

Kilburn Grange School Operating Risk Assessment January 2021

Key documents referenced:

- [Restricting attendance during the national lockdown: schools Guidance for all schools in England January 2021](#)
- Kilburn Grange School COVID-19 risk assessment dated September 2020
- Kilburn Grange School Health and Safety Policy dated September 2020
- Kilburn Grange School Asymptomatic Testing Risk Assessment dated January 2021

Name of site	Kilburn Grange School
Purpose and scope	<p>School operating profile: hybrid - online home learning provision while open to key-worker/vulnerable pupils (in-school and online).</p> <p>This document will assess and specify reasonably practicable mitigating control measures to achieve the key overarching objectives:</p> <ol style="list-style-type: none"> a. help reduce the risk of COVID for pupils and staff who are in school b. help reduce public health impacts from in-school mixing c. striving for best student outcomes and fulfilling educational and wellbeing responsibilities
Risk assessment conducted by	Mr Rob Farrell Headteacher
Risk assessment approved by	Mr Stuart Dixon COO BPET
Date of next review	Ongoing/ weekly SLT Agenda Item

	Risk description	Control measures and mitigating considerations	Risk before controls	Risk after controls	Control measures implemented by
1	Infected staff or pupils attending school with or without symptoms	<p>Aim to minimise contact with individuals who are unwell by ensuring that those with COVID symptoms, or who have someone in their household who does, do not attend school</p> <ul style="list-style-type: none"> ● Communicate requirement not to attend if they have COVID symptoms, have tested positive in at least the last 10 days or if they have someone in their household who has ● Signpost staff and parents to latest Government advice regarding symptoms and self-isolation and NHS Test and Trace https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works ● Verbal health monitoring upon arrival in school - member of staff to ask pupils if they have symptoms and if so, send to school office that is 			All Staff, Pupils

- ventilated whilst awaiting home return arrangements to be made
 - Staff to monitor and support each other
 - Staff monitor pupils
 - Individuals presenting with new continuous cough, or a high temperature or has a loss of, or change in their normal sense of taste or smell must be sent to the school office prior to returning home
 - Staff or pupils becoming unwell with COVID symptoms whilst at school
 - Follow operating procedure for response to in-school presentation of symptoms to include being sent to the school office whilst awaiting home return arrangements to be made
 - Depending on age and their supervision requirements, children should be seated where they can be safely monitored by staff. PPE must be worn by staff attending to these individuals if a +2m distance cannot be achieved
<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe>
 - Call 999 without delay if the individual is seriously unwell or their life may be at risk
 - Engage with NHS Test and Trace process
 - Signpost those being sent home to Government self-isolation guidance
<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>
 - Signpost those being sent home to contact NHS Test and Trace to arrange a PCR test
<https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works>
 - Provide printed copies of key NHS guidance documents for those being sent home in case they do not have access to the internet at home. Consider obtaining copies in languages most commonly used in school community where EAL pupils may not have english speakers at home
 - Sensitivity must be given in order not to create stigma or allow individuals presenting with symptoms to be discriminated against or bullied by others
 - Seek advice from PHE on Local Health Protection Team in the case to assist with in-school contact tracing and isolation directions to help identify and contain any outbreak
- SENCO to conduct review on pupils with additional needs to ensure that

		their needs can be met whilst maintaining these control measures			
2	Increased risk from virus to individuals who are CV/CEV	<ul style="list-style-type: none"> Clinically Extremely Vulnerable individuals should not attend work or learning on site and follow Government shielding advice and any direction from their doctor Clinically Vulnerable should take additional care if attending the school site with handwashing, minimal contact with others, +2m distancing and use for face coverings as identified in this risk assessment Headteacher to review the current list of CEV / CV staff and pupils 			RF, SLT, All Staff
3	Increased virus transmission associated with higher on-site pupil occupancy rates	<ul style="list-style-type: none"> If capacity across the site is likely to exceed the maximum occupancy rates or if insufficient staff are available to safely supervise students present, consideration may be made with CEO approval for restricting student places to those identified as a priority. Priority will be given to vulnerable children and then children of parents who are both key workers. 			RF, SLT, Mark Greatrex (MG)
4	Airborne virus spread between pupils and staff in classrooms and other smaller volume indoor spaces used by pupils	<p>Separation of people and minimised person-to-person contact</p> <ul style="list-style-type: none"> Staff should remain 2m from pupils where possible and no less than 1m (unless in an emergency or where individual risk assessed care is necessary) Maximum room occupancy rates to be monitored and teaching staff to notify SLT if exceeded. Target 60-70 percent of maximum occupancy. Break-up indoor classroom sessions with breaks for fresh air Teaching staff to plan classroom furniture to allow clear groupings to be established that would allow clarity around track and trace in the event of positive cases. Lessons will be planned to work equally for those learning remotely from classroom so in-school work should where possible be conducted individually, allowing for maximum pupil separation Clearly marked teacher zone to be established at the front of the class and students / staff not to routinely share this space Split teaching groups into smaller groups in separate rooms when possible throughout the day Use consistent pupil groups to reduce the frequency of contacts both in teaching and social time Repurpose large gathering spaces (halls, open corridors etc) for classrooms when practical to do so Teaching and support staff to work with specific groups as specified on the weekly timetable. This will aid track and trace in the event of a positive case. 			All staff, Pupils

Ventilation

- Ventilate teaching and meeting rooms by opening windows and doors as much as possible without breaching fire, security or other protocols
- Open windows to allow background ventilation within occupied rooms at certain points throughout the day (when possible)
- Where the balance between background ventilation and thermal comfort is difficult, for example with draughts and in cold weather, empty the room of pupils if it is safe to do so each hour for 10 minutes and open all windows and doors to replace the stale air. This applies in the following rooms:
 - Second Floor Hall
 - First Floor Hall
 - Dining Hall
 - Any classroom used as a breakout room for small groups when windows available
- Staff to monitor classroom temperatures to ensure a reasonable balance between thermal comfort and ventilation and take measures to address this where necessary. SLT to consider flexible uniform requirements in very cold weather to increase indoor thermal comfort
- Teaching staff to proactively consider practicality of teaching outdoors, using lesson ideas from CLOtC
<https://www.lotc.org.uk/resources/lotc-resource-packs-free-downloads-for-members/>
- Outdoor breaks to be taken when possible except in heavy rain when a large indoor space such as the first floor hall could be used.

Face coverings

- School will follow current Government guidance on face coverings
<https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education>
- Face coverings are optional for pupils and adults. They may be worn when moving around outside of classrooms, to include any occasions when queuing outdoors
- Keep a reserve supply of face coverings and disposable plastic bags available in school reception to be made readily available upon request
- Parents wishing children to wear face coverings must educate their children on the correct wearing of these and remind children that these face coverings are their responsibility
- The school will take no responsibility for lost face coverings
- Waste face coverings must be taken home by individuals in their own sealable plastic bag or be disposed on in black bin bags and not

		<ul style="list-style-type: none"> recycling bins that Estates staff may sort by hand Handwashing or sanitisation facilities will be available for cleaning hands after touching face coverings <p>Respiratory hygiene</p> <ul style="list-style-type: none"> Regularly communicate the handwashing protocols that will be in place and respiratory etiquette expected of all pupils. Back up with other communications, including resources such as e-Bug where appropriate Posters reminding pupils to ‘catch it, bin it, kill it’ placed at key sight line points around school Produce a COVID checklist and briefing note for each lesson to be used by teachers, reminding pupils and monitoring compliance regarding coughing and sneezing controls Pupils encouraged and reminded to bring their own supply of tissues and sanitiser gel into school (although the school will ensure that these are available). Hygiene stations to be equipped with tissues and hand sanitiser Increase the number of bins around site for safe disposal of tissues and sanitising wipes (the latter should not be disposed of down the toilets) <p>SENCO to conduct review on pupils with additional needs to ensure that their needs can be met whilst maintaining these control measures</p> <p>On-site staff and pupil group consistency</p> <ul style="list-style-type: none"> Plan to keep groups of pupils learning on-site as consistent as possible, recording any changes from this in case it is required by NHS Test & Trace If staff do need to operate across different pupil groups /bubbles, they should maintain 2m distancing from other staff and pupils 			
5	<p>Hard surface virus spread by teachers and pupils in classrooms or similar spaces</p>	<ul style="list-style-type: none"> Position hygiene stations equipped with sanitiser gel of the correct specification at key points where they can be used by pupils and staff before and after each lesson and other times throughout the day Remind pupils to wash hands frequently throughout the day including when they have been to the toilet. Handwash and sanitiser to meet recommended specification Pupils to sanitise hands upon arrival at school. Staff to remind pupils on requirement for handwashing for 20+ seconds after return from breaks, change of rooms, before/after eating and visiting the bathroom Teaching staff to clean their own desk space after a lesson if another 			<p>All staff, pupils</p>

		<p>teacher is to use the room following on from them.</p> <ul style="list-style-type: none"> • Provide safe waste disposal of cleaning wipes or cloths in each classroom • COVID daily cleaning checklist to be used by cleaning staff to be completed, signed and returned to the office • Cleaning staff to ensure increased frequency of cleaning door handles, hand rails, light switches and hard contact surfaces that are more frequently touched throughout school day and at end of day • Daily evening clean of hard contact surfaces throughout school https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings <p>SENCO to conduct review on pupils with additional needs to ensure that their needs can be met whilst maintaining these control measures</p>			
6	Hard surface virus spread by teachers and pupils in non-teaching rooms and areas of the school	<ul style="list-style-type: none"> • Reduce requirement to touch surfaces - affix signage to remind people to keep switches on all day (lights etc), hold doors open where possible without breaching fire or security protocols. • Increase frequency of cleaning door handles, stair handrails, light switches, locker handles and other hard contact surfaces throughout school day • Additional daily evening clean of hard contact surfaces throughout school • Cleaning schedule to include of hard contact surfaces in outdoor areas such as bike sheds, racks etc • Office Manager and Caretaker to assess whether any COVID control measures may negatively impact other H&S or security measures around the site and raise concerns with the headteacher <p>IMPORTANT: existing H&S measures should be considered before making changes such as fire doors, security or other safety features.</p>			RF, AT, WF, Admin Team, Cleaning Staff
7	Virus spread from learning resources with hard surfaces including computers, musical instruments, stationery, science and sports equipment	<ul style="list-style-type: none"> • Teaching staff to consider adjusting lessons to use individual equipment that can easily be sanitised between use and also be available to those learning at home • If used, pupils on site to wipe down in-school equipment after use with sanitising wipes, supervised by staff (if appropriate depending on age and teacher judgement) • Pupils to use own equipment or be allocated equipment and not share with others where appropriate • Where it is assessed as educationally necessary to share equipment within or between groups/bubbles being educated on site, these must be meticulously cleaned and when possible, left to 'quarantine' for 48hrs (72hrs for plastic items) 			All Staff, Pupils

		<ul style="list-style-type: none"> Pupils and staff to be asked to limit the quantity of items brought into school to those that are necessary. Ask individuals to bring their own stationary and not share where possible. <p>SENCO to conduct review on pupils with additional needs to ensure that their needs can be met whilst maintaining these control measures.</p>			
8	Pinch points that concentrate flow of people at the same time, reducing ability to socially distance	<ul style="list-style-type: none"> Although less likely during reduced on-site occupancy, monitor pinch points and internal areas where queues might still form Supervise the following pinch points to remind and enforce social distancing where necessary: School entrance upon arrival and at dismissal Entrance to dining hall at lunchtime Lining up for breaks and other times when the school group needs to be together Remind children to socially distance at points throughout the day Maintain one-way system for circulating around school Where possible, designate separate entrance and exit from school site and classrooms Adjust timetable to allow additional time for lesson transitions, hand washing and staggered breaks 			All Staff, Pupils
9	Larger than class size gatherings, such as assemblies	<ul style="list-style-type: none"> Such meetings are unlikely to be necessary during this phase of school opening and should be avoided When important messages would be of benefit to larger groups of pupils being educated on-site, these can be delivered in the second floor hall with the groups socially distanced in their groupings. Children are not to sit in a large group together for the relaying of messages as they normally would in an assembly 			All Staff, Pupils
10	Cloakrooms	<ul style="list-style-type: none"> Oak classroom to be used to store pupil personal belongings. Staff member to supervise pupils on arrival and at dismissal to ensure social distancing is being adhered to by pupils. Staff to ensure pupils store their personal belongings appropriately so that they do not present a tripping hazard 			All Staff, Pupils
11	Science lessons	<ul style="list-style-type: none"> Plan and restrict lessons to those that will also be practicable for those learning remotely. These will therefore be unlikely to involve close peer working or sharing of equipment, school-issued or shared PPE such as goggles, gloves or other items Science subject lead to advise of any COVID-specific safety arrangements if these will be required in school by staff working with pupils on site 			Science Subject Lead, Support Staff on Site

12	Art, craft or other lessons with practical elements	<ul style="list-style-type: none"> Plan and restrict lessons to those that will also be practicable for those learning remotely. These will therefore be unlikely to involve close peer working or sharing of equipment, school-issued or shared PPE such as goggles, gloves or other items Liaise with the Art subject lead to consider other measures that may be necessary. 			Staff working on site, Art Subject Lead
13	Music and signing spreading airborne virus particles to individuals on site	<ul style="list-style-type: none"> Singing and the playing of wind instruments should be restricted to smaller groups of less than 15, in well ventilated large volume rooms (or even outdoors if possible). Music teacher to advise on any other specific considerations following review of current Government advice 			Staff working on site, Music Teacher
14	Virus spread from soft surfaces such as paper, books and material that cannot be laundered such as soft furnishings	<ul style="list-style-type: none"> Lessons and homework will be planned to suit those learning onsite and remotely and will largely be hosted on ClassDojo and Zoom which will minimise the use of books or other similar resources Other books and paper used by pupils should not be shared between pupils where possible. Books may be taken home but any sharing will be banned. <p>SENCO to conduct review on pupils with additional needs to ensure that their needs can be met whilst maintaining these control measures</p>			All Staff, Pupils
15	Virus spread during sport activity for those being educated on-site	<ul style="list-style-type: none"> Liaise with PE staff to conduct activity specific COVID assessment and follow PE or sports coaching governing body guidance Pupils to maintain social distancing during outdoor activity where possible and contact sports will not be permitted Use outdoor space for sports whenever possible, or larger volume well ventilated indoor hall if it is not Specific days will be allocated for sports and request pupils to attend school dressed in PE kit to avoid changing rooms Keep pupils in consistent groups/bubbles during sport Ensure any sports equipment is cleaned thoroughly between use and reduce unnecessary sharing of individual items Head of PE to advise further on additional control measures Disallow any sharing of PE clothing between pupils 			Staff working on site, PE Coach
16	Outdoor recreation time for those being educated on-site: playgrounds	<ul style="list-style-type: none"> Free time to be supervised to enforce social distancing and maintaining of groups/ bubbles Designate specific recreation areas for different group / bubbles to reduce frequency and volume of any pupil contact (Kilburn Grange playground to be split into two halves and groups allocated specific 			All Staff, Pupils

		<p>zones)</p> <ul style="list-style-type: none"> • Clean outdoor playground equipment and furniture (benches etc) frequently 			
17	Indoor recreation time	<ul style="list-style-type: none"> • Pupils to be supervised throughout any break periods that take place inside. • Monitoring and enforcing of social distancing to be maintained throughout break times and rest periods between lessons taken indoors 			All Staff, Pupils
18	Staff rooms for those working on-site	<ul style="list-style-type: none"> • Staff to use their own glass/mug and cutlery and keep this with them if possible. If not, staff should ensure that they clean any equipment in the staff room that they use. • Staff should use a disinfectant wipe to clean the table space that they have used once they have finished their lunch. • Ensure cleaning rota includes staff rooms throughout teaching day • Consult with staff to ensure that a suitable balance is maintained with access to welfare facilities that can be provided safely. Access to the staff room is the choice of a staff member and they must ensure that they socially distance if using this room. • Staff should not use chairs that have warning tape applied as these are in place to aid social distancing. • Staff should continue to follow hand washing advice and remember to sanitise hands before and after use of any touch points (such as kettle, fridge etc) 			All Staff
19	Greater potential for virus loading in bathrooms	<ul style="list-style-type: none"> • Increased frequency of cleaning of all bathrooms and toilets throughout the day. • Cleaners to produce a COVID daily cleaning checklist for use by cleaning staff, to be completed, signed and returned to the school office. • Where possible, allocate bathrooms to specific pupil groups. • Remind pupils of policy of one person per toilet at a time. • Remind pupils of the importance of hand washing and hand sanitising. 			All Staff, Pupils
20	Greater potential for virus loading in medical room affecting staff supervising / caring for individuals before return home or those cleaning it	<ul style="list-style-type: none"> • Medical room to be equipped with gloves, tissues, sanitiser gel and waste disposal. • Consult with school nurse or other registered medical practitioner for additional advice and guidance • Follow PPE guidance https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the- 			Admin Staff, First Aiders, Cleaning Staff, WF

	afterwards	<p>use-of-personal-protective-equipment-ppe</p> <ul style="list-style-type: none"> • Face masks (for individuals with possible infection and FFP2 or FFP3 respirator masks and safety glasses/face shields for first aiders who may need to approach and care for them). • Safe cleaning of bodily fluids and waste disposal essential • Deep clean after each use of the room for suspected/confirmed Covid case 			
21	Close contact between first aiders, school nurse and infected people	<ul style="list-style-type: none"> • Consult with school nurse or other registered medical practitioner • Follow guidelines on first aid and review school first aid needs assessment https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov • Medically qualified staff to follow their registered body guidelines on infection control. Equip first aid kits with additional gloves, masks, goggles and sanitiser gel <ul style="list-style-type: none"> ○ Individuals displaying COVID symptoms: where it is possible, move the casualty to the dedicated COVID isolation room to apply first aid. Where this is not possible, first aider to wear PPE before treating casualty. ○ Other treatment with individual not displaying COVID symptoms - use the normal sick room to apply first aid • Call 999 ambulance if an individual is seriously unwell or their life may be at risk • Anyone coming into contact with someone who is unwell must wash their hands thoroughly prior to conducting other duties and the medical room should be cleaned using bleach 			Admin Staff, First Aiders, Cleaning Staff, WF
22	Increased risk to cleaning staff themselves and of spreading the virus to other areas	<ul style="list-style-type: none"> • Inform, train and supervise cleaning staff including correct use of PPE <ul style="list-style-type: none"> ○ Routine cleaning: provide PPE to include gloves, aprons and standard face masks and monitor compliance ○ Cleaning locations where known or suspected individual may have been or for cleaning bodily fluids: enhanced PPE to include respirator style face mask and eye protection • Provide sufficient cleaning supplies of correct specifications, including disposable cloths and safe waste disposal facilities • Provide sufficient facilities for cleaning staff to clean themselves after work and before leaving the site • Do not use the same cleaning cloth in multiple rooms to avoid the risk of spreading the virus from room to room. • https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19- 			Admin Staff, Cleaning Staff, WF

		<ul style="list-style-type: none"> • decontamination-in-non-healthcare-settings • https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/878677/PHE_11606 Putting on PPE 062 revised 8 April.pdf • https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/878678/PHE_11606 Taking off PPE 064 revised 8 April.pdf 			
23	Pupils leaving school for external appointments and returning to school	<ul style="list-style-type: none"> • Such occurrences should be discouraged for pupils who are learning on site • Parents to collect child following normal protocols and be instructed to sanitise hands before departing • On return to school, pupil to check-in and be directed to hygiene station to wash hands before returning to class • Parents to be reminded to follow social distancing guidelines, safe use of public transport and other government advice whilst temporarily off site when checking-out from reception/student services desk. • Sign in sheet to have a check sheet confirming that social distancing, hand washing, sanitiser and face coverings on public transport have been compiled with. 			Admin Staff
24	Transport for those attending on-site learning	<ul style="list-style-type: none"> • With reduced pupil numbers on site, there will be lower demands on transport • Follow guidance contained in DfE transport guidance https://www.gov.uk/government/publications/transport-to-school-and-other-places-of-education-autumn-term-2020/transport-to-school-and-other-places-of-education-autumn-term-2020 • Encourage parents, staff and pupils to walk or cycle to school where possible. Consider additional storage/designated areas for cycles and helmet storage within bubble groups if this is required. • Where walking or cycling to school is not possible, encourage parents to drive pupils rather than use school or public transport in order to minimise the number of people they may come into contact with • Supervise drop off and collection areas on site to reduce crowding 			All Staff, Pupils
25	School kitchen	<ul style="list-style-type: none"> • External catering supplier's COVID risk assessment and staff operating procedure to be requested and reviewed (if applicable) • Caterer to provide a COVID daily cleaning checklist for use by kitchen staff to be signed and returned to Caterlink • Consult with chef regarding appropriate kitchen food hygiene control measures including use of PPE by catering staff • Kitchen areas must be cleaned before and after each food preparation 			Admin Staff, Kitchen Staff, Caterlink

		<ul style="list-style-type: none"> using appropriate catering sanitiser products • Ensure that crockery or cutlery used is washed thoroughly in hot water with detergent and dried after • Where food is provided, where possible use food coverings to reduce exposure to airborne particles during food preparation 			
26	Staff home visiting pupils	<ul style="list-style-type: none"> • Where possible, home visits should only take place when concerns over a child's welfare have been raised and there has been a lack of contact with parents/carers. • SLT to review lone working and off site working risk assessment and communicate this to colleagues, taking note of the security, personal safety and COVID risk to staff if a home visit is necessary. • Staff engaged in these duties should avoid public transport, follow COVID public health guidance for the general public • Staff to follow existing protocols including checking out with a colleague before leaving the school, visiting by appointment only and not entering pupil households 			SLT, Staff
27	Dining areas for pupils dining on site who are eligible for FSM	<ul style="list-style-type: none"> • Direct pupils to wash hands before entering dining areas and supervise entry and exit to dining area • Ensure that the dining hall is cleaned thoroughly after use. • Arrange lunch seating in groups. • Staff to supervise dining areas to ensure social distancing guidelines are followed. • Pupils queueing for food should maintain social distancing as much as is possible. 			All Staff, Pupils, Catering Staff, Cleaning Staff
28	Drinking fountains	<ul style="list-style-type: none"> • Request that pupils bring their own water bottle and do not share it with others • Ensure pupils know to only use for filling up personal water bottles. • Ensure that if using new, temporary hand washing facilities, that it is clear which is and which is not safe water for drinking. 			All Staff, Pupils
29	Ingestion or unsafe use of sanitiser gel or cleaning products	<ul style="list-style-type: none"> • Supervise use of sanitiser gel for younger pupils or for those with additional needs as appropriate • Review COSHH assessment for alcohol gel and cleaning products, store in accordance with manufacturer's instructions and restrict access to stored quantities of greater volumes 			All Staff
30	Emergency procedures - fire	<ul style="list-style-type: none"> • Review current fire risk assessment and ensure that changes to school access or egress introduced to facilitate social distancing do not counter existing fire risk management control measures 			SLT, Office Staff

31	Emergency procedures - security lockdown	<ul style="list-style-type: none"> Review school security risk assessment and ensure that changes to school access or egress (to facilitate social distancing) do not counter security access control measures Brief staff and pupils to re-familiarise them with school security protocols and to highlight any changes that have been necessary during the current phase of opening 			SLT, Office Staff, All Staff
32	Pupils' increased anxiety and other mental health concerns	<ul style="list-style-type: none"> Staff to monitor pupils' wellbeing and be alert to potential need for greater emotional support Consider establishing additional arrangements for pupils to get support from specialists or staff trained in mental health support Communicate the arrangements for pupils to access support services and consider proactive signposting to external resources including https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers Communicate with parents and pupils in advance regarding how these arrangements will work practically in order to reassure them and to help address further anxiety. Teaching staff to contact DSL if they have any concerns over a pupil that come to light in remote learning sessions. 			All Staff, DSL, SLT
33	Staff welfare. Increased anxiety, occupational stress and mental health presentations by staff exacerbated by changing priorities, workloads, time pressures and blurred work-life balance	<ul style="list-style-type: none"> Proactive line management and regular manager 'check ins' with staff, especially those working from home, in order to help recognise signs of occupational stress Line managers to discuss welfare with colleagues and escalate concerns to the Headteacher Headteacher to monitor staff workloads to ensure these remain manageable Staff to receive regular updates from the senior leadership team to share good practice, concerns and key updates. 			Line Managers, SLT, Headteacher
34	New and expectant mothers - staff	<ul style="list-style-type: none"> Staff to follow the latest Government guidance and that from individual's doctor or midwife AT to conduct a risk assessment of returning to work for new mothers, in conjunction with medical advice from the individual's doctor 			AT, Relevant Staff
35	Visitors including parents	<ul style="list-style-type: none"> Minimise the number of non-essential visitors as much as possible Office staff to maintain social distancing protocols while welcoming visitors and taking enquiries at the front desk Where possible, restrict visitors to appointment only and restrict site 			Admin Staff

		<p>access to a designated room close to the main entrance, hosting them in this room rather than permitting their further movement through the site</p> <ul style="list-style-type: none"> • Parents should not be permitted to enter the school through any other point of entry and should be informed of this important requirement in advance • Inform essential visitors of the school’s COVID-related social distancing and other infection control protocols when signing-in • Peripatetic staff may move between schools where necessary but visits should be minimised and follow in full the protocols of the host school whilst on site • Visitors to sanitise hands before and after use of the sign in screen. 			
36	Contractors	<ul style="list-style-type: none"> • Reduce any unnecessary contractor visits whilst pupils are onsite • Admin Team to check that contractors have not got Covid symptoms by asking them to read through the list of symptoms when they arrive and confirm that they do not have any of those symptoms. • Where possible, plan their work to be at times when pupils are not on site. • AT to request contractor method statements and review their COVID-related control measures. • Admin Team to inform contractors of the school’s COVID-related social distancing and other infection protocols. • Contractors to sanitise hands before and after use of the sign in screen. 			Admin Team, WF
37	Deliveries	<ul style="list-style-type: none"> • Designate one location for any deliveries to a space where they can be disinfected before being passed on. Train staff on how to do this and dispose of packaging safely 			Admin Team, WF, All Staff
38	External lettings	<ul style="list-style-type: none"> • External bookings of school facilities or sites used by pupils will not be permitted during the current phase of restricted operation 			Admin Team
39	Educational visits	<ul style="list-style-type: none"> • Educational Visits are not permitted during the current phase of restricted operation 			All Staff
40	Non-compliance	<ul style="list-style-type: none"> • Review behaviour policy and HR policies for current phase of operation and in-school pupils. Update procedures to incorporate social distancing and other COVID-related measures • Encourage culture of ‘positive compliance’ through mutual respect and have plans in place for dealing with non-compliance for those onsite. • Duty SLT member onsite to conduct schedule of daily observations and 			SLT, Admin Team, Staff Working On Site

		<p>maintain visibility to reassure students and staff</p> <ul style="list-style-type: none"> Any serious or persistent breaches of compliance to be dealt with by Headteacher. Establish a log of potential group / bubble or risk assessment breaches. 			
41	Reporting Positive Tests	<ul style="list-style-type: none"> Staff and parents of children to report positive COVID tests to the school as soon as the results are known. The school will need to know when Covid symptoms started and who the positive case has come into close contact with. The school will also need to know whether the positive test was a Lateral Flow Test or a PCR as this will impact next steps and advice on self-isolation given to close contacts. Headteacher to call the DFE/PHE and seek advice on closure of bubbles and self-isolation requirements. School to communicate with close contacts on the need to self-isolate once this has been confirmed with the DFE/PHE. Follow operating procedure regarding pupils or staff who may have come into contact with the virus whilst at school 			All Staff, Parents
42	Other Estates related occupational H&S	<ul style="list-style-type: none"> Headteacher to conduct periodic walking site tour to make H&S observations and record the outcomes of these. Office Manager and Caretaker to advise Headteacher on other H&S risk assessments that may be affected during the current phase of operation that may cause temporary changes of use, access arrangements, increased storage of chemicals/cleaning materials and closed-off buildings. This shall include: <ul style="list-style-type: none"> Fire Security and access control Legionella COSH 			Headteacher, Office Manager, Caretaker
47	Safeguarding	<ul style="list-style-type: none"> DSL to review safeguarding policy to ensure that current teaching and supervision arrangements remain in line with the policy and good practice DSL to report back to Headteacher and escalate any potential causes for concern regarding processes and procedures during this phase of operation DSL to ensure that any gaps in onsite DSL cover are escalated to the Headteacher to arrange suitable alternative cover DSL to conduct periodic audits of online teaching and other arrangements DSL to advise teaching staff on safeguarding issues and protocols linked to remote education. 			DSL, Headteacher

Other actions identified by risk assessment and ongoing notes and queries	Action required and by who	Completed by
<p>These should be noted and saved on the school admin drive. Headteacher and Office Manager to review any notes and additions on a weekly basis.</p>		