

## School Covid 19 Risk Assessment – September 2021

If you need specialist Public Health advice to help make local interpretation of any part of the guidance regarding transmission risks, please contact [publichealth@wiltshire.gov.uk](mailto:publichealth@wiltshire.gov.uk)

Name of School	Silverwood School
Name of Headteacher	Mike Loveridge
Assessment completed by	Mike Loveridge/Kathy Dillistone
Assessment date	2 <sup>nd</sup> September 2022
Latest Update	

This risk assessment template sets out the measures that may be used to maintain a safe environment for all occupants and visitors to the school/setting and to reduce the transmission risk of covid-19 coronavirus as far as is reasonably practicable. Particular attention must be given to those at greatest risk including vulnerable groups, pregnant women, and those with underlying health conditions; and to new staff and pupils who may be unfamiliar with the site.

Use the template to prepare a specific risk assessment for your school/setting. It must be kept under review and updated accordingly.

Where separate risk assessments are required for specialist situations as set out in the template below, these do not need to be submitted to the local authority but should be available for scrutiny from LA or HSE enforcement officers. All community and voluntary controlled schools must submit a completed risk assessment to:

RISK	CONTROL MEASURES TO CONSIDER	LOCAL APPLICATION OF MEASURES
<b>1. Maintaining distancing and reducing contact – entrance and exit routes</b>		
Numbers arriving simultaneously on school transport impede the means to distance or reduce contact, and impede effectiveness of staggered start/finish times of school day	<ul style="list-style-type: none"> <li>• Arrange separate ‘holding’ areas for each group to minimise contact (ideally these should be outside if weather permits)</li> <li>• Encourage parents to make other arrangements for travel to/from school other than school transport.</li> <li>• Staff on duty to supervise</li> <li>• Signage at school transport pick up/drop off point</li> </ul>	<ul style="list-style-type: none"> <li>• SLT will supervise disembarkation from taxis – when pupils arrive at classrooms they will be supervised washing and sanitising hands</li> <li>• Some parents make their own travel arrangements due to SEND and travel distances. We will be encouraging parents to use taxis as usual, if appropriate</li> <li>• Staffing to be sufficient to manage arrival</li> <li>• No signage required as staff will meet students from taxi transport. As transport routes and taxis known, it will be possible to manage the arrival effectively using staff who will know which taxi students are arriving on</li> <li>• Parents dropping/collecting students will be asked to drop off at the designated area</li> </ul>
Numbers of parents and children at entrances and exits impede social distancing	<ul style="list-style-type: none"> <li>• Instructions for parents/carers on distancing rules on site.</li> <li>• Staggered start/finish times for different groups.</li> <li>• Markers on floor for children and parents to wait. Ensure markings do not create slip/trip hazard</li> <li>• Use of different entrances/exits for different groups.</li> <li>• Only one parent/carer to accompany child.</li> <li>• Staff on duty to supervise.</li> <li>• Signage.</li> </ul>	<ul style="list-style-type: none"> <li>• See DFE guidelines for advice on face coverings on school transport</li> <li>• Parents/Carers will be encouraged to maintain social distancing when dropping off pupils</li> <li>• Small number of parents/carers dropping off pupils. Parent/Carer to drop off at the designated area. Pupils collected by a member of staff where appropriate. Collection – Parent/Carer to wait at the designated area. Wait for staff member to deliver pupil, do not take pupil if staff member is not present/has not acknowledged student is with parent/carer</li> <li>• Contractors not allowed on site without an appointment and met</li> <li>• Departure – pupils will stay in classes. A member of staff will inform class team when individual pupils taxi has arrived. Where appropriate pupils will be escorted to transport by a member of staff. Staff will ensure that pupils are safely on taxis before they depart.</li> </ul>

RISK	CONTROL MEASURES TO CONSIDER	LOCAL APPLICATION OF MEASURES
Numbers of parents and children at entrances and exits impede social distancing (cont.....)		
Changes to school routine cause vehicular and pedestrian traffic management issues.	<ul style="list-style-type: none"> <li>• Encourage parents to walk/cycle to school with children.</li> <li>• Stagger drop off / pick up times.</li> <li>• Minimise vehicles on site</li> <li>• Review traffic management risk assessment where changes to start/end of day apply.</li> <li>• Staff on duty to supervise.</li> </ul>	<ul style="list-style-type: none"> <li>• Our students arrive from distance so walking/cycling not an option</li> <li>• Pupil numbers should still allow for all to arrive safely if properly managed by sufficient staff on duty, clear instructions to taxi drivers and parents and carers</li> <li>• Where appropriate parental drop off will be in a different area to school transport drop off/collection</li> </ul>
<b>2. Maintaining distancing and reducing contact – internal areas and play areas</b>		
<p>Pupil numbers and room sizes impede the means to reduce contact</p> <p>Pupil numbers and room sizes impede the means to reduce contact (contd...)</p>	<ul style="list-style-type: none"> <li>• Where practical, arrangements will aim to reduce contact and maximise distancing between pupils and staff; and between staff themselves.</li> <li>• Pupils will reduce contact by being grouped together. For primary schools this is likely to be in class sized groups. For secondary schools this may be in up to year sized groups.</li> <li>• Record the names of pupils in each group, and any close contact that takes places between children and staff in different groups.</li> <li>• Remove excess furniture to safe storage areas to increase space.</li> <li>• Desks to be spaced out as far as possible but do not impede fire escape routes and exits.</li> <li>• All desks to face forward with pupils sat side by side.</li> <li>• Floor markings to illustrate 2m areas around teaching positions.</li> <li>• Children to remain at their desks when in the room.</li> <li>• Children to use the same desk each day.</li> </ul>	<ul style="list-style-type: none"> <li>• All class groups small</li> <li>• Teacher desks 2 metres away from pupil desks, where possible</li> <li>• Children use same desks each day</li> <li>• Staff to regularly remind students about personal space and safety measures.</li> <li>• Lessons to be actively planned around use of the outside spaces where practical</li> <li>• Posters up in classrooms reminding pupils about hand washing and the importance of ventilation</li> <li>• Windows to be kept open where practical, however due to SEND school, there may be times when this is not possible. Appropriate ventilation will be encouraged throughout</li> </ul>

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	<ul style="list-style-type: none"> <li>• Lessons planned for individual work as opposed to close group work.</li> <li>• Distancing and reducing contact to be explained to children with regular reminders.</li> <li>• Signage/Posters in each classroom.</li> <li>• Consider the use of school grounds / local environment to extend the range of teaching spaces available</li> <li>• Staff to supervise and enforce measures.</li> <li>• The wearing of any PPE is not considered a necessary control measure except where set out specifically in this risk assessment for first aid or medical attention needs.</li> <li>• Ventilation improved where practicable by having windows open.</li> </ul>	
<p>Number of pupils and staff moving around the school impede the means to distance and reduce contact in corridors and other communal spaces</p> <p>Number of pupils and staff moving around the school impede the means to distance and reduce contact in corridors and other communal spaces (contd....)</p>	<ul style="list-style-type: none"> <li>• Minimise movements of whole groups and individuals outside of the classroom.</li> <li>• Use of a one-way system around the school.</li> <li>• A 'walk on the left' policy if one-way not practicable.</li> <li>• Consider using the pathways around the perimeter of the building to assist with circulation (weather and site layout dependent).</li> <li>• Lane markings on floor and distancing markings in areas where queuing is likely.</li> <li>•</li> <li>• Areas not in use to be closed off (not escape routes).</li> <li>• Children to keep coats, bags, lunchboxes etc. with them in the classroom (under desks) or in suitable storage area.</li> <li>• Signage.</li> <li>• School assemblies to be completed electronically</li> <li>• Acts of worship and other typically communal events to take place in groups (not whole school)</li> </ul>	<ul style="list-style-type: none"> <li>• Classes will have staggered lunchtimes</li> <li>• Weather dependent, classes are taken outside if possible</li> <li>• Some signage to be displayed, limited due to student needs.</li> <li>• Assemblies limited to smaller groups</li> <li>• Inset training and staff meetings delivered by a mix of Team meetings and face to face</li> <li>• Staff and children have the option to wear face coverings</li> </ul>

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Number of pupils and size of space impede the means to distance and reduce contact when using toilets	<ul style="list-style-type: none"> <li>• Apply a maximum number of pupils in toilet rule to maintain distancing and reduce contact.</li> <li>• Where practicable avoid different groups using the same facilities at the same time.</li> <li>• Distance markings on floor in queuing area</li> </ul>	<ul style="list-style-type: none"> <li>• Additional cleaning carried out in toilets</li> <li>• Single use toilets are available in most parts of the school.</li> <li>• Sinks in classrooms used for handwashing as well.</li> </ul>
Number of pupils and available space impede the means to distance and reduce contact at break time and lunchtime	<ul style="list-style-type: none"> <li>• Staggered break and lunch times.</li> <li>• Allocated play areas for each group.</li> <li>• Consider zoning of play areas using markings / cones to reinforce distancing.</li> <li>• Limit use of outdoor play equipment to designated groups at fixed periods</li> <li>• Games which encourage distancing and reduce contact.</li> <li>• Staff supervision to maintain standards.</li> <li>• Any crockery/cutlery used must be cleaned thoroughly.</li> <li>• Catering contractors and other food provision has been subject to specific risk assessment.</li> </ul>	<ul style="list-style-type: none"> <li>• Staggered break and lunch in place</li> <li>• Play areas and equipment to be zoned and used at staggered times throughout lunch and break</li> <li>• Specific Risk Assessment carried out for food provision</li> <li>• All crockery and cutlery used cleaned thoroughly</li> <li>• Gloves to be worn by anyone preparing food.</li> <li>• High levels of staff supervision</li> <li>• Staff and pupils have the option to wear face coverings</li> </ul>
Number of staff and size of staff rest spaces impede the means to distance and reduce contact	<ul style="list-style-type: none"> <li>• Removal of furniture to create more space.</li> <li>• Removal of communal equipment (mugs etc.)</li> <li>• Staggered break times for staff.</li> <li>• Repurpose unused spaces for additional staff rooms.</li> <li>• Staff toilets to enforce 2m distancing.</li> </ul>	<ul style="list-style-type: none"> <li>• Provision of additional equipment for staff to prepare hot drinks in classrooms – separate risk assessment issued</li> <li>• The school is at capacity in terms of space, so there is limited scope for unused spaces unless staff use outside areas not in use by pupils</li> <li>• Masks optional for pupils and staff</li> </ul>
Staff and pupils not wearing face coverings appropriately increases the risk of transmission of Covid 19	<ul style="list-style-type: none"> <li>• Control measures to consider:</li> <li>• Schools should have a small contingency supply of face coverings available for pupils.</li> <li>• Schools should have a process for managing face coverings in school.</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Supply of face coverings available for staff and students.</li> <li>• Staff and pupils also have the option to wear face coverings</li> <li>• All pupils at Silverwood exempt from wearing face masks so they will not be insisted upon</li> </ul>

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<b>3. Hygiene and Cleaning</b>	<b><u>Guidance on cleaning non-healthcare settings</u></b>	
Cleaning staff levels are insufficient to deliver enhanced cleaning regime	<ul style="list-style-type: none"> <li>• Confirm available cleaning staffing levels before wider opening.</li> <li>• Use of contractors or other school staff for additional cleaning.</li> <li>• Agree the new cleaning requirements and additional hours for this.</li> <li>• PPE to be worn by cleaning staff as dictated by risk assessment.</li> </ul>	<ul style="list-style-type: none"> <li>• Staff to carry out thorough clean in the event of somebody displaying symptoms or testing positive</li> </ul>
Insufficient handwashing and hygiene facilities increase the risk of transmission.	<ul style="list-style-type: none"> <li>• Children to hand wash on entry to school, before and after each break and lunch, on changing classrooms, leaving school and after using toilet.</li> <li>• Ensure supplies of suitable soap. Skin friendly cleaning wipes can be used as an alternative</li> <li>• Extra signage to encourage washing hands.</li> <li>• Ensure help is available for children who cannot clean their hands independently.</li> <li>• Hand gel dispensers at strategic locations around the site to complement handwashing facilities.</li> <li>• Supplies of tissues and lidded bins in each teaching space and classroom.</li> <li>• Promotion of the 'Catch it, Bin it, Kill it' campaign to pupils and staff.</li> <li>• Resources are rotated or left to de-contaminate for 48 hours (or 72 hours if plastic) if being used by different groups.</li> </ul>	<ul style="list-style-type: none"> <li>• Hand Gel/sanitiser available. Staff to top up as required</li> <li>• Bins with lids for each classroom, office and toilet</li> <li>• Additional tissues/anti-bac wipes provided in classrooms</li> <li>• Children hand wash every time they come in from outside and before every change of activity</li> <li>• Staff will supervise hand washing to ensure it is done effectively</li> <li>• Premises staff to check stock regularly and re-order in a timely fashion</li> <li>• Catch it/Bin it posters to be ordered, displayed and referred to regularly</li> <li>• Posters displayed promoting the importance of ventilations</li> </ul>
Exposure to new hazardous substances (products)	<ul style="list-style-type: none"> <li>• COSHH assessment to be carried out for any new cleaning/sanitising products in use.</li> <li>• Additional cleaning staff to be made aware of the COSHH risk assessments.</li> <li>• Appropriate storage of hazardous substances.</li> </ul>	<ul style="list-style-type: none"> <li>• Director of finance and Operations to advise on precautions under COSHH for new products to disseminate to staff – there is a risk for our students in ingesting hand gel. High levels of staff supervision will mitigate this risk.</li> </ul>

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	<ul style="list-style-type: none"> <li>Material data sheets to be made available for new and existing products.</li> </ul>	<ul style="list-style-type: none"> <li>Cleaning staff have COSHH as part of their cleaning pack as standard</li> <li>Substances stored in secure locations</li> <li>Material data sheets to be made available for products</li> </ul>
<b>4. Site and Buildings</b>	<b><a href="#">DfE Guidance on school premises management</a></b>	
Visitors/contractors/suppliers on site increase the risk of transmission.	<ul style="list-style-type: none"> <li>Site visits only by pre-arrangement.</li> <li>A record of some visitors must be kept for 21 days <a href="#">specific guidance</a></li> <li>2m exclusion zones/markings in Reception areas.</li> <li>Information/signage for visitors informing them of the infection control procedures.</li> <li>Deliveries and visits outside of school opening hours where possible.</li> <li>Provision of hand sanitiser at main school entrance.</li> <li>Process for the acceptance of deliveries required i.e. area where deliveries can be safely left.</li> </ul>	<ul style="list-style-type: none"> <li>Pre-arrangement for site visits is part of the normal school policy and reception will refuse entry to any un-scheduled visits</li> <li>Reception to keep a record of all visitors to the school</li> <li>It will be difficult to arrange some deliveries/visits outside of school hours, however this will be done where possible</li> <li>Hand sanitiser to be provided at main school entrance</li> <li>Unoccupied parts of the school not unlocked</li> </ul>
Changes affect normal emergency procedures	<ul style="list-style-type: none"> <li>Review of fire assembly points to accommodate reduced contact and distancing where practicable.</li> <li>Fire drill practice to train new arrangements.</li> <li>Other contingency emergency plans to be reviewed including lockdown procedures, major disruption through loss of services, gas leak etc.</li> </ul>	<ul style="list-style-type: none"> <li>Fire drill to be practiced within the first term back at school and then at regular intervals</li> <li>School Emergency plans have been checked and addendums to these will be sent to staff to allow for Covid precautions.</li> </ul>
Changes to the school operations affect normal fire safety procedures	<ul style="list-style-type: none"> <li>Fire safety management plans should be reviewed and checked in line with operational changes. Schools should check: <ul style="list-style-type: none"> <li>all fire doors are operational at all times</li> <li>your fire alarm system and emergency lights have been tested and are fully operational.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Emergency evacuation to run as normal</li> <li>The fire procedure has been reviewed and is suitable for the current conditions</li> <li>Fire emergency equipment and emergency lights are checked and tested</li> <li>Fire drills will take place as normal and within statutory guidelines</li> </ul>

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Site security is compromised by new arrangements	<ul style="list-style-type: none"> <li>• Normal security standards will apply, doors which may be used for drop-off/pick up should then be closed during the school day (and locked if not fire doors).</li> <li>• Additional ventilation via open doors and windows should not occur in unoccupied parts of the site.</li> </ul>	<ul style="list-style-type: none"> <li>• Doors to main entry are controlled by reception and other external door are on a fob system</li> <li>• Any unoccupied parts of the site will be kept secure</li> </ul>
Building checks not taken place	All usual building checks are to be undertaken as normal including flushing of water outlets, schedules of preventative maintenance, portable appliance testing and asbestos monitoring.	<ul style="list-style-type: none"> <li>• All building checks have been carried out where possible around building works, and will continue as normal</li> </ul>
<b>5. Equipment and furniture</b>		
Shared play equipment increases the risk of transmission.	<ul style="list-style-type: none"> <li>• Individual items of play equipment and other shared items used for teaching are to be cleaned between each use by each group.</li> <li>• Outdoor equipment should be cleaned more frequently.</li> <li>• Resources that are shared between groups, such as sports, art and science equipment should be cleaned frequently and meticulously. <i>Note the use of the word 'meticulously' is new.</i></li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Cleaning to take place as per advice</li> </ul>
Shared equipment, fittings and resources increase the risk of transmission.	<ul style="list-style-type: none"> <li>• Handwashing before and after each lesson.</li> <li>• Remove unnecessary items from the classrooms and store elsewhere.</li> <li>• Cleaning regime for door handles, press to exit buttons, communal surfaces.</li> <li>• Children asked to bring in own stationery or have allocated, named, packs of stationery per child.</li> <li>• Resources and surfaces to be cleaned each night.</li> <li>• Lessons planned so sharing of resources in minimised</li> </ul>	<ul style="list-style-type: none"> <li>• All staff to leave areas at the end of the school day to allow for safe and effective cleaning to take place</li> <li>• Hand washing at regular intervals throughout day</li> <li>• Pupils to wash or sanitise hands after using laptops or computers</li> <li>• Where pupils use a different classroom, adults will wipe down surfaces as they leave</li> </ul>



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Increased manual handling tasks increase the risk of musculoskeletal injuries.	<ul style="list-style-type: none"> <li>Staff must not attempt to move large or heavy items unless they are fit to do so.</li> </ul>	<ul style="list-style-type: none"> <li>Staff receive manual handling training annually and are given instruction to not move large or heavy objects</li> </ul>
<b>6. Health and Wellbeing</b>		
Inadequate staffing levels create supervision or safeguarding issues	<ul style="list-style-type: none"> <li>Carry out an audit of all staff availability and review it regularly.</li> <li>Introduce a process for staff to inform you if their health situation changes.</li> <li>If there is a shortage of teachers consider use of suitably qualified TAs to lead a group and maintain ratios.</li> <li>Use of staff from other schools (by agreement).</li> </ul>	<ul style="list-style-type: none"> <li>Staffing levels at a sufficient level and well planned contingency already in place to cope with staff shortages</li> <li>Staff already have a procedure in place to report sickness which is suitable to include if they have Covid symptoms</li> <li>Where possible staff could be used across campuses to ensure we have coverage</li> <li>Supply staff and casual staff will be used where necessary but these will be tested in line with other staff</li> </ul>
Staff and student testing	<ul style="list-style-type: none"> <li>Bring together a team of adults to oversee</li> <li>Decide on best space for testing</li> <li>Achieve consent from staff and parent/carers</li> <li>Engage fully with NHS Track &amp; Trace.</li> <li>Schools should ensure they have explained to all staff the measures they are proposing putting in place and involve all staff in that process.</li> <li>Schools should share the results of their risk assessment with their workforce.</li> <li>Administer testing programme in line with government advice</li> </ul>	<ul style="list-style-type: none"> <li>Ensure that we have adequate staff who are trained to facilitate the testing programme, where this is necessary</li> <li>Some staff and pupils will continue to be tested twice per week onsite (Monday/Thursday) to provide extra security. Those testing off site will complete LFT on Sunday evening and Wednesday evening</li> <li>Ensure that PPE and testing equipment is available for use</li> <li>Supply staff and casual staff will also be tested</li> <li>Where consent is given, pupils will be tested twice weekly from the day they return to school</li> <li>Results are available within 30 minutes once the test is completed.</li> <li>If any person tests positive they will be immediately isolated and parents will be asked to collect them. Staff will go home immediately and self-isolate. Those who return a positive LFT must take a PCR test within 48 hours to either confirm or negate this result. Please see note further down about procedure if parents have no transport</li> </ul>

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		<ul style="list-style-type: none"> <li>• Students may refuse to take the test. This will not exclude them from attendance at school.</li> <li>• If any members of the school community are identified as close contacts of someone who has tested positive for Covid-19 (PCR) they will need to isolate in line with NHS Track and Trace guidelines unless they have been double vaccinated or they are less than 18 years and 6 months old.</li> <li>• Ensure that all procedures and protocols are followed to minimise the chances of cross-contamination</li> </ul>
Clinically Extremely vulnerable children at higher risk of infection.	<ul style="list-style-type: none"> <li>• Parents should follow current medical/government advice if their child is in this category.</li> </ul>	<ul style="list-style-type: none"> <li>• Children and staff who are CEV are no longer required to shield, unless they have had specific written advice from the specialist that oversees their health care</li> </ul>
Person becomes unwell with Covid-19 symptoms in school	<ul style="list-style-type: none"> <li>• Move to a pre-designated room where person can be isolated, with adult supervision if a child.</li> <li>• Ventilate the room if possible.</li> <li>• PPE should be worn if contact is required.</li> <li>• Inform parent/carer to arrange collection.</li> <li>• Cleaning regime after each usage of the space.</li> <li>• Follow the advice from health protection team</li> </ul>	<ul style="list-style-type: none"> <li>• If any person tests positive they will be immediately isolated (use the designated campus area) and parents will be asked to collect them. Staff will go home immediately and self-isolate. Those who return a positive LFT must take a PCR test within 48 hours to either confirm or negate this result.</li> <li>• Parents/carers asked to provide details and confirmation that they can collect a child who has become unwell</li> <li>• If there is a pupil in school who cannot be collected by a parent/carer, the school car where available will be used with suitable protective equipment for the driver, and the student will be issued with a face mask. Students who do not have parents/carers who can collect will be identified in advance and be flagged up to staff so they know which procedure to follow if a child becomes unwell. Parents/carers to be contacted to communicate this.</li> <li>• Driver will probably be a member of SLT</li> </ul>

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<p>Person becomes unwell with Covid-19 symptoms in school (cont.....)</p>		<ul style="list-style-type: none"> <li>• If any children are required to self-isolate they will receive a blended learning curriculum including allocation of a laptop where needed</li> <li>• If a child, young person or other learner becomes unwell with symptoms of coronavirus (COVID-19) while in their setting and needs direct personal care until they can return home. A fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn. This would be continued IF the child required transport by the school to home.</li> </ul>
<p>Outbreak of Covid-19 within the school (defined as more than five confirmed cases within a fortnight)</p>	<ul style="list-style-type: none"> <li>• Senior leaders have awareness of the PHE “local outbreak management plan”</li> <li>• Local school management plan is in place and relevant staff have been made aware</li> <li>• Remote education plans in place</li> </ul>	<ul style="list-style-type: none"> <li>• Please follow Covid Outbreak contingency plan</li> </ul>
<p>Staff wellbeing affected by the working experience</p>	<ul style="list-style-type: none"> <li>• Staff risk assessment tool being used to assess those in higher risk groups.</li> <li>• Staff aware of risk assessment process and able to contribute.</li> <li>• Staff meetings and communication.</li> <li>• Defined wellbeing support measures for staff.</li> <li>• Designated staff rest areas.</li> <li>• Offering the ability to wear PPE on a voluntary basis</li> </ul>	<ul style="list-style-type: none"> <li>• Wellbeing team offering support for staff, regular updates and tools sent to staff, Counselling 24/7 free to staff part of all staff package</li> <li>• Morning briefing four times a week to give additional opportunities to share.</li> <li>• Staff can wear face masks if they wish</li> <li>• Regular testing to ease staff and parental anxieties</li> <li>• Regularly liaise with union representatives to minimise the anxiety of staff</li> </ul>


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Volunteer wellbeing affected by the working experience	<ul style="list-style-type: none"> <li>Volunteers will be treated in the same way as school staff and provided with the same information, instruction, training and equipment.</li> <li>Volunteers will be included in regular communications and be given the opportunity to feedback any concerns.</li> <li>Offering the ability to wear PPE on a voluntary basis</li> </ul>	<ul style="list-style-type: none"> <li>As written in box on left</li> </ul>
Pupil wellbeing is impacted by the current situation causing physical and mental ill health. <a href="#">School Effectiveness guidance on Right Choice</a>	<ul style="list-style-type: none"> <li>Children to have allocated teacher and TA where possible.</li> <li>Reduced time in school to ensure transition from home to school is successful.</li> <li>Curriculum to support children's well-being.</li> <li>Provide opportunities to talk about their experiences/concerns.</li> <li>Pastoral activities.</li> <li>Offering the ability to wear PPE on a voluntary basis</li> </ul>	<ul style="list-style-type: none"> <li>Students are in groups with named Teachers and TAs</li> <li>Curriculum at the school is based on supporting student well-being under normal circumstances, additional measures planned to support students with Covid related issues focusing on mental health, social skills and resilience</li> <li>Tutor time and pastoral activities planned by class teachers</li> <li>Pupils can wear face masks if required</li> </ul>
First aid provision	<ul style="list-style-type: none"> <li>Ensure all staff know First Aiders on site if less than normal.</li> <li>If provision is less than usual, minimise hazardous activities which may result in injury.</li> <li>Ensure a supply of PPE is available for provision of first aid and use and dispose of accordingly.</li> </ul>	<ul style="list-style-type: none"> <li>Dedicated First Aid provision sufficient to cope, if numbers of trained first aiders not sufficient this will be communicated to staff and activities amended as needed</li> <li>PPE available to use as appropriate</li> </ul>
Pupils with special medical needs (administering medication)	<ul style="list-style-type: none"> <li>Required number of competent staff on site</li> <li>Staff training up to date</li> <li>Alternative arrangements in place if staff training/competence has lapsed</li> </ul>	<ul style="list-style-type: none"> <li>The school has put in place training for staff, including contingency planning for students with medical needs</li> <li>Staff training is up to date and has been updated at recent staff training days</li> <li>Medicines will be administered in line with care plans</li> <li>Any person administering medication should not touch the pupil unless necessary to do so. If this happens then hands must be washed immediately and hand sanitiser applied in line with government guidance.</li> </ul>

RISK	CONTROL MEASURES TO CONSIDER	LOCAL APPLICATION OF MEASURES
<p>1:1 teaching, physical restraint and children with SEND or EHC plans are adversely affected by the current situation</p>	<ul style="list-style-type: none"> <li>• Individual <a href="#">risk assessments</a> of children with behavioural difficulties.</li> <li>• Ensure a supply of PPE is available based on need.</li> <li>• Reduced timetable or consideration of other solutions if child's behaviour puts staff at risk.</li> <li>• 1:1 teaching to be done with reduced contact.</li> </ul>	<ul style="list-style-type: none"> <li>• All students PHPs, risk assessments and tutor strategies document updated</li> <li>• Each student risk assessed on behaviour.</li> <li>• Incidents reported to SLT and parents</li> <li>• SLT will keep themselves up to date with DFE and government guidance</li> </ul>
<b>7. Risk assessments and Policies</b>		
<p>Standard risk assessments do not take account of additional covid-19 risks</p> <p>Educational visits are to be avoided at this time.</p> <p>Schools should avoid performances with an audience and follow latest separate guidance for music, dance and drama.</p>	<ul style="list-style-type: none"> <li>• Ensure all work environments and teaching/learning activities have been subjected to risk assessments in line with conventional H&amp;S requirements.</li> <li>• Review and where necessary update all risk assessments with additional control measures to counter any significant infection transmission risk</li> <li>• Pay particular attention to curriculum areas and activities being resumed for the first time since school restrictions were introduced</li> <li>• LoTC activities are restricted to non-residential activities and are subject to the usual process of risk assessment and authorisation.</li> <li>• One -off activities such as PTA and other fundraising events, firework displays etc. will be subject to separate risk assessment.</li> <li>• Lettings of facilities will be subject to separate risk assessment.</li> <li>• School clubs, Breakfast clubs and after-school provision are subject to a separate risk assessment.</li> <li>• Behaviour policy amended to reflect covid-19 protocols.</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Work environments and T&amp;L activities risk assessed, to be reviewed and any amendments made as required</li> <li>• LOTC and trips available as normal</li> <li>• RA completed for any trips planned</li> <li>• Lettings have recommenced and will be RA as appropriate</li> <li>• Behaviour Policy amended</li> </ul>
<b>8. Monitoring</b>		

RISK	CONTROL MEASURES TO CONSIDER	LOCAL APPLICATION OF MEASURES
<p>Control measures set out in this risk assessment do not prove effective</p> <p>Levels of compliance are inadequate</p>	<ul style="list-style-type: none"> <li>• Named school staff will monitor the application and effectiveness of the control measures set out within this risk assessment, and the level of compliance by staff, visitors and pupils</li> <li>• Non-compliance will be addressed immediately</li> <li>• Regular communication with staff on the outcomes of the monitoring</li> <li>• LA H&amp;S Advisers are able to visit the school site to assess compliance</li> </ul>	<ul style="list-style-type: none"> <li>• Director of Finance and Resources/Director of Learning to review on a monthly basis (or more often as necessary). Staff will be aware of control measures, and how to flag any issues. Point of contact for staff will be any one of SLT or Admin Team. DoF&amp;R to report to rest of SLT</li> <li>• Based on the type of non-compliance, SLT will address immediately using email, direct contact if a person not complying and morning daily briefings</li> </ul>
<b>9. Other risks – specific to your school</b>		
<p>Please add details of any other relevant covid-19 risks presented by circumstances that are relevant to your school site and activities but are not covered by Items 1-8.</p> <p>Also add activities such as swimming and indoor gyms as and when restrictions are lifted.</p> <p>Staff member on site becomes ill NOT Covid symptoms</p> <p>Staff/pupils at harm from Covid-19 testing protocols*</p>	<p>Control measures to consider:</p> <ul style="list-style-type: none"> <li>• Safe storage and handling of test kits</li> <li>• Suitable instruction to staff and pupils about safe use</li> <li>• Parental consent procedure for &lt;16 year olds</li> <li>• Supervision of pupils administering tests themselves</li> </ul>	<ul style="list-style-type: none"> <li>• Staff member to leave immediately. Staffing ratios sufficient for class to continue to the end of the day. Additional staff to be put in place as soon as possible</li> <li>• There is a procedure for the safe storage and handling of test kits</li> <li>• Staff have received training and pupils have had instruction and demonstrations</li> <li>• Parental consent in place, where appropriate</li> </ul>

RISK	CONTROL MEASURES TO CONSIDER	LOCAL APPLICATION OF MEASURES
	<ul style="list-style-type: none"> <li>• Maintenance of safe distances during supervision or intervention</li> <li>• Disposal of waste materials</li> <li>• Emergency response measures</li> </ul>	

I confirm that the above is a suitable and sufficient risk assessment based on current information. The risk assessment will be reviewed on a regular basis and whenever anything significant changes. All relevant parties will be informed of the outcomes of this risk assessment.

<b>Name of Director of Learning</b>	<b>Mike Loveridge</b>	
<b>Signature of Director of Learning</b>		<b>Date: 03/09/2021</b>
<b>Name of Chair of Governors / Trustees</b>	Aileen Bates	
<b>Signature of Chair of Governors / Trustees</b>		<b>Date:</b>
<b>Date of review</b>		