

Coronavirus (COVID-19): risk assessment for pupils and staff full re-opening

Edgbarrow School

Coronavirus (Covid-19): Risk Assessment for pupils and staff at school



Key: Blue: Trust to amend
Red: School to amend
Black text in body of document: Changes since last version

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<https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/guidance-for-full-opening-special-schools-and-other-specialist-settings>

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The government's plan is that all children and young people, in all year groups and setting types, will return to education settings full time from the beginning of the 2020 autumn term.

Edgbarrow School

Assessment conducted by: SMA	Job Title: Head Teacher	Date 9/11/20
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Likelihood of Occurrence	High (probable)	MEDIUM	HIGH	HIGH
	Medium (possible)	LOW	MEDIUM	HIGH
	Low (remote)	LOW	LOW	MEDIUM
Risk Assessment Matrix		Minor (causes physical or emotional discomfort)	Severe (causes physical injury, or illness requiring first aid)	Major (causes major physical injury, harm or ill-health)
		Likely Impact		

The Risk Assessment Matrix is used to assess risks before and after control measures are applied. The objective is to remove all HIGH risks and to reduce all other risks to an acceptable level.

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Area for concern	Prior Risk Rating H/M/L	Risk Control Measures	By who?	By when?	Post Risk Rating H/M/L	In place? Yes/No
Situational Awareness	<u>M</u>	<ul style="list-style-type: none"> • Daily monitoring of government advice and guidance on Covid https://www.gov.uk/coronavirus https://www.gov.uk/coronavirus/education-and-childcare • Daily review of general Covid situation in school with Senior Leaders 	<u>SMA/SLT</u>	<u>Ongoing</u>	<u>L</u>	<u>Y</u>
Prevention 1. Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend your setting	<u>M</u>	<ul style="list-style-type: none"> • Action on Displaying Symptoms https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#people-who-develop-symptoms-of-coronavirus <ul style="list-style-type: none"> If anyone in school becomes unwell with a new and persistent cough or a high temperature, or has a loss of or change in, their normal sense of taste or smell (anosmia), they will be sent home ○ Anyone developing those symptoms will be advised to arrange to have a test to see if they have coronavirus (COVID-19) and advised to follow 'Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' ○ Pupils, staff and other adults do not come into school if they have coronavirus (COVID-19) symptoms or have tested positive in the last 10 days • Self Isolation At Home <ul style="list-style-type: none"> ○ They must self-isolate and should arrange to have a test to see if they have coronavirus (COVID-19). A positive test requires 10 day isolation. ○ Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms. • Isolation In School <ul style="list-style-type: none"> ○ Pupils displaying symptoms in school are isolated 	<u>SMA/ALL</u>	<u>Ongoing</u>	<u>L</u>	<u>Y</u>

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		<ul style="list-style-type: none"> ○ Parents/carers are contacted immediately ○ Pupils awaiting collection are isolated at least 2m away from others ○ Appropriate staff supervision while waiting ○ With a window open for ventilation ○ They use separate toilets which must be cleaned and disinfected using standard cleaning products before being used by anyone else. ○ PPE must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe ○ ○ Staff who have provided close contact care to someone with symptoms, even while wearing PPE, and all other members of staff or pupils who have been in close contact with that person with symptoms, even if wearing a face covering, do not need to go home to self-isolate unless: <ul style="list-style-type: none"> ○ the symptomatic person subsequently tests positive ○ they develop symptoms themselves (in which case, they should arrange to have a test) ○ the symptomatic person subsequently tests positive ○ they are requested to do so by NHS Test and Trace or the PHE advice service (or PHE local health protection team if escalated)Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. ○ The area around the person with symptoms will be cleaned with normal household disinfectant after they have left COVID-19: cleaning of non-healthcare settings guidance. ● Testing Is Required arrange to have a test <ul style="list-style-type: none"> ○ When an individual is displaying symptoms 				

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		<ul style="list-style-type: none"> ○ If requested to do so by NHS Test and Trace ● Emergency Services <ul style="list-style-type: none"> ○ call 999 if someone is seriously ill or injured or their life is at risk. ○ Anyone with coronavirus (COVID-19) symptoms should be advised not visit the GP, pharmacy, urgent care centre or a hospital. <p>https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe#effective-infection-protection-and-control</p> <ul style="list-style-type: none"> ● Tracking & Tracing <ul style="list-style-type: none"> ○ Co-operate with NHS re tracking and tracing where requested 				
Prevention 2) Where recommended, the use of face coverings in schools.		<p>Use of Face Coverings in School</p> <p>https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care</p> <p>https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education</p> <p>PRIMARY (delete if not applicable)</p> <ul style="list-style-type: none"> ● Face coverings WILL NOT be worn by staff in classrooms ● Face coverings WILL NOT not be worn by pupils ● Face coverings WILL / WILL NOT (delete as appropriate — this is discretionary) be worn by adult staff and visitors in corridors and communal areas where social distancing is not possible 				

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		<p>SECONDARY (delete if not applicable)</p> <ul style="list-style-type: none"> • Face coverings WILL be worn by adults and pupils in corridors and communal areas where social distancing cannot easily be maintained. • In the event that the school designated area moves to Local COVID Alert Level: high or very high, face coverings WILL be worn by adults and pupils in corridors and communal areas where social distancing cannot easily be maintained. <p>Exemptions</p> <ul style="list-style-type: none"> • The school will be sensitive to the needs of individuals who are exempt from wearing face coverings, including those who: <ul style="list-style-type: none"> ○ Cannot put on, wear or remove a face covering because of a physical or mental illness or impairment or disability ○ Need to speak to or provide assistance to someone who relies on lip reading, clear sound or facial expression to communicate <p>Access to Face Coverings</p> <ul style="list-style-type: none"> • Adults and pupils are expected to provide their own face coverings due to their increasing use in wider society • However the school will maintain a contingency supply of face coverings for use as and when required • No one will be excluded from education on the grounds that they are not wearing a face covering <p>Safe Wearing and Removal of Face Coverings</p> <ul style="list-style-type: none"> • The school has clearly communicated a prescribed process to staff and pupils for: 				

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		<ul style="list-style-type: none"> ○ when face coverings are worn at school in certain circumstances ○ how to remove face coverings when arriving at school ○ cleaning of hands before and after touching face coverings ○ safe storage of them in individual, sealable plastic bags between use ○ face coverings to be carefully replaced if they become damp ○ not touching the front of face coverings during use or during removal ○ disposing of temporary face coverings into 'black bag' waste bins or ○ placing reusable face coverings in a plastic bag they can take home ○ washing of hands after handling face coverings before going to class <p>Face coverings are required at all times on public transport, except for children under the age of 11.</p>				
<p>Prevention</p> <p>3. Clean hands thoroughly more often than usual</p>	<p><u>M</u></p>	<ul style="list-style-type: none"> • Sufficient soap and water or hand sanitiser is provided • Hand washing stations have been designated/provided • Pupils to wash/sanitise their hands regularly, including <ul style="list-style-type: none"> ○ On arrival ○ On return from breaks ○ When they change rooms ○ Before and after eating. • Frequency of hand washing is appropriate for the pupils and staff • Particular arrangements for SEN pupils are in place • Use of sanitiser by young pupils supervised re ingestion risk • Small children and pupils with complex needs continue to be helped to clean their hands properly • Hand washing regime is built into the school culture, supported by behaviour expectations and helping ensure those with complex needs understand the need to follow them 	<p><u>AWE</u></p>	<p><u>1st</u> <u>August</u></p>	<p><u>L</u></p>	<p><u>Y</u></p>

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Prevention 4. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach	<u>M</u>	https://www.england.nhs.uk/south/wp-content/uploads/sites/6/2017/09/catch-bin-kill.pdf <ul style="list-style-type: none"> • Sufficient supplies of tissues are available • Sufficient lidded bins are in place • Double bagging and careful disposal of contents of waste bins • Pupils instructed, encouraged and supported to follow this routine • Pupils with complex needs continue to be helped to follow this routine 	<u>SMA/</u> <u>AWE</u>	<u>1st</u> <u>August</u>	<u>L</u>	<u>Y</u>
Prevention 5. Introduce enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach	<u>M</u>	COVID-19: cleaning non-healthcare settings guidance. <ul style="list-style-type: none"> • More frequent cleaning of rooms / shared areas • Frequently touched surfaces being cleaned more often • Detailed attention to rooms occupied by the pupils and staff • Additional cleaning at lunchtimes in canteen • Touch points including door handles & light switches • Additional toilet cleans e.g. at mid-morning and/or after lunch • Separate cleaning cloths and equipment in each block • Use of PPE by cleaners • Review the regime regularly as numbers increase in schools • Sufficient supplies of cleaning materials are available • Cleanliness monitored daily to required standards • Bins for tissues are emptied frequently • Different groups do not need to be allocated their own toilet blocks, but toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet 	<u>AWE</u>	<u>1st</u> <u>August</u>	<u>L</u>	<u>Y</u>

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<p>Prevention</p> <p>6. Minimise contact between individuals and maintain social distancing wherever possible</p>		<p>https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings</p> <p>safe working in education, childcare and children's social care</p> <ul style="list-style-type: none"> • Social Distancing Regime <ul style="list-style-type: none"> ○ Is communicated to staff, parents, pupils and visitors ○ Pupils will be repeatedly reminded to observe social distancing ○ Social distancing is monitored and enforced by all staff ○ Social distancing is reviewed as numbers in the school increase • Organisation - please see Edgbarrow Reopening Plan <ul style="list-style-type: none"> ○ Secondary- groups likely to be size of year group ○ Staggered starts/adjusted start and finish times in place ○ Staggered breaks and lunches • Classrooms and Teaching Spaces <ul style="list-style-type: none"> ○ Secondary- staff to maintain distance from pupils, ideally 2m, where not possible avoid face to face and minimise time spent at 1m ○ Adaptations to classrooms to support distancing where possible i.e. desks facing forward ○ Students to wipe desks after use • Shared Spaces <ul style="list-style-type: none"> ○ Delayed start/finish and break times in place for shared areas ○ Arrangements for dining halls are in place ○ Arrangements for the use of toilets are in place 	<p><u>SMA/</u> <u>SLT</u></p>	<p><u>1st</u> <u>August</u></p>	<p><u>L</u></p>	<p><u>Y</u></p>

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		<ul style="list-style-type: none"> ○ Assemblies to take place virtually ○ Playground areas zoned by year group ○ Atrium zoned by year, additional covered outdoor space provided ○ Library closed ● Staff Areas <ul style="list-style-type: none"> ○ Limits on the numbers using of staff work rooms at any one time to allow for 2m distancing. Overspill into main staff room or unused classrooms ● Circulation <ul style="list-style-type: none"> ○ Circulations routes (one-way systems) in place and signed to minimise contact ○ Site safe entry/exit routes in place and signed ○ Building safe entry/exit routes in place and signed ○ Face coverings to be worn in corridors/stairs/Main Hall ● External <ul style="list-style-type: none"> ○ Arrangements are in place for drop off and pick up times ○ Plan in place to ensure there are no gatherings at the school gates ○ Enhanced supervision of children including during playtimes ○ Open astro for football. Split by year group. Reduces congestion in playground zones ○ Staff remain at a safe distance at lunchtime or during breaks ● Parents And Visitors <ul style="list-style-type: none"> ○ Coming onto the site without an appointment is not allowed ○ Meetings with parents to take place at a safe distance ○ Site guidance is given to visitors including contractors 				

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		<ul style="list-style-type: none"> ○ Site visits optimised for outside of school hours ○ Records kept of all visitors for track and trace ○ Parents encouraged to wash school uniforms daily ○ Immunisation programmes on site will continue in keeping with these control measures ○ ● Special Needs and Young Children <ul style="list-style-type: none"> ○ Pupils are supported to maintain distance where possible ○ Specialist support staff for pupils with SEND is provided ● https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings ● ● safe working in education, childcare and children’s social care ● ● Primary (delete if not applicable) ● Organisation ● Pupils keep in separate class groups or ‘bubbles’ that do not mix with others ● ● Secondary (delete if not applicable) ● Organisation ● Pupils keep in separate year groups or ‘bubbles’ that do not mix with others ● Pupils are encouraged to keep their distance within groups ● ● Teaching Staff 				

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		<ul style="list-style-type: none"> • All teachers and other staff can operate across different classes and year groups • Staff will observe social distancing, ideally 2m where possible, when moving around the school • Supply teachers, peripatetic teachers and other temporary staff will minimise contact and maintain as much distance as possible from other staff. • • Start/Finish times • Staggered starts/adjusted start and finish times are in place • • Social Distancing Regime • Is communicated to staff, parents, pupils and visitors • Pupils will be repeatedly reminded to observe social distancing • Social distancing is monitored and enforced by all staff • • • Classrooms and Teaching Spaces Secondary (delete if not applicable) • Staff and pupils to maintain ideally 2m distance from each other where possible • econdary- staff and pupils to maintain distance from pupils ideally 2m where not possible avoid face to face and minimise time spent at 1m • Where required, adaptations to classrooms for social distancing have been made • Unnecessary furniture has been removed to make more space • Classrooms and Teaching Spaces Primary (delete if not applicable) • Staff and pupils will maintain ideally 2m distance from each other where possible • When working in close proximity to younger children staff will avoid close face to face contact an minimise time spent within 1m • Pupils sit side by side facing forwards (not face to face) 				

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		<ul style="list-style-type: none"> • Unnecessary furniture has been removed to make more space • Where required, adaptations to classrooms for social distancing have been made • • Shared Spaces • Collective assemblies will not take place with more than one Group • Timetabled use of shared spaces, such as corridors, playgrounds, entrances and exits, dining halls, and toilets, and specialist areas • Delayed start/finish and break times in place for shared areas • Arrangements for dining halls are in place • Arrangements for the use of toilets are in place • Arrangements for assemblies are in place • • Staff Areas • Arrangements for staff rooms and staff areas are in place • • Circulation • Circulations routes in place and signed to minimise contact • Site safe entry/exit routes in place and signed • Building safe entry/exit routes in place and signed • Safe parking rules in place for staff and visitors • • External • Arrangements are in place for drop off and pick up times • Plan in place to ensure there are no gatherings at the school gates • Enhanced supervision of children including during playtimes • Staff and pupils remain at a safe distance at lunchtime or during breaks 				

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		<ul style="list-style-type: none"> • Outdoor playground equipment is not used unless it has been cleaned. • Parents And Visitors • Coming onto the site without an appointment is not allowed • Parents are aware of process in place for drop-off and pick-up • Meetings with parents to take place at a safe distance • Site guidance is given to visitors including contractors • Site visits optimised for outside of school hours • Records kept of all visitors for track and trace • Parents encourage parents to wash school uniforms daily • Immunisation programmes on site will continue in keeping with these control measures • Special Needs and Young Children • Pupils are supported to maintain distance where possible • Specialist support staff for pupils with SEND is provided • Equipment & Resources • Staff and pupils have their own pens and pencils which are not shared • Shared resources within the group e.g. books are cleaned regularly • Resources shared by different groups e.g. science & sport equipment are cleaned frequently and meticulously after use or rotated for a period of 48 hours (72 hours for plastics) between use by different groups • Parents and pupils instructed to limit the amount of equipment they bring to school each day to essentials only • Pupils & teachers can take shared books home but un-necessary sharing is avoided 				

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Prevention 7. Where necessary, wear appropriate personal protective equipment (PPE)	<u>M</u>	<p>safe working in education, childcare and children's social care</p> <p>https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe#effective-infection-protection-and-control</p> <ul style="list-style-type: none"> • PPE beyond what is normally needed for work is only needed in a very small number of cases, including: <ul style="list-style-type: none"> ○ where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at school, and only then if a distance of 2 metres cannot be maintained ○ where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used • Sufficient suitable PPE is available in school • Staff trained in the use & disposal of PPE if this becomes necessary • Face coverings to be worn in main hall and corridors due to communal nature and large volume of student movement. 	<u>SMA</u>	<u>1st Aug</u>	<u>L</u>	<u>Y</u>

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Prevention 8. Always keep occupied spaces well ventilated		<p>https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm</p> <p>https://www.cibse.org/coronavirus-covid-19/coronavirus,-sars-cov-2,-covid-19-and-hvac-systems</p> <p>Mechanical Ventilation Systems</p> <ul style="list-style-type: none"> • Are adjusted to full fresh air or to increase the ventilation rate wherever possible • Where systems cannot be adjusted, they remain in operation where they are within a single room and supplemented by an outdoor air supply • Other ventilation systems have been taken out of use <p>Natural Ventilation</p> <ul style="list-style-type: none"> • Some windows are opened just enough to provide constant background ventilation • Windows are opened more fully during breaks to purge the air in the space • Internal doors (but not fire doors) may also be left open to create a throughput of air • External doors may also be used – weather and temperature permitting <p>Heating</p> <ul style="list-style-type: none"> • Will be used as necessary to ensure comfort levels are maintained, particularly in occupied spaces. • Parents/pupils will be encouraged to bring suitable warm clothes to school if necessary 				

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<p>Response to any infection</p> <p>9. Engage with the NHS Test and Trace process</p>	<p>M</p>	<p>https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</p> <p>https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</p> <ul style="list-style-type: none"> • The school will engage with the NHS Test and Trace process <p>Testing</p> <ul style="list-style-type: none"> • Staff and parents/carers are advised that they will need to be ready and willing to: <ul style="list-style-type: none"> ○ book a test if they or their child are displaying symptoms https://www.nhs.uk/conditions/coronavirus-covid-19/testing-for-coronavirus/ ○ not come into the school if they have symptoms ○ if they develop symptoms at school they will be sent home to self-isolate ○ provide details of anyone they or their child have been in close contact with if they were to <ul style="list-style-type: none"> ▪ test positive for coronavirus ▪ or if asked by NHS Test and Trace ○ self-isolate if they have been in close contact with someone who tests positive for coronavirus, or if anyone in their household develops symptoms of coronavirus <p>Test Kits</p> <p>https://www.gov.uk/government/publications/coronavirus-covid-19-home-test-kits-for-schools-and-fe-providers/coronavirus-covid-19-home-test-kits-for-schools-and-fe-providers</p>	<p>SMA</p>	<p>1st August</p>	<p>L</p>	<p>Y</p>

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		<ul style="list-style-type: none"> • The school has in place a limited supply of home test kits to be used in the exceptional circumstance that an individual (staff or pupil) becomes symptomatic and there may be barriers to them accessing testing elsewhere. • It is understood that having a test at a testing site will deliver the fastest results. <p>Test Results</p> <ul style="list-style-type: none"> • Parents and staff have been asked to inform the school immediately of the results of a test and follow this guidance: • In the event of a negative test result for coronavirus <ul style="list-style-type: none"> ○ They need should stay at home until they are recovered as usual from their illness but can safely return thereafter. ○ The only exception to return following a negative test result is where an individual is separately identified as a close contact of a confirmed case, when they will need to self-isolate for 14 days from the date of that contact. • In the event of a positive test result for coronavirus <ul style="list-style-type: none"> ○ They should follow the guidance: https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance ○ They must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. T ○ The 10-day period starts from the day when they first became ill. 				

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		<ul style="list-style-type: none"> ○ If after that date they still have a high temperature, they should continue to self-isolate until their temperature returns to normal. ○ Other members of their household should all self-isolate for the full 14 days. <p>NHS COVID-19 app</p> <ul style="list-style-type: none"> • The school is displaying the app and its QR code in the main entrance for use by visitors • The school uses booking in details where visitors may not have downloaded the app 				
		<ul style="list-style-type: none"> • 				
<p>Response to any infection</p> <p>10. Manage confirmed cases of coronavirus (COVID-19) amongst the school and</p>	<p><u>H</u></p>	<ul style="list-style-type: none"> • School will report anyone tested positive to the Health Protection team • Health Protection will alert the school should a student test positive - as identified by NHS Test and Trace. • The Health Protection Team will: <ul style="list-style-type: none"> ○ Carry out a risk assessment ○ Confirm who has been in close contact ○ Ensure they are asked to self-isolate ○ Guide the school through the actions they need to take • People who have been in close contact with the person who has tested positive, will be sent home, and advised to self-isolate for 14 days since they were last in close contact with that person when they were infectious. 	<p><u>SMA</u></p>	<p><u>1st Aug</u></p>	<p><u>M</u></p>	

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college community		<ul style="list-style-type: none"> • Health Protection will advise on who must be sent home. • The school will keep a proportionate records of pupils and staff in each group, and any close contact that takes places between groups • Names of individuals will be kept confidential • Anyone in school who displays symptoms will get a test. • Parents/carers and staff are asked to inform school immediately <ul style="list-style-type: none"> ○ Negative tests: if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating ○ Positive tests : they should follow https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance <p>The school will use reasonable judgement in determining whether a pupil can attend</p>				<u>Y</u>
<p>Response to any infection</p> <p>9. Contain any outbreak by following local health protection team advice</p>	<u>H</u>	<ul style="list-style-type: none"> • An outbreak may have occurred if there are two confirmed cases of coronavirus in the school within 14 days or where there is an overall rise in sickness absence where coronavirus is suspected • In the event of an outbreak the school will follow the advice of the Health Protection team who will be able to advise if additional action is required. • In consultation with the local Director of Public Health, where an outbreak in a setting is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive. • Testing will first focus on the person’s class, followed by their year group, then the whole setting if necessary, in line with routine public health outbreak control practice. 	<u>SMA</u>	<u>1st Aug</u>	<u>M</u>	<u>Y</u>

Coronavirus (COVID-19): risk assessment for pupils and staff full re-opening

Area for concern	Prior Risk Rating H/M/L	Risk Control Measures	By who?	By when?	Post Risk Rating H/M/L	In place? Yes/No
School Operations Transport	<u>M</u>	<ul style="list-style-type: none"> Families using public transport should refer to the safer travel guidance for passengers https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers Pupils on public transport advised to keep social distance of 2 metres from people outside their household or support bubble, or a 'one metre plus' approach where this is not possible School specific bus in operation for start/end of school day For coaches and minibuses the school will consider: <ul style="list-style-type: none"> how pupils are grouped together on transport, i.e. in bubbles use of hand sanitiser upon boarding and/or disembarking additional cleaning of vehicles organised queuing and boarding where possible distancing within vehicles wherever possible the use of face coverings for children over the age of 11, where appropriate 	<u>SMA</u>	<u>1st Aug</u>	<u>L</u>	<u>Y</u>
School Operations Attendance	<u>M</u>	<p>The Extremely Vulnerable</p> <ul style="list-style-type: none"> Most children originally identified as clinically extremely vulnerable no longer need to follow original shielding advice. Parents will be advised to speak to their child's GP or specialist clinician if they have not already done so, to understand whether their child should still be classed as clinically extremely vulnerable. Those pupils whose doctors have confirmed they are still clinically extremely vulnerable are advised not to attend education whilst the national restrictions are in place. In these cases the school will make appropriate arrangements to enable them to continue their education at home. 	<u>SMA</u>	<u>1st Aug</u>	<u>L</u>	<u>Y</u>

Coronavirus (COVID-19): risk assessment for pupils and staff full re-opening

Area for concern	Prior Risk Rating H/M/L	Risk Control Measures	By who?	By when?	Post Risk Rating H/M/L	In place? Yes/No
		<ul style="list-style-type: none"> • Pupils who live with someone who is clinically extremely vulnerable, but who are not clinically extremely vulnerable themselves, should still attend school. • Pupils of compulsory school age must be in school <ul style="list-style-type: none"> ○ It is the parents' duty to ensure that their child attends school ○ The school will record attendance and follow up absence ○ Sanctions including fixed penalty notices may be applied in line with local authority's codes of conduct for non-attendance. • Parents/carers will be supported/reassured re anxiety about returning • Pupils with EHC plans are given preparation for their return • Parents informed of school's expectations around attendance • Provision is in place for pupils to catch up • The school will engage with other professionals as appropriate to support the return to school including, social workers 				
School Operations Workforce	<u>M</u>	<ul style="list-style-type: none"> • Staff who are clinically vulnerable or clinically extremely vulnerable <ul style="list-style-type: none"> ○ Control measures will allow most staff to return to the workplace https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19 ○ There is flexibility in how those members of staff are deployed to enable them to work remotely where possible or in roles in settings where it is possible to maintain social distancing. • People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the work place • Staff who are pregnant are generally in the 'clinically vulnerable' category and are advised to follow the relevant guidance. 	<u>MBU</u>	<u>17th July</u>	<u>L</u>	

Coronavirus (COVID-19): risk assessment for pupils and staff full re-opening

Area for concern	Prior Risk Rating H/M/L	Risk Control Measures	By who?	By when?	Post Risk Rating H/M/L	In place? Yes/No
		<ul style="list-style-type: none"> • Staff who may otherwise be at increased risk <ul style="list-style-type: none"> ○ The school will try as far as practically possible to accommodate additional measures in respect of staff with particular characteristics who may be at comparatively increased risk, see COVID-19: review of disparities in risks and outcomes report. ○ People who live with those who have comparatively increased risk from coronavirus can attend the workplace. • Health & Safety & Equalities <ul style="list-style-type: none"> ○ Health & Safety and equality risks will continue to be assessed • Supporting Staff <ul style="list-style-type: none"> ○ Staff will be supported by governors and senior leaders having regard work life balance and wellbeing ○ Staff will be given information that explains the measures that are in place and that staff are involved in the process ○ The school will continue to provide mechanisms to support staff wellbeing, including where staff may be anxious about returning guidance on extra mental health support available for pupils and teachers. ○ The Education Support Partnership provides a free helpline for school staff and targeted support for mental health and wellbeing. • Staff Deployment <ul style="list-style-type: none"> ○ Managers will discuss and agree any changes to staff roles: ○ to meet staff ratio requirements for pupils with EHC plans ○ to ensure sufficient staff to provide interventions or care to be linked with enhanced hand washing/hygiene practices ○ to meet the flexibility required in special schools 				Y

Coronavirus (COVID-19): risk assessment for pupils and staff full re-opening

Area for concern	Prior Risk Rating H/M/L	Risk Control Measures	By who?	By when?	Post Risk Rating H/M/L	In place? Yes/No
		<ul style="list-style-type: none"> ○ the school will put arrangements in place in advance of the start of term so staff will be prepared ○ Senior leaders will be mindful of avoiding increases in unnecessary and unmanageable workload burdens. workload reduction toolkit. ○ DfE has also published a range of resources, including case studies to support remote education, help address staff workload and manage wellbeing. ● Deploying support staff and accommodating visiting specialists <ul style="list-style-type: none"> ○ Support staff may be used to support catch-up provision or targeted interventions if appropriate ○ Teaching assistants may also be deployed to lead groups or cover lessons, under the direction and supervision of teacher ○ Any proposed changes in role or responsibility will be discussed and agreed with the member of staff ○ The Education Endowment Foundation (EEF) has published guidance to help settings make the best use of their teaching assistants. ○ Only support staff with appropriate checks will be allowed to engage in regulated activity. Keeping children safe in education. ● Recruitment <ul style="list-style-type: none"> ○ will continue as usual, operating remotely over the summer ○ Interviewing can be done remotely <p>https://teaching.blog.gov.uk/2020/05/29/recruiting-during-lockdown-how-we-did-it/</p> <p>https://teaching.blog.gov.uk/2020/06/12/attending-your-first-remote-interview/</p> ○ Legal requirements for pre-appointment checks will continue to be met 				

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Area for concern	Prior Risk Rating H/M/L	Risk Control Measures	By who?	By when?	Post Risk Rating H/M/L	In place? Yes/No
		<p>https://www.gov.uk/government/publications/keeping-children-safe-in-education--2</p> <p>https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers/coronavirus-covid-19-safeguarding-in-schools-colleges-and-other-providers</p> <ul style="list-style-type: none"> ○ From the start of the autumn term checks will revert to being carried out in person. ○ Early career materials have been made available by DfE https://www.gov.uk/government/collections/early-career-framework-reforms ● Supply teachers and other temporary or peripatetic teachers <ul style="list-style-type: none"> ○ Will continue to be used as required ○ The school will seek to minimize the numbers of different individuals employed by utilizing longer assignments ○ Such staff will be expected to comply with the school's controls for managing Covid ● Teacher trainees may be employed if this is appropriate ● Staff taking leave involving foreign travel <ul style="list-style-type: none"> ○ Staff will be made aware that the government has set a requirement for people returning from some countries to quarantine for 14 days on their return. https://www.gov.uk/government/publications/coronavirus-covid-19-how-to-self-isolate-when-you-travel-to-the-uk/coronavirus-covid-19-how-to-self-isolate-when-you-travel-to-the-uk ○ Staff will also be reminded there may be risk of return travel being disrupted by COVID-19). ○ Where staff are quarantined during term time, consideration will be given to allowing them to temporarily work from home. 				

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		<ul style="list-style-type: none"> • Volunteers <ul style="list-style-type: none"> ○ Volunteers may be used as would usually be the case, and they will be properly supported and given appropriate roles. ○ Checking and risk assessment processes will be followed https://www.gov.uk/government/publications/keeping-children-safe-in-education--2 ○ Mixing of volunteers across groups will be kept to a minimum, and 2m distancing will be observed where possible • Consultation <ul style="list-style-type: none"> ○ The school will work closely with individual members of staff and their unions on agreeing the best approaches for their circumstances. • Communication In the event of new local restrictions being agreed, the school will communicate quickly and clearly to staff, parents and pupils that the new arrangements require the use of face coverings in certain circumstances. 				
School Operations Safeguarding	<u>M</u>	<ul style="list-style-type: none"> • Child Protection Policy has been reviewed by Designated Safeguarding Lead (DSL) to reflect the return of more pupils. https://www.gov.uk/government/publications/keeping-children-safe-in-education--2 https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers/coronavirus-covid-19-safeguarding-in-schools-colleges-and-other-providers • DSL and deputies provided with time, especially in the first few weeks of term, to help them provide additional support to staff and children and the handling of referrals to children social care and other agencies where these are appropriate • DSL will work with outside agencies to look for signs of harms 	<u>DBI</u>	<u>1st Aug</u>	<u>L</u>	<u>Y</u>

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Area for concern	Prior Risk Rating H/M/L	Risk Control Measures	By who?	By when?	Post Risk Rating H/M/L	In place? Yes/No
		<ul style="list-style-type: none"> School nurses have been communicated with re their continued virtual support to pupils who have not been at school. 				
School Operations Catering	<u>M</u>	<ul style="list-style-type: none"> School meal kitchen will be fully open from Sep-2020 Provision of hot food to all pupils who want it, including for those eligible for benefits-related free school meals or universal infant free school meals. Kitchen will comply with the guidance for food businesses on coronavirus (COVID-19). 	<u>CPY</u>	<u>1st Aug</u>	<u>L</u>	<u>Y</u>
School Operations Estate (Premises)	<u>M</u>	<p>https://www.cibse.org/coronavirus-covid-19/emerging-from-lockdown</p> <ul style="list-style-type: none"> Teaching will be delivered on the existing school site/s Need for any minor alterations has been reviewed Usual pre-term building checks are undertaken Water hygiene regime is in place https://www.hse.gov.uk/coronavirus/legionella-risks-during-coronavirus-outbreak.htm Good ventilation is provided (for example, by opening windows). https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm 	<u>AWE</u>	<u>1st Aug</u>	<u>L</u>	<u>Y</u>

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Area for concern	Prior Risk Rating H/M/L	Risk Control Measures	By who?	By when?	Post Risk Rating H/M/L	In place? Yes/No
School Operations Offsite Visits	<u>M</u>	<p>https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits</p> <ul style="list-style-type: none"> From September offsite visits can go ahead for UK day trips <p>https://www.gov.uk/government/publications/coronavirus-covid-19-travel-advice-for-educational-settings/coronavirus-travel-guidance-for-educational-settings</p> <ul style="list-style-type: none"> All visits are on hold Trips will be in line with protective measures e.g. bubbles, distancing and any COVID-19 controls in place at the destination. Outdoor spaces in the local area may be used Full and thorough risk assessments for all educational visits Appropriate control measures will be followed 	<u>DBI</u>	<u>1st Sept</u>	<u>L</u>	<u>Y</u>
School Operations Extra-Curriculum Provision	<u>M</u>	<ul style="list-style-type: none"> Breakfast and after-school provision will be reinstated where possible Control measures will include keeping children within their year groups or bubbles where possible. If this is not possible then small, consistent groups will be used. As with physical activity during the school day, contact sports will not take place. 	<u>SMA</u>	<u>1st Aug</u>	<u>L</u>	<u>Y</u>
Curriculum, Behaviour and Pastoral Support	<u>M</u>	<ul style="list-style-type: none"> Autumn term curriculum for all subjects will be ambitious and broad Teaching & learning will make use of existing flexibilities to create time to cover the most important missed content Aim is to returning to full normal curriculum content by summer 2021 Curriculum planning is informed by an assessment of pupils' starting points and addressing the gaps in their knowledge and skills 	<u>SMA/ HGA</u>	<u>1st Aug</u>	<u>L</u>	

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		<ul style="list-style-type: none"> • Particular consideration will need to be given to the learning needs and objectives of children and young people with SEND • Some subjects for some pupils may be suspended only in exceptional circumstances, where this can be shown to be in the best the interests of the pupil and in discussion with parents • Relationships and health education (RHE) for primary aged pupil schools and relationships, sex and health education (RSHE) for secondary aged pupils becomes compulsory from September 2020, and schools are expected to start teaching by at least the start of the summer term 2021. 				<u>Y</u>
Curriculum, Behaviour and Pastoral Support Early Years Foundation Stage to Key Stage 3	<u>M</u>	<ul style="list-style-type: none"> • School will prioritise the most important components for progression • Consideration of how all subjects can contribute to the filling of gaps in core knowledge, e.g. through an emphasis on reading. <ul style="list-style-type: none"> ○ ensuring phonics knowledge ○ extending vocabulary. • For pupils in key stage 3 Priorities are: <ul style="list-style-type: none"> ○ Curriculum should also remain broad from year 7 to year 9, including: <ul style="list-style-type: none"> ○ Sciences ○ Math ○ English ○ languages ○ humanities 	<u>SMA/</u> <u>GCR</u>	<u>1st Aug</u>	<u>L</u>	<u>Y</u>

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		<ul style="list-style-type: none"> ○ the arts ○ physical education ○ religious education ○ relationship, health and sex education ○ For Y7 pupils, it may be necessary to address gaps in English, maths and RHSE by teaching essential knowledge and skills from the key stage 2 curriculum 				
Curriculum, Behaviour and Pastoral Support Key Stages 4 and 5	<u>M</u>	<ul style="list-style-type: none"> • Pupils requiring support to catch up will be identified • Pupils in Y10 and Y11 will continue to study their examination subjects. • Pupils will discontinue examined subjects only in exceptional circumstances • The school will make such decisions in discussion with pupils and parents • Consideration will be given to any plans for early entry among year 10 pupils in summer 2021 • Pupils in years 12 and 13 are more likely to undertake self-directed study but additional support will continue to be provided • Where there is singing, chanting, shouting or playing wind or brass instruments this will be done in small groups with good ventilation. • Singing or playing in choirs or orchestras is on hold until further notice. 	<u>SMA/</u> <u>MBU/GC</u> <u>R</u>	<u>1st Sept</u>	<u>L</u>	<u>Y</u>
Curriculum, Behaviour and Pastoral Support Physical Activity	<u>M</u>	<p>https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation</p> <p>https://www.sportengland.org/how-we-can-help/coronavirus</p> <p>https://www.afpe.org.uk/physical-education/wp-content/uploads/COVID-19-Interpreting-the-Government-Guidance-in-a-PESSPA-Context-FINAL.pdf</p> <p>https://www.youthsporttrust.org/coronavirus-support-schools</p>	<u>DBI</u>	<u>1st Aug</u>	<u>L</u>	

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		<ul style="list-style-type: none"> Pupils are kept in consistent groups Sports equipment cleaned between each use by different groups Contact sports are on hold until further notice Outdoor sports are prioritised where possible Maximising distancing between pupils Paying scrupulous attention to cleaning and hygiene External facilities can also be used in line with government guidance Specific risk assessments will be applied to use of external coaches, clubs and organisations for curricular and extra-curricular activities Physical activities will operate within wider school protective measures. 				<u>Y</u>
Curriculum, Behaviour and Pastoral Support	<u>M</u>	<p>https://educationendowmentfoundation.org.uk/covid-19-resources/covid-19-support-guide-for-schools/</p> <ul style="list-style-type: none"> Individual pupil needs will be assessed in respect of <ul style="list-style-type: none"> complex needs speech and language therapy travel training education psychologist time other small group and individual interventions Direct or indirect support will be provided Summer school will operate using this risk assessment The school will also consider participation in the National Tutoring Programme for 1-1 tuition https://educationendowmentfoundation.org.uk/covid-19-resources/national-tutoring-programme/ 	<u>MHU</u>	<u>1st Sept</u>	<u>L</u>	<u>Y</u>
Catch Up Support			<u>SMA/DBI</u>			

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Curriculum, Behaviour and Pastoral Support Extending provision set out in an Education, Health and Care Plan (EHCP)	<u>M</u>	<ul style="list-style-type: none"> • It is not generally thought that pupils will need to repeat a year of educational provision because of coronavirus • It is not generally anticipated that young people will need to remain in education any longer than originally set out in their EHCP • In exceptional cases it may however be appropriate to extend a pupil's educational provision or have their EHCP extended. • In most cases this would consist of an individualised programme for a term or half term. • In all circumstances, this would need to be decided by the LA, following a review of the pupil's needs and EHCP. • Parents and young people can appeal to the First-tier Tribunal (Special Educational Needs and Disability) if they disagree with decisions made by the LA re Health and Care (EHC) needs assessments and plans. • Extending provision in a school setting for those aged 19 and over <ul style="list-style-type: none"> ○ School funding regulations do not allow for those 19+ to remain in school, unless given exceptional approval by the Secretary of State for Education. ○ In the exceptional circumstances that an LA decides that a young person would be best served by remaining in school after they have turned 19 years of age, the LA must apply for a relaxation of the normal rules for continuing financial support to schools of all kinds for students aged 19 and over, under the established ESFA process. 	<u>MHU/</u> <u>APA</u>	<u>1st Sept</u>	<u>L</u>	<u>Y</u>
Curriculum, Behaviour and Pastoral Support	<u>M</u>	<p>https://www.gov.uk/guidance/teaching-about-mental-wellbeing</p> <ul style="list-style-type: none"> • Staff and school leaders aware pupils may be experiencing emotions • Particularly for vulnerable children, including those with complex needs. • Pupils requiring support will be identified 	<u>SMA</u> <u>MHU</u> <u>DBI</u>	<u>1st Aug</u>	<u>L</u>	

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Pupil Wellbeing and Support		<ul style="list-style-type: none"> • Senior Leaders will consider the provision of pastoral and extra-curricular activities to all pupils designed to: <ul style="list-style-type: none"> ○ support the rebuilding of friendships and social engagement ○ address and equip pupils to respond to COVID issues linked ○ support pupils with approaches to improving their physical and mental wellbeing • More focused pastoral support will be provided where issues are identified that individual pupils may need help with • Consideration will be given to children in need and others including vulnerable pupils who may need additional help or support, e.g. with stress, fear, trauma and bereavement https://covid.minded.org.uk/ • The school nursing services will be engaged to support the health and well-being of their pupils, including over: <ul style="list-style-type: none"> ○ support for resilience, mental health and wellbeing including anxiety, bereavement and sleep issues ○ support for pupils with additional and complex health needs ○ supporting vulnerable children and keeping children safe 				<u>Y</u>
Curriculum, Behaviour and Pastoral Support Behaviour Expectations	<u>M</u>	<ul style="list-style-type: none"> • Behaviour Policy updated for Covid https://www.gov.uk/government/publications/behaviour-and-discipline-in-schools • Staff, pupils & Parents understand behaviour expectations • Behaviour standards are enforced consistently • Disciplinary and reward outcomes are included • Staff working with specific pupils who have not re-engaged • Support to overcome barriers to attendance and behaviour • Objective is to help them reintegrate back into school life. • Support pupils with trauma anxiety including bereavement • Staff able to identify social, emotional and mental health concerns 	<u>JCP</u>	<u>1st Sept</u>	<u>L</u>	<u>Y</u>

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		<ul style="list-style-type: none"> School has access to ed psychs, social workers, and counsellors Specific support for pupils with SEND 				
Assessment and accountability Inspection	<u>L</u>	<ul style="list-style-type: none"> Routine Ofsted inspections are suspended for the autumn term Ofsted may visit a sample of schools to review return of pupils Statutory primary assessments will take place in summer 2021 	<u>SMA</u>	<u>Ongoing</u>	<u>L</u>	<u>Y</u>
Assessment and Accountability Exams	<u>M</u>	<ul style="list-style-type: none"> GCSEs and A levels will take place in summer 2021 There will also be an exam series taking place in autumn 2020. Following the cancellation of summer 2020 exams, the exam boards will be providing students with calculated grades DfE has also announced that there will be an opportunity for students to sit exams in the autumn <p>https://www.parliament.uk/business/publications/written-questions-answers-statements/written-statement/Commons/2020-03-23/HCWS176/</p> <p>https://www.gov.uk/government/publications/responsibility-for-autumn-gcse-as-and-a-level-exam-series/centre-responsibility-for-autumn-gcse-as-and-a-level-exam-series-guidance</p>	<u>SMA</u>	<u>1st Sept</u>	<u>L</u>	<u>Y</u>

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Assessment and Accountability Accountability Expectations	<u>L</u>	<ul style="list-style-type: none"> Performance tables suspended for the 2019/20 academic year, Inspectors and DfE will refer to the 2019 data. 2019 data will be used as a starting point for any conversation about support for settings with Ofsted judgements below good. https://www.gov.uk/government/publications/coronavirus-covid-19-school-and-college-performance-measures/coronavirus-covid-19-school-and-college-accountability	<u>SMA</u>	<u>1st Sept</u>	<u>L</u>	<u>Y</u>
Contingency Planning for Outbreaks Remote Education	<u>M</u>	<ul style="list-style-type: none"> Process in the event of local outbreaks <ul style="list-style-type: none"> Appropriate authorities and DfE will help make decisions if a spike in infection rates occurs at a local level. This includes measures to help contain the spread. Contingency plans for outbreaks <ul style="list-style-type: none"> Remote education plans should remain in place https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/guidance-for-full-opening-special-schools-and-other-specialist-settings#remoteeducation <ul style="list-style-type: none"> In the event of local lockdown, the school will offer remote education. School has a strong contingency plan in place for remote education Engage with families where SEND pupils require adult support The school will remain proactively engaged with parents and carers to <ul style="list-style-type: none"> explain the support that their children are receiving discuss the plans for returning to school consider how parents can support this and any additional help they might need. The school will make use of the following specialist expertise: <ul style="list-style-type: none"> special educational needs co-ordinators education psychologists speech and language therapists 	<u>GCR/</u> <u>PMA/</u> <u>APT</u>	<u>1st Sept</u>	<u>L</u>	<u>Y</u>

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Area for concern	Prior Risk Rating H/M/L	Risk Control Measures	By who?	By when?	Post Risk Rating H/M/L	In place? Yes/No
		<ul style="list-style-type: none"> ○ qualified teachers of sensory impairments ○ other therapists ○ teaching assistants often with specialist knowledge ● The remote learning curriculum will <ul style="list-style-type: none"> ○ Access high quality online and offline resources ○ Give access to high quality remote education resources ○ Use online tools that allow interaction, assessment and feedback, ○ Ensure that staff are trained in their use ○ Provide printed resources for pupils who do not have online access ● The school will: <ul style="list-style-type: none"> ○ set meaningful ambitious assignments ○ teach a planned and well sequenced curriculum ○ provide clarity about what is taught and practised ○ provide frequent, clear explanations of new content ○ gauge how well pupils are progressing ○ set clear expectation on how teachers will check work ○ enable teachers to adjust the pace or difficulty ○ enable teachers to revising material or simplifying explanations ○ deliver a programme equivalent to core teaching ○ ensure the expectations are age appropriate ○ ensure expectations are appropriate to SEND 				

Coronavirus (COVID-19): risk assessment for pupils and staff full re-opening

Authorised signatures:

Prior to school opening

Headteacher:

Chair of Governors

Chief Executive Officer CLT

Bracknell Forest Health & Safety

Date:

Date:

Date:

Date:

Following school opening:

Bracknell Forest Health & Safety

Date: