

Aspects to Consider (List only actual hazards/issues related to planned activities)	Control Measures (How you will reduce the risks and whether they are already in place or not e.g. guards on machines already in place or need to wear PPE eye wear/gloves)	Are Control Measures in Place? If Not, Who Will Implement? (Staff member names or job roles)	When Done & By Whom?
Should we keep our students in their bubbles?	At Step 4, it will be no longer necessary to keep children in consistent groups ('bubbles'). From July 19th, 2021, bubbles will not need to be used for any summer provision or in schools from the autumn term.	Good hand hygiene Ventilation Regular LFT NHS Track & Trace	The Headteacher will make the decision to revert to bubbles, if necessary.
Should our school have a contingency plan?	<p>In the event of it 'bubbles' being reintroduced for a temporary period, the school should revert to the systems that were in place at the start of the spring term 2021, unless they are superseded by newer government rulings. Schools are advised to keep the details of their previous systems on file, in case of further closures. Outbreak management plans should cover that possibility.</p> <p><u>Outbreak Management Plan</u></p>	It would be advisable to revert to the previous bubble system that was in place at the facility in the event of a local outbreak.	The Headteacher will follow the Outbreak Management Plan.
Use of equipment in practical lessons	The school will follow guidance from professional organisations linked to departments, for example CLEAPs. The school will follow enhanced cleaning and quarantining of equipment if there is an outbreak.	Subject Leaders for P.E, DT, Science, Art will ensure good hand hygiene in their areas.	Headteacher will review, as necessary.

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What has changed from Step 4?	<p>From Step 4, close contacts will be identified via NHS Test and Trace and education settings will no longer be expected to undertake contact tracing.</p> <p>In line with other settings, NHS Test and Trace will work with the positive case to identify close contacts.</p>	<p>Contacts from a school setting will only be traced by NHS Test and Trace where the positive case specifically identifies the individual as being a close contact.</p>	
Does this apply to all students?	<p>From 16 August 2021, children under the age of 18 years old will no longer be required to self-isolate if they are contacted by NHS Test and Trace as a close contact of a positive COVID-19 case. Instead, children 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.</p>	<p>18-year-olds will be treated in the same way as children until 4 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.</p>	<p>The Headteacher will liaise directly with NHS Test & Trace, if required.</p>

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<p>Are face coverings still required in school?</p>	<p>As we have a number of students with lung conditions, face coverings will continue to be used in communal areas in school to minimise risk of infection. They are no longer recommended to be worn on dedicated transport to school or college or legally required on public transport. You should make sure your outbreak management plans cover this possibility.</p> <p>Reasonable adjustments will be made for disabled pupils where necessary to support them to access education successfully. Where this is necessary discussions with parents around the types of reasonable adjustments to be considered will take place. .</p> <p>No pupil or student will be denied education on the grounds of whether they are, or are not, wearing a face covering.</p>	<p>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.</p>	<p>The Headteacher will liaise with PHE if necessary.</p>

LFT Risk Assessment			
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<p>Should schools still offer testing?</p>	<p>A small asymptomatic testing site (ATS) will remain on-site until further notice so that testing is available to pupils who are unable to test themselves at home. All students will be offered 2 tests at an ATS at the beginning of the autumn term when they return or start at their secondary school as a new year 7.</p> <p>Over the summer, staff and secondary pupils should continue to test regularly if they are attending settings that remain open, such as summer schools and out of school activities based in school settings. Tests will only be provided for twice weekly asymptomatic testing for pupils and staff over the summer period if they are attending school settings. However, testing will still be widely available over the summer and kits can be collected either from local pharmacies or ordered online.</p> <p>As pupils will potentially mix with lots of other people during the summer holidays, all secondary school pupils should receive 2 on-site lateral flow device tests, 3 to 5 days apart, on their return in the autumn term.</p> <p>Details of testing times and procedures and the staggered start to term have been distributed to all students and parents/carers. Once the term has started students should continue to test twice weekly at home until the end of September, when this will be reviewed.</p>	<p>Staff will be trained on how to manage and run a testing site</p> <p>A co-ordinator will ensure that all students are aware of how to undertake testing safely at home</p> <p>Tests will be stored safely and sufficient stocks will be held to cater for all students and staff</p> <p>Until Step 4, schools are expected to continue to fulfil their contact tracing responsibilities. Where a case is identified, the designated staff member should initiate contact tracing procedures. There is no requirement that a staff member should be on call for the whole day. You may receive support through the dedicated advice service introduced by PHE, which can be reached via the DfE helpline on 0800 046 8687, or PHE local health protection team if escalated.</p> <p>From Step 4, close contacts will be identified via NHS Test and Trace. You may be contacted in exceptional cases to identify close contacts, as currently happens in managing other infectious diseases. Schools will continue to have a role in working with health protection teams in the case of a local outbreak.</p> <p>Pupils, staff and other adults should follow public health advice on when to self-isolate and what to do.</p>	<p>PBI/NMU</p>
<p>What should we do if a member of staff or student has a positive LFD result?</p>	<p>Staff and pupils with a positive LFD test result should self-isolate in line with the stay at home guidance. They will also need to get a free PCR test to check if they have COVID19.</p> <p>Whilst awaiting the PCR result, the individual should continue to self-isolate.</p> <p>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.</p> <p>Additional information on PCR test kits for schools and further education providers is available.</p>	<p>All cases recorded</p>	<p>NWR</p>

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What happens if the measures are changed?	<p>You should have outbreak management plans outlining how you would operate if there were an outbreak in your school or local area. 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.</p> <p>Outbreak Management Plan</p>	Central government may offer local areas of particular concern an enhanced response package to help limit increases in transmission.	CMO/NWR
We have had a number of positive cases – what should our school do?	If we have several confirmed cases within 14 days we will call the dedicated advice service who will escalate the issue to our local health protection team where necessary and advise if any additional action is required, such as implementing elements of your outbreak management plan.	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.	
Who needs to be informed of any special measures?	Compile a list of key contacts: including your LA contact, your local strategic coordinating group (SCG) and others.	LA contact Trust	
How do we decide if our school should close again?	Central government will advise whether schools in affected areas should stay open or close based on scientific advice. This may well change depending on how COVID-19 spreads during the relaxation of lockdown. If the government were to advise closure, LAs would communicate the message to schools, but schools would not close at that point. LAs, acting on local health information, would inform schools when their area is affected and the advice to close applies. The decision on whether to close at that time remains with the school.	The school will work closely with the Trust in making this decision	

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Is an enhanced hygiene and cleaning regimes still recommended?	Frequent and thorough hand cleaning is now regular practice and students will continue to clean hands regularly. as outlined in our plan. An enhanced cleaning schedule has been put in place. PHE has published guidance on the cleaning of non-healthcare settings.	The 'catch it, bin it, kill it' approach continues to be very important. The e-Bug COVID-19 website contains free resources, including materials to encourage good hand and respiratory hygiene.	PBI, September 2021
PPE	The majority of staff in schools will not require PPE beyond what they would normally need for their work. All necessary PPE will be provided.	Sufficient stocks of PPE will be held in school	PBI

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Is the school well ventilated?	HSE guidance states all windows should be open circa 6 inches for at least 15 minutes of each one hour period. . Staff and students informed to wear layers to assist with managing ventilation versus cold. Partially opening windows, can be taken to ensure ventilation is maintained. Natural ventilation can be used with heating systems to maintain a reasonable temperature in the workplace.	Our system works to ensure that rooms are well ventilated and constantly monitors levels of carbon monoxide	PBI

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What should the school do if a pupil or staff member develops symptoms or tests positive for COVID-19?	Pupils, staff and other adults should follow public health advice on when to self-isolate and what to do. They should not come into school if they have symptoms, have had a positive test result or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (for example, they are required to quarantine). If anyone in your school develops COVID-19 symptoms, however mild, you should send them home and they should follow public health advice. If a pupil in a boarding school shows symptoms, they should usually self-isolate in their residential setting so that their usual support can continue, others may then benefit from self-isolating in their family home. For everyone with symptoms, they should avoid using public transport and, wherever possible, be collected by a member of their family or household.	Staff should follow guidance given on reporting cases of Covid and will be given further guidance if required	HoS
A student is showing symptoms of COVID-19 – should we admit them?	In most cases, parents and carers will agree that a pupil with symptoms should not attend the school, given the potential risk to others. If a parent or carer insists on a pupil attending your school, you can take the decision to refuse the pupil if, in your reasonable judgement, it is necessary to protect other pupils and staff from possible infection with COVID-19. Your decision would need to be carefully considered in light of all the circumstances and current public health advice.	If a pupil is awaiting collection, they should be left in a well-ventilated room on their own if possible and safe to do so. 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.	LRE/PBI
A student is self-isolating – how do we mark their absence?	School attendance is mandatory for all pupils of compulsory school age and it is priority to ensure that as many children as possible regularly attend school. Where a child is required to self-isolate or quarantine because of COVID-19 in accordance with 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). 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. Further guidance about the use of codes is provided in the school attendance guidance.		RPA/TMO

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Students and staff travelling back from an overseas trip – what must they know before they travel to the UK?	<p>Where pupils travel from abroad will need to follow current government guidance. All pupils travelling to England must adhere to travel legislation, details of which are set out in government travel advice. Additional guidance has been issued on the quarantine arrangements following travel abroad.</p>	<p>Parents travelling abroad should bear in mind the impact on their child's education which may result from any requirement to quarantine or isolate upon return. Any requests made for term time absence to be considered and conversations with AHT to take place</p>	<p>TMO</p>

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<p>Are there any changes to the way remote education is delivered?</p>	<p>Not all people with COVID-19 have symptoms. Where appropriate, we will you should support those who need to self-isolate because they have tested positive to work or learn from home if they are well enough to do so. We may become subject to the remote education temporary continuity direction and be required to provide remote education to pupils covered by the direction where their attendance would be contrary to government guidance or legislation around COVID-19.</p> <p>We have capacity to deliver high quality remote education for next academic year, including for pupils who are abroad, and facing challenges to return due to COVID-19 travel restrictions, for the period they are abroad.</p> <p>The remote education provided will be equivalent in length to the core teaching pupils would receive in school.</p> <p>If we have to work remotely we will work collaboratively with families and put in place reasonable adjustments so that pupils with SEND can successfully access remote education.</p>	<p>We have a remote education plan in place</p> <p>Full expectations for remote education, support and resources can be found on the get help with remote education service.</p>	<p>KST</p>

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How can schools make up for all the time missed by closures and self-isolation?	Please see the schol website for information on the Covid Catch-up and the Pupil Premium.	N/A	CMO

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What support is available for pupils' mental health?	Some pupils may be experiencing a variety of emotions in response to the COVID-19 pandemic, such as anxiety, stress or low mood. The school's pastoral team will monitor and offer support, as appropriate.	See Provision Map	TMO
Are CEV staff members expected to work from September?	School leaders are best placed to determine the workforce required to meet the needs of their pupils. Clinically extremely vulnerable (CEV) people are no longer advised to shield but may wish to take extra precautions to protect themselves, and to follow the practical steps set out in the CEV guidance to minimise their risk of exposure to the virus.	Yes	CMO

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<p>Are we permitted to book domestic or international trips from September?</p>	<p>Given the likely gap in COVID-19 related cancellation insurance, if we are considering booking a new visit, whether domestic or international, we will ensure that any new bookings have adequate financial protection in place.</p> <p>We will keep up to date with the travel list (and broader international travel policy). If the travel list may changes during a visit we will comply with international travel legislation and will have contingency plans in place to account for these changes.</p> <p>If we plan a visit we will speak to either the visit provider, commercial insurance company, or the Risk Protection Arrangement (RPA) to assess the protection available. Independent advice on insurance cover and options will be sought from the British Insurance Brokers' Association (BIBA) or Association of British Insurers (ABI).</p>	<p>Full and thorough risk assessments in relation to all educational visits and ensure that any public health advice, such as hygiene and ventilation requirements, is included as part of that risk assessment will take place prior to any visit. We will consult general guidance about educational visits which is supported by specialist advice from the Outdoor Education Advisory Panel (OEAP).</p>	<p>NMU/NMR</p>

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Can schools run extra-curricular clubs and activities from September?	Clubs will run after school in line with all Covid guidance	These will be considered on a case-by-case basis depending on the nature of the club.	NMU

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Can we expect a visit from OFSTED from September?	For state-funded schools, it is intended that Ofsted will return to a full programme of routine inspections from September 2021 and will aim to inspect every state-funded school within the next 5 academic years. This will mean an extension of up to 6 terms in the inspection interval for those schools not inspected since the start of the pandemic. Regulations will give effect to these arrangements. Within the 5-year period, Ofsted will continue to prioritise schools most in need of inspection, particularly those with the lowest Ofsted grades. It will also prioritise outstanding schools that were previously exempt from routine inspection that have gone the longest without a visit.	Preparation for inspection will continue in line with School Improvement plan	CMO,KST,KTU

Responsible person name:	Carol -Anne Moffat	Signature:		Date:	23rd August 2021
SMT/SLT name:	Carol -Anne Moffat	Signature:		Date:	23rd August 2021

Please rate the Risk Severity and the Risk Likelihood using the below table both before and after the Control Measures.

Risk Likelihood						
Risk Severity	Total Risk calculation table	1: Near impossible	2: Unlikely	3: Notable chance	4: Likely	5: Almost certain
	1: Insignificant	1	2	3	4	5
	2: Minor impact	2	4	6	8	10
	3: Notable impact	3	6	9	12	15
	4: Major impact	4	8	12	16	20
	5: Catastrophic	5	10	15	20	25

Likelihood and severity form a ratio created by taking the number affixed to the relevant level fo each in the white box - for example a 'near impossible' risk liklihood and 'minor injuries' risk severity would form a ratio of 1:2. These figures are then multiplied to form the inherent risk score. in this case 2. Repeat this process to ascertain your remaining likilhood and severity after control measures and then multiply the ratio to find your residual risk score.

<u>Risk Rating Calculation</u>					
Total Risk = Remaining Risk Severity X Remaining Risk Likelihood					
A Total Risk score of 1-9 should mean you are safe to undertake the activity as long as the required control measures are in place throughout.					
A Total Risk score of 9-12 should mean you reconsider control measures, method or even necessity of activity before undertaking it.					

A Total Risk score of 13-25 should mean you do not undertake the activity at all until you have completely reconsidered how to deliver it safely.						
Please Also Note						
All risk assessments should be approved and signed by SMT/SLT/line management as appropriate.						
All accidents and incidents must be recorded in line with the school/academy's policy.						
Also report near misses – not just accidents or incidents.						