

Temple Grove Academy

COVID 19 Protective Measures Risk Assessment



January 2022

This assessment enables the academy to implement its return to school around a range of 'protective measures'.

All academy staff will all have an opportunity to inform the successful implementation of recommended controls, Mitigation and Protective Measures.

In recognition of the dynamic situation, this risk assessment will be reviewed or superseded where guidance from the government changes, or where improvements are required following implementation by the Trust and academy at a local level (daily or weekly).

This assessment should be used alongside the government guidance below:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/999689/Schools_guidance_Step_4_update_FINAL.pdf

It is recognised that procedures may need to change quickly if the area is placed in local lockdown.

	Risk rating prior to action - H/M/L	Recommended controls/ Mitigation and Protective Measures	In place? Yes/No	By whom?	Deadline	Risk rating following action - H/M/L
Awareness of and adherence to policies and procedures	M	1. All staff are aware of all relevant policies and procedures including, but not limited to, the following: Health and Safety Policy, Infection Control Arrangements from Public Health Agency, First Aid Policy / risk assessment Infection Control Arrangements Infection Control Arrangements Health & Safety Policy First Aid Policy Risk Assessment and FAQ New staff have access to the links to the above	Yes	SLT	From 1 st Sept 2021 and ongoing as new staff / students join	L
		2. School leaders and other relevant staff have regard to all relevant guidance and legislation including, but not limited to, the following:	Yes			
	M	a. The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 School Office to report any staff cases contracted in school only	Yes	SLT	As necessary	L
	M	b. The Health Protection (Notification) Regulations 2010 In school	Yes	SLT	As necessary	L
	M	c. Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'	Yes	SLT	As necessary	L
	M	d. DfE and PHE (2020) 'COVID-19: guidance for educational settings'	Yes	SLT	Daily updates	L
	M	3. The relevant staff receive any necessary training that helps minimise the spread of infection, e.g., infection control training. All staff - Inset September and by e mail – staff to sign to say that they have read and understand the RA. Updated RA to be sent to all staff January 2022	Yes	SLT	Inset Sept 21 and ongoing updates	L

M	4. School leaders keep up to date with advice issued by, but not limited to, the following: DfE; NHS; Department of Health and Social Care; PHE	Yes	SLT	Daily Updates	L
M	5. Staff are made aware of the school's infection control procedures in relation to coronavirus via email; Infection Control Arrangements H & S checklist.	Yes	SLT	Daily Updates	L
M	6. Parents are made aware of the school's infection control procedures in relation to coronavirus via the school newsletter – they are informed that they must not send their child to school if the child develops coronavirus symptoms or if another household member develops coronavirus symptoms. In both these circumstances the parents/carers should call the school to inform the school of this and that they will be following the latest national Stay at Home guidance. Families undertaking a PCR will be encouraged to stay at home until the result as staff have been advised. Parents of the class will be informed if a child tests positive in each class via Parent Mail anonymously – if more than 5 children in one class then SLT to inform PHE.	Yes	SLT	January 2022 in Newsletters/ Parent Mail	L
M	7. Pupils are made aware of the school's infection control procedures in relation to coronavirus and are informed that they must tell a member of staff if they begin to feel unwell. Parent Mail information January 2022 Information added to website and message shared with pupils on return to school. Verbal and written communication via Parent Mail, website, and newsletters	Yes	SLT	Website Newsletters Parent Mail	L
L	8. Data Protection including confidentiality arrangements are followed at all times – this includes withholding the names of staff and pupils with either confirmed or suspected cases of coronavirus. Admin meeting/SLT to update staff	Yes	SLT/ Office	Ongoing	L

	Risk rating prior to action - H/M/L	Recommended controls/ Mitigation and Protective Measures	In place? Yes/No	By whom?	Deadline	Risk rating following action - H/M/L
Implementing social distancing	H	January 2022 - Staggered starts and collection, Bubbles N and R, 1 and 2, 3 and 4, 5 and 6. No Assemblies. Staggered lunchtimes KS2 to eat in class. Clubs to be run at discretion of SLT, Staff member and Parents	Yes	All Staff	1 st Jan 2022 and ongoing	M
	H	2. Classrooms and other learning environments are organised to maintain space between seats and desks where possible. Staff separate pupils' desks at a distance as practically possible	Yes	All staff	1 st Sept 2021 and ongoing	L
		3. The timetable is revised to implement where possible:				
	M	a. Plan for lessons or activities which limit movement between areas. Detailed planned schedule for limited areas	Yes	SLT	1 st Sept 2021	L
	M	c. Maximum number of lessons or classroom activities which could take place outdoor. Care and attention to timetables	Yes	SLT	1 st Jan 2022	L
	H	c. Staggered assembly groups. No assemblies	Yes	All staff	1 st Jan 2022 and ongoing	L
	H	d. Break times (including lunch) are staggered so that all children are not moving around the school at the same time. Break Time and lunchtime rota separates EYFS KS1 and KS2	Yes	All Staff	1 st Jan 2022 and ongoing	L
	H	e. Drop-off and collection times are staggered. Children encouraged to walk or cycle to school where possible. Only one parent to drop off or pick up children is recommended.	Yes	SLT	1 st Sept 2021 and ongoing	L

M	f. Parents' drop-off and pick-up protocols are planned so that they minimise adult to adult contact; adults should be advised prior to school opening that they will be required to maintain the 2m social distancing rule at all times when on the school site. Staggered Start and collection see timetable The office remains closed, and parents must make an appointments to see office or staff	Yes	SLT	1 st Sept 2021 and ongoing	L
H	g. Bubble groups of children are together throughout the day and do not mixing with other groups of children.	Yes	All staff	1 st Sept 2021 and ongoing	L
M	4. Unnecessary items are removed from classrooms and other learning environments where there is space to store it elsewhere	Yes	All staff	1 st Sept 2021	L
M	5. Soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts) are removed. All soft furnishings, toys and soft toys can be re-instated	Yes	All staff	1 st Sept 2021	L
H	6. Cohorts are kept together where possible and children and young people are in the same groups at all times each day, and different groups are not mixed during the day, or on subsequent days;	Yes	All staff	1 st Sept 2021	L
H	7. The same teacher(s) and other staff are assigned to each group and, as far as possible, these stay the same during the day and on subsequent days. Guidance states that adults can move between classes, but SLT will make decisions as necessary to ensure the smooth running of the school.	Yes	SLT	1 st Jan 2022	L
M	8. Children and young people use the same classroom or area of a setting throughout the day, with a thorough cleaning of the rooms at the end of the day and are seated at the same desk;	Yes	All staff	1 st Sept 2021	L
M	9. Mixing within education or childcare setting is minimised by: a. accessing rooms directly from outside where possible;	yes	All staff	1 st Sept 2021	L

M	b. considering one-way circulation, or place a divider down the middle of the corridor to keep groups apart as they move through the setting where spaces are accessed by corridors; use the one-way circulation markers to include points at 2m distances to ensure children stay apart if possible	Yes	All staff	1 st Sept 2021	L
H	c. staggering lunch breaks and children and young people clean their hands beforehand and enter in the groups they are already in, or children are brought their lunch in their classrooms. New timetable for staggered playtime and lunchtimes	Yes	All staff	1 st Jan 2022 and ongoing	L
H	d. The number of children using the toilet at any one time is limited:	Yes	All staff	1 st Sept 2021	L
M	e. Where possible different toilets are allocated to different groups of children;	Yes	All staff	1 st Sept 2021	L
M	f. To avoid the unnecessary movement of pupils through the school, basic first aid is provided in the classroom. Information to be logged into First Aid book detailing any First Aid given to any child with date and action required. PPA teacher to have own PPE and cleaning kit School to provide visor and hand sanitisers to Volunteers Sick buckets and sawdust must be in each class	Yes	All staff LS to check	1 st Sept 2021	L
H	10. The use of shared space such as halls is limited and there is cleaning between use by different groups. MDS to wipe down tables after lunch in hall	yes	All staff	1 st Sept 2021	L
H	11. The use of staff rooms and offices is staggered to limit occupancy Staff to use staff room or room opposite Year 4 ensuring there is good ventilation at all times. No more than 3 staff in the school office 3 SLT staff will work in three rooms to avoid close contact All meetings to be held in Nurture Room or classroom opposite Year 4.		All staff	1 st Jan 2022	L

	Risk rating prior to action - H/M/L	Recommended controls/Mitigation and Protective Measures	In place? Yes/No	By whom?	Deadline	Risk rating following action - H/M/L
Hygiene practice	H	1. The COVID-19: cleaning of non-healthcare settings guidance is followed (See Appendix 1)	Yes	SLT	From 1 st June 2020 and ongoing	L
	H	2. Sufficient handwashing facilities are available. Where a sink is not nearby, Hand sanitisers on entry. All classrooms have sinks + toilet handwashing facilities. Classroom soap dispensers insitu. From January 2022, hand sanitisers continue to be available in classrooms	Yes	SLT	1 st Jan 2022 and ongoing	L
	M	3. Surfaces that children and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters are cleaned more regularly than normal. Additional wipe down by LSA's during day using anti-bac spray and paper towels. Bins emptied during day	Yes	All staff	1 st Sept 2021 and ongoing	L
		4. All adults and children are told to:				
	M	a. frequently wash their hands with soap and water for 20 seconds and dry thoroughly;	Yes	All staff	1 st Sept 2021 and ongoing	L
	M	b. clean their hands on arrival at school, before and after eating, and after sneezing or coughing; consider placing hand sanitizer dispensers or washing stations in key areas across the school Hand sanitiser on entry	Yes	All staff	1 st June 2020 and ongoing	L
	M	c. are encouraged not to touch their mouth, eyes, and nose Staff to remind children Posters and visual reminders in classrooms and corridors	Yes	All staff	1 st Sept 2021 and ongoing	L

Hygiene practice		d. use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it'). Pedal lidded bins available in classrooms for tissues only.	Yes	All staff	1 st Sept 2021 and ongoing	L
	H	5. Help is available for children and young people who have trouble cleaning their hands independently. Staff in PPE to support any close contact support i.e. First Aid / sickness	Yes	All staff	1 st Sept 2021 and ongoing	M
	M	6. Young children are encouraged to learn and practise these habits through games and repetition. Staff to model how to do handwashing to the children.	Yes	All staff	1 st Sept 2021 and ongoing	L
	M	7. Bins for tissues are emptied throughout the day. Lidded bins to prevent infection transmission. In place	Yes	LSAs	1 st Sept 2021 and ongoing	L
	H	8. The use of shared resources such as stationery and other equipment is limited and disinfected where not possible to avoid.	Yes	Teacher	1 st Sept 2021 and ongoing	L
	H	9. Play equipment is cleaned between uses and not used simultaneously by different groups.	Yes	All staff	1 st Sept 2021 and ongoing	L
	H	10. The amount of shared resources that are taken and brought in from home is limited.	Yes	SLT	1 st Sept 2021 and ongoing	L
	H	11. All spaces are well ventilated using natural ventilation (opening windows) or ventilation units where possible Open and closing windows at start/end of day, doors open where possible, and use of outdoor spaces maximised. Outside Fire doors to be open	Yes	All Staff	1 st Jan 2022 and ongoing	L
	M	12. Consider safe use of Air Conditioning Office staff to discuss when this is used AC in Nurture room must not be used		N/A		N/A

Hygiene practice	H	13. Keep toilet ventilation in operation 24/7; avoid open windows to toilets to ensure correct direction of ventilation.	Yes	All staff	1 st Sept 2021 and ongoing	L
	M	14. Doors are propped open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation;	Yes	All staff	1 st Sept 2012 and ongoing	M
	M	15. Posters are displayed throughout the school reminding pupils to wash their hands, e.g., before entering and leaving the school. These are on display	Yes	SLT	1 st Sept 2021 and ongoing	L
	H	16. Pupils wash their hands with soap before and after break times and lunchtimes for no less than 20 seconds. Handwashing facilities in place in classrooms and toilets	Yes	All staff	1 st Sept 2021 and ongoing	L
	H	17. Additional alcohol-based sanitiser (that contains no less than 70% percent alcohol) is provided for use where there is no access to soap and water. In staff areas and on entering building.	Yes	All staff	1 st Sept 2021 and ongoing	L
	H	18. Instruct everyone that toilets should be flushed with closed lids. As far as possible	Yes	All staff	1 st Sept 2021 and ongoing	L
	H	19. Infection control procedures are adhered to as much as possible in accordance with the DfE and PHE's guidance. In place	Yes	All staff	1 st Sept 2021 and ongoing	L
	H	20. Sufficient amounts of soap (or hand sanitiser where applicable), clean water, paper towels and waste disposal bins are supplied in all toilets and kitchen areas. In place	Yes	All staff	1 st Sept 2021 and ongoing	L
	H	21. Bar soap is not used, in line with the Infection Control Policy – liquid soap dispensers are installed and used instead. In place	Yes	SLT	1 st Sept 2021 and ongoing	L
	M	22. Pupils are supervised by staff when washing their hands to ensure it is done correctly, where necessary. All staff briefed on handwashing protocol. New staff to be briefed.	Yes	All staff	1 st Jan 2022 and ongoing	L
	H	23. Pupils do not share cutlery, cups, or food. Packed lunches coming in and used/handled by individual children only.	Yes	All staff	1 st Sept 2021 and ongoing	L

		<p>Ensure sufficient equipment available so that crockery and cutlery not shared. Children to continue to come to school PE ready</p> <p>24. All utensils are thoroughly cleaned before and after use. In place</p>	Yes	All staff	1 st Jan 2022 and ongoing	L
	H	25. "Hot desking" by staff is avoided however this is unavoidable, alcohol wipes should be used to clean all touch surfaces e.g., PC keyboard, mouse, screen, tabletop, phone etc	Yes	All staff	1 st Sept 2021 and ongoing	L
	M	<p>26. Cleaners are employed by the school to carry out daily, thorough cleaning that follows national guidance and is compliant with the COSHH Policy and the Health and Safety Policy.</p> <p>New domestic assistant after lunch time to clean toilets and contracted hours of cleaning in line with guidance. Additional ICT suite cleaned after use by a member of staff wiping down keyboards screen and mouse. All children to hand sanitise on entry and exit.</p>	Yes	SBM	1 st Sept 2021 and ongoing	L
	M	27. The Office Manager arranges enhanced cleaning to be undertaken where required – advice about enhanced cleaning protocols is sought from the local health team.	Yes	SBM	1 st Jan 2022 and ongoing	L
	Risk rating prior to action - H/M/L	Recommended controls/ Mitigation and Protective Measures	In place? Yes/No	By whom?	Deadline	Risk rating following action - H/M/L
Spread of infection when dealing with a child needing 1:1 support	H	<p>1. Individual risk assessments produced by the school SENCO identifying additional hazards due to the behaviours exhibited which might require restraint e.g., spitting, biting etc.</p> <p>Inclusion Manager has identified need</p>	Yes	LS	1 st Sept 2021 and ongoing	L

	H	2. Appropriate PPE will be provided as identified in the risk assessment, to include disposable aprons, gloves, eye, and mask protection PPE in stock. PPE zone stations regularly replenished. Gloves, masks, visors, and aprons available. Delivered by Kent Jan 2022	Yes	SBM	1 st Jan 2022 and ongoing	M
	H	3. Reduced timetable / exclusion / inclusion considered if necessary if children are acting in a way that staff are put at risk New amended Behaviour Policy to be revisited with staff in January Inset 2022	Yes	SLT	1 st Jan 2022 and ongoing	L
	M	4. Walkie talkie or other means of communication available for the member of staff Every class to have a walkie talkie and charging station located near their class especially in The Hub New Telephone system will be installed with extra telephone points around school and in corridors Staff must ensure that these are charged each night	Yes	SLT	1 st Jan 2022 and ongoing	L
	M	5. A member of SLT is on “duty” and will hold a walkie talkie or other communication available so can be summoned in the event of an issue escalating	Yes	SLT	1 st June 2021 and ongoing	L
	Risk rating prior to action - H/M/L	Recommended controls/ Mitigation and Protective Measures	In place? Yes/No			Risk rating following action - H/M/L

<p>III Health</p>	<p>1. Staff are informed of the symptoms of possible coronavirus infection, e.g., a cough, difficulty in breathing and high temperature, and are kept up to date with national guidance about the signs, symptoms, and transmission of coronavirus.</p> <p>Staff briefings in March/April and January 2021. Update in all staff briefings. Repeated at beginning of Autumn term 2020. See TG Flow Chart</p> <p>Twice weekly lateral flow testing by staff (to be recorded on Arbor)</p> <p>Staff are encouraged to be vaccinated against COVID and to receive their booster</p>	<p>Yes</p>	<p>SLT</p>	<p>1st Jan 2022 and ongoing</p>	<p>L</p>
<p>H</p>	<p>2. Any pupil who displays signs of being unwell is immediately referred to the designated member of staff/school nurse.</p> <p>Staff to consult with flow-chart and take appropriate actions</p> <p>Child displaying symptoms sent home for a test</p> <p>Public Health England is contacted for the most up to date advise on a case-by-case scenario.</p> <p>Designated areas for isolation. Door closed window open.</p> <p>PPE must be worn by adults supervising children with symptoms</p>	<p>Yes</p>	<p>All staff</p>	<p>1st Sept 2021 and ongoing</p>	<p>L</p>
<p>H</p>	<p>3. Any confirmed case of COVID 19 of staff contracted in school will be reported under RIDDOR (2013)</p> <p>Office Staff</p>	<p>Yes</p>	<p>SLT</p>	<p>1st Sept 2021 and ongoing</p>	<p>L</p>
<p>H</p>	<p>4. Where the first aider unavailable, staff act in line with the infection control arrangement and ensure that any unwell pupils are moved to an empty room whilst they wait for their parent to collect them. Staff supervising this should wear appropriate PPE i.e., apron, gloves, and mask if there is a risk of sharing bodily fluids</p> <p>In place</p>	<p>Yes</p>	<p>All staff</p>	<p>1st Sept 2021 and ongoing</p>	<p>L</p>
<p>H</p>	<p>5. Pupils displaying symptoms of coronavirus do not come into contact with other pupils and as few staff as possible, whilst still ensuring the pupil is safe.</p> <p>Isolate in rooms allocated in the Main school and The Hub with an adult supervising from a distance 2m. PPE is available in room and must be worn.</p>	<p>Yes</p>	<p>All staff</p>	<p>1st Sept 2021 and ongoing</p>	<p>L</p>

H	6. The relevant member of staff calls for emergency assistance immediately if the pupil's symptoms worsen. Walkie-talkies insitu in all classrooms. Staff must be sensitive to the messages that they communicate over the walkie talkie to other staff /SLT as children can hear their comments. Also Office staff when contacting parents by phone.	Yes	All staff	1 st Jan 2022 and ongoing	L
M	7. The parents of an unwell pupil are informed as soon as possible of the situation by a relevant member of staff. SLT	Yes	All staff	1 st Sept 2021 and ongoing	L
H	8. Where contact with a pupil's parents cannot be made, appropriate procedures are followed in accordance with those outlined in governmental guidance and the Infection Control Policy. SLT – a letter will be sent home regarding procedures to take	Yes	All staff	1 st Sept 2021 and ongoing	L
H	9. Unwell pupils who are waiting to go home are kept in an area where they can be at least two metres away from others. Allocated Isolation pods	Yes	All staff	1 st Sept 2021 and ongoing	L
H	10. Areas used by unwell pupils who need to go home are thoroughly cleaned once vacated. PPE as above must be worn. Staff member in class to clean	Yes	All staff	1 st Sept 2021 and ongoing	M
H	11. If unwell pupils are waiting to go home, they are instructed to use different toilets to the rest of the school to minimise the spread of infection. Cleaned afterwards. In place	Yes	All staff	1 st Sept 2021 and ongoing	L
H	12. Parents are advised to contact 999 if their child becomes seriously ill or their life is at risk. Letters sent to all parents and on website	Yea	All staff	1 st Sept 2021 and ongoing	L
H	13. Any medication given to ease the unwell individual's symptoms, e.g., paracetamol, is administered in accordance with the Administering Medications Policy. N/A	Yes	First Aiders	1 st Sept 2021 and ongoing	L

	Risk rating prior to action - H/M/L	Recommended controls/ Mitigation and Protective Measures	In place? Yes/No	By whom?	Deadline	Risk rating following action - H/M/L
Spread of infection	M	1. Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with the Infection Control Policy and the DFE's Cleaning in non-healthcare settings guidance (Appendix 1) https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings	Yes	All staff	1 st Sept 2021 and ongoing	L
	H	2. Pupils are instructed to cough or sneeze into their elbow and use a tissue to cover their mouths where possible, disposing of the tissue in waste disposal units with lids In Place	Yes	All staff	1 st Sept 2021 and ongoing	L
	H	3. Pupils clean their hands after they have coughed or sneezed. In Place	Yes	All staff	1 st Sept 2021 and ongoing	L
	H	4. Instruct everyone that toilets should be flushed. Advised	Yes	SLT/Teachers	1 st Sept 2021 and ongoing	L
	H	5. There will be no visitors or admitted to the school except where there is a prior arrangement and all social distancing protocols are followed. School office remains closed except by appointment	Yes	All staff	1 st Jan 2022 and ongoing	L
	H	6. Deliveries to be left outside until the end of the day or accepted into a well-ventilated area of the school. Anyone dealing with deliveries should follow the hand washing protocol after dealing with the items. Deliveries accepted into main foyer by school office	Yes	Admin staff	1 st Sept 2021 and ongoing	L
	H	7. Parents are informed via letter not to bring their children to school or on the school premises if they show signs of being unwell and believe they have been exposed to coronavirus. Parent Mail sent to parents 04 January 2022	Yes	SLT	1 st Jan 2022 and ongoing	L

	H	8. Children who have displayed symptoms of coronavirus must self-isolate for 14 days before returning to school. Medical advice must be sought and their whole household must remain in isolation.	Yes	SLT	1 st Sept 2021 and ongoing	L
	H	9. Parents Carers and children queue 2 metres apart at entrances and exits to avoid risks of transmission. Staggered starts and collection as timetable – Parents to wear masks	Yes	All staff	1 st Jan 2022 and ongoing	L
	Risk rating prior to action - H/M/L	Recommended controls/ Mitigation and Protective Measures	In place? Yes/No	By whom?	Deadline	Risk rating following action - H/M/L
Management of infectious diseases	H	1. Staff are made aware of the symptoms of coronavirus (see Appendix 2) TG Flow Chart is displayed in classrooms and available to staff	Yes	All staff	1 st Sept 2021 and ongoing	L
	H	2. Staff are vigilant, and report concerns about a pupil's symptoms to the designated member of staff/school nurse. All staff know and understand this	Yes	All staff	1 st Sept 2021 and ongoing	L
	H	3. The school is consistent in its approach to the management of suspected and confirmed cases of coronavirus. School Flow Chart is followed by all staff	Yes	All staff	1 st Sept 2021 and ongoing	L
	H	4. Social distancing measures are implemented as much as possible 2 m social distancing by all staff and parents All children are given reminders in class regarding social distancing outside school.	Yes	All staff	1 st Sept 2021 and ongoing	L
	H	5. There are plans in place for the movement of children around the school (as above) See separate plans	Yes	All staff	1 st Jan 2022 and ongoing	L
	H	6. The timetable is adapted to stagger play and lunch times (as above) See separate plans	Yes	All staff	1 st Jan 2022 and ongoing	L

	H	7. The SBM monitors the cleaning standards of school cleaning contractors and discusses any additional measures required with regards to managing the spread of coronavirus.	Yes	SBM	1 st June 2021 and ongoing	L
	Risk rating prior to action - H/M/L	Recommended controls/ Mitigation and Protective Measures	In place? Yes/No	By whom?	Deadline	Risk rating following action - H/M/L
Wellbeing for pupils	M	1.Children to have the same class teacher and LSA wherever possible January 2022	Yes	SLT	1 st Sept 2021 and ongoing	L
	M	2.Transition / induction activities undertaken by group teachers Attendance discussed with vulnerable children and parents	Yes	Teachers	1 st Sept 2021 and ongoing	L
	M	3. Welfare officer to address emotional needs of children Regular Safeguarding and welfare meetings with HT and inclusion Manager	Yes	All staff	1 st Sept 2021 and ongoing	L
	M	4. Age-appropriate interventions are developed by teaching staff Inclusion Manager to oversee with HT	Yes	Teachers	1 st Sept 2021 and ongoing	L
	M	5. Reduced time in school to ensure transition is successful from home to school Individual return to school /transition plans in place and discussed with parents	Yes	All staff LS	1 st Sept 2021 and ongoing	L
	M	6. 2 metre social distancing ELSA / HSLW provision available for children who are distressed Inclusion Manager to undertake Individual risk assessment for each pupil	Yes	All staff	1 st Sept 2021 and ongoing	L
	Risk rating prior to action - H/M/L	Recommended controls/ Mitigation and Protective Measures	In place? Yes/No	By whom?	Deadline	Risk rating following action - H/M/L

Wellbeing for staff	M	1. Risk assessment, control measures and operational procedures shared with all staff members	Yes	SLT	1 st Sept 2021 and ongoing	L
	L	2. Regular staff meeting (virtually) to discuss concerns and review shared control measures / operational procedures Weekly Updates by e-mail	yes	SLT	1 st Jan 2022 and ongoing	L
	L	3. Staff will be reminded of the school's Employee Assistance Programme Well-Being Newsletter for all staff	Yes	SLT	1 st Sept 2021 and ongoing	L
	M	4. At least one SLT member of staff on site or available by phone every day for staff to share concerns with. Designated Senior Teacher if SLT are not on site Approved by CEO of Trust	Yes	SLT	1 st Sept 2021 and ongoing	L
	M	5. The risk assessment will be reviewed or where changes are required following feedback from staff – daily, weekly etc or where it is superseded by guidance from the government. Amended Risk Assessments sent to all staff by email	Yes	SLT	1 st Jan 2022 and ongoing	L
	M	6. All staff to socially distance from each other and must be vigilant and intervene when other staff members are not complying with this Staff room and Room opposite Year 4 can be used with ventilation	Yes	All staff	1 st Jan 2022 and ongoing	L
	M	7. Where a 2-metre distance cannot be maintained e.g., administering minor first aid, passing another person on the corridor, close contact should be kept to a minimum – clinical guidance shows that close contact should be less than 15 minutes	Yes	All staff	1 st Sept 2021 and ongoing	L
	L	8. Current clinical guidance is that masks for general use are not required in schools Masks must be worn in communal areas.	Yes	All staff	1 st Jan 2022 and ongoing	L

H	7. Appropriate PPE will be available for use in specific circumstances i.e., when dealing with first aid incidents where social distancing cannot be maintained, dealing with someone who has presented with symptoms, cleaning an area where someone suspected of having the infection has been isolated or has been in contact with.	Yes	All staff	1 st June 2020 and ongoing	L
H	8. Designated staff areas will be identified, and staff will remain at a distance of 2 metres in these areas.	Yes	All staff	1 st June 2020 and ongoing	L
M	9. Teachers will continue to have allocated time for PPA.		Teachers	1 st June 2020 and ongoing	L
H	10. Staff who have underlying health conditions should undertake an individual risk assessment (see Appendix 3) which will be discussed with a member of SLT IMR to carry out individual risk assessments in line with Trust guidance as necessary	Yes	SLT	1 st Sept 2021 and ongoing	L
H	11. Staff who fall under the clinically extremely vulnerable category i.e., staff who are shielding and have received a shielding letter, work from home? Discuss with CHT	Yes	SLT	1 st Sept 2021 and ongoing	L
H	12. Staff provided with Lateral Flow test kits for twice weekly home testing (see separate testing risk assessment)	Yes	All staff	1 st January 2022 ongoing	L
H	13. It is preferred but not obligatory that temporary or supply staff have already undertaken a Covid-19 test prior to working at the academy. However, under no circumstances should supply staff come into the school if awaiting test results or displaying any symptoms of Covid-19 This is no longer current guidance	Yes	SLT	Updated 28 th September 2020	L

	Risk rating prior to action - H/M/L	Recommended controls/ Mitigation and Protective Measures	In place? Yes/No	By whom?	Deadline	Risk rating following action - H/M/L
Parental Engagement	M	1. Parents are told that if their child needs to be accompanied to the education or childcare setting then only one parent can attend. Parents Mail letters	Yes	SLT	1 st Jan 2022 and ongoing	M
	H	2. Parents are told their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for Staggered Starts and collection as separate timetable)	Yes	SLT	1 st Jan 2022 and ongoing	M
	H	4. Parents are told that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely following the social distancing protocols) 5. Masks should be worn on collecting and dropping off children. Parent Mail Letters	Yes	SLT	1 st Jan 2022 and ongoing	M
	Risk rating prior to action - H/M/L	Recommended controls/ Mitigation and Protective Measures	In place? Yes/No	By whom?	Deadline	Risk rating following action - H/M/L
Communication	H	1. Children, young people, parents, carers, or any visitors, such as suppliers, are told not to enter the education or childcare setting if they are displaying any symptoms of coronavirus (following the COVID-19: guidance for households with possible coronavirus infection)	Yes	SLT	1 st June 2020 and ongoing	M

H	<p>2. All member of staff reports immediately to the headteacher about any cases of suspected coronavirus, even if they are unsure.</p> <p>All staff must report if they have a pupil with a suspected case AND must report if they have taken a COVID -19 / omicron PCR test to the HT and stay at home until the test result is received.</p>	Yes	All staff	1 st Jan 2022	L
H	<p>3. The headteacher contacts Trust CEO immediately about any suspected cases of coronavirus, even if they are unsure, and discusses if any further action needs to be taken; there is also the option to call the Department of Education Schools helpline 0800 0468687</p> <p>PHE notified</p>	Yes	IR	1 st Sept 2021 and ongoing	L
H	<p>4. Schools contact the Trust CEO if there are any specific recommendations for their school.</p>	Yes	IR	1 st Sept 2021 and ongoing	L
M	<p>5. Schools keep pupils and parents adequately updated about any changes to infection control procedures as necessary.</p> <p>Via Parent Mail, Newsletter and Website</p>	Yes	Teachers	1 st Jan 2022 and ongoing	L
	<p>6. There is early communication with contractors and suppliers that will be needed to prepare for them to support your plans for opening for example, cleaning, catering, food supplies, hygiene suppliers; their risk assessments for coronavirus should be requested and the school risk assessment shared</p>	Yes	SBM	1 st Sept 2021 and ongoing	L
M	<p>7. Cleaning contractors or staff are briefed on the additional cleaning requirements and agree additional hours to allow for this.</p> <p>HT and Office Manager to advise</p>	Yes	SBM	1 st Sept 2021 and ongoing	L
M	<p>8. The school communicates with parents via letter/email regarding any updates to school procedures which are affected by the coronavirus pandemic.</p> <p>In place</p>	Yes	SLT	1 st Sept 2021 and ongoing	L

	Risk rating prior to action - H/M/L	Recommended controls/ Mitigation and Protective Measures	Partial In place? Yes/No	By whom?	Deadline	Risk rating following action - H/M/L
Partial school closure	L	1. Pupils working from home are assigned work to complete to a timeframe set by their teacher. Oak Academy can be used or TGA staff will set work for pupils to download at home. DOJO platform to be used for Class Remote Learning – Contingency Plan updated January 2022	Yes	Teachers	Sept 2021 and Jan 2022 and ongoing	L
	M	2. The headteacher maintains their plan for pupils' continued education during partial school closure to ensure there is minimal disruption to pupils' learning – this includes their plan to monitor pupils' learning while not in school. Communication via Parent Mail Newsletter and website	Yes	Teachers/SLT/TAs	Sept and Jan 2022 ongoing	L
	M	3. The Behavioural Policy and Staff Code of Conduct are adhered to at all times, even while working remotely;	Yes	All staff	1 st Sept 2021 and ongoing	L
	M	6. The headteacher ensures all pupils have access to schoolwork and the necessary reading materials at home. Via Website and reading books to be sent home	Yes	SLT	1 st Sept 2021 and ongoing	L
	M	5. The headteacher works with the ICT Lead to ensure that technology used is accessible to all pupils – alternative arrangements are put in place where required. SLT now have access to alter the Website Pupils are reminded about on-line safety and social media	Yes	SLT	Sept and Jan 202 ongoing	L
	L	7. The school manages the use of parents' and pupils' contact details in line with the Data Protection Policy and Records Management Policy, e.g., collecting emails to send schoolwork to pupils. In place in school office	Yes	All staff	1 st Sept 2021 and ongoing	L
	M	7. The headteacher liaises with other schools to find pupils a temporary place at a different school where their usual school has to close.	Yes	SLT	1 st Sept 2021 and ongoing	L

		Via Kent HT Whats App group or Kent HT Email group				
	M	8. The headteacher accepts pupils from other schools where necessary to help children access essential education during the coronavirus pandemic.	Yes	SLT	1 st Sept 2021 and ongoing	L
	Risk rating prior to action - H/M/L	Recommended controls/ Mitigation and Protective Measures	In place? Yes/No	By whom?	Deadline	Risk rating following action - H/M/L
Emergencies	H	1. All pupils' emergency contact details are up to date, including alternative emergency contact details, where required. Information held in Office	Yes	Admin	1 st June 2020 and ongoing	L
	M	2. Pupils' parents are contacted as soon as practicable in the event of an emergency. Information held in Office	Yes	SLT	1 st June 2020 and ongoing	L
	M	3. Pupils' alternative contacts are called where their primary emergency contact cannot be contacted. Information held in Office – contacts held on Arbor	Yes	Admin	1 st June 2020 and ongoing	L
	M	4. The school has an up to date First Aid Policy in place which outlines the management of medical emergencies – medical emergencies are managed in line with this policy. First aid policy to include Government covid 19 best practice guidance	Yes	SLT	1 st June 2020 and ongoing	M
	H	5. Emergency evacuations will take place following social distancing principles as far as is reasonably practicable. Particularly at assembly areas (2m separation). See emergency evacuation plan.	Yes	SLT	1 st June 2020 and ongoing	H

	Risk rating prior to action - H/M/L	Recommended controls/ Mitigation and Protective Measures	In place? Yes/No	By whom?	Deadline	Risk rating following action - H/M/L
Managing School Transport	M	1. Parents, children and young people are encouraged to walk or cycle to their education setting where possible.	Yes	SLT	1 st June 2020 and ongoing	L
		2. Transport providers should provide a copy of their Covid-19 risk assessment to the school	Yes		1 st Sept 2021 and ongoing	n/a
	n/a	3. Transport arrangements are organised to cater for any changes to start and finish times;	n/a			n/a
	n/a	4. Transport providers are advised that they do not work if they or a member of their household are displaying any symptoms of coronavirus;	n/a			n/a
	n/a	5. Transport providers, as far as possible, are advised of the need to follow hygiene rules and try to keep distance from their passengers;	n/a			n/a
	n/a	6. Revised travel plans are communicated clearly to contractors, local authorities, and parents where appropriate (for instance, to agree pick-up and drop-off times).	n/a			n/a

