

Identification and mitigation of risk ensuring all staff, pupils and other stakeholders to provide a COVID safe and productive learning environment. This planning framework reflects whole school attendance in accordance with ongoing DfE guidance from September 2020. It will be reviewed at regular intervals, or earlier, if guidance changes or local circumstances require (e.g. if a local area is put on a “watch” register).

In general terms guidance is set out as to how to effectively reduce risk and create an inherently safer environment via a system of controls as follows:

DFE System of controls (summary - details below) from <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

This is the set of actions schools must take. They are grouped into ‘prevention’ and ‘response to any infection’ and are outlined in more detail in the sections below.

Prevention:

- 1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school
- 2) clean hands thoroughly, more often than usual
- 3) ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach
- 4) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach
- 5) minimise contact between individuals and maintain social distancing wherever possible
- 6) where necessary, wear appropriate personal protective equipment (PPE)

Numbers 1 to 4 must be in place in all schools, all the time.

Number 5 must be properly considered and schools must put in place measures that suit their particular circumstances.

Number 6 applies in specific circumstances.

Response to any infection:

- 7) engage with the NHS Test and Trace process
- 8) manage confirmed cases of coronavirus (COVID-19) amongst the school community
- 9) contain any outbreak by following local health protection team advice

Numbers 7 to 9 must be followed in every case where they are relevant.

Assessors' Name		Persons Affected by This Risk Assessment
Victoria Grace	Raine Ryland & Neil Strowger / Paul Collin	Students, staff, contractors, parents, governors/trustees/members, visitors and volunteers

Hazard / Consequences	Control Procedures	Likelihood (a)	Severity (b)	Risk Ranking (= a x b)	Risk Mitigated Using scoring chart below)
<p>COVID-19 being present and contracted/spread by pupil, staff member, contractor on school premises or any other person</p>	<p>Institutional, buildings</p> <p>Cleaning enhanced protocols as outlined in CAN Enhanced Cleaning Specification document as circulated.</p> <p>Minimum cleaning procedures to be carried out as set out in the CAN Cleaning Specification.</p> <p>Ongoing and regular cleaning creating a janitorial function (Churchill or school to implement) cleaning multiple times a day; toilets to be cleaned multiple times per day as per cleaning protocol to be reviewed as necessary - Cleaning Janitor function in place - hours to be increased to meet needs of Cleaning Specification.</p> <p>Disinfection of keyboards, light switches, desktops, keyboards, telephones. Equipment, all IT and other sanitised before and after each lesson.</p> <p>Basic classroom items not to be shared (pencils, pens, mathematical equipment etc.) – and students, parents/carers have been given clear instructions about the equipment to bring with them. Bags, coats and belongings such as lunch boxes can be brought to school.</p> <p>Where equipment and items must be shared these must be cleaned using minimum cleaning requirements (as set out in the CAN protocol), always between bubbles (e.g. sewing machines, paintbrushes, keyboards, outdoor equipment such as spades/trowels) All shared items along with frequent touch surfaces used in a bubble should be cleaned regularly regardless of whether the same bubble continues to use the same items or not.</p> <p>Books can be taken home and marked/text books shared in lessons but cleaning protocols continue to apply to shared resources (regularly): (1:1 iPad learning may assist with this) and unnecessary sharing discouraged.</p> <p>Each staff member to have access to pens. Markers, pointers for whiteboards to carry with them from lesson to lesson.</p>	<p>Highly likely 5</p>	<p>5 (if infection source not identified quickly and controlled)</p>	<p>25</p>	<p>10</p>

	<p>Consider practicability of infection controls over orders and supplies received from external suppliers – take into account extent to which supplier/deliverer is wearing face coverings/gloves.</p> <p>Every surface of every room that has been used including all common ‘touch points’ to be cleaned at the end of every day or before start of the day as set out in the cleaning protocol.</p> <p>Physical distancing</p> <p>Physical Distancing applies when students on outside of their year group bubbles and will continue to be enforced via School Behaviour Policy and clear guidance to staff on their own, visitors (including contractors/deliveries) and students’ following of this.</p> <p>Use of student ‘bubbles’ – bubbles to comprise at the maximum year groups with staggered start, break, lunch and finish times.</p> <p>Students to be seated in class facing forwards and side by side rather than facing each other; teachers and other adults in class where practicable (unless required by EHCP or other assessment/health plan or emergency) to remain 2ms away from students at front of class in all classes.</p> <p>All staff to minimise all face to face contact in close proximity to students and minimise time spent within 1 metre of anyone.</p> <p>Each bubble of students to be kept apart by utilising one-way left hand systems where practicable, staggering breaks, lunch and arrival and departure times. Dining and other shared internal areas to be cleaned between use by each bubble.</p> <p>Movement across site by different year group bubbles to be minimised as much as possible: Using floor markings to enforce physical distancing classrooms, corridors, and outside walking routes which are designated one way.</p> <p>Looking at maximum room capacity each teaching and communal area to be assessed to identify the maximum pupil numbers to achieve social distancing measures. No more than 30 students per room as per guidance. If 30 students plus staff cannot be accommodated in the room, a different room must be used, or pupil numbers reduced.</p> <p>Use of communal staff areas such as the staff room/faculty meeting rooms/kitchen areas to be considered very carefully, distancing to be implemented: where</p>				
--	--	--	--	--	--

	<p>possible do not use; if needed to be used then engage staff in planning how area should be set up to maintain physical distancing and whether communal equipment to be used (e.g. kettles) with infection/cleaning controls.</p> <p>New signage where needed for fire routes and any one-way routes for most efficient foot fall; approved routes to and from teaching and other shared areas (dining halls; sports halls).</p> <p>All toilet/changing facilities (if needed) to be assessed for maximum capacity, depending on size of areas and any bottle necks. Maximum capacity to be posted on entrance.</p> <p>Require all staff to follow DfE advice on PPE and the application physical distancing because of suspected case of Covid-19 or other need (e.g. needs of child, medical reasons, and physical intervention).</p> <p>Students are required to wear face coverings when not in classrooms i.e. in general circulation between lessons and at break and lunchtimes, before and after school.</p> <p>No Assemblies or meetings/events where more than one bubble or group can meet.</p> <p>Music lessons may take place; maximum 15 at a time where wind or singing or chanting and ideally outside. No larger groups such as ensembles/choirs or school assemblies Conductor/music director to be at least 2m away and to avoid where achievable face to face positioning with group.</p> <p>Waste and infection control</p> <p>Maximise good ventilation of all areas.</p> <p>Encourage to 'catch it, bin it, kill it' necessitating the need to regular safe disposal of tissues in lidded bins.</p> <p>Facilities for waste of tissues or PPE to be isolated and collected and disposed of appropriately at regular intervals. In the case of infected area in the isolation area, waste to be sealed off for 72 hours and area to be sealed until appropriate cleaning has taken place in accordance with CAN Cleaning protocol using normal household bleach.</p> <p>Awareness of the location of all by manager as well as site team including janitorial function in order to control risk of spread of infection.</p>				
--	--	--	--	--	--

	<p>Continue to restrict access to site; parents/carers only with an appointment and exceptions for statutory services in emergencies. Otherwise, no volunteers/governors for Autumn Term 1 including volunteers unless agreed in advance by Head of School: all volunteers to maintain 2m distancing.</p> <p>At present, guidance for meetings of those who do not generally work in school (so parent groups, governor meetings, meetings between staff on training across Schools) remains that only 6 members from different households can meet together (even with physical distancing) outside, or unlimited number from two households indoors. All local government/council, LA appeals (admissions or exclusions) are being held virtually for this reason. In absence of specific DfE advice at present for governor meetings, schools should keep to the general advice; NGA recommend virtual.</p> <p>DFE CIBSE buildings checks</p> <p>Usual term beginning/ reopening checks to take place (legionella etc.)</p> <p>Reference CIBSE emerging from lockdown/full opening.</p> <p>Disinfect all surfaces and areas that will be used for teaching.</p> <p>Re-examine fire routes emergency lighting and fire alarms as well as the fire evacuation procedure and appropriate gathering point; maximise good ventilation.</p> <p>Risk assessment document to be shared with staff together with appropriate comms.</p>				
--	--	--	--	--	--

Hazard / Consequences	Control Procedures	Likelihood (a)	Severity (b)	Risk Ranking (= a x b)	Risk Mitigated
Pupils, staff, contractors, others, contracting COVID-19 – possibility of spread of virus	<p>People</p> <p>General protocols:</p> <ul style="list-style-type: none"> - Covid-19 mitigation information prominently displayed and reinforced on arrival and throughout school to staff, visitors (including contractors/volunteers) and students: emphasising physical distancing and importance of frequent handwashing. Consider using posters, providing written advice on arrival, adding to e-comms. - Those wearing face covering on arrival at school must be shown how to remove safely and not touch their face covering whilst removing it; if 	5		25	(5x3) 15

	<p>disposable must be disposed of in a bin, if reusable, put in plastic bag and do not remove until time to go home. Wash hands after removal and disposal.</p> <ul style="list-style-type: none"> - Hand washing protocol to be implemented, using the soap and water rule where possible lasting 20 seconds in order to kill the virus. This will be a central feature of provision. Hand washing/use of sanitiser to occur on arrival, before and after going to the toilet and at any other time as required. Consider advice to be given to those with soap/water allergies. - Schools to consider adding sanitiser/hand washing stations in order to ensure there are enough per student group/bubble. - Hand washing to be encouraged over hand sanitiser where possible. - All staff, visitors (including contractors and volunteers) and students to follow the 'Catch it, Kill it, Bin it' requirements; lidded bins available across site. - Additional external hand washing stations to be available where appropriate. - Hand sanitiser available where hand washing is not feasible. - Enforcement of physical distancing between bubbles at drop off and collection points by using staggered drop off and pick up times and reminding parents/carers that gathering together at school drop off/pick up times is not allowed. - Disposable blue cloth available in each classroom along with disposable tissues in classrooms and communal area (e.g. dining areas) or sneezing and coughing containment using lidded \ covered bins. - Regular comms to re-enforce messaging on keeping safe to students, staff and parents, including engagement with NHS Test and Trace in the event of any symptoms being present (temperature; new continuous cough; anosmia). - Risk assessment of any contractors needed to attend site and monitoring of their location to prevent cross contamination: normally contractors will need to attend outside of school hours, must keep log of all those on site for at least 21 days. - Delivery operators to be given clear guidance on physical distancing from staff and to use hand sanitiser/handwashing facilities before entering school. Contact details to be taken and kept for 21 days for those entering 				
--	---	--	--	--	--

	<p>school premises for more than 15 minutes or closer than 1m to others; these may be passed to NHS Test and Trace.</p> <ul style="list-style-type: none"> - Parents/carers should only attend site with an appointment; no drop in or queries. All queries must be sent by email or phone initially. Notices on front reception doors to remind all of this. - Supply/peri/temporary staff and specialist teachers can attend school with an appointment; and as well as general school protocols that apply to all staff, staff who travel between settings must minimise contact and keep as much distance as possible with school staff. - Immunisation programmes should continue. - Consider implications where students are dual registered and attend more than one setting: schools are advised to work through a system of controls with each other in this situation. - Recruitment to continue remotely over summer. - Consider whether presence of volunteers/governors on site during Autumn Term and spring, helpful or not: complete RA for any attending including HR Risk Assessment. Advice is that volunteers should not mix between bubbles, should be allocated to one consistent group and should remain at 2m apart (even as at September 2020, not 1m). Advice for those who do not generally work in a school (so governors, visiting teachers/groups/training sessions) is that no more than 6 should gather from different households and then outdoors; maximum 2 households with limited numbers if indoors. <p>Support for mental wellbeing of staff and students as they navigate these provisions – for some it may be very stressful to have to remember to do all this, plus teach/learn, plus worry of whether they are catching it or spreading it. Comms and sources of support also prioritised- signposting students and staff to sources of help recommended by DfE and through the Trust RSE Curriculum from September 2020.</p> <p>PPE – personal protective equipment</p> <ul style="list-style-type: none"> - Optional visors and masks to be available to all teaching staff to mitigate risk of infection. - Full PPE kits available in accordance with government protocol to treat children/staff exhibiting symptoms of COVID-19 (temperature, new 				
--	---	--	--	--	--

	<p>continuous cough or anosmia) whilst arrangements are made for their prompt evacuation from the site – designated holding area.</p> <ul style="list-style-type: none"> - Messaging that gloves are not a replacement for hand washing. - Hand sanitiser stations and each classroom equipped with a spray bottle of disinfectant solution and blue paper towels. - Students educated in protective ‘bubbles’, if a student displays COVID-19 symptoms, they should be isolated and sent home and get a test. If positive then confirmed cases must self-isolate for at least 10 days (or until high temperature reduces if later) from first symptom and household members for 14 days from day of first symptoms of confirmed case. If a person tests positive without symptoms, but later show symptoms, they must self-isolate from the date they showed symptoms for 10 days (not the date they tested positive) or if later, the date they no longer have a high temperature. - Schools must contact the local health protection team in the event of a positive COVID-19 test. This team will also contact schools directly if they become aware of someone who has tested positive for COVID-19 that has attended the schools – as identified by NHS Test and Trace. 				
--	---	--	--	--	--

Hazard / Consequences	Control Procedures	Likelihood (a)	Severity (b)	Risk Ranking (= a x b)	Risk Mitigated
Suspected COVID case – possible spread	<p>Staff, visitors and students reminded that where they have symptoms they are to report to the School nurse/nominated tester – who will proceed to take a temperature reading and assess symptoms and follow the following ‘Stay at home’ guidance: https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</p> <ul style="list-style-type: none"> - Clear guidance provided as to symptoms of covid-19. - School comms focus staff, visitors and parents/carers understand that they will need to be ready and willing to book test, provide details, self-isolate, engage actively with NHS Test and Trace. - Staff to book a test appointment and to engage actively with NHS Test and Trace. 	4 (could go lower as R is currently below 1 therefore likelihood is low)	5	20	5 (because the chances of it spreading in any space are high) x 3 (in terms of extent of spread,

	<ul style="list-style-type: none"> - Continued reminders to staff, visitors, students and parents/carers that where a household member has symptoms or has tested positive in the previous 10 days all household members must self-isolate for 14 days from the day the confirmed case first showed symptoms or, if later, tested positive and engage actively with NHS Test and Trace. - In the event of a temperature Reading of over 37.8 Celsius or greater, isolation protocol to be followed. Other symptoms include: <ul style="list-style-type: none"> o a new cough that's lasted for 24 or o coughing more than usual in the last 24-hours or coughing more than usual o Loss of taste/smell - Empty the area where a member of staff, visitor or pupil has been that day and remove and clean with bleach anything they may have touched; specialist cleaning is not required. - Isolation area to be sealed off with strict access and may include access to a toilet; ensure isolation area is well ventilated. - All items that are not needed for medical care to be removed from isolation area before it becomes designated isolation area. - Separate toilet area to be used if possible. - Tissues and waste bag in lidded bin to be provided in the room. - CEO and Head of School to be informed of suspected case immediately. - Place the suspected COVID-19 case in isolation, caretaker and/or staff attending to wear full PPE until the suspected case is removed. - Requirement for more than one area of isolation if possible in order to enforce the 72-hour rule should there be a suspected case of infection. - Suspected COVID-19 patient to be removed from premises as soon as possible and all those who have come into contact with affected person to wash their hands. - Cleaning of the holding area and any toilet area used by the suspected case to take place with appropriate PPE and product in accordance with cleaning protocol using bleach. - Where a person tests positive this should be communicated to the Local Health Protection Team and schools to follow their advice. - Schools will be provided a template letter by DfE to be sent to parents/carers if needed and emphasise engagement with NHS Test and 				<p>which can be managed by containment)</p> <p>15</p>
--	---	--	--	--	---

	<p>Trace. Schools must not share the name of the infected student or staff member whatever the circumstances .</p> <ul style="list-style-type: none"> - If close contacts test negative and feels well with no Covid-19 symptoms they may return to work/school. If there is a positive test for you, you should stay at home for at least 10 days, and household members for 14 days. If a member of your household tests positive, you must stay at home for 14 days from the date they first showed symptoms. Schools might request evidence of negative test results or other medical evidence before admitting those who have self-isolated back into School. 				
--	---	--	--	--	--

Hazard / Consequences	Control Procedures	Likelihood (a)	Severity (b)	Risk Ranking (= a x b)	Risk Mitigated
Possibility of pre-existing health condition that preclude attendance on site	<ul style="list-style-type: none"> - Assessment and awareness of underlying health conditions that may be relevant to COVID-19, including requirement on parents/carers and staff, visitors and volunteers to disclose such information. - Reminders to parents/carers and students before end of term and every half term during Covid that they must update any pupil specific medical concerns/ issues. - Staff classified as extremely clinically or clinically vulnerable to attend school subject to an amended risk assessment. - Checking any relevant health data on SIMS regarding student's medical records and ensure updated as set out on google form; - Check status of staff and require health declarations regular updates in status if changed on household members. - Factor in any other health conditions including anxiety that may affect attendance. This may include pupils who have been shielding or those living in households where someone is clinically vulnerable, or those concerned with comparatively increase risk from COVID-19 including those from Black, Asian and Minority Ethnic (BAME) backgrounds or those with conditions such as obesity or diabetes. - Protected characteristic equality impact statement completed and reviewed in time for September 2020 and in HR Risk Assessment. - Suitable supportive measures have been put in place for staff including how to obtain well-being support (Care First telephone line). 	5	5	25	10

Hazard / Consequences	Control Procedures	Likelihood (a)	Severity (b)	Risk Ranking (= a x b)	Risk Mitigated
Catering	<ul style="list-style-type: none"> - Arrangements currently offering cold packed lunches, staggered break and lunchtimes. Bubbles should not mix in internal indoor space or outdoor and remained in assigned zones. - All catering providers to follow the guidance for food businesses on coronavirus (COVID-19) and to ensure RA provided to each School prior to 1/9/20: consistency to be sought between CAN RA physical distancing, separation between bubbles and cleaning requirements and Catering RAs. 	4	5	20	10 (2 x 5) staggered break and lunch times to preserve bubbles reduced catering provision

Hazard / Consequences	Control Procedures	Likelihood (a)	Severity (b)	Risk Ranking (= a x b)	Risk Mitigated
Sport as part of curriculum/Outdoor activities/clubs	<ul style="list-style-type: none"> - Outdoor activities to be prioritised where possible in favour of indoor activities. If indoor large space to be used; but with physical distancing and additional cleaning of facilities, equipment and sanitising/hand washing of those present in indoor sports hall. External indoor facilities may be used (subject to transport requirements including those relating to Covid-prevention management). - No contact sports to be played: at present, teachers to plan physical activity according to the requirements of the governing body for each grassroots sport. Particular attention is around the increase of aerosol dispersal during physical activity/shouting/touching equipment continually (e.g. a ball in netball/handball/benchball). - Outdoor equipment to be used in preference. Consider need for students to change for activity and consider extent of activity (e.g. active modes of transport to school or the introduction of a daily mile/run). All outdoor equipment to be cleaned more frequently following CAN Cleaning Protocol following use. - Co-curricular and externally run indoor/outdoor clubs can go ahead if RA completed that covers these things and if CAN approved (outdoor 	4	5	20	(2 x 5) = 10 (because government and governing body guidance followed)

	<p>preferred): see Guidance for Out of School Settings; Autumn Term Clubs.</p> <ul style="list-style-type: none"> - Equipment must be sanitised between bubbles and consider cleaning frequently or left for 48/72 hours (if plastic as per guidelines). - No residential trips allowed currently (behind general population guidance), however non-residential day trips may now be planned and take place from September where individual RA carried out to include Covid secure planning; all such risk assessments to be signed off by School EVC. - External coaches, clubs, and other holiday activities to go ahead as long as following guidance here: https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak; risk assessment to take place with externals/clubs: using CAN standard RA for external providers to ensure no cross infection. See Guidance for Out of School Settings/autumn Term Clubs 				
--	---	--	--	--	--

Hazard / Consequences	Control Procedures	Likelihood (a)	Severity (b)	Risk Ranking (= a x b)	Risk Mitigated
Peripatetic teachers: potential of cross contamination as move between locations	<ul style="list-style-type: none"> - Adherence to CAN COVID-19 protocols as detailed in this document. <p>In addition:</p> <ul style="list-style-type: none"> - Maintain distancing requirements with each group/individual they teach: strict social distancing between each singer/player, and teacher. Pupils should be positioned back-to-back or side-to-side when playing or singing (rather than face-to-face) whenever possible. Position wind and brass players so that the air from their instrument does not blow into another player. Current guidance is that if the activity is face-to-face and without mitigating actions, 2 metres is appropriate. - Avoid situations where distancing requirements are broken; for an example demonstrating partnering work in dancing. - Use microphones where possible or encourage singing quietly. 	4	5	20	10

	<ul style="list-style-type: none"> - Avoid sharing instruments/equipment but if not possible, hands should be washed before and after handling equipment, and disinfect regularly (including any packing cases, handles, props, chairs, microphones and music stands) and always between users. - Instruments should be cleaned by the pupils playing them, where possible. - Limit the handling of music scores, parts and scripts to the person using them. - If teaching music indoors, use a room with as much space as possible, for example, larger rooms; rooms with high ceilings are expected to enable dilution of aerosol transmission. - Make efforts where possible to reduce the number of groups taught and locations worked in, to reduce the number of contacts made. - Maintenance of safeguarding procedures. 				
--	--	--	--	--	--

Hazard / Consequences	Control Procedures	Likelihood (a)	Severity (b)	Risk Ranking (= a x b)	Risk Mitigated
Student concerns including, those at a higher risk of contracting Covid-19 or physical distancing measures not being able to be followed	<ul style="list-style-type: none"> - Identification of students with EHC, review of risk assessment to be carried out on each pupil assessing if the child's health and safety needs can be met, meeting DFE guidance that resources should be concentrated on the students with the most complex needs. - Review before September of students who are clinically vulnerable have been assessed and suitable measures have been put in place to manage the risk; if need to revise IHP under Supporting Students with Medical Conditions. - Admin of Medicines protocols. - Support student mental wellbeing and health through School specific planning and Mental Health and Wellbeing curriculum as part of PSHE. - Support of behaviour and discipline following prolonged school absence: early intervention practitioners? - Identification of students who may have particular concerns or anxieties arising from their own personal circumstances such as health 	3	5	15	10 (because all personalised)

	conditions/previously shielding or those of family members, including families from BAME backgrounds.				
Hazard / Consequences	Control Procedures	Likelihood (a)	Severity (b)	Risk Ranking (= a x b)	Risk Mitigated
Negative impact on Staff wellbeing, including where staff are required to cover colleagues who are ill; or self-isolating either because of symptoms or public health requirement	<ul style="list-style-type: none"> - Workload monitored, overall working time no longer than usual for teachers or support. - Adherence to working time measures in STPCD. - Co-planning to ensure team/department/school/Trust support for any challenging areas. - Inset days used to support planning for wider opening and building remote education as an integrated part of the curriculum. - Termly Health and Safety forum at each School will actively monitor wellbeing. - Line managers to conduct Individual Risk Assessment where required to ensure each person has an opportunity to express concerns. - Occupational Health and Employee Assistance Provider Support available. - Regular comms to staff on support available. - Schools to take account of DfE guidance on use of support colleagues and ITT colleagues to facilitate full staffing complement; - Remote education integrated as part of curriculum. 	3	3	9	4

Hazard / Consequences	Control Procedures	Likelihood (a)	Severity (b)	Risk Ranking (= a x b)	Risk Mitigated
Contractors not following protocol, potential of cross contamination. Minimum standards not met	<ul style="list-style-type: none"> - Cleaning protocols to be followed as per enhanced specification, Site Team and Janitors with ongoing monitoring. Any breaches to be reported immediately; limited access only to areas needed; Trust monitoring weekly and monthly meetings to discuss monitoring results. - Agreed cleaning schedule with contractors disseminated to schools to facilitate monitoring. - Appropriate cleaning products and protocols to be used. - CAN COVID-19 protocol to be handed out and followed; compliance by contractors monitored . 	4	5	20	10

	<ul style="list-style-type: none"> - Risk assessments to be carried out as usual and where relevant. - Maintenance of safeguarding procedures and all contractors to follow CAN Covid prevention requirements, including the need to act on symptoms, self-isolate/test and engage with NHS Test and Trace. 				
--	---	--	--	--	--

Hazard / Consequences	Control Procedures	Likelihood (a)	Severity (b)	Risk Ranking (= a x b)	Risk Mitigated
Transport Limited, car congestion Pupils and staff not getting to work Use of public transport to be limited/not used	<ul style="list-style-type: none"> - Walking and cycling encouraged methods of travel. - Requirement to maintain physical distance whilst walking to and into school; car sharing is subject to specific guidance from Government at: https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers#taxi-and-private-hire-vehicles - School minibuses may be used to transport students where needed to school activities; restrictions that apply to public transport do not apply to dedicated school transport. Where possible, ensure however only one consistent group travels together. - Use of public transport to be minimised wherever possible by encouraging students/parents and carers to consider alternatives, and by staggering start and finish times. Each local authority may work with schools to develop 'Travel Demand Management' (TDM policy toolkit in order to manage the use of public transport and to implement appropriate measures. They will also be responsible for communicating with parents. - Local Authorities, working with schools, will be responsible for identifying risk and working through systems of control. - Car access limited, arrival times staggered in order to maintain optimal flow and physical distancing between bubbles on drop off and collection. - Use of dedicated school transport (coaches) can resume, ideally and if practicable with students in year group bubbles, sanitiser/washing of pupils and drivers hands should be used on boarding and leaving the coach. - Sanitiser should be used throughout the journey where performing tasks such as helping a passenger or handing their belongings. - Transport by students on dedicated School Coaches with no mixing with the public does (the DfE states) not require face coverings unless groups are mixed between bubbles or no physical distancing is possible on the 	3 (because low numbers)	5	15	10

	<p>coach. Sanitising, queue management and cleaning routines applicable to public transport coaches do otherwise apply.</p> <ul style="list-style-type: none"> - Pupils encouraged to carry tissues on coach transport to be disposed of in a covered bin (Cath it, bin it, kill it). - Coaches should be cleaned more frequently. - Ventilation should be maximised on coaches. - Coach queues should be carefully marshalled and physical distancing enforced wherever possible. - Increased car marshalling and signage as necessary. - If collection of a potential COVID-19 case, household member to collect. Suspected case should not use public transport or school transport. - One way walking routes into and out of school. - Avoidance of social gatherings where students walking to school or lift sharing clear advice to students and staff on this using Car Sharing government guidance. - Local Authority transport may carry out a risk assessment across public transport (not school provided transport) and to take in to account measures as suggested by the DFE including but not limited to: avoiding face to face seating, grouping in bubbles/year groups where possible, allocating specific seats, ensuring maximum ventilation. 				
--	--	--	--	--	--

Hazard / Consequences	Control Procedures	Likelihood (a)	Severity (b)	Risk Ranking (= a x b)	Risk Mitigated
Comms – incorrect messaging, word of mouth, anxiety by some parents/carers or students about returning to normal school	<ul style="list-style-type: none"> - Implement the suite of communications centrally produced for all stakeholders including: <ul style="list-style-type: none"> ● Pupils ● Parents or carers ● Staff ● Trustees and governors ● Contractors, cleaners, caterers and other service providers ● School websites ● Press ● Local communities 	3	3	9	3

	<ul style="list-style-type: none"> - Arrangements put in place to ensure that Parents, Students and Staff understand, and support the setting requirements, and minimum hygiene requirements and that concerns over the introduction and transmission of Covid-19 within a school have been considered fully and addressed genuinely and seriously. - Parents and carers have been communicated with about COVID-19 symptoms; household isolation requirements as well as Test and Trace. 				
--	---	--	--	--	--

Hazard / Consequences	Control Procedures	Likelihood (a)	Severity (b)	Risk Ranking (= a x b)	After mitigation
Students unable to attend on medical advice/self-isolating or in case of local lockdown	Plan to ensure education can return to remote learning online including: <ul style="list-style-type: none"> - Its integration into school curriculum planning to ensure students can master the curriculum regardless of any local or specific lockdown requirements that may apply to them personally but not the full cohort. - All schools have a buddy system in place in order to check staff welfare. - Regular phone calls home to check student well-being. 	4	4	16	4x3=12

	Likelihood	Multipl y	Severity	Priority
1	Highly unlikely	1	Trivial	Very Low Priority - No Action Required
2	Unlikely	2	Minor injury	Low Priority – Risk no 2-4
3	Possible	3	Over 3-day injury	Medium Priority – Risk no 5-9
4	Probable	4	Major Injury	High Priority – Risk no 10-12
5	Certain	5	Incapacity or Death	Urgent Action – Risk no 15-25