictions have now been removed there is the potential for non-vaccinated close contacts requiring to self-isolate ("pinged"). 	Y	Guidance shared with staff in weekly briefings.	L
Persons at higher risk of becoming seriously ill	<ul style="list-style-type: none"> Clinically Extremely Vulnerable (CEV) staff <ul style="list-style-type: none"> Risk assessments have been completed for all CEV staff who have been double vaccinated. All CEV staff who have not been double vaccinated and those where the vaccination has limited effect should act on their advice from their medical practitioner and must be separated to unvaccinated persons (e.g. pupils) whilst in school. 	Y	Risk assessments continue to be put in place and updated as appropriate for CEV staff.	L
	<ul style="list-style-type: none"> Clinically Extremely Vulnerable pupils should attend their school unless they are one of the very small number of pupils under paediatric or other specialist care and have been advised by their GP or clinician not to attend. 	Y	Risk assessments continue to be put in place and updated as appropriate for CEV staff.	

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	<ul style="list-style-type: none"> • The following measures are in place for pregnant members of staff: <ul style="list-style-type: none"> ○ Risk Assessment (Part 1) has been completed for all vaccinated pregnant members of staff up to 28 weeks. ○ Risk assessment (Part 2) has been completed for pregnant members of staff over 28 weeks who have been double vaccinated and non-vaccinated under 28 weeks. ○ Pregnant staff over 28 weeks who have not been double vaccinated should act on their advice from their medical practitioner and must be separated to unvaccinated persons (e.g. pupils) whilst in school. 	Y	Currently x1 staff member is pregnant. Risk assessment and reviews are in place.	
School Visits	<ul style="list-style-type: none"> • All visits When considering booking a new visit, whether domestic or international they have adequate financial protection in place. Full and thorough risk assessments are undertaken in relation to all educational visits and ensure that any public health advice, such as hygiene and ventilation requirements, is included as part of that risk assessment. General guidance about educational visits is available and is supported by specialist advice from the Outdoor Education Advisory Panel (OEAP). • International visits The school is aware that the travel list (and broader international travel policy) is subject to change and green list countries may be moved into amber or red. The travel lists may change during a visit and you must comply with international travel legislation and should have contingency plans in place to account for these changes. The school speaks to either your visit provider, commercial insurance company, or the Risk Protection Arrangement (RPA) to assess the protection available. Independent advice on insurance cover and options can be sought from the British Insurance Brokers' Association (BIBA) or Association of British Insurers (ABI). Any school holding ATOL or ABTA refund credit notes may use these credit notes to rebook educational or international visits. 	Y	All visits off-site are subject to approval by the Local Authority through the EVOLVE system. Visit planning to include checks cancellation and refund policies.	
		N/A	No international school visits are scheduled in the Autumn term.	L

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Undertaking CPR / and First Aid	<ul style="list-style-type: none"> The following information has been shared with school first aiders: Resuscitation Council UK Statement on COVID-19 in relation to CPR and resuscitation in first aid and community settings www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm The school has purchased devices such as CPR facemask / resuscitation shields. 	Y	Posters shared with first aiders on site.	L
Persons becoming symptomatic school	<ul style="list-style-type: none"> If anyone in the school becomes unwell with: <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> be sent home and advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', which sets out that they must self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus. Their self-isolation may end with a negative PCR test (but not a negative LFD test) 		<p>Locations where pupils could be isolated: Medical Room (new build) in place as a sterile venue.</p> <p>There is a staff toilet located nearby the medical room which will be at that point in sole use for the isolated person.</p> <p>If anyone in the school 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 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', which sets out that they must self-isolate for at least 10 days and should arrange to have a test to see if they have PCR coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 10 days from when the symptomatic person first had symptoms.</p> <ul style="list-style-type: none"> Unwell staff member goes to well ventilated medical room and remains behind a closed door. Member of SLT notified. Pupil unwell informs class teacher who informs member of SLT. Pupil goes to well ventilated medical room and remains 	L

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			<p>behind a closed door. SLT member wears PPE to conduct initial assessment.</p> <ul style="list-style-type: none"> • If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else. • Pupils under the age of 18 are no longer required to self-isolate if they are contacted by test and trace as a close contact of a positive covid 19 contact case. • It is a requirement that people who are ill stay at home • The Academy will ask parents and staff to inform them immediately of the results of a test: <p>For staff the same procedure will apply.</p> <p>In the scenario of both adult and child being symptomatic and awaiting pick-up, the adult will be supported in leaving the site. The pupil will be supervised in the medical room and parents/carers advised to collect them.</p> <p>Where a member of staff has helped someone with symptoms, they do not need to go home unless they develop symptoms themselves.</p> <p>Staff are aware of handwashing protocols after any contact with someone who is unwell.</p> <p>Cleaning of the affected area with normal household disinfectant will be undertaken after someone with symptoms has left.</p>	

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			Sink for washing is available in the KS2 and KS3 classrooms. The KS4 area has sinks for washing. PPE will be stored in each Key Stage and all incidences are reported to an SLT member in order for procedures to be responded to. Cleaning the affected area will take place immediately. LFD testing-the Academy has moved to a home testing model and the school will continue to ask parents/carers to test from home. Testing is voluntary and no child or young person will be tested unless informed consent has been given by the appropriate person. LFD kits are available to parents/carers of pupils routinely.	
	<ul style="list-style-type: none"> • PPE is available in the event that someone becomes symptomatic on site and if a distance of 2 metres cannot be maintained: <ul style="list-style-type: none"> ○ a face mask ○ disposable gloves and an apron if contact is necessary ○ eye protection if a risk assessment determines that there is a risk of fluids entering the eye from, for example, coughing, spitting or vomiting. 	Y	PPE can be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained. PPE as available in the medical room.	
	<ul style="list-style-type: none"> • If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after 	Y	If a child, young person or other learner becomes unwell with symptoms whilst in the Academy and needs direct personal care until they can return home, a fluid-resistant 3-layer face mask may be worn (personal choice) by the supervising adult if a distance of 2 metres cannot be maintained.	

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	someone with symptoms has left will reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance .		If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a face mask can be worn by the supervising adult.	
Test and Trace (managing positive cases)	<ul style="list-style-type: none"> The latest NHS/PHE test and trace information has been shared with staff and parents. Self-isolation of close contacts will only be undertaken on advice from NHS Test and Trace where they are over 18 and have not received both vaccinations (applies from 16th August 2021). 	Y	Guidance shared with staff at the start of the Autumn term. Guidance shared with parents/carers at Fri 3 rd September parent/carer meeting.	L
	<ul style="list-style-type: none"> Once an individual is informed that they are a close contact of a confirmed positive case via a PCR test, they are informed that they may arrange their own PCR test. 	Y	Guidance shared with staff at the start of the Autumn term. Guidance shared with parents/carers at Fri 3 rd September parent/carer meeting.	
	<ul style="list-style-type: none"> In the event that a room will be occupied up to 72 hours after a pupil or staff member has been present who is confirmed case (either LFD or PCR) the school will: <ul style="list-style-type: none"> Consider outdoor learning Consider individuals' risk of secondary transmission within the classroom. This will depend on: <ul style="list-style-type: none"> The health category of staff and pupils in the class Staff vaccination status Whether the staff can socially distance from pupils Ventilation within the classroom. They may need to be relocated elsewhere within the school. Clean and disinfect the classroom once it has been emptied and purge the air by keeping doors and windows open for as long as possible: COVID-19: cleaning of non-healthcare settings guidance. 	Y	Covid-19:cleaning of non-healthcare settings guidance to be followed.	
	<ul style="list-style-type: none"> The school understands the purpose of the school's own PCR home test kits, has decided who makes the decision to offer the kit when they have a stock and by what criteria. 	Y	PCR kits in school and available for use. SLT will continue to have oversight of PCR home test kits to ensure they are issued to those who are symptomatic/would have difficulties	

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	The school provides these PCR test kits to symptomatic individuals or close contacts of positive who are struggling to access a test.		accessing test facilities.	
	<ul style="list-style-type: none"> Staff and parent telephone numbers are checked for accuracy. 	Y	Updated information gathered at Friday 3 rd September	
	<ul style="list-style-type: none"> Contact details, are kept of all other visitors to the school, including where possible, personal phone numbers. 	Y	In place as part of visitor inventory sign in procedure.	
Lateral Flow Testing (LFT) (Pupils)	<ul style="list-style-type: none"> A risk assessment has been completed for the school's onsite Asymptomatic Testing Site (ATS) to administer LFTs. 	Y	Risk assessment is in place and has been in place since onset of LFTs.	L
	<ul style="list-style-type: none"> The school retains a small ATS so that they can offer testing to pupils unable to test at home. 	Y	Medical room to be used.	
	<ul style="list-style-type: none"> Identify pupils who are able to have their first 3 tests on-site via the school's ATS will help them get used to the tests before they begin doing them at home. 3 tests (taken 3 to 5 days apart). 	Y	Identified pupils tested on site where consent obtained from parents before testing continues at home.	
	<ul style="list-style-type: none"> Identify pupils who would not be able to be tested through an ATS but who could be tested at home by (or with support from) a suitably competent adult. These are provided home testing kits to them from the outset. These first 3 tests done at home (if not initially done via ATS) should be administered by the pupil or student's parent or carer (meaning the parent or carer should do the swab as well as the other steps). If the pupil or student feels confident enough in doing so and can do it effectively, they can self-swab from the fourth test onwards as long as they are supervised by an adult. 	Y	There are no pupils currently on role that require additional adult support to complete the test at home.	
	<ul style="list-style-type: none"> Parental consents are obtained. The person giving the consent (parent or carer or the young person) is provided information of the risks and benefits of testing by the school Note: Even where consent has been received, if the individual at any point is not willing to participate in testing then that choice should be respected. 	Y	Consent obtained before pupils return to school.	
	<ul style="list-style-type: none"> Parents and carers are instructed to: 	Y	Guidance shared with parents/carers at 3 rd	

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	<ul style="list-style-type: none"> ○ report their result to NHS Test and Trace as soon as the test is completed either online or by telephone as per the instructions in the home test kit ○ share their result, whether void, positive or negative to help with contact tracing. 		September parent/carer meeting	
	<ul style="list-style-type: none"> ● Appropriate action is taken by the school in the event of a parent / carer reporting a positive LFT test result. 	Y	National guidance followed	
Lateral Flow Testing (LFT) (Staff)	<ul style="list-style-type: none"> ● School staff have been appointed a “COVID-19 Coordinator” who will be responsible for: <ul style="list-style-type: none"> ○ communicating with stakeholders ○ ensuring staff are using the right instructions and that they sign for the test kits using the ‘test kit log’ ○ reporting incidents and carry out risk management ○ storing and reporting any required data ○ reordering tests when required They have read and understood the resources from the Primary portal. ● The school has provided information to staff about the purpose and the process of the lateral flow testing including the recording of results. They are encouraged to take part. (See step 5 and model letter from the Govt. resources.) ● Staff are identified who wish to take part. This will include directly employed staff and non-directly employed peripatetic, catering and cleaning colleagues. Participants may join or leave the arrangement at any time. The two test days have been decided (3-4 days apart). (It is recommended that one of these test days is Monday) ● Staff are reminded that: <ul style="list-style-type: none"> ○ A negative LFT does not eliminate the possibility of an infection. In particular it will not detect individuals who are recovering from having had the virus. 	Y	LM (Principal) is the covid co-ordinator Staff sign for LFT kits. Staff have been using LFT kits throughout the pandemic. Staff report to school as per Step 4 Covid Flowchart from 16 th August. Flow chart e-mailed to staff.	L
	<ul style="list-style-type: none"> ● The school has provided information to staff about the purpose and the process of the lateral flow testing including the recording of results. They are encouraged to take part. (See step 5 and model letter from the Govt. resources.) 	Y	Staff have been x2 weekly testing at home since Spring Term 2021 and will continue to do so. Staff who wish to test ‘on-site’ will be able to.	
	<ul style="list-style-type: none"> ● Staff are identified who wish to take part. This will include directly employed staff and non-directly employed peripatetic, catering and cleaning colleagues. Participants may join or leave the arrangement at any time. The two test days have been decided (3-4 days apart). (It is recommended that one of these test days is Monday) 	Y	Test days: staff x2 weekly testing from home.	
	<ul style="list-style-type: none"> ● Staff are reminded that: <ul style="list-style-type: none"> ○ A negative LFT does not eliminate the possibility of an infection. In particular it will not detect individuals who are recovering from having had the virus. 	Y	National Guidance shared with staff at start of Autumn term.	

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	<ul style="list-style-type: none"> ○ A negative LFT does not allow the individual to pause compliance with covid rules within school and good hand hygiene outside the workplace. ○ The testing programme does not replace current (PCR) testing policy for those with symptoms. 			
	<ul style="list-style-type: none"> • Appropriate action is taken in the event of: <ul style="list-style-type: none"> ○ A negative test result ○ A positive test result (A PCR test should be taken within 2 days of the positive lateral flow test, otherwise the 10 day self-isolation must be completed) ○ Two void test results 	Y	National Guidance shared with staff at start of Autumn term.	
	<ul style="list-style-type: none"> • Necessary records of testing are kept. 	Y	Staff report LFTesting to gov.uk website Positive LFT results reported to LM Track and trace spreadsheet maintained by school office.	
Hygiene – General	<ul style="list-style-type: none"> • Correct handwashing and good hygiene are followed by staff, pupils, visitors and contractors. Pupils wash their hands at the designated times during the day and after certain activities: <ul style="list-style-type: none"> ○ On arrival at school ○ After breaks and sport activities ○ When they change rooms ○ Early Years: after using wheeled bikes, trikes and other large, movable toys ○ Before cooking and eating ○ After sneezing or coughing ○ After using the toilet ○ Before leaving home <p>Note: Electric hand dryers may be used in schools</p>	Y	Handwashing routines to continue. School has sufficient hand washing and sanitiser stations. Sinks in classrooms. Staff routinely remind pupils and SLT remind staff routinely. Most equipment stays within class-teacher-pupil classrooms.	L
	<ul style="list-style-type: none"> • A process is in place for removing face coverings if pupils and staff who use them arrive at school. Pupils are instructed not to touch the front of their face covering during use or when removing them. They must wash their hands immediately on arrival (as is the case for all pupils), dispose of temporary face coverings in a covered bin or 	Y	Face coverings are no longer advised for pupils, staff and visitors either in classrooms or communal areas. Personal preference will remain in place outside of the classroom. Pupils reminded about safe removal guidance	

Hazard Aspect	Possible control measures	✓ if in place ✗ if not or n/a	Where: ✗ state action to be taken with timescales ✗ any additional control measures ✓ site specific details	Residual Risk rating High, medium, low
	place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom.		and hand washing routines.	
	<ul style="list-style-type: none"> Adequate soap / hand sanitizer and tissues are available for pupils and staff throughout the school and for visitors arriving at main reception. Soap and water is the preferred choice; hand sanitizer is used when the use of soap and water is not practical. Identified children are supervised with their use of hand sanitiser use given risks around ingestion. Small children and pupils with complex needs should continue to be helped to clean their hands properly. Skin friendly skin cleaning wipes are used as an alternative. 	Y	Handwashing routines to continue. School has sufficient hand washing and sanitiser stations. Sinks in classrooms.	
	<ul style="list-style-type: none"> The best choice of bins for used tissues is a lidded bin with a pedal as you will not need to physically touch the bin lid and the tissues will be safely stored. Lidded swing top type bins will require the person disposing of the tissue to touch the lid, potentially contaminating it. Although that person disposing the tissue should wash their hands afterwards, the next person to use the bin who is disposing general waste may not wash their hands afterwards and potentially contaminate their hands. Therefore, if these are used then they should be only for the disposal of tissues and labelled as such perhaps with a reminder to wash their hands afterwards. Bins without lids shouldn't be used for tissues but can be used for general waste and/or paper towels used to dry hands after washing them. Site staff / cleaners wash their hands after emptying the bins. 	Y	Lidded bins remain in place and emptied daily. Cleaners follow their associated protocols.	
	<ul style="list-style-type: none"> Sufficient ongoing cleaning (for example, twice a day) is undertaken in areas occupied by staff and pupils. Any unoccupied areas due to fewer pupils being in school can be cleaned less regularly and secured and/or signed to restrict access. A list of touch points and surfaces that will receive regular cleaning 	Y	Pre-covid cleaning arrangements to resume. Cleaning staff to be mobilised if a positive case is identified to deep clean areas of the site as necessary. Cleaning of site takes place daily.	

Hazard Aspect	Possible control measures	✓ if in place ✗ if not or n/a	Where: ✗ state action to be taken with timescales ✗ any additional control measures ✓ site specific details	Residual Risk rating High, medium, low
	<p>has been created. These will include door handles, WC flush handles, WC vanity surfaces, taps, push plates, dining tables, door and gate entry systems, photocopier control panels, banisters, chairs, light switches.</p> <p>Frequently touched surfaces and touch points are cleaned using sanitizing chemicals.</p> <p>The frequency of necessary cleaning has been identified. More frequent cleaning is required of rooms / shared areas that are used by different groups.</p>			
	<ul style="list-style-type: none"> Wherever possible contactless payments are accepted on site rather than cash. In the event that this isn't possible, office staff should wash or sanitise their hands immediately after handling any coins. 	Y	Office staff to wash hands or sanitise after handling cash.	
Hygiene – Classrooms	<ul style="list-style-type: none"> Rooms may still need to be cleaned after a positive case therefore the contents of the classrooms and their ease of cleaning is considered. 	Y	Cleaning staff will be mobilised for deep cleaning if a positive case is identified	
	<ul style="list-style-type: none"> Teaching staff may wish to continue to clean articles or areas within the classroom during the school day e.g. books after being touched by pupils, touch points within their class, e.g. in the event a pupil has dropped a used tissue on a table: It is safest that teaching staff use sanitising wipes for this purpose. If other cleaning chemicals are used then additional COSHH risk assessments, training and PPE may be required. These chemicals should be purchased in the dilution ready for use, kept in the original bottles and stored securely within the classroom. 	Y	Personal choice issued to staff to clean articles or areas of the classroom. Sanitising wipes available for use. Daily pre-covid regime in place.	L
	<ul style="list-style-type: none"> Teachers may wish to continue to wash or sanitise their hands before and after handling pupils' books. 	Y	Teachers and teaching assistants reminded through this risk assessment.	
	<ul style="list-style-type: none"> Ensure that reusable drinking cups are not shared between pupils. Consider replacing reusable drinking cups with disposable cups. 	Y	Disposable cups remain in place throughout the site.	
PPE (Reference)	<ul style="list-style-type: none"> Adequate necessary Personal Protective Equipment (PPE) is available for cleaning tasks, personal care, first aid and certain 	Y	PPE is available and will be stored in the medical room.	L

Hazard Aspect	Possible control measures	✓ if in place ✗ if not or n/a	Where: ✗ state action to be taken with timescales ✗ any additional control measures ✓ site specific details	Residual Risk rating High, medium, low
	<p>medical procedures.</p> <ul style="list-style-type: none"> • Training and instruction have been provided for the putting on, removing and disposal of PPE. • Risk assessments in place for medical procedures have been reviewed in light of the pandemic (contact the medical professional who created or assisted with the creation of the risk assessment) and in particular noting whether any additional PPE is necessary. • Aerosol generating procedures (AGPs): Within education settings these are only undertaken for a very small number of children with complex medical needs, such as those receiving tracheostomy care. Staff performing AGPs in these settings follow Public Health England’s personal protective equipment (PPE) guidance on aerosol generating procedures, and wear the correct PPE which is: <ul style="list-style-type: none"> ○ a FFP2/3 respirator ○ gloves ○ a long-sleeved fluid repellent gown ○ eye protection 	<p>✓ if in place ✗ if not or n/a</p> <p>Y</p> <p>Y</p> <p>N/A</p>	<p>School has been open throughout the pandemic. PPE available in medical room.</p> <p>Resuscitation mouth coverings to be in place in each building. Each of the 2 mobile defibrillators on site to contain resuscitation mouth coverings.</p> <p>No pupils currently with AGP medical needs on site.</p>	
Face coverings in school	<ul style="list-style-type: none"> • Face coverings may be worn in school by: <ul style="list-style-type: none"> ○ Staff as a personal preference where they are not a barrier to communication and proper hand hygiene is observed and they are disposed / cleaned on a regular basis. ○ Visitors 	Y	Face coverings are no longer advised for pupils, staff and visitors either in classrooms or communal areas. Personal preference will remain in place throughout school through discussion with SLT.	L
Reducing number of touchpoints	<ul style="list-style-type: none"> • Touchpoints are reduced by propping open non-fire doors. Fire doors can only be held open throughout the school day with dedicated automatic closing devices. • Only use touch screen signing in systems if it can be ensured that only the bar code reader is used or hands are sanitised straight afterward after touching and the screens are cleaned on a regular basis at appropriate times. 	Y Y	<p>Non-fire doors will remain open where safe to do so.</p> <p>Hand sanitisation station and supplies adjacent touch screen sign in</p>	L

Hazard Aspect	Possible control measures	✓ if in place ✗ if not or n/a	Where: ✗ state action to be taken with timescales ✗ any additional control measures ✓ site specific details	Residual Risk rating High, medium, low
	<ul style="list-style-type: none"> Consider whether drinking fountains need to be taken out of action. 	N/A	Non in use	
Parents and pupils travelling to school	<ul style="list-style-type: none"> Parents/carers and pupils are encouraged to walk or cycle to the school where possible. 	Y	A minority of pupils walk/cycle to school.	
	<ul style="list-style-type: none"> The school has considered how pupils arrive at school, and how to reduce any unnecessary travel on coaches, buses or public transport where possible. 	Y	Pupils are transported in taxis.	
	<ul style="list-style-type: none"> Families using public transport are referred to the safer travel guidance for passengers: https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers 	Y	Family follows guidance issued. Link shared with parents/carers.	
Organising the school day	<ul style="list-style-type: none"> Drop-off and collection times may continue to be staggered but these should not reduce the amount of overall teaching time. Specific arrangements are determined where parents/carers have children in different year groups. The views of parents/carers is taken into consideration. 	Y	Pupils are transported in taxis. Drop-off and pick up supervised by staff. Pupils remain in taxis until the start of the day. Staff support pupils in accessing taxis at the end of the day.	L
	<ul style="list-style-type: none"> Parents/carers' drop-off and pick-up protocols that minimise adult to adult contact are in place. Parents/carers are instructed not to congregate in groups on, or directly outside the school premises. 	Y	Only a very small number of parents/carers drop off/pick up their child.	
Foyer / Reception	<ul style="list-style-type: none"> Existing reception screens are kept in the closed position wherever possible. 	Y	In place. Maintain 3 staff in office at any one time.	L
Office	<ul style="list-style-type: none"> Office staff may continue to work from home on an agreed part time basis if this arrangement is suitable for the school. 	N/A	Office staff in school full time.	L
	<ul style="list-style-type: none"> Hot desks are avoided where possible. Where not possible, workstations are cleaned in between use. 	N/A	Spaces cleaned daily.	
Meeting rooms	<ul style="list-style-type: none"> Remote working tools (Teams, Zoom, Meet) are used to avoid in-person meetings if practical. 	Y	Staff will continue to communicate via virtual platforms if practical and appropriate to do so.	L
	<ul style="list-style-type: none"> Hand sanitiser is provided in meeting rooms. 	Y	In place.	
	<ul style="list-style-type: none"> Meetings are held outdoors or in well-ventilated rooms whenever possible. 		Face to face meetings resume. Ventilation through opening windows.	

Hazard Aspect	Possible control measures	✓ if in place ✗ if not or n/a	Where: ✗ state action to be taken with timescales ✗ any additional control measures ✓ site specific details	Residual Risk rating High, medium, low
Curriculum: KS3 and KS4 Science	<ul style="list-style-type: none"> CLEAPSS guides are followed as necessary: <ul style="list-style-type: none"> GL343 - Guide to doing practical work during the COVID-19 pandemic - Science - Version 4.01 - 14/07/21 	Y	Documentation shared with staff.	L
Curriculum: KS3 and KS4 D&T, food & art	<ul style="list-style-type: none"> CLEAPSS guides are followed as necessary: <ul style="list-style-type: none"> GL344 Guide to doing practical work during the COVID-19 Pandemic; D&T, food & art, Version 5.01 - 14/07/21 	Y	Documentation shared with staff.	L
Curriculum: School Sport	<ul style="list-style-type: none"> The school may work with external coaches, clubs and organisations for curricular and extra-curricular activities where satisfactory risk assessments have been received. 	N/A	Academy does not work with external coaches, clubs or organisations at present.	L
	<ul style="list-style-type: none"> Outdoor sports are prioritised where possible, and large indoor spaces used where it is not. The school only provides team sports on the list available at return to recreational team sport framework. 	Y	PE staff to make full use of all indoor and outdoor spaces to limit virus transmission.	
	<ul style="list-style-type: none"> Scrupulous attention is paid towards cleaning and hygiene. This is particularly important in a sports setting because of the way in which people breathe during exercise. Sports equipment is thoroughly cleaned (or kept in quarantine for 72 hours) at regular intervals. 	Y	Cleaning protocol in place of hands washed before and after PE lessons remains.	
	<ul style="list-style-type: none"> Competitions between different schools The school refers to guidance on grassroots sports for public and sport providers, safe provision and facilities, and guidance from Sport England, advice from organisations such as the Association for Physical Education and the Youth Sport Trust, guidance from Swim England on school swimming and water safety lessons and any LA guidance. 	N/A	No competition between different schools is in place to take place in the Autumn term.	
Curriculum: Music, dance and drama in school PHE Safer Singing Reference	<ul style="list-style-type: none"> Playing instruments and singing in groups take place outdoors wherever possible. If indoors, a room is used with as much space as possible, for example, larger rooms; rooms with high ceilings are expected to enable dilution of aerosol transmission. It is important to ensure 	Y	Very small cohorts of pupils accessing music provision. Drama and dance currently not part of the curriculum.	L

Hazard Aspect	Possible control measures	✓ if in place ✗ if not or n/a	Where: ✗ state action to be taken with timescales ✗ any additional control measures ✓ site specific details	Residual Risk rating High, medium, low
(see also Performances)	good ventilation.			
Playground and school field	<ul style="list-style-type: none"> The school makes use of outdoor spaces to support delivery of the curriculum – outdoor education can limit transmission. 	Y	Full use of all spaces takes place daily.	L
Lack of air changes / ventilation	<ul style="list-style-type: none"> Mechanical ventilation systems have been adjusted to increase the ventilation rate wherever possible, and checked to confirm that normal operation meets current guidance (if possible, systems should be adjusted to full fresh air or, if not, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply). Further advice available here (HSE) and here (CIBSE). 	Y	Ventilation will be encouraged as appropriate to weather conditions.	
	<ul style="list-style-type: none"> Natural ventilation is used to help reduce the risk of spreading coronavirus: <ul style="list-style-type: none"> Opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space). Opening internal doors (note that this also has the benefit of reducing touch points). Opening external doors where there are no security concerns and where it doesn't create uncomfortable drafts. 	Y	Ventilation will be encouraged as appropriate to weather conditions.	L
	<ul style="list-style-type: none"> To balance the need for increased ventilation while maintaining a comfortable temperature, the following measures should also be used as appropriate: <ul style="list-style-type: none"> Opening high level windows in preference to low level to reduce draughts Increasing the ventilation while spaces are unoccupied (e.g. before and after classes, during break and lunch) Providing flexibility to allow additional, suitable indoor clothing. The school has a mindful and considerate approach 	Y	Information shared with site team. Site team on site daily to monitor.	

Hazard Aspect	Possible control measures	✓ if in place ✗ if not or n/a	Where: ✗ state action to be taken with timescales ✗ any additional control measures ✓ site specific details	Residual Risk rating High, medium, low
	<ul style="list-style-type: none"> with parents who have difficulty obtaining uniform items or are experiencing financial pressures. <ul style="list-style-type: none"> ○ Rearranging furniture where possible to avoid direct drafts. • Heating is used as necessary to ensure comfort levels are maintained particularly in occupied spaces. 	Y		
Breakfast, after school and holiday clubs (Reference)	<ul style="list-style-type: none"> • The school is working to resume all your before and after-school activities and wraparound childcare for pupils. See also sport, performances, and trips sections. 	N/A	Not currently taking place	L
Operational issues				
Availability of staff	<ul style="list-style-type: none"> • From September there is a higher likelihood that a class will remain in school: <ul style="list-style-type: none"> ○ Where their teaching staff with symptoms/test positive are self-isolating. ○ Non-double vaccinated staff identified as close contacts will be required to self-isolate. The potential impact on staffing has been explored and contingency plans are in place (use of supply / re-deploying school staff) • Contingency plans have been explored in the event that key members of staff are unavailable to work e.g. they are self-isolating. These may include: <ul style="list-style-type: none"> ○ Staff involved and trained in personal care ○ PI trained staff ○ First Aiders / Paediatric First Aiders ○ Site management ○ DSL 	Y	The Academy works closely with supply agencies and aims to use staff who have previously worked in the setting to maintain current class staff-pupil ratios	L
	<ul style="list-style-type: none"> • Contingency plans have been explored in the event that key members of staff are unavailable to work e.g. they are self-isolating. These may include: <ul style="list-style-type: none"> ○ Staff involved and trained in personal care ○ PI trained staff ○ First Aiders / Paediatric First Aiders ○ Site management ○ DSL 	Y	Sufficient staffing in place in all roles to cover potential absences. Where staff shortages occur, these will be covered on a case-by-case basis.	L
Personal Health and Safety Concerns (General)				
SEND pupils	<ul style="list-style-type: none"> • Individual pupil risk assessments are subject to regular reviews noting any behavioural changes with the pupil on site. 	Y	EHCPlans are reviewed annually as per statutory requirements. Risk reduction plans are in place for pupils as necessary and are reviewed routinely.	L

Hazard Aspect	Possible control measures	✓ if in place ✗ if not or n/a	Where: ✗ state action to be taken with timescales ✗ any additional control measures ✓ site specific details	Residual Risk rating High, medium, low
	<p>Staff working with pupils who spit uncontrollably should wash their hands than other staff. Face shields are considered as a possible control measure (contact your Safety Adviser).</p> <p>Pupils who use saliva as a sensory stimulant or who struggle with hand hygiene may also need more opportunities to wash their hands.</p> <ul style="list-style-type: none"> Where children and young people with EHC plans are not attending their education setting because they are following public health advice, multi-agency professionals collaborate to agree how to meet their duties to deliver the provision set out in the EHC plan. This may include face-to-face visits to the home, or virtual support by means of video or telephone calls, or via email. 		<p>There are currently no pupils on site at present that exhibit uncontrollable spitting behaviour.</p> <p>Remote Learning Policy is in place and has been in place throughout the pandemic. Weekly safeguarding meetings take place and include representatives from the central Trust attendance team who make home visits/safe and well checks for pupils not attending education.</p>	
Staff welfare and staff redeployment	<ul style="list-style-type: none"> Governing boards and school leaders have regard to staff (including the Head Teacher) work-life balance and wellbeing. Schools should ensure they have explained to all staff the measures they are proposing putting in place and involve all staff in that process. Appropriate support and contact is provided to staff who are home working, particularly for extended periods of time. https://www.nhs.uk/oneyou/every-mind-matters/coronavirus-covid-19-staying-at-home-tips/ Teaching assistants may be deployed to lead groups or cover lessons, under the direction and supervision of a qualified, or nominated, teacher Any redeployments are not at the expense of supporting pupils with SEND. Managers have discussed and agreed any changes to staff roles with individuals. Planning builds in the need to avoid increases in unnecessary and unmanageable workload burdens. This could include a review of existing practices in this respect and schools may wish to draw on DfE's workload reduction toolkit. 	<p>Y</p> <p>N/A</p> <p>Y</p> <p>Y</p>	<p>Regular staff briefings take place weekly. Principal has an open-door policy to support staff wellbeing. Covid guidance shared with staff as it is updated.</p> <p>No staff are currently home working</p> <p>The Academy operates a ratio of two adults per teaching group</p> <p>Staff roles have been discussed and agreed with staff by managers to operate a full timetable for September 2021.</p>	<p>L</p>

Hazard Aspect	Possible control measures	✓ if in place ✗ if not or n/a	Where: ✗ state action to be taken with timescales ✗ any additional control measures ✓ site specific details	Residual Risk rating High, medium, low
	<p>DfE has also published a range of resources, including case studies to support remote education and help address staff workload, this includes case studies on managing wellbeing.</p> <p>Where staff have been temporarily redeployed to different roles, they have the appropriate skills, expertise and experience to carry out the work.</p>			
Pupil welfare and mental health support (Reference)	<ul style="list-style-type: none"> Where pupils, parents and households are reluctant or anxious about attending school their concerns are discussed and reassurance provided on the measures you are putting in place to reduce any risks. Pupils may include those who: <ul style="list-style-type: none"> are concerned about the possible increased risks from coronavirus <p>Ref: Wellbeing for Education Return programme</p>	Y	Tutor-parent/carer meetings will take place on Friday 3 rd September. Personal Educational and Attendance Plans have been in place to support anxious pupils throughout the pandemic.	L
	<ul style="list-style-type: none"> Pastoral support is offered to pupils who are: <ul style="list-style-type: none"> self-isolating shielding vulnerable 	Y	See Remote Learning Policy. The Academy's behaviour therapist and school counsellor continue to work with signposted pupils.	
Other Issues				
Remote Education	<ul style="list-style-type: none"> Remote education plans are in place for individuals or groups of self-isolating pupils, pupils they face challenges in returning from abroad or because they are complying with clinical or public health advice. Pupils have access to remote education as soon as reasonably practicable, which may be the next school day. <p>The remote education provided is equivalent in length to the core teaching pupils would receive in school.</p> <p>Some pupils with SEND may not be able to access remote education without adult support and so expect schools and colleges to work 12 collaboratively with families and put in place reasonable adjustments so that pupils with SEND can successfully access remote education appropriate for their level of need.</p>	Y	See Remote Learning Policy which remains in place.	L

Hazard Aspect	Possible control measures	✓ if in place ✗ if not or n/a	Where: ✗ state action to be taken with timescales ✗ any additional control measures ✓ site specific details	Residual Risk rating High, medium, low
	<ul style="list-style-type: none"> Systems are in place for checking, daily, whether pupils are engaging with their work, and work with families to rapidly identify effective solutions where engagement is a concern A named senior leader with overarching responsibility for the quality and delivery of remote education, including that provision meets expectations for remote education is appointed. The school has published information about their remote provision on their website. An optional template is available to support this legal requirement. 	Y	<p>See Remote Education Policy which remains in place. Remote Education Leads: x2 Assistant Principals for the Preparation Phase (Years 3-8) and the regression Phase (Years 9-11)</p> <p>In place-on website.</p>	
Education Recovery Reference	<ul style="list-style-type: none"> The school access programmes and activities to support pupils to make up education missed as a result of the pandemic. 	Y	National Tutoring Programme will commence for pupils from the Autumn Term. Summer School took place for 1 week in August.	L
Incident Reporting	<ul style="list-style-type: none"> A case of disease is recorded via the school's incident reporting system and to the HSE (via RIDDOR) where a confirmed diagnosis of COVID-19 is likely to have been caused by an occupational exposure, that is, whether or not there is reasonable evidence that a work-related exposure is the likely cause of the disease. <p>https://notifications.hse.gov.uk/riddorforms/Disease (Contact your Safety Adviser for advice)</p>	Y	This procedure has been circulated to all heads in the Raleigh Learning Trust	L
Safeguarding	<ul style="list-style-type: none"> If a vulnerable pupil is required to self-isolate, the school: <ul style="list-style-type: none"> notifies their social worker (if they have one) agrees with the social worker the best way to maintain contact and offer support checks if a vulnerable pupil is able to access remote education support supports them to access it (as far as possible) regularly checks if they are accessing remote education 	Y	See Remote Learning Policy. Safe and well check procedure in place. Weekly safeguarding meetings take place between DSL team and trust central attendance team	L
School Meals	<ul style="list-style-type: none"> The school continues to provide free school meal support to pupils who are eligible for benefits related free school meals and who are learning at home during term time. 	Y	The Nottingham City Council Plan is in place.	L

Hazard Aspect	Possible control measures	✓ if in place ✗ if not or n/a	Where: ✗ state action to be taken with timescales ✗ any additional control measures ✓ site specific details	Residual Risk rating High, medium, low
Reviews	<ul style="list-style-type: none"> Regular reviews are undertaken on the effectiveness of the control measures and plans and changes are made accordingly. The school follows any forthcoming instructions from the employer, government advice, and national or local directions from Public Health England. 	Y	Meetings in place attended by Raleigh Learning Trust COO and Academy Principal.	L
	<ul style="list-style-type: none"> Updates are highlighted on the risk assessment and shared with staff. 	Y	Are highlighted in turquoise.	

Are there any other foreseeable hazards associated with Covid-19?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
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Additional Hazards	List any additional control measures required	Residual Risk rating High, medium, low
Staffing levels drop due to isolation guidance	Class groupings may need to be considered if cases affect the daily operation in the Autumn term	L

ASSESSED BY (Print name) Lee Morgan	SIGNED L Morgan	DATE 30 th August 2021
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