


Derby Cathedral School – COVID-19 Secondary School Opening January 2021

Activity being assessed:	Secondary School Opening January 2021	Location(s) affected:	Midland House	
Person(s) completing assessment:	Mrs J. Brown Headteacher	Date original assessment completed:	5 - 1 - 21	
Date of review:		Review completed by:		

This risk assessment has been developed on best available scientific guidance and industry best practice, information and should be read in conjunction with the government guidance document, this document cannot be considered to cover every risk and control possible and must be reviewed and made specific by the end user.

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings#effective-infection-protection-and-control>

<http://science.cleapss.org.uk/resources/resource-search.aspx?search=COVID-19>

<http://dt.cleapss.org.uk/Resources/All/?search=covid+19>

<https://www.afpe.org.uk/physical-education/wp-content/uploads/COVID-19-Interpreting-the-Government-Guidance-in-a-PESSPA-Context-FINAL.pdf>

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom and when?	Completed
Re-opening after holiday closure.	Pupils, staff, visitors, and the general public by unsafe equipment, systems, and	Servicing of equipment to be completed in accordance with manufacturers requirements. Recommission/service any equipment/systems where statutory maintenance has not been carried out prior to use.	Ensure the flushing of hot and cold-water outlets including non-mains drinking water sources that have not been in use. Staff should be reminded of enhanced cleaning routines on return and advised to maintain stringent hygiene measures such as	Reminders to staff & students JBR	Y

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	premises	<p>Water hygiene management arrangements to be reviewed and additional flushing, chlorination, and maintenance to be undertaken in line with Legionella risk assessment. Check fire safety systems including checking fire doors are operational and fire alarm and emergency lights are operational.</p> <p>Centrally managed Air conditioning/handling/circulation units should only be used if they can be switched to full fresh air, otherwise they should be switched off. Air conditioning units which serve one room only pose minimal risk and can be used as required.</p> <p><u>Managing school premises guidance</u></p> <p>Clean and disinfect all areas and surfaces prior to reopening and if necessary, utilise pest control for insect infestations, particularly in the kitchen and/or food preparation areas. Deep clean the kitchen prior to reopening before food preparation resumed if this has</p>	<p>handwashing throughout the school day.</p> <p>Staff are not expected to carry out significant cleaning duties throughout the day with the exception of spraying and general wiping down to help keep everyone as safe as possible.</p>		

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		not been in use. Update key holder information.			
Contracting COVID-19 from being in the school environment by contact with an infected person	Pupils, staff, visitors, and the general public becoming infected with COVID-19:	<p>Staff, pupils or visitors who have tested positive for COVID-19 are not allowed into the school premises until they have self-isolated for the recommended government period or 10 days; if the individual continues to have a raised temperature, they are required to remain away from school until a normal temperature can be maintained.</p> <p>Staff, pupils, or visitors living in the same household as a person who have tested positive for COVID-19 are not allowed into the school premises until they have self-isolated for the government period of 10 days.</p> <p>If a staff member or pupil has a positive COVID-19 test the school must contact the DfE helpline immediately who will conduct a rapid risk assessment and will provide the school with definitive advice on who must go home.</p>	<p>Re-send clear guidance to all staff and parents/carers of pupils on return to school (vulnerable/keyworker students) and put on school website in prominent position.</p> <p>Have a procedure in place to isolate pupils that appear symptomatic on site until collected.</p> <p>Communicate information regarding how to obtain a COVID-19 test.</p> <p>School will inform parents/carers and staff when there is a positive case confirmed in school. A template letter will be provided by Public Health / DfE.</p> <p>Procedure in place for informing parents if lateral flow test gives a positive result</p>	Update website info 8-1-21 JBR/SCO	Yes

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		<p>Any person arriving at school exhibiting symptoms will be required to return home and obtain a COVID-19 test immediately.</p> <p>If an individual has symptoms, undertakes a COVID-19 test and this is negative, they will be able to return to school.</p> <p><u>Government self-isolation guidance</u></p>			
Vulnerable staff or pupils contracting COVID-19 from being in school	Staff deemed vulnerable see government list are likely to experience worse symptoms and additional health issues if contract COVID-19	<p>Staff and pupil information revisited to determine individuals that are clinically vulnerable/ clinically extremely vulnerable. Where identified in an at-risk category an individual risk assessment will be put in place to provide adequate controls within school.</p> <p>Where pupils health is such that they are required to remain at home, suitable home learning support covering whole curriculum to be developed on an individual basis.</p> <p>If staff/pupils already have an individual risk assessment in place, this should be revisited to ensure it is still up to date and consider whether</p>	<p>Seek medical advice where needed.</p> <p>Revisit and update individual risk assessments immediately on return to school in January 2021. Complete individual discussions with staff.</p>	<p>Update RA for staff individual Dec 21</p> <p>JBR</p>	Yes

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		additional measures are required, e.g. the wider use of face coverings, temporary redeployment to another role etc.			
Congestion when accessing or leaving school grounds/controlling mixing of bubbles.	Pupils, staff, visitors, and the general public becoming infected with COVID-19:	<p>Start and finish times for Bubbles staggered to reduce congestion. Different entrances and exits used where possible. Classes/year groups given clear information about gates/times for drop off and collection. Designated outdoor areas for each Bubble</p> <p>Parents to be instructed to drop off and leave as quickly as possible.</p> <p>Parents should be instructed to wear face coverings when on the school site.</p> <p>Staff advised to arrive by main school entrance and within designated timeframe prior to pupil's arrival (contract dependent) and to ensure that they maintain appropriate social distancing within the car park and on pathways. Staff should be advised that they are able to wear a face covering in communal areas and within the school grounds if they wish to.</p>	<p>Updated plans detailing different bubbles start and finish times and entry exit points and communicated with parents, carers, and pupils – for those attending in-school provision during lockdown</p> <p>System to be in place to manage pupils who arrive late or are not collected on time. *This may have to be adjusted if heavy rain on arrival</p> <p>All staff, parents/carers and pupils to be reminded of arrangements on return in January 2021.</p>	Email to staff and parents by 4-1-21 JBR	Yes

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Congestion or inability to adequately manage pupils accessing or leaving school building or moving around during class changes	Pupils, staff, visitors, and the general public becoming infected with COVID-19:	<p>Timetable rooming adjusted to reduce student movement between lessons.</p> <p>Minimal movement of pupils around the school building.</p> <p>Social distancing signage and floor markings updated.</p>	All staff, parents/carers and pupils to be reminded of arrangements on return in January 2021.	<p>Rooming updated on Bromcom by 4-1-21 CHE/JRI</p> <p>Signage updated by site team</p>	Yes
Ineffective personal hygiene measures	Pupils, staff, visitors, and the general public becoming infected with COVID-19:	<p>Robust handwashing promoted.</p> <p>Staff and pupils are requested to wash hands prior to leaving home in the morning.</p> <p>All staff and pupils must wash their hands for a minimum of 20 seconds with liquid soap and warm water or sanitiser on arrival at school.</p> <p>Following use of toilet facilities hands must be washed with liquid soap and warm water.</p> <p>Before and after breaktimes, eating and after a bout of coughing/sneezing or following outside break/lunch/PE hands must be washed with liquid soap and warm water or hand sanitiser.</p> <p>Staff and pupils encouraged to follow the Catch it, Kill it, Bin it</p>	<p>(Suggest NHS video for handwashing) NHS video</p> <p>Hand sanitiser must contain a minimum of 60% alcohol</p> <p>Ensure sufficient disposable tissues are available in school.</p> <p>Display handwashing posters by all sinks and notice by sanitising stations</p> <p>Display Catch it Kill it Bin it Posters around school</p> <p>Ensure sufficient hand sanitiser and soap is</p>	Regular reminders to students – those attending in Jan and in tutor time when full return. JBR	Yes

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		<p>protocol – disposable tissues or toilet tissue is available in classrooms and staff areas and to be immediately placed in a lidded bin or flushed down a toilet following use – used tissues must not be left on desks or other surfaces.</p> <p>Posters are displayed by sinks to show how to effectively wash hands.</p> <p>Catch it, kill it, Bin it posters displayed around the school.</p> <p>Hand sanitiser available for staff who are unable to leave classrooms whilst supervising pupils.</p> <p>Hand sanitiser is available but should only be used whereby handwashing is not accessible rather than a general alternative to handwashing.</p> <p>Non-essential items not to be brought into school by pupils or staff.</p>	available at all times.		
Possible contamination in reception areas and office	Pupils, staff, visitors, and the general public becoming infected with COVID-	<p>Parents are not currently allowed into reception area without an appointment.</p> <p>Hand sanitiser to be available at reception for visitors to use on arrival before signing in.</p> <p>Visitors should also be directed</p>	<p>External door into reception should be secured.</p> <p>Consider what room can be used for any urgent meetings with easy access and sufficient space.</p> <p>Please note: all meetings should be held remotely if possible.</p>	LRU to book meeting room for visitors	Yes

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	19:	<p>to the nearest hand-washing/sanitiser facilities and reminded to wash their hands thoroughly throughout their visit to the school site.</p> <p>Parents/carers advised to contact school by phone if they need to speak to a teacher or member of SLT and meetings will be arranged and accommodated either outside or in a planned manner within the building.</p> <p>Staff to pass through reception maintaining appropriate social distancing.</p> <p>Office staff to work at their designated desks to avoid shared equipment and to be responsible for regular cleaning of IT and phone equipment using suitable cleaning materials/sanitiser.</p> <p>Hand sanitiser to be made available at visitors signing in area.</p>	<p>If staff currently share desks, a cleaning regime must be introduced to sanitise desks between “shifts”</p> <p>Staff attending school during lockdown to be allocated with own desk space</p>		
Possible contamination within classroom/teaching and learning spaces	Pupils, staff, visitors, and the general public becoming	Table and chair layout within classrooms and learning areas to be assessed and set out with all desks and chairs facing the same direction as far as is	Pupils to be reminded on return in January of any seating arrangements and one-way systems in operation.	New seating plans for vulnerable/keyworker provision	Yes

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	infected with COVID-19:	<p>practicable.</p> <p>Staff are to maintain social distancing from other members of staff and pupils where possible.</p> <p>Pupils to be given their own designated desk to minimise any potential cross contamination.</p> <p>Pupils will not share equipment and are expected to bring their own standard equipment e.g. pens, pencils, ruler, and any other essential equipment to learning. Equipment packs are available to buy or be given out by HOY</p> <p>Use of communal equipment between bubbles will be avoided where possible, any shared equipment being used will be cleanable and disinfected prior and after use. Resources available will be limited to what is essential for use of a daily basis and planned in advance.</p> <p>Computer keyboard/mouse, touch screens/interactive whiteboards and phone only to be used by lead teacher/staff member in the classroom.</p>	<p>Staff to be reminded to maintain social distancing at all times including when using communal areas such as the staff room.</p> <p>Students to be allocated their own desk/laptop or PC and headphones during in-school provision during lockdown</p> <p>Continue with Covid adapted classroom layout for in-school provision during lockdown</p> <p>Decide who will be responsible for the cleaning of equipment and resources used and what cleaning products will be used i.e. Spray disinfectants. Each department to make their own arrangements</p>		

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		<p>School will seek to achieve both ventilation and thermal comfort – by opening high level windows and doors (where fire regulations permit it), keeping heating on and taking any other steps to ensure the constant flow of fresh air throughout the building.</p> <p>Light switches, windows, and blinds only to be operated by lead teacher/staff member in the classroom.</p>			
Possible contamination from use of toilet/welfare facilities	Pupils, staff, visitors, and the general public becoming infected with COVID-19:	<p>Staff to access welfare facilities maintaining appropriate social distancing.</p> <p>Pupils will be monitored in their use of toilets to avoid overcrowding – younger pupils will be supervised to toilet areas.</p> <p>Staff and pupils must wash hands thoroughly after using toilet facilities (see handwashing).</p> <p>Sufficient liquid soap will be available at all times in all toilets, this will be checked in the morning, after break and after lunchtime by cleaning staff or designated staff</p>	Ensure that there are sufficient stocks of soap available	Continue to liaise with daily cleaner supervisor JFO/VINCI Weekly	Yes

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		<p>member and will be topped up in between if required.</p> <p>Only liquid soap is permitted in school.</p> <p>Hand drying will be by air hand drier or disposable towels only, hand towels have been removed.</p> <p>Additional cleaning of toilet and sink facilities to be implemented throughout the school day.</p> <p>Bins in toilets will be emptied daily and this will be reviewed with emptying increased more frequently if required.</p>	<p>Additional cleaning of toilet areas will be conducted throughout the day. Restricted access to toilets on middle floor during the day.</p>		
Possible contamination from inadequate social distancing or cross contamination of equipment at Break times or during external learning activities	Pupils, staff, visitors, and the general public becoming infected with COVID-19:	<p>Break times staggered with staff and pupils allocated specific break times and areas to be accessed “within year groups”.</p> <p>Only hard equipment that can be sanitised prior and after use to be available to pupils.</p> <p>If equipment cannot be sanitised between different group usage it must be set aside and isolated for 72 hours.</p> <p>If pupils are eating, hands to be washed (see handwashing).</p> <p>After external activities – staff and pupils to wash hands (see</p>	<p>Confirm who will be responsible for the cleaning of equipment and resources used and what cleaning products will be used i.e. Spray disinfectants, diluted Milton solution etc.</p> <p>Staff and pupils to be reminded of routines and cleaning requirements for resources and equipment on return in January 2021.</p>	Reminder in bulletin 11-1-21	Yes

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Possible contamination from inadequate social distancing or cross contamination of equipment at lunchtime	Pupils, staff, visitors, and the general public becoming infected with COVID-19:	<p>handwashing).</p> <p>Lunch times staggered with staff and pupils allocated specific lunch times and areas to be accessed. Areas used for eating to be set up to maintain social distancing eating (SFAIRP)</p> <p>Additional cleaning of dining/canteen areas in between year 8 & 9 lunchtimes.</p> <p>If catering facilities in operation on site, ensure robust procedure in place to manage – good hygiene procedures should already be in place.</p>	<p>Revisit plans on number and size of eating areas, playgrounds, fields etc. designate/zones/times and supervisions ratio's and "Bubbles" to ensure adequate social distancing. Staff, pupils and parents/carers should be informed of any changes and/or reminded of measures in place.</p> <p>Continue with split lunches for in-school provision during lockdown</p> <p>Catering team to review risk assessments and update where necessary.</p> <p>SLT to discuss with catering team how break and lunch periods will continue to be managed.</p>	Remind duty staff to ensure students wear face masks in the dinner queue	Yes
Possible contamination from inadequate social distancing in other communal	Pupils, staff, visitors, and the general public becoming	<p>No full school assemblies to take place to reduce mixing of bubbles. All collective worships and staff briefings/meetings to take</p>	<p>All meetings, briefings and collective worship to be on Teams, Zoom or narrated powerpoints</p> <p>Parent information evenings to be virtual</p>		Yes

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gatherings - assembly	infected with COVID-19:	place virtually.			
Insufficient access to first aid	Pupils, staff, visitors, and the general public may sustain greater injury through inadequate support and treatment	<p>Sufficient first aid provisions are in place in line with the schools first aid risk assessment.</p> <p>Minor incidents of first aid may be managed within designated bubbles i.e. small bump/graze, if in any doubt a first aider will be called to assess.</p> <p>All incidents of first aid must be recorded with HT or member of SLT reviewing on a daily basis.</p> <p>Significant injuries a trained first aider to be called and deal with the incident in designated area or to attend to the child in their bubble if not possible.</p> <p>Appropriate PPE will be provided to any staff who are required to administer first aid. (see below)</p>	<p>Review first aid risk assessment</p> <p>Ensure first aider always on site and highlighted to staff for the keyworker rota</p> <p>Ensure adequate supplies of PPE and inform staff where this is stored.</p>		Yes
Possible contamination by close contact when providing first aid or care to pupils	Pupils, staff, visitors, and the general public becoming infected with COVID-	<p>Standard universal hygiene measures should be followed in line with first aid training at all times.</p> <p>Disposable gloves are universally recommended to be worn when providing first aid</p>	<p>Goggles/visors need to be available if supporting a child who is symptomatic.</p> <p>As above, ensure adequate stocks of PPE available and ensure staff know where PPE is kept.</p>	First aiders on rota SCO 11-1-21	Yes

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	19:	and this should be adhered to. Staff administering first aid to any other adult, additional PPE mask should worn if social distancing cannot be maintained. (see contaminated waste)	Staff first aiders to be highlighted on staff rota		
Inadequate management of essential pupil medication	Pupils health may suffer if not managed	Robust medication management procedures within school. Essential medication will be managed within by key member of staff following the school's standard procedures. Where there is specific training required for essential medication, the trained staff members name and how to contact must be displayed in the staffroom and named on the IHCP	Review IHCP for pupils with ongoing medical needs – it may be necessary to update responses i.e. for seizures face masks and visors/goggles as a standard precaution.		Yes
Possible contamination from a symptomatic person on site	Pupils, staff, visitors, and the general public becoming infected with COVID-19:	Symptomatic person should not be on site – see first section. Should a staff member arrive at school or become symptomatic whilst at school they will be required to leave site immediately, if they need collecting, they will sit in a dedicated room, isolated. Should a pupil become	Communicate information regarding how to obtain a COVID-19 test to all staff and parents/carers on return in January 2021. Info to be part of testing information and parent newsletter	Info to be sent out w/c 11-1-21	Yes

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		<p>symptomatic whilst at school they will be isolated in a room supervised by a staff member who will be required to wear a fluid resistant surgical face mask, disposable gloves and apron for the duration of the supervision, parent/carer will be contacted and required to collect pupil asap.</p> <p>Staff member supervising will then remove all PPE and disposed of (see contaminated waste) and will wash hands.</p> <p><u>Government guidance</u> will then be followed</p>			
Insufficient or inappropriate PPE available or misuse of PPE	Pupils, staff, visitors, and the general public becoming infected with COVID-19:	<p>Disposable gloves, aprons, goggles/visors, and masks are available for use as identified required.</p> <p>Where PPE is identified as required for a task it must be worn, for general teaching and pupil supervision in line with government guidance PPE is not recommended.</p> <p>Staff will be shown how to safely don and doff PPE.</p>	<p>(Suggest WHO video for masks) <u>WHO video</u></p> <p>Nb caretaker in video is someone caring for ill persons</p> <p>(Suggest NHS video for handwashing) <u>NHS video</u></p>		Yes
Inadequate management of circulation areas	Pupils, staff, visitors, and the general public	The movement of staff and pupils around the school to be planned and managed when moving to different areas for	<p>Remind all staff and pupils of one-way systems in place.</p> <p>Students attending school provision during</p>	Signage checked by site team by 4-1-21	Yes

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	becoming infected with COVID-19	break times, lunch times and when accessing other areas with unnecessary movement around the school restricted. Whilst it is acknowledged that fire doors play an integral role in school safety, it is currently assessed that key corridor doors will be held open to avoid handle contamination. Fire doors to be closed when pupils leave site. Staff are advised that they may wear a face covering when moving around the school site if they wish to.	lockdown to be in rooms and dining areas that continue to adhere to all guidelines. Site team to be responsible for this. Information on the correct wearing of face coverings to be provided to staff: https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own		
Possible contamination from inadequate social distancing/equipment contamination in staff areas i.e. staffroom, staff offices, PPA rooms etc.	Pupils, staff, visitors, and the general public becoming infected with COVID-19	Appropriate Social distancing must be observed at all times. Staff not to enter specific offices without invite/prior planning. Within staffroom chairs to be positioned/moves to promote social distancing. Staff to apply hand sanitiser prior to entering staff room before preparing and food or making drinks. Hand sanitiser to be available in staff room and used before touching any communal	Remind staff of arrangements for staff areas on return in January 2021. Staff delivering live lessons to work as one per classroom – rooms to be allocated to staff	Bulletin message 8-1-21 JBR Email 11-1-21	JBR

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		<p>equipment such as kettle, fridge cupboards dishwasher. Where shared computers are used for PPA, desk, computer, keyboard, and mouse to be cleaned using appropriate cleaning/sanitising materials prior to use.</p> <p>Windows to be opened to enable circulation of fresh air when occupied, windows to be opened/closed using disposable tissue.</p>			
Insufficient or ineffective cleaning	Pupils, staff, visitors, and the general public becoming infected with COVID-19	<p>Cleaning regimes to be reviewed. It is highly likely Cleaning of toilets, washrooms and touch points will require more frequent cleaning i.e. after break and lunchtimes. Cleaners should continue to wear clothing and PPE as determined by their existing risk assessments.</p> <p>Standard cleaning regimes have been adapted and updated to ensure all areas being used are cleaned at least daily with all hard surfaces disinfected with appropriate cleaning/sanitising cleaning products (where appropriate, disposable cloths/tissue to be used for</p>	<p>Review cleaning arrangements and schedules to ensure suitability on return in January 2021. Update cleaning regimes where possible and/or necessary.</p> <p>Additional cleaning of test centre – see Lateral Flow testing risk assessment</p>	Vinci/JFO to review after rooming changes w/c 11-1-21	JBR

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		<p>hard surfaces such as desks, bookcases etc) in addition to standard cleaning regimes.</p> <p>Cleaning regimes have been developed so that cleaning staff are able to maintain appropriate social distance at all times between colleagues, other school staff and pupils.</p> <p>Cleaning of classrooms, offices, and toilets to be cleaned when no staff or pupils within area. Staff are expected to maintain the staffroom clean and tidy during the day, clearing up after themselves and wiping surfaces with antibacterial spray and disposable tissue as they go along.</p> <p>Areas not in use are closed and locked off so cleaning can be concentrated where required. Where non disposable cloths/mops are used, cross contamination must be carefully considered, and these must be disinfected daily after use or washed at a temperature of 90° or greater after use.</p>			

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		<p>Additional cleaning of touch points is taking place daily (all door handles, light switches, and handrails etc.).</p> <p>All internal bins will be emptied daily to external secure bins.</p> <p>In the event of a confirmed or suspected COVID-19 case in the school, Government guidelines COVID-19 cleaning of additional cleaning will be followed.</p>			
Ineffective management of potentially contaminated waste	Pupils, staff, visitors, and the general public becoming infected with COVID-19	<p>Standard waste will continue to be managed in line with existing arrangements.</p> <p>Any waste that is considered to be potentially infected/contaminated will be double bagged before placing immediately in a secure area for 72 hours prior to placing in bins; this will include any used PPE and any used tissues by persons who are unwell and awaiting collection.</p>	See also separate risk assessment re lateral flow testing		Yes
Use of third-party facilities	Pupils, staff, visitors, and the general public becoming infected with COVID-19	<p>Overnight and overseas trips will not take place.</p> <p>Any off-site activity be thoroughly risk assessed in line with the educational visit policy and visits will only take place with students from individual bubbles.</p>	NA during lockdown period		Yes

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Inadequate social distancing and contaminated surfaces on public transport	Pupils, staff, visitors, and the general public becoming infected with COVID-19	Where staff and pupils access school by public transport they must wear a face covering at all times. On exiting public transport face mask should be carefully doffed to avoid contamination into a seal plastic bag. On arrival at school hands to be sanitised in line with standard arrival procedures. It is strongly advised that wherever possible the use of public transport should be a last resort.	SLT to supervise students getting on public buses at end of day to ensure face masks are worn	SLT on rota daily	Yes
Inadequate social distancing and contaminated surfaces on school provided transport	Pupils and staff becoming infected with COVID-19	Transport provision has been reviewed to minimise cross contamination of bubbles. Siblings will sit together. Pupils in bubbles will sit together. Pupils will be required to sanitise hands on embarking. Touch points on vehicles will be cleaned after each use with suitable disinfectant. As far as is possible same vehicle to be used for same pupils with the same driver. On exiting school transport face mask should be carefully doffed to avoid contamination	Review transports provision and routes. PE transport only used for two 'bubbled' tutor groups at a time No PE transport used during lockdown period/school closure	Risk assess for bus use in place for PE MRA Nov 20	Yes

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		<p>into a seal plastic bag.</p> <p>On arrival at school hands to be sanitised in line with standard arrival procedures.</p> <p>Hand sanitiser to be removed from vehicle.</p>			
Behaviour and wellbeing of Pupils SEND Behaviour	Pupils and staff may be affected by physical, mental, and emotional injury/distress	<p>Review of current risk assessments that individual pupils may have.</p> <p>Consider risk assessments for other pupils who may not previously have been risk assessed in view of current circumstances who may pose a risk; or who may need specific care that cannot be delivered while social distancing; or potentially violent pupils.</p> <p>SENDCO available in school.</p>	<p>Review of behaviour policies to ensure COVID-19 related incidents are covered</p> <p>Consider PPE needs as part of risk assessments as appropriate.</p> <p>If SENDCO not in school what arrangements are in place to cover</p>	<p>Risk ass for EHCP students reviewed</p> <p>MCH</p> <p>11-1-21</p>	JBR
Ineffective safeguarding measures	Pupils may be more vulnerable during times of uncertainty, stress, or financial strain	<p>School has robust safeguarding measures in place with a Designated Safeguarding Lead who is available.</p> <p>All staff have had safeguarding training.</p> <p>Staff have been reminded of the importance to look out and not changes to “normal” behaviours of pupils and report any concerns immediately</p>	<p>Review safeguarding procedures on return in January 2021 to ensure they are fit for purpose.</p> <p>Update and communicate changes where necessary.</p> <p>Ensure DSL is available in school.</p> <p>Staff aware to report safeguarding concerns using normal routes when working from home</p>	<p>Staff rota ensures DSL in school daily</p> <p>4-1-21</p>	Yes
Stress and anxiety of staff due to	Staff may experience	School have stress and wellbeing procedures in place	Review procedures and support available to staff – tailored to include working from home	Weekly updates and contact with SLT	Yes

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom and when?	Completed
uncertainty, changes to working arrangements, changes to home arrangements and concern about contracting COVID-19	higher levels of stress and anxiety Potential increase in incidents of Domestic violence	with staff able to access resources to gain support both via school and externally. Mental health and wellbeing information has been shared with staff. SLT regularly checking on staff and have an open door to discuss concerns. SLT reassuring staff and communicating thoroughly and opening all measures, controls, and arrangements in place to maintain safety (SFAIRP).	Display Mental Health Week Poster and where to access support SLT to contact all staff via email or in-school to check on well-being Staff offered weekly lateral flow test starting w/c 11-1-21	4-1-21	
Stress and anxiety of pupils due to uncertainty, changes to working arrangements, changes to home arrangements and concern about contracting COVID-19	Pupils may be anxious and worried about returning, may not cope with the change in learning environments and structure of day	Discuss and communicate to parents/carers how school will work and ask them to discuss with their child(ren). Ask parents if they consider their child(ren) will have difficulty readjusting and discuss how this can be managed (some pupils may be better still learning at home if very anxious) Structure into school return wellbeing conversations and activities to enable pupils to talk about any concerns.	Communicate with parents' information of providers who can support pupils and parents/carers with anxiety/mental and emotional health needs Students to be offered a place in school to support well-being issues if needed. Students offered 2 x lateral flow tests as part of mass testing on return to school	Info on parent bulletin 11-1-21 Testing info to parents w/c 11-1-21	Yes
Signature of Senior Leadership Team: J. Brown			Date: 5-1-21		
Date review required:		Date review required:	Date review required:	Date review required:	

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom and when?	Completed
1-2-21					

<i>Consultation method</i>	<i>Who has risk assessment been consulted with:</i>	<i>Dates of consultation process:</i>	<i>Issues identified and any action required:</i>	<i>Action to be completed by:</i>	<i>Action completed date:</i>
Staff Meetings – Remote Staff Meetings – INSET / Specific Training Parents – written communication All stakeholders - School Website Suppliers (Vinci) - Meetings	DDAT Local Governing Body SLT Teaching Staff Support Staff School Business Manager Administration Teams Premises and cleaning teams Catering Staff Parents/Carers Regular Contractors/Suppliers TU Reps: Staff encouraged to speak to Trade Union Representatives if there are any concerns. DDAT conducting consultation with Regional TUs	4 th January - ongoing			

	through JCC meetings.				
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<i>Communication/training of risk assessment and controls following consultation</i>	<i>Communicated to:</i>	<i>Date communicated:</i>
SLT Consulted on development of RA	SLT	4-8/1/21
RA submitted to DDAT	DDAT	8-1-21
RA submitted to LGB	Governors	11-1-21
Updated RA highlighted to parents/carers via bulletin message	Parents/Carers	11-1-21
Updated RA provided to staff	Staff	11-1-21
RA available on school website	All stakeholders	Updated 11-1-21 (all previous versions available)
Pupils supported to adhere to measures in place (those attending school) if vulnerable/keyworker	Pupils	From 4-1-21