

Introduction

The government continues to manage the risk of serious illness from the spread of the virus. Step 4 marked a new phase in the government's response to the pandemic, moving away from stringent restrictions on everyone's day-to-day lives, towards advising people on how to protect themselves and others, alongside targeted interventions to reduce risk. As COVID-19 becomes a virus that we learn to live with, there is now an imperative to reduce the disruption to children and young people's education - particularly given that the direct clinical risks to children are extremely low, and every adult has been offered a first vaccine and the opportunity for two doses by mid-September.

The priority is for schools to deliver face-to-face high-quality education to all pupils. The evidence is clear that being out of education causes significant harm to educational attainment, life chances, mental and physical health.

This risk assessment is based on government guidance prepared in accordance with the Department of Health and Social Care (DHSC) and Public Health England (PHE).

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

We must comply with health and safety law and put in place proportionate control measures. We must regularly review and update our risk assessments - treating them as 'living documents', as the circumstances in schools and the public health advice changes. This includes having active arrangements in place to monitor whether the controls are effective and working as planned.

School employers and leaders are required by law to think about the risks the staff and pupils face and do everything reasonably practicable to minimise them, recognising they cannot completely eliminate the risk of coronavirus (COVID-19). School employers must therefore make sure that a risk assessment has been undertaken to identify the measures needed to reduce the risks from coronavirus (COVID-19) so far as is reasonably practicable and make the school compliant with guidance. General information on how to make a workplace compliant, including how to approach a coronavirus (COVID-19) risk assessment, is provided by the [HSE guidance on working safely](#).

This risk assessment checklist/ tool is based on Government guidelines on COVID-19 as at 27th August 2021 and is provided to help schools to prepare and decide arrangements for an increased number of children attending/ returning to school. Sensible and proportionate control measures which follow the health and safety hierarchy of controls to reduce the risk to the lowest reasonable practicable level.

Risk assessment is about identifying sensible measures to control the risks in a workplace or when undertaking an activity. The process evaluates the threats and risks of a specified issue/ situation and enables the likelihood that somebody could be harmed, together with an indication of how serious the harm could be, to be considered.

The Risk Assessment below details specific measures but as an overarching summary.

Core Principles:

Mixing and 'bubbles'

We no longer recommend that it is necessary to keep children in consistent groups ('bubbles').

This means that bubbles will not need to be used at The Castle School from the autumn term.

As well as enabling flexibility in curriculum delivery, this means that assemblies can resume, and we no longer need to make alternative arrangements to avoid mixing at lunchtimes.

Contingency plans/ outbreak management plans cover the possibility that in some local areas it may become necessary to reintroduce 'bubbles' for a temporary period, to reduce mixing between groups. Any decision to recommend the reintroduction of 'bubbles' would not be taken lightly and would need to take account of the detrimental impact this could have on the delivery of education.

Tracing Close Contacts and Isolation

Close contacts will 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 parents 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. We 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

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.

Staff who do not need to isolate, and children and young people aged under 18 years and 6 months who usually attend school, and have been identified as a close contact, should continue to attend The Castle School as normal. Children, staff, parents/ carers and visitors do not need to wear a face covering within The Castle School, but it is expected and recommended that these are worn when travelling on public or dedicated transport.

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 a substantial increase in the number of positive cases 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

Face coverings are no longer advised for pupils, staff, parents/ carers and visitors either in classrooms or in communal areas.

The government has removed the requirement to wear face coverings in law but expects and recommends that they are worn in enclosed and crowded spaces where people may come in to contact with others who they don't normally meet. This includes public transport and dedicated transport to school or college.

The Castle School continues to support staff, children, parents/ carers and visitors who may choose to continue to wear a face covering.

In circumstances where face coverings are recommended:

If there is a substantial increase in the number of positive cases, a director of public health might advise us that face coverings should temporarily be worn in communal areas or classrooms (by pupils, staff, parents/ carers and visitors, unless exempt).

The Castle School COVID-19 Outbreak Management Plan covers this possibility. In these circumstances, 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. Face coverings (whether transparent or cloth) should fit securely around the face to cover the nose and mouth and be made with a breathable material capable of filtering airborne particles. The main benefit from a transparent face covering is that they can aid communication, for example enabling lip-reading or allowing for the full visibility of facial expressions, but this should be considered alongside the comfort and breathability of a face covering that contains plastic, which may mean that the face covering is less breathable than layers of cloth.

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 may protect the wearer against droplet spread in specific circumstances but are unlikely to be effective in preventing the escape of smaller respiratory particles when used without an additional face covering. They should only be used after carrying out a risk assessment for the specific situation and should always be cleaned appropriately. The use of face coverings may have a particular impact on those who rely on visual signals for communication. Those who communicate with or provide support to those who do, are exempt from any recommendation to wear face coverings in education and childcare settings. We have a duty to make reasonable adjustments for disabled pupils to support them to access education successfully.

Where appropriate, we should discuss with pupils and parents the types of reasonable adjustments that are being considered to support an individual. No pupil should be denied education on the grounds of whether they are, or are not, wearing a face covering.

Stepping Measures Up and Down

The Castle School COVID-19 Outbreak Management Plan outlines what we will do if children or staff test positive for COVID-19, or how you operate if we are advised to take extra measures to help break chains of transmission. Given the detrimental impact that restrictions on education can have on children and young people, any measures in schools should only ever be considered as a last resort, kept to the minimum number of schools or groups possible, and for the shortest amount of time possible.

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 us to consider taking additional action, and the steps we 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.

Systems of Controls

1. Ensure good hygiene for everyone

- a. Frequent and thorough hand cleaning should now be regular practice. We should continue to ensure that children and staff clean their hands regularly. This can be done with soap and water or hand sanitiser.
- b. The “catch it, bin it, kill it” approach continues to be very important.
- c. Most staff in schools will not require PPE beyond what they would normally need for their work.

2. Maintain appropriate cleaning regime, using standard products such as detergents

- a. We should put in place and maintain an appropriate cleaning schedule. This should include regular cleaning of areas and equipment (for example, twice a day) with a particular focus on frequently touched surfaces.

3. Keep occupied spaces well ventilated

- a. When The Castle School is in operation, it is important to ensure it is well ventilated and that a comfortable teaching environment is maintained.
- b. We should identify any poorly ventilated spaces as part of our risk assessment and take steps to improve fresh air flow in these areas, giving particular consideration when holding events where visitors such as parents/ carers are on site, for example school performances.
- c. Mechanical ventilation is a system that uses a fan to draw fresh air, or extract air from a room. 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 this is not possible, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply. Where mechanical ventilation systems exist, we should ensure that they are maintained in accordance with the manufacturers' recommendations.
- d. Opening external windows can improve natural ventilation, and in addition, opening internal doors can also assist with creating a throughput of air. If necessary, external opening doors may also be used (if they are not fire doors and where safe to do so). We should balance the need for increased ventilation while maintaining a comfortable temperature.
- e. The DfE is working with Public Health England, NHS Test and Trace, and the Scientific Advisory Group for Emergencies (SAGE) on a pilot project to measure CO2 levels in classrooms and exploring options to help improve ventilation in settings where needed.

4. Following 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. Pupils, staff and other adults should follow public health advice on [when to self-isolate and what to do](#). They should not come into The Castle 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).

If anyone in The Castle School develops [COVID-19 symptoms](#), however mild, we should send them home and they should follow public health advice.

For everyone with symptoms, they should avoid using public transport and, wherever possible, be collected by a member of their family or household.

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. 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. The household (including any siblings) should follow the PHE [stay at home guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#).

Asymptomatic testing

Testing remains important in reducing the risk of transmission of infection within schools. That is why, whilst some measures are relaxed, others will remain, and if necessary, in response to the latest epidemiological data, we all need to be prepared to step measures up or down in future depending on local circumstances.

During the summer break, The Castle School provided lateral flow tests to enable staff to continue testing for Covid-19, if required.

The Castle School will request staff to undertake twice weekly home tests (Monday and Thursday). This will be reviewed at the end of September.

There is no need for secondary age pupils to test over the summer period. Test kits were provided at the end of the summer term to enable continued testing over the summer break, if required.

All students have been invited to attend school for 2 assisted tests (3-5 days apart) prior to returning to school. If a student cannot attend, arrangements have been made to collect a home test and complete at home, recording the results with the school and NHS Test and Trace. Students will be provided with a further batch of test kits to enable home testing on a twice weekly basis.

Confirmatory PCR tests

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.

DRAFT

Version Control

| Version No. | | Date Published |
|-------------|----------|----------------|
| 1 | Original | 3.9.21 |
| 2 | | |
| 3 | | |
| 4 | | |

Consultation

| Consulted With | Date and How | Comments |
|-----------------------------------|--|----------------------------|
| The Castle School Staff | Inset Day - 6.9.21 and stored on MS Teams | TCS All Staff Team channel |
| The Castle School Governors | Emailed to The Castle School governing body on 9 th September 2021. | |
| The Castle School Parents/ Carers | School Website | |
| Unions | Via staff channels | |

Government Guidance

| Links to related published guidance notes to be referred to alongside the Model Risk Assessment | |
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| Links to DfE Guidance As new guidance is produced weekly, please refer to <u>www.gov.uk</u> for updates | https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1011704/20210817_COVID-19_Contingency_Framework_FINAL.pdf https://e-bug.eu/eng_home.aspx?cc=eng&ss=1&t=Information%20about%20the%20Coronavirus https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation/index.htm https://www.cibse.org/coronavirus-covid-19 https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/ https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/ https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection https://www.gov.uk/get-coronavirus-test |

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| | <p>https://www.gov.uk/government/publications/coronavirus-covid-19-test-kits-for-schools-and-fe-providers/coronavirus-covid-19-home-test-kits-for-schools-and-fe-providers</p> <p>https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/</p> <p>https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3</p> <p>https://www.gov.uk/government/publications/school-attendance</p> <p>https://www.legislation.gov.uk/uksi/2021/582/contents</p> <p>https://www.gov.uk/guidance/red-amber-and-green-list-rules-for-entering-england</p> <p>https://www.gov.uk/government/publications/quarantine-arrangements-for-boarding-school-students-from-red-list-countries</p> <p>https://www.gov.uk/government/publications/remote-education-temporary-continuity-direction-explanatory-note</p> <p>https://get-help-with-remote-education.education.gov.uk/safeguarding</p> <p>https://www.gov.uk/government/publications/education-recovery-support</p> <p>https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-holiday-and-after-school-clubs-and-other-out-of-school-settings-during-the-coronavirus-covid-19-outbreak</p> <p>https://www.gov.uk/guidance/mental-health-and-wellbeing-support-in-schools-and-colleges#contents</p> <p>https://www.gov.uk/government/publications/covid-19-free-school-meals-guidance/covid-19-free-school-meals-guidance-for-schools</p> <p>https://www.gov.uk/government/publications/health-and-safety-on-educational-visits</p> |
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| | https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-holiday-and-after-school-clubs-and-other-out-of-school-settings-during-the-coronavirus-covid-19-outbreak https://www.gov.uk/government/publications/coronavirus-covid-19-school-and-college-performance-measures https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19 | | | |
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| Area of concern to be addressed | Control measures Good Practice Control Measures Adopted | In place? (Yes/No) | Proposed Action | Responsible person |
| Lack of certainty over returning numbers | Planning for mandatory full attendance for all pupils from September 2021 | Yes | Communication sent to parents prior to 7 th of September explaining attendance for all is mandatory. | JW |
| | Support for pupil and/ or parent/ carer anxiety about return to school and vulnerability to COVID-19 | Yes | Communication sent to parents prior to 7 th of September and phone calls to more anxious parents/ carers on 6 th September INSET day to remind them of support available. | JW |
| | All CEV children and young people should attend their education setting unless they are one of the very small number of children and young people under paediatric or other specialist care who have been advised by their clinician or other specialist not to attend | Yes | Phone calls to those who are CEV to share risk assessment and state that CEV pupils should attend unless advised by specialist not to attend (None at Castle). | JW |
| Number of staff available is lower than that required to teach classes in school | The health status and availability of every member of staff is known and is regularly updated, including the initial review of staff who had previously been identified as vulnerable, including clinically extremely vulnerable, clinically vulnerable and pregnant staff. | Yes | Review on 6 th September INSET day and offer individual risk assessments to all staff – at present none have requested. | AG & JT |
| | CEV people are advised, as a minimum, to follow the same guidance as everyone else. It is important that everyone | Yes | Line managers to advise individual risk assessments and to undertake these. | AG/JT and line managers |

| Area of concern to be addressed | Control measures Good Practice Control Measures Adopted | In place? (Yes/No) | Proposed Action | Responsible person |
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| | <p>adheres to this guidance, but CEV people may wish to think particularly carefully about the additional precautions they can continue to take and be encouraged to update/ complete a personal risk assessment,</p> <p>All staff who have received previously a 1:1 risk assessment are offered a review, especially where they have previously been identified as someone who was to work from home.</p> <p>All staff to receive wellness focus as part of INSET training on 6.9.21.</p> <p>Flexible and responsive use of professional services and support staff to supervise classes is in place.</p> <p>Contingency planning in place and additional resource identified and budgeted.</p> <p>Support all staff in attendance for vaccination sessions even during term time.</p> <p>Social distancing measures have now ended in the workplace and it is no longer necessary for the government to instruct people to work from home. The school should be able to explain the measures they have in place to keep staff and CEV staff safe at work and should be recorded in appropriate 1:1 risk assessment.</p> | <p></p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> | <p>Make arrangements for CEV staff to not attend assemblies/ large gatherings where possible.</p> <p>Offer individual risk assessment to these staff to be completed – none previously advised to work from home.</p> <p>INSET training on 6.9.21.</p> <p>Support staff to be deployed where necessary.</p> <p>Liaise with Trust where necessary should additional resources be needed.</p> <p>Flexibility given when vaccination appointments are during the school day.</p> <p>Offer individual risk assessments to all. Catch it-bin it-kill it in place, ensuring good ventilation and frequent sanitisation occur throughout the building and managing confirmed cases of COVID-19.</p> | <p></p> <p>AG/JT and line managers</p> <p>JL</p> <p>JT</p> <p>JL</p> <p>JL</p> <p>AG/JT</p> |
| Testing capacity and reporting is in place in line with guidance | Ensure all staff complete twice weekly lateral flow test on return in September. | Yes | Remind staff to test twice weekly (Monday & Thursday) – include on weekly briefing notes to remind staff. | AG |
| | Ensure staff have access to or are aware of where they can access testing kits. | Yes | | AG |

| Area of concern to be addressed | Control measures Good Practice Control Measures Adopted | In place? (Yes/No) | Proposed Action | Responsible person |
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| | <p>Ensure awareness of calling NHS Test and Trace on 119 for issues and queries about the supply, ordering and delivery of test kits.</p> <p>Ensure secondary pupils and all staff continue twice weekly home testing until end of September.</p> <p>In the case of a positive LFT, person should be advised to isolate and take a PCR test. If the PCR test is taken within two days of the positive LFT and is negative, it overrides the LFT and the person can return to school as long as no COVID-19 symptoms.</p> <p>Ensure understanding of the new Track and Trace requirements through the NHS. In some exceptional circumstances schools may be required to support with tracing.</p> | <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> | <p>Remind staff on 6.9.21 INSET day that they can collect kits from Main Office.</p> <p>Form Tutors to discuss with students the importance of testing. Communication sent out to parents and students re assisted and home testing on 31.8.21</p> <p>Headteacher to remind all staff on 6.9.21 INSET day.</p> <p>Headteacher to remind all staff on 6.9.21 INSET day.</p> | <p>AG</p> <p>AG</p> <p>JL/JW</p> <p>AG/JL</p> |
| Classroom and timetable arrangements do not allow for all pupils to attend in line with guidance | <p>Clear signage displayed across The Castle School promoting hygiene.</p> <p>Hand washing and sanitiser facilities identified for each learning area. Additional items required installed.</p> <p>Ensure offices/ classrooms and large occupancy venues are well ventilated and occupancy remains limited, where required:</p> <ul style="list-style-type: none"> Mechanical ventilation systems adjusted to increase ventilation rate where possible. | <p>Yes</p> <p>Yes</p> <p>Yes</p> | <p>Refresh signage during first week back.</p> <p>Hand wash/ sanitising units topped up as well as sanitiser and wipes placed in each room.</p> <p>Reminders to keep windows and doors open as much as possible. SLT to reinforce when dropping into offices/ classrooms and to include on weekly briefing notes.</p> | <p>Main Office</p> <p>All Staff & Premises Team</p> <p>SLT & staff</p> |

| Area of concern to be addressed | Control measures Good Practice Control Measures Adopted | In place? (Yes/No) | Proposed Action | Responsible person |
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| | <ul style="list-style-type: none"> Natural ventilation – opening windows (these should be opened more fully during breaks). Natural ventilation – if necessary, non-emergency fire evacuation doors may also be used. | | | |
| Parents and carers are not fully informed of the health and safety requirements for the reopening of the school | As part of the overall communications strategy parents/ carers are kept up to date with information, guidance and the school's expectations on a regular basis using a range of communication tools. | Yes | Parental communication and update of website | JL/JW |
| | The final risk assessment is made available and published on The Castle School web site. | Yes | Risk assessment to be put onto the website and shared with all parents/ carers. | AG/JL |
| | Consider parent and pupil briefings reflecting changes to usual school policy. | Yes | Children to be briefed in assembly. Parent/ carer briefings will be held during the week of 6.9.21 upon request. | SLT |
| | Advice is made available to parents/ carers on arrangements testing for COVID-19. | Yes | A reminder sent to parents/ carers about how to arrange a test for COVID-19 if they/ their child is symptomatic to be done via the September communication. | AG |
| Parents and carers may not fully understand their responsibilities should a child show symptoms of COVID-19 | Key messages in line with government guidance are reinforced on a regular basis via email, text and the school's website and verbally. Community languages are considered. | Yes | Parental communication re September opening | JL/JW |
| | Clear procedures in place where a child falls ill whilst at school in line with this guidance. | Yes | Student kept in isolation in appropriate room. Staff to wear full PPE. Request for parent to collect student. Full clean down of room once student collected. | SLT |
| | Ensure isolation room identified which is in a location close to the main exit to limit transmission risk when transporting students. | Yes | | |

| Area of concern to be addressed | Control measures Good Practice Control Measures Adopted | In place? (Yes/No) | Proposed Action | Responsible person |
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| | <p>Ensure contact details of families are up to date.</p> <p>Immediate notification to covid@castle.somerset.sch.uk in every case where a child/ staff is symptomatic.</p> <p>In the case of a positive LFT people should be advised to isolate and take a PCR test. If the PCR test is taken within two days of the positive LFT and is negative, it overrides the LFT and the person can return to school as long as they are not displaying COVID-19 symptoms.</p> <p>Ensure understanding of the new Track and Trace requirements through the NHS. In some exceptional circumstances schools may be required to support with tracing.</p> <p>If a parent or carer insists on a pupil who has tested positive or should be isolating, attending school, a decision to refuse the pupil can be made if, in your reasonable judgement, it is necessary to protect other pupils and staff from possible infection with COVID-19. The decision would need to be carefully considered in light of all the circumstances and current public health advice.</p> | <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> | <p>Attendance Officer to record absences</p> <p>Reminder sent to parents/ carers about what to do in the case of positive LFT within the September opening letter.</p> <p>Inset day 6.9.21</p> <p>Entry to be refused and liaison with Public Health if necessary.</p> | <p>Main Office</p> <p>AH/JW</p> <p>JL</p> <p>JW</p> <p>AG/JL</p> |
| Communications with parents/ carers about expectations that must be followed to support pupils and keep the school community safe are not clear or in place | <p>Ensure message around staying home if displaying Covid-19 symptoms is reinforced.</p> <p>Clear communication around hygiene guidance.</p> <p>Clarity around attendance expectations; in particular, when COVID-19 is a risk factor within the family.</p> | <p>Yes</p> <p>Yes</p> <p>Yes</p> | <p>Reminders will be present in all newsletters, Facebook, Parent Mail communication, website, etc.</p> <p>Reminders will be present in all newsletters, Facebook, Parent Mail communication, website, etc.</p> <p>Reminder sent to parents/ carers about attendance within the September opening letter. Contact individual families where COVID-19 is a high-risk factor within the family to</p> | <p>SLT</p> <p>SLT</p> <p>SLT</p> |

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| | | | see if any further support can be provided. | |
| Removal of face coverings (where staff/ pupils choose to continue wearing a face covering) | Clear process communicated to adults on removal of face coverings. | Yes | Communicated on 6.9.21 INSET day. | JW |
| | Ensure access for adults to clean hands after touching and safe storage. | Yes | Each classroom has hand sanitiser facilities. | Premises |
| | Ensure adults are aware not to touch front of face when removing, dispose in "black bag" waste bins, use sealable plastic bag for storage. | Yes | Communicated on 6.9.21 INSET day. | JW |
| Daily attendance registers for new cohorts are not in place | School attendance is mandatory for all pupils of compulsory school age and it is a priority to ensure that as many children as possible regularly attend school. | Yes | JW to include attendance in September opening letter and monitor attendance closely during week of 6.9.21. JW to call any families where COVID-19 is a risk factor during the 6.9.21 INSET day to see if any further support can be provided. | JW |
| | Completion of school daily attendance registers. | Yes | All staff to complete class chart register | All staff |
| | Regular reporting and monitoring of attendance | Yes | JW to continue to monitor attendance, report on attendance and celebrate positive attendance. | JW/AH and class teachers |
| | Where a child is required to self-isolate or quarantine because of COVID-19 in accordance with the relevant legislation or guidance published by PHE or the DHSC they should be recorded as code X (not attending in circumstances related to coronavirus). Where they are unable to attend because they have a confirmed case of COVID-19 they should be recorded as code I (illness). | Yes | In place | AH/JW |

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|--|---|-----------------------|--|--------------------|
| | For pupils abroad who are unable to return, code X is unlikely to apply. In some specific cases, code Y (unable to attend due to exceptional circumstances) will apply. | Yes | Use code Y if unable to attend due to exceptional circumstances if abroad and in accordance with guidance. | AH |
| | Ensure appropriate checks and balances in place to ensure no code X students are on site during morning registration. This includes ensuring supply teachers are made aware and supported in identifying students. | Yes | Registers are checked by AH, particularly for any X coded pupils. AH to make any supply teachers aware of these pupils. | AH |
| Meals are not available for all children in school | Risk assessment for catering staff and kitchens. | Yes | Catering risk assessment in place. | PH |
| | Alternative arrangements in place for provision of school meals if necessary | Yes | | PH |
| | Usual considerations in place for dietary requirements. | Yes | Tills state dietary requirements. Notices within dining and main hall | PH |
| | Provisions agreed for FSM students who may not attend school due to self-isolating or shielding. | Yes | Provision of Tesco vouchers | Main Office |
| School safeguarding policy and procedures are not in place, including updated appendix to include arrangements for COVID-19 | Safeguarding remains highest priority and policy is updated to reflect changes. | Yes | Safeguarding policy in place and is updated to reflect changes in KCSiE 2021. Safeguarding INSET on 6.9.21 to share these updates. | JW |
| | All staff are briefed on updated safeguarding arrangements, including those contacting families of pupils that are not attending school. | Yes | Safeguarding INSET on 6.9.21 to share these updates | JW |
| | School to consider any changes to day to day health and safety policies including changes to evacuation arrangements depending on the use of classrooms, entry and exit points and Critical Incident and Lockdown procedures. | Yes | No changes to current policies required. Current policies to be communicated to all as a refresher/ for new staff during 6.9.21 INSET day. | JW |

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| | Expectations to be shared with pupils in the event of the need to evacuate the building in an emergency | Yes | Reminders given in classroom by class teacher on 7.9.21 and 8.9.21. | Form Tutors |
| Higher risk of increased disclosures from returning pupils | DSL capacity is factored into staffing arrangements to ensure enough staff are available to deal with the potential increase in disclosures from pupils. | Yes | No less than 3 DDSLs available. Safeguarding team of sufficient size for school and weekly safeguarding meetings will resume immediately. | JW |
| | Contact is maintained with families where there are vulnerable pupils that are not attending school due to parent/ carer decision. | Yes | Welfare checks to be in line with welfare check procedures. Work to be provided by class teacher via Teams. Feedback to be provided. | JW and teacher |
| | Multi-agency arrangements in place to support early help. | Yes | Safeguarding team to continue to liaise with outside agencies. | Safeguarding Team |
| Insufficient staff confidence or awareness of mental health, pastoral support, wider wellbeing support for pupils returning to school | Academy arrangements for dealing with pupil wellbeing | Yes | Mental health first-aiders available for support, PSHE curriculum. | SLT |
| | Increase capacity of mental health first aid trainers in order to get more first aiders trained urgently. | Yes | Priority to train more mental health first-aiders in the autumn term. | |
| | Train staff on teaching about mental wellbeing and then use bespoke times to support children in rebuilding friendships and social engagement, equipping them to respond to issues linked to coronavirus and improving their physical and mental wellbeing. | Yes | Personal development/ behaviour/ pastoral support training to be given on day 6.9.21 INSET day and mental health training to be given priority throughout the year through twilights. | |
| | Provide focused pastoral support where individual issues are identified, drawing on external support where necessary. | Yes | Focussed pastoral support to be provided where needed. Liaison with other agencies. | |

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| Pupils may have fallen behind in their learning during school closures and achievement gaps will have widened | Gaps in learning are assessed and addressed in teachers' planning. | Yes | Baseline assessments done in first fortnight after returning from summer holidays. Gaps in learning addressed in lessons and interventions. | SLT & class teachers |
| | Home (and remote learning if necessary) is continuing and is calibrated to complement in-school learning and address gaps identified. | Yes | Home learning is in line with what pupils are learning at school and is available on MSTeams. | SLT & class teachers |
| | Plans for intervention are in place for those pupils who have fallen behind in their learning and are supported through home learning. | Yes | Interventions to address gaps in learning will take place and will either gap fill or pre-teach as appropriate. | SLT & class teachers |
| | School is aware of pupils who are young carers and have targeted support for online learning where they are unable to return to school. | Yes | Young carers will be identified and will be supported by teaching staff if they are unable to return to school. They will also receive regular check ins from JW and their form tutor – confirm how many at present. | SLT & class teachers |
| School unable to meet full provision required in line with EHCP | Review individual pupil's EHCP to consider what can reasonably be provided whilst in school. | Yes | CO to review EHCPs to ensure plan can be delivered, either in person or remotely as necessary e.g. online interventions as opposed to physical where isolation needs to occur. | CO & class teachers |
| | Access support through health and social care offer, local authorities, health professionals, regional schools' commissioners and other services. | Yes | Continue to liaise with external agencies. | CO/JW/SS |
| What can we do differently for SEND pupils so they transition smoothly back into school and make up for lost curriculum time? | Provide specific help and preparation for the changes to routine, and provide specialist interventions swiftly on children's' return, including external agencies. | Yes | Baseline assessments will be used to plan and address any interventions required. | CO & class teachers |
| | Ensure discussions with external agencies on The Castle School control measures and ways of working. | Yes | CO to discuss and share control measures. | CO |

| Area of concern to be addressed | Control measures Good Practice Control Measures Adopted | In place? (Yes/No) | Proposed Action | Responsible person |
|---|--|-----------------------|---|--------------------|
| | Ensure adjustments in place for SEND pupils with regard to wearing and removal of face coverings if students and support staff choose to wear face coverings. | Yes | Students and staff to be supported if they choose to wear face coverings. | CO |
| Operational needs of school create insufficient resource to support ongoing learning offer for eligible pupils who can't attend school, as well as those that continue to be out of school | Review the resources required to sustain the online offer for pupils that are unable to attend school. Ensure ICT devices are easily available to be distributed when required. | Yes | ICT devices are available to be distributed via the office as and when needed. Continue use of spreadsheet when distributing devices to ensure details are logged. | PC |
| | Ensure clear process in place for identifying pupils who require equipment to access remote learning in line with Trust expectations. | Yes | Continue the use of the devices spreadsheet that states which pupils require devices/ internet access. | PC |
| | Ensure robust system in place to allocate the loaning and return of devices to pupils through a named SLT link and operations team. | Yes | Loaning and return of devices to be logged on spreadsheet. SLT link is PC. | PC |
| | Ensure sufficient safeguarding systems are in places for students working at home. | Yes | Remote learning safeguarding guidance is in place for pupils working at home. This has been shared with all staff who deliver remote learning and an acceptable use agreement has been shared with parents/ carers. | JW |
| Identify staff unable to return to school | Social distancing measures have now ended in the workplace and it is no longer necessary for the government to instruct people to work from home. The school should be able to explain the measures they have in place to keep staff and CEV staff safe at work and should be recorded in appropriate 1:1 risk assessment. | Yes | Personal risk assessments will be offered to all staff. Measures in place include hygiene measures, ventilation and an appropriate cleaning regime, twice weekly testing and option to wear masks. | AG/JT |
| | Give careful consideration about additional precautions you may wish to continue to support CEV staff. This should be done in conjunction with the staff and local disease levels. through the process above of understanding level of returning staff, identify specific activities for staff who | Yes | This will be looked at on an individual basis through a 1:1 risk assessment. | AG/JT |

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| | following their risk assessment are not able to return to the workplace but are able to work remotely. | | | |
| Staff are insufficiently briefed on expectations | A member of The Castle School staff is identified as the point of contact for this risk assessment to collate staff feedback and engage with SLT. | Yes | This risk assessment will be shared with staff on 6.9.21 INSET day. The nominated MOS (AG) will be the point of contact for this risk assessment. | AG |
| | On return to school in September ensure staff are briefed on the school operating plan, the final risk assessment is shared and signed off. | Yes | This risk assessment will be shared with staff on 6.9.21 INSET day. The nominated MOS (AG) will be the point of contact for this risk assessment. | AG/JW |
| | Staff are encouraged to provide regular feedback on the school operating plan and this risk assessment. This feedback is recorded and implemented where applicable. | Yes | Staff will be briefed again on the school operating plan and this risk assessment will be shared on 6.9.21 INSET day and by email | JW |
| | Support for mental health and wellbeing is communicated to all staff and there are plans in place to check on staff wellbeing regularly, including senior leaders. | Yes | Feedback will be requested, SLT to monitor. Wellbeing included in staff weekly briefings. Staff wellbeing checks happen daily for anyone needing to isolate. | SLT |
| | Staff workload expectations are clearly communicated. | Yes | Staff workload expectations will be clearly communicated on 6.9.21 INSET for both physical and remote teaching. | JL |
| | Schedule what staff training is needed to implement any changes that the school plans to make, either delivered remotely or in school. | Yes | Inset day to cover changes scheduled for 6.9.21 | JL/JW |
| | Staff should continue to undertake twice weekly home tests whenever they are on site until the end of September. | Yes | Remind staff of requirement for staff and students to twice weekly home | JW |

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| | | | tests. Reminders through green sheet and weekly staff briefing. | Main Office |
| Staff rooms and offices do not allow for observation of ventilation guidelines | <p>Ensure offices, staff rooms and large occupancy venues such as halls are well ventilated:</p> <ul style="list-style-type: none"> ▪ Mechanical ventilation systems adjusted to increase ventilation rate where possible. ▪ Natural ventilation – opening windows (these should be opened more fully during breaks). ▪ Natural ventilation – if necessary, non-emergency fire evacuation doors may also be used. ▪ Ensure maintenance records have been updated and reviewed for all mechanical ventilation systems. ▪ Ensure room capacities have been checked with ventilation contractors in line with guidance. ▪ Where air filters and CO2 monitoring devices are in situ, ensure these are always in use and maintained. Ensure staff understand how the systems work. | Yes | <p>The main hall, dining hall and all offices and classrooms will have windows open. Doors to be kept open as much as possible.</p> <p>All rooms have sufficient ventilation but small rooms to have reduced numbers of people meeting/ working in them.</p> | <p>All staff</p> <p>All staff</p> |
| Cleaning capacity is reduced so that an initial deeper clean and ongoing cleaning of surfaces and touch points are not undertaken to the standards required | <p>A return-to-work plan for cleaning staff agreed with cleaning staff prior to September opening and in line with current guidance.</p> <p>A cleaning schedule is agreed and implemented which minimises the spread of infection, making full use of timetable breaks, between lunch groups, before and after school.</p> <p>Daily cleaning of doorways, handles and corridor walls and other frequently touched surfaces.</p> <p>Introduce cleaning of shared resources where required and consider role of our staff in this.</p> | <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> | <p>This has been agreed and completed throughout the summer.</p> <p>Cleaning schedule has been agreed and includes cleaning twice during the school day and then before the next school day.</p> <p>Daily cleaning of frequently touched surfaces will take place before the next school day.</p> <p>Shared resources e.g. instruments and I-pads, to be wiped before being put back into storage.</p> | <p>Premises</p> <p>Premises</p> <p>Premises & cleaning team</p> <p>All staff</p> |

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| | | | | |
| Procedures are not in place for COVID-19 clean following a suspected or confirmed case at school | Cleaning team is aware of the guidance for cleaning of non-healthcare settings <u>COVID-19: cleaning of non-healthcare settings guidance</u> | Yes | The cleaning staff have been made aware of this guidance. | Premises |
| | Plans are in place to identify and clean all areas with which the symptomatic person has been in contact. | Yes | Class timetables and staff timetables are in place so that any areas that a symptomatic individual has been in contact with can be cleaned. | SLT |
| | Sufficient and suitable equipment is available for the required clean. | Yes | Equipment is ordered by the Premises team. | Premises |
| | Adequate disposal arrangements are in place to dispose of contaminated waste. | Yes | Disposal arrangements are in place. | Premises |
| | Cleaning of the area where staff or pupils are held when falling ill with symptoms during the day. | Yes | The on-site cleaner will be directed to the area(s) in which the symptomatic individual has been during the school day. | Premises |
| Inadequate supplies of soap and hand sanitiser mean that regular hand washing routines cannot be established | An audit of handwashing facilities and sanitiser dispensers is undertaken before the school reopens and additional supplies are purchased if necessary. | Yes | All classrooms and food areas have sanitising facilities. | Premises |
| | Monitoring arrangements are in place to ensure that supplies of soap, hand towels and sanitiser are maintained throughout the day. | Yes | The premises team will ensure that supplies are maintained throughout the day. Staff to notify premises team if items are missing | Premises & All staff |
| | Posters reinforce the need to wash hands regularly and frequently, including on arrival at school. | Yes | Students will be reminded to wash/ sanitise their hands at intervals throughout the day including entry to | Class teachers |

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| | Reinforce 'catch it, kill it, bin it' message. | Yes | school, before and after break times, before and after lunch times and then in the afternoon. Notices across school. Message reinforced through staff briefing notes, in assemblies and in correspondence with parents/ carers. | AG/JW |
| Inadequate supplies and resources mean that shared items are not cleaned after each use | Limit the amount of shared resources that are taken home and limit exchange of take-home resources between children and staff. | Yes | Resources to be taken home are limited to home learning, reading records and levelled reading books. | Class teachers |
| | Plan for equipment and resources per child where possible and avoid the sharing of stationery and other equipment where possible. | Yes | Students to provide own stationery. Sharing of equipment to be reduced where possible | Class teachers & TAs |
| | Any shared classroom materials and surfaces cleaned and disinfected more frequently and between groups | Yes | Shared resources to be wiped in between users and cleaned before they are stored. | Class teachers, TAs, duty & premises staff |
| | Practical lessons can go ahead if equipment can be cleaned thoroughly and the classroom or other learning environment is either cleaned between cohorts or occupied by the same children in one day. | Yes | Shared resources to be wiped in between users and cleaned before they are stored. | Class teachers, TAs & lunch time staff |
| | Roles and responsibilities identified for each area with cleaning resources, e.g. each class is allocated their own cleaning products. | Yes | Each class is provided with wipes and hand sanitiser. | Premises & class teachers |
| Staff, pupils and parents/ carers are not aware of the school's procedures (including on self-isolation and testing) | Staff, pupils and parents/ carers have received clear communications informing them of current government guidance on the actions to take should anyone display symptoms of COVID-19 and how this will be implemented in The Castle School and to stay at home if unwell . | Yes | Communicated on 6.9.21 INSET day stating the guidance and that pupils should stay at home if they are unwell. | JW |

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| should anyone display symptoms of COVID-19 or should there be a confirmed case of COVID-19 in the school | This guidance has been explained to staff and pupils as part of INSET training and through regular staff briefings (and the induction process for new starters) and through assemblies for students. | Yes | Staff to be reminded of the symptoms of COVID-19 during the 6.9.21 INSET day. | JW |
| | Staff are aware of the location of the emergency PPE pack and the situations where its use is mandatory – when dealing with symptomatic students or staff or for close intimate care/ first aid. | Yes | PPE stored in Pastoral Hub. First Aiders and Pastoral staff trained in use. | Pastoral Team |
| | Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders. | Yes | Guidance will be explained to staff on 6.9.21 INSET day with reminders/updates provided at weekly staff briefings. | SLT |
| | Report cases immediately to Main Office and email covid@castlechool.co.uk . Keep up to date with PH updates on responding to cases in schools during the contact tracing phase of the response. | Yes | Any updates/ changes in guidance will be communicated to staff in emails or in briefings and to governors in emails. Parents/ carers will receive updates via emails and the website. | SLT |
| | PHE can be contacted on the DFE Helpline via 0800 046 8687 and Option 1 Monday to Friday 08:00-18:00 Saturday to Sunday 10:00-18:00 | Yes | | |
| | PHE will engage and advise on steps to take following reports by schools to them AND if they contact schools from wider test and trace in the community. | Yes | | |
| | Note trigger of 5 children or staff, who are likely to have mixed closely, test positive for COVID-19, within a 10-day period; or 10% of children or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period may result in them taking closer interest in the situation at the school as a potential outbreak. This does not include any positive results within the initial LFT at the start of term. | Yes | All positive cases will be reported to the SLT, covid@castleschool.co.uk and PHE | SLT |

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| | <p>Contact with PHE immediately and their advice on next steps is critical as well as notifying the Trust.</p> <p>Nominate a coordinator in the academy who the Trust can regularly liaise with.</p> <p>It is a critical system of control that we respond to any infection in line with the detailed PHE guidance and we report every potential case to office@castle.school.co.uk in order that we can prepare for the potential implications of a subsequent positive result.</p> <p>Academies will be sent home test kits that can be handed to staff and students as required. This stock to be managed and records kept of who it has been provided to.</p> <p>Understanding of latest HSE RIDDOR REPORTING guidance for COVID-19 on when and how to report exposure to coronavirus or a diagnosis of COVID-19, in the workplace under RIDDOR. Always refer to the Trust Premises Manager and CEO.</p> | <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> | <p>The School Business Manager is the coordinator.</p> <p>.</p> <p>A register is kept by Main Office to state who home test kits have been provided to.</p> <p>Positive Covid cases within the school is reported to Public Health via https://forms.office.com/Pages/ResponsePage.aspx?id=BvYktXr3okqNov5wNDsMzrIhARpSquIBnmBgybuyM-xUNFVETEFQT1hZTIBIUepGRTZORFk0SEgxVS4u</p> | <p>AG/JL</p> <p>AG</p> <p>Main Office</p> <p>AG</p> |
| Contractors/ Visitors unaware of school's procedures | <p>Contractors and visitors, including parents/ carers, must continue to complete COVID-19 screening form before entering the premises. Access must be restricted where the form suggests risk of infection.</p> <p>Where possible, electronic meetings should be the preference.</p> | <p>Yes</p> <p>Yes</p> | <p>COVID-19 screening poster present in reception area. Reception will check with all visitors/contractors that they are not displaying Covid-19 symptoms. If symptoms displayed, not allowed on site</p> <p>Electronic meetings to take place where possible; headteacher to relay on 6.9.21 INSET day to all staff so that Teams meetings are used as much as possible. Any meetings not held on Teams to be well ventilated and</p> | <p>Main Office</p> <p>JL & all staff</p> |

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| | | | socially distanced with all sanitising prior to entry of meeting space. | |
| Arrangements to isolate individuals displaying symptoms of COVID-19 are not in place | School's isolation room/ space has been assessed to ensure social distancing and isolation measures are not compromised and close to a main exit to reduce transmission risk when transferring symptomatic cases. | Yes | Pastoral room identified provides space for social distancing and is well ventilated. When exiting the room, route is cleared. | Pastoral Hub |
| | Immediate notification to SLT, Welfare & Attendance Officer in every case where a pupil/ staff member is symptomatic. | Yes | | All staff |
| | Procedures are in place for medical rooms or other spaces to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets, in line with the COVID-19: cleaning in non-healthcare settings outside the home | Yes | Room is cleaned after use. System in place and RH can then report to the wider Trust. | All staff and Premises Team |
| Provision of PPE for staff where required is not in line with government guidelines | Government guidance on wearing PPE is understood and communicated. | Yes | No requirement for specific PPE to be worn by staff or students | AG |
| | Sufficient PPE has been procured through normal stockist. PPE requirements for individual pupils and staff have been risk assessed and sourced through normal stockist. | Yes | | |
| | Those staff required to wear PPE (e.g. SEND intimate care; receiving/ handling deliveries; cleaning staff) have been instructed on how to put on and how to remove PPE carefully to reduce contamination and how to dispose of them safely. Staff are reminded that wearing of gloves is not a substitute for good handwashing. | | Reminder given to staff on 6.9.21 INSET day. | JW |
| | Appropriate measures are taken on the cleaning of reusable PPE items in line with guidance. | Yes | Reminder given to staff on 6.9.21 INSET day. | JW |
| | For those staff/ pupils who may choose to continue to wear a face covering, ensure small contingency supply of face coverings for people who are struggling to access a face | Yes | Supply of face coverings in place in main office and Pastoral Hub. | Main Office and Pastoral Hub |

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|--|---|-----------------------|--|--------------------|
| | covering, unable to use their face covering or forgotten face covering. | | | |
| PPE provision is not in place for staff providing intimate care and for cases where a child becomes unwell with symptoms of coronavirus and needs direct personal care until they can return home | Requirements for PPE have been assessed in line with DfE guidelines. Sufficient stock ordered using school's usual suppliers. Trust must be satisfied that arrangements are in place and in line with DfE guidelines | Yes | A reminder given to staff on the 6.9.21 INSET day that PPE should be used when providing intimate care or when a child displays symptoms of coronavirus. | JW |
| Fire marshals absent due to self-isolation | Staff cover is in place for fire marshals to cover any absences and staff have been briefed accordingly. Sufficient staff appropriately trained in fire marshal duties as required including completion of dedicated training. | Yes | Appropriate number of fire marshalls trained. Cover provided for absenteeism | SLT & Main Office |
| Statutory compliance has not been completed due to restrictions on building or equipment use | Prior to opening, ensure all required maintenance has been completed with a focus on areas of the building/ curriculum which have stopped/ reduced due to previous restrictions. As a guide, but not an inclusive list: <ul style="list-style-type: none"> • Legionella e.g. changing rooms. • Practical Equipment/ Machines e.g. PE, science, technology. • Ventilation – ensure all mechanical ventilation/ air handling/ air conditioning has been serviced. | Yes | Premises Manager oversees requirements | BS |
| Public Transport usage and impact on academy. | All pupils to be made aware of the national guidance on using public transport. The government expects and recommends that people wear face coverings in crowded areas such as public transport. | Yes | Reminder sent in back to school letters being communicated to parents/ carers. | JW |

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| Dedicated School Transport | <p>Where a school has dedicated school transport please refer to the full guidance on how this should be managed. Pay particular attention to:</p> <ul style="list-style-type: none"> ▪ If all on the dedicated transport then pupils travelling on this bus will need to wear face covering and social distance where possible. ▪ Hand sanitiser will need to be provided on entry / exit from the bus. <p>School to also engage with the dedicated transport provider on their own risk assessment/ prevention control.</p> | <p>N/A</p> <p>N/A</p> <p>N/A</p> | <p>Reminder sent in back to school letters being communicated to parents/ carers.</p> | <p>JW & Main Office</p> |
| School Visits | <p>Ensure visits have appropriate financial insurance protection in place in circumstances of COVID-19 related cancellation.</p> <p>From the start of the new school term, international visits that have previously been deferred or postponed can go ahead and schools can organise new international visits for the future.</p> <p>Ensure awareness of travel lists and broader international travel policy to identify any risk associated with green, amber and red listing and potential quarantine restrictions. Contingency plans must be in place to account for any changes.</p> <p>Ensure robust risk assessments are in place for all planned visits, domestic and/ or international and that they incorporate a section on managing COVID-19 risks.</p> | <p>Yes</p> <p>Yes</p> <p>N/A</p> <p>Yes</p> | <p>Completed</p> <p>Risk assessments will be in place for all trips and visits including a section on managing COVID-19 risks.</p> | <p>Main Office</p> |