



COVID-19 Risk Assessment

Date	Version	Changes	Senior Leadership Team Approval	Governing Board Approval
12/06/2020	V1	Drafted by Mark Baines, June opening to Years 10 and 12	Mark Baines	Ian Anderson
21/08/2020	V2	Drafted by Mark Baines, September full reopening	Mark Baines	Ian Anderson
11/09/2020	v2.1	Revised by Mark Baines following updated Surrey CC and Government Guidance	Mark Baines	Ian Anderson
02/11/2020	v2.2	Additional information regarding the use of Face Coverings	Mark Baines	Ian Anderson
19/11/2020	v2.3		Mark Baines	Ian Anderson
11/12/2020	v2.4	Changes to isolation period	Mark Baines	Ian Anderson
25/02/2021	v2.5		Mark Baines	Ian Anderson
01/04/2021	v2.6	Changes on attendance of students and staff, education visits, extra-curricular and physical activity	Mark Baines	Ian Anderson
20/05/2021	v2.7	Changes on face coverings, assemblies, music, dance, drama, extra-curricular activities and attendance	Mark Baines	Ian Anderson
19/07/2021	v2.8	Changes on prevention, educational visits and response	Mark Baines	Ian Anderson
01/09/2021	v2.9	Changes on prevention, response to infection and attendance	Mark Baines	Ian Anderson

	Risk rating prior to action	Recommended controls/Mitigation and Protective Measures	In place?	By whom?	Deadline	Risk rating following action
	H/M/L		Yes No In progress N/A			H/M/L
Refer to policies and procedures	H	Health and Safety Policy has been updated in light of the COVID-19 advice	Y	CAN	20/08/2020	M
		All staff, pupils and volunteers are aware of all relevant policies and procedures including, but not limited to, the following:				
	M	- Health and Safety Policy	Y	CAN	20/08/2020	M
	M	- Infection Control Policy	Y	CAN	20/08/2020	M
	M	- First Aid Policy	Y	CAN	20/08/2020	M
		All staff have regard to all relevant guidance and legislation including, but not limited to, the following:	Y	CAN	20/08/2020	
	H	- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013	Y	CAN	20/08/2020	M
	H	- The Health Protection (Notification) Regulations 2010	Y	CAN	20/08/2020	M
	H	- Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'	Y	CAN	20/08/2020	M
	H	- DfE and PHE (2020) 'COVID-19: guidance for educational settings'	Y	CAN	20/08/2020	M
	H	The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training.	Y	CAN	20/08/2020	M
		The school keeps up-to-date with advice issued by, but not limited to, the following:	Y	CAN	20/08/2020	M
H	- DfE; NHS; Department of Health and Social Care; PHE	Y	CAN	20/08/2020	M	

	Risk rating prior to action	Recommended controls/Mitigation and Protective Measures	In place?	By whom?	Deadline	Risk rating following action
	H/M/L		Yes No In progress N/A			H/M/L
Awareness of and adherence	H	Staff are made aware of the school's infection control procedures in relation to coronavirus via email and SharePoint;	Y	CAN	20/08/2020	M
	H	Parents are made aware of the school's infection control procedures in relation to coronavirus via letter and social media – they are informed that they must not send their child to school if they have coronavirus (COVID-19) symptoms, or have tested positive in the last 10 days, or if another household member develops coronavirus symptoms. In both these circumstances the parents/carers should call the school to inform the school of this and that they will be following the national Stay at Home guidance.	Y	MBA	11/09/2020	M
	H	Pupils are made aware of the school's infection control procedures in relation to coronavirus and are informed that they must tell a member of staff if they begin to feel unwell;	Y	TFA	20/08/2020	M
	H	Staff and pupils are made aware of the process for removing face coverings when pupils and staff who use them arrive at school, and this is communicated clearly to parents and staff.	Y	TFA	20/08/2020	M
	H	The Staff and Volunteer Confidentiality Policy and Pupil Confidentiality Policy are followed at all times – this includes withholding the names of staff, volunteers and pupils with either confirmed or suspected cases of coronavirus.	Y	MBA	20/08/2020	M

Prevention contact with individuals who are unwell with COVID-19 symptoms		When an individual develops COVID-19 symptoms or has a positive test				
	H	If a pupil or staff member develops COVID-19 symptoms or has a positive test they will follow public health advice on when to self-isolate and what to do. They should not come into school if they have symptoms, have had a positive test result or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (for example, they are required to quarantine).	Y	CAN	01/09/2021	M
	H	If anyone in the school develops COVID-19 symptoms, however mild, they will be sent home and they should follow public health advice.	Y	CAN	01/09/2021	M
	H	For everyone with symptoms, they should avoid using public transport and, wherever possible, be collected by a member of their family or household.	Y	CAN	01/09/2021	M
	H	If a pupil is awaiting collection, they should be left in a room on their own if possible and safe to do so. A window should be opened for fresh air ventilation if possible. Appropriate PPE should also be used if close contact is necessary (such as for a very young child or a child with complex needs). Further information on this can be found in the use of PPE in education, childcare and children's social care settings guidance. Any rooms they use should be cleaned after they have left.	Y	CAN	01/09/2021	M
	H	The household (including any siblings) should follow the PHE stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection.	Y	CAN	01/09/2021	M
	H	The Flowchart school response to suspected or confirmed COVID-19 cases' will be followed for suspected or confirmed cases.	Y	CAN	01/09/2021	M
	H	In the majority of cases, schools and parents will be in agreement that a child with symptoms should not attend school, given the potential risk to others. In the event that a parent or guardian insists on a child attending school, schools can take the decision to refuse the child if in their reasonable judgement it is necessary to protect their pupils and staff from possible infection with coronavirus (COVID-19). Any such decision would need to be carefully considered in light of all the circumstances and the current public health advice.	Y	CAN	01/09/2021	M
	H	In an emergency, call 999 if someone is seriously ill or injured or their life is at risk. Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital.	Y	CAN	01/09/2021	M
H	Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or they have been requested to do so by NHS Test & Trace.	Y	CAN	01/09/2021	M	

	Risk rating prior to action	Recommended controls/Mitigation and Protective Measures	In place?	By whom?	Deadline	Risk rating following action
	H/M/L		Yes No In progress N/A			H/M/L
1. Minimise co	H	Everyone will 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 must be cleaned with normal household disinfectant after they have left to reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance.	Y	CAN	01/09/2021	M
	H	Any medication given to ease the unwell individual's symptoms, e.g. paracetamol, is administered in accordance with the Administering Medications Policy.	Y	CAN	01/09/2021	M
	H	Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with the Infection Control Policy and Cleaning in non-healthcare settings guidance.	Y	CAN	01/09/2021	M

Prevention 2. Where recommended, use of face covering		From Step 4, face coverings are no longer recommended for pupils, staff and visitors either in classrooms or in communal areas.	Y	MBA	17/05/2021	L
	H	Pupils aged 11 and over should wear a face covering when travelling on dedicated transport to secondary school or college.	Y	MBA	17/05/2021	L
		Temporary Additional Measures in the event of an Outbreak				
	H	If a specific threshold in the school's Outbreak Management Plan is met the following additional measures will be considered.	Y	MBA	01/09/2021	L
	H	Face coverings will temporarily be re-introduced in communal areas and classrooms for pupils (aged 11 and over), staff and visitors, unless exempt.	Y	MBA	01/09/2021	L
	H	Transparent face coverings, which may assist communication with someone who relies on lip reading, clear sound or facial expression to communicate, can also be worn.	Y	MBA	01/09/2021	L
	H	Face visors or shields can be worn by those exempt from wearing a face covering but they are not an equivalent alternative in terms of source control of virus transmission. They should only be used after carrying out a risk assessment for the specific situation and should always be cleaned appropriately.	Y	MBA	01/09/2021	L
	H	In the event of an outbreak, Contingency framework: education and childcare settings will be referred to in reimplementing the use of face coverings.	Y	MBA	01/09/2021	L

Prevention Clean hands thoroughly more often than usual	H	The School will ensure that pupils clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating.	Y	TFA	20/08/2020	L
	H	Supervision of hand sanitiser use will take place due to risk around ingestion. Younger pupils and pupils with complex needs will continue to be helped to clean their hands properly. Skin friendly skin cleaning wipes can be used as an alternative.	Y	CAN	11/09/2020	L
	H	The school will build hand washing routines into school culture, supported by behaviour expectations set out in the school Behaviour Policy.	Y	TFA	20/08/2020	L
	H	Pupils arriving at school wearing a face covering are instructed not to touch the front of their face covering during use or when removing them. They immediately wash their hands on arrival, dispose of temporary face coverings in a bin or place reusable	Y	TFA	20/08/2020	M

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	H/M/L		Yes No In progress N/A			H/M/L
3.C	H	Sufficient handwashing facilities are available. Where a sink is not nearby, provide hand sanitisers in classrooms and other learning environments.	Y	CAN	20/08/2020	M

Prevention 4.Good respiratory hygiene	H	'Catch it, bin it, kill it' approach continues to be very important, suitable number of tissues and bins available in the school to support pupils and staff to follow this routine.	Y	CAN	20/08/2020	L
	H	Younger pupils and those with complex needs are helped to follow this.	Y	TFA	20/08/2020	M
	H	Risk assessments to identify pupils with complex needs who struggle to maintain good respiratory hygiene, for example those who spit uncontrollably or use saliva as a sensory stimulant.	Y	TFA	20/08/2020	L
	M	DFE guidance to be followed on the use of face coverings in education and clear instructions are provided to staff, children and young people on how to put on, remove, store and dispose of face coverings.	Y	TFA	01/09/2020	L

Prevention 5.Cleaning and disinfection	H	Surfaces that pupils are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters are cleaned more regularly than normal;	Y	CAN	20/08/2020	M
	H	More frequent cleaning of rooms and shared areas that are used by different groups	Y	CAN	01/09/2020	L
	H	Year groups are two allocated toilet blocks (Years 7 and 8, and Years 10 and 11 will share), toilets will be cleaned regularly, and pupils encouraged to clean their hands thoroughly after using the toilet. The COVID-19: cleaning of non-healthcare settings guidance is followed.	Y	CAN	20/08/2020	M
		Outdoor playground equipment should be cleaned more frequently. This includes resources used inside and outside by wrap around care providers as set out in the School Lettings Policy/Contract.	N/A	CAN	20/08/2020	
	H	Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with the Infection Control Policy and Cleaning in non-healthcare settings guidance	Y	CAN	20/08/2020	M
	H	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.	Y	CAN	20/08/2020	M
	H	The SBM arranges enhanced cleaning to be undertaken where required.	Y	CAN	20/08/2020	M
	H	The SBM monitors the cleaning standards of school cleaning contractors and discusses any additional measures required with regards to managing the spread of coronavirus.	Y	CAN	20/08/2020	M

		From Step 4, it is no longer recommend that it is necessary to keep children in consistent groups ('bubbles'). Bubbles will not need to be used for any summer provision or in schools from the autumn term.	Y	MBA	19/07/2021	
		Educational visits				
	M	The school is aware that the travel list (and broader international travel policy) is subject to change and green list countries may be moved into amber or red. The travel lists may change during a visit and the school will comply with international travel legislation and will have contingency plans in place to account for these changes.	Y	LPO	19/07/2021	L
	M	The school will liaise with either its visit provider, commercial insurance company, or the Risk Protection Arrangement (RPA) to assess the protection available. Independent advice on insurance cover and options can be sought from the British Insurance Brokers' Association (BIBA) or Association of British Insurers (ABI). Any school holding ATOL or ABTA refund credit notes may use these credit notes to rebook educational or international visits.	Y	LPO	19/07/2021	L
	M	The school will undertake full and thorough risk assessments in relation to all educational visits and ensure that any public health advice, such as hygiene and ventilation requirements, is included as part of that risk assessment. General guidance about educational visits is available and is supported by specialist advice from the Outdoor Education Advisory Panel (OEAP).	Y	LPO	19/07/2021	L
		Sports provision				

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	H/M/L		Yes No In progress N/A			H/M/L
Prevention 6.Minimise contact	M	All sports provision, including competition between settings, should be planned and delivered in line with government guidance.	Y	LPO	19/07/2021	L
	M	Providers of sports activities will also refer to: oguidance on grassroot sports for public and sport providers, safe provision and facilities, and guidance from Sport England oadvice from organisations such as the Association for Physical Education and the Youth Sport Trust oguidance from Swim England on school swimming and water safety lessons available at returning to pools guidance documents ousing changing rooms safely	Y	LPO	19/07/2021	L
		Performances, Events and Music				
	M	Singing, wind and brass instrument lessons can be undertaken, following guidance provided by the DCMS working safely during coronavirus (COVID-19): performing arts.	Y	LPO	19/07/2021	L
	M	If planning an indoor or outdoor face-to-face performance in front of a live audience, the school will also follow the latest advice in the the DCMS working safely during coronavirus (COVID-19): performing arts.	Y	LPO	19/07/2021	L
	M	If delivering sporting or other organised events, more information can be found in the COVID-19: Organised events guidance for local authorities.	Y	LPO	19/07/2021	L
	M	where the school premises are hired for use by external wraparound childcare providers, such as after-school or holiday clubs, these organisations will: econsider the relevant government guidance for their sector.	Y	LPO	19/07/2021	L
		Temporary Additional Measures in the event of an Outbreak				
	H	fl a specific threshold in the school's Outbreak Management Plan is met the following additional measures will be considered.	Y	MBA	01/09/2021	L
	H	It may become necessary to reintroduce 'bubbles' for a temporary period, to reduce mixing between groups, as follows.	Y	MBA	01/09/2021	L
	H	The number of contacts between pupils and staff is reduced. This is achieved through keeping groups separate (in 'Bubbles'). The school will consider: oThe layout of the school site; oThe feasibility of keeping distinct groups separate while offering a broad curriculum More information on groups can be found in COVID-19: Guidance for full opening	Y	MBA	01/09/2021	L
	H	All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable. This will be particularly important for secondary schools.	Y	MBA	01/09/2021	L
	H	Supply teachers, peripatetic teachers and/or other temporary staff can move between schools.	Y	MBA	01/09/2021	L
	H	Large gatherings such as assemblies are avoided, and groups kept apart.	Y	MBA	01/09/2021	L

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	H/M/L		Yes No In progress N/A			H/M/L
	H	The timetable is revised to implement where possible: oPlan for lessons or activities which keep groups apart and movement around the school site to a minimum; oMaximise the number of lessons or classroom activities which could take place outdoors; oStaggered assembly groups; oBreak times (including lunch) are staggered so that all pupils are not moving around the school at the same time.	Y	MBA	01/09/2021	L
	H	Pupils use the same classroom or defined area of a setting throughout the day, with a thorough cleaning of the rooms at the end of the day, and are seated at the same desk.	Y	MBA	01/09/2021	L
	H	•Mixing within education or childcare setting is minimised by: oaccessing rooms directly from outside where possible; oconsidering one-way circulation, or place a divider down the middle of the corridor to keep groups apart as they move through the setting where spaces are accessed by corridors; ostaggering lunch breaks and pupils clean their hands beforehand and enter in the groups they are already in or pupils are brought their lunch in their classrooms; oThe number of pupils using the toilet at any one time is limited.	Y	MBA	01/09/2021	L
	H	The use of shared space such as halls is limited and there is cleaning between use by different groups.	Y	MBA	01/09/2021	L

Prevention 7.Keep occupied spaces well ventilated	H	Good ventilation reduces the concentration of the virus in the air, which reduces the risk from airborne transmission. When the school is in operation, it is important to ensure it is well ventilated and a comfortable teaching environment is maintained. These can be achieved by a variety of measures including:	Y	CAN	01/11/2020	L
		mechanical ventilation systems – these should be adjusted to increase the ventilation rate wherever possible and checked to confirm that normal operation meets current guidance and that only fresh outside air is circulated. If possible, systems should be adjusted to full fresh air or, if not, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply				
		natural ventilation – opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space). Opening internal doors can also assist with creating a throughput of air				
		natural ventilation – if necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so) The Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak and CIBSE coronavirus (COVID-19) advice provides more information.				
		To balance the need for increased ventilation while maintaining a comfortable temperature, consider:				
		opening high level windows in colder weather in preference to low level to reduce draughts				
		increasing the ventilation while spaces are unoccupied (for example, between classes, during break and lunch, when a room is unused)				
		providing flexibility to allow additional, suitable indoor clothing				
		rearranging furniture where possible to avoid direct draughts				
	Heating to be used as necessary to ensure comfort levels are maintained particularly in occupied spaces.					

Attention here ary, wear PPE		The majority of staff in education settings will not require PPE beyond what they would normally need for their work. PPE is only needed in a very small number of cases, including:		DRA		
	H	- where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained	Y	DRA	20/08/2020	M

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	H/M/L		Yes No In progress N/A			H/M/L
Prevent 8. Where necessary PPE	H	- 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	Y	DRA	20/08/2020	M
		Read the guidance on safe working in education, childcare and children's social care for more information about preventing and controlling infection and follow SCC PPE guidance.				

In specific circumstances 9. Promote and engage in asymptomatic testing, where available	H	<p>Asymptomatic testing</p> <ul style="list-style-type: none"> •Testing remains important in reducing the risk of transmission of infection within schools. •Over the summer, staff and secondary pupils will continue to test regularly if they are attending settings that remain open, such as summer schools and out of school activities based in school settings. The school will only provide tests for twice weekly asymptomatic testing for pupils and staff over the summer period if they are attending school settings. •As pupils will potentially mix with lots of other people during the summer holidays, all secondary school pupils should receive 2 on-site lateral flow device tests, 3 to 5 days apart, on their return in the autumn term. •The school may commence testing from 3 working days before the start of term and can stagger return of pupils across the first week to manage this. Pupils should then continue to test twice weekly at home until the end of September, when this will be reviewed. •Staff undertake twice weekly home tests whenever they are on site until the end of September, when this will also be reviewed. •Secondary schools will also retain a small asymptomatic testing site (ATS) on-site until further notice so they can offer testing to pupils who are unable to test themselves at home. •There is no need for primary age pupils (those in year 6 and below) to test over the summer period. They will be offered the 2 tests at an ATS at the beginning of the autumn term when they start at their secondary school as a new year 7. Schools may choose, however, to start testing year 6 pupils earlier, including in summer schools, depending on their local circumstances. 	Y	CAN	19/07/2021	M
	H	<p>Confirmatory PCR tests</p> <ul style="list-style-type: none"> •Staff and pupils with a positive LFD test result should self-isolate in line with the stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection. They will also need to get a free PCR test to check if they have COVID-19. •Whilst awaiting the PCR result, the individual should continue to self-isolate. •If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the pupil can return to school, as long as the individual doesn't have COVID-19 symptoms. •Additional information on PCR test kits for schools and further education providers is available. 	Y	CAN	01/09/2021	L

on	M	From Step 4, close contacts will be identified via NHS Test and Trace and the school is no longer expected to undertake contact tracing.	Y	DRA	01/09/2021	M
	H	As with positive cases in any other setting, NHS Test and Trace will work with the positive case and/or their parent to identify close contacts. Contacts from a school setting will only be traced by NHS Test and Trace where the positive case and/or their parent specifically identifies the individual as being a close contact. This is likely to be a small number of individuals who would be most at risk of contracting COVID-19 due to the nature of the close contact.	Y	DRA	01/09/2021	M
	H	The school is aware it may be contacted in exceptional cases to help with identifying close contacts, as currently happens in managing other infectious diseases.	Y	DRA	01/09/2021	M

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	H/M/L		Yes No In progress N/A			H/M/L
Response to infection 10. Test and trace	H	Individuals are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, and any of the following apply: o They are fully vaccinated o They are below the age of 18 years and 6 months o They have taken part in or are currently part of an approved COVID-19 vaccine trial o They are not able to get vaccinated for medical reasons	Y	DRA	01/09/2021	M
	H	Instead, they will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test.	Y	DRA	01/09/2021	M
	H	The school will encourage all individuals to take a PCR test if advised to do so.	Y	DRA	01/09/2021	M
	H	Staff who do not need to isolate, and children and young people aged under 18 years 6 months who usually attend school, and have been identified as a close contact, should continue to attend school as normal. They do not need to wear a face covering within the school, but it is expected and recommended that these are worn when travelling on public or dedicated transport.	Y	DRA	01/09/2021	M
	H	18-year-olds will be treated in the same way as children until 6 months after their 18 th birthday, to allow them the opportunity to get fully vaccinated. At which point, they will be subject to the same rules as adults and so if they choose not to get vaccinated, they will need to self-isolate if identified as a close contact.	Y	DRA	01/09/2021	M
Response to infection 11. Managing confirmed COVID-19 cases		Confirmed cases of COVID-19 will be managed by the school should they arise in any of the following cases: o if a pupil or staff member develops COVID-19 symptoms or has a positive test; o if anyone in the school develops COVID-19 symptoms, however mild; or o if a pupil in a boarding school shows symptoms.				
		In any of these cases, the school will refer to section 1 of this risk assessment, specifically under the heading "When an individual develops COVID-19 symptoms or has a positive test".				
Response to infection 12. Contain any outbreaks		The contingency framework describes the principles of managing local outbreaks of COVID-19 in education and childcare settings. Local authorities, directors of public health (DsPH) and PHE health protection teams (HPTs) can recommend measures described in the				
		The school's Outbreak Management Plan describes what it would do if children, pupils, students or staff test positive for COVID-19, or how the school would operate if it was advised to reintroduce any measures described in this document to help break chains of transmission.				
		The Outbreak Management Plan will be kept up-to-date and relevant to the school's unique setting, referencing the government's COVID-19 Contingency Framework and the Surrey County Council local outbreak control plan.				
		This risk assessment sets out the additional protective measures which will be considered in the case of and for the duration of an outbreak i.e. if a specific threshold is met, as set out in the government's COVID-19 Contingency Framework and the school's Outbreak Management Plan.				
		Covid Clinics – consultation offer provides additional support to assist school leaders in their decision making in response to an outbreak. The consultation service is delivered by Surrey County Council Public Health and School Relationships & Support Service.				
encies	H	All pupils' emergency contact details are up-to-date, including alternative emergency contact details, where required.	Y	TFA	20/08/2020	L
	H	Pupils' parents are contacted as soon as practicable in the event of an emergency.	Y	TFA	20/08/2020	L
	H	Pupils' alternative contacts are called where their primary emergency contact cannot be contacted.	Y	TFA	20/08/2020	L

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	H/M/L		Yes No In progress N/A			H/M/L
Emerg	H	The school has an up-to-date First Aid Policy in place which outlines the management of medical emergencies – medical emergencies are managed in line with this policy.	Y	CAN	20/08/2020	M
	H	Fire Drill procedure will have to be amended so that children and staff line up in their "bubble" and stand 2 metres away from the next "bubble"	Y	SPA	20/08/2020	M

Managing School Transport	M	Parents and pupils are encouraged to walk or cycle to their education setting where possible.	Y	TFA	20/08/2020	L
		Parents and pupils are discouraged from using public transport, where possible particularly during peak times.				
		Pupils aged 11 and over should wear a face covering when travelling on dedicated transport to secondary school or college.				
	H	Maximising distancing and minimising mixing is no longer recommended, but unnecessary risks such as overcrowding should be minimised.	Y	TFA	20/08/2020	L
	H	Transport providers are advised that they do not work if they or a member of their household are displaying any symptoms of coronavirus, and should follow the PHE stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection	Y	TFA	20/08/2020	L
		Transport providers, as far as possible, are advised of the need to follow hygiene rules and to ensure vehicles are well ventilated when occupied, particularly by opening windows and ceiling vents.				
		Where possible, transport arrangements are organised to cater for any changes to start and finish times.				
		Revised travel plans are communicated clearly to contractors, local authorities and parents where appropriate (for instance, to agree pick-up and drop-off times).				
		For more information on home to school transport – Dedicated transport to schools and colleges COVID-19 operational guidance				
	Temporary additional measures in the event of an outbreak •If a specific threshold in the school's Outbreak Management Plan is met or if the school is advised to consider reintroducing bubbles to reduce mixing for a temporary period, the school will consider whether it is possible to temporarily reinstate any measures it previously had in place to reduce mixing on transport.					

Aerosol Generating Procedures	H	Staff performing AGPs in these settings should follow PHE's personal protective equipment (PPE) guidance on aerosol generating procedures, and wear the correct PPE, which is:	Y	CAN	11/09/2020	L
		a FFP2/3 respirator				
		gloves				
		a long-sleeved fluid repellent gown				
		eye protection				
	H	Children and young people should be taken from the classroom or shared area for any AGP to be carried out in a designated room with the doors closed and any windows open. If this is not possible, for example in children and young people who require sporadic care, such as urgent tracheostomy tube suction, individual risk assessments should be carried out. In all instances, efforts should be made to:	Y	CAN	11/09/2020	L
		- ensure that only staff who are needed to undertake the procedure are present and that no other children or young people are in the room				
	- minimise clutter to make the process of cleaning the room as straightforward as possible					
	- clean all surfaces and ventilate the room following a procedure and before anyone not wearing appropriate PPE enters. Clearance of infectious particles after an AGP is dependent on the ventilation and air change within the room. For a room without ventilation, this may take an hour					

	Risk rating prior to action	Recommended controls/Mitigation and Protective Measures	In place?	By whom?	Deadline	Risk rating following action
	H/M/L		Yes No In progress N/A			H/M/L
Attendance		Clinically extremely vulnerable (CEV) •All clinically extremely vulnerable pupils should attend their school unless they are one of the very small number of pupils under paediatric or other specialist care and have been advised by their GP or clinician not to attend. •Pupils who live with someone who is clinically extremely vulnerable should continue to attend school as normal. •Further information is available in the guidance on supporting pupils at school with medical conditions and guidance on protecting people who are clinically extremely vulnerable.				
		Workforce - Clinically extremely vulnerable (CEV) •Clinically extremely vulnerable (CEV) people are advised, as a minimum, to follow the same guidance as everyone else. It is important that everyone adheres to this guidance, but CEV people may wish to think particularly carefully about the additional precautions they can continue to take. Further information can be found in the 19 July guidance on protecting people who are CEV from COVID-19. •The school is able to explain the measures it has in place to keep CEV staff safe at work, noting the Health and Safety Executive's (HSE) guidance on protecting vulnerable workers, including advice for employers and employees on how to talk about reducing risks in the workplace.				
		Travel and quarantine •All pupils travelling to England must adhere to current legislation, details of which are set out in government travel advice. •Where pupils travel from abroad to attend a boarding school, the school will explain the rules to pupils and their parents before they travel to the UK. •Boarding school pupils who are ordinarily resident in the UK, including those who are unaccompanied and who are attending boarding schools on a child student visa or student visa, who have travelled from or through amber list countries (and have not been in a red country in the previous 10 clear days), are exempt from the requirements to quarantine and take a day 8 test. •Those aged 11 to 17 need proof of a negative COVID-19 test to travel to England (children aged 10 and under are exempt from this) and those aged 5 to 17 must take a COVID-19 travel test on or before day 2. More information is provided in the government's quarantine and testing guidance. •The school will check the current 'red list' and liaise with parents to ensure any pupils arriving from or through an affected country will follow this advice. •Additional guidance has been issued on the quarantine arrangements for boarding school pupils travelling from red-list countries to attend a boarding school in England.				
		Pregnant women • Pregnant women are considered 'clinically vulnerable' or in some cases 'clinically extremely vulnerable' to coronavirus (COVID-19) and therefore require special consideration as set out in the guidance for pregnant employees. Employers should carry out a risk assessment to follow the Management of Health and Safety at Work Regulations 1999 (MHSW). Pregnant women of any gestation should not be required to continue working if this is not supported by the risk assessment. • Women who are 28 weeks pregnant and beyond, or are pregnant and have an underlying health condition that puts them at a greater risk of severe illness from COVID-19 at any gestation, should take a more precautionary approach. Employers should ensure pregnant women are able to adhere to any active national guidance on social distancing and/or advice for pregnant women considered to be clinically extremely vulnerable (this group may previously have been advised to shield).				

	Risk rating prior to action	Recommended controls/Mitigation and Protective Measures	In place?	By whom?	Deadline	Risk rating following action
	H/M/L		Yes No In progress N/A			H/M/L
		<p>Clinically vulnerable (CV)</p> <ul style="list-style-type: none"> Clinically vulnerable staff can continue to attend school. While in school they should follow the prevention measures in this document to minimise the risks of transmission. People who live with those who are clinically vulnerable can attend the workplace but should ensure they maintain good prevention practice in the workplace and at home. 				

	Risk rating prior to action	Recommended controls/Mitigation and Protective Measures	In place?	By whom?	Deadline	Risk rating following action
	H/M/L		Yes No In progress N/A			H/M/L
			Key	Likelihood Of Harm 1 unlikely 2 possible 3 probable 4 certain	Severity Of Harm 1 minor 2 slight 3 off work 4 serious	Level Of Risk High 6+ Medium >2 Low <2