

Bentley Wood High School COVID-19 risk assessment – School operation from September 2021

Site / school name:	Bentley Wood High School		
Name(s) of person(s) covered by this assessment:	<ul style="list-style-type: none"> ▪ Students ▪ Staff: <ul style="list-style-type: none"> ▪ Classroom based staff ▪ Office / administrative staff ▪ Premises / site staff ▪ Cleaning staff ▪ Catering staff ▪ SMSAs ▪ Contractors ▪ Visitors 		
Tasks and activities covered by this risk assessment:	<ul style="list-style-type: none"> ▪ School's operation from September 2021 ▪ Cleaning and sanitisation ▪ Adequate ventilation ▪ Testing and measures to manage isolation and confirmed cases of COVID-19 ▪ Contingency planning 		
Equipment and materials used:	<ul style="list-style-type: none"> ▪ General class and teaching materials ▪ Practical equipment and materials ▪ Sports and PE equipment ▪ Cleaning materials and equipment 		
Location(s) covered by this risk assessment:	<ul style="list-style-type: none"> ▪ All school premises and grounds 		
Name of person completing this risk assessment:	Paola Boyadjian & Janice Howkins	Date of completion:	27 th August 2021
Risk assessment approved by:		Date of approval:	
Date risk assessment to be reviewed by:	Ongoing	Risk assessment no:	Version 1.3

Record of risk assessment reviews

Date of review:	30/11/2021	Reviewed by:	P Boyadjian & J Howkins	Comments / date of next review:	<ul style="list-style-type: none"> Following updates to government guidelines in response to the Omicron Variant – click here
Date of review:		Reviewed by:		Comments / date of next review:	<ul style="list-style-type: none">
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Key changes in approach

Mixing and bubbles

- The government no longer recommend that it is necessary to keep children in consistent groups ('bubbles'). BW will continue to maintain bubbles for teaching and at break/lunch periods. The maintaining of bubbles will be relaxed from September to enable enrichment and support to take place, e.g library, clubs, enrichment, talks by external providers and cross year group support such as 6th formers supporting Y7 students.

Tracing close contacts and isolation

- Close contacts will now be identified via NHS Test and Trace and education settings will no longer be expected to undertake contact tracing.
- 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. The school may be contacted in exceptional cases to help with identifying close contacts, as currently happens in managing other infectious diseases.
- 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:
 - they are fully vaccinated
 - they are below the age of 18 years and 6 months
 - they have taken part in or are currently part of an approved COVID-19 vaccine trial
 - they are not able to get vaccinated for medical reasons
 - They have been in contact with someone who has tested positive for the Omicron Variant

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. We would encourage all individuals to take a PCR test if advised to do so.

- All those who are identified as being a close contact of someone who has tested positive for the Omicron Variant must isolate for 10 full days as per government guidelines, this includes those who are fully vaccinated or under the age of 18.
- 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 of COVID which is not the Omicron variant, should continue to attend school as normal.
- 18-year-olds will be treated in the same way as children until 6 months after their 18th 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.
- Settings will continue to have a role in working with health protection teams in the case of a local outbreak. If there is an outbreak in a setting or if central government offers the area an enhanced response package, a director of public health might advise a setting to temporarily reintroduce some control measures.

Face coverings

- It is compulsory for those on site to wear face coverings in classrooms and in communal areas

Stepping measures up and down

- We have an Outbreak Management plan outlining how we would operate if there were an outbreak in our school or local area.
- Central government may offer local areas of particular concern an enhanced response package to help limit increases in transmission.
- For most settings it will make sense to think about taking extra action if the number of positive cases substantially increases. Information on what circumstances might lead you to consider taking additional action, and the steps you should work through, can be found in the contingency framework.
- 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 contingency framework in individual education and childcare settings – or a small cluster of settings – as part of their outbreak management responsibilities.

Control measures

We should:

1. Ensure good hygiene for everyone
2. Maintain appropriate cleaning regimes.
3. Keep occupied spaces well ventilated
4. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.

Risk assessment	
What are the hazards?	<ul style="list-style-type: none"> ▪ Potential for spread of COVID-19 between persons at school showing symptoms of coronavirus or those who are confirmed to have coronavirus.
Who might be harmed and how?	<ul style="list-style-type: none"> ▪ Staff, students, contractors, and visitors may catch COVID-19 via direct or indirect contact with carriers whilst on site. ▪ Potential for spread to other family members / persons.

This risk assessment is based on Department for Education (DfE) School's coronavirus (COVID-19) operational guidance (applies from Step 4) as published on November 2021

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance>

Measures to consider	What do you need to do at your school to manage this	Who will do this?	By when?	Completed on:
	<p>colour. The government campaign of 'Hands, Face, Space' is promoted with signs around the school as well as through notices to staff and students such as through the daily bulletin.</p> <ul style="list-style-type: none"> 			
Respiratory hygiene				
<ul style="list-style-type: none"> Are there enough tissues and bins available in the school to support pupils and staff to follow this routine? Ensure that younger children and those with complex needs are helped to get this right. Are there risk assessments in place for pupils with complex needs who will struggle to maintain as good respiratory hygiene as their peers? All staff should be briefed weekly as a minimum on expected hygiene standards. All staff instructed to actively monitor to ensure all pupils and colleagues are adhering to principles of good hygiene. 	<ul style="list-style-type: none"> 'COVID' bins are in every classroom with the 'Catch it, Bin it, Kill it' poster to remind staff and students to catch coughs and sneezes into a tissue and to dispose of this safely. Students with EHC plans have individual risk assessments which incorporate elements related to COVID safety measures where required. H&S reminders are put in the weekly bulletin for all staff along with posters in communal areas around the school to ensure all keep in mind the expected hygiene standards. Colleagues are reminded to remind other staff and students of these expectations. <ul style="list-style-type: none"> Site protocol is kept updated and is shared with staff via Teams and the staff handbook and with visitors. Copies are available at reception. Protocol to be reviewed and updated regularly. Large bins available in all classrooms and monitored by the Site Team to ensure that they are emptied before they overfill. Staff in classrooms to email asksite@bentleywood.harrow.sch.uk should their bin be nearly full and require emptying. Site Team to regularly monitor bins outside and at food points to ensure there is not risk to over spilling – check list to be put in place to regulate when this is done throughout the day. 	<p>HST</p> <p>PB</p>	<p>30/09/21</p> <p>Ongoing</p>	

Measures to consider	What do you need to do at your school to manage this	Who will do this?	By when?	Completed on:
<ul style="list-style-type: none"> Have staff identified as needing PPE been provided with appropriate training and information on correct use and disposal? 	<p>become ill. PPE is also be available in the medical room</p> <ul style="list-style-type: none"> Training has been given to site supervisors re using PPE when cleaning bodily fluids https://www.youtube.com/watch?v=zec7CvWB7Us Training was given to all first aiders on the use of PPE, particularly on removal and disposal of masks, gloves and aprons. https://www.youtube.com/watch?v=-GncQ_ed-9w&feature=youtu.be Operations Manager to ensure sufficient stocks of PPE are maintained PPE used by a first aider where there is a suspected case of COVID-19 is to be disposed of in hazardous waste yellow bins in the Medical Room TAs are provided with a face shield should they wish to wear one along with a mask when supporting students in class. 			
Face coverings				
<ul style="list-style-type: none"> Review use of face coverings for enclosed and crowded spaces including where you would meet people you do not normally come into contact with. Recommend use on all school transport, public or dedicated. Consider face coverings for events such as open days and productions. 	<ul style="list-style-type: none"> Spare disposable masks are available at Student Reception for those who do not have one Staff on duty in the morning to give students a mask if they do not have one All on site to wear face coverings in corridors and communal areas. Students to wear face coverings in classrooms, staff to wear face coverings in classrooms as much as possible. Staff are encouraged to wear face coverings and take additional precautions when unable to maintain 2m distancing from students or colleagues. Visitors are reminded to wear a face covering when arranging to come on site. Reception staff to remind visitors when they arrive. Staff and students do not need to wear face coverings when outdoors 			

Measures to consider	What do you need to do at your school to manage this	Who will do this?	By when?	Completed on:
	<ul style="list-style-type: none"> Staff and students have been advised how to don and remove face coverings safely, including using hand sanitiser, and have been advised to store them in small sealable plastic bags when not in use. Regular reminders are to be put into the staff and student bulletins. Message sent to parents to include the advice that students should come to school with a spare face covering. The school's SENCO works closely with students and families which may need additional support. Additional adjustments are made as necessary for students to access education successfully. Students who are unable to wear face coverings are to be issued with an exemption card. Face coverings are a requirement for events such as Open Days. 	PB	Ongoing	
2. Maintain appropriate cleaning regimes, using standard products such as detergents				
<ul style="list-style-type: none"> Is there an enhanced cleaning regime in place and are all cleaners and staff aware of measures to take? Are high contact items such as door handles, including main entrance doors and commonly used doors cleaned more frequently? As a minimum, frequently touched surfaces should be wiped down twice a day, and one of these should be at the beginning or the end of the working day. Shared equipment should be regularly cleaned. Ensure that any hazardous substances that are used because of changes to cleaning or hygiene regimes have a COSHH risk assessment. 	<ul style="list-style-type: none"> Additional Day Cleaners, along with site supervisors, on site during the day to clean door handles and panels, toilets and hard surfaces of high passage areas using warm water and detergent. Cloths to be rinsed out very frequently. Contracted cleaners to wear face coverings Site Team to regularly monitor bins outside and at food points to ensure there is not risk to over spilling – check list to be put in place to regulate when this is done throughout the day. Site Team to wear disposable gloves when dealing with any waste and dispose of them safely before moving onto a different task. Surface wipes to be available in every room in the school. 			

Measures to consider	What do you need to do at your school to manage this	Who will do this?	By when?	Completed on:
	<ul style="list-style-type: none"> ▪ Students to use a surface wipe to wipe down their work area, chair and keyboard and mouse before using. ▪ Staff to use a surface wipe/paper towel with antibac spray if using a workstation which has been used by another individual ensuring remote controls and electronic devices are wiped prior to use. ▪ Surface wipes/spray with paper towel and hand sanitiser to be provided at tea/coffee points for staff to use before and after use of facilities ▪ Staff to use own mug or disposable cup. Single use plastic spoons provided. ▪ Notices in kitchen area to remind staff to use and wash their own mugs or disposable cups ▪ Staff to be sure to thoroughly clean all touch surfaces following the use of items such as the microwaves and kettle. Hand sanitise prior to and after use. ▪ Toilet cleaning checks are in place to monitor that they are cleaned regularly, particularly between and after breaks/lunch ▪ Cleaning contractors to use standard detergents to clean floors and hard surfaces as per government guidelines. ▪ Stronger cleaning solutions will not be used on a day to day basis following feedback from staff who have experienced reactions they believe are related to the solutions currently being used by the cleaning contractor. ▪ Students are required to have their own equipment at school each day, e.g. pens, pencils, highlighters, etc. ▪ Any shared equipment is to be regularly cleaned. See departmental risk assessments for specific control measures in place for COVID-19. 			

Measures to consider	What do you need to do at your school to manage this	Who will do this?	By when?	Completed on:
	<ul style="list-style-type: none"> HODs to ensure that teachers within their departments have their own set of equipment, e.g. dry wipe pens, board erasers, pens, etc. 			
3. Keep occupied spaces well ventilated				
<ul style="list-style-type: none"> If air handling systems that move air between rooms are used set them to use a fresh air supply and do not recirculate air. Standalone room units can operate as normal. Ensure any filters in ventilation or air conditioning systems are changed as per manufacturer instructions. Take additional care when changing filters. Airing rooms as frequently as you can, will help improve ventilation. This involves opening all doors and windows wide to maximise the ventilation in the room. It may be easier to do this when the room is unoccupied or between uses particularly in colder or adverse weather. Manage colder temperatures in rooms by opening high level not low level windows, opening window just enough to allow for ventilation, increasing heating and allowing for flexibility on uniform. Identify any poorly ventilated areas and consider if these areas should be restricted or if ventilation can be improved by increasing the flow of fresh air. Desk or ceiling fans can be used provided the area is well ventilated but they should not be used in poorly ventilated areas. With due regard to fire safety, some doors may be temporarily propped open to limit touching of door handles and aid ventilation. Fire doors including doors at the top and base of stairs, or to higher risk areas of fire starting e.g. kitchens / IT suites / plant rooms should not be propped open. 	<ul style="list-style-type: none"> All air conditioning units use fresh air supply and do not circulate between rooms. Members of the Site Team ensure windows are opened first thing in the morning across the school and in every room. Colleagues are reminded to keep windows open throughout the day to aid ventilation. In colder weather they are advised to open higher level windows and to ventilate rooms more thoroughly between use. Non-fire doors are to be propped open when the classroom is in use. Colleagues are reminded to close classroom doors when leaving the room at the end of their lesson. Fire doors are not to be propped open at any time, particularly those to higher risk areas of fire starting e.g. kitchens / IT suites / plant rooms/Science Labs should not be propped open Colleagues to be mindful of the number of occupants in offices and shared staff areas including the staff room and staff workroom Social distancing will be maintained between staff. Colleagues are encouraged to maintain social distancing with students also to reduce the risk of transmission See section about on 'Respiratory Hygiene' for further measures including the use of CO2 monitors to gauge if there is adequate ventilation. 			

Measures to consider	What do you need to do at your school to manage this	Who will do this?	By when?	Completed on:
<ul style="list-style-type: none"> Where events such as school plays or open days are planned consider the need to improve ventilation as part of your planning. 				
4. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19				
When an individual develops COVID-19 symptoms or has a positive test				
<ul style="list-style-type: none"> Is there a procedure for managing suspected or positive cases of coronavirus? Consider what information or measures may be needed at school gates and entrances to the building, as well as on the school website. How will visitors to site be managed? Is there an appropriate room identified that can be used to isolate someone with symptoms whilst they are awaiting collection? Have welfare staff and others been trained in measures to take? Have welfare staff and others been provided with PPE and training on its use and disposal? 	<ul style="list-style-type: none"> Posters at both school gates inform those arriving at the grounds that they should not enter if they have any COVID symptoms. The school website is kept up to date with information for parents and links to the latest government guidelines. Should someone who has attended school be tested positive for COVID-19, the risk assessment checklist in the LCRC's London Schools Resource Pack is to be used. This will help the school understand if the situation needs to be escalated and the outbreak management plan implemented Should the school have a number of cases classed as an outbreak according to DfE guidelines it will work closely with the DfE and local public health protection team following their advice (this includes communication with staff and parents of students who may be affected). Each visitor to the school should sign in upon arrival and provide a contact number if not a known contractor or parent. Timetables, seating plans and duty rotas will enable the school to identify anyone who has been in close contact with an individual who has tested positive for COVID-19. Staff briefed to be vigilant re any student displaying symptoms 			

Measures to consider	What do you need to do at your school to manage this	Who will do this?	By when?	Completed on:
	<ul style="list-style-type: none"> ▪ Notices in school offices to remind staff of the symptoms they need to look out for. ▪ Staff to inform line manager if they are displaying any symptoms and to go to medical immediately. ▪ If anyone becomes unwell in school COVID symptoms they must be sent home and advised to follow government guidance. ▪ All staff briefed to call immediately for a first aider if a child says they feel unwell. The First Aider to wear PPE ▪ The child to be escorted by the First Aider to the medical room immediately. ▪ Student or staff member to wait in the therapy room when awaiting collection. They should use the Medical Room toilet if required which is to be put out of use to others. This and the Therapy Room are to have a thorough clean once the student leaves the site. ▪ The student should be escorted out of the W block using the external exit on the ground floor and taken to the parent who is to wait by the car park. ▪ Welfare Officer to wear tunics to protect clothing whilst on site and remove these before leaving for the day. ▪ If a case of COVID-19 is suspected, PPE to be worn by member of staff assisting (face visor, mask, disposable apron and disposable gloves.) Washing hands and hand sanitiser use to be frequently carried out. 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. 			

Measures to consider	What do you need to do at your school to manage this	Who will do this?	By when?	Completed on:
	<ul style="list-style-type: none"> Any possible cases of COVID-19 are reported immediately only to the Headteacher, or DHT in her absence, and are monitored by the Ops manager. Government guidance is to be followed on testing. Home testing PCR kits allocated to the school to be given to the parent for use with the student when necessary Training has been given to all first aiders on the use of PPE, particularly on removal and disposal of masks, gloves and aprons. https://www.youtube.com/watch?v=-GncQ_ed-9w&feature=youtu.be Training given to site supervisors re using PPE when cleaning bodily fluids https://www.youtube.com/watch?v=zec7CvWB7Us Current advice on which symptoms to look out for have been shared with first aiders Operations Manager ensures there is sufficient stocks of PPE PPE used when dealing with a suspected case of COVID-19 to be disposed of in hazardous waste yellow bins. Now that students and staff are carrying out twice weekly testing at home, they are instructed to let the school know if they have a positive test. The school will then ask them to book a confirmatory PCR test as soon as possible, or give them a PCR test from school if required. Those who have been in close contact are informed by NHS Test and Trace and advised that they should have a PCR test. 			
Cleaning a room or area after a person with symptoms of COVID-19, or confirmed COVID-19, has left the setting				

Measures to consider	What do you need to do at your school to manage this	Who will do this?	By when?	Completed on:
<ul style="list-style-type: none"> Is there a procedure in place for cleaning an area where a person with symptoms of COVID-19 or a confirmed case of COVID-19 has been? Is the appropriate PPE being used? Are appropriate cleaning products or methods being used? 	<ul style="list-style-type: none"> Daily cleaners are to be called to clean areas where a person with symptoms of COVID has been. They are to be informed that this is an area where a person with symptoms has been and reminded to wear the appropriate PPE before commencing – disposable apron, disposable gloves, face covering, and that they must dispose of the cloths used to clean the area. Fresh water with detergent is to be used to clean the area 			
Contaminated waste				
<ul style="list-style-type: none"> Personal waste from individuals with symptoms of COVID-19 and waste from cleaning of areas where they have been (including PPE, disposable cloths and used tissues) should be: <ul style="list-style-type: none"> Put in a plastic rubbish bag and tied when full The plastic bag should then be placed in a second bin bag and tied This should be put in a suitable and secure place and marked for storage until the individual's test results are known This waste should be stored safely and kept away from children. It should not be placed in communal waste areas until negative test results are known, or the waste has been stored for at least 72 hours. If the individual tests negative, this can be disposed of immediately with the normal waste. If COVID-19 is confirmed this waste should be stored for at least 72 hours before disposal with normal waste. 	<ul style="list-style-type: none"> Personal waste from individuals with symptoms of COVID-19 and waste from cleaning of areas where they have been (including PPE, disposable cloths and used tissues) should be: <ul style="list-style-type: none"> Put in a plastic rubbish bag and tied when full The plastic bag should then be placed in a second bin bag and tied This can be disposed of immediately with the normal waste. 			
Asymptomatic testing				
<ul style="list-style-type: none"> Plan for retaining a small on site testing centre in secondary schools only. Complete a risk assessment for the testing process relevant for your setting (templates are available). 	<ul style="list-style-type: none"> Communication with parents gives information on the importance of asymptomatic testing. Parents were strongly encouraged to consent to their daughters taking part in the lateral flow testing at school in September and students will continue to be given home 	JHO	Aug 2021	Aug 2021

Measures to consider	What do you need to do at your school to manage this	Who will do this?	By when?	Completed on:
<ul style="list-style-type: none"> Communicate procedures for continued testing for the start of term and during September and continue to encourage take up of testing. 	<p>testing kits following the two tests they will be offered on site.</p> <ul style="list-style-type: none"> Staff will continue to be encouraged to take part in the twice weekly LFT. The school will maintain the facility to test onsite where required. 			
Confirmatory PCR tests				
<ul style="list-style-type: none"> Ensure staff, students and parents understand what to do in the event of a positive test, including arranging a confirmatory PCR test. Ensure that staff, students, and parents understand that symptomatic testing still needs to take place and that it can be booked online. 	<ul style="list-style-type: none"> Staff or students who are displaying symptoms of Coronavirus are to be tested as soon as possible – information on how to do this is to be shared with the relevant parties and support will be given to access the service if required: https://www.nhs.uk/ask-for-a-coronavirus-test The school holds some PCR tests which can be given to families to use if COVID=19 is suspected. More can be ordered as needed. Parents and staff are asked to access an onsite test for faster results if possible, otherwise to use the PCR test kit allocated by the school. Parents and staff are to be told that they must inform the school of test results 			
Tracing close contacts and isolation				
<ul style="list-style-type: none"> Communicate latest requirements on who is required to isolate and who is not to the school community. Encourage those contacted by NHS Test and Trace to take a PCR test where advised to do so. Advise that those who do not need to self-isolate who have been identified as a close contact can attend school as normal and do not need to wear a face covering in schools, but that it is expected that they should wear a face covering on public and school transport. Work with NHS Test and Trace and local health protection teams where requested. 	<ul style="list-style-type: none"> Government guidelines on close contacts f a positive case are to be followed: https://www.gov.uk/government/publications/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person Anyone with symptoms or a positive test result should stay at home If you have symptoms you should arrange for a PCR test immediately 			

Measures to consider	What do you need to do at your school to manage this	Who will do this?	By when?	Completed on:
	<ul style="list-style-type: none"> If you are fully vaccinated or aged under 18 years and 6 months you will not be required to self-isolate if you are a contact of someone who has tested positive for COVID-19. You may attend school, but are required to wear a face covering as others are in communal areas and in classrooms, but also when unable to maintain social distancing from others. Those who are close contacts of someone who has tested positive for the Omicron variant are required to self-isolate for 10 full days as per government requirements. This applies to all – including those who are fully vaccinated and those under the age of 18 years. 			
Other considerations				
Clinically extremely vulnerable (CEV) children				
<ul style="list-style-type: none"> Identify any pupils who may not be able attend school, where they have received specific medical advice. All other CEV pupils should attend school. Ensure there is provision for remote education for those unable to attend school. Monitor engagement with remote education. 	<ul style="list-style-type: none"> The school will work closely with parents and medical professionals of any CEV student unable to attend school where specific medical advice has been given. The school has an effective digital provision in place for these cases. 	NAK/DF/HST	Ongoing	
Contractors and visitors to the school				
<ul style="list-style-type: none"> Inform contractors and visitors prior to arrival of any specific measures in place. Ensure staff hosting contractors and visitors are aware of their responsibilities. 	<ul style="list-style-type: none"> The school's Site Protocol is regularly reviewed and shared with visitors prior to their visit where possible, and upon arrival. 			
Admitting children into school				
<ul style="list-style-type: none"> Communicate with parents on process that pupils with symptoms should not attend and that they may not be allowed to attend school to protect other persons. 	<ul style="list-style-type: none"> Communication to parents, as well as notices at the entrances, remind them that students should not attend school if they are displaying COVID symptoms. 			
Attendance				
<ul style="list-style-type: none"> Communicate with parents on requirements for attendance. 	<ul style="list-style-type: none"> The school's safeguarding and SEND teams have systems in place for maintaining contact with vulnerable students. 	DF/HST	Ongoing	

Measures to consider	What do you need to do at your school to manage this	Who will do this?	By when?	Completed on:
<ul style="list-style-type: none"> Put in place measures to keep in contact with vulnerable children. 	<ul style="list-style-type: none"> The school is maintaining the staggered start times and two-week timetable to reduce contact between different year groups. The school is maintaining year group zones during break and lunch. 			
Travel and quarantine				
<ul style="list-style-type: none"> Continue to communicate and engage with families Consider arrangements for provision of remote education and assessment for pupils who are abroad where appropriate. 	<ul style="list-style-type: none"> The school has an effective digital provision in place for cases where students are stranded abroad or are in quarantine should they have access to internet accessible IT equipment. 			
Remote education				
<ul style="list-style-type: none"> Have plans in place for high quality remote provision of education for those unable to attend school. Have plans in place and work with families to have appropriate provision for pupils with SEND. 	<ul style="list-style-type: none"> Details of the school's digital provision are published on the school website. 			
Pupil wellbeing and support				
<ul style="list-style-type: none"> Take a whole school, coordinated and evidence-informed approach to mental health and wellbeing. Consider the provision of pastoral and extra-curricular activities for pupil wellbeing and support where appropriate. Provide more focused pastoral support where issues are identified that individual pupils may need help with, including support resources available from DfE and partners. Consider support needs of groups that you are already aware need additional help (for example, children in need), and any groups you identify as newly vulnerable because of the pandemic. Communicate what help is available to families. 	<ul style="list-style-type: none"> The school's pastoral support is fully in place in order to support students' mental health and wellbeing. These services are communicated to students via assemblies, at form time and on Teams. Focussed support is also provided via each year group's pastoral team as well as through the school's counsellors where appropriate. Help for families is signposted on the school's website. 			

Measures to consider	What do you need to do at your school to manage this	Who will do this?	By when?	Completed on:
School workforce				
<ul style="list-style-type: none"> Share this risk assessment with staff and invite feedback. Carry out individual risk assessments and discussions as required. 	<ul style="list-style-type: none"> This risk assessment is shared with colleagues at the start of the academic year, and at various points where significant reviews take place. Feedback is encouraged. Individual risk assessments and/or discussions for CEV colleagues or expectant mothers are carried out on an individual basis. 			
Educational visits				
<ul style="list-style-type: none"> For any new bookings COVID-19 cancellation related insurance is advised. Where trips are planned, COVID-19 must be considered as part of the risk assessment process including identifying any additional mitigation measures that may be needed. 	<ul style="list-style-type: none"> Visits will be reviewed by the HT, EVC and Operations Manager to ensure they are in line with current DfE and public health guidance. Residential visits will continue not to take place. The school will continue to review this Risk assessments for each day visit must include a section on COVID and precautions taken Trip organisers to check cancellation policies should there be a need to cancel due to COVID 			
Wraparound provision and extra-curricular activity				
<ul style="list-style-type: none"> Have cleaning arrangements been considered, particularly for frequently touched surfaces and any equipment that is shared. Ensure there is clear communication with any external providers on school measures and approach. Consider contingency arrangements and planning in place in case of any local public health protection advice. 	<ul style="list-style-type: none"> Cleaning staff are to clean areas used for after school clubs once the session is complete. External providers are shown this risk assessment along with the site protocol to ensure that they follow the control measures in place at our school. 			
Contingency planning / outbreak management plan				
<ul style="list-style-type: none"> Prepare an outbreak management plan. Review your plans against the DfE contingency framework. Have plans in place for high quality remote provision of education. 	<ul style="list-style-type: none"> The school has an Outbreak Management Plan in place. The school's high quality digital provision is outlined on the school website and is in place to support off site learning should there be a need. 			

Measures to consider	What do you need to do at your school to manage this	Who will do this?	By when?	Completed on:
<ul style="list-style-type: none"> Consider how bubbles, wearing of face coverings, and other social distancing measures could be reintroduced if they were required. Consider how testing may need to be increased if an onus is placed on schools to manage this. Ensure key staff understand the escalation process to get further public health advice via the DfE helpline. 	<ul style="list-style-type: none"> The school is maintaining the staggered start times and two-week timetable to reduce contact between different year groups. The school is maintaining year group zones during break and lunch. An outline of what the school will re-introduce and how should there be an outbreak will be given to staff at the start of year H&S session. 	PB	01/09/21	