

The Chiltern School Risk Assessment Form



Risk Assessment for; Whole school		What are you Risk Assessing? Staff, pupils and the rest of the school community as the country enters step 4 of the roadmap out of lockdown and returning to school in September 2021		Triggers/ Comments? This risk assessment is a live document which is reviewed and updated in line with changes to government guidance and public health advise. Staff will be notified of any changes to this risk assessment	
RA Ref; C19 School v9 Sept 2021	Site; Both sites	Assessment by; S. Leonard		Date; 6 th July 2021	Lead RA Sign; S Leonard

What are the hazards ?	Who might be harmed and how?	What are you doing already?	L	C	R	Is Risk Acceptable	What further action is necessary?	L	C	R	Action by whom ?	Action by when?	Date completed
Awareness of policies and procedures	Staff and pupils and school community are at risk of illness and or injury from not following policies, protocols and or procedures during the school day	<ul style="list-style-type: none"> All staff and volunteers are aware of all relevant policies and procedures, including but not limited to; <ul style="list-style-type: none"> Health and Safety Policy First Aid Policy Infection Control Policy Behaviour Policy Pupils are supported to understand the relevant school policies and procedures that have been implemented. <ul style="list-style-type: none"> All staff have regard to all relevant guidance and legislation including, <ul style="list-style-type: none"> The Health Protection (Notification) Regulation 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) 'School's coronavirus (COVID-19) operational guidance (applies from step 4) DfE (2021 EYS) 'Actions for early years and childcare settings during the coronavirus (COVID-19) outbreak (applies from step4) 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.	3	4	12	Yes	Action, monitor						

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Awareness of policies and procedures (cont)	Staff and pupils and school community are at risk of illness and or injury from not following policies, protocols and or procedures during the school day	<ul style="list-style-type: none"> The school keeps up-to-date with advise issued by, but not limited to, the following: <ul style="list-style-type: none"> - DfE - NHS - PHE - DHSC - The schools local HPT All volunteers, parents, pupils, visitors and contractors are made aware of relevant infection control and other measures in place either prior to attending or when they arrive on-site Pupils are made aware of the measures that are in place, e.g., infection control by various aids including visual aids that are around the school and reminders from staff The HSPM carries out regular checks of all suppliers and ensures that are appropriate for the school's current operations The SLT review relevant school policies to ensure they account for new provision 	3	4	12	Yes	Action, monitor						
Contact with potential or confirmed cases	Staff and pupils and school community are at risk of illness and or injury from contact with and infected individual	<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 not to bring their children onto 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 	2	4	8	Yes	Action, monitor						

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Contact with potential or confirmed cases (cont)	Staff and pupils and school community are at risk of illness and or injury from contact with and infected individual	<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 to self-isolate. This must 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, from 16 August 2021, pupils under the age of 18 will no longer be 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 PCR test and will only need to isolate if they produce a positive PCR test • Pupils and parents are made aware that, from 16 August 2021 fully vaccinated adults who are identified as a close contact of a positive case will no longer need to self-isolate unless they develop symptoms or produce a positive test, as long as they are fully vaccinated • Staff who have had only one dose of the vaccine are made aware that they will 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 • Pupils and parents are made aware that, from 16th August 2021, staff and students over the age of 18 will follow the same self-isolation rules as those under 18 until 4 months after their 18th birthday, at which point they will begin to follow the same rules as adults • 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 includes the day the symptoms started and the next 10 full days - Advised to follow the guidance for households with possible or confirmed coronavirus infection - Arrange to have a PCR test as soon as possible 	2	4	8	Yes	Action, monitor						

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Contact with potential or confirmed cases (cont)	Staff and pupils and school community are at risk of illness and or injury from contact with and infected individual	<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 policy. • 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. • 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. 	2	4	8	Yes	Action, monitor						

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Face coverings	Staff and pupils and school community are at risk of illness and or injury from inhalation of spores containing coronavirus	<p>Staff, pupils and visitors are informed via letter that they are not required to wear face coverings at all in school.</p> <p>In the event of a school or local outbreak, the school adheres to advice from a director of health that may include bringing back face coverings temporarily in communal areas and classrooms for staff, pupils and visitors.</p> <p>In the event that the school must return to using face coverings, 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.</p> <p>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.</p> <p>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.</p> <p>Face visors or shields are only used after carrying out a risk assessment for the specific situation and always be cleaned appropriately.</p> <p>Individuals are provided with clear instructions on how to put on, remove, store and dispose of face coverings. This includes instructions to:</p> <p>Clear hands before and after touching a face covering.</p> <ul style="list-style-type: none"> - Store face coverings in individual, sealable plastic bags. - Avoid wearing damp face coverings. - 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. <p>The school has a contingency supply of face coverings.</p> <p>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.</p>	2	4	8	Yes	Action, monitor						
PPE	Staff and pupils and school community are at risk of illness and or injury from not wearing appropriate PPE if they are exposed to a symptomatic pupil and or staff member	<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. • 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 for storage for 72 hours. Following this period, it is put in the communal waste area. 	2	4	8	Yes	Action, monitor						

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Hand cleaning and respiratory hygiene	Staff and pupils and school community are at risk of illness and or injury from poor hand hygiene and or poor respiratory practice	<p>Staff, pupils, visitors and contractors are informed that enhanced hygiene practices are still in place during step 4.</p> <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. <p>Pupils wash their hands after they have coughed or sneezed. Younger pupils and those with complex needs are supported to ensure they adopt good hand cleaning and respiratory hygiene practices.</p>	2	4	8	Yes	Action, monitor						

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Cleaning	Staff and pupils and school community are at risk of illness and or injury from contact with touch surfaces that could have coronavirus on it.	<p>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.</p> <p>The HSPM implements a cleaning schedule that ensures cleaning is generally enhanced and includes:</p> <p>More frequent cleaning of rooms and shared areas (including classrooms, playgrounds and eating areas) that are used by different groups.</p> <p>Frequently touched surfaces being cleaned more often than normal.</p> <p>Provision for ensuring toilets are cleaned regularly.</p> <p>The necessary areas of the school are deep cleaned with suitable cleaning agents and in line with the COSHH Policy.</p> <p>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.</p> <p>All areas that remain temporarily closed, or partially closed for cleaning or infection control purposes, are clearly signposted.</p> <p>Adequate amounts of suitable cleaning agents are available.</p> <p>PPE is available to members of staff who require it to carry out cleaning safely.</p> <ul style="list-style-type: none"> • Signs are placed in relevant areas to instruct staff and pupils to always flush toilets with the lids down. 	3	4	12	Yes	Action, monitor						
Social distancing	Staff and pupils and school community are at risk of illness and or injury from social distancing rules being scrapped as part of step 4 roadmap.	<ul style="list-style-type: none"> • The response to a suspected symptomatic case is shared with all relevant members of the school community and adhered to where required e.g. around a symptomatic individual, social distancing would be acted upon. • 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. • 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. 	3	4	12	Yes	Action, monitor						

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Resources	Staff and pupils and school community are at risk of illness and or injury from shared resources that could contain coronavirus	<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. 	3	4	12	Yes	Action, monitor						
Ventilation and heating	Staff and pupils and school community are at risk of illness and or injury from poorly ventilated areas around the school	<p>Staff and pupils are made aware that enhanced ventilation is still in place during step 4.</p> <p>The site team 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.</p> <p>All ventilation systems remain energised in normal operating mode.</p> <p>Where mechanical ventilation is used, recirculatory systems are adjusted to full fresh air where possible.</p> <p>Ventilation to chemical stores remains operational.</p> <p>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:</p> <p>We have identified a first-floor corridor that has no natural ventilation</p> <p>Ventilation is increased while the space is unoccupied, e.g. before and after school and the adjoining stairwells have their windows open to allow air to circulate as traffic passes through.</p> <p>The relevant staff adjust any thermostats to heat internal spaces and water, ensuring a suitable stable temperature is maintained.</p> <p>Where heating has been switched off or energy supplies for heating have been isolated, a suitably trained individual switches them back on, as required.</p> <p>W/C 13.09.21 DfE are delivering CO2 air quality monitors to schools</p> <p>We will be monitoring this on a regular basis.</p>	2	4	8	Yes	Action, monitor						

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Fire Safety	Staff and pupils and school community are at risk of illness and or injury from	A suitably trained individual ensures that all fire detection, alarm system, fire extinguisher and sprinkler checks are up-to-date. The fire safety officer and 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. The school has completed documented fire drills during COVID	2	4	8	Yes	Action, monitor						
Testing	Staff and pupils and school community are at risk of illness and or injury from staff and pupils in year 7 and above not following voluntary testing guidance and protocols and therefore could bring the virus into school	It is made clear that testing is voluntary. Individuals not undergoing testing attend school in line with normal school arrangements. Early years setting and primary schools only Pupils do not undergo testing. Staff in all education settings are encouraged to test twice weekly at home until the testing guidance is reviewed in September. Staff are requested to take 2 home LFD tests prior to returning to school in September. The dates of these tests are: Sunday 29 th August 2021 Wednesday 1 st September 2021 Pupils in year 7 and above are requested to take 2 home LFD tests prior to returning to school in September. The dates of these tests are: Wednesday 1 st September 2021 Sunday 5 th September 2021 <ul style="list-style-type: none"> The school retains a small on-site asymptomatic testing site (ATS) so testing can be offered to pupils and staff who are unable or unwilling to test themselves at home. Individuals who receive a positive result from an LFD test complete a 10-day period of self-isolation and are asked to arrange a confirmatory PCR test. Individuals who test positive using an LFD test arrange their PCR test within 2 days of the positive result. All positive results from LFD tests, whether conducted at home or at school, are confirmed with a PCR test. 	2	4	8	Yes	Action, monitor						

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Testing (cont)	Staff and pupils and school community are at risk of illness and or injury from staff and pupils in year 7 and above not following voluntary testing guidance and protocols and therefore could bring the virus into school	<ul style="list-style-type: none"> Staff, pupils and parents are made aware that negative results from confirmatory PCR tests taken within 2 days of LFD tests override positive results from LFD tests; therefore, individuals who receive negative PCR test results can return to school, provided they do not have symptoms. Individuals do not take an LFD test if they have tested positive for coronavirus within the last 90 days. Individuals are informed that LFD tests are not to be used if they begin to develop symptoms of coronavirus; they instead begin self-isolating immediately and book a PCR test. DfE are reviewing testing at the end of September 2021 	2	4	8	Yes	Monitor						
NHS Test and Trace	Staff and pupils could be at risk from individuals and families not actively taking part in the NHS test and trace app	<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 PCR 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: <ul style="list-style-type: none"> Book a PCR 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. 	3	3	9	Yes	Action, monitor						

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NHS Test and Trace (Cont)	Staff and pupils could be at risk from individuals and families not actively taking part in the NHS test and trace app	<ul style="list-style-type: none"> • Anyone in school who displays symptoms is encouraged to get a PCR test. • If the school believes a symptomatic individual may face barriers to accessing a PCR test elsewhere, the school provides them with a PCR test. • 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 PCR test if they cannot otherwise access testing quickly and if the individual is vital to the running of the school. • PCR tests are delivered safely and with due regard for transmission risk. • 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, and the members of their household, 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 at least 10 days from the onset of symptoms and then return to school only if they do not have symptoms other than a cough, or loss of or change in their sense of smell or taste. Other members of their household are required to continue self-isolating for the full 10-day period unless they are fully vaccinated adults or under the age of 18. • 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. 	3	3	9	Yes	Action, monitor						

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Test and Trace (Cont)	Staff and pupils could be at risk from individuals and families not actively taking part in the NHS test and trace app	<ul style="list-style-type: none"> 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. 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. 	3	3	9	Yes	Action, monitor						
Confirmed cases of coronavirus	Staff and pupils could be at risk from contact with a confirmed case of coronavirus	<ul style="list-style-type: none"> Parents are informed, 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. 	3	4	12	Yes	Action, monitor						

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Confirmed cases of coronavirus (Cont)	Staff and pupils could be at risk from contact with a confirmed case of coronavirus	<ul style="list-style-type: none"> 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). 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. [Early years settings only] Any confirmed cases are reported to Ofsted as soon as possible, through the usual notification channels. [Early years settings only] Changes to the setting's operating circumstances are communicated to Ofsted via email. 	3	4	12	Yes	Action, monitor						
Attendance	Pupil may be at risk of negative mental health and, wellbeing from non-attendance to school	<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 school 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. 	2	3	6	Yes	Action, monitor						

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Attendance (Cont)	Pupil may be at risk of negative mental health and, wellbeing from non-attendance to school	<ul style="list-style-type: none"> 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. 	2	3	6	Yes	Action, monitor						
Protecting clinically vulnerable individuals	CV and CEV staff and or pupils are at a higher risk of infection due to underlying conditions	<p>Clinically vulnerable and clinically extremely vulnerable (CEV) pupils are supported to attend on-site provision.</p> <p>Pupils who live with someone who is CEV continue to attend school as normal.</p> <p>All CEV pupils attend the school unless they have been advised by their GP or clinician not to attend.</p> <p>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.</p> <p>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.</p> <p>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.</p>	3	4	12	Yes	Action, monitor						

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Protecting clinically vulnerable individuals (Cont)	CV and CEV staff and or pupils are at a higher risk of infection due to underlying conditions	<p>A separate risk assessment is carried out for pregnant staff. Pregnant staff of any gestation are not required to continue working on site if this is not supported by the separate risk assessment.</p> <p>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.</p> <p>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.</p> <p>The above principles on protecting pregnant staff also apply to pregnant pupils and require a disclosure of pregnancy.</p> <ul style="list-style-type: none"> The school encourages staff to get vaccinated if possible, and enables these staff members to attend booked vaccination appointments, even during term time. 	3	4	12	Yes	Action, monitor						
Workforce	Staff and or pupils could be at higher risk of transmission of coronavirus due to step 4 of roadmap and the mixing of staff in different areas	<p>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.</p> <p>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.</p> <p>Arrangements are made to enable specialists, therapists, clinicians and other support staff for pupils with SEND to continue to provide interventions as usual.</p> <p>The school continues its recruitment processes as normal</p>	2	4	8	Yes	Action, monitor						

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Transport	Pupils and or staff could be at risk from a local outbreak and or shared 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, or a member of their household, has 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. Unless directed, face coverings and social distancing measures are not implemented on dedicated or public transport. 	3	4	12	Yes	Action, monitor						
Catering	Pupils and or staff could be at risk of infection from food prepared on-site that has become contaminated	<p>The school's kitchen is fully open and operates within usual legal requirements.</p> <p>The HSPM 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)'.</p> <p>FSM or food vouchers are provided for eligible pupils who are not attending school during term time where they:</p> <ul style="list-style-type: none"> Are self-isolating. Have symptoms or a positive test result. <p>Are not attending as a result of local restrictions advised by the government.</p> <p>The schools kitchen has received a recent food standard rating of 5,</p>	2	2	4	Yes	Action, monitor						

What are the hazards ?	Who might be harmed and how?	What are you doing already?	L	C	R	Is Risk Acceptable	What further action is necessary?	L	C	R	Action by whom ?	Action by when?	Date completed
Remote Learning	Pupils could be at risk of isolation and mental health due to non attendance at school and 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 are given access to remote education as soon as reasonably practicable. Special schools, The setting ensures robust remote education is provided to those who are not attending in person. Teaching staff deliver all remote education in line national guidance. <p>The headteacher ensures that all teaching staff understand these expectations and know how to seek help if they feel unable to meet them.</p> <ul style="list-style-type: none"> 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 parent may contact Ofsted directly if they feel their concerns have not been satisfactorily addressed. 	3	3	9	Yes	Action, monitor						
Uniform	Pupils and or staff could be at risk of thermal discomfort from inadequate clothing during step 4 ventilation requirements	<p>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.</p> <p>To mitigate thermal discomfort caused by increased ventilation, pupils are able to wear additional, suitable indoor items of clothing in addition to their usual uniform – where this occurs, no additional financial pressure is placed on parents.</p>	2	2	4	Yes	Action, monitor						

What are the hazards ?	Who might be harmed and how?	What are you doing already?	L	C	R	Is Risk Acceptable	What further action is necessary?	L	C	R	Action by whom ?	Action by when?	Date completed
Educational visits	Pupils and or staff will be at a higher risk of infection from trips into the wider community	<p>Educational visits will be conducted in line with the government's <u>roadmap</u>. 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:</p> <ul style="list-style-type: none"> - It is for the purpose of childcare. - The EYFS staff:child ratios are maintained. - A risk assessment is conducted in advance. - Good hygiene is maintained throughout. - 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. <p>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: Staff are to remain with the pupils in the group. Pupils and staff should wash hands thoroughly on arrival and before leaving.</p>	3	4	12	Yes	Action, monitor						

What are the hazards ?	Who might be harmed and how?	What are you doing already?	L	C	R	Is Risk Acceptable	What further action is necessary?	L	C	R	Action by whom ?	Action by when?	Date completed
Extracurricular activities and wraparound provision	Pupils may be at risk from using other provision	Parents are advised of the provision available and that they should limit the use of multiple out-of-school settings providers where appropriate.	3	4	12	Yes	Action, monitor						
Wellbeing	Pupils and or staff are at risk of negative mental health and wellbeing due to outside factors	<p>Staff are vigilant in discerning pupil mental health and report any concerns to their pathway lead.</p> <p>The school provides opportunities for pupils to talk about their mental health and experiences during the pandemic.</p> <p>Pupils have access to pastoral support and activities, e.g. opportunities to renew and develop friendships.</p> <p>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.</p> <p>The DSL ensures that adequate pastoral care is in place to support pupils and staff who require it.</p> <p>The school engages with local immunisation providers to ensure immunisations programmes can be provided on site in line with the relevant protective control measures.</p> <p>Safeguarding issues are managed in line with the Child Protection and Safeguarding Policy.</p>	3	3	9	Yes	Action, monitor						

What are the hazards ?	Who might be harmed and how?	What are you doing already?	L	C	R	Is Risk Acceptable	What further action is necessary?	L	C	R	Action by whom ?	Action by when?	Date completed
Safeguarding	Pupils may be at risk during the pandemic	<p>The school's Child Protection and Safeguarding Policy is reviewed as necessary to reflect the current operations of the school.</p> <p>The DSL liaises with the necessary personnel and parents to manage and address any new and ongoing safeguarding concerns, e.g. ongoing bullying.</p> <p>The DSL ensures that adequate pastoral care is in place to support pupils and staff who require it.</p> <p>The DSL ensures the relevant staff have the appropriate training to support pupils and staff who require pastoral care.</p> <p>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.</p> <p>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.</p>	3	3	9	Yes	Action, monitor						
Contingency planning	Pupils and or staff may be at risk from a localized outbreak of coronavirus	<p>Remote education plans are in place for pupils who are self-isolating or shielding.</p> <p>The school has a Coronavirus (COVID-19): Contingency Plan – also known as an outbreak management plan – that can be implemented if restrictions need to be implemented due to coronavirus.</p>	3	4	12	Yes	Action, monitor						

What are the hazards ?	Who might be harmed and how?	What are you doing already?	L	C	R	Is Risk Acceptable	What further action is necessary?	L	C	R	Action by whom ?	Action by when?	Date completed
Communication	Pupils and or staff could be at risk from poor communication of procedures , policy and protocols	<p>The school's website is kept up to date with any important information regarding the running of the school after the country enters step 4 of the coronavirus recovery roadmap, e.g. local arrangements.</p> <p>Parents are informed about the relevant information regarding the running of the school after the country enters 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 and communicated by e format.</p> <p>Staff and volunteers are informed via email and Chiltern Chat about the relevant information regarding the running of the school after the country enters step 4.</p> <ul style="list-style-type: none"> - Staff are informed of who they can turn to for support and there are several avenues they can follow, e.g. Pathway leads, 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. <p>The headteacher liaises with the governing board about possible arrangements for running the school after the country enters step 4, where necessary.</p> <p>Pupils are informed via letter about the relevant information regarding the running of the school after the country enters step 4, e.g. the removal of restrictions such as social distancing.</p> <p>The SLT is actively present around the school to provide additional support, advice and reassurance.</p> <p>The headteacher informs staff, volunteers and the governing board about the arrangements for how meetings will be carried out after certain restrictions are lifted in step 4.</p> <p>A record is kept of all visitors and contractors that come to the school site.</p>	2	4	8	Yes	Action, monitor						

What are the hazards ?	Who might be harmed and how?	What are you doing already?	L	C	R	Is Risk Acceptable	What further action is necessary?	L	C	R	Action by whom ?	Action by when?	Date completed
Additional measures for early years settings only Protective measures in early years settings	Pupils and or staff could be at risk by not following additional protective measures at step4 of roadmap	<p>The setting is not required to arrange children and staff in small, consistent groups.</p> <p>Children are supervised when washing their hands or using hand sanitiser and are taught how to do so effectively.</p> <p>A good supply of disposable tissues is available throughout the premises and 'catch it, bin it, kill it' is encouraged through signage and prompting.</p> <p>An enhanced cleaning schedule is put in place.</p> <p>Surfaces, toys, books, doors, sinks, toilets and light switches are cleaned more regularly, using disinfectant.</p> <p>Activities that involve malleable materials for messy play, e.g. sand, mud and water, are dynamic risk assessed.</p> <p>Frequently touched surfaces, equipment, tools and resources for messy play are thoroughly cleaned and dried before they are used by a different group.</p> <p>Clear procedures are put in place to ensure stringent cleaning processes are followed for food preparation areas, dining areas and table coverings.</p> <p>In line with PHE advice, supervised toothbrushing programmes are re-established using the dry brushing method.</p> <p>If a child attends more than one setting, the settings work together with parents to address any risks identified, allowing them to jointly deliver appropriate care.</p>	3	4	12	Yes	Action, monitor						

Assessment review date; As and when guidance or circumstances change or unless an incident occurs then review immediately	Who reviewed it?	
Actual review date;	Actions require;	Lead RA Sign;