



Coronavirus (COVID-19): risk assessment for pupils at school

Assessment conducted by: Barry Grant and Sam Sillito	Job title: Headteacher with support from Health and Safety advisor	Covered by this assessment: pupils, staff and other relevant individuals.
Date of assessment: Tuesday 8 th March 2022	Review interval: in line with government updates	Date of next review: May 2022

Related documents

First Aid Policy, Emergency Plan, Supporting Pupils with Medical Conditions Policy, COSHH Policy, Administering Medication Policy, Records Management Policy, Data Protection Policy, Security Policy, Behavioural Policy, Staff Code of Conduct.

Risk rating		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	Major Causes major physical injury, harm or ill-health.	High (H)	H	Medium (M)
	Severe Causes physical injury or illness requiring first aid.	H	M	Low (L)
	Minor Causes physical or emotional discomfort.	M	L	L

For the purpose of this risk assessment, we have used the term ‘coronavirus’ to refer to coronavirus disease 2019 (COVID-19). Schools need to ensure this risk assessment reflects local arrangements and should only close if they do not have enough participating pupils or staff to warrant the school remaining open.

Please note the term “parent” refers to any parent who is a key worker or is a parent or carer to a vulnerable child. Furthermore, the term “pupils” refers to those attending school – all other pupils should learn from home.

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Awareness of policies and procedures	<u>H</u>	<ul style="list-style-type: none"> All staff, pupils and volunteers are aware of all relevant policies and procedures including, but not limited to, the following: <ul style="list-style-type: none"> <u>Health and Safety Policy</u> <u>Infection Control Policy</u> <u>First Aid Policy</u> <u>Safeguarding updated in response to COVID 19</u> All staff have regard to all relevant guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 The Health Protection (Notification) Regulations 2010 Public Health England (PHE) (2017) ‘Health protection in schools and other childcare facilities’ DfE (2022) ‘Schools COVID-19 operational guidance’ - DfE (2022) ‘Actions for early years and childcare settings during the coronavirus (COVID-19) outbreak’ - DfE (2021) ‘Health and safety: responsibilities and duties for schools’ - HM Government (2022) ‘COVID-19 Response: Living with COVID-19’ - UK Health Security Agency (2022) The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training. 	Y	Headteacher/ business manager	March 2022	<u>L</u>

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		<ul style="list-style-type: none"> • The school keeps up-to-date with advice issued by, but not limited to, the following: <ul style="list-style-type: none"> - DfE - NHS - Department of Health and Social Care - UKHSA formally PHE - The school's local health protection team (HPT) • Staff are made aware of the school's infection control procedures in relation to coronavirus via email. • Parents are made aware of the school's infection control procedures in relation to coronavirus via letter and the school website– they are informed that they must contact the school as soon as possible if they believe their child has been exposed to coronavirus. • Pupils are made aware of the school's infection control procedures in relation to coronavirus via class bubble and are informed that they must tell a member of staff if they begin to feel unwell. • The Data Protection Policy and Records Management policy_is always followed – this includes withholding the names of staff, volunteers and pupils with either confirmed or suspected cases of coronavirus. • Regular staff meetings, briefings and communications with a focus on safety protocols and requirements take place with a wide variety of staff from across whole school • COVID management plan in place for any outbreak. 	Email and put on staff shared drive	Class staff	8/3/2022	
Understanding of self isolation advice	L	<ul style="list-style-type: none"> • Staff, parents, pupils and visitors are informed of the national guidance regarding self -isolation from the UKHSA via the School Newsletter • It is no longer a legal requirement to self -isolate following a positive coronavirus test. As with all things through the pandemic Queensgate will take a sensible and balance approach. If you test positive please inform the headteacher/deputy headteacher. We will 	L	HT	March 2022	

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		<p>discuss each situation on a case by case basis. Some will take time off school if too unwell to work, some will work from home and some will attend work with other measures in place. Vulnerable staff will be told if a member of staff has tested positive for Covid.</p> <ul style="list-style-type: none"> • Parents, pupils and visitors are informed of any additional school - level advice on self -isolation. • Staff, parents, pupils and visitors are made aware of any changes to self -isolation guidance. 				
Close contact with confirmed coronavirus cases	<u>M</u>	<ul style="list-style-type: none"> • Staff, parents and pupils are made aware that the routine contact tracing conducted by NHS Test and Trace ends from 24 February 2022 • Staff, parents and pupils are informed that from 24 February 2022 close contacts of positive cases are not required to take daily tests or self -isolate. • Staff, parents and pupils are informed that people who live in the same household as someone with coronavirus are at highest risk of becoming infected, and those who have stayed overnight in the same household are also at high risk. • Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, a high temperature, and/or loss of taste or smell and are kept up to date with national guidance about the signs, symptoms and transmission of coronavirus 	L	HT	March 2022	
Contact with individuals who develop coronavirus symptoms at school.	<u>M</u>	<ul style="list-style-type: none"> • The legal requirement to self -isolate if you are a close contact of someone with coronavirus ended on 24 February. However: -In most cases, staff, parents and carers will agree that a member of staff or pupil with the key symptoms of coronavirus should not attend school, given the potential risk to others. • School can take the decision to refuse a pupil, if in our reasonable judgement, it is necessary to protect other pupils and staff from possible infection with coronavirus. 	yes	HT	March 2022	<u>L</u>

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> • If anyone develops coronavirus symptoms while at school, they are sent home and informed of the national guidance on what to do if you have symptoms or test positive for coronavirus. • Pupils being sent home after displaying symptoms who are awaiting collection by a parent are moved to a room where they can be isolated behind a closed door, with an open window for ventilation where possible. If it is not possible to isolate the pupil, they are moved to an area which is at least two metres away from others. If required, a member of staff supervises the pupil. • If the pupil needs to use the toilet while awaiting collection, they use a separate bathroom if possible. The bathroom is cleaned and disinfected using standard cleaning products before being used by anyone else. • Emergency assistance is called immediately if the pupil's symptoms worsen, and they require further medical care. • PPE is worn by supervising staff if direct personal care is needed and they cannot maintain a distance of two metres. • In exceptional circumstances, where a pupil's parent cannot arrange to have their symptomatic child collected, the school may make alternative arrangements to get the pupil home i.e. if within walking distance, 2 members of staff may walk the pupil home • Symptomatic individuals are directed to not use public transport to get home. • Anyone who comes into contact with a symptomatic individual should wash their hands thoroughly for 20 seconds with soap and running warm water or hand sanitiser. The area around the symptomatic individual is cleaned after they have left the premises. • Staff members who have helped someone with symptoms and any pupils who have been in close contact with them are 				

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		<p>informed that they do not need to self-isolate unless they develop symptoms themselves.</p> <ul style="list-style-type: none"> The school does not routinely take the temperature of pupils. Staff members are reminded of legislative and school specific safety protocols, procedures and expectations by way of weekly staff briefings, updates from HR and H&S and updated government guidance as and when it is updated/released. 				
Managing confirmed cases of Coronavirus/Omicron	<u>H</u>	<ul style="list-style-type: none"> The legal requirement to self-isolate if you have coronavirus ended on 24 February. Discussed on a case by case basis School can take the decision to refuse a pupil, if in our reasonable judgement, it is necessary to protect other pupils and staff from possible infection with coronavirus. Staff, pupils and parents are informed of how the school responds to confirmed cases of coronavirus. Where an individual in the school community tests positive for coronavirus, the school follows public health advice and Infection Control procedures . Individuals who test positive for coronavirus follow the UKHSA guidance on precautions to take. Staff who have coronavirus are supported to work from home where possible. Individuals with coronavirus are informed that the government advise s they stay at home and may take an LFD test from five days after their symptoms started (or the day they tested positive if they did not have symptoms) and on the following day. If they have 7 negative test results on consecutive days, and they do not have a temperature, they are able to return to school. Where/When required i.e. an outbreak, relevant parents and staff are informed of the confirmed case; however, the name of the individual is not shared. 	y	HT	March 2022	<u>L</u>

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		<ul style="list-style-type: none"> Staff are notified each time a positive case notification is received If the school has confirmed cases, or an overall rise in sickness absence where coronavirus is suspected, the school continues to work with the DfE's dedicated coronavirus advice service (or local HPT if the case is escalated). 				
Poor hygiene practice	H	<ul style="list-style-type: none"> Posters are displayed throughout the school reminding pupils to wash their hands, e.g. before entering and leaving the school – the school have installed pull ups to raise awareness. Pupils wash their hands with soap before and after break times and lunchtimes for no less than 20 seconds. Additional alcohol-based sanitiser (that contains no less than 60 percent alcohol). Infection control procedures are adhered to as much as possible in accordance with the DfE and PHE's guidance. Sufficient amounts of soap (or hand sanitiser where applicable), clean water, paper towels/hand dryer and waste disposal bins are supplied in all toilets and kitchen areas where appropriate. Each classroom has a sink, hot water, soap, and hand sanitiser available. Bar soap is not used, in line with the Infection Control Policy – liquid soap dispensers are installed and used instead. Pupils are supervised by staff observing social distancing when washing their hands to ensure it is done correctly, where necessary. Pupils do not share cutlery, cups, or food. All utensils are thoroughly cleaned before and after use. Cleaners are employed by the school to carry out daily, thorough cleaning that follows national guidance and is compliant with the COSHH Policy and the Health and Safety Policy. 	YES	Headteacher/ site manager/SB M	8 th March 2022	L

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> The SBM arranges enhanced cleaning to be undertaken where required. 				
PPE	H	<ul style="list-style-type: none"> PPE is distributed to all staff who provide intimate care for pupils in need and for cases where a pupil becomes unwell with symptoms of coronavirus whilst in school and a social distance cannot be maintained. PPE consists of gloves, aprons, masks, visors, safety glasses/goggles. Used PPE is disposed of properly using designated bins provided around the school. PPE is widely available throughout the whole school. Stock levels are maintained and staff understand the necessity of it's use in school and when it is required. All PPE waste is put in a plastic rubbish bag which, once full, is tied and placed in a second tied bag and stored in a suitable and secure place, marked for storage for 72 hours. Following this period, it is put in the communal waste area. 	yes	HT	March 2022	L
Hand cleaning and respiratory hygiene	H	<ul style="list-style-type: none"> Enhanced hygiene practices remain in place. Suitable handwashing and sanitising facilities are provided for individuals to wash their hands regularly and at regular intervals throughout the day. There is an adequate amount of handwashing stations which are kept well-supplied with soap and running water or hand sanitiser. Pupils are supervised, where appropriate, when using hand sanitiser to ensure they do not ingest any. Younger pupils and those with additional needs are supported to ensure they adopt good hand cleaning and respiratory hygiene practices. Stock control measures are in place to ensure sufficient cleansing supplies across whole school at all times. Adequate amounts of tissues and designated respiratory hygiene bins are available in relevant areas such as classrooms. Any respiratory hygiene bins are emptied daily and disposed of in accordance with safety protocols. Staff can restock items such as tissues and cleansing items on a daily basis. 	yes	HT	March 2022	L

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		<ul style="list-style-type: none"> • Visual aids are displayed throughout the school reminding pupils to wash their hands regularly and follow the 'catch it, bin it, kill it' approach • Where assemblies take place, reminders on personal hygiene and safety practices are reiterated to pupils. • Any alcohol -based hand sanitiser and cleaning products are kept out of the way of pupils. • Hand sanitiser stations/supplies are available across school including the school entrance foyer, all classrooms, shared areas and offices. • Any stakeholders with allergies to any PPE such as hand sanitiser are to use soap and water and apply hand cream afterwards where necessary. • Pupils are instructed to cough or sneeze into their inner elbow and use a tissue to cover their mouths and noses where possible, disposing of the tissue in designated lidded bins. • Pupils should wash their hands or sanitise after they have coughed or sneezed. • Younger pupils and those with complex needs are supported to ensure they adopt good hand cleaning and respiratory hygiene practices which may include an individual risk assessment being implemented. 				
Cleaning	H	<ul style="list-style-type: none"> • The cleaning team make sure: <ul style="list-style-type: none"> ➢ Frequently touched surfaces/common contact points being cleaned more often than normal i.e., door handles, light switches, push bars/buttons, desks, whiteboards/interactive screens, photocopiers, taps, toilet seats and flush handles, handrails, kitchen appliances, printers, telephones, PC's and ICT devices. ➢ toilets is cleaned regularly. • Antibacterial hand wipes available in locations across school to enable all staff to undertake cleansing throughout the day. • Adequate amounts of suitable cleaning agents are available across whole school for all staff and is replenished daily/when required when levels fall low. 	yes	Yes	HT/Top Mops	L

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		<ul style="list-style-type: none"> • PPE is available to all members of staff who require it to carry out cleaning safely including cleaning materials and PPE equipment available in every class. • Hall floors deep cleaned daily. • Designated bins for hygiene items such as tissues, wipes and other cleansing resources. Double bag approach to any hygiene waste removal and disposal. • Surfaces, toys, books, doors, sinks, toilets and light switches are cleaned more regularly, using disinfectant, in line with the COSHH. • Frequently touched surfaces, equipment, tools and resources for messy play are recommended to be thoroughly cleaned and dried before and after they are used. • Clear procedures are put in place to ensure stringent cleaning processes are followed for food preparation areas, dining areas and table coverings. 				
Testing		<ul style="list-style-type: none"> • If an individual tests positive for Coronavirus via LFD or PCR test they are told to follow the UKHSA guidance. • Staff, parents and pupils are informed that staff and pupils no longer need to take a lateral flow device (LFD) test twice a week at home. • The school will consider offering a PCR symptomatic staff member a testing kit if they cannot otherwise access testing quickly and if the individual is vital to the running of the school. • Parents and staff are asked to inform the school immediately of test results. • Staff, parents and pupils are informed that staff and pupils no longer need to take a lateral flow device (LFD) test twice a week at home. • Twice weekly lateral testing ended in School staff on 28.02.2022. Staff are encouraged to test if they develop an illness or symptoms related to Coronavirus. • If a staff member received a positive result from a lateral test, then they are required to take a PCR (Polymerase Chain reaction) Covid Test which is obtained by visiting a through walk -in/drive -through or postal testing services. 				

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Unvaccinated members of staff		<ul style="list-style-type: none"> The school encourages all eligible staff to take up the vaccine offer. The school enables staff who are eligible for vaccination to attend booked appointments, including during term time where possible. The school asks for the vaccination status of members of staff on the basis that schools are a place of high contact and its need to protect other staff and pupils. Unvaccinated members of staff are reminded by their line manager to pay particular attention to the school's existing system of controls, e.g., regular handwashing. In all cases, the school does not discriminate against any member of staff who has not being vaccinated for any reason, and adheres to its duties under the Equality Act 2010. 		HT	March 2022	
Transport	M	<ul style="list-style-type: none"> In the event of a school or local outbreak, the headteacher will communicate with the schools' LA or transport provider to assess the approach to dedicated school transport they are adopting. Fresh air through ventilation is to be maximised, particularly through open windows and ceiling vents when on/in transport vehicles, i.e., coaches. Transportation to and from leisure centres for swimming lessons (curriculum requirement) maintains full safety protocols regarding sterile environments. 	Yes	HT	March 2022	L
Catering		<ul style="list-style-type: none"> The School's kitchen is open and operates within usual legal requirements. The SBM liaises with catering providers to ensure the kitchens can remain fully open throughout the term and food is prepared and delivered in line with any relevant sections of the government's 'Working safely during coronavirus (COVID-19)' guidance. FSM food parcels are provided for eligible pupils who are not attending school during term time where they: - Are self-isolating. - Have had symptoms or a positive test result. - Are not attending as a result of local restrictions advised by the government i.e. Lockdown. 				

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Access to learning & remote home learning		<ul style="list-style-type: none"> • While attendance is mandatory, remote learning is provided for pupils who are following clinical or government guidance to stay at home, e.g. where they are self-isolating. All such pupils not physically unwell are given access to remote education as soon as is reasonably practicable. • The headteacher and phase leaders work with teaching staff to identify curriculum priorities and ensure a plan is in place to provide adequate learning material. • Teaching staff deliver any remote education in line with the expectations set out in the Remote Learning Policy. • The headteacher ensures that all teaching staff understand these expectations and know how to seek help if they feel unable to meet them. • The headteacher and SEN leader identify what provision can be reasonably provided for pupils with EHC plans. • The headteacher ensures that any pupils taught remotely in KS1 are set work that as a minimum covers three hours a day on average. • The headteacher ensures that any pupils taught remotely in KS2 are set work that as a minimum covers four hours a day. • The government's catch -up funding is utilised to ensure pupils receive the support they need to catch -up on learning lost due to the coronavirus pandemic. • The school informs parents that they should raise any concerns about the quality of the school's remote education offer with the headteacher in the first instance, and that parents may contact Ofsted directly if they feel their concerns have not been satisfactorily addressed. 				
Educational visits		<ul style="list-style-type: none"> • Educational visits will be conducted in line with the government guidance. This includes the COVID secure measures in place at the destination. • A full and thorough risk assessment is made in relation to all educational visits to ensure they can be undertaken safely. • The school ensures it is prepared to carry out domestic day trips and residential trips. • Pupils are allowed to go to public places and do not need to be restricted to limits on gatherings provided: 				

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		<ul style="list-style-type: none"> -Any staff: child ratios are maintained -A risk assessment is conducted in advance -Good hygiene is maintained throughout -Hand washing takes place before and after the trip -The trip is carried out in line with relevant local and national coronavirus guidelines • -Appropriate insurance arrangements are in place. 				
Extra-curricular activities and wrap around provision		<ul style="list-style-type: none"> • The school works to provide all before and after school educational activities and wrap around childcare for all pupils. • Wrap around provisions are run in line with the current government guidance. • There are no restrictions on the number of pupils attending indoor activities. • Parents are able to access wraparound and extracurricular provision for their children, without any restrictions on the reasons for which they may attend. • Clubs continue to run in line with protective measures, e.g., safety protocols which mirror that of the school's daily routines including regular handwashing and safety checklists 		HT	March 2022	
Well being		<ul style="list-style-type: none"> • The Senior Leadership Team (SLT) oversees Mental Health and Wellbeing for all staff and pupils within the school. • Staff are vigilant in discerning pupil or staff mental health and report any concerns to the SLT. • SLT have an open-door policy with regards to any concerns or anxieties related to Covid 19 or returning to work after a period of isolation/illness. • The school provides opportunities for staff and pupils to talk about their mental health and experiences during the pandemic and beyond. • Pupils have access to pastoral support and activities, e.g., opportunities to renew and develop friendships. • SLT discusses the implications on staff and pupil workload and puts a plan in place to minimise the risk of stress. 				

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		<ul style="list-style-type: none"> • The headteacher and the SENCO identify pupils with additional needs and put provision in place to ensure their needs are adequately and safely met, e.g., the relevant staff are available. • The Designated Safeguarding Lead (DSL) ensures provision is in place to help protect wellbeing and mental health, and ensure all staff, volunteers and pupils have access to psychological support. • The DSL ensures that adequate pastoral care is in place to support pupils who require it. • The school engages with local health/immunisation providers to ensure health/immunisations programmes can be provided on site in line with the relevant protective control measures. • Safeguarding issues are managed in line with the Child Protection and Safeguarding Policy. • Staff and pupil bereavement are managed in line with the Bereavement Policy. • The school reminds pupils, parents and staff of the channels of support for wellbeing concerns available to them and how to access them, both at the school and from external organisations. • The schools stress policy is utilised in the event a staff member expresses any concern regarding work related stress. • ‘Keeping in Touch’ approach implemented for all staff and pupils who are away from school for a period of time. • The school encourages staff to get vaccinated if possible and encourages these staff members to attend booked vaccination appointments even during term time 				
Safeguarding		<ul style="list-style-type: none"> • The school’s Child Protection and Safeguarding Policy is reviewed as necessary to reflect the current operations of the school 		HT	March 2022	
Communication		<ul style="list-style-type: none"> • The headteacher contacts the DfE’s advice helpline for specific recommendations for their school as and when required. • The headteacher puts into place any actions or precautions advised by the DfE’s helpline or local HPT if necessary. 				

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		<ul style="list-style-type: none"> The headteacher liaises with the LA where necessary and includes any local guidance in communications with staff where required. The school's website is kept up-to-date with any important information regarding the running of the school during the coronavirus pandemic, e.g. local arrangements. The headteacher liaises with the governing board about possible arrangements for running the school where necessary. Parents are informed via letter/text about the relevant information regarding the running of the school. 				
Heating, ventilation and water systems	M	<ul style="list-style-type: none"> The school has a clear approach to increasing ventilation and minimising risk of aerosol transmission. Particular consideration is given to ventilation when hosting events where visitors such as parents are on site, e.g. school productions. The site manager checks that all ventilation systems, including fume extraction systems, are in working order in accordance with manufacturer's recommendations, and that there are no blockages present in external or internal vents. All ventilation systems remain energised in normal operating mode. Where possible, the windows of occupied rooms are open. In cold weather, where this causes issues with thermal comfort, the following mitigations are put in place where possible: -Classrooms are rearranged to minimise the discomfort caused by draughts from open windows, e.g. by moving desks and chairs -High level windows are opened in preference to low level windows, to reduce draughts -Ventilation is increased while the space is unoccupied, e.g. during break and lunchtimes. Additional clothing items/layers are utilised where and when required in colder weather. ventilation of occupied rooms is recommended across whole school. Site Management ensure heat to internal spaces and water systems is consistent so that a suitable stable temperature is maintained throughout School ensuring a comfortable working and learning environment for both staff and pupils. 	yes	HT	March 2022	L

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		<ul style="list-style-type: none"> • Hand washing facilities are maintained with levels of hot water for hand cleansing. • All water systems flushed when necessary and recorded. • Levels of temperatures should be maintained to ensure a comfortable environment. • Use of an outdoor classroom is available subject to weather conditions • Pupils take part in recreational play and mile walks to ensure further opportunities to gain fresh air. • Complying with the installation of government CO2 emissions monitors (when received/implemented) • To avoid inaccurate readings, CO2 monitors are placed: <ul style="list-style-type: none"> - At head height when seated. - Away from ventilation outlets, such as grilles or windows. - At least 0.5 meters away from occupants of the space being monitored. 				
Contingency planning		<ul style="list-style-type: none"> • The school has a Coronavirus (COVID-19) Contingency Plan – also known as an outbreak plan – that can be implemented if additional restrictions need to be put in place 	yes	HT	March 2022	
Ill health	H	<ul style="list-style-type: none"> • Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing and high temperature, and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus. • Any pupil who displays signs of being unwell is immediately referred to the Headteacher. • Where the Headteacher is unavailable, staff act in line with the Infection Control Policy and ensure that any unwell pupils are moved to the isolation room (Interview room) whilst they wait for their parent to collect them. • Pupils displaying symptoms of coronavirus do not come in to contact with other pupils and as few staff as possible, whilst still ensuring the pupil is safe. 	In place	Headteacher/ staff	March 2022	L

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		<ul style="list-style-type: none"> The parents of an unwell pupil are informed as soon as possible of the situation by a relevant member of staff. Where contact with a pupil's parents cannot be made, the next emergency contact is contacted, appropriate procedures are followed in accordance with those outlined in governmental guidance and the Infection Control Policy. Unwell pupils who are waiting to go home are kept in an area where they can be at least two metres away from others. Areas used by unwell pupils who need to go home are thoroughly cleaned once vacated. If unwell pupils are waiting to go home, they are instructed to use different toilets to the rest of the school to minimise the spread of infection. Parents are advised to contact 999 if their child becomes seriously ill or their life is at risk. Any medication given to ease the unwell individual's symptoms, e.g., paracetamol, is administered in accordance with the Administering Medications Policy. 				
Spread of infection	H	<ul style="list-style-type: none"> Spillages of bodily fluids, e.g., respiratory and nasal discharges, are cleaned up using PPE at all times in line with the Infection Control protocol. Area will be deep cleaned before room is used again. Children will utilise other space i.e., outdoors or school hall whilst room is being prepared for use. Children encouraged to CATCH IT, BIN IT, KILL IT where possible. Suspected contaminated waste will be double bagged and securely stored for 72 hrs prior to disposal in the usual way Pupils are instructed to cough or sneeze into their elbow and use a tissue to cover their mouths where possible, disposing of the tissue in specified lidded bins in each room. 	In place	Headteacher	8 th March 2022	L

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		<ul style="list-style-type: none"> • Pupils wash their hands after they have coughed or sneezed. • Parents are informed via letter and/or email not to bring their children to school or on the school premises if they show signs of being unwell and believe they have been exposed to coronavirus. • Children who have displayed symptoms of coronavirus must self-isolate for 10 days before returning to school. • Any staff or children who have been in contact with an individual who has tested positive for COVID19 it is recommended a PCR test is completed. It is also recommended that lateral flow testing is completed regularly. 				
Poor management of infectious diseases	H	<ul style="list-style-type: none"> • Staff are vigilant and report concerns about a pupil's symptoms to the Headteacher. • The school is consistent in its approach to the management of suspected and confirmed cases of coronavirus. • Social distancing measures are implemented as much as possible and PPE is worn where required as per guidelines. • The Business manager monitors the cleaning standards of school cleaning and discusses any additional measures required with regards to managing the spread of coronavirus. 	YES	SBM/HT	March 8th 2022	
Partial school closure	L	<ul style="list-style-type: none"> • COVID management plan put in place for outbreak of COVID19. • The school communicates with parents via letter and the school website regarding any updates to school procedures which are affected by the coronavirus pandemic, such as class or local lockdown as directed by PHE. • Pupils working from home are assigned work to complete to a timeframe set by their teacher. • The headteacher maintains their plan for pupils' continued education during partial school closure to ensure there is minimal disruption to pupils' learning – this includes their plan to monitor pupils' learning while not in school. 	In place	Headteacher	March 8th 2022	L

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> • The Behavioural Policy and Staff Code of Conduct are always adhered to, even while working remotely. • The headteacher ensures all pupils have access to schoolwork and the necessary reading materials at home, prior to a school closure. • The headteacher works with the ICT technician to ensure that all technology used is accessible to all pupils – alternative arrangements are put in place where required. • The headteacher liaises with the relevant organisations to ensure adequate provision is in place for pupils to be able to work from home, e.g., learning support. • The school manages the use of parents’ and pupils’ contact details in line with the Data Protection Policy and Records Management Policy, e.g., collecting emails to send schoolwork to pupils. 				