

# COVID-19: Guidance and risk assessment for the safe operation of schools - Step 4 of the roadmap.

## School Safety Guide

### Document information

Document title	COVID-19 Guidance and model risk assessment for the safe operation of LA schools in Step 4 of the government roadmap		
Owner	Joseph Turner Primary School		
Status	Live	Version	1
Effective from	2 <sup>nd</sup> Sept 2021	Approved on	15 <sup>th</sup> Sept 2021
Last updated	22 <sup>nd</sup> Sept 2021	Last updated by	Tracey Garrett
Review date	20 <sup>th</sup> Oct or if changes announced before this date		
Purpose	To provide school guidance and risk assessment for Step 4 road map out of Covid-19 pandemic.		

## Introduction

Most legal restrictions to control COVID-19 have been lifted at step 4 in the Government's road map out of Covid-19. However, the government continues to manage the risk of serious illness from the spread of the virus whilst reducing the disruption to children and young people's education.

Government guidance and requirements set out in this School Safety Guide explains the actions that school leaders need to do to reduce the risk of transmission of coronavirus (COVID19) in your school.

Schools will need to be prepared to step measures up or down depending on local circumstances and have outbreak management plans in place if there was an outbreak in your school or the local area.

This school safety guide (SSG) should be read in conjunction with the latest Government guidelines for educational settings/schools:

- [Education and Childcare](#)
- [Schools operational guidance](#)
- [SEND and specialist settings: operational guidance](#)
- [Further education operational guidance](#)
- [Early years and childcare providers guidance](#)

It is important that school leadership make regular visits to the schools pages on the [Government website](#) to check that any of the above guides have been updated or any additional guidance produced.

## Risk Assessment

In preparation for the Autumn 2021 term, schools must review their current risk assessment based on the system of controls set out in the latest guidance and summarised in this guide.

To assist schools a model risk assessment is available that schools can adapt and adopt. As with all our model risk assessments, any red font will need to be read and amended where appropriate to ensure that it is specific to your school. The controls listed in the risk assessment are based on the latest guidance for stage 4 of the roadmap.

Any changes to the risk assessment controls must be shared with employees and trade unions and any changes to school processes communicated to parents.

## Mixing and 'bubbles'

The government guidance now is that "bubbles" are no longer required. This means that alternative arrangements for lunch, assemblies etc. can be removed. However, it may be necessary to reintroduce "bubbles" for a temporary period as part of any outbreak management plan or on advice from Public Health.

## Tracing close contacts and isolation

Schools are no longer required to conduct contact tracing, as close contacts will be identified by NHS Test and Trace following a positive case.

From 16 August 2021, those who have been fully (double jabbed) vaccinated, children below the age of 18 years and 6 months, and other groups will no longer be required to self-isolate if they are contacted by NHS Test and Trace as a close contact of a positive COVID19 case. However, they will be encouraged to take a PCR test and other additional measures.

[Please see Government guidance for full details.](#)

## Face coverings

Face coverings are no longer advised for pupils, staff and visitors in classrooms or communal areas. Although, the requirement has been removed in law the wearing of face coverings is still expected in enclosed crowded places where people come into contact with others they do not normally meet. This includes when using public transport and dedicated transport to schools, and if you are exempt from self-isolating but awaiting a PCR test result having been identified as a “close contact”.

Public Health might advise you to introduce the wearing of face coverings on a temporary basis if you have an outbreak at your school. This should also form part of your outbreak management plan.

## Stepping measures up or down (outbreak management plan)

Schools should have a contingency/outbreak management plan in place outlining how the school will operate should the number of positive cases substantially increase. Further information on what thresholds might lead you to take further action can be found in the [contingency framework](#) along with what action to consider to help break chains of transmission.

If you have any concerns you should contact your local health protection team who can recommend additional measures to be taken by the school as recommended in the above framework document.

## Controls

Government guidance for working safely through Covid-19 outlines the following control measures that schools (excluding maintained nurse schools or pre-reception classes) should take to help protect employees, pupils and visitors.

### 1. Ensure good hygiene for everyone

**Hand Hygiene** - schools should continue with frequent and thorough hand cleaning for both staff, visitors and pupils. This can be done with soap and water or an alcohol-based hand rub/hand sanitiser which should be readily available.

**Respiratory hygiene** using “[catch it, bin it, kill it](#)” continues to be important and this message should continue to be reinforced. The [e-Bug COVID-19 website](#) continues to have free resources to encourage good hand and respiratory hygiene.

## 2. Maintain appropriate cleaning regimes

Schools should continue with an appropriate cleaning schedule for areas and equipment with a particular focus on frequently touched surfaces using the PHE guidance on the [cleaning of non-healthcare settings](#).

## 3. Keep occupied spaces well ventilated

Schools should ensure that buildings are well ventilated when occupied and that a comfortable teaching environment is maintained.

You should identify any poorly ventilated spaces in your schools and take steps to improve fresh air flow in these areas. You should give particular consideration to ventilation when holding any events where visitors/parents are on site such as school plays etc. [Please read the advice on air conditioning and ventilation on the HSE website](#).

## 4. Testing, self-isolation and management of confirmed cases

When pupils, staff or other adults develop COVID-19 symptoms or has a positive test they should follow public health advice on [when to self-isolate and what to do](#). They should not come into school if they have had a positive test, have symptoms or need to self-isolate. Anyone developing symptoms should be sent home immediately.

**Asymptomatic testing** should remain in place for staff and secondary school pupils. At the start of the autumn term all secondary school pupils should receive 2 on-site lateral flow tests 3 to 5 days apart and schools will need to have arrangements in place to manage this. Twice weekly testing for pupils at home and staff on site should continue till the end of September when this will be reviewed.

Staff and pupils with a positive LFD test result should self-isolate in line with the [stay at home guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)

### Confirmatory PCR tests

Staff and pupils with a positive LFD test will also need to [get a free PCR test to check if they have COVID-19](#). Whilst waiting for the PCR result, the individual should continue to self-isolate.

If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the individual can return to school, as long as they do not have COVID-19 symptoms.

## Further information

If you require any further information, please contact the health & safety unit via our shared email address: [health\\_safety@sandwell.gov.uk](mailto:health_safety@sandwell.gov.uk).



Risk Assessment for: **Safe operation of school during COVID-19 pandemic from Autumn Term 2021 (Stage 4 of roadmap)**

Location: **Joseph Turner Primary School**

Assessment Date: 09/09/2021

Name of Assessor(s): **Tracey Garrett**

Assessment Ref No: **9**

**Risk Matrix scoring guide:**

Likelihood	
1	Very unlikely
2	Unlikely
3	Likely
4	Very likely
5	Certain

Severity:	
1	No Lost time
2	Under 7-day injury or illness
3	Over 7-day injury or illness (RIDDOR)
4	Specified injury or illness (RIDDOR)
5	Fatality, disabling injury or illness

<b>High (15-25)</b>	These risks are unacceptable; significant improvements in risk control are required. <b>The activity should be halted with immediate effect</b> until risk controls are identified/implemented that reduce the risk to an acceptable level
<b>Medium (5-12)</b>	Additional control measures should be identified and implemented to reduce the risks associated with the activity or workplace so far as reasonably practicable
<b>Low (1-4)</b>	Minimal control measures are required to be implemented to satisfy the level of risk. Maintain current arrangements for risk control

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
Utilities, plant & equipment has not been inspected / serviced within	Teaching, non-teaching staff, children, cleaners, cooks, parents, visitors, contractors	<ul style="list-style-type: none"> <li>School has remained open throughout the pandemic and has a scheme of works whereby competent contractors are engaged to carry out</li> </ul>	<ul style="list-style-type: none"> <li>Any defects/faults to be reported to PMA and equipment taken out of use if necessary until repaired/replaced.</li> </ul>	TG LA	2	4	8	September 2021

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
the recommended timescales	Legionella, electrocution, CO <sub>2</sub> exposure, burns, cuts, bruises, broken bones etc through to fatality.	statutory testing/inspection and servicing of all plant and equipment. <ul style="list-style-type: none"> <li>Pre-user checks are carried out by the user prior to use.</li> <li>All outlets have been flushed prior to re-opening and any little used outlets are flushed weekly.</li> </ul>						
Symptomatic staff attending school, or becoming unwell on site.	Teaching, non-teaching staff, children, cleaners, cooks, parents, visitors, contractors Illness – flu like symptoms through to fatality.	<ul style="list-style-type: none"> <li>Any staff developing symptoms at school will be immediately sent home and advised to get a PCR test.</li> <li>School will contact public health asap if a member of staff presents with symptoms. Symptomatic staff will have to self-isolate until they get their test results.</li> <li>If test results return as positive, then they should isolate for 10 days. The day they get their symptoms is Day 0 so people need to isolate for 10 days after symptoms start. If test</li> </ul>	<ul style="list-style-type: none"> <li>Staff to continue completing twice weekly LFT tests.</li> <li>Updated government and LA authority guidance and advice to be followed as and when necessary.</li> </ul>	SLT Staff Ongoing	4	4	16	September 2021

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
		<p>results are negative they can return to work. If staff members develop symptoms at home, they need to inform HT asap.</p> <ul style="list-style-type: none"> <li>Any staff with a positive Lateral Flow Device (LFD) test result will self-isolate in line with the <u>stay at home guidance</u> and get a free PCR test asap to confirm if they have COVID19. If a negative PCR test is gained within 2 days of the positive LFD test they can return to school as long as they do not have any COVID symptoms.</li> <li>Staff to keep SLT updated.</li> </ul>						
Staff who live with someone at home who is symptomatic or has been tested positive.	Teaching, non-teaching staff, children, cleaners, cooks, parents, visitors, contractors Illness – flu like symptoms through to fatality.	<ul style="list-style-type: none"> <li>Staff who live with someone who is symptomatic or has tested positive do not need to self-isolate if they are fully vaccinated – this means 14 days have passed since their final dose of a COVID-19 vaccine given by the NHS or they're under 18 years, 6 months' old or they are taking part or have taken part in a</li> </ul>	<ul style="list-style-type: none"> <li>Staff to continue taking twice weekly LFT.</li> <li>Updated government and LA authority guidance and advice to be followed as and when necessary.</li> </ul>	SLT Staff Ongoing	4	4	16	September 2021

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
		COVID-19 vaccine trial. They are not able to get vaccinated for medical reason. <ul style="list-style-type: none"> <li>Staff to keep SLT updated.</li> </ul>						
Symptomatic pupils attending school, or becoming symptomatic whilst on site	Teaching, non-teaching staff, children, cleaners, cooks, parents, visitors, contractors  Illness – flu like symptoms through to fatality.	<ul style="list-style-type: none"> <li>PPE is available for emergency situations for example when a pupil develops symptoms during the school day and is waiting to be collected. The staff member who will deal with and wait with the child is Tracey Garrett (Site Manager) or any 1<sup>st</sup> aider. The child will be taken to the blue room. The supervising member of staff will need to thoroughly wash and sanitize their hands after the child has gone home. When waiting in the blue room, the internal door should remain closed and the outside door should remain open. KS1 gates are to be used to let the child out when parent/carer come to collect.</li> <li>When the child has gone home the blue room will be</li> </ul>	<ul style="list-style-type: none"> <li>Updated government and LA authority guidance and advice to be followed as and when necessary.</li> </ul>	SLT Site Manager 1 <sup>st</sup> aiders Ongoing.	4	4	16	September 2021



Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
		<p>thoroughly cleaned by Tracey Garrett.</p> <ul style="list-style-type: none"> <li>Any other member of staff who has come into close contact with the child is welcome to use the school shower and change their clothing if so required.</li> <li>Any member of staff dealing with the child should wear disposable gloves, a disposable apron and fluid resistant face mask.</li> <li>If there is potential for body fluids entering the eyes e.g. vomit, then eye protection should also be worn.</li> <li>Parents will be advised to take the child for a PCR test. If parent refusing to take the child for a PCR test the child will not be allowed to return back to school for 10 days.</li> </ul>						
Lack of hand and respiratory	Teaching, non-teaching staff,	<ul style="list-style-type: none"> <li>All staff and pupils made aware of the “catch it, bin it, kill it”</li> </ul>	<ul style="list-style-type: none"> <li>Briefings during assembly to remind pupils of the</li> </ul>	SLT	2	4	8	September 2021

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
hygiene practices and/or facilities	children, cleaners, cooks, parents, visitors, contractors  Illness – flu like symptoms through to fatality.	<p>protocol via signage posters around the school.</p> <ul style="list-style-type: none"> <li>Children need to ensure they wash their hands after they sneeze or cough.</li> <li>One class at a time to wash hands before snack and lunch.</li> <li>Children who have 1 to 1 support or need more support due to complex needs will be supported to do this.</li> <li>All toilets and handwashing stations have liquid soap available.</li> <li>Hand hygiene stations with alcohol-based hand rub (ABHR) available at all entry points and other key areas around the school. Each class has their own bottle of hand sanitizer which is refilled as regularly.</li> <li>Reception office has glass divider.</li> </ul>	<p>importance of good hygiene practices.</p> <ul style="list-style-type: none"> <li>Regular checks and cleaning of washrooms and hand sanitising stations by Site Manager.</li> <li>Children need to be frequently encouraged and reminded to wash their hands after sneezing, coughing, toilet visits and before eating etc.</li> <li>Staff to supervise children's hand washing before snack and lunch.</li> </ul>	<p>Site Manager Cleaner In-Charge Class teachers Supervising staff. Ongoing.</p>				

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
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		<ul style="list-style-type: none"> <li>• TG has an enhanced cleaning schedule in place that concentrates on common touch areas (e.g. door handles, light switches, toilets, etc).</li> <li>• Antibacterial wipes available for staff to clean any equipment used.</li> <li>• Regular checks made to ensure there is sufficient stock of soap each day.</li> <li>• Regular checks made to ensure there is sufficient ABHR each day.</li> <li>• Any contaminated waste (used tissues etc) is disposed of appropriately and regularly taken away.</li> <li>• There are lidded bins in each area to allow for the safe disposal of tissues and any other potentially infected waste. Site Manager empties these twice daily or more if required.</li> </ul>						

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		<ul style="list-style-type: none"> <li>Tissues supplied and re-issued to each class as necessary.</li> <li>Hand dryers in each of the school's toilet areas and paper towels by sinks in other areas</li> <li>PPE table in KS1 corridor.</li> <li>Use of learning resources to promote and teach pupils the importance of good hand hygiene.</li> </ul>						
Poor ventilation leading to risks of coronavirus spreading.	Teaching, non-teaching staff, children, cleaners, cooks, parents, visitors, contractors. Illness – flu like symptoms through to fatality.	<ul style="list-style-type: none"> <li>Windows/doors to be opened each morning in classrooms to allow for a free flow of fresh air.</li> <li>In cooler weather windows should be opened just enough to provide constant background ventilation in the day and opened more fully during breaks to purge the air space.</li> <li>Employees will ensure windows and air vents are fully or partially opened to improve natural ventilation.</li> <li>Where any mechanical ventilation systems are in place</li> </ul>	<ul style="list-style-type: none"> <li>Any poorly ventilated spaces will be identified as part of the risk assessment, such as areas where there is no mechanical ventilation or natural ventilation such as open windows, doors, or vents and areas that feel stuffy or smell bad.</li> <li>Steps will be taken to improve fresh air flow in these areas. If this can't be achieved the time and number of people in these</li> </ul>	SLT Teachers Supervising staff Site Manager Ongoing	3	4	12	September 2021

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
		they will be set to maximize fresh air and not recirculate air.	<p>areas will be restricted or areas taken out of use.</p> <ul style="list-style-type: none"> <li>For any events such as school plays particular emphasis should be given to ensuring there is as much ventilation as possible.</li> </ul>					
Pupil becomes unwell with symptoms of coronavirus and requires personal care.	<p>All staff including 1<sup>st</sup> aiders.</p> <p>Illness – flu like symptoms through to fatality.</p>	<ul style="list-style-type: none"> <li>PPE is only needed in a very small number of cases including:</li> <li>If a pupil becomes unwell with symptoms of coronavirus while in school and needs direct personal care until they can go home a fluid-resistant surgical face mask, disposable gloves and apron should be worn by the supervising adult.</li> <li>PPE is available for emergency situations for example when a pupil develops symptoms during the school day and is waiting to be collected. The staff member who will deal with and wait with this child is</li> </ul>	<ul style="list-style-type: none"> <li>See latest Government guidance for Test &amp; Trace.</li> <li>Schools to ensure PPE is available at all times.</li> </ul>	All staff Ongoing	4	4	16	September 2021

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
		<p>Tracey Garrett (Site Manager) or any 1<sup>st</sup> aider. The child will be taken to the blue room. The supervising member of staff will need to thoroughly wash and sanitize their hands after the child has gone home. When waiting in the blue room, the internal door should remain closed and the outside door should remain open. KS1 gates are to be used to let the child out when parent/carer come to collect.</p> <ul style="list-style-type: none"> <li>• When the child has gone home the blue room will be thoroughly cleaned by Tracey Garrett.</li> <li>• Any other member of staff who has come into close contact with the child is welcome to use the school shower and change their clothing if so required.</li> <li>• Any member of staff dealing with the child should wear</li> </ul>						

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		disposable gloves, a disposable apron and fluid resistant face mask. <ul style="list-style-type: none"> <li>If there is potential for body fluids entering the eyes e.g. vomit, then eye protection should also be worn.</li> </ul>						
Lack of persons in safety critical roles (e.g. 1 <sup>st</sup> aiders, fire marshals, etc) Due to self-isolation).	Teaching, non-teaching staff, children, cleaners, cooks, parents, visitors, contractors.  Illness, infection through to fatality.	<ul style="list-style-type: none"> <li>Fire risk assessment kept under constant review.</li> <li>1<sup>st</sup> aid needs assessments regularly reviewed.</li> <li>Number of pupils and adults on site will not exceed the number of persons required to carry out safety critical roles as per the relevant assessment.</li> </ul>	<ul style="list-style-type: none"> <li>Fire drill practised to ensure school can be safely evacuated.</li> <li>Staffing levels to be regularly monitored to ensure appropriate levels of staffing are maintained.</li> <li>If numbers of those in safety critical roles falls then overall school numbers will be decreased until substitutes can be trained.</li> </ul>	SLT TG Fire drill to take place before end September 2021 Ongoing.	1	5	5	TBA
Control measures for cleaning.	Teaching, non-teaching staff, children, cleaners, cooks, parents, visitors, contractors.	<ul style="list-style-type: none"> <li>Enhanced cleaning regime in place.</li> <li>Site Manager to clean throughout day incl. common touch areas – door handles etc..., toilets.</li> </ul>	<ul style="list-style-type: none"> <li>Updated government and LA authority guidance and advice to be followed as and when necessary.</li> </ul>	TG Staff Ongoing.	4	4	16	September 2021

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
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	Illness, infection through to fatality.	<ul style="list-style-type: none"> <li>Pupils will need to adhere to high standards of hygiene and behaviour.</li> <li>PPE freely available as required.</li> <li>Children to come to school on their PE day dressed in their PE kit to limit the amount of belongings brought into school.</li> <li>Any items that are going to be shared, need to be wiped down before they are used by another child/group.</li> <li>Children have been told that they are only required to bring in a lunch bag (if required), a drinks bottle and snack. Children should not be bringing anything else from home.</li> </ul>						
Wearing personal protective equipment where appropriate.	Teaching, non-teaching staff, children, cleaners, cooks, parents, visitors, contractors	<ul style="list-style-type: none"> <li>PPE available if required.</li> <li>PPE to be worn if dealing with a suspected case of Covid19.</li> <li>Staff can continue to wear face mask if they feel they want to.</li> </ul>	<ul style="list-style-type: none"> <li>Updated government and LA authority guidance and advice to be followed as and when necessary.</li> </ul>	All staff and internal visitors.	4	4	16	September 2021



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	Illness, infection through to fatality.	<ul style="list-style-type: none"> <li>Ideally staff will wear clothes to the elbows and will limit the amount of jewellery they wear, keep short nails and avoid wearing false nails as these can increase the risk.</li> </ul>						
Confirmed case of Covid-19 in school.	Teaching, non-teaching staff, children, cleaners, cooks, parents, visitors, contractors Illness, infection through to fatality.	<ul style="list-style-type: none"> <li>Anyone who has been confirmed as having Covid-19 will not be permitted back into school until 10 days after their positive test.</li> <li>We will follow the DFE advice on sending anyone home who has been in close contact with confirmed cases.</li> <li>Other members of staff who have been in close contact with the infected persons but have been double jabbed do not need to self-isolate unless they develop symptoms in which case they should stay away from school and have a PCR test.</li> </ul>	<ul style="list-style-type: none"> <li>Updated government and LA authority guidance and advice to be followed as and when necessary.</li> <li>If confirmed cases reach threshold figures, then SLT to liaise with public health on the next steps to take.</li> </ul> <p>Threshold figures at time of this RA are 5 pupils or staff, who are likely to have mixed closely, test positive for Covid-19 within a 10 day period or 10% of pupils who are likely to have mixed closely, test positive for Covid-19 within a 10 day period.</p>	All site users.	4	4	16	September 2021.

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
All staff and their role.	All staff Depression, anxiety, illness.	<ul style="list-style-type: none"> <li>All support staff and teachers will carry out their role as per their job description.</li> </ul>	<ul style="list-style-type: none"> <li>Additional support to be offered if required.</li> </ul>	SLT	4	4	16	September 2021
Visitors to school site.	Teaching, non-teaching staff, children, cleaners, cooks, parents, visitors, contractors Illness, infection through to fatality.	<ul style="list-style-type: none"> <li>One-way external system in place for parents.</li> <li>Staff outside during the main drop off/pick up of pupils to speak to parents if required, reducing the need for parents coming into school.</li> <li>Conversations between staff and parents will take place over the phone, via email/text or outside if possible.</li> <li>Contractors must have an appointment before being allowed into school and are encouraged to wear a face mask and disposable gloves or use the hand sanitizer provided.</li> <li>Short term visitors in school encouraged to wear a mask whilst on the premises.</li> </ul>	<ul style="list-style-type: none"> <li>Clear communication with office team so they know who is going to be on site.</li> <li>Regular refilling of hand sanitizer to take place.</li> </ul>	All staff.	4	4	16	September 2021

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
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		<ul style="list-style-type: none"> <li>Front office will need to be notified if a visitor is to attend.</li> <li>Hand sanitizer available for use in main reception area.</li> <li>Any visitor with signs of infection not permitted into school.</li> <li>Unauthorised visitors to school will not be allowed on the premises.</li> </ul>						
Attendance by pupils	Pupils. Lack of a good education.	<ul style="list-style-type: none"> <li>We will work with parents to encourage them to send their children to school.</li> <li>JH will monitor attendance of pupils in school.</li> </ul>	<ul style="list-style-type: none"> <li>Clear communication between parents and staff.</li> <li>Regular assemblies to take place to remind the children about the importance of attending school.</li> </ul>	SLT JH Teachers	3	4	12	
Trips.	Staff and pupils.	<ul style="list-style-type: none"> <li>Evolve in place for school trips.</li> </ul>	<ul style="list-style-type: none"> <li>Clear communication between parents and staff.</li> <li>Staff to ensure appropriate PPE is taken on trips.</li> </ul>	SLT Teachers Support staff.	3	3	9	
External support for SEND and	All staff, pupils and visitors.	<ul style="list-style-type: none"> <li>Individual risk assessments and discussions take place before the child starts at school.</li> </ul>	<ul style="list-style-type: none"> <li>Clear communication between parents and staff.</li> </ul>	SLT Staff	3	4	12	September 2021

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					L	S	R	
pupils with SEMH need.		<ul style="list-style-type: none"> <li>SEND information report has been updated in line with COVID-19. This is available to read on the school website.</li> <li>All policies (behaviour, health and safety, teaching and learning, SEND, uniform, attendance, safeguarding and pupils with medical needs) have been updated with an addendum.</li> </ul>	<ul style="list-style-type: none"> <li>Clear communication with staff so they know about the processes.</li> <li>Updated government and LA authority guidance and advice to be followed as and when necessary.</li> </ul>					
Managing pupil, staff, wellbeing and mental health.	Teaching, non-teaching staff, children, cleaners, cooks and parents Depression, illness, anxiety.	<ul style="list-style-type: none"> <li>Support and counselling available from our on-site counsellor and Educational Psychologist.</li> <li>Staff will use happy me: healthy minds to support the children.</li> <li>Wellbeing questionnaire sent out to staff.</li> <li>SLT open door policy in place.</li> </ul>	<ul style="list-style-type: none"> <li>Clear communication between parents and staff.</li> <li>Clear communication with staff so they know about the processes.</li> <li>Updated government and LA authority guidance and advice to be followed as and when necessary.</li> </ul>	SLT Pastoral team	3	4	12	September 2021
Contingency planning for class/school closure.	Staff and pupils. Lack of good education.	<ul style="list-style-type: none"> <li>We will use Seesaw to complete remote education if classes/school needs to close. Staff will need to read the</li> </ul>	<ul style="list-style-type: none"> <li>Updated government and LA guidance and advice to be followed as and when necessary.</li> </ul>	SLT Staff	3	4	12	September 2021

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
		<p>blended learning policy for procedures.</p> <ul style="list-style-type: none"> <li>Wellbeing calls and TEAMS will take place with the children to ensure work has been completed. IT is all on the rota within the blended learning policy.</li> <li>SLT will ensure that pupils have access to the government schemes around the provision of IT equipment.</li> <li>Unions will be consulted with contingency plans.</li> </ul>						
Lateral flow testing.	All staff. Illness, infection through to fatality.	<ul style="list-style-type: none"> <li>Staff encouraged to complete a twice weekly lateral flow testing, (separate risk assessment in place) to ensure that they are not infectious.</li> <li>Staff encouraged to report results back to school and via the governments Covid website.</li> <li>If positive test staff must self-isolate immediately, inform</li> </ul>	<ul style="list-style-type: none"> <li>Updated government and LA guidance and advice to be followed as and when necessary.</li> </ul>	All staff	4	4	16	September 2021.

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
		<p>SLT and seek a PCR test, following the current public health guidance. School will also follow their own procedures in the event of a positive result which may result in them contacting Public Health for advice and guidance. A positive result will also require a photo of the test strip and should be sent to: covid@jtpschoool.org</p> <ul style="list-style-type: none"> <li>• Site Manager to issue the test kits to staff as required.</li> </ul>						
Long COVID	<p>Teaching, non-teaching staff, children, cleaners, cooks, parents, visitors, contractors</p> <p>Illness, infection through to fatality.</p>	<ul style="list-style-type: none"> <li>• SLT to be sympathetic, offer any appropriate support, and work with the employee and Trade Union representative (where applicable) to explore all reasonable options and adjustments. These might include working from home, changes to work patterns, varying working times, a temporary change of duties etc. Taking into consideration</li> </ul>	<ul style="list-style-type: none"> <li>• Advice from HR and/or occupational health to be sought where needed.</li> <li>• Updated government and LA guidance and advice to be followed as and when necessary.</li> <li>• Care-plan to be put into place for staff returning to work after suffering Long Covid.</li> </ul>	SLT Staff HR TG	4	4	16	September 2021.

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
		<p>needs of the business and staff member.</p> <ul style="list-style-type: none"> <li>Initially medically certified absences diagnosed as 'long COVID related' will be discounted from SAM (Sickness Absence Management) triggers, however absences will still be recorded.</li> <li>Longer term: each case to be assessed on its own merits after advice has been sought from HR and Occupational Health.</li> </ul>						
Not engaging with track and trace.	Updated government and LA guidance and advice to be followed as and when necessary.	<ul style="list-style-type: none"> <li>Any staff member who has been contacted by track and trace must self-isolate if instructed to do so.</li> <li>Staff member must inform SLT if they have been instructed to self-isolate by track and trace.</li> </ul>	<ul style="list-style-type: none"> <li>Updated government and LA guidance and advice to be followed as and when necessary.</li> </ul>	All staff	4	4	16	September 2021
Members of staff who are clinically	Staff who are clinically extremely vulnerable,	<ul style="list-style-type: none"> <li>Individual members of staff who are either clinically extremely vulnerable,</li> </ul>	<ul style="list-style-type: none"> <li>Updated government and LA guidance and advice to be</li> </ul>	HT DHT	3	4	12	September 2021

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
extremely vulnerable, pregnant or BAME.	pregnant, BAME or 60+.	<p>pregnant, BAME or 60+ if required should have a risk assessment completed for their needs.</p> <ul style="list-style-type: none"> <li>Staff can access on-site counsellor.</li> <li>PPE available.</li> </ul>	<p>followed as and when necessary.</p> <ul style="list-style-type: none"> <li>Any concerned member of staff to speak to SLT.</li> </ul>	Pastoral team				
Supporting well-being and workload.	All staff. Stress, illness, depression.	<ul style="list-style-type: none"> <li>The overall working day will not be any longer for any members of staff as a result of COVID.</li> <li>Staff have access to the school calendar and staff will be communicated via the calendar, emails and meetings.</li> <li>Staff will have weekly PPA time and will have support from SLT during these sessions.</li> <li>NQT's will be supported by SLT.</li> </ul>	<ul style="list-style-type: none"> <li>Updated government and LA guidance and advice to be followed as and when necessary.</li> </ul>	All staff	3	4	12	