

COVID-19: Risk Assessment and Action Plan Version 11

Northumberland Church of England Academy Trust

OWNER: Alan Hardie, CEO

Version 1	15th July 2020	
Version 2	31st August 2020	
Version 3	11th September 2020	
Version 4	2nd October 2020	
Version 5	6th November 2020	
Version 6	3rd January 2021	
Version 7	12th January 2021	
Version 8	1st March 2021	Updated for full return from 8 th March following Lockdown 3
Version 9	14th May 2021	Updated for easing of lockdown restrictions from 17 th May
Version 10	1st September 2021	Document completely re-written in light of the changed advice in DfE Schools COVID-19 operational guidance and the removal of most restrictions
Version 11	10th December 2021	Updated following new guidance in response to the Omicron variant of Covid-19. Further detail added on 14/12/21 following additional guidance from DfE on 13/12/21.
Version 12	4th & 5th January 2022	Updated following new DfE guidance published on 2 nd January 2022

Purpose of this document:

This COVID19 Risk Assessment and Action Plan document sets out the decisions taken and measures put in place for full opening of our schools and ensure each school or campus continues to operate in a safe way. It should also be read in conjunction with school specific risk assessments for particular activities or groups of pupils.

Existing policies and guidance continue to apply alongside the actions within this document, including but not limited to:

- Trust Health and Safety Policy Statement
- Individual School Health and Safety Policies
- First Aid Policy
- Child Protection and Safeguarding Policy, including Covid-19 appendix
- DFE Guidance relating to COVID19 and all updates
- 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'
- Government/Public Health England Advice: <https://www.gov.uk/coronavirus> / Coronavirus (COVID-19): guidance for schools and other educational settings
- HSE Advice: <https://www.hse.gov.uk/news/coronavirus.htm>
- NCC Guidance: <http://staff/Communications/Coronavirus-information.aspx>
- Bishop's Checklist for Reopening
- A Guide for Education Settings Supporting Children and Young People's Mental Health and Emotional Wellbeing Needs Which Have Arisen from COVID-19 (NHS)
- <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>
- <https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures>

Context for Version 11

Following the letter issued to schools on 22nd October 2021 by the Director of Education & Skills and the Executive Director of Public Health & Community Service, all NCEAT schools have been following relevant mitigation measures as set out on the NCEAT COVID19 Outbreak Contingency Plan. However, in light of the Government's 'Plan B' announcement on 8th December and subsequent updates to DfE guidance, this risk assessment has now been updated.

The key changes relate to:

- Close contacts of those with a suspected or confirmed case of Omicron variant will be contacted directly by test and trace and asked to isolate irrespective of age and vaccination status, and book a PCR test. They will be informed by the local health protection team or NHS test and trace if they fall within this category and be provided with details about self-isolation. The government plans to introduce daily contact testing as soon as possible as an alternative to self-isolation for those who are fully vaccinated or under 18 years 6 months. This was confirmed by DfE on 13/12/21
- Face coverings- are recommended to be worn by pupils in year 7 and above and all staff in communal areas but this is not advised in classrooms or for primary school pupils (unless local public health advise otherwise due to an outbreak/local context)
- Updated control measures (ventilation), note "You should identify any poorly ventilated spaces as part of your risk assessment and take steps to improve fresh air flow in these areas, giving particular consideration when holding events where visitors such as parents are on site, for example, school plays."
- Testing for visitors- Schools are strongly encouraged to ask parents and other visitors to take an LFD test before entering school.
- Previously CEV children and staff- People previously considered clinically extremely vulnerable are **not** being advised to shield again.
- NHS COVID-19 pass. Schools are not required to use the NHS COVID pass unless they are holding a specific event (such as parties or concerts but not education related activities like exams) which meets the attendance thresholds (500 plus indoors note -under 18s are exempt from showing COVID-19 status but should be counted towards attendance thresholds)
- Working from home guidance- From 13th December, office workers who can work from home should do so. Those involved in the face-to-face provision of education should continue to attend work.

Context for Version 12

Further changes have been made in light of the updated guidance published by DfE on 2nd January 2022, most significantly on the extension of the use of facemasks for secondary pupils and the changing in the rules around self-isolation allowing early release through negative Lateral Flow tests on day 6 and 7.

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Theme	Area of Risk	Control Measures	Risk Level Pre-Action	Action Required / Decision Made	Completed & By whom	Risk Level Post-Action
1. Covid-19 Planning Lead – CEO	1a. Increased risk of contracting Coronavirus through lack of planning.	<p>The arrangements in this risk assessment are monitored and kept under review, with staff given the opportunity to comment and feedback on arrangements.</p> <p>Relevant policies, procedures and other risk assessments have been reviewed and updated where necessary and shared with staff.</p>	M	Procedures updated for individuals becoming Covid-19 symptomatic on site or the school becoming aware of someone symptomatic who has recently attended the school.	06/09/21 CEO	L

	<p>1b. Outbreak of Covid-19 in local area or school resulting in the need to step up protective measures</p>	<p>A Trust Covid-19 Contingency Plan is in place. This records how schools will respond to an outbreak of COVID-19 in the school or community.</p>	<p>H</p>	<p>Contingency Plan shared with senior leaders.</p> <p>In the event of an outbreak, further advice should be sought from the NCC Public Health Team once numbers increase as per the threshold figures determined in the plan.</p> <p>Plan updated in light of Variant of Concern</p>	<p>06/09/21 CEO</p> <p>Headteachers / Principals</p> <p>10/12/2 CEO</p>	<p>M</p> <p>M</p>
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Theme	Area of Risk	Control Measures	Risk Level Pre-Action	Action Required / Decision Made	Completed & By whom	Risk Level Post-Action
2. Buildings and Facilities Lead – Director of Estates, Health & Safety	2a. Equipment / system failure leading to enhanced physical or biological risks to people	All maintenance work conducted in line with normal schedules e.g. water treatments, fire alarm testing, repairs, grass cutting, PAT testing, boiler/ heating servicing and any other statutory inspections.	M	All maintenance schedules continue to be followed in line with statutory guidance and recommendations.	06/09/21 Director of Estates, Health & Safety	L
	2b. Fire safety arrangements may require review and recommunication following lifting of most restrictions.	Fire risk assessment reviewed and modifications / additional measures implemented to maintain an effective fire strategy	M	Any changes to the fire risk assessment and procedures communicated to all staff.	06/09/21 Director of Estates, Health & Safety	L

	<p>2c. Provision of school meals service</p>	<p>School kitchens are fully open and normal legal requirements will apply. Kitchen operations comply with the guidance for food businesses on coronavirus (COVID-19).</p> <p>Catering staff are aware of the content of this risk assessment and the measures required for use of communal areas have been implemented.</p>	<p>M</p>	<p>Risk assessments have been reviewed and updated where required (both for catering activities and dining hall arrangements, such as additional cleaning, wearing face masks when serving children)</p>	<p>07/09/21 Campus Services Manager</p>	<p>L</p>
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3. General Covid-19 mitigation measures Lead – All staff in leadership roles <i>(See also specific sections below on Ventilation, Cleaning, Testing, etc.)</i>	3a. Failure to follow basic mitigation measures increase risk of the transmission of Covid-19.	Public health advice on testing, self-isolation and managing confirmed cases of COVID-19 is followed, with protective measures escalated if there is an outbreak within a trust school.	H	Staff issued with updated risk assessment and reminder of key measures.	06/09/21 CEO	L
	3b. Failure to follow good hand hygiene increases risk of the transmission of Covid-19.	Good hand hygiene encouraged amongst staff and pupils. Pupils clean hands regularly, including when they arrive at school, return from breaks, change rooms, before and after eating, after sneezing or coughing. Washing hands thoroughly for 20 seconds with soap and water and or use of alcohol hand rub or sanitiser.	H	The location of items hand sanitiser stations is reviewed and cited with regard to site-specific circumstances to ensure ease of use.	06/09/21 Director of Estates, Health & Safety	L
	3c. Failure to follow good hand hygiene increases risk of the transmission of Covid-19.	Good respiratory hygiene is encouraged with ‘catch it, bin it, kill it’ approach. Disposable tissues provided along with bins for used tissues and other waste. Waste is bagged and disposed of.	H	The location of lidded bins is reviewed and cited with regard to site-specific circumstances to ensure ease of use.	06/09/21 Director of Estates, Health & Safety	L
	3d. Increased risk during local rise in cases of Covid-19 or during a national rise in the number of cases related to a variant of concern, such as Omicron.	Face coverings may continue to be worn by staff, pupils and visitors even when not mandatory. Mandatory face coverings will be reintroduced as required by Public Health or DfE guidance.	H	Leaders will consider reintroducing the mandatory use of face coverings during periods of high transmission of COVID-19, and outbreaks in schools. Face coverings reintroduced for secondary pupils and school visitors when in communal areas on advice from Northumberland Public Health	To be monitored from 06/09/21 Headteachers / Principals 01/11/21 Principals	M

				<p>Face coverings reintroduced for secondary pupils in classrooms following DfE guidance issued on 2nd January 2022. This measure will be reviewed by DfE before the end of January 2022.</p> <p>Face coverings may be removed for PE lessons.</p> <p>Teachers do not need to wear a face covering when taking lessons.</p> <p>For primary schools, the DfE recommendation is that face coverings should be worn by staff and adults (including visitors) when moving around in corridors and other communal areas.</p>	On return to school for pupils from 5 th January 2022	
	<p>3e. Increased risk of transmission between schools or from external sources during rise in cases.</p>	<p>Non-essential face-to-face meetings and visits from Central Service or external providers could increase risk of transmission.</p>	M	<p>Meetings where Central Services staff or external providers would normally visit schools should be conducted virtually unless it is essential to meet face-to-face. If face-to-face meetings are required, the visiting member of staff should take a Lateral Flow test before attending the meeting.</p> <p><i>NB this does not apply to staff who are routinely working across schools e.g. caretakers, ICT support staff, etc.</i></p>	<p>CEO / CFO / Director of HR 05/01/22</p>	L

	<p>3f. Staff who have been identified as a contact of a positive COVID-19 case.</p>	<p>8f (below) sets out the requirement for staff who are identified as a contact of someone with Covid-19 to take a lateral flow device (LFD) test every day for 7 days instead of self-isolating. At NCEAT, we are also adding an additional mitigation measure to protect staff by reducing face-to-face contacts.</p>	<p>H</p>	<p>Any member of NCEAT staff who is identified as a close contact of a positive COVID-19 case should not hold face-to-face meetings with colleagues for 7 days, unless under the most exceptional of circumstances. Under such exceptional circumstances, any face-to-face meetings must take place with social distancing in a well-ventilated room.</p>	<p>ELT 04/01/22</p>	<p>L</p>
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4. Ventilation Lead – Headteachers / Principals	4a. Poor ventilation increases risk of transmission of Covid-19.	<i>Due regard is to be given to the information on how best to maintain ventilation in the H&S FAQ document, HSE information, CIBSE - Ventilation Guidance and the latest government guidance for schools. General principles of natural ventilation are opening windows or internal doors to assist with throughput of air. If necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so).</i>	H	<p>As each school is different in terms of size, layout and type of ventilation systems, they are to determine their own arrangements for ventilating specific areas.</p> <p>Mechanical ventilation/heating systems maintained in accordance with manufacturer's recommendations.</p>	<p>07/09/21 Headteachers / Principals</p> <p>06/09/21 Director of Estates, Health & Safety</p>	L
	4b. Unable to achieve a comfortable (or legal minimum) temperature within the building. Occupants become cold - poor concentration levels impact on learning.	<p>In cooler weather windows should be opened just enough to provide constant background ventilation, and opened more fully when unoccupied to purge the air in the space (e.g. between classes, during break and lunch). Rooms should, where possible, be fully ventilated for at least 15 minutes prior to and following use.</p>	H	<p>Use flexibility to the school uniform policy to allow additional, suitable indoor clothing to be worn.</p> <p>Opening high-level windows in preference to low level to reduce draughts. Rearranging furniture where possible to avoid direct draughts.</p>	<p>07/09/21 Headteachers / Principals</p>	L
	4c. CO2 monitors are ineffective in identifying ventilation issues.	<p>Where CO2 monitors have been issued by DfE as a tool for identifying poorly ventilated areas for improvement, these are only used in accordance with instruction and training provided.</p>	M	<p>Staff to be trained in the use of CO2 monitors before deployment.</p>	<p>30/09/21 Director of Estates, Health & Safety</p>	L

	4d. Additional mitigation for areas of sustained poor ventilation	Where sustained CO2 readings above 1500ppm have been identified and cannot be resolved through opening windows and doors or minor repair works, mitigation must be considered.	H	<p>Consider the use of an air-cleaning unit as an additional mitigation. This must be discussed with the Director of Estates, Health & Safety.</p> <p>DfE has made up to 7000 air-cleaning units for poorly ventilated teaching spaces available. Applications close on 17th January 2022 and require evidence from CO2 monitor readings.</p> <p>Mainstream school applications: https://forms.office.com/Pages/ResponsePage.aspx?id=yXfS-grGoU2187O4s0qC-cTrsVO_sDZGqR3GQgCYBoFUOE1QVkdDVENNTTJTSDM5NzAxUDcwSVVMty4u</p> <p>Special school applications: https://forms.office.com/pages/responsepage.aspx?id=yXfS-grGoU2187O4s0qC-cTrsVQ_sDZGqR3GQgCYBoFUMFFFUU1CWFhIV0NOQzIMQ04yTEJCSVhDVy4u</p>	From 14/12/21 Director of Estates, Health & Safety	M
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5. Cleaning Lead – Director of Estates, Health & Safety	5a. Increased risk of spread of Covid-19 in communal areas e.g. dining halls, toilets, etc.	<p>Enhanced cleaning regime is maintained for communal areas, with the priority being for frequently touched areas.</p> <p>All caretaking, cleaning and catering staff fully aware of the guidelines.</p>	M	<p>Enhanced cleaning schedule maintained for all communal areas, ensuring contact points, work surfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly. Hand towels and hand wash are to be checked and replaced as needed by caretakers and cleaning staff. Enhanced cleaning regime for toilet facilities particularly door handles, locks and toilet flush.</p>	<p>07/09/21 Director of Estates, Health & Safety</p>	L
	5b. Insufficient cleaning supplies and materials due to problems with supply chain.	<p>Adequate cleaning supplies and facilities around the schools and campuses are in place. Arrangements for longer-term continual supplies are also in place.</p>	M	<p>Hand sanitiser available at the school / campus entrances, in each classroom and a key points around each site. Lidded bins in classrooms and offices. Disposable tissues in each classroom to implement 'catch it, bin it, kill it' approach Regular stocktaking and reordering of supplies.</p>	<p>07/09/21 Director of Estates, Health & Safety</p>	L

	5c. Insufficient cleaning/exposure to virus on objects/surfaces	Classrooms are cleaned in line with cleaning schedule. Bins for tissues are emptied throughout the day. In particular, objects and surfaces that are touched regularly are frequently cleaned and disinfected.	M	Cleaning products used in teaching areas etc. are those normally used by cleaning staff - a safety data sheet and COSHH risk assessment are in place for each product.	07/09/21 Director of Estates, Health & Safety	L
Theme	Area of Risk	Control Measures	Risk Level Pre-Action	Action Required / Decision Made	Completed & By whom	Risk Level Post-Action
6. Avoiding congestion in and around school buildings Lead – Headteachers / Principals	6a. Congestion increases risk of Covid-19 transmission.	Widening routes where possible. Removing unnecessary obstacles. Signing and communications: markings/signage at entrances, encouraging people to wait and allow others to pass etc.	M	School specific mitigation measures to be maintained as required e.g. One-way movement, separate entry and exit routes, etc.	07/09/21 Headteachers / Principals	L
	6b. Parents/carers picking up/collecting pupils from school increases risk of Covid-19 transmission.	Parents are not permitted into the school building to hand over children [including nursery/early years if this can be done outdoors]. During periods of high transmission, parents are requested to wear face coverings during busy times whilst on school premises.	H	Supervising staff maintain social distancing with parents and have access to a facemask. School communications used to engage and advise parents on protective steps being taken and associated requirements, such as not attending if they or their child is symptomatic.	07/09/21 Headteachers / Principals	L
	6c. Increased risk of transmission between members of staff.	Staff maintain 2m distance (or 1m plus a risk mitigation) from pupils where possible (especially with other adults and older children). Face to face contact within 1m of anyone is minimised.	M	Adequate ventilation to be ensured for staff meeting and training venues. Maintain capacity limits for offices and other spaces with limited ventilation.	07/09/21 Headteachers / Principals	L

Theme	Area of Risk	Control Measures	Risk Level Pre-Action	Action Required / Decision Made	Completed & By whom	Risk Level Post-Action
7. Covid-19 testing and vaccinations Lead – Headteachers / Principals	7a. Asymptomatic Covid-19 transmission during school year.	Twice weekly lateral flow device (LFD) testing is carried out by staff and pupils in Year 7 and above to help identify asymptomatic cases.	M	Anyone displaying any symptoms of coronavirus are not permitted on the premises	Principals From 06/09/21	L
	7b. Asymptomatic Covid-19 transmission at start of each term.	Initial on-site testing for pupils in Year 7 and above returning to school,	H	Arrangements to be communicated to pupils and parents in advance. Communicate arrangements for January 2022 testing	Principals 06/09/21 Principals 17/12/21	L
	7c. Provision for pupils who are unable to test at home.	For Years 7 and above, retain a small on-site testing centre so they can offer testing to pupils who are unable or unwilling to test themselves at home.	M	Arrangements to be communicated to pupils and parents in advance.	Principals From 06/09/21	L
	7d. Safety of testing procedures.	Separate school specific risk assessments are in place to cover both on-site and home testing activities	M	Use NCC model risk assessments Covid19 Home Testing – School Staff/Pupils Covid19 - Testing on School Sites	Principals 06/09/21	L
	7e. Using vaccination to reduce risk of Covid-19 transmission.	Most staff, and eligible pupils, have now received both Covid19 vaccines. All individuals are encouraged to take up their vaccine, including any booster vaccination, where appropriate.	H	Continue to encourage all of those eligible to receive vaccine if they haven't already been vaccinated	All senior leaders From 06/09/21	L

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8. Response to suspected/ confirmed case of COVID-19 Lead – Headteachers / Principals	8a. Staff/Pupils displaying symptoms of coronavirus whilst at school	A protocol is in place and has been shared with all staff who are clear on what action to take if someone becomes symptomatic whilst at school. PHE guidance on action to take if a person becomes symptomatic on site is followed along with the PHE guidance on ' cleaning and waste '.	H	Head Teacher / parent / carer is notified immediately and the staff member / pupil is sent home, avoiding public and school transport where possible, and advised to take an urgent PCR test. If they are seriously ill, 999 are contacted.	Principal / Headteacher From 06/09/21	L
	8b. Pupils who are symptomatic and awaiting collection.	Maintain existing system of identified isolation rooms in each school, with good ventilation and toilet facilities accessible.	H	Staff to be reminded of agreed procedures.	Principal / Headteacher 06/09/21	L
	8c. PPE requirements for staff who are supervising pupils who are symptomatic and awaiting collection.	PPE is only required by staff caring for the child while they await collection in the following circumstances: <ul style="list-style-type: none"> • a fluid resistant (type IIR) face mask should be worn if a distance of 2 metres cannot be maintained • if contact is necessary, then disposable gloves, apron and a face mask should be worn • eye protection (e.g. visor or goggles) if a risk assessment determines that there is a risk of fluids entering the eye, for example, from coughing, spitting or vomiting. 	H	Staff to be reminded of agreed procedures.	Principal / Headteacher 06/09/21	L

		<ul style="list-style-type: none"> They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. 				
	8d. PCR tests.	<p>Any pupil or member of staff who is symptomatic must be told to self-isolate and arrange a PCR test.</p> <p>Staff / pupil or parents / carers are requested to inform the school as soon as they receive their test result (positive or negative). Where the staff member / pupil tests negative, they can return to their setting when they are medically fit to do so.</p> <p>If the PCR test comes back positive, the individual should follow Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection As from 11th January 2022, any member of staff or pupil who does not have symptoms but has a positive lateral flow test must also self-isolate in line with the guidance.</p> <p>Self-isolation may finish early with two negative lateral flow test results (see 8h below)</p>	H	Staff and parents/carers to be reminded of agreed procedures.	Principal / Headteacher 06/09/21	L
	8e. Waste disposal	For suspected or confirmed case of COVID-19 the school procedure is implemented, which incorporates the PHE guidance on ' cleaning and waste '.	H	Staff wear disposable gloves and aprons as a minimum. Hands are washed with soap and water	Principal / Headteacher 06/09/21	L

				for 20 seconds when all PPE is removed.		
	<p>8f. Requirement to follow new national approach to daily testing for contacts of Covid-19.</p>	<p>All adults who are fully vaccinated and children aged 5 to 18 years and 6 months, identified as a contact of someone with Covid-19 – whether Omicron or not – should take a lateral flow device (LFD) test every day for 7 days instead of self-isolating.</p> <p>Anyone over the age of 18 years and 6 months, who is not vaccinated, must isolate in line with government guidelines if they are a close contact of a positive case.</p> <p>Children under five do not need to take part in daily testing for contacts of Covid-19 and do not need to isolate.</p> <p>Please refer to staff self-isolation and testing requirements flowchart</p>	H	<p>Once notified by NHS Test and Trace as a close contact, all eligible staff, pupils and students should:</p> <ul style="list-style-type: none"> · Take an LFD each day for 7 days and report the results through the Online Reporting System and to their school. · If they test negative, they can continue to attend school. · If they test positive, they should self-isolate and order a PCR test to confirm the result. If the PCR is positive, they must self-isolate for 10 days. If the PCR test is negative, they no longer need to self-isolate but should continue to carry out the remainder of the daily tests, and only need to isolate if it is positive. · Outside of school, they should continue to follow the advice set out in the Sunday 12 December press release. · For students with SEND who struggle to or are unable to self-swab daily for 7 days, settings should work with students and their families to agree an appropriate testing 	Principal / Headteacher From 14/12/21	M

				route, such as assisted swabbing.		
	<p>8g. All staff and secondary aged pupils and students should have access to a box of 7 LFD tests from their education setting. These are not supplied to primary schools so must be obtained by parents or carers.</p>	<p>If a secondary school requires additional test kits sooner than they would be available through the standard ordering process, or will run out of test kits imminently, you can contact 119 to request an emergency replenishment.</p> <p>For primary aged children, parents/carers should be directed to collect lateral flow test kits from community test sites, local pharmacies or online.</p>	M	Stock control system in place to avoid running out of test kits	Principal / Headteacher From 14/12/21	L
	<p>8h. Reduction of self-isolation period for confirmed cases by lateral flow testing.</p>	<p>Isolation for positive cases of COVID-19 may be reduced to 7 days through lateral flow testing.</p>	H	<p>Staff and pupils who test positive on a PCR or Lateral Flow test will only have to isolate for seven days providing they get negative lateral flow test results on days six and seven of their isolation.</p> <p>The first test must be taken no earlier than day six, and the two tests must be taken 24 hours apart.</p> <p><i>"If both these test results are negative, and you do not have a high temperature, you may end your self-isolation after the second negative test result and return to your education setting from day 8," (DfE guidance)</i></p>	ELT 04/01/22	L

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9. Teaching and Learning adjustments to reduce risk of transmission Lead – All senior leaders	9a. Maintaining good hygiene to reduce the risk of transmission.	Staff supervise hand hygiene arrangements for younger children and those with additional needs.	H	Regular reminders issued to ensure more independent older pupils are following good hygiene practices.	All staff From 07/09/21	L
	9b. Pupil groups mixing.	Although bubble groups are no longer in place, where natural groupings are achievable, which limit mixing and don't impact on education these may be used as appropriate.	H	Each school to set out any school specific measures used to reduce pupil mixing and share with staff. E.g. consideration of numbers in assemblies, etc.	Principal / Headteacher 06/09/21	L
	9c. Pupil groups in event of a local outbreak.	On advice from the Public Health, previous arrangements for bubble groups will be reintroduced as an additional protective measure if there is an outbreak in school.	H	Reintroduce measures for bubble system and share with staff, pupils and parents if required	Headteachers / Principals If required	L
	9d. Educational visits.	Offsite activity and educational visits must be conducted in line with relevant coronavirus (COVID-19) secure guidelines, public health advice and regulations	H	Educational visits may proceed if a full and thorough risk assessment is achieved using Evolve Generic Risk Assessments (including but not limited to the Evolve COVID-19 Generic Risk Assessment) and Event Specific Planning to ensure full a thorough risk assessment. Additional mitigation measures may be introduced e.g. requirement for negative lateral flow tests prior to trips	EV Coordinators and Principal / Headteacher 06/09/21 04/01/22	L

	9e. Toys and play equipment	Toys and play equipment are included in cleaning schedule and use of shared equipment that can't be cleaned easily is minimised where possible.	H	Large outdoor play equipment, which is difficult to clean, good hand hygiene is adopted before and after breaks.	All staff	L
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10. CEV staff and pupils Leads – Director of HR / Headteachers / Principals NB. No change to CEV guidance December 2021	10a. CEV staff	An individual Risk Assessment is in place for staff who are 'clinically extremely vulnerable' (CEV), 'clinically vulnerable' (CV) and pregnant. A separate assessment is in place for those from a BAME background.	H	Individual risk assessments are reviewed in light of updated guidance. Reviews will also take place if there is an outbreak within a school.	Director of HR 10/09/21	L
	10b. Unvaccinated CEV staff	Where the individual is vulnerable and unvaccinated, more robust control measures or reasonable adjustments to their role must be made.	H	Advice is sought from the school's HR/OH provider and the person consults their physician where appropriate.	Director of HR 10/09/21	L
	10c. Pregnant staff	An individual risk assessment is required for all pregnant staff. Where the risk cannot be adequately reduced, staff who are 28 weeks pregnant or more, should be supported to work from home, unless robust control measures or reasonable adjustment to their role can be implemented. Updated government guidance December 2021	H	Individual risk assessment supported by HR to determine which control measures and reasonable adjustments can be made to remove or manage risks. If it is impossible to adjust the work environment or role to reduce risk, working from home should be offered. If this is not possible then suspension on paid leave will apply.	Director of HR 10/09/21 Updated 04/01/22	L
	10d. CEV pupils	Pupils at higher risk from COVID-19 and have been prescribed specific clinical advice, identified by each school. The specific advice followed and taken into	H	Individual Healthcare Plans for all pupils are checked to ensure they are up to date and include any	SENDCOs 10/09/21	L

		account within an individual risk assessments/healthcare plans. Parents/carers and where necessary the relevant healthcare professional(s) have been consulted.		specific advice that has been prescribed. Remote education is supported where necessary.		
Theme	Area of Risk	Control Measures	Risk Level Pre-Action	Action Required / Decision Made	Completed & By whom	Risk Level Post-Action
11. Transport Lead – Headteachers / Principals	11a. School transport; Contracting coronavirus - staff, pupils, transport provider.	<i>A review has been undertaken by the school of dedicated transport use and consideration has been given to:</i> <ul style="list-style-type: none"> ● <i>Maintaining groupings where possible so pupils sit within the year groups.</i> ● <i>The use of hand sanitiser before boarding and after disembarking is encouraged.</i> ● <i>Supporting use of face coverings for pupils in Year 7 and above on transport, where they are likely to come into contact with people outside of their group or whom they do not normally meet.</i> ● <i>Ensuring good ventilation of fresh air wherever possible</i> 	H	Each school has consulted the Local Authority School Transport team to support their implementation of transport arrangements For Castle School, where staff are required to assist with accessing transport and fitting of seat belts/restraints, where possible only those normally working directly with the pupil provide such support Face coverings mandatory again on secondary school transport	07/09/21 Headteachers / Principals 07/09/21 Principal 12/12/21 Principal	L L

	11b. Staff transport	<i>Those using public transport are encouraged to refer to governments safer travel guidance for passengers.</i>	H	<i>Issue a reminder to staff to:</i> <ul style="list-style-type: none"> ● <i>Wear a face covering when using public transport, taxi or a private vehicle with others.</i> ● <i>Wash your hands often with soap and water for at least 20 seconds or use an alcohol-based hand sanitiser</i> 	Director of HR 10/09/21	L
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Theme	Area of Risk	Control Measures	Risk Level Pre-Action	Action Required / Decision Made	Completed & By whom	Risk Level Post-Action
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<p>12. First aid and intimate care Leads – Director of Estates, Health & Safety / Principal (Castle School)</p>	<p>12a. First aider contracting coronavirus or spreading virus to others</p>	<p>A review of the first aid needs assessment has taken place to decide if sufficient appropriate cover can be provided for the activities that are being undertaken. First aiders rendering treatment continue to keep accurate records of who they have treated, bearing in mind the requirement to retain visitor contact information.</p> <p>First aiders assist at a safe distance from the casualty where possible and minimise the time they share a breathing zone. Where the casualty is able to, they are directed to undertake specific treatments themselves (age dependent) e.g. applying a plaster, running a burn under cold water.</p>	<p>H</p>	<p>Where available, and appropriate, fluid resistant face mask, gloves, disposable plastic apron and disposable eye protection is used, which should be kept in or next to first aid kits.</p>	<p>10/09/21 Director of Estates, Health & Safety</p>	<p>L</p>
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	<p>12b. CPR</p>	<p>In more serious cases where CPR may be required, the specific advice contained in the Resuscitation Council UK guidance should be followed particularly in relation to rescue breaths.</p> <p>As chest compressions could produce aerosol spray, appropriate PPE should be worn i.e. fluid resistant surgical mask, gloves and eye protection (goggles or visor). If PPE is not available, use a towel or cloth such as the sling from the first aid kit to cover the person's nose and mouth while performing chest compressions</p> <p><i>A first aider should conduct a dynamic risk assessment of the situation they are faced with and apply appropriate precautions for infection control.</i></p>	H	Reminder of procedures to be given to all trained first aiders.	10/09/21 Director of Estates, Health & Safety	L
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	12c. Intimate care for vulnerable pupils.	Children who normally receive support from the special school nurse or children's community nurse will require an individual risk assessment. This assessment should include input from the parents/carers and healthcare professionals. Reference to any care tasks and specific PPE requirements for these tasks should be recorded and implemented.	H	Specific PPE/training is required for staff providing personal care involving an aerosol generating procedure (AGP) - advice is provided by the school nurse and a risk assessment produced. Specific detailed guidance and requirements when performing AGPs is included is: Safe Working in education, childcare and children's social care	07/09/21 Principal (Castle School)	L
	12d. Saliva	Staff working with pupils who spit uncontrollably are given more opportunities to wash their hands than other staff. Pupils who regularly who use saliva as a sensory stimulant or who struggle with 'catch it, bin it, kill it' are also given more opportunities to wash their hands where appropriate.	H	Measures to be implemented	07/09/21 Principal (Castle School)	L

Theme	Area of Risk	Control Measures	Risk Level Pre-Action	Action Required / Decision Made	Completed & By whom	Risk Level Post-Action
13. Wellbeing Lead – All senior leaders	13a. Maintaining staff wellbeing and mental health in light of the impact of Covid-19	Regular information sharing and communication. Use of IT for virtual meetings, e.g. Google Meetings may continue to reduce movement where required.	H	Regular communications are in place between staff and senior leaders. Staff also have access to all shared information /documentation.	From 06/09/21 All senior leaders	L

	<p>13b. Pupil uncertainty surrounding attendance/return to school.</p>	<p>Provision of pastoral and extra-curricular activities available to all pupils designed to:</p> <ul style="list-style-type: none"> ● support rebuilding of friendships and social engagement ● address and equip pupils to respond to issues linked to coronavirus (COVID-19) ● support pupils with approaches to improving their physical and mental wellbeing <p>Where vulnerable pupils are required to learn from home due to restricted attendance caused by an outbreak, arrangements are in place to keep in contact with them, offer pastoral support, and check they are able to access education support.</p>	H	Measures to be implemented as appropriate.	07/09/21 Headteachers / Principals	L
	<p>13c. Parent/carer uncertainty surrounding attendance/return to school</p>	<p>Good communication of Covid-19 controls measures/arrangements to parents and pupils provides reassurance on attendance or return to school.</p>	H	Publishing of risk assessment on school websites. Parents have the opportunity to discuss concerns with school staff	07/09/21 Headteachers / Principals	L

	13d. Children who are non-compliant / displaying challenging behaviour	Current school arrangements including behaviour policy, availability of trained staff and preventative approaches are reviewed/updated taking account of suggested school rules within Government Guidance.	H	Policy communicated to staff, children/pupils and parents/carers.	07/09/21 Headteachers / Principals	L
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Theme	Area of Risk	Control Measures	Risk Level Pre-Action	Action Required / Decision Made	Completed & By whom	Risk Level Post-Action
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<p>14. Working from Home Lead – ELT</p>	<p>14a. Response to government guidance to work at home for office workers where possible from Monday 13th December</p>	<p>The government have reintroduced a temporary working from home for office workers where possible directive. However, it also states that those involved in the face-to-face provision of education should continue to attend work.</p> <p>ELT will review this on a case-by-case basis and where it does not compromise the trust or school’s provision of education, including support services, those in office-based roles may work from home when this is possible. For most office-based staff, this is likely to mean part time working from home.</p>	<p>M</p>	<p>ELT to consider each member of their team in an office based role and allow working from home as per the guidance on the control measures section.</p>	<p>From 13/12/21 ELT</p>	<p>L</p>
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