

# The Phoenix Collegiate



## Coronavirus (COVID-19): Risk assessment for students at school

Issued by/responsible person: Dave Russell – H&S officer	Issue No: 8	Review frequency: In line with government updates
Policy number <i>(to be provided by C. Motard)</i> : NS33	Approval's date: 19/08/21	Review Date: 25/10/2021
Approval requirement: this policy needs to be approved by Head teacher		

# Coronavirus (COVID-19): risk assessment for students at school (see also RA 13<sup>th</sup> April 2020)

## The Phoenix Collegiate

Assessment conducted by: D. Russell	Job title: Health & Safety Officer	Covered by this assessment: students, staff and volunteers and visitors.
Date of assessment: 19 <sup>th</sup> August 2021	Review interval: in line with government updates	Date of next review: 25 <sup>th</sup> October 2021

### Related documents

Infection Control Policy, Ill Health and Infectious Disease Risk Assessment, First Aid Policy, Business Continuity Plan, Supporting Students with Medical Conditions Policy, COSHH Policy, Administering Medication Policy, Student Confidentiality Policy, Records Management Policy, Data Protection Policy, Security Policy, Behavioural Policy, Staff Code of Conduct.

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

For the purpose of this risk assessment, we have used the term ‘coronavirus’ to refer to coronavirus disease 2019 (COVID-19). This risk assessment is a live document which is reviewed and updated in line with changes to government guidance and public health advice. Staff will be notified of any changes to this risk assessment

Please note the term “parent” refers to any parent/carer who has a child attending the school, who or is a parent or carer to a vulnerable child. Furthermore, the term “students” refers to those attending school in Years 7-11 and the Sixth Form.

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Awareness of policies and procedures	H	<ul style="list-style-type: none"> <li>• All staff, students and volunteers are aware of all relevant policies and procedures including, but not limited to, the following:               <ul style="list-style-type: none"> <li>- <b>Health and Safety Policy</b></li> <li>- <b>Infection Control Policy</b></li> <li>- <b>First Aid Policy</b></li> <li>- <b>Coronavirus (Covid-19) Rapid testing Policy</b></li> <li>- <b>Safeguarding Policy</b></li> </ul> </li> <li>• All staff have regard to all relevant guidance and legislation including, but not limited to, the following:               <ul style="list-style-type: none"> <li>- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013</li> <li>- The Health Protection (Notification) Regulations 2010</li> <li>- Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'</li> <li>- DfE and PHE (2021) 'COVID-19: guidance for educational settings' (applies from step 4)</li> <li>- DfE (2021) 'Face coverings in education'</li> </ul> </li> <li>• Staff receive any necessary training relevant to their role that helps minimise the spread of infection, e.g. infection control and student well-being.</li> <li>• The school keeps up-to-date with advice issued by, but not limited to, the following:               <ul style="list-style-type: none"> <li>- DfE</li> <li>- NHS</li> <li>- Department of Health and Social Care</li> <li>- PHE</li> <li>- The school's local health protection team (HPT)</li> </ul> </li> </ul>	Y	Head teacher	In place from 22.03.20 and updates given where necessary	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> <li>• Staff are made aware of the school’s infection control procedures in relation to coronavirus and student wellbeing via email.</li> <li>• Parents are made aware of the school’s infection control procedures in relation to coronavirus via letter and social media – they are informed that they must contact the school as soon as possible if they believe their child has been exposed to coronavirus.</li> <li>• Students are made aware of the school’s infection control procedures in relation to coronavirus via an assembly and are informed that they must tell a member of staff if they begin to feel unwell.</li> <li>• The Data Protection Policy is followed at all times – this includes withholding the names of staff, volunteers and students with either confirmed or suspected cases of coronavirus.</li> <li>• All staff, volunteers, parents, students, visitors and contractors are made aware of relevant infection control and other measures in place via school website and email particularly any changes to processes to allow for the full opening of the school.</li> <li>• Students are made aware of the measures that are in place, e.g. infection control and behaviour expectations, via various methods, including visual aids around the school and reminders from staff.</li> <li>•</li> </ul>				
		<ul style="list-style-type: none"> <li>• Students, staff and other adults do not enter the school premises if: <ul style="list-style-type: none"> <li>- They have any symptoms of coronavirus.</li> <li>- They have tested positive for coronavirus in the last 10 days.</li> <li>- They are required to quarantine having recently visited countries outside the Common Travel Area.</li> </ul> </li> <li>• Parents are informed via the website and letter not to bring their children to school or onto the school premises if they show symptoms or have tested positive for coronavirus..</li> <li>• Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, loss or change in sense of smell or taste and a high</li> </ul>				

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Minimising contact with potential or confirmed coronavirus cases		<p>temperature, and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus.</p> <ul style="list-style-type: none"> <li>• Staff, parents, students and visitors are informed of the national legal requirements regarding self-isolation, including that if they are required to self-isolate, this must be for a full 10 days from the start of their symptoms or the date of their positive test if they did not have symptoms.</li> <li>• Students and parents are made aware that, from 16 August 2021, students under the age of 18 will no longer be required to self-isolate if they are identified as a close contact of a positive case. Instead, students will be advised by NHS Test and Trace to take a PCR test and will only need to isolate if they produce a positive test.</li> <li>• Students and parents are made aware that, from 16 August 2021, fully vaccinated adults who are identified as a close contact of a positive case will not need to self-isolate unless they develop symptoms or produce a positive test, as long as they are fully vaccinated.</li> <li>• Staff who have only had one dose of the vaccine are made aware that they still need to self-isolate if identified as a close contact until two weeks after receiving their second dose.</li> <li>• Instances of staff, students, visitors and volunteers displaying symptoms of coronavirus are managed in line with local and national guidance and the Infection Control Policy.</li> <li>• Students and parents are made aware that, from 16 August 2021, staff and students over the age of 18 will follow the same self-isolation rules as those under 18 until four months after their 18<sup>th</sup> birthday, at which point they will begin to follow the same rules as adults. This time should be used to ensure they are vaccinated if possible.</li> </ul>	Y	Head teacher	<p>In place from <b>04.03.21</b></p> <p>Updated <b>02.09.2021</b></p>	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> <li>• If anyone in the school develops coronavirus symptoms while at school, they are:               <ul style="list-style-type: none"> <li>- Sent home to begin isolation – the isolation period includes the day the symptoms started and the next 10 full days.</li> <li>- Advised to follow the guidance for households with possible or confirmed coronavirus infection.</li> <li>- Advised to arrange a PCR test as soon as possible.</li> </ul> </li> <li>• Instances of staff, students, visitors and volunteers displaying symptoms of coronavirus are managed in line with local and national guidance and the Infection Control Policy, and any individuals with symptoms are sent home as soon as possible.</li> <li>• Students awaiting collection are moved to a room where they can be isolated behind a closed door, with an open window, where possible, for ventilation. If it is not possible to isolate the student, they are moved to an area which is at least two metres away from others. If required, a member of staff supervises the student.</li> <li>• Where contact with a student’s parents cannot be made, appropriate procedures are followed in accordance with those outlined in government guidance and the Infection Control Policy.</li> <li>• In exceptional circumstances, if a student’s parents cannot arrange to have their child collected, if it is age-appropriate and safe to do so, the child is directed to walk, cycle or scoot home. If this is not possible, the school makes alternative arrangements.</li> <li>• If the student needs to use the toilet while awaiting collection, they use a separate bathroom if possible. The bathroom is cleaned and disinfected using standard cleaning products before being used by anyone else.</li> <li>• Symptomatic individuals who are sent home are directed to not use public transport to get home.</li> </ul>				

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		<ul style="list-style-type: none"> <li>• Emergency assistance is called immediately if the student's symptoms worsen and they require further medical care.</li> <li>• PPE is worn by supervising staff if direct personal care is needed and they cannot maintain a distance of two metres.</li> <li>• Anyone who comes into contact with a symptomatic individual washes their hands thoroughly for 20 seconds with soap and running water or hand sanitiser. The area around the symptomatic individual is cleaned with normal household bleach after they have left the premises.</li> <li>• Staff members who have helped someone with symptoms and any students who have been in close contact with them do not need to self-isolate unless they develop symptoms themselves or the symptomatic individual subsequently tests positive.</li> <li>• The school does not routinely take the temperature of students.</li> <li>• The school refuses to admit a student who is displaying symptoms of coronavirus and their parents are insisting their child attends if, in its reasonable judgement, the student poses a risk of infection to other members of the school community.</li> </ul>				
Face coverings		<ul style="list-style-type: none"> <li>• Face coverings are required to be worn by staff, students and visitors in areas where it is particularly difficult to maintain social distancing when moving around the premises, e.g. corridors and staircases.</li> <li>• Face coverings are not required to be worn by staff, students and visitors in classrooms. A face covering can be worn if a staff member, student or visitor feels more comfortable wearing one.</li> <li>• The school does not require face coverings to be worn by those exempt from doing so, e.g. students with SEND who may struggle to wear one correctly or have their education impaired by wearing one.</li> <li>• Transparent face coverings, which may assist communication with someone who relies on lip reading, clear sound or facial expressions to communication, are worn where appropriate.</li> </ul>	Y	Headteacher	<p>In place from 04.03.21</p> <p>Revised form 01.09.2021</p>	M

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		<ul style="list-style-type: none"> <li>Individuals are provided with clear instructions on how to put on, remove, store and dispose of face coverings. This should include instructions to:               <ul style="list-style-type: none"> <li>Clean hands before and after touching a face covering.</li> <li>Store face coverings in individual, sealable plastic bags.</li> <li>Avoid wearing damp face coverings.</li> </ul> </li> <li>Staff and students are not prevented from entering or attending school on the grounds that they are not wearing a face covering.</li> <li>The school has a contingency supply of face coverings.</li> <li>Anyone struggling to access a face covering, or unable to use their face covering because it has been forgotten or soiled, is provided with one from the school's contingency supply.</li> </ul>				
Hand cleaning and respiratory hygiene	<b>H</b>	<ul style="list-style-type: none"> <li>Posters are displayed throughout the school reminding students to wash their hands, e.g. before entering and leaving the school.</li> <li>Students wash their hands with soap before and after break times and lunchtimes for no less than 20 seconds.</li> <li>Visual aids are displayed around the site as reminders to wash hands. The 'catch it, bin it, kill it' approach is promoted.</li> <li>Additional alcohol-based sanitiser (that contains no less than 60 percent alcohol) is provided for use where social distancing cannot be adhered to. Ie At the student entrance on arrival at school</li> <li>Infection control procedures are adhered to as much as possible in accordance with the DfE and PHE.</li> <li>Sufficient amounts of soap (or hand sanitiser where applicable), clean water, paper towels and waste disposal bins are supplied in all toilets and kitchen areas.</li> <li>Bar soap is not used, in line with the Infection Control – liquid soap dispensers are installed and used instead.</li> </ul>	<b>Y</b>	<b>SLT, Site Premises Team (SPT),NIC Services Group LTD</b>	<b>In place from 13.03.2020</b>	<b>M</b>



Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Cleaning		<ul style="list-style-type: none"> <li>• Students are supervised by staff when washing their hands to ensure it is done correctly, where necessary.</li> <li>• Students do not share cutlery, cups or food.</li> <li>• All utensils are thoroughly cleaned before and after use.</li>   <li>• NIC Services Group Ltd are contracted by the school to carry out daily, thorough cleaning that follows national guidance and is compliant with their Coronavirus SARS-COV-2 Information Policies and Procedures. (6<sup>th</sup> March 2020)</li> <li>• NIC will engage cleaners throughout the day whilst student/staff are on site to keep touch points and surfaces wiped down regularly.</li> <li>• NIC arranges enhanced cleaning to be undertaken where required – advice about enhanced cleaning protocols is sought from Head Office.</li> <li>• NIC staff will clean down toilets regularly throughout the day whilst students and staff are on site.</li> <li>• School in house cleaning team in place to wipe down frequently touched surfaces ie. Door handles</li> <li>• NIC Staff to be supplied LFD Test kits and undertake twice weekly testing. Ongoing.</li> <li>• The SPT and NIC monitors the cleaning standards of school cleaning contractors and discusses any additional measures required with regards to managing the spread of coronavirus.</li> </ul>				
Ill health	<b>H</b>	<ul style="list-style-type: none"> <li>• Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing and high temperature, loss of taste and/or smell and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus.</li> <li>• Any student who displays signs of being unwell is immediately referred to the First aider on duty.</li> </ul>	<b>Y</b>	<b>Medical co-ordinator, SENDCO, First Aider</b>	<b>01.06.2020</b>	<b>M</b>

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> <li>• Other students in the same learning space “bubble” will be kept on their own and will be sent home with a letter to parents stating that a member of the group has become unwell. They will be advised to stay at home and school will follow up with further information.</li> <li>• Where the Medical co-ordinator/First aider is unavailable, staff act in line with the Infection Control Policy and ensure that any unwell students are moved to an empty room whilst they wait for their parent/carer to collect them.</li> <li>• Students displaying symptoms of coronavirus do not come in to contact with other students and as few staff as possible, whilst still ensuring the student is safe.</li> <li>• The relevant member of staff calls for emergency assistance immediately if the student’s symptoms worsen.</li> <li>• The parents of an unwell student are informed as soon as possible of the situation by a relevant member of staff.</li> <li>• Where contact with a student’s parents cannot be made, appropriate procedures are followed in accordance with those outlined in governmental guidance and the Infection Control Policy.</li> <li>• Unwell students who are waiting to go home are kept in an area where they can be at least two metres away from others.</li> <li>• Areas used by unwell students who need to go home are thoroughly cleaned once vacated.</li> <li>• If unwell students are waiting to go home, they are instructed to use different toilets to the rest of the school to minimise the spread of infection.</li> <li>• Parents are advised to contact 999 if their child becomes seriously ill or their life is at risk.</li> </ul>				

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		<ul style="list-style-type: none"> <li>Any medication given to ease the unwell individual's symptoms, e.g. paracetamol, is administered in accordance with the Administering Medications Policy.</li> </ul>				
Social distancing	H	<ul style="list-style-type: none"> <li>The Social Distancing Policy is shared with all relevant members of the school community and adhered to where required e.g. around a symptomatic individual.</li> <li>Staff and students are informed they no longer need to adhere to social distancing measures in school unless directed.</li> <li>Students are informed they no longer need to be separated into bubbles in school.</li> <li>In the event of a school or local outbreak, the school adheres to the advice of a director of public health, which may include returning to social distancing measures, including student bubbles, temporarily.</li> </ul>	Y	Head teacher, All staff & SPT	In place from 01.09.2021	M
Ventilation and heating	H	<ul style="list-style-type: none"> <li>Staff and students are made aware that enhanced ventilation is in place.</li> <li>The Site manager checks that all ventilation systems, including fume extraction systems, are in working order in accordance with manufacturer's recommendations, and that there are no blockages present in external or internal vents.</li> <li>All ventilation systems remain energised in normal operating mode.</li> <li>Where mechanical ventilation is used, recirculatory systems are adjusted to full fresh air where possible.</li> <li>Ventilation to chemical stores remains operational.</li> <li>Where possible, the windows of occupied rooms are open. In cold weather, where this causes issues with thermal comfort, the following mitigations are put in place where possible:</li> </ul>	Y	Head teacher, Site Manager	In place from 01.09.2021	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> <li>- Classrooms are rearranged to minimise the discomfort caused by draughts from open windows, e.g. by moving desks and chairs</li> <li>- High level windows are opened in preference to low level to reduce draughts</li> <li>- Ventilation is increased while the space is unoccupied, e.g. during break- and lunchtimes</li> <li>• The relevant staff adjust any thermostats to heat internal spaces and water, ensuring a suitable stable temperature is maintained.</li> <li>• Where heating has been switched off or energy supplies for heating have been isolated, a suitably trained individual switches them back on, as required.</li> </ul>				
Running of exams	<b>M</b>	<ul style="list-style-type: none"> <li>• Provision has been made for internal exams for 2021/2022.</li> <li>• Examination desks separated as per JQC Regulations.</li> <li>• Students use allocated desks which will be cleaned after each examination.</li> <li>• Examinations operated as per JCQ Regulations.</li> </ul>	<b>Y</b>	<b>Examination Officer and Invigilators</b>	<b>22.05.2020</b>	<b>L</b>
Curriculum	<b>H</b>	<ul style="list-style-type: none"> <li>• All students are given the support required to make good progress.</li> <li>• Relevant staff members discuss how the government's curriculum expectations can be met and ensure this is communicated across the school.</li> <li>• The government's catch-up funding is utilised to ensure students receive the support they need to catch-up on learning lost due to the coronavirus pandemic.</li> <li>• The head of the music department ensures staff and students are aware that there is evidence to suggest that singing and playing wind and brass instruments increases the risk of coronavirus transmission due to the cumulative aerosol transmission.</li> </ul>	<b>Y</b>	<b>Head teacher, SLT, Subject leaders, teachers</b>		<b>M</b>

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> <li>• The head of the music department conducts a Music Lesson Risk Assessment and ensures the relevant protective measures are in place to minimise the risk of coronavirus transmission, e.g. cleaning musical instruments after use.</li> <li>• The head of the drama department conducts a Drama Lesson Risk Assessment and ensures the relevant protective measures are in place to minimise the risk of coronavirus transmission, e.g. limiting the sizes of groups.</li> <li>• The school only permits team sports on the list in the Department for Digital, Culture, Media &amp; Sport's (DCMS) team sport guidance.</li> <li>• Sports equipment is thoroughly cleaned between each use.</li> <li>• Outdoor sports are prioritised where possible.</li> <li>• Large indoor spaces with maximised natural ventilation flows, e.g. through opening windows and doors, are used where outdoor sports are not possible.</li> <li>• Staff overseeing indoor sports pay scrupulous attention to cleaning and hygiene.</li> <li>• Staff are made aware that social distancing in sports is not required unless directed.</li> <li>• Measures are in place to minimise the risk of transmission in changing rooms, in line with DCMS guidance.</li> <li>• External facilities are used in line with government guidance, including travel to and from those facilities.</li> <li>• The school works with external coaches, clubs and organisations for curricular and extracurricular activities and considers how such arrangements operate within the school's wider protective measures.</li> <li>• Competitions between different schools, whether indoor or outdoor, can take place in line with government guidance.</li> </ul>				

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Resources	H	<ul style="list-style-type: none"> <li>Staff and students have their own individual and frequently used items, e.g. pencils and pens.</li> <li>Classroom resources, e.g. books and games, can be shared by students and are cleaned regularly.</li> <li>Resources that are shared between classes, e.g. sports equipment, are cleaned before they are used by a different bubble or rotated to allow them to be left unused for 48 hours (or 72 hours for plastics) between use by different bubbles.</li> <li>Students only bring essential items to school each day, e.g. lunch boxes, hats, coats, books, stationery and mobile phones.</li> <li>Students are permitted to bring bags to school.</li> <li>Any shared resources that need to be taken home by students and staff are appropriately cleaned or a rotation is put in place.</li> </ul>	Y	Staff	01.09.2020	L
Behaviour expectations		<ul style="list-style-type: none"> <li>The school's Behavioural Policy sets out behaviour expectations for students.</li> <li>Expectations are communicated clearly to staff, students and parents.</li> <li>Students who are struggling to re-engage with school are supported appropriately.</li> </ul>	Y	Head teacher, SLT and Pastoral staff	01.09.2020	
PPE equipment for teaching staff		<p>Each learning space to have;</p> <ul style="list-style-type: none"> <li>Wipes</li> <li>Tissues</li> <li>Hand sanitiser</li> </ul> <ul style="list-style-type: none"> <li>PPE is distributed to staff who provide intimate care for students who need this care and for cases where a student becomes unwell with symptoms of coronavirus whilst in school and a distance of two metres cannot be maintained.</li> </ul>	N	SPT and SLT	01.09.2020	

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		<ul style="list-style-type: none"> <li>Additional risk assessments are conducted on a case-by-case basis to determine whether staff require PPE to carry out other tasks and duties.</li> <li>When working with students who cough, spit or vomit but do not have coronavirus symptoms, staff only wear PPE that would routinely be worn.</li> <li>Used PPE is disposed of properly using bins provided around the school. Staff and students are told not to use recycling bins for the disposing of PPE.</li> <li>All PPE waste is put in a plastic rubbish bag which, once full, is tied and placed in a second tied bag and stored in a suitable and secure place, marked for storage for 72 hours. Following this period, it is put in the communal waste area.</li> </ul>				
Rapid-result testing		<ul style="list-style-type: none"> <li>All rapid-result testing is carried out in line with the Coronavirus (COVID-19): Rapid Testing Policy.</li> <li>It is made clear that testing is voluntary. Individuals not undergoing testing attend school in line with normal school arrangements.</li> <li>Staff in all education settings are encouraged to test twice weekly at home until the testing guidance is reviewed in September.</li> <li>All students receive two on-site lateral flow device (LFD) tests, three to five days apart, on their return to school in the Autumn term.</li> <li>The school obtains written consent from students, and their parents where required, to process and store their testing data prior to beginning testing.</li> <li>Individuals with negative test results continue to attend school unless they have been advised by NHS Test and Trace or another health professional to stay at home.</li> <li>Staff and students undergoing testing are supplied with LFD test kits to self-swab and test themselves twice a week at home.</li> </ul>	Y	Head teacher	In place from 04.03.21 Updated 02.09.2021	M

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		<ul style="list-style-type: none"> <li>• Staff, students and parents are fully informed of the testing programme.</li> <li>• Individuals report their results to NHS Test and Trace as soon as the test is completed, either online or by telephone.</li> <li>• Students aged 18 and over self-test and report the result, with assistance if needed. Students aged 12 to 17 self-test and report their results with adult supervision. Students aged 11 are tested by an adult.</li> <li>• The school retains a small on-site asymptomatic testing site (ATS) so testing can be offered to students who are unable or unwilling to test themselves at home.</li> <li>• Individuals who receive a positive result from an LFD test complete a 10-day period of self-isolation and are asked to arrange a confirmatory PCR test.</li> <li>• Individuals who test positive using an LFD test arrange their PCR test within 2 days of the positive result. All positive results from LFD tests, whether conducted at home or at school, are confirmed with a PCR test.</li> <li>• Staff, students and parents are made aware that negative results from confirmatory PCR tests taken within 2 days of LFD tests override positive results from LFD tests; therefore, individuals who receive negative PCR test results can return to school, provided they do not have symptoms.</li> <li>• Individuals do not take an LFD test if they have tested positive for coronavirus within the last 90 days.</li> <li>• Individuals are informed that LFD tests are not to be used if they begin to develop symptoms of coronavirus; they instead begin self-isolating immediately and book a PCR test.</li> <li>• Testing kits are stored indoors between a temperature of 2 to 30°C.</li> </ul>				



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		<ul style="list-style-type: none"> <li>• Test kits are re-issued to staff via departments and students via their tutor groups as required.</li> </ul>				
NHS test and trace		<ul style="list-style-type: none"> <li>• The school makes staff aware that is not responsible for Test and Trace contacting. This will be taken over by the NHS Test and Trace service.</li> <li>• The school makes staff aware that the NHS Test and Trace service will inform staff and students if they have been in close contact with a positive case of coronavirus and will advise them to take a PCR test.</li> <li>• The school continues to work with local HPTs in the event of a school or local outbreak.</li> <li>• Staff members and parents are informed that they will need to engage with the NHS Test and Trace programme if they are contacted, meaning they need to be ready and willing to: <ul style="list-style-type: none"> <li>- Book a PCR test if they (or their child) display symptoms.</li> <li>- Provide details of anyone they (or their child) have been in close contact with if they were to test positive for coronavirus or are asked by NHS Test and Trace.</li> <li>- Take a test if they have been in close contact with someone who develops coronavirus symptoms or someone who tests positive.</li> <li>- Self-isolate if they display symptoms or produce a positive test.</li> </ul> </li> <li>• Anyone in school who displays symptoms is encouraged to get a PCR test.</li> </ul>	Y	Head teacher	02.09.2021	

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> <li>• If the school believes a symptomatic individual may face barriers to accessing a PCR test elsewhere, the school provides them with a PCR test.</li> <li>• PCR tests stored on the school site are stored securely at ambient room temperature (5 to 22°C).</li> <li>• The school considers offering a symptomatic staff member a PCR test if they cannot otherwise access testing quickly and if the individual is vital to the running of the school.</li> <li>• PCR tests are delivered safely and with due regard for transmission risk.</li> <li>• Tests are not given directly to students but are instead given to the student's parent or carer.</li> <li>• Individuals are asked to inform the school immediately of test results.</li> <li>• If an individual tests negative, they feel well and no longer have coronavirus symptoms, they, and the members of their household, can stop self-isolating as long as: <ul style="list-style-type: none"> <li>- They were not told to self-isolate for 10 days from the day after contact with the individual who tested positive by NHS Test and Trace.</li> <li>- They feel well.</li> </ul> </li> <li>• If an individual tests positive, they are required to self-isolate for at least 10 days from the onset of symptoms and then return to school only if they do not have symptoms other than a cough, or loss of or change in their sense of smell or taste. Other members of their household are required to continue self-isolating for the full 10-day period unless they are fully vaccinated adults or under the age of 18.</li> <li>• Staff and students aged 16 and over are encouraged to download the NHS Test and Trace app – rules on mobile phones in school are relaxed to accommodate this.</li> </ul>				

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> <li>• Individuals are informed that, if they receive notification via the NHS Test and Trace app that they have been in close contact with a positive case, they must inform the school immediately.</li> <li>• Individuals who test positive are encouraged to report the result on the NHS Test and Trace app.</li> <li>• If a student receives notification to self-isolate, the school ensures appropriate arrangements are in place for the student to self-isolate when they are directed to, and begin remote learning.</li> <li>• If a member of staff receives notification that they need to self-isolate, the school will consider the action that needs to be taken to ensure continuity of education.</li> <li>• Individuals are made aware that they are not required to self-isolate if they live in the same household or are a close contact of someone with coronavirus, and any of the following apply: <ul style="list-style-type: none"> <li>- They are fully vaccinated.</li> <li>- They are below the age of 18 years and 6 months.</li> <li>- They have taken part in or are currently part of an approved vaccine trial.</li> <li>- They are not able to get vaccinated for medical reasons.</li> </ul> </li> <li>• Students under 18 and 6 months that have been identified as a close contact are made aware that they should continue to attend school as normal.</li> </ul>				
Confirmed cases of coronavirus		<ul style="list-style-type: none"> <li>• Parents are informed, via letter, and email of how the school responds to confirmed cases of coronavirus.</li> <li>• Where an individual in the school community tests positive for coronavirus, the school follows public health advice and the Head teacher contacts the DfE's dedicated advice service immediately.</li> <li>• The school works with the DfE's dedicated coronavirus advice service (or local HPT if the case is escalated) to carry out a rapid risk assessment and identify appropriate next steps.</li> </ul>	Y	Head teacher	01.09.2021	

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> <li>Household members of individuals who develop symptoms or test positive also begin self-isolating, starting from the day the individual's symptoms started, or the day of their positive test result if asymptomatic, and continue to self-isolate for the next full 10 days.</li> <li>Household members of close contacts of positive or symptomatic individuals do not self-isolate unless they, or the close contact, develop symptoms or test positive.</li> <li>Where required, all parents and staff are informed of the confirmed case; however, the name of the individual is not shared.</li> <li>The school does not request evidence of negative test results or other medical evidence before admitting individuals back to school after a period of self-isolation.</li> <li>If the school has two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus is suspected, the school continues to work with the DfE's dedicated coronavirus advice service (or local HPT if the case is escalated).</li> <li>The individual who tested positive can stop self-isolating after they have finished their isolation period and their symptoms have gone or if they continue to only have a residual cough or anosmia.</li> </ul>				
Attendance		<ul style="list-style-type: none"> <li>Parents are informed that the usual rules on school attendance apply from September 2021– this means parents have a duty to secure that their child attends regularly. Attendance is mandatory for all students.</li> <li>The attendance register is taken as normal and absences are followed up, in line with the Attendance and Truancy Policy.</li> <li>Where a student is unable to attend the site because they are complying with clinical and/or public health advice, they are offered access to remote education immediately.</li> </ul>	Y	Head teacher	01.09.20	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> <li>Where a student is unable to attend school due to their parents following clinical and/or public health advice, their non-attendance is not penalised.</li> <li>Any concerns from staff, parents and students about being on school site are discussed between appropriate individuals.</li> <li>Students who are reluctant or anxious to return to school are identified and relevant staff members develop plans to reengage these students.</li> <li>The school uses the additional catch-up funding, as well as existing pastoral and support services, resources and funding, to put in place measures for those families who need additional support to secure students' regular attendance.</li> <li>Staff and students who have returned to the UK from foreign countries within the last month complete the necessary quarantine period, as outlined in the government's guidance, before attending school.</li> </ul>				
Protecting the clinically vulnerable individuals		<ul style="list-style-type: none"> <li>Clinically vulnerable and clinically extremely vulnerable (CEV) students are supported to attend on-site provision.</li> <li>Students who live with someone who is CEV continue to attend school as normal.</li> <li>All CEV students attend the school unless they have been advised by their GP or clinician not to attend.</li> <li>The relevant staff liaise with the parents of students who are deemed more vulnerable to infection and discuss their concerns and the infection control measures in place at the school.</li> <li>The school collaborates with the LA to ensure that alternative arrangements for CEV students are in place are in place to prepare for the event that the school site is required to close.</li> </ul>	Y	Head teacher	In place 02.09.2021	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> <li>• If CEV students are self-isolating and cannot attend on-site provision, procedures are put in place to maintain contact and make sure their parents know that the decision not to attend can be revisited at any time.</li> <li>• CEV staff continue to work from home where possible. If this is not possible, they are supported to attend the school site.</li> <li>• Clinically vulnerable staff continue to attend school provided they follow the system of controls to minimise the risks of transmission.</li> <li>• Staff who live with those who are CEV attend the workplace but ensure they maintain good prevention practice in the workplace and at home.</li> <li>• Line managers hold discussions with staff who are deemed more vulnerable to infection and discuss their concerns and the infection control measures in place at the school.</li> <li>• The SLT considers requests made by staff who wish to make changes to their working environment or working hours in the interest of health and safety.</li> <li>• If required, CEV staff can adjust their working hours, as agreed by the SLT.</li> <li>• The Head teacher ensures that the school can be adequately and safely staffed.</li> <li>• A separate risk assessment is carried out for pregnant staff. The school follows the relevant specific guidance for pregnant employees.</li> <li>• Pregnant staff of any gestation are not required to continue working on site if this is not supported by the separate risk assessment.</li> <li>• Staff who are 28 weeks pregnant and beyond, or are pregnant and have an underlying health condition that puts them at a greater risk</li> </ul>				

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<p>of severe illness from coronavirus at any gestation, are supported to take a more precautionary approach.</p> <ul style="list-style-type: none"> <li>The school ensures pregnant staff are able to adhere to any active national guidance on social distancing and/or advice for pregnant women considered to be clinically extremely vulnerable.</li> <li>The above principles on protecting pregnant staff also apply to pregnant students.</li> <li>The school encourages staff to get vaccinated if possible, and enables these staff members to attend booked vaccination appointments, even during term time.</li> </ul>				
Catering	L	<ul style="list-style-type: none"> <li>The Business Director liaises with catering providers (Aspens) to ensure the kitchens are fully open from 4<sup>th</sup> September 2021.</li> <li>Staggered break and lunchtime arrangements are being introduced from September.</li> <li>The school's kitchen will be fully open and operates within usual legal requirements.</li> <li>The Business Director liaises with catering providers to ensure the kitchens can remain fully open and food is prepared and delivered in line with the DfE's <a href="#">'Guidance for food businesses on coronavirus (COVID-19)'</a>.</li> <li>Aspens staff to participate in twice weekly LFD Testing from 8<sup>th</sup> March 2021. Ongoing.</li> </ul>	Y	Mrs K Barnes and Aspens catering	Reviewed 04.03.2021 Revised 01.09.2021	L
Emergencies	L	<ul style="list-style-type: none"> <li>All students' emergency contact details are up-to-date, including alternative emergency contact details, where required.</li> <li>Students' parents are contacted as soon as practicable in the event of an emergency.</li> <li>Students' alternative contacts are called where their primary emergency contact cannot be contacted.</li> <li>The school has an up-to-date First Aid Policy in place which outlines the management of medical emergencies – medical emergencies are managed in line with this policy.</li> </ul>	Y	Head teacher	In place from 20.03.2020 Fire Evacuation updated for 02.09.2021	L

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> <li>FIRE EVACUATION – All staircases and emergency routes across the site are to be used. The learning group will leave with their teacher and walk calmly to the MUGA and assemble in their Tutor Group in the designated Year Group area.. The teacher should check all students are present. Any students unaccounted for are reported to the SLT member of staff</li> <li>When instructed by the SLT member in charge students will be dismissed by tutor group and will make their way back to their learning space.</li> </ul>				
Communication		<ul style="list-style-type: none"> <li>The head teacher puts into place any actions or precautions advised by the local HPT.</li> <li>The head teacher liaises with the LA about reopening the school and includes any local guidance into the Coronavirus (COVID-19) Opening Plan, where required.</li> <li>The school's website is kept up to date with any information regarding the school being open to all students, e.g. dates and local arrangements.</li> <li>Parents are informed via letter/email about the relevant information regarding reopening the school, including any pick-up and drop-off arrangements.</li> <li>Parents and their children are encouraged, where possible, to walk or cycle to school.</li> <li>Staff and volunteers are informed via email about the relevant information regarding opening to all students, including any changes to the workday, e.g. staggered lunchtimes and social distancing.</li> <li>Staff are informed of who they can turn to for support and there are several avenues they can follow, e.g. line manager, other senior staff or colleagues.</li> </ul>	Y	Head teacher	<p><b>In place from 23.03.2020 Regularly updated. Update for 01.09.21</b></p>	



Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> <li>• All staff, students and volunteers are made aware of the symptoms of coronavirus, what to do if they display symptoms, and if others display symptoms.</li> <li>• The head teacher liaises with the governing board about possible arrangements for reopening the school, where necessary.</li> <li>• Students are informed via letter/email about the relevant information regarding opening to all students, e.g. social distancing measures and how lessons will be delivered.</li> <li>• The SPT communicates with suppliers and contractors regarding reopening the school and reinstating or suspending the supply of any required goods or services during the Easter break.</li> <li>• The head teacher informs staff, volunteers and the governing board about the arrangements for meetings that would ordinarily take place in person, e.g. interviews, and how these will be carried out in line with social distancing guidance when the school reopens.</li> </ul>				