

RISK ASSESSMENT FOR SEPTEMBER 21 OPENING INCLUDING TEST AND TRACE WITHIN

HARROGATE HIGH SCHOOL

Harrogate High will ensure the risks from coronavirus (COVID-19) continue to be managed effectively to help protect their staff, pupils, and the rest of the school community during step 4 of the roadmap out of lockdown. This means that school employers and leaders are legally required to think about the risks staff and pupils face and do everything reasonably practicable to minimise these risks. Schools must make sure a risk assessment has been undertaken to identify the measures needed to reduce the risks from coronavirus and make the school COVID-secure.

Harrogate High School will regularly review and update their risk assessments, treating them as 'living documents'. School will communicate any changes in procedures to parents.

School will share the risk assessment with staff and publish it on the school website to provide transparency for pupils and parents. Once completed, the risk assessment will be monitored and reviewed regularly, to ensure the measures are working and to take action to address any shortfalls.

School will consider the measures outlined in the DfE's '[Actions for schools during the coronavirus outbreak](#)' and the '[Health and safety: responsibilities and duties for schools](#)' to inform decisions on what control measures should be implemented.

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

Harrogate High School

Assessment conducted by: Maureen Braden	Job title: Business Manager	
Date of assessment: 26 August 2021	Review interval: As per Gov advice	Date of next review: As per Gov advice
Updated: 18 January 22		

Risk rating		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	Major Causes major physical injury, harm or ill health.	High (H)	H	Medium (M)
	Severe Causes physical injury or illness requiring first aid.	H	M	Low (L)
	Minor Causes physical or emotional discomfort.	M	L	L

Please note: This risk assessment is a live document which is reviewed and updated in line with changes to government guidance and public health advice.

Area for concern	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Awareness of policies and procedures	<ul style="list-style-type: none"> All staff and volunteers are aware of all relevant policies and procedures, including, but not limited to, the following: <ul style="list-style-type: none"> Coronavirus (COVID-19): Asymptomatic Testing Policy Health and Safety Policy Infection Control Guidance Social Distancing Guidance First Aid Policy Behaviour Policy Pupils are supported to understand and follow the relevant school policies and procedures, including, but not limited to, the following: <ul style="list-style-type: none"> Health and Safety Policy Infection Control Guidance Social Distancing Guidance Behaviour Policy Covid Matrix All staff have regard to all relevant guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> The Health Protection (Notification) Regulations 2010 The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities' DfE (2021) 'Schools coronavirus (COVID-19) operational guidance (applies from step 4)' DfE (2021) 'Use of PPE in education, childcare and children's social care' Staff receive any necessary training on measures that have been implemented that are relevant to their role, e.g. infection control and pupil wellbeing. 	Y	SLT	Completed	L

Area for concern	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
	<ul style="list-style-type: none"> The school keeps up-to-date with advice issued by, but not limited to, the following: <ul style="list-style-type: none"> - DfE - NHS - PHE - Department of Health and Social Care - The school's local health protection team (HPT) All staff, volunteers, parents, pupils, visitors and contractors are made aware of relevant infection control and other measures in place via email, particularly any changes to processes to allow for the full opening of the school. Pupils are made aware of the measures that are in place, e.g. infection control and behaviour expectations, via various methods, including visual aids around the school and reminders from staff. The SBM conducts a review of all supplier and contractor arrangements to ensure they are appropriate for the school's current operations. The SLT reviews relevant school policies to ensure they account for new provisions. 				
Contact with potential or confirmed coronavirus cases	<ul style="list-style-type: none"> Pupils, staff and other adults do not enter the school premises if: <ul style="list-style-type: none"> - They have any symptoms of coronavirus. - They have tested positive for coronavirus in the last 10 days. - They are required to quarantine having recently visited countries outside the Common Travel Area. Parents are informed via letter not to bring their children onto the school premises if they show symptoms of, or have tested positive for, coronavirus. Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, loss or change in sense of smell or taste, and a high temperature, and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus. 	Y	SLT	Completed	L

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	<ul style="list-style-type: none"> • Staff, parents, pupils and visitors are informed of the national legal requirements regarding self-isolation, including that if they are required to self-isolate, this may be for a full 10 days from the start of their symptoms, or the date of their positive test if they did not have symptoms. • Pupils and parents are made aware that pupils under the age of 18 are no longer required to self-isolate if they are identified as a close contact of a positive case. Instead, pupils will be advised by NHS Test and Trace to take a LFT test and will only need to isolate if they produce a positive test. • Pupils and parents are made aware that fully vaccinated adults who are identified as a close contact of a positive case do not need to self-isolate unless they develop symptoms or produce a positive test, as long as they are fully vaccinated. • Staff who have only had one dose of the vaccine are made aware that they still need to self-isolate if identified as a close contact until two weeks after receiving their second dose. • Instances of staff, pupils, visitors and volunteers displaying symptoms of coronavirus are managed in line with local and national guidance and the Infection Control Guidance. • Pupils and parents are made aware that staff and students over the age of 18 should follow the same self-isolation rules as those under 18 until four months after their 18th birthday, at which point they will begin to follow the same rules as adults. This time should be used to ensure they are vaccinated if possible. • If anyone in the school develops coronavirus symptoms while at school, they are: <ul style="list-style-type: none"> - Sent home to begin isolation – the isolation period includes the day the symptoms started and up to the next 10 full days. - Advised to follow the guidance for households with possible or confirmed coronavirus infection. 				

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	<ul style="list-style-type: none"> • Pupils being sent home after displaying symptoms who are awaiting collection by a parent are moved to a room where they can be isolated behind a closed door, with an open window for ventilation where possible. If it is not possible to isolate the pupil, they are moved to an area which is at least two metres away from others. If required, a member of staff supervises the pupil. • Where contact with a pupil's parents cannot be made, appropriate procedures are followed in accordance with those outlined in government guidance and the Infection Control Guidance. • In exceptional circumstances, where a pupil's parents cannot arrange to have their child collected, if it is age-appropriate and safe to do so, the child is directed to walk, cycle or scoot home. If this is not possible, the school makes alternative arrangements. • Symptomatic individuals who are sent home are directed to not use public transport to get home. • If the pupil needs to use the toilet while awaiting collection, they use a separate bathroom if possible. The bathroom is cleaned and disinfected using standard cleaning products before being used by anyone else. • Emergency assistance is called immediately if the pupil's symptoms worsen and they require further medical care. • PPE is worn by supervising staff if direct personal care is needed and they cannot maintain a distance of two metres. • Anyone who comes into contact with a symptomatic individual washes their hands thoroughly for 20 seconds with soap and running warm water or hand sanitiser. The area around the symptomatic individual is cleaned with normal household bleach after they have left the premises. • Staff members who have helped someone with symptoms and any pupils who have been in close contact with them are informed that they do not need to self-isolate unless they develop symptoms themselves. 				

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	<ul style="list-style-type: none"> The school does not routinely take the temperature of pupils. The school refuses to admit a pupil who is displaying symptoms of coronavirus where their parents are insisting their child attends if, in its reasonable judgement, the pupil poses a risk of infection to other members of the school community. 				
Face coverings	<ul style="list-style-type: none"> Guidance advises that face coverings are required both in communal areas and in classrooms. In the event of a school or local outbreak, the school adheres to advice from a director of health. The school remains sensitive to the fact that some people are less able to wear face coverings and that the reasons for this may not be visible to others. Transparent face coverings, which may assist communication with someone who relies on lip reading, clear sound or facial expressions to communicate, are worn where appropriate. Face visors or shields are not worn as an equivalent alternative to face coverings; however, they can be worn by those exempt from wearing face coverings. Face visors or shields are only used after carrying out a risk assessment for the specific situation and always be cleaned appropriately. Secondary school pupils are asked to wear face coverings for the on-site testing. Individuals are provided with clear instructions on how to put on, remove, store and dispose of face coverings. This includes instructions to: <ul style="list-style-type: none"> Clean hands before and after touching a face covering. Store face coverings in individual, sealable plastic bags. Avoid wearing damp face coverings. 	Y	SLT	Completed	L

Area for concern	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
	<ul style="list-style-type: none"> Where face coverings are required, individuals are not prevented from entering or attending school on the grounds that they are not wearing a face covering. The school has a contingency supply of face coverings. Anyone struggling to access a face covering, or unable to use their face covering because it has been forgotten or soiled, is provided with one from the school's contingency supply. Face coverings should be worn in enclosed and crowded places – this includes on school transport. 				
PPE	<ul style="list-style-type: none"> PPE is distributed to staff who provide intimate care for pupils and for cases where a pupil becomes unwell with symptoms of coronavirus whilst in school and a distance of two metres cannot be maintained. Additional risk assessments are conducted on a case-by-case basis to determine whether staff require PPE to carry out other tasks and duties. When working with pupils who cough, spit or vomit but do not have coronavirus symptoms, staff only wear PPE that would routinely be worn. Adequate amounts of sanitiser, soap, tissues, bins are available in the relevant areas and are adequately stocked. Hand and surface wipes, tissues to be placed in every classroom / office. Used PPE is disposed of properly using bins provided around the school. Staff and pupils are told not to use recycling bins for the disposing of PPE. All PPE waste is put in a plastic rubbish bag which, once full, is tied and placed in a second tied bag and stored in a suitable and secure place, marked for storage for 72 hours. Following this period, it is put in the communal waste area. 	Y	SLT	Completed	L
Hand cleaning and respiratory hygiene	<ul style="list-style-type: none"> Staff, pupils, visitors and contractors are informed via letter that enhanced hygiene practices are in place. 	Y	SLT	Completed	L

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	<ul style="list-style-type: none"> • Suitable handwashing facilities are provided for individuals to wash their hands regularly and at the following intervals: <ul style="list-style-type: none"> - Arrival at school - Return from breaks - A change in rooms - Before and after eating • The school considers how often pupils and staff need to wash their hands and time for this is incorporated into timetables and lesson plans, allowing for additional opportunities for some staff and pupils to wash their hands more frequently, e.g. pupils who use saliva as a sensory stimulant. • There is an adequate amount of handwashing stations, which are kept well-supplied with soap and running water or hand sanitiser. • Adequate amounts of tissues and bins are available in the relevant areas. • Skin-friendly sanitising wipes are used as an alternative for pupils who are at risk of ingesting hand sanitiser, where appropriate. • Visual aids are displayed throughout the school reminding pupils to wash their hands regularly and follow the 'catch it, bin it, kill it' approach. • A plan is created to assimilate the hand-washing routine and 'catch it, bin it, kill it' approach into school culture, supplemented by behaviour expectations and communication around the importance of the measures. • Pupils are supervised, where appropriate, when using hand sanitiser to ensure they do not ingest any. • Pupils are instructed to cough or sneeze into their inner elbow and use a tissue to cover their mouths and noses where possible, disposing of the tissue in lidded bins. • Pupils wash their hands after they have coughed or sneezed. 				

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	<ul style="list-style-type: none"> Younger pupils and those with complex needs are supported to ensure they adopt good hand cleaning and respiratory hygiene practices. Individual risk assessments are conducted for pupils with complex needs who struggle to maintain good respiratory hygiene. 				
Cleaning	<ul style="list-style-type: none"> The school maintains an appropriate cleaning schedule which includes the regular cleaning of areas and equipment e.g. twice per day. There is a particular focus on frequently touched surfaces. The business manager implements a cleaning schedule that ensures cleaning is generally enhanced and includes: <ul style="list-style-type: none"> More frequent cleaning of rooms and shared areas (including classrooms, playgrounds and eating areas) that are used by different groups. Frequently touched surfaces being cleaned more often than normal. Provision for ensuring toilets are cleaned regularly. The necessary areas of the school are deep cleaned with suitable cleaning agents and in line with the COSHH Policy. All areas that have been cleaned are checked to ensure they are safe to occupy, e.g. there are no slip hazards and any harmful substances have been removed. All areas that remain temporarily closed, or partially closed for cleaning or infection control purposes, are clearly signposted. Adequate amounts of suitable cleaning agents are available. PPE is available to members of staff who require it to carry out cleaning safely. Signs are placed in relevant areas to instruct staff and pupils to always flush toilets with the lids down. 	Y	Business Manager / Site Manager	Completed	L
Social distancing	<ul style="list-style-type: none"> The Social Distancing Guidance is shared with all relevant members of the school community and adhered to where required e.g. around a symptomatic individual. 	Y	SLT	Completed	L

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	<ul style="list-style-type: none"> Staff and pupils are informed they no longer need to adhere to social distancing measures in school unless directed. Pupils are informed they no longer need to be separated into bubbles in school. One way system to be implemented around school, floor markings and arrows to be displayed. In the event of a school or local outbreak, the school adheres to the advice of a director of public health, which may include returning to social distancing measures, including pupil bubbles, temporarily. 				
Resources	<ul style="list-style-type: none"> Staff and pupils have their own individual and frequently used items, e.g. pencils and pens. Classroom resources, e.g. books and games are cleaned regularly. Pupils only bring essential items to school each day, e.g. lunch boxes, hats, coats, books, stationery and mobile phones. Pupils are permitted to bring bags to school. Any shared resources that need to be taken home by pupils and staff are appropriately cleaned or a rota is put in place. 	Y	SLT	Completed	L
Ventilation and heating	<ul style="list-style-type: none"> Staff and pupils are made aware that enhanced ventilation is in place. The site manager checks that all ventilation systems, including fume extraction systems, are in working order in accordance with manufacturer's recommendations, and that there are no blockages present in external or internal vents. All ventilation systems remain energised in normal operating mode. Where mechanical ventilation is used, recirculatory systems are adjusted to full fresh air where possible. Ventilation to chemical stores remains operational. Where possible, the windows of occupied rooms are open. In cold weather, where this causes issues with thermal comfort, the following mitigations are put in place where possible: 	Y	Site Manager	Completed	L

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	<ul style="list-style-type: none"> - Classrooms are rearranged to minimise the discomfort caused by draughts from open windows, e.g. by moving desks and chairs - High level windows are opened in preference to low level to reduce draughts - Ventilation is increased while the space is unoccupied, e.g. during break- and lunchtimes • The relevant staff adjust any thermostats to heat internal spaces and water, ensuring a suitable stable temperature is maintained. • Where heating has been switched off or energy supplies for heating have been isolated, a suitably trained individual switches them back on, as required. 				
Fire safety	<ul style="list-style-type: none"> • A suitably trained individual ensures that all fire detection, alarm system, fire extinguisher and sprinkler checks are up-to-date. • The Business Manager and Headteacher ensure that the fire management plan and fire safety risk assessment are up-to-date and applicable to any changes in people movement or access, e.g. if parts of the school remain temporarily closed. • Where directed, the headteacher identifies how social distancing measures are to be observed at evacuation points and communicates this to all staff, volunteers, pupils, parents and contractors. 	Y	BM / HT	Completed	L
Testing	<ul style="list-style-type: none"> • All testing is carried out in line with the Coronavirus (COVID-19): Asymptomatic Testing Policy. • It is made clear that testing is voluntary. Individuals not undergoing testing attend school in line with normal school arrangements. • Staff in all education settings are encouraged to test twice weekly at home until the testing guidance is reviewed in September. • The school obtains written consent from staff to process and store their testing data prior to beginning testing. • All pupils (who have consented) will receive one on-site lateral flow device (LFD) test, on their return to school in the January term. 	Y	SLT	Completed	L

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	<ul style="list-style-type: none"> • The school obtains written consent from pupils, and their parents where required, to process and store their testing data prior to beginning testing. • Individuals with negative test results continue to attend school unless they have been advised by NHS Test and Trace or another health professional to stay at home. • Staff and pupils undergoing testing are supplied with LFD test kits to self-swab and test themselves twice a week at home (Wednesday and Sunday). • Staff, pupils and parents are fully informed of the testing programme. • Individuals report their results to NHS Test and Trace as soon as the test is completed, either online or by telephone. • Pupils aged 12 to 17 self-test and report their results with adult supervision. Pupils aged 11 are tested by an adult. • The school retains a small on-site asymptomatic testing site (ATS) so testing can be offered to pupils who are unable or unwilling to test themselves at home. • Individuals who receive a positive result from an LFD test can end isolation early from day 5 onwards. If an individual has 2 negative tests at least 24 hours apart, on consecutive days, isolation can be ended. Individuals can return to school from day 6 onwards, following 2 consecutive negative tests and they do not have a temperature. • If either result is positive individuals must stay in isolation until they have had 2 negative tests taken on consecutive days or they have completed 10 full days of self-isolation (whichever is earliest). They are not required to take any more LFD tests to release themselves from isolation past day 10. Public Health have advised to resume twice weekly LFD testing 7-10 days after the end of isolation. • Testing kits are stored indoors between a temperature of 2 to 30°C. • Individuals are instructed to collect test kits from the designated collection point within school. 				

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	<ul style="list-style-type: none"> A test kit log is in use and kept up-to-date with the relevant information required. A test result log is in use and kept up-to-date with the relevant information required. The data held in the test kit log and test result log is stored in line with the school's Data Protection Policy at all times. 				
COVID Vaccinations – 12-15 year olds	<ul style="list-style-type: none"> School Age Immunisation Service will provide consent forms, guidance and advice – school will issue the consent forms to pupils and parents but will not provide guidance – signpost individuals to links COVID-19 Vaccination Programme Guidance. Schools are providing the facility for vaccination. Disagreement between the child and parent with regards to receiving the vaccination. Situations may be: <ul style="list-style-type: none"> Child expresses wish to have the vaccine and parent disagrees or Parent wishes to have the vaccine and child disagrees School and staff refers the parent and child to the school age immunisation service – the healthcare professional will discuss and judge if the child is “Gillick Competence” (to self consent). Security planning to protect against disruption – school will discuss with the SAIS team what security measures are in place Refer to School Risk Assessments and Visitor Policy. Communicate to staff and parents as necessary. Correspondence challenging vaccination from parents – Refer to named individual in the school who will signpost individuals to public health guidance on vaccinations as detailed in the COVID-19 Vaccination Programme Guidance Communicate to staff on the policy for managing communications Administering the vaccination will be delivered by NHS commissioned SAIS team against nationally agreed standards and will wear appropriate PPE. 	Y	SLT / Site Team / School Medical Nurse	Autumn Term 1	L

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	<ul style="list-style-type: none"> Ventilated space to be used by the NHS team, Site Team to ensure this is set up in accordance with the guidance. Pupils will be encouraged to wear a face mask when the vaccine is administered. Pupils experience side effects – SAIS to make pupils aware of side-effects and how this can be managed. Work with SAIS to plan immunisations at the end of the week where possible. Pupil becomes unwell in school after vaccination – seek advice from the SAIS team if still in school. If the SAIS team has left the site existing policies for managing pupil sickness in school will be followed and SAIS team will be informed. Serious allergic reaction to the vaccination – SAIS team will monitor the pupil for 15 minutes after the vaccination. SAIS teams will have the necessary equipment. Timetable adjustments to be made to allow students to be vaccinated. Data protection implications – SAIS will provide resources for parental consent forms. Schools will help protect individuals with regards to who has consented and who has not by taking pupils in small groups for the vaccination to be administered. 				
NHS Test and trace	<ul style="list-style-type: none"> The school makes staff aware that it is not responsible for Test and Trace contacting. This will be taken over by the NHS Test and Trace service. The school makes staff aware that the NHS Test and Trace service will inform staff and pupils if they have been in close contact with a positive case of coronavirus and will advise them to take a LFD test. The school continues to work with local HPTs in the event of a school or local outbreak. Staff members and parents are informed that they will need to engage with the NHS Test and Trace programme if they are contacted, meaning they need to be ready and willing to: 	Y	SLT	Completed	L

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	<ul style="list-style-type: none"> - Isolate and take a LFD test if they (or their child) display symptoms. - Provide details of anyone they (or their child) have been in close contact with if they were to test positive for coronavirus or are asked by NHS Test and Trace. - Take a test if they have been in close contact with someone who develops coronavirus symptoms or someone who tests positive. - Self-isolate if they display symptoms or produce a positive test. • Anyone in school who displays symptoms is encouraged to self isolate and take a LFD Test. • If the school believes a symptomatic individual may face barriers to accessing a LFD Test elsewhere, the school can provide them with some LFD Tests. • PCR tests stored on the school site are stored securely at ambient room temperature (5 to 22°C). • The school considers offering a symptomatic staff member a LFD test if they cannot otherwise access testing quickly and if the individual is vital to the running of the school. • Individuals are asked to inform the school immediately of test results. • If an individual tests negative, they feel well and no longer have coronavirus symptoms, they can stop self-isolating as long as: <ul style="list-style-type: none"> - They were not told to self-isolate for 10 days from the day after contact with the individual who tested positive by NHS Test and Trace. - They feel well. • If an individual tests positive, they are required to self-isolate for up to 10 days. Individuals who receive a positive result from an LFD test can end isolation early from day 5 onwards. If an individual has 2 negative tests at least 24 hours apart, on consecutive days, isolation can be ended. Individuals can return to school from day 6 onwards, 				

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	<p>following 2 consecutive negative tests and they do not have a temperature.</p> <ul style="list-style-type: none"> • If either result is positive individuals must stay in isolation until they have had 2 negative tests taken on consecutive days or they have completed 10 full days of self-isolation (whichever is earliest). They are not required to take any more LFD tests to release themselves from isolation past day 10. Public Health have advised to resume twice weekly LFD testing 7-10 days after the end of isolation. • Other members of their household are required to continue testing daily. • Staff and pupils aged 16 and over are encouraged to download the NHS Test and Trace app – rules on mobile phones in school are relaxed to accommodate this. • Individuals are informed that, if they receive notification via the NHS Test and Trace app that they have been in close contact with a positive case, they must inform the school immediately. • Individuals who test positive are encouraged to report the result on the NHS Test and Trace app. • If a pupil receives notification to self-isolate, the school ensures appropriate arrangements are in place for the pupil to self-isolate when they are directed to, and begin remote learning. • The Business Manager ensures an NHS QR code poster is displayed in spaces open to the public and that a customer record is kept. • If a member of staff receives notification that they need to self-isolate, the school will consider the action that needs to be taken to ensure continuity of education. • Individuals are made aware that they are not required to self-isolate if they live in the same household or are a close contact of someone with coronavirus, and any of the following apply: <ul style="list-style-type: none"> - They are fully vaccinated. - They are below the age of 18 years and 6 months. 				

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	<ul style="list-style-type: none"> - They have taken part in or are currently part of an approved vaccine trial. - They are not able to get vaccinated for medical reasons. - They continue to test daily using an LFD • Pupils under 18 and 6 months that have been identified as a close contact are made aware that they should continue to attend school as normal. 				
Confirmed cases of coronavirus	<ul style="list-style-type: none"> • Parents are informed, via letter, of how the school responds to confirmed cases of coronavirus. • Where an individual in the school community tests positive for coronavirus, the school follows public health advice and the headteacher contacts the DfE's dedicated advice service immediately. • The school works with the DfE's dedicated coronavirus advice service (or local HPT if the case is escalated) to carry out a rapid risk assessment and identify appropriate next steps. • Household members of individuals who develop symptoms or test positive also begin self-isolating, starting from the day the individual's symptoms started, or the day of their positive test result if asymptomatic, and continue to self-isolate for the next full 10 days. • Household members of close contacts of positive or symptomatic individuals do not self-isolate unless they, or the close contact, develop symptoms or test positive using an LFD test. • Where required, all parents and staff are informed of the confirmed case; however, the name of the individual is not shared. • The school does not request evidence of negative test results or other medical evidence before admitting individuals back to school after a period of self-isolation. • If the school has two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus is suspected, the school continues to work with the DfE's dedicated coronavirus advice service (or local HPT if the case is escalated). 	Y	SLT	Completed	L

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	<ul style="list-style-type: none"> The individual who tested positive can stop self-isolating after they have finished their isolation period and their symptoms have gone or if they continue to only have a residual cough or anosmia. 				
Attendance	<ul style="list-style-type: none"> The school informs parents and pupils that attendance is mandatory for all pupils. Parents are informed that the usual rules on school attendance apply – this means parents have a duty to ensure that their child attends regularly. The attendance register is taken as normal and absences are followed up, in line with the Attendance and Absence Policy. Where a pupil is unable to attend the site because they are complying with clinical and/or public health advice, they are offered access to remote education immediately. Any concerns from staff, parents and pupils about being on the school site are discussed between appropriate individuals. Pupils who are reluctant or anxious to attend school are identified and relevant staff members develop plans to reengage these pupils. The school uses the additional catch-up funding, as well as existing pastoral and support services, resources and funding, to put in place measures for those families who need additional support to secure pupils' regular attendance. Staff and pupils who have returned to the UK from foreign countries within the last month complete the necessary quarantine period, as outlined in the government's guidance, before attending school. The school works the LA to engage with families who are abroad to understand the pupils' circumstances and their plans to return. The school will encourage families to return where they are able to, emphasising the benefits of regular school attendance and reminding them that school attendance is mandatory. 	Y	SLT	Completed	L

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	<ul style="list-style-type: none"> Where possible, remote education will be provided for pupils who are abroad, and facing challenges to return due to coronavirus-related travel restrictions, for the period they are abroad. 				
Protecting clinically vulnerable individuals	<ul style="list-style-type: none"> Clinically vulnerable and clinically extremely vulnerable (CEV) pupils are supported to attend on-site provision. Pupils who live with someone who is CEV continue to attend school as normal. All CEV pupils attend the school unless they have been advised by their GP or clinician not to attend. The relevant staff liaise with the parents of pupils who are deemed more vulnerable to infection and discuss their concerns and the infection control measures in place at the school. The school collaborates with the LA to ensure that alternative arrangements for CEV pupils are in place to prepare for the event that the school site is required to close. If CEV pupils are self-isolating and cannot attend on-site provision, procedures are put in place to maintain contact and make sure their parents know that the decision not to attend can be revisited at any time. CEV staff continue to work from home where possible. If this is not possible, they are supported to attend the school site. Clinically vulnerable staff continue to attend school provided they follow the system of controls to minimise the risks of transmission. Staff who live with those who are CEV attend the workplace but ensure they maintain good prevention practice in the workplace and at home. Line managers hold discussions with staff who are deemed more vulnerable to infection and discuss their concerns and the infection control measures in place at the school. The SLT considers requests made by staff who wish to make changes to their working environment or working hours in the interest of health and safety. 	Y	SLT	Completed	L

Area for concern	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
	<ul style="list-style-type: none"> • If required, CEV staff can adjust their working hours, as agreed by the SLT. • The headteacher ensures that the school can be adequately and safely staffed. • A separate risk assessment is carried out for pregnant staff. The school follows the relevant specific guidance for pregnant employees. • Pregnant staff of any gestation are not required to continue working on site if this is not supported by the separate risk assessment. • Staff who are 28 weeks pregnant and beyond, or are pregnant and have an underlying health condition that puts them at a greater risk of severe illness from coronavirus at any gestation, are supported to take a more precautionary approach. • The school ensures pregnant staff are able to adhere to any active national guidance on social distancing and/or advice for pregnant women considered to be clinically extremely vulnerable. • The above principles on protecting pregnant staff also apply to pregnant pupils. • The school encourages staff to get vaccinated if possible, and enables these staff members to attend booked vaccination appointments, even during term time. 				
Workforce	<ul style="list-style-type: none"> • Appropriate support for pupils with SEND remains in place. • Line managers discuss and agree any proposed changes in role or responsibility with members of staff. • The headteacher ensures safe staffing ratios are met and that all staff have the relevant training to undertake their roles. If there are concerns about staffing capacity, the headteacher talks to the LA. • Arrangements are made to enable specialists, therapists, clinicians and other support staff for pupils with SEND to continue to provide interventions as usual. • The school continues its recruitment processes as normal. 	Y	SLT	Completed	L

Area for concern	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Transport	<ul style="list-style-type: none"> In the event of a school or local outbreak, the headteacher speaks to the school's LA or transport provider to assess the approach to dedicated school transport they are adopting. Pupils do not board home to school transport if they have had a positive test result or symptoms of coronavirus. The school liaises with the LA and other transport providers to ensure they are adopting COVID-secure protocols, and requests a copy of their risk assessment, where relevant. Pupils are advised to clean their hands before boarding transport and again on disembarking. Additional cleaning of vehicles is carried out regularly. Fresh air through ventilation is be maximised, particularly through opening windows and ceiling vents. Face coverings to be worn in enclosed and crowded places – this includes on public and dedicated school transport where the school encourages the use of face coverings. 	Y	SLT	Completed	L
Catering	<ul style="list-style-type: none"> The school's kitchen is fully open and operates within usual legal requirements. The SBM liaises with catering providers to ensure the kitchens can remain fully open and food is prepared and delivered in line with government's 'Guidance for food businesses on coronavirus (COVID-19)'. FSM or food parcels are provided for eligible pupils who are not attending school during term time where they: <ul style="list-style-type: none"> Are self-isolating. Have symptoms or a positive test result. Are not attending as a result of local restrictions advised by the government. 	Y	SLT	Completed	L
Remote learning	<ul style="list-style-type: none"> While attendance is mandatory, remote learning is provided for pupils who are following clinical or government guidance to stay at home, e.g. where they are self-isolating. All such pupils not physically unwell 	Y	SLT	Completed	L

Area for concern	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
	<p>are given access to remote education as soon as reasonably practicable.</p> <ul style="list-style-type: none"> The headteacher ensures that pupils taught remotely in KS3 and KS4 are set work that as a minimum covers five hours a day. Teaching staff deliver all remote education in line with the expectations set out in the Pupil Remote Learning Policy. The headteacher ensures that all teaching staff understand these expectations and know how to seek help if they feel unable to meet them. The school informs parents that they should raise any concerns about the quality of the school's remote education offer with the headteacher in the first instance, and that parents may contact Ofsted directly if they feel their concerns have not been satisfactorily addressed. 				
Uniform	<ul style="list-style-type: none"> The usual rules on school uniform apply; however, the school takes a mindful and considerate approach to non-compliance. Expectations of uniform are communicated to pupils and parents. 	Y	SLT	Completed	L
Educational visits	<ul style="list-style-type: none"> Educational visits will be conducted in line with the government's roadmap. This includes system of controls and the COVID-secure measures in place at the destination. A full and thorough risk assessment is made in relation to all educational visits to ensure they can be undertaken safely. The school ensures it is prepared to carry out domestic day trips and residential trips. The schools makes staff, pupils and parents aware that international travel can resume from the start of the Autumn term 2021; this includes trips that were postponed and organising new trips for the future. Pupils are allowed on trips to outdoor public places and do not need to be restricted to limits on gatherings, provided: <ul style="list-style-type: none"> It is for the purpose of childcare. A risk assessment is conducted in advance. Good hygiene is maintained throughout. 	Y	SLT	Completed	L

Area for concern	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
	<ul style="list-style-type: none"> - Thorough handwashing happens before and after the trip. - The trip is carried out in line with relevant local or national coronavirus guidance. - Appropriate insurance arrangements are in place. • The school ensures that it has adequate travel insurance and discusses any questions about cover with its insurance provider. • The school follows the guidelines relevant to trips to indoor spaces. Once inside: <ul style="list-style-type: none"> - Staff are to remain with the pupils in the group. - Pupils and staff should wash hands thoroughly on arrival and before leaving. • Pupils aged 11 to 17 provide proof of a negative coronavirus test to return to the UK if travelling abroad (pupils aged 10 and under are exempt from this). • Pupils aged 5 to 17 take a coronavirus travel test on or before day two of arrival in the UK. 				
Extracurricular activities and wraparound provision	<ul style="list-style-type: none"> • The school works to provide all before- and after-school educational activities and wraparound childcare for all pupils. • Parents are advised of the provision available and that they should limit the use of multiple out-of-school settings providers where appropriate. • Wraparound provisions are run in line with the current government guidance i.e. are Covid secure. • Parents are able to access wraparound and extracurricular provision for their children, without any restrictions on the reasons for which they may attend. 	Y	SLT	Completed	L
Curriculum	<ul style="list-style-type: none"> • All pupils are given the support required to make good progress. • Relevant staff members discuss how the government's curriculum expectations can be met and ensure this is communicated across the school. 	Y	SLT	Completed	L

Area for concern	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
	<ul style="list-style-type: none"> • The government's catch-up funding is utilised to ensure pupils receive the support they need to catch-up on learning lost due to the coronavirus pandemic. • The head of the music department ensures staff and pupils are aware that there is evidence to suggest that singing and playing wind and brass instruments increases the risk of coronavirus transmission due to the cumulative aerosol transmission. • The head of the music department conducts a Music Lesson Risk Assessment and ensures the relevant protective measures are in place to minimise the risk of coronavirus transmission, e.g. cleaning musical instruments after use. • The head of the drama department conducts a Drama Lesson Risk Assessment and ensures the relevant protective measures are in place to minimise the risk of coronavirus transmission, e.g. limiting the sizes of groups. • The headteacher ensures a Dance Risk Assessment is conducted that ensures protective measures are in place to minimise the risk of coronavirus transmission, e.g. not allowing contact dancing. • The school only permits team sports on the list in the Department for Digital, Culture, Media & Sport's (DCMS) team sport guidance. • Sports equipment is thoroughly cleaned between each use. • Outdoor sports are prioritised where possible. • Large indoor spaces with maximised natural ventilation flows, e.g. through opening windows and doors, are used where outdoor sports are not possible. • Staff overseeing indoor sports pay scrupulous attention to cleaning and hygiene. • Staff are made aware that social distancing in sports is not required unless directed. • Measures are in place to minimise the risk of transmission in changing rooms, in line with DCMS guidance. 				

Area for concern	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
	<ul style="list-style-type: none"> External facilities are used in line with government guidance, including travel to and from those facilities. The school works with external coaches, clubs and organisations for curricular and extracurricular activities and considers how such arrangements operate within the school's wider protective measures. Competitions between different schools, whether indoor or outdoor, can take place in line with government guidance. 				
Behaviour expectations	<ul style="list-style-type: none"> The school's Behaviour Policy sets out behaviour expectations for pupils and is updated in line with new rules and measures. Expectations are communicated clearly to staff, pupils and parents. Pupils who are struggling to reengage with school are supported appropriately. 	Y	SLT	Completed	L
Wellbeing	<ul style="list-style-type: none"> Staff are vigilant in discerning pupil mental health and report any concerns to the pastoral care leader. The school provides opportunities for pupils to talk about their mental health and experiences during the pandemic. Pupils have access to pastoral support and activities, e.g. opportunities to renew and develop friendships. Pupil and parent surveys are sent out to assess how they feel about being on the school site and to enable staff to act on any concerns pupils and parents may have. Staff and volunteer surveys are sent out to assess how they feel about being on the school site and enable the SLT to act on any concerns staff and volunteers may have. The SLT discusses the implications on staff and pupil workload and puts a plan in place to minimise the risk of stress. The headteacher and the DSL liaise with the LA to determine what additional support is available for pupils who are suffering with their mental health. 	Y	SLT	Autumn Term	L

Area for concern	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
	<ul style="list-style-type: none"> • The headteacher and the SENCO identify pupils with additional needs and put provision in place to ensure their needs are adequately and safely met, e.g. the relevant staff are available. • Teachers and the SENCO work together to ensure pupils with SEND are prepared for changes to their routine. • The headteacher and DSL ensure provision is in place to help protect wellbeing and mental health, and ensure all staff, volunteers and pupils have access to psychological support. • The DSL ensures that adequate pastoral care is in place to support pupils and staff who require it. • The school engages with local immunisation providers to ensure immunisations programmes can be provided on site in line with the relevant protective control measures. • Safeguarding issues are managed in line with the Child Protection and Safeguarding Policy. • Staff and pupil bereavement is managed in line with the Bereavement Policy. 				
Safeguarding	<ul style="list-style-type: none"> • The school's Child Protection and Safeguarding Policy is reviewed as necessary to reflect the current operations of the school. • The DSL liaises with the necessary personnel and parents to manage and address any new and ongoing safeguarding concerns, e.g. ongoing bullying. • The DSL ensures that adequate pastoral care is in place to support pupils and staff who require it. • The DSL ensures the relevant staff have the appropriate training to support pupils and staff who require pastoral care. • The DSL and their deputies are provided with time to help them support staff and pupils in relation to any new safeguarding and welfare concerns and the handling of referrals to children's social care and other agencies. 	Y	SLT	Autumn Term	L

Area for concern	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
	<ul style="list-style-type: none"> If a parent elects to educate their child at home, the school considers whether this decision gives greater cause for concern compared to the pupil remaining in school. If there is cause for concern, the DSL considers making a referral to the LA. 				
Contingency planning	<ul style="list-style-type: none"> Remote education plans are in place for pupils who are self-isolating or shielding. The school will liaise with the LA on an outbreak management plan – that can be implemented if restrictions need to be implemented due to coronavirus. 	Y	SLT	Review Autumn Term	L
Communication	<ul style="list-style-type: none"> The headteacher contacts the DfE's advice helpline for specific recommendations for their school, e.g. boarding schools. The headteacher puts into place any actions or precautions advised by the DfE's helpline or local HPT if necessary. The school's website is kept up to date with any important information regarding the running of the school during step 4 of the coronavirus recovery roadmap, e.g. local arrangements. Parents are informed via letter about the relevant information regarding the running of the school during step 4, including any pick-up and drop-off arrangements and the removal of restrictions such as social distancing. An updated letter will be sent out during the Autumn term. Staff and volunteers are informed via email about the relevant information regarding the running of the school during step 4. Staff are informed of who they can turn to for support and there are several avenues they can follow, e.g. line manager, other senior staff or colleagues. All staff, pupils, parents, visitors and volunteers are made aware of the symptoms of coronavirus, what to do if they display symptoms, and if others display symptoms. The headteacher liaises with the governing board about possible arrangements for running the school during step 4, where necessary. 	Y	SLT	Review Autumn Term	L

Area for concern	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
	<ul style="list-style-type: none"> • Pupils are informed via letter about the relevant information regarding the running of the school during step 4, e.g. the removal of restrictions such as social distancing. • The SLT is actively present around the school to provide additional support, advice and reassurance. • The SBM communicates with suppliers and contractors regarding the running of the school during step 4 and reinstating or suspending the supply of any required goods or services. • The headteacher informs staff, volunteers and the governing board about the arrangements for how meetings are carried out during step 4. • A record is kept of all visitors and contractors that come to the school site. 				