





The sole purpose of this supplementary risk assessment is to support schools for all pupils in all year groups from the beginning of the spring term 2022, **while reducing the risk of coronavirus transmission**

- For the purpose of this risk assessment, the term ‘coronavirus’ to refer to coronavirus disease 2019 (COVID-19).
- Schools must ensure that this and all their risk assessment reflects the local setting and context of the school.
- Staff and unions must be consulted with regard to this risk assessment and any changes to existing COVID 19 risk assessments.
- This supplementary risk assessment is not exhaustive and some of the controls will be dynamic. **Step up Measures and Outbreak Management Plans will supersede controls measures identified in the Risk Assessment.**
- This should be viewed alongside relevant advice and guidance from the Department of Education and reflect any additional subsequent guidance issued to schools.
- When implemented in line with a revised risk assessment, these measures create an inherently safer environment for children and staff where the risk of transmission of infection is substantially reduced.
- <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

**Coronavirus (COVID-19): Risk Assessment Action Plan for Full opening of schools from the beginning of the Autumn Term (Phase 2)
for Charlton School**


Assessment conducted by Paul Jones	Job title: COO	Covered by this assessment: School opening for the Spring term 2022 (January 2022)
Date of initial assessment: 25 th August 2020	Date of next review: Any significant change to guidance and circumstances	This document was reviewed on 2 nd March 2022

Key:	
Level of risk prior to control	Identifies the risk before any steps to reduce the risk have been taken
Risk Description:	Outlines the area of concern.
Risk Controls:	The measures that will be taken to minimise the risk. These are generic and should be adapted for the school context.
Impact:	L/M/H
Likelihood:	L/M/H.
Responsible person:	The identified staff member(s) responsible for implementing the risk controls
	<p>Principal/Head Teacher: Sign  Date 04-03.2022</p> <p>Trust CEO: Sign  Date02.03.2022.....</p>

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	RAG rating
The school lapses in following national guidelines and advice, putting everyone at risk	M	<p>To ensure that all relevant guidance is followed and communicated:</p> <ul style="list-style-type: none"> The Trust to keep up to date with advice issued by, but not limited to, DfE, NHS, Department of Health and Social Care, PHE, Telford & Wrekin Council advice and review its risk assessment accordingly Information on the school website is updated. Any change in information to be shared with Chair of Trustees, consulted with employees directly, or through a safety representative that is either elected by the workforce or appointed by trade union and passed on to parents and staff by email <p>As a result, the school has the most recent information from the government, and this is distributed throughout the school community.</p>	L	L	CEO	Ongoing	
Poor communication with parents and other stakeholders	M	<ul style="list-style-type: none"> All staff/pupils aware of current actions and requirements and reminded frequently using school communication systems Head teachers to share risk assessment with all staff via a toolbox talk 	L	L	CEO, Principal, Headteacher	Ongoing	

		<ul style="list-style-type: none"> Parents notified of risk assessment plan and shared with parents via website. Parents to be advised that the preferred method of communication will be via email <p>As a result, all pupils and all staff working with pupils are adhering to current advice.</p>					
Lack of awareness of policies and procedures	M	<ul style="list-style-type: none"> School leaders will ensure that all policies impacted on by coronavirus controls are updated in line with Trust requirements All staff, pupils and volunteers will make themselves 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 ➤ Intimate care policy ➤ Behaviour 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 Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 ➤ The Health Protection (Notification) Regulations 2010 ➤ Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities' ➤ DfE and PHE (2020) 'COVID-19: guidance for educational settings' The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training. A comprehensive and current list of key staff members available each day Staff are made aware of the school's infection control procedures in relation to coronavirus via email Parents are made aware of the school's infection control procedures in relation to coronavirus via letter/social media/poster at entrance to school – they are informed that they must contact the school as soon as possible if they believe their child has been exposed to coronavirus 	L	L	Principal/Headteacher	Before staff are allowed to work	

		<ul style="list-style-type: none"> Pupils are made aware of the school's infection control procedures in relation to coronavirus via a coordinated programme of delivery from staff on the morning when pupils return. All are informed that they must tell a member of staff if they begin to feel unwell Regular electronic briefing issued to staff. 					
Clinically Extremely Vulnerable (CEV) individuals	M	<p>Individual risk assessment to be completed/reviewed for clinically vulnerable staff and pupils.</p> <p>Protective measures will be put in place for staff and pupils, as far as is possible, to ensure that the risk of transmission is reduced.</p> <p>The trust will follow the recommendations outlined in Coronavirus (COVID-19): advice for pregnant employees (updated 14th December 2021). The academy will ensure that all pregnant women are able to adhere to any active national guidance on social distancing. Women who are more than 28 weeks pregnant are advised to take a more precautionary approach, but the guidance on this is not prescriptive and, again, will be determined by the risk assessment.</p>	L	L	Principal/ Headteacher	Before staff are allowed to work	
Clinically Vulnerable staff and pupils		<p>Individual risk assessment to be completed/reviewed for clinically vulnerable staff and pupils.</p> <p>Protective measures will be put in place for staff and pupils, as far as is possible, to ensure that the risk of transmission is reduced.</p>	L	L	Principal/ Headteacher	Before staff are allowed to work	
Poor hygiene practice in school - General	H	<ul style="list-style-type: none"> Posters are displayed at the entrance to the school, around school and in classrooms reminding staff, pupils, parents and visitors of the hygiene practice required in school (e.g., washing hands before entering and leaving school) Pupils to wash their hands with soap (minimum of 20 seconds)/hand sanitiser on entering the building, before and after break times, lunchtimes and when they change rooms. Every classroom shall have hand sanitiser and cleaning materials. School to provide hand sanitiser for staff bases, visitor entrances and teaching stations (if required). School staff to provide hand wash demonstrations Teachers to reiterate key messages in class-time (when directed) to pupils to: <ul style="list-style-type: none"> Cover coughs and sneezes with a tissue, 	L	L	Principal/ Headteacher/ Staff	Ongoing	

		<ul style="list-style-type: none"> - To throw all tissues in a bin - To avoid touching eyes, nose and mouth with unwashed hands. <ul style="list-style-type: none"> • Additional alcohol-based sanitiser (that contains no less than 60 percent alcohol) and tissues to be provided for in the classrooms and other key locations for staff, pupils and visitors • Infection control procedures are adhered to as far as possible in accordance with the DfE and PHE's guidance <div style="text-align: center;">  <p>Infection Control Childcare.doc</p> </div> <ul style="list-style-type: none"> • 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 • All utensils and resources are thoroughly cleaned before and after use 					
Hand Hygiene	H	<p>Schools must encourage pupils to clean their hands regularly, including:</p> <ul style="list-style-type: none"> • when they arrive at school, • when they return from breaks, • when they change rooms • before and after eating. <p>Regular and thorough hand cleaning is going to be needed for the foreseeable future. Ensure:</p> <ul style="list-style-type: none"> • the school has enough hand washing 'stations' available so that all pupils and staff can clean their hands regularly • supervision of hand sanitiser use given risks around ingestion. Small children and pupils with complex needs should continue to be helped to clean their hands properly. Skin friendly skin cleaning wipes can be used as an alternative • building these routines into school culture, supported by behavior expectations and helping ensure younger children and those with complex needs understand the need to follow them 	L	L	Principal/ Headteacher/ Staff	Ongoing	

Poor hygiene practice – specific – school entrance	H	<ul style="list-style-type: none"> • Areas touched to be wiped down • Provide hand sanitiser at the school reception area 	L	L	Principal/ Headteacher/ Staff	Ongoing	
Poor hygiene practice – specific – office spaces.	H	<ul style="list-style-type: none"> • Tissues/hand sanitiser to be available in office locations • Staff to wash hands on arrival at school • Each individual is responsible for wiping down their own work area before and after use. • Each individual responsible for wiping down equipment such as printers 	L	L	Principal/ Headteacher/ Staff	Ongoing	
Testing of staff and pupils	M	<p>LFT testing for staff in secondary/primary is no longer required however Severndale special school will continue twice weekly until further guidance is received.</p> <ul style="list-style-type: none"> a. Asymptomatic testing <ul style="list-style-type: none"> i. Staff and secondary pupils to continue testing twice weekly testing at home, 3-4 days apart. ii. Staff MUST do an LFT twice weekly and record it on the NHS app iii. Early years children are not included in the rapid testing programme. UKHSA has advised there are limited public health benefits attached to testing early years children with rapid lateral flow tests. b. Parents and other visitors are asked to take a lateral flow device (LFD) test before entering the school or provide evidence of a test result <48hrs old. c. The academy continues to provide staff with rapid test kits, where possible, but tests can be ordered by visiting: https://www.gov.uk/order-coronavirus-rapid-lateral-flow-tests d. There is no need for primary age pupils (those in year 6 and below) to regularly test, unless they have been identified as a contact of someone who has tested positive for COVID-19 and therefore advised to take lateral flow tests every day for 7 days. <p>Applicable to Severndale only: The advice for people who have a positive lateral flow device (LFD) test result changed as of Monday, 17th January 2022</p>	L	L	Principal/ Headteacher/ Staff	Ongoing	

		<ul style="list-style-type: none"> e. People with +ve LFTs are no longer required to have a follow-up polymerase chain reaction (PCR) test, and they should stay at home and self-isolate immediately. f. People who receive negative LFD results on day 5 and 6 of their self-isolation period- with tests taken 24 hours apart- will no longer have to self-isolate for the full 10 days. The first test must be taken no earlier than day 5 of the self-isolation period. <ul style="list-style-type: none"> i. Those who leave self-isolation on or after day 6 are strongly advised to limit close contact with other people in crowded or poorly ventilated spaces and minimise contact with anyone who is at higher risk of severe illness if infected with COVID- 19. g. People who have a positive LFD test result should only have a follow-up PCR test if: <ul style="list-style-type: none"> i. they wish to claim the Test and Trace Support Payment ii. they have a health condition that means they may be suitable for new coronavirus (COVID-19) treatments iii. they are taking LFD tests as part of research or surveillance programmes, and the programme asks them to do so iv. those who have symptoms but are unable to tolerate a full PCR test swab (i.e. nose and throat) must be treated as if they have tested positive and isolate for 10 days from the onset of symptoms. It may be that the pupil or staff member will tolerate a nasal swab rather than the combined nose and throat swab, in which case they should book a normal PCR test and swab both nostrils (or just one if that is all that is tolerated.) 					
System of Controls - Prevention	H	<ul style="list-style-type: none"> 1) Ensure good hygiene for everyone <ul style="list-style-type: none"> a. Hand hygiene- <ul style="list-style-type: none"> i. continue to have and ensure use of antibacterial gel at entrances and in classrooms/meeting rooms ii. continue to ensure that pupils and staff clean their hands regularly 	L	L	Principal/ Headteacher/ Staff	Ongoing	

		<ul style="list-style-type: none"> iii. Site to monitor levels of hand gel in dispensers across site to ensure they are topped up/being used. b. Respiratory hygiene- <ul style="list-style-type: none"> i. the 'catch it, bin it, kill it' approach continues to be imperative c. Use of personal protective equipment (PPE) <ul style="list-style-type: none"> i. Most staff in school will not require PPE beyond what they would normally need for their work <p>2) Maintain appropriate cleaning regimes</p> <ul style="list-style-type: none"> a. Enhanced cleaning schedule to continue, with particular focus on regular cleaning of frequently touched surfaces and equipment <p>3) Keep occupied spaces well ventilated</p> <ul style="list-style-type: none"> a. Identify any poorly ventilated spaces and take steps to improve fresh airflow b. If there is no obvious ventilation strategy in a room, building users will be discouraged from using the space c. Mechanical ventilation in the school has been adjusted to increase the ventilation rate, where possible, and has been checked to confirm that normal operation meets current guidance and that only fresh outside air is circulated d. Where possible, systems have been adjusted to full fresh air, or where this is not possible, systems will be operated as normal as long as they are within a single room and supplemented by an outdoor air supply e. Clock times of the HVAC system timers have been changed to start ventilation at nominal speed an hour before building usage time f. Where it is safe to do so, external windows and internal doors will be opened to assist with creating a throughput of air g. The need for increased ventilation will be balanced with maintaining thermal comfort <ul style="list-style-type: none"> i. If it is too cold to keep doors and windows open fully, then the class should be fully ventilated every 30 minutes as a minimum. h. Non-dispersive infrared (NDIR) CO2 monitors to be used in line with the DfE's guidance, RP24-O 'How to' Use Co2 monitors in education and childcare settings to identify where ventilation needs to be improved. 				
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		<p>4) Vaccinations</p> <ul style="list-style-type: none"> a. Any staff member who has not had the vaccine is encouraged to do so. The Academy will help staff with scheduling a vaccine if needed. b. All children aged 12 and over are now eligible for COVID-19 vaccination, and 12 to 15 year old have been offered the vaccine via the school-based programme (except those with certain medical conditions that make them more at risk of serious illness, or who are living with someone who is immunosuppressed, who will be contacted by a local NHS surgery to arrange their appointments.) c. Booster vaccinations are available to those aged 18 and older and eligible pupils and staff are encouraged to go for their booster shot as soon as possible. <p>5) Asymptomatic Testing (See testing for details)</p> <p>6) Face Coverings (See Face Coverings for details)</p> <p>7) All meetings where possible are conducted virtually. Face to face meetings should be kept to a minimum, and established procedures should be followed.</p>					
<p>System of Controls – Prevention Step Up/ Step Down Measures</p>		<p>Where they are needed, your school will put temporary measures in place to reduce the spread of the virus.</p> <p>These ‘step-up’ measures could include recommending PCR testing for children in affected groups, reintroducing ‘bubbles’ whereby classes are separated and consideration of the use of face coverings (only where it is appropriate to do so). Other measures may include limiting parental attendance in settings and providing virtual transition or taster days. All measures will be implemented with consideration and focus on minimal disruption to the children involved.</p> <p>As soon as the number of cases at a school reduces, these measures will be stepped down again. It is likely that schools will need to use ‘step up’ measures on and off throughout the year.</p>	L	L	<p>Principal/ Headteacher/ Staff</p>	<p>Ongoing</p>	

		When outbreaks approach the 30% level within individual classrooms you must contact the Health Protection Team to seek further guidance regarding step up measures which may include daily LFD testing for pupils attending school.					
System of Control - Responsive	H	<p>1) Close contacts will be identified via NHS Test and Trace</p> <p>2) As with positive cases in any other setting, NHS Test and Trace will work with the positive case and/or their parent/carer to identify close contacts.</p> <p>3) Contacts will only be traced by NHS Test and Trace where the positive case and/or their parent specifically identifies the individual as being a close contact.</p> <p>4) This is likely to be a small number of individuals who would be most at risk of contracting COVID-19 due to the nature of the close contact.</p> <p>5) Academies may be contacted in exceptional cases to help with identifying close contacts, as currently happens in managing other infectious diseases.</p> <p>Individuals are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, and any of the following apply:</p> <ul style="list-style-type: none"> i. they are fully vaccinated ii. they are below the age of 18 years and 6 months iii. they have taken part in or are currently part of an approved COVID-19 vaccine trial iv. they are not able to get vaccinated for medical reasons <p>6) For those aged 5 years and over who have been identified as a contact of someone with COVID-19, but are not legally required to self-isolate, they are strongly advised to:</p> <ul style="list-style-type: none"> i. take an LFD test every day for 7 days, or until 10 days since their last contact with the person who tested positive for COVID-19 if this is earlier ii. this daily LFD test should be taken before leaving the household for the first time that day 	L	L	Principal/ Headteacher/ Staff	Ongoing	

		<p>iii. If an LFD test is taken and the result is positive, you should immediately self-isolate, report the result to the school and the NHS and follow the advice for people with COVID-19</p> <p>iv. If the result of the daily LFD test result is negative, it is likely that the person was not infectious at the time the test was taken. To further reduce the chance of passing COVID-19 on to others, those identified as close contacts are strongly advised to:</p> <ul style="list-style-type: none"> a. follow the guidance on how to stay safe and help prevent the spread b. Follow this advice for 10 full days after the most recent contact with the person who has tested positive with COVID-19 <p>7) Children and young people aged under 18 years and 6 months who usually attend an education or childcare setting and who have been identified as a close contact should continue to attend the setting as normal.</p> <p>8) Adults who are fully vaccinated and all children and young people aged between 5 and 18 years and 6 months identified as a contact of someone with COVID-19 are strongly advised to take a LFD test every day for 7 days and continue to attend their setting as normal, unless they have a positive test result.</p> <p>9) Future changes to national self-isolation and testing policy may apply to staff and to pupils according to government guidance. This is kept under continuous review.</p> <p>The Trust recognises that no pupil or student should be denied education based on their compliance with any additional precautions</p>					
<p>System of Control – Face Masks/Coverings</p>		<p>Face coverings should be worn by pupils and students in year 7 and above (which would be children who were aged 11 on 31 August 2021), staff and visitors in all areas, unless exempt. This is a temporary measure. Pupils and students in year 7 and above in these settings must also wear a face covering when travelling on</p>	<p>L</p>	<p>L</p>	<p>Principal/ Headteacher/ Staff</p>	<p>Ongoing</p>	

		<p>public transport and should wear it on dedicated transport to and from school, college, or higher education provider.</p> <p>It is discretionary for staff to wear face coverings in classrooms.</p> <p>Face coverings are no longer required in mainstream settings however staff and pupils who are clinically vulnerable or are living with somebody that is clinically vulnerable should be supported via their risk assessment regarding wearing face coverings.</p>					
Poor hygiene practice – specific - spread of potential infection at the start of the school day.	H	<p>In line with government advice:</p> <ul style="list-style-type: none"> • Issue information to young people, parents, carers and visitors not to enter the school if they display any symptoms of coronavirus • All staff to wash hands on arrival in school • Make parents and pupils aware of government recommendations with regard to transport. Inform parents and pupils of restrictions and plans relating to school transport • Sufficient supplies of hand-washing supplies should be provided to accommodate this procedure at the start of the day. 	L	L	Principal/ Headteacher/ Staff	ongoing	
Poor hygiene practice – specific - end of the school day.	M	<ul style="list-style-type: none"> • Make parents and pupils aware of government recommendations with regard to transport. Inform parents and pupils of restrictions and plans relating to school transport and potential road closures. 	L	L	Principal/ Headteacher/ Staff	Ongoing	
Ill health in school.	H	<p>Review all controls you previously applied to ensure they are still effective.</p> <p>Staff are informed of the symptoms of possible coronavirus infection,</p> <ul style="list-style-type: none"> ➤ A high temperature – this means they feel hot to touch on their chest or back (they do not need to measure their temperature) ➤ A new continuous dry cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if they usually have a cough, it may be worse than usual) ➤ A change to their normal sense of taste or smell (anosmia) 	L	L	Principal/ Headteacher/ Staff	Ongoing	

→ Children may also display gastrointestinal symptoms and you should follow advice on the flow chart provided by the Health Protection Hub

They must be sent home and advised to [arrange to have a PCR test](#) to see if they have coronavirus (COVID-19). If they are positive then you should follow guidance for somebody that has tested positive further in this risk assessment.

~~Other members of their household (including any siblings) are no longer required to self-isolate for 10 days if they are double jabbed or under the age of 18 but should carry out an LFT test for 7 days unless they have symptoms when they should arrange to have a PCR test.~~

PPE is sourced and guidance on its location, use and disposal issued to staff in line with government guidance on what to do if a pupil or staff member becomes unwell

- All staff are informed of the procedure in school relating a pupil becoming unwell in school
- Any pupil who displays signs of being unwell is immediately referred to the Principal/Headteacher
- Any staff member who displays signs of being unwell is to consult with the Principal/headteacher and agree the most appropriate source of action
- Where the named person is unavailable, staff ensure that any unwell pupils are moved to an empty room whilst they wait for their parent to collect them. School admin team to contact parents. Parents advised to follow the COVID-19: Guidance for households, including accessing testing
- Pupils displaying symptoms of coronavirus do not come in to contact with other pupils and as few staff as possible, whilst still ensuring the pupil is safe. A facemask should be worn by the supervising adult if a distance of 2 metres cannot be maintained
- If contact with a child or young person is necessary, then gloves, an apron and a type 2 face mask should be worn by the

		<p>supervising adult. If there is a risk of splashing, a visor should also be worn</p> <ul style="list-style-type: none"> The relevant member of staff calls for emergency assistance immediately if the pupil's symptoms worsen Unwell pupils who are waiting to go home are supervised in a holding area where they can be at least two metres away from others <p>Areas used by unwell pupils who need to go home are identified as out of bounds, thoroughly cleaned and disinfected once vacated.</p>					
Mental Health and Wellbeing for pupils	L	<ul style="list-style-type: none"> We would expect leaders and teachers to. <ul style="list-style-type: none"> consider their pupils' mental health and wellbeing and identify any pupil who may need additional support, so they are ready to learn assess where pupils are in their learning, and hence what adjustments to their curriculum may be needed over the coming weeks identify and plan how best to support the education of high needs groups, including disadvantaged pupils, and SEND and vulnerable pupils 	L	L	Principal/ Headteacher/ Staff	Ongoing	
Managing confirmed cases of coronavirus amongst school community	H	<p>Staff and Pupils that test positive are advised to stay at home and avoid contact with other people. If you can, you should let people who you have been in close contact with know about your positive test result.</p> <p>Staff, children and young people with Covid-19 should not attend their education setting while they are infectious. They should take an LFD test from five days after their symptoms started (or the day their test was taken if they did not have symptoms) followed by another one the next day. If both these tests results are negative, they should return to their educational setting, as long as they feel well enough to do so and do not have a temperature.</p> <p>If you live with, or have stayed overnight in the household of, someone who has Covid-19, you are advised (for ten days after the day the person you live or stayed with first had symptoms, or the day their test was taken if they did not have symptoms) to:</p> <ul style="list-style-type: none"> minimise contact with the person who has Covid-19 work from home if you are able to do so 	M	M	Headteacher	As required	

		<ul style="list-style-type: none"> • avoid contact with anyone you know who is at higher risk of becoming severely unwell if they are infected with Covid-19, especially those with a severely weakened immune system • limit close contact with other people outside your household, especially in crowded, enclosed or poorly ventilated spaces • wear a well-fitting face covering made with multiple layers or a surgical face mask in crowded, enclosed or poorly ventilated spaces and where you are in close contact with other people • Children and young people who live with someone who has Covid-19 should continue to attend their education setting as normal. 					
Pupil movement between lesson, at breaktime and lunchtime increases the risk of infection.	M	<ul style="list-style-type: none"> • Tables to be cleaned at the end of session • Catering staff to maintain strict levels of hygiene in food preparation areas and follow whole staff guidance in reporting illness 	L	L	Headteacher	Ongoing	
Breakfast club/After school provisions	M	<p>Resume all your before and after-school educational activities and wraparound childcare for your pupils, where this provision is necessary to support parents to work, attend education and access medical care, and is as part of pupil's wider education and training. Vulnerable children can attend these settings regardless of circumstance.</p> <p>Review any Wrap around care and extra curriculum activities</p> <p>Parents should be advised that they must only use this, where;</p> <ul style="list-style-type: none"> • The provision is being offered as part of the school's educational activities (including catch-up provision) • The use of the provision is reasonably necessary to support them to work, seek work, undertake education or training, attend a medical appointment or address a medical need or attend a support group 	L	L	Headteacher	Ongoing	
Poor pupil behaviour increases the risk	M	<ul style="list-style-type: none"> • Pupils are reminded of the behaviour policy on their return to school 	L	L	Headteacher	Ongoing	

of the spread of the infection.		<ul style="list-style-type: none"> Pupils' individual behaviour plans are reviewed, and specific control measures identified and shared with pupils and staff where necessary. Follow PPE guidance 					
Vulnerable pupils and pupils with SEND do not receive appropriate support.	M	<ul style="list-style-type: none"> Appropriate planning is in place to support the mental health of pupils returning to school Agree what returning support is available to pupils with SEND in conjunction with families and other agencies. 	L	L	Headteacher	Ongoing	
Increased number of safeguarding concerns reported after lockdown.	M	<ul style="list-style-type: none"> Agree safeguarding provision to be put in place to support returning pupils Ensure that key staff (DSL and deputies) have capacity to deal with any arising concerns Follow up any referrals made by staff swiftly, while maintaining social distancing. 	L	L	Headteacher	Ongoing	
Cleaning is not sufficiently comprehensive.	M	<p>Introduce enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach.</p> <p>Points to consider and implement:</p> <ul style="list-style-type: none"> putting in place a cleaning schedule that ensures cleaning is generally enhanced and includes: more frequent cleaning of rooms / shared areas that are used by different groups Allow time for cleaning surfaces in dining hall between groups frequently touched surfaces being cleaned more often than normal different groups don't need to be allocated their own toilet blocks, but toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet <p>See further guidance for cleaning in educational settings for advise on general cleaning required in addition to the current advice on COVID-19: cleaning of non-healthcare settings guidance.</p> <p>Review what cleaning products you use, know the contact time of the products and ensure the products are appropriate for the task.</p> <p>Review any equipment that is frequently used and how it is cleaned after use</p>	L	L	Operations/ Site Manager	Ongoing	

		Ensure that you have sufficient staff on site to undertake all cleaning identified in this RA					
Contractors, deliveries and visitors increase the risk of infection.	M	<ul style="list-style-type: none"> • Agree arrival and departure times with contractors to ensure that there is no contact with staff or pupils • All contractors/visitors to wash hands either prior to or on entry to the school site • Contractors and visitors are directed to specific/designated handwashing facilities • All areas in which contractors work are cleaned in line with government guidance • Staff who receive deliveries to the school to wash hands in line with government guidance after handling • Where possible, staff to identify safe/designated place for delivery without need for contact with staff. • If drivers have to enter school site, ensure that they are asked to use hand sanitiser before entering the building • Surfaces to be cleaned after any deliveries have been made. • Face Covering MUST be worn 	L	L	Operations/ Site Manager	Ongoing	
Professional Visitors	M	<ul style="list-style-type: none"> • All visitors to be checked to ensure that they are essential visitors prior to entry to the school. • Professional visitors that will be working closely with staff or pupils must show evidence of a negative Lateral Flow Test that is not older than 48 hours prior to the visit. Where professional visitors are unable to provide a test result then the school should arrange for a test immediately and wait for the result before the visitor mixes with staff or pupils. • Agree arrival and departure times with professional visitor to ensure that there is no contact with staff or pupils • All professional visitors to wash hands on entry to the school site • Professional visitors are directed to specific/designated handwashing facilities • All areas in which Professional visitor work are cleaned in line with government guidance • Professional visitors to be responsible for cleaning their own equipment and personal belongings 	L	L	Headteacher	Ongoing	

		<ul style="list-style-type: none"> • Face Coverings MUST be worn 					
Transport	M	Follow the transport guidance	L	L	Headteacher	Ongoing	
Educational Visits	M	Educational visits may resume but should be thoroughly risk assessed and only take place for essential purposes.	L	L	Headteacher	Ongoing	
Ventilation		<ul style="list-style-type: none"> • Ensure an adequate supply of fresh air in the workplace. • Good ventilation can help reduce the risk of spreading coronavirus, so focus on improving natural ventilation, preferably through fresh air or mechanical systems. • Where possible, consider ways to increase the supply of fresh air, for example, by opening windows and doors (unless fire doors) for 15 minutes before the start of school then 5 minutes every half hour until the end of school when they should be open for another 15 minutes • The risk of transmission through the use of ceiling and desk fans is extremely low providing there is good ventilation in the area it is being used, preferably provided by fresh air. • If you use a centralised ventilation system that removes and circulates air to different rooms, it is recommended that you turn off recirculation and use a fresh air supply. Now that the milder weather is returning all air handling units should be using full fresh air where possible. • Air conditioning split systems that cool the air for individual rooms can be used where mechanical ventilation is provided. Where mechanical ventilation is not provided the use of the units must only be used when the air temperature is above 23 deg C and there are no alternative teaching areas. It should be noted that the risk of spreading new variants within the class is increased. If intending to use such air conditioning, then advice should be taken from the COO. • Non-dispersive infrared (NDIR) CO2 monitors to be used in line with the DfE's guidance, RP24-O 'How to' Use Co2 monitors in education and childcare settings to identify where ventilation needs to be improved. 	L	L	Headteacher	Ongoing	

School-specific arrangements relating to risk assessment that need to be detailed in the school specific operational plan includes but not limited to:

- **Catering arrangements**

- **Cleaning arrangements**
- **Toilets use and cleaning**
- **Transport links with Local Authority**
- Guidance for full opening of school: <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>
- Guidance for full opening: Special schools and other specialist settings: https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings?utm_source=02a881e2-265a-4b6d-a67d-38470d12440a&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate
- Action for early years and childcare providers during coronavirus (COVID-19) outbreak: https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings?utm_source=02a881e2-265a-4b6d-a67d-38470d12440a&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate
- Actions for school a during the coronavirus outbreak: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak?utm_source=572d62e4-ce85-4056-8338-e87b1cbaf0c5&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate