

Coronavirus (COVID-19): risk assessment for schools (updated 05/01/21)

Schools need to ensure the risks from coronavirus (COVID-19) continue to be managed effectively to help protect their staff, pupils, and the rest of the school community during the pandemic. This means that school employers and leaders are legally required to think about the risks staff and pupils face and do everything reasonably practicable to minimise these risks. Schools must make sure a risk assessment has been undertaken to identify the measures needed to reduce the risks from coronavirus and make the school COVID-secure.

School employers have a legal duty to consult their employees on health and safety in good time. It may also be appropriate to involve pupils and parents in these discussions to help them understand the measures that are being put in place.

Schools should share the results of their risk assessment with staff and consider publishing it on their websites to provide transparency for pupils and parents – HSE expects all employers with over 50 staff to do this.

Once completed, the risk assessment needs to be monitored and reviewed regularly, to ensure the measures are working and to take action to address any shortfalls.

Schools should consider the measures outlined in the DfE's '[Guidance for full opening: schools](#)' to inform decisions on what control measures should be implemented. The template risk assessment below has been created in line with DfE guidance.

Please note that this risk assessment has been created in line with the current government guidance. Schools need to ensure that this template reflects any local guidance and the specific needs of their school. This resource will be kept up-to-date with new guidance and any changes to current advice.

Schools should note that this risk assessment now includes an [addendum](#) which details the measures they should monitor specifically during the period of national restrictions from 5 November 2020 to 2 December 2020 (inclusive).

UNDERLEY GARDEN



Assessment conducted by:	Job title:	Covered by this assessment:
Date of assessment:	Review interval:	Date of next review:

Related documents
Coronavirus (COVID-19): Staff Handbook , Coronavirus (COVID-19): Contingency Plan , Infection Control Policy , Ill Health and Infectious Disease Risk Assessment , First Aid Policy , Fire Safety Policy , Fire Safety Risk Assessment , COSHH Policy , Administering Medication Policy , Premises Management Policy , Child Protection and Safeguarding Policy , Staff Wellbeing Policy , Supporting Pupils with Medical Conditions Policy , Bereavement Policy , Attendance and Absence Policy .

Risk rating		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	Major Causes major physical injury, harm or ill health.	High (H)	H	Medium (M)
	Severe Causes physical injury or illness requiring first aid.	H	M	Low (L)
	Minor Causes physical or emotional discomfort.	M	L	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
Awareness of policies and procedures	H	<ul style="list-style-type: none"> • All staff and volunteers are aware of all relevant policies and procedures, including, but not limited to, the following: <ul style="list-style-type: none"> - Health and Safety Policy - Infection Control Policy - First Aid Policy - Coronavirus (COVID-19): Staff Handbook • Pupils are supported to understand and follow the relevant school policies and procedures, including, but not limited to, the following: <ul style="list-style-type: none"> - Health and Safety Policy - Infection Control Policy • All staff have regard to all relevant guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> - The Health Protection (Notification) Regulations 2010 - The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 - Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities' - DfE (2020) 'Guidance for schools: coronavirus (COVID-19)' • Staff receive any necessary training on measures that have been implemented that are relevant to their role, e.g. infection control and pupil wellbeing. • The service keeps up-to-date with advice issued by, but not limited to, the following: <ul style="list-style-type: none"> - DfE - NHS - PHE - Department of Health and Social Care - The school's local health protection team (HPT) 	<u>Y</u>	<u>Heads of service</u>	<u>02/11/2020</u>	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
	High	<ul style="list-style-type: none"> All staff, volunteers, parents, pupils, visitors and contractors are made aware of relevant infection control procedures and social distancing arrangements via email and letter. The Facilities Manager conducts a review of all supplier and contractor arrangements to ensure they are appropriate for the school's current operations. The SLT reviews relevant policies to ensure they account for new provisions. 				Medium
Heating and ventilation	Medium	<ul style="list-style-type: none"> The relevant staff adjust any thermostats to heat internal spaces and water, ensuring a suitable stable temperature is maintained. Where heating has been switched off or energy supplies for heating have been isolated, a suitably trained individual switches them back on, as required. The Facilities manager checks that all ventilation systems, including fume extraction systems, are in working order and that there are no blockages present in external or internal vents. All ventilation systems remain energised in normal operating mode. Where mechanical ventilation is used, recirculatory systems are adjusted to full fresh air where possible. Ventilation to chemical stores remain operational. 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: <ul style="list-style-type: none"> Classrooms are rearranged to minimise the discomfort caused by draughts from open windows, e.g. by moving desks and chairs High level windows are opened in preference to low level to reduce draughts 	Yes	Facilities team	Ongoing	Low

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"> - Ventilation is increased while the space is unoccupied, e.g. during break- and lunchtimes 				
Fire safety and evacuation routes		<ul style="list-style-type: none"> • A suitably trained individual ensures that all fire detection, alarm system, fire extinguisher and sprinkler checks are up-to-date. • The fire safety officer and Head Teacher/Head of Care ensure that the fire management plan and fire safety risk assessment are up-to-date and applicable to any changes in people movement or access, e.g. if parts of the school remain temporarily closed. • The Head Teacher/Head of Care identifies how social distancing measures are to be observed at evacuation points and communicates this to all staff, volunteers, pupils, parents and contractors. 	Yes	FTS/Facilities team	Ongoing	
Water storage, drainage systems and sanitary appliances		<ul style="list-style-type: none"> • A suitably trained individual ensures that checks on all hot and cold water systems, including air conditioning units, are up-to-date. • All water systems, e.g. toilets and taps, are thoroughly flushed at the start of each term, and the site manager commissions a water treatment specialist to chlorinate water systems where required. • All equipment that uses water, e.g. dishwashers and washing machines, is run through a cycle to flush limescale and bacteria build-up before the start of each term. • A suitably trained individual ensures that checks on all sanitary appliances, including drainage, are up-to-date. • Where necessary, a suitably trained individual switches on any drainage or sanitary systems that were previously turned off or isolated. 	Yes	Sitec/Facilities Team	Ongoing	
Cleaning		<ul style="list-style-type: none"> • The site manager implements a cleaning schedule that ensures cleaning is generally enhanced and includes: <ul style="list-style-type: none"> - More frequent cleaning of rooms and shared areas (including classrooms, playgrounds and eating areas) that are used by different groups. 	Yes	New Brooms/All staff	Ongoing	

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
	H	<ul style="list-style-type: none"> - Frequently touched surfaces being cleaned more often than normal. - Provision for ensuring toilets are cleaned regularly. • Dining areas are cleaned between use by different pupil groups (known as bubbles). As outlined in the school reopening document sent to parents and staff • Where necessary, the number of rooms used by staff and volunteers is limited to avoid the spread of infection. • The necessary areas of the school are deep cleaned with suitable cleaning agents and in line with the COSHH Policy. • All areas that have been cleaned are checked to ensure they are safe to occupy, e.g. there are no slip hazards and any harmful substances have been removed. • All areas that remain temporarily closed or partially closed for cleaning or infection control purposes are clearly identified. • Adequate amounts of suitable cleaning agents are available. • PPE is available to members of staff who require it to carry out cleaning safely. 				L
Minimising contact with potential or confirmed coronavirus cases	H	<ul style="list-style-type: none"> • Anyone who displays symptoms of coronavirus, or who has tested positive in the last 10 days, does not enter the school premises. • Instances of staff, pupils, 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. • Pupils awaiting collection are moved to a room as outlined in the Staff and parent handbook, where they can be isolated behind a closed door. If it is not possible to isolate the pupil, they are moved to an area which is at least 	Yes	All staff	Ongoing	H

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>two metres away from others. If required, a member of staff supervises the pupil.</p> <ul style="list-style-type: none"> • If the pupil needs to use the toilet while awaiting collection, they use a separate bathroom if possible. The bathroom is cleaned and disinfected using anti-bacterial cleaning products before being used by anyone else. • PPE is worn by supervising staff if direct personal care is needed and they cannot maintain a distance of two metres. • Anyone who comes into contact with a symptomatic individual washes their hands thoroughly for 20 seconds. • The area around the symptomatic individual is cleaned thoroughly with appropriate cleaning products after they have left the premises. • Staff members who have helped someone with symptoms and any pupils 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. • The school routinely takes the temperature of pupils every morning. • The school refuses to admit a pupil who is displaying symptoms of coronavirus and their parents are insisting their child attends if, in its reasonable judgement, the pupil poses a risk of infection to other members of the school community. • <i>Test as many secondary pupils and students on their return to school and FE colleges as possible. This means two Lateral Flow Device (LFD) tests three to five days apart.</i> • <i>Carry out weekly testing of school and college staff in line with Government guidance</i> • We will be completing the second LFD test on those secondary children with consent today in the Training Room. Those secondary children who are not in today/this week will be tested on their return and have their second test 3/5 days after the first. 				

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"> • Every Wednesday we will complete whole school LFD tests on (consenting) <u>staff</u>. This will be done by the Health team. They will be set up in the Training Room. We will create a timetable so each class knows when staff should go for their test on the day 				
Test and trace		<ul style="list-style-type: none"> • Staff members and parents are informed that they may need to engage with the NHS Test and Trace programme, meaning they need to be ready and willing to: <ul style="list-style-type: none"> - Book a test if they (or their child) display symptoms. - 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. - Self-isolate if they have been in close contact with someone who develops coronavirus symptoms or someone who tests positive. • Staff are encouraged to download the NHS Test and Trace app • Anyone who displays symptoms is highly encouraged to get a test. • If the service believes an individual may face barriers to accessing a test elsewhere, the school provides them with a home testing kit. • Parents and staff are asked to inform the school immediately of test results. • If an individual tests negative, they can stop self-isolating. • 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. • Individuals who test positive are asked to report on the NHS Test and Trace app. 	Yes	All staff	ongoing	

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
	High	<ul style="list-style-type: none"> • Pupils and staff 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 service immediately. • If a pupil receives notification, the service ensures appropriate arrangements are in place for the pupil to self-isolate and begin remote learning. • If a member of staff receives notification, the service will consider the action that needs to be taken to ensure continuity of education. • Test kits stored on the school site are kept at ambient room temperature (5 to 22°C). 				High
Confirmed cases of coronavirus	High	<ul style="list-style-type: none"> • Where an individual in the school community tests positive for coronavirus, the Head Teacher/Head of Care contacts the PHE's dedicated service immediately. • The service 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. • Individuals who have been in close contact with someone who has tested positive are sent home immediately to self-isolate for 14 days. Close contact is defined as follows: <ul style="list-style-type: none"> - Direct close contacts: face-to-face contact with an infected individual for any length of time, within one metre, including being coughed on, a face-to-face conversation, or unprotected physical contact (skin-to-skin) - Proximity contacts: extended close contact (within one to two metres for more than 15 minutes) with an infected individual - Travelling in a small vehicle, like a car, with an infected person • Household members of individuals who are sent home do not need to self-isolate unless the individual they live with develops symptoms. 	Yes	Heads of service	Ongoing	High

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"> • A record is kept of pupils and staff in each bubble and of any close contact between individuals at school. • Where required, all parents and staff are informed of the confirmed case; however, the name of the individual is not shared. • The service does not request evidence of negative test results or other medical evidence before admitting individuals back to school after a period of self-isolation. • If the service 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), which advises on additional actions. • If someone tests positive they must go home and isolate for 10days however direct contacts can remain in school, wearing PPE, and will be tested every day for 7 (working) days. "If staff, pupils or students cannot take a test (e.g. on the weekend) they should self-isolate for that day/s, and resume daily contact testing on their return to school /college. If they return after the 7 days are finished, then they should take one final test, and if it is negative they can return to school/college." • Those who receive a positive LFD test result from school must then book a Polymerase Chain Reaction (PCR) test (standard COVID-19 test – NHS) straight away. • No staff or pupil should attend school if they are displaying any of the COVID-19 symptoms. 				
Hand cleaning and respiratory hygiene		<ul style="list-style-type: none"> • Hand washing and sanitising stations are set up, providing soap and water, bins, and alcohol-based hand sanitiser. • Adequate amounts of soap, tissues and bins are available in the relevant areas. 	Yes	All staff	ongoing	

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
	H	<ul style="list-style-type: none"> • Pupils and staff are encouraged to wash their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms, and before and after eating. • Pupils are supervised, where appropriate, when using hand sanitiser to ensure they do not ingest any. • Younger pupils and those with complex needs are supported to ensure they adopt good hand cleaning and respiratory hygiene practices. • Individual risk assessments are conducted for pupils with complex needs who struggle to maintain good respiratory hygiene. 				M
Social distancing	H	<ul style="list-style-type: none"> • The current government guidance and any updates are shared with all relevant members of the school community and adhered to as far as possible. • Pupils are given regular reminders of why social distancing is important and the opportunity to speak to staff about how they are finding adhering to the social distancing measures. • Pupils are separated into bubbles as outlined in the school reopening document shared with parents and staff • Staff can move between bubbles, but minimise close contact with others whilst doing so. • Staff maintain a two-metre distance from each other and from pupils, where possible. Where maintaining a two-metre distance is not possible, staff avoid close face-to-face contact and minimise the time spent within one metre of anyone. • Pupils' EHC plans are provided as normal. • Classrooms are adapted to support social distancing where possible to still meet the needs of our young people • Visual aids are used to display social distancing measures. 	Yes	SLT to ensure recommendations are in place All staff are responsible	ongoing	H

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
	High	<ul style="list-style-type: none"> • Pupils take breaktimes and lunchtimes in their bubbles, and these breaks are staggered. • Assemblies take place in their own class bubble • The use of communal areas, e.g. the staff room, is limited to avoid unnecessary group gatherings – staggered times, queues, or rotas are implemented where required. • Where pupils, staff or volunteers cannot follow social distancing arrangements for a particular activity, the Head Teacher/Head of Care assesses whether the activity needs to continue – mitigating actions are put in place if continuing the activity is essential. • Where first aid must be administered in close proximity, those administering it undertake infection control measures immediately afterwards, in line with HSE guidance. • Supply teachers, peripatetic teachers and other temporary staff members can move between schools. They minimise their contact with other staff members and maintain as much distance as possible from other individuals. 				High
Resources	Medium	<ul style="list-style-type: none"> • Staff and pupils have their own individual and frequently used items, e.g. pencils and pens. • Classroom resources, e.g. books and games, can be shared within a bubble and are cleaned regularly. • Resources that are shared between bubbles, e.g. sports equipment, are thoroughly cleaned before they are used by a different bubble • Pupils only bring essential items to school each day, e.g. lunch boxes, hats, coats, books, stationery and mobile phones. • Pupils are permitted to bring bags to school. • Any shared resources that need to be taken home by pupils and staff are appropriately cleaned or a rotation is put in place. 	Yes	All staff	Ongoing	Medium

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
PPE and face coverings		<ul style="list-style-type: none"> • PPE is distributed to all staff • Government guidance is followed to determine whether staff require PPE to carry out other tasks and duties. • Used PPE is disposed of properly using bins provided around the school. Staff and pupils are told not to use recycling bins. • All PPE waste is put in a plastic clinical waste rubbish bag which, once full, is disposed of in the correct manner. • In line with current government guidance, face coverings are required to be worn on the premises by all visitors or when crossing bubbles. However as detailed in the phased return to school document staff and pupils can wear face coverings at any time if they wish to do so. • The Head Teacher/Head of Care decides whether staff, pupils and visitors are required to wear face coverings in areas where it is particularly difficult to maintain social distancing when moving around the premises, e.g. corridors and staircases. This will be in line with any Government Guidance published re. face coverings. • Face coverings can be worn in classrooms if staff and young people wish to. • The service does not require face coverings to be worn by those exempt from doing so, e.g. pupils with SEND who may struggle to wear one correctly or have their education impaired by wearing one. • In the event of an outbreak in the care home/school staff will be directed to wear full PPE at all times to minimise the spread of COVID-19 unless a valid medical exemption is given. • If there are symptoms or potential cases then staff will be asked to wear identified PPE – this will be monitored on a case by case basis. • The school has a contingency supply of face coverings. 	Yes	All staff & young people, visitors	Ongoing and amendment made if any cases arise	

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
	H	<ul style="list-style-type: none"> 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. 				M
Mental health and wellbeing	L	<ul style="list-style-type: none"> All staff have been made aware of and reminded of 'Able futures' which is an independent support network and counseling service that the staff can use The relevant staff liaise with the parents of pupils who are deemed more vulnerable to infection and discuss any alternative arrangements, where required. Clinically extremely vulnerable staff and volunteers are able to go to work following the period of shielding. The Head Teacher/Head of Care and line manager ensure measures are in place to keep the staff member or volunteer safe whilst on the school site. The Head Teacher/Head of Care ensures that the school can be adequately and safely staffed. The SLT discusses the implications on staff and pupil workload and puts a plan in place to minimise the risk of stress. The Head Teacher/Head of Care and DSL ensure provision is in place to help protect wellbeing and mental health, and ensure all staff, volunteers and pupils have access to psychological support. The service engages with local immunisation providers to ensure immunisations programmes can be provided on site in line with the relevant protective control measures. Staff and pupil bereavement is managed in line with the Bereavement Policy. 	YES	SLT/ ALL STAFF	Ongoing	L
Attendance	L	<ul style="list-style-type: none"> Parents are informed that the usual rules on school attendance apply – this means parents have a duty to ensure that their child attends regularly. 	Yes	SLT & S.Dyson	ongoing	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"> The attendance register is taken as normal and absences are followed up, in line with the Attendance and Absence Policy. In line with the most recent shielding advice, pupils and staff members that have been shielding can attend the site. Where a pupil 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. Where a pupil is unable to attend school due to their parents following clinical and/or public health advice, their non-attendance is not penalised. Any concerns from staff, parents and pupils about being on school site are discussed between appropriate individuals. Pupils who are reluctant or anxious to attend school are identified and relevant staff members develop plans to reengage these pupils. Staff and pupils 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. 				
Access to learning		<ul style="list-style-type: none"> All pupils who attend Underley Garden are able to continue attending school to access learning on site. If for any reason a pupil is required to be at home during school times, teachers will ensure they have access to remote learning/learning packs/home activities etc. The Head Teacher/Head of Care will ensure that learning is available for all children. 	Yes	A. Boyd		
Sports and physical activities		<ul style="list-style-type: none"> The school follows Government guidance and all sporting activities, if participated in, is in line with current expectations. The school only permits team sports on the list recommended in the Department for Digital, Culture, Media & Sport's guidance. Natural ventilation is maximised where indoor sports take place. 	Yes	All teaching staff and TA's	ongoing	

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"> Additional measures are implemented for sports provision as appropriate, e.g. minimal physical contact, appropriate social distancing, smaller groups. Pupils are kept in consistent groups and sports equipment is thoroughly cleaned between each use by different groups. School swimming and water safety lessons are conducted in line with Swim England's guidance, and classes attend their sessions in their own bubbles Outdoor sports are prioritised where possible. 				
Safeguarding		<ul style="list-style-type: none"> The DSL liaises with the necessary personnel and parents to manage and address any new and ongoing safeguarding concerns, e.g. ongoing bullying. The DSL ensures that adequate pastoral care is in place to support pupils and staff who require it. The DSL, and their deputies, are provided with time to help them support staff and pupils in relation to any new safeguarding and welfare concerns and the handling of referrals to children's social care and other agencies. Weekly welfare checks are completed by teachers to ensure children at home are safe, happy and accessing the learning appropriate to them. This will be documented and reviewed by the DSL. 	Yes	DSL's		
Behaviour expectations		<ul style="list-style-type: none"> The Promoting Good Behavioural and discipline Policy sets out behaviour expectations for pupils. Expectations are communicated clearly to staff, pupils and parents/guardians. Pupils who are struggling to reengage with school are supported appropriately. 	Yes	CA/Heads of service		
Catering		<ul style="list-style-type: none"> The Facilities Manager liaises with catering providers to ensure the kitchens can remain fully open throughout the term. 	Yes	SW,AH	Ongoing	

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
Transport		<ul style="list-style-type: none"> Government guidance is followed and all off site activities, if participated in, is in line with current expectations. Transport for all day pupils is arranged by the local authorities. The local authorities ensure appropriate risk assessments are in place and all drivers/escorts/parents and children where appropriate are aware of the expectations. Where necessary, dedicated school transport is restricted to essential use only, and infection control and social distancing measures are implemented. Pupils aged 11 and above are informed that they must follow the rules on wearing face coverings on public transport (this does not include exempt individuals). 	Yes	Heads of service/LEA transport	ongoing	
Educational visits		<ul style="list-style-type: none"> The school follows Government guidance and all off site activities, if participated in, is in line with current expectations. Any visits that take place are done so in line with protective measures, including keeping pupils in consistent groups and ensuring destinations are COVID-secure. We do not visit areas at a 'high' or 'very high' COVID alert level. Prior to any visit, a risk assessment is undertaken by the trip lead. 	Yes	CA/all staff	ongoing	
Uniform		<ul style="list-style-type: none"> The Head Teacher decides whether full school uniform is required. Expectations of uniform are communicated to pupils and parents. To mitigate thermal discomfort caused by increased ventilation, pupils are able to wear additional, suitable indoor items of clothing in addition to their usual uniform – where this occurs, no additional financial pressure is placed on parents. 	Yes	A.B		
Communication		<ul style="list-style-type: none"> The Head Teacher contacts the DfE's advice helpline for specific recommendations for the school, 	Yes	A.B/heads of service	Ongoing	

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"> • The Head Teacher/Head of Care puts into place any actions or precautions advised by the DfE’s helpline or local HPT if necessary. • The Head Teacher/Head of Care liaises with the LA where necessary and includes any local guidance in the Coronavirus (COVID-19): Staff Handbook, where required. • The website is kept up to date with any important information regarding the running of the school during the pandemic, e.g. local arrangements. • Parents are informed via letter and the Coronavirus staff handbook about the relevant information regarding the running of the school during the pandemic, including any pick-up and drop-off arrangements. • Staff and volunteers are informed via email and the Coronavirus staff handbook about the relevant information regarding the running of the school during the pandemic, including any changes to the workday, e.g. staggered lunchtimes and social distancing. • 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. • All staff, pupils and volunteers are made aware of the symptoms of coronavirus, what to do if they display symptoms, and if others display symptoms. • The Head Teacher/Head of Care liaises with the Regional Director about possible arrangements for running the school during the pandemic, where necessary. • Pupils where possible have discussions about the relevant information regarding the running of the school during the pandemic, e.g. social distancing measures and how lessons will be delivered. 				

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"> The Facilities manager communicates with suppliers and contractors regarding the running of the school during the pandemic and reinstating or suspending the supply of any required goods or services. The Head Teacher/Head of Care 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. Social distancing and infection control measures are explained to all contractors and visitors upon their arrival. A record is kept of all visitors and contractors that come to the school site. 				
Contingency planning		<ul style="list-style-type: none"> The service has a Coronavirus (COVID-19): Contingency Plan that can be implemented if a local outbreak of coronavirus occurs. 	Yes	SLT		
[New] Addendum: Period of national restrictions from 5 November 2020 to 2 December 2020 (inclusive)						
Awareness of policies and procedures		<ul style="list-style-type: none"> All Education staff have regard to all relevant guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> DfE (2020) 'Education and childcare settings: New National Restrictions from 5 November 2020' DfE (2020) 'Guidance for full opening: schools' The service ensures all staff and pupils are aware that the school/children's home remains open to all pupils during any COVID related national lockdowns. The service communicates the impact of the measures outlined in the guidance for the period of national restrictions to all staff, pupils, and parents via letter. The service puts in place any new requirement measures outlined by the Government, DfE, OFSTED etc. 	Yes	AB	ongoing	

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"> The service continues to conduct relevant risk assessments and implement the system of control as outlined in the 'Guidance for full opening: schools'. 				
Protecting clinically vulnerable individuals		<ul style="list-style-type: none"> The service informs all staff, pupils, and parents that clinically extremely vulnerable individuals are not expected or advised to attend school during the period of national restrictions. The service advises parents to contact their child's GP or specialist clinician, and advises staff to contact their GP or specialist clinician, to ascertain whether they should still be classed as clinically extremely vulnerable. The service asks that staff and parents inform the school of the result of this assessment. The service ensures that appropriate remote learning arrangements are in place to support clinically extremely vulnerable pupils who are not attending UG. The school informs all staff, pupils, and parents that individuals who live with someone who is clinically extremely vulnerable, but are themselves not clinically extremely vulnerable, are expected to continue attending school/work. The service encourages parents who are concerned about their child's clinically vulnerable or clinically extremely vulnerable status to contact the Head Teacher/Head of Care to discuss their concerns. The service encourages staff who are concerned about their clinically vulnerable or clinically extremely vulnerable status to contact their line manager to discuss their concerns. 	Yes	Heads of service		