

The Dean Trust Schools Risk Assessment – Coronavirus (last updated on 6th January 2022)

IDENTIFYING, EVALUATING AND MANAGING RISKS

This School Risk Assessment Plan has been written with the understanding that 'risk' can be mitigated but not eliminated. The Trust will continue to, as defined in the Health and Safety at Work Act 1974, do 'what is reasonably practicable to do' to safeguard our staff and pupils.

GUIDANCE FOR EVALUATING THE RISK MATRIX:

LEGEND	
I	Impact
P	Probability
I x P	Risk Rating

To establish the risk rating, it is necessary to multiply the perceived consequence (or impact) of the risk (score 1 - 5) with the perceived likelihood (or probability) of that risk occurring (score 1-5). Please see tables below for guidance on risk rating scores.

Impact (or Consequence)	
Description	Indicators
5 (Major)	The risk has a major impact if realised
4 (Significant)	The risk has a significant impact if realised
3 (Moderate)	The risk has a moderate impact if realised
2 (Minor)	The risk has a minor impact if realised
1 (No consequence)	The risk has no consequence impact if realised

Probability (or Likelihood)	
Description	Indicators
5 (Very Likely)	The risk will emerge
4 (Likely)	The risk should emerge
3 (Unlikely)	The risk could emerge
2 (Very Unlikely)	The risk is unlikely to emerge
1 (Impossible)	The risk will not emerge

Score	Risk Description	Action Required
25	Extreme Risk	<input type="checkbox"/> Immediate escalation to Headteacher for risk control activities
20 - 15	High Risk	<input type="checkbox"/> Risk to be actively managed with appropriate risk control activities
12 - 6	Medium Risk	<input type="checkbox"/> Take appropriate action to manage the risk
5 and below	Low Risk	<input type="checkbox"/> Risk to be removed from register with monitoring activity to assess changes in risk rating

On 2nd January 2022, the government published updated 'Schools COVID-19 operational guidance' which describes 'Actions for schools during the coronavirus outbreak'. This includes public health advice, endorsed by Public Health England (PHE). The government also released an updated contingency framework (15th December 2021) which describes the principles of managing local outbreaks of Covid-19 (including responding to variants of concern) in education and childcare settings.

In order to provide assurance and reassurance to all stakeholders that The Dean Trust will continue to follow an informed, considered and robust approach to Health, Safety, Wellbeing and Risk Management, elements of our previous Risk Assessment (previously updated on 1st December 2021) have been maintained where risks and controls remain applicable to this latest transitional period.

Updates to this Risk Assessment reflect the most recent announcements from the government that impact on our systems and practice and have been highlighted in purple font for ease of reference. Previous Risk Assessments may be accessed through a request to any of our Dean Trust school Headteachers. In summary, these most recent changes relate to the following:

Face Coverings From 2nd January 2022, it is recommended that face coverings are worn in classrooms (and in communal areas) where pupils in year 7 and above are educated (this applies to staff, pupils and visitors, unless they are exempt). The advice on face coverings in classrooms will be in place until Wednesday 26th January 2022 at which point it will be reviewed. (The Trust recommends that face coverings are also worn by our Primary school staff (and adult visitors) in classrooms and communal areas.)

Isolation Periods for positive PCR tests Since 22nd December 2021, self-isolation for people recording a positive COVID-19 PCR test result has been reduced to 7 days in most circumstances. Individuals may now take LFD tests on day 6 and day 7 of their self-isolation period. This also applies to children under 5, with LFD testing at parental/guardian discretion. If both these test results are negative, and you do not have a high temperature, you may end your self-isolation after the second negative test result and return to school on or after Day 7. **See page 34 of this Risk Assessment for a diagram that explains isolation periods for positive cases)**

Close contacts of COVID-19 People who are fully vaccinated, or children and young people aged between 5 and 18 years and 6 months, identified as a close contact of someone with COVID-19, should take an LFD test every day for seven days and continue to attend their setting as normal, unless they have a positive test result or develop symptoms at any time. Children under 5 are not being advised to take part in daily testing of close contacts.

Confirmatory PCR tests following a positive lateral flow device (LFD) test result are to be temporarily suspended from Tuesday 11 January 2022. This will mean that anyone who receives a positive LFD test result will be required to self-isolate immediately and will not be required to take a confirmatory PCR test.

'The Dean Trust Schools Risk Plan' has been developed by maintaining all the relevant Risks and associated Risk Controls from previous Trust Risk Plans that were produced in consultation with, and with the support of, the Trust Board, Executive Team, the Trust's Health & Safety Consultant Mandy Disney of AD-Safety (the 'competent person(s)' as defined by the Management of Health and Safety at Work Regulations 1999), Trust school Governing Bodies, Unions, Headteachers and Staff. The Trust Risk Plan, and the localised risk plans for each of our ten Trust schools, have consistently been shared with parents and wider communities via our school websites.

Following the most recent government guidance and direction, and/or Public Health England advice, we revisited our Risk Plan to consider:

- which risks and associated risk controls remain relevant in their entirety?
- which remain relevant but need amending due to changes in expectation and/or government and/or Public Health England advice?
- which remain relevant but need amending due to our experience of, and the intelligence we have gathered, from our journey of school closure, partial opening, wider opening and full opening of schools?
- which additional risks and associated risk controls need to be included to meet our ambition of a full and safe return to school for all our pupils and staff?

We follow the same process of consultation with the aforementioned bodies, and share with our parents and communities via our websites, because we understand the importance that all stakeholders have a comprehensive understanding of the risks, associated risk controls, the Trust's expectations and aspirations, and feel safe, valued and able to return to a thriving school community.

This Risk Plan is built around the most recent system of controls as advised by Public Health England to minimise risks.

1. Ensure good hygiene for everyone: Frequent and thorough hand cleaning with soap and water or hand sanitiser; The 'catch it, bin it, kill it' approach continues to be very important; Most staff in schools will not require Personal Protective Equipment (PPE) beyond what they would normally need for their work.
2. Maintain appropriate cleaning regimes, including cleaning frequently touched surfaces often, using standard products such as detergents.
3. Keep occupied spaces well ventilated.
4. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.

Pupils, staff and other adults should follow public health advice on when to self-isolate and what to do. They should not come into school if they have symptoms, have had a positive test result or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (for example, they are required to quarantine). If anyone in school develops COVID-19 symptoms they should be sent home and they should follow public health advice.

All secondary school pupils, whose parents have provided consent, should receive an on-site lateral flow device tests on their return in the Spring Term 2022. Pupils should then continue to test twice weekly at home until further notice. Staff should undertake twice weekly home tests whenever they are on site until further notice. Secondary schools should also retain a small asymptomatic testing site (ATS) on-site until further notice so they can offer testing to pupils who are unable to test themselves at home.

This Risk Plan is an 'organic' and 'live' document which is responsive to changes in the advice for schools from the government, Public Health England or from our 'day to day' experience of opening and running schools during this continued period of uncertainty. We will endeavour to consult with all of the previously described bodies prior to making and changes unless the delay that would be faced by doing so would put the health, safety and/or wellbeing of pupils or staff at risk.

In the event of a change in government and Public Health England guidance, due to changes in national and/or local circumstances which means that full opening of our schools cannot go ahead, the Trust will scale back operations in those affected schools to meet these changes. In these circumstances, Trust schools will revert back to previous operational arrangements and risk controls which served our schools during previous periods of full closure, partial opening and full opening. Contingency planning is proactively informed by previous arrangements and practice whilst allowing flexibility to be responsive so that the specific needs of the school can be met at that particular time.

In the event of a complete, or partial, local or national lockdown, Dean Trust schools will revert to our remote learning provision, which served us during the initial national lockdown and wider opening periods, only providing on site provision, where it is safe and we have the capacity to do so, for those groups of pupils identified by the government.

Please note that each Trust school has a local Risk Assessment / Opening Plan which is informed by the guidance and expectations presented within this Trust Risk Assessment. Whilst practice in each school may be nuanced to the specific setting, e.g. in relation to site layout and facilities, the level of risk to the health, safety and wellbeing of staff and pupils is not compromised. Each local Risk Assessment / Opening Plan is available via the school's website.

Risk Description	I	P	Risk Rating	Risk Control(s)	I	P	Risk Rating	Lead for Risk Control Activities
Government Direction and Guidance								
The Trust, and schools within, are not cognisant of the latest national instruction or guidance from central government through Department for Education releases.	5	3	15	<ul style="list-style-type: none"> ➤ Operations Director and Trust school Headteachers to make daily checks with Government updates by subscribing to the DfE Update Service and by referring regularly to the CST (Confederation of Schools Trusts) updates and ASCL Coronavirus updates and FAQs ➤ Ongoing contact between the Operations Director and the Trust's Health & Safety Consultant Mandy Disney of AD-Safety (the 'competent person(s)' as defined by the Management of Health and Safety at Work Regulations 1999) ➤ Health and Safety Trust Improvement Partnership and Health and Safety Resource Hub in place to further enhance the quality of Health and Safety provision and practice across all Trust schools ➤ Any updates will be communicated immediately, or in a timely manner, on a 'need to know basis' to appropriate stakeholders (including pupils, parents, staff, governors, trustees and members. ➤ Website information is updated in a similarly timely manner. ➤ The Trust schools and staff therein are encouraged to actively engage with NHS Test and Trace <p>Decisions regarding the need to scale back scaling back provision due to changes to government guidance and/or an outbreak of the virus (or similar situation that puts pupils and/or staff at immediate and serious risk) in any, or all, of our Trust schools will be made by The Trust Board in consultation with the Executive Team based on government guidance and our ability to maintain a safe and secure site with adequate staff supervision. Previous full or partial lockdown provision arrangements, risks and control measures will be applied to meet the school's specific challenges and to ensure that pupils continue to receive high quality educational provision.</p> <p>As a result: The school community has the most recent information from the government, and this is distributed throughout the school community</p>	5	2	10	<p>Operations Director Headteacher</p> <p>Exec Team Headteacher</p> <p>Trust Board Exec Team</p>

Risk Description	I	P	Risk Rating	Risk Control(s)	I	P	Risk Rating	Lead for Risk Control Activities
Health and Safety								
School Sites								
The sites at each Trust School have not been adequately prepared to safely accommodate staff and pupils return to school.	5	3	15	<ul style="list-style-type: none"> ➤ Pre-opening site Health & Safety evaluations at each school by the Headteacher and Estates Manager in consultation with the Trust Health & Safety Consultant, Operations Director, Academies Director and/or CEO. ➤ Specified doors can remain open, without creating alternative risks e.g. fire retention zones, to limit the risk of virus transmission through opening and closing doors. ➤ Installation of physical impervious barriers (e.g. Perspex in reception areas) to reduce contact or transmission of airborne germs/viruses ➤ As of 5th November, HSE and Government guidance regarding Air-Conditioning, Ventilation and Heating changed. Key points and expectations of Dean Trust Schools are now: <ul style="list-style-type: none"> - 'risk assess' all rooms on site, including the use of an Air Quality with CO₂ monitor, to determine those rooms that have sufficient mechanisms to provide fresh air, including mechanical ventilation systems and those that do not. Seek guidance from the Trust H&S Consultant for those that do not. (The Trust will purchase 'Air Cleaning Units' for teaching spaces where there is: ✓ Sustained high CO₂ readings: there have been sustained high CO₂ readings (1500ppm or higher) for at least 1 week while the room is occupied, despite taking all measures possible to improve ventilation with the current provisions, e.g. opening windows <p>and</p> <ul style="list-style-type: none"> ✓ Lengthy remedial building works is required: to address poor ventilation that cannot be completed before the end of February 2022. Air cleaning units may be suitable while remedial work is undertaken to address the underlying ventilation issue; they should not be used as a substitute for ventilation. - mechanical ventilation systems (e.g. air-conditioning units): if possible, systems should be adjusted to 'full fresh air' or, if not, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply) 	5	2	10	Operations Director Academies Director Headteacher Site Manager

Risk Description	I	P	Risk Rating	Risk Control(s)	I	P	Risk Rating	Lead for Risk Control Activities
				<ul style="list-style-type: none"> - whilst good fresh air ventilation is key, heating systems can be used to maintain an appropriate temperature for working. Put heating systems on earlier than normal to allow rooms sufficient time to warm-up. - opening windows: higher level windows, in preference to low, to reduce direct draft onto staff and/or pupils. In cooler weather, windows should be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space. - improve the circulation of outside air and prevent pockets of stagnant air in occupied spaces. This can be done by using ceiling fans or desk fans for example, provided good ventilation is maintained. - open internal doors to assist with creating a throughput of air. If necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so) - increase the ventilation while spaces are unoccupied (e.g. between classes, during break and lunch, when a room is unused) - rearrange furniture where possible to avoid direct drafts <ul style="list-style-type: none"> ➤ Source appropriate stocks of soap, sanitiser, wipes and tissues and establish sanitising stations at each entry/exit point to the school and outside toilet areas as a minimum with safe waste disposal. ➤ For Science laboratories, CLEAPSS http://science.cleapss.org.uk/Resource/GL343-Guide-to-doing-practical-work-during-the-COVID-19-Pandemic-Science.pdf states that: <i>Hand sanitiser</i> <i>Remember, the thorough use of soap, water and drying with disposable paper towels remains the preferred method for cleaning hands. In some circumstances this will not be possible and this is where hand sanitisers have a role to play</i> <ul style="list-style-type: none"> • Alcohol based hand gels are a real fire risk in labs and thus must not be used in science labs / lessons. • <i>Schools must not make their own gels, as the chemicals schools have or are able to buy are not safe for use on the skin, nor are school labs designed or clean enough to produce cleaning products for the skin.</i> • <i>Schools which are dispensing hand sanitiser from large bulk containers to smaller ones, must label the small containers with similar labelling as the bulk container, to ensure the user is aware of any hazards it may present. This should also include any instructions on how to use the hand sanitiser.</i> • <i>Schools could consider using skin friendly cleaning wipes, these should be low (<5%) alcohol or zero alcohol-based wipes which claim to kill 99.99% of bacteria and viruses.</i> ➤ Source pedal bins with lids for each classroom and sanitising areas. 				

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				<ul style="list-style-type: none"> ➤ All secondary school students should undertake one on-site test on return to school after a period of social mixing over the holidays. All staff and students are also strongly encouraged to test twice a week using an LFD test and to report all results to the NHS and to their setting. ➤ Schools to follow most recent current government guidance on face coverings for pupils and staff. ➤ From 2nd January 2022, it is recommended that face coverings are worn in classrooms (and in communal areas) where pupils in year 7 and above are educated (this applies to staff, pupils and visitors, unless they are exempt). The advice on face coverings in classrooms will be in place until Wednesday 26th January 2022 at which point it will be reviewed. (The Trust recommends that face coverings are also worn by our Primary school staff (and adult visitors) in classrooms and communal areas.) ➤ Pupils or students (in year 7 or above) should continue to wear face coverings on public and dedicated school transport, unless they are exempt. ➤ Health advice continues to be that children in primary schools should not be asked to wear face coverings. ➤ Where it has been determined that masks are required, schools should share the World Health Organisation video 'How to wear a fabric mask safely' with staff, parents, carers and pupils https://www.youtube.com/watch?time_continue=27&v=9Tv2BVN_WTk&feature=emb_log ➤ Robust Health & Safety checks on all services, utilities and equipment. This will include: checks of hot and cold-water systems. For cold water: tanks; sinks; basins; showers; drinking water outlets (taps and fountains). Systems should not be 'drained down' and there should be increased flushing and temperature monitoring to maintain water quality. For hot water services: calorifiers; direct-fired water heaters; sinks; basins; showers. Water temperatures must be kept within recommended limits for the control of legionella bacteria in water systems. https://www.hse.gov.uk/pubns/books/hsg274.htm ➤ Gas supplies that are not in use should be isolated. Kitchen equipment that holds water e.g. dishwashers and combination ovens should be run through at least one full cleaning cycle each week. 'Deep-cleaning' immediately prior to opening and SLAs with cleaning contractors that incorporate more regular cleaning practices to minimise risk of contaminated services. (including reception areas, classrooms, offices, first-aid room, communal areas, toilets, kitchens etc.) ➤ Cleaning routines include the cleaning of 'frequent touch points' e.g. handrails, door handles, vehicle door handles (inside and outside), shared equipment etc. Cleaning contractors are able to specify the frequency and level of cleaning and by whom. ➤ Each classroom has gloves and disinfectant spray in case a pupil coughs 				

Risk Description	I	P	Risk Rating	Risk Control(s)	I	P	Risk Rating	Lead for Risk Control Activities
				<p>or sneezes on a piece of equipment or furniture. Pupil encouraged to take responsibility for sanitising where they have coughed/sneezed. Where a pupil is unable to do so, the teacher organises for the equipment or furniture to be sanitised.</p> <ul style="list-style-type: none"> ➤ Site-managers and cleaning contractors use cleaning products, recommended by the Trust Health & Safety Consultant. ➤ Catering and cleaning teams endeavour to be fully staffed, versed in safe working practices and understand new school systems and practices that will affect their way of working and provision. ➤ Contractors and suppliers to the school are able to fulfil their duties as normal, are following safe working practices and are equipped to be flexible to changes in government direction and circumstances. ➤ In the event that school transport must be used, staff to encourage safe behaviours; ensure good ventilation; and employ sanitisation routines for embarking and disembarking using sanitisers with at least 60% alcohol content. ➤ A QR Code should be displayed for any activities or provision on the school site where members of the public take part or make use of premises for hospitality, leisure or close contact services. <p>As a result: Everything that is reasonably practical to do has been done to prepare the site for the safe transition back to school for staff, pupils and visitors.</p>				
The management of visitors to the school is not reasonably controlled, increasing the risk of a staff member or pupil contracting coronavirus (COVID-19)	5	3	15	<ul style="list-style-type: none"> ➤ Pre-opening site Health & Safety evaluations at each school by the Headteacher and Estates Manager in consultation with the Trust Health & Safety Consultant, Operations Director, Academies Director and/or CEO. ➤ Where possible, install physical impervious barriers (e.g. Perspex in reception areas) to reduce contact or transmission of airborne germs/viruses ➤ Where appropriate, parents/carers encouraged to make communication with the school via telephone, email or through a remote meeting forum e.g. Teams, Google Meet. ➤ Any parent, carer and or visitor that must attend site should be encouraged to wear a face covering when on site. The government 'expects and recommends that they (face coverings) are worn in enclosed and crowded spaces where you may come into contact with people you don't normally meet' and this may apply to visitors to the school site. ➤ All rooms in use will be kept well ventilated. ➤ Sanitisation stations at all visitor entrances. ➤ Cleaning routines include the cleaning of 'frequent touch points' e.g. handrails, door handles, vehicle door handles (inside and outside), shared equipment etc. Cleaning contractors are able to specify the frequency and level of cleaning and by whom. 	5	2	10	<p>Operations Director</p> <p>Academies Director</p> <p>H&S Consultant</p> <p>Headteacher</p> <p>Site Manager</p> <p>Chief Finance Officer</p>

Risk Description	I	P	Risk Rating	Risk Control(s)	I	P	Risk Rating	Lead for Risk Control Activities
				<ul style="list-style-type: none"> ➤ Sharing of Risk Assessment Plans between Dean Trust Schools and those contractors who are working with each school. ➤ Standards, routines and behaviour expectations made explicitly clear by The Dean Trust to all contractors working on site or providing services to each school. ➤ Assurances from contractors that they will not permit any worker to come on any school site if they are ill, particularly if they are displaying COVID-19 symptoms. ➤ Assurances from contractors that they will report to the CFO, Headteacher and/or Site Manager if any contracted worker is tested positive for coronavirus (COVID-19). ➤ Assurance from contractors that they will share their Risk Plans, not only with The Dean Trust and/or individual Dean Trust schools that they are contracted too, but will also share with the unions that represent their workers. ➤ Peripatetic teachers – during periods of full opening, schools can engage peripatetic teachers, including staff from music education hubs. Peripatetic teachers can move between schools but schools should consider how to minimise the number of visitors where possible. Peripatetic teachers will be expected to comply with arrangements for managing and minimising risk. To minimise the numbers of temporary staff entering the premises, and secure best value, schools could consider using longer assignments with peripatetic teachers and agree a minimum number of hours across the academic year. <p>As a result: Visitors to school sites will be limited to only essential activity e.g. to support the safeguarding of pupils, delivery of essential goods and services.</p>				
Supplies and Services								
Contractors / Suppliers of goods and services are not able to fulfil their contracts/business agreements/service level agreements e.g. due to reduced	4	3	12	<ul style="list-style-type: none"> ➤ Secure stocks of non-perishables e.g. soap, sanitiser, wipes, tissues, cleaning products etc. ➤ Request supplier / contractor emergency plans to provide assurance of continuity of business ➤ Emergency response contacts for failure of essential services. ➤ Consider spreading risk over several suppliers / contractors across the Trust ➤ Review liability cover for failure to fulfil service level agreements ➤ Utilise instant electronic messaging for circulating messages that require action from stakeholders, including parents/carers, due to services being affected which adversely impacts on the business model affecting health, safety and wellbeing of pupils and staff. <p>As a result: Dean Trust schools are able to maintain appropriate supplies of goods and services so that they are able to function effectively.</p>	4	2	8	Chief Finance Officer Site Manager Headteacher

Risk Description	I	P	Risk Rating	Risk Control(s)	I	P	Risk Rating	Lead for Risk Control Activities
staffing, supply chain issues etc.								
On-site contractors, e.g. catering and cleaning teams, are not following COVID-19 safe working practices and therefore putting their staff, our pupils and staff at risk of infection.	4	3	12	<ul style="list-style-type: none"> ➤ Sharing of Risk Assessment Plans between Dean Trust Schools and those contractors who are working with each school. ➤ Standards, routines and behaviour expectations made explicitly clear by The Dean Trust to all contractors working on site or providing services to each school. ➤ Assurances from contractors that they will not permit any worker to come on any school site if they are ill, particularly if they are displaying COVID-19 symptoms. ➤ Assurances from contractors that they will report to the CFO, Headteacher and/or Site Manager if any contracted worker is tested positive for coronavirus (COVID-19). ➤ Assurance from contractors that they will share their Risk Plans, not only with The Dean Trust and/or individual Dean Trust schools that they are contracted too, but will also share with the unions that represent their workers. <p>As a result: there is consistency in understanding of procedures, behavioural expectations and practice to, as far as possible, maintain a safe working and learning provision for all staff and pupils.</p>	4	2	8	Chief Finance Officer Site Manager Headteacher
Finance and Regulations								
Additional cost pressures due to lockdown have put schools' finances at risk	4	3	12	<ul style="list-style-type: none"> ➤ Budget forecasts updated incorporating impact of additional costs and/or lost revenue streams. ➤ Assessment as to whether schools in the Trust are eligible for financial support from ESFA e.g. for exceptional cost incurred. ➤ Assessment on impact on reserves and review reserves policy if appropriate. ➤ Assessment of impact on three-year financial strategy. ➤ Review all finance related policies and procedures to determine whether any fixed-term amendments need to be made. <p>As a result: All Trust schools are financially secure.</p>	4	2	8	Chief Finance Officer

Risk Description	I	P	Risk Rating	Risk Control(s)	I	P	Risk Rating	Lead for Risk Control Activities
The Trust is not DfE and ESFA compliant.	4	3	12	<ul style="list-style-type: none"> ➤ Reference and follow the ESFAs Chief Education and Accounting Officer direction and requirements regarding financial governance and audit returns. ➤ Internal scrutiny. ➤ External audit. ➤ Meet reviewed statutory timescales for reporting. <p>As a result: The Trust remains compliant.</p>	4	2	8	CEO Chief Finance Officer
Human Resources								
The Members, Trustees, Governors and Staff have not been adequately prepared to understand risk management, adapted systems, and practices, and behaviour expectations.	5	3	15	<ul style="list-style-type: none"> ➤ CEO to consult with all Members, Trustees, Governors, Trade Unions and Staff regarding this Trust Risk Assessment Plan. ➤ CEO updates on government direction and Trust developments, practice and impact. ➤ Members, Trustees, Governors and Staff meeting schedules to continue, using remote learning platforms where agreed and appropriate, and in well ventilated areas for those present in the same space. ➤ Headteacher to consult with their associated Executive Team link, Governing Body, Staff Union Reps and staff regarding their local School Risk Plan. ➤ Health & Safety Policy, Child Protection and Safeguarding Policy, Attendance Policy, Behaviour Policy, Exclusions Policy all reviewed and updated to reflect changes to government and Public Health guidance and intelligence gleaned from wider opening during coronavirus pandemic. ➤ Staff bulletins and 'pre-opening' and 'return to work' staff induction meetings and training conducted by the Headteacher or SLT to develop understanding and compliance of changes to systems and practice for each occasion where schools transition from lockdown to partial and/or full opening and/or when government guidance has changed. <p>As a result: All levels of leadership and staff understand risk, the strategies employed to mitigate those risks, and their role in implementing the Risk Plan at a level reflective of their role and responsibilities.</p>	5	2	10	CEO Academies Director / Headteacher CEO/Exec Team Headteacher
There are not enough staff fit	4	3	12	<ul style="list-style-type: none"> ➤ Staff audit to determine the numbers who are not able to physically return to work e.g. due to self-isolation, showing COVID-19 symptoms or where a Risk Assessment of their health and/or circumstances has indicated that they should not be working on site. ➤ Trust approach to staff with childcare commitments who are otherwise fit for work. 	4	2	8	Trust Group HR Manager

Risk Description	I	P	Risk Rating	Risk Control(s)	I	P	Risk Rating	Lead for Risk Control Activities
enough to be able to deliver a full-time onsite learning environment for all our pupils.				<ul style="list-style-type: none"> ➤ Determine staffing requirements to open the school safely for the number of pupils expected. ➤ Alternative arrangements for staff and pupils not able to attend school. ➤ Normal risk-assessments apply (those applied to an 'exceptional circumstance' which risks the full or partial closure to a school) so that we can fulfil statutory duties to provide a safe environment with an approved staff to pupil ratio. ➤ Only open the school for pupils at a level that is proportionate to the number of staff available to work on site so that a safe working environment can be assured. Being cognisant to needing the Headteacher (or Senior Leader with delegated responsibility), availability (on site or remote) of Designated Safeguarding Lead, Estates Manager/Assistant with delegated responsibility, First-Aider, SENDCo (or an alternative staff member who could take on this role, Office Staff Member, Cleaners. <p>As a result: Schools are able to provide safe supervision within a safe environment for the number of pupils that they are accommodating.</p>				Headteacher Operations / Academies Director with Headteacher
Staff Wellbeing								
There has been no appropriate consideration and subsequent provision planned to support staff mental health, wellbeing and professional development needs to address any personal and	4	3	12	<ul style="list-style-type: none"> ➤ To talk openly with staff about the possibility that they may be, or have been, affected in different ways, consciously and unconsciously by the virus, lockdown and transition back to work, and signpost what to do to raise concerns or who to go to so they can talk things through. ➤ To provide forums for staff to ask questions, share anxieties and confirm their roles and responsibilities. Information will be used within strict HR guidelines on a 'need to know basis'. ➤ Staff will continue to be signposted to external agencies that can support them with their mental health and wellbeing, including the consideration of an occupational health referral if personal stress and anxiety issues are identified. ➤ Schools facilitate opportunities for staff to be able to share 'what went well', 'what was a challenge' and to present ideas to improve systems and practice. ➤ Headteachers to work closely with Staff Voice representatives, including Staff Union Reps, to be informed of staff feeling. ➤ Have regular keep in touch meetings/calls with people having to self-isolate and/or working at home to provide support, alleviate concerns and demonstrate their value to the school and Trust. Involve staff in completing risk assessments so they can help identify potential problems and identify solutions. 	4	2	8	Trust Group HR Manager School HR Assistant Headteacher

Risk Description	I	P	Risk Rating	Risk Control(s)	I	P	Risk Rating	Lead for Risk Control Activities
professional anxieties and/or challenges.				<ul style="list-style-type: none"> ➤ Keep staff updated on what is happening so that they feel involved, informed and reassured. <p>As a result: staff feel that they are valued and supported and that their personal and professional circumstances and/or opinions have been taken into consideration by their Headteacher.</p>				
A member of staff has informed the school that they cannot return to work.	3	4	12	<ul style="list-style-type: none"> ➤ The Trust develops a consistent approach which involves sensitively establishing the reason e.g. <ul style="list-style-type: none"> - They have their own child(ren) of a relevant year group but do not want to send them to school due to a lack of confidence in their child(ren)'s school's ability to safeguard their child(ren) at this time and they therefore need to be at home due to childcare. - Because they feel anxious about returning and/or don't feel safe. - Because they have been instructed by their union not to do so. etc. <p>and referring to a consistent Trust-wide response for each scenario. This will involve determining whether the reason: has been identified as supported by government health guidance; is the staff member electing not to attend their workplace for an unsupported reason; would put that staff member or someone they cared for at risk in terms of their health and/or wellbeing; and whether alternative arrangements could be made by either that staff member or the school to rectify that situation or accommodate a temporary alternative working arrangement.</p> <ul style="list-style-type: none"> ➤ Sharing the school's risk assessment plan strategies to provide reassurance. ➤ School leaders work compassionately and cooperatively with staff to reach a resolution which best serves our staff and pupils. <p>As a result: Staff feel listened to and supported so that they can return to work and/or fulfil duties commensurate of their position at a time agreed with the Headteacher.</p>	3	3	9	Trust Group HR Manager School HR Assistants Headteacher
A member of staff informs the school that they fall within one or more of the following categories:	3	4	12	<ul style="list-style-type: none"> ➤ Establish whether the member of staff has underlying health concerns (previously clinically extremely vulnerable). There are three ways a member of staff may be identified as having high risk of serious illness should they catch COVID-19: <ol style="list-style-type: none"> 1) They have one or more of these conditions: <ul style="list-style-type: none"> - solid organ transplant recipients - people with specific cancers: - people with cancer who are undergoing active chemotherapy - people with lung cancer who are undergoing radical radiotherapy - people with cancers of the blood or bone marrow such as leukaemia, lymphoma or myeloma who are at any stage of treatment 	3	3	9	Headteacher Trust Group HR Manager School HR Assistant

Risk Description	I	P	Risk Rating	Risk Control(s)	I	P	Risk Rating	Lead for Risk Control Activities
<p>- has underlying health concerns</p> <p>- has a disability</p> <p>-undergoing medical treatment</p> <p>-Black, Asian and Minority Ethnic (BAME) background. They state that this puts them in a potentially more vulnerable category and have concerns about being in school.</p>				<ul style="list-style-type: none"> - people having immunotherapy or other continuing antibody treatments for cancer - people having other targeted cancer treatments that can affect the immune system, such as protein kinase inhibitors or PARP inhibitors - people who have had bone marrow or stem cell transplants in the last 6 months or who are still taking immunosuppression drugs - people with severe respiratory conditions including all cystic fibrosis, severe asthma and severe chronic obstructive pulmonary disease (COPD) - people with rare diseases that significantly increase the risk of infections (such as severe combined immunodeficiency (SCID), homozygous sickle cell disease) - people on immunosuppression therapies sufficient to significantly increase risk of infection - those who have problems with their spleen, for example splenectomy (having the spleen removed) - adults with Down's syndrome - adults on dialysis or with chronic kidney disease (stage 5) - women who are pregnant with significant heart disease, congenital or acquired - other people who have also previously been classed as 'clinically extremely vulnerable', based on clinical judgement and an assessment of their needs – GPs and hospital clinicians have been provided with guidance to support these decisions <p>2. They have been informed by their GP that, based on their clinical judgement, they are deemed to be at high risk of serious illness if they catch the virus.</p> <p>3. They have been identified through the COVID-19 population risk assessment as potentially being at high risk of serious illness if they catch the virus.</p> <p>If the member of staff meets any of the conditions above then they will be risk-assessed by the Headteacher and HR to determine whether they can remain in school or whether alternative arrangements can be made to work from home.</p> <p>➤ On 9th August 2021 the Health & Safety Executive https://www.hse.gov.uk/coronavirus/working-safely/protect-people.htm stated that <i>Since 1 April 2021, the UK government has said that anyone in England who is clinically extremely vulnerable is no longer advised to shield. From 19 July 2021, social distancing guidance no longer applies in England and the UK government is no longer instructing people to work from home if they can. Employers are encouraged to talk to any clinically extremely vulnerable workers returning to their workplace, so they can explain the measures being taken to ensure where they are working safely. Whilst the shielding programme has now ended in England, the Trust expects Headteachers and HR to still talk to those members of staff who were previously classed as 'Clinically Extremely Vulnerable' so that they can explain the measures being taken to reduce the risk of virus transmission in the workplace.</i></p>				

Risk Description	I	P	Risk Rating	Risk Control(s)	I	P	Risk Rating	Lead for Risk Control Activities
				<ul style="list-style-type: none"> ➤ This Risk Assessment Plan for our schools, together with local school Risk Assessment Plans, considerably mitigate risks to all staff, including those who are extremely clinically vulnerable. ➤ Staff who enter the third trimester (week 28) of pregnancy from the 1st August 2021 will continue to attend work onsite as per their normal working arrangements until they commence maternity leave. Consideration for home working will be given to pregnant staff who have underlying health conditions. This will be considered by the Headteacher, supported by HR, using the individual COVID risk assessment and pregnancy risk assessment. ➤ Protective measures put in place for staff ➤ Determine why the member of staff feels vulnerable about being in school ➤ Determine whether a separate risk assessment is needed. Risk assessments put in place for all staff who identify themselves as being vulnerable and/or at risk. ➤ Endeavour to address the needs of the staff member's situation through the Trust and School Risk Assessment. ➤ Provide additional support (regular catch ups etc.) and/or reasonable work adjustments. ➤ From 2nd January 2022, it is recommended that face coverings are worn in classrooms (and in communal areas) where pupils in year 7 and above are educated (this applies to staff, pupils and visitors, unless they are exempt). The advice on face coverings in classrooms will be in place until Wednesday 26th January 2022 at which point it will be reviewed. (The Trust recommends that face coverings are also worn by our Primary school staff (and adult visitors) in classrooms and communal areas.) ➤ Pupils or students (in year 7 or above) should continue to wear face coverings on public and dedicated school transport, unless they are exempt. ➤ Health advice continues to be that children in primary schools should not be asked to wear face coverings. ➤ PPE is required... <ul style="list-style-type: none"> <i>where an individual child or young person becomes ill with COVID-19 symptoms while at school, and only if a distance of 2 metres cannot be maintained</i> - <i>where a child or young person already has routine intimate care needs that involves the use of PPE. In which case the same PPE should continue to be used.</i> ➤ Depending on the results of the risk assessment and after discussion with the member of staff either: <ul style="list-style-type: none"> - Return to work ensuring the appropriate welfare support network (internal and external if applicable) is provided or - Consider whether the school needs to and/or is able to accommodate them working from home at this time. 				

Risk Description	I	P	Risk Rating	Risk Control(s)	I	P	Risk Rating	Lead for Risk Control Activities
				As a result: all staff feel assured of the actions that the Trust and their school are taking to keep them as safe as is possible in the workplace.				
Vulnerable staff are exposed to illness.	5	3	15	<ul style="list-style-type: none"> ➤ All secondary school students should undertake one on-site test on return to school after a period of social mixing over the holidays. All staff and students are also strongly encouraged to test twice a week using an LFD test and to report all results to the NHS and to their setting. ➤ All staff know the symptoms of COVID-19 (a new continuous cough, a high temperature, a loss of, or change in, your normal sense of taste or smell (anosmia)). ➤ Anyone with COVID-19 symptoms or a positive test result should stay at home and self-isolate immediately. They should follow the guidance <i>Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</i> https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection#exempt ➤ Anyone who has symptoms of COVID-19 should arrange to have a PCR test as soon as possible. This still applies even if they have received one or more doses of COVID-19 vaccine. <i>Confirmatory PCR tests following a positive lateral flow device (LFD) test result are to be temporarily suspended from Tuesday 11 January. This will mean that anyone who receives a positive LFD test result will be required to self-isolate immediately and will not be required to take a confirmatory PCR test.</i> ➤ People who are fully vaccinated, or children and young people aged between 5 and 18 years and 6 months, identified as a close contact of someone with COVID-19, should take an LFD test every day for seven days and continue to attend their setting as normal, unless they have a positive test result or develop symptoms at any time. Children under 5 are not being advised to take part in daily testing of close contacts. ➤ Even if you are vaccinated, you can still be infected with COVID-19 and pass it on to others. If you are identified as a contact of someone with COVID-19 but you are not required to self-isolate, you can help protect others by following the guidance on how to stay safe and help prevent the spread. As well as getting a PCR test, you may also consider: <ul style="list-style-type: none"> ➤ limiting close contact with other people outside your household, especially in enclosed spaces ➤ wearing a face covering in enclosed spaces and where you are unable to maintain social distancing ➤ limiting contact with anyone who has an underlying health condition as previously listed in the 'clinically extremely vulnerable' conditions. 	5	2	10	Headteacher Trust Group HR Manager School HR Assistants

Risk Description	I	P	Risk Rating	Risk Control(s)	I	P	Risk Rating	Lead for Risk Control Activities
				<ul style="list-style-type: none"> ➤ taking part in twice weekly LFD testing This advice applies while the person in your household with COVID-19 is self-isolating. ➤ A requirement that staff who are ill, and therefore not fit to work, stay at home ➤ Risk-assessments made for vulnerable staff with key recommendations for working expectations. ➤ Refer to pages 14 and 15 regarding staff with underlying health conditions. ➤ Staff who enter the third trimester (week 28) of pregnancy from the 1st August 2021 will continue to attend work onsite as per their normal working arrangements until they commence maternity leave. Consideration for home working will be given to pregnant staff who also have an underlying health condition as previously listed in the 'clinically extremely vulnerable' conditions. ➤ This will be considered by the Headteacher, supported by HR, using the individual COVID risk assessment and pregnancy risk assessment. ➤ Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms do not attend school. ➤ Clean hands thoroughly more often than usual ➤ Encourage good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach ➤ Enhanced cleaning embedded, including cleaning frequently touched surfaces often ➤ Where necessary, wear appropriate personal protective equipment (PPE), e.g. when working in close proximity to vulnerable pupils or administering first-aid ➤ Follow Government advice regarding PPE e.g. <i>where an individual child or young person becomes ill with COVID-19 symptoms while at school, and only if a distance of 2 metres cannot be maintained</i> ➤ <i>where a child or young person already has routine intimate care needs that involves the use of PPE. In which case the same PPE should continue to be used.</i> ➤ Share World Health Organisation video 'How to wear a fabric mask safely' with staff, parents, carers and pupils https://www.youtube.com/watch?time_continue=27&v=9Tv2BVN_WTk&feature=emb_log ➤ From 2nd January 2022, it is recommended that face coverings are worn in classrooms (and in communal areas) where pupils in year 7 and above are educated (this applies to staff, pupils and visitors, unless they are exempt). The advice on face coverings in classrooms will be in place until Wednesday 26th January 2022 at which point it will be reviewed. (The Trust recommends that face coverings are also worn by our Primary school staff (and adult visitors) in classrooms and communal areas.) ➤ Pupils or students (in year 7 or above) should continue to wear face coverings on public and dedicated school transport, unless they are exempt. ➤ Health advice continues to be that children in primary schools should not be asked to wear face coverings. 				

Risk Description	I	P	Risk Rating	Risk Control(s)	I	P	Risk Rating	Lead for Risk Control Activities
				<ul style="list-style-type: none"> ➤ Any areas where the member of staff has been will be vacated by others and 'deep-cleaned' ➤ Headteacher, or SLT member with delegated responsibility, will direct that staff member to go home, and will support with contacting next-of-kin and arranging transport, should they not be in a fit state to get themselves home. The most current Government health guidance will be adhered to. ➤ Where there is a positive coronavirus (COVID-19) confirmed case, the Headteacher, or SLT with delegated responsibility in the Headteacher's absence, will inform the local health protection team https://www.gov.uk/health-protection-team, the local authority and also their Executive Team link. ➤ The Headteacher will inform staff whenever a pupil or staff member goes home with COVID-19 symptoms and whenever a pupil or staff member has tested positive for COVID-19. ➤ Site Manager: Advice on rubbish which may have been contaminated and all waste that has been in contact with the staff member – including tissues placed in a plastic bag and tied, then placed in another plastic bag and tied. The bag is marked and stored in a safe place until results are available. If the test results are negative – to be put with normal waste. If positive, follow Public Health England advice. https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings ➤ Return to work health meeting' to evaluate whether the staff member is fit for work (physically and emotionally) and presents no risk to themselves or others. <p>As a result: Staff are fully informed of COVID-19 symptoms and understand reporting and supporting procedures so that risk of transmission is mitigated.</p>				
A member of staff contracts and/or spreads coronavirus due to not washing hands or not washing them adequately	5	3	15	<ul style="list-style-type: none"> ➤ Provide water, soap and drying facilities at wash stations. Provide sanitiser and paper towels at sanitising stations. ➤ Provide information on how to wash hands properly and display posters. ➤ Inform staff, prior to returning in September and regularly informally and formally, e.g. at staff briefings and via email, as to when and where they need to wash their hands. ➤ Regular checks of washing and sanitising facilities so that there is an adequate supply of washing/sanitising products ➤ Bins that are for the disposal of paper towels and tissues are flip-top pedal bins. ➤ Encourage staff to check their skin for dryness and cracking and tell them to report any problems to the headteacher of school HR Assistant. <p>As a result: Staff does not contract and/or spread coronavirus due to not washing their hands adequately.</p>	5	2	10	Headteacher Site Manager

Risk Description	I	P	Risk Rating	Risk Control(s)	I	P	Risk Rating	Lead for Risk Control Activities
A member of staff does not report that a member of their household has been confirmed positive for coronavirus	5	2	10	<ul style="list-style-type: none"> ➤ All staff understand the symptoms of COVID-19 and importance of reporting cases to the Headteacher or member of the leadership team. ➤ Remind staff about the importance of following government guidance e.g. if they have been fully vaccinated then they do not need to isolate but that they should have a PCR test. They are only then required to isolate if they themselves test positive. ➤ Since 22nd December 2021, self-isolation for people recording a positive COVID-19 PCR test result has been reduced to 7 days in most circumstances. Individuals may now take LFD tests on day 6 and day 7 of their self-isolation period. This also applies to children under 5, with LFD testing at parental/guardian discretion. If both these test results are negative, and you do not have a high temperature, you may end your self-isolation after the second negative test result and return to school on or after Day 7. See page 34 of this Risk Assessment for a diagram that explains isolation periods for positive cases). ➤ Reissue and remind staff to follow the sickness policy ➤ Site Manager to remind contractors to follow guidelines in accordance with Public Health England <p>As a result: The risk of staff transmitting virus reduced.</p>	5	2	10	Headteacher Trust Group HR Manager
A member of staff is concerned about travelling to work using public transport	4	3	12	<ul style="list-style-type: none"> ➤ Encourage staff that are able to walk, cycle or drive to work not to use Public Transport to decrease the demand for those services. This will allow those that need to use public transport to be able to do so whilst exercising social distancing. ➤ Listen to the member of staff's concerns, consider alternatives to the use of public transport e.g. cycling, walking or driving and guide the member of staff to the government website https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers#private-cars-and-other-vehicles <p>As a result: Members of staff feel assured about travelling to work.</p>	4	2	8	Headteacher Trust Group HR Manager School HR Assistants
Pupil Wellbeing								
There has been no appropriate consideration, and	4	3	12	<ul style="list-style-type: none"> ➤ Pastoral teams to contact parents/carers of vulnerable pupils to ascertain pupils' health, wellbeing, anxieties, family developments (including possible loss of family members), other challenges and/or positive developments. Information will be shared on a 'need to know basis' within strict safeguarding guidelines. ➤ Pupils encouraged to ask questions and share any anxieties. This 'intelligence' will be used by form tutors and the school on a 'need to know basis' to inform curriculum 	4	2	8	Headteacher Designated Safeguarding Lead

Risk Description	I	P	Risk Rating	Risk Control(s)	I	P	Risk Rating	Lead for Risk Control Activities
subsequent provision, for the mental health of pupils and the possible anxieties that they, and their parents, may have on returning to school.				<p>delivery, pedagogical approach, and social, health and/or wellbeing targeted support and intervention.</p> <ul style="list-style-type: none"> ➤ Trust approach embedded for the effective use of the COVID-19 Catch-Up Funding and subsidised National Tutoring Programme for schools to support mental health, social needs and bridge learning deficits acquired due to lockdown. <p>As a result: No pupil has physical, social, emotional or wellbeing barriers to accessing learning and a return to school.</p>				
Disadvantaged pupils, and others who may have subsequently fallen into that category due to parents losing employment / being furloughed, have barriers to access, learning and/or a safe environment.	3	3	9	<ul style="list-style-type: none"> ➤ During periods of full or partial school closure, the Trust will endeavour to provide a laptop and fast internet access to every pupil who does not currently have that provision. Priority will be given to disadvantaged pupils, vulnerable pupils, care leavers and pupils with a social worker. ➤ All families of Trust pupils will be subscribed to the National Free School Voucher Scheme, Local Authority equivalent or provided with Free School Meal packages from school. ➤ During periods of full or partial school closure, or those times when pupils are absent from school for any reason, all identified vulnerable pupils are regularly contacted, within a multi-agency approach, to support their safety and wellbeing. ➤ Financial support provided for families who need support with the purchase of new / additional uniform. ➤ Provision of food and resource packs to families who are struggling financially. ➤ Support for female pupils whose families may be struggling to purchase essential items such as sanitary products. ➤ Trust approach embedded for the effective use of the COVID-19 Catch-Up Funding and subsidised National Tutoring Programme for schools to support mental health, social needs and bridge learning deficits acquired due to lockdown. <p>As a result: No pupil has physical, social, emotional or wellbeing barriers to accessing learning and a return to school.</p>	3	2	6	Headteacher Designated Safeguarding Lead

Risk Description	I	P	Risk Rating	Risk Control(s)	I	P	Risk Rating	Lead for Risk Control Activities
The Parents and Pupils have not been adequately prepared to understand risk management, and adapted systems, structures, practices and expected behaviours.	4	3	12	<ul style="list-style-type: none"> ➤ Risk assessment available on the Trust and Schools websites and parents actively encouraged to read it and have a forum to raise questions. ➤ Parents are asked to encourage their pupils to walk or cycle to school. Where pupils must use public transport then parents are reminded that their child should wear a face covering whilst on public transport. ➤ Parents, carers and pupils informed of the most current guidance regarding face-masks. ➤ Reduce the need to share materials and resources and where this must occur then encourage cleaning routines to minimise the risk of virus transmission. Encourage or provide personal pupil stationery and work packs where possible. ➤ Sanitising stations at each entry/exit point to the school. ➤ Encourage parents not to come into school but to limit communications with the school to telephone and electronic communications. ➤ Encourage, and where appropriate financially support, parents to purchase additional items of uniform so that pupils can change and wash their clothes regularly. ➤ Advise parents that <ul style="list-style-type: none"> - School attendance is mandatory for all pupils of compulsory school age and it is a priority to ensure that as many children as possible regularly attend school. - The shielding programme has now ended. All children and young people previously identified as clinically extremely vulnerable (CEV) should attend their education setting unless they are one of the very small number of children and young people under paediatric or other specialist care who have been advised by their clinician or other specialist not to attend. ➤ Pupils who live with those who have an underlying health condition as previously listed in the 'clinically extremely vulnerable' conditions should attend as normal. <p>As a result: All pupils and all staff working with pupils are adhering to current advice.</p>	4	2	8	Academies Director Operations Director Headteacher Site Manager
During full or partial opening, some parents/carers are refusing to send their children into school	2	4	8	<ul style="list-style-type: none"> ➤ Determine the reason for the parent/carers' decision. (A small number of pupils will still be unable to attend in line with public health advice because they are self-isolating and have had symptoms or a positive test result themselves) Where this is the case, Dean Trust schools will endeavour to provide these pupils with access to remote education. ➤ Share the most pertinent sections of this Trust Risk Assessment Plan and/or the local School Risk Assessment Plan to inform the parent(s)/carer(s) of the actions that have been taken to mitigate risk ➤ Share the most updated Trust position on the wearing of face masks. ➤ Encourage a phased reintroduction where needed ➤ Sensitively explain that: the usual rules on school attendance have applied from 8th March 2021, including that it is the parents' duty to secure that their child attends 	2	3	6	

Risk Description	I	P	Risk Rating	Risk Control(s)	I	P	Risk Rating	Lead for Risk Control Activities
				regularly at school and it is the school's responsibility to record attendance and follow up absence (including the use of fixed penalty notices in line with local authorities' codes of conduct if needed). As a result: Parents feel assured about sending their children into school.				
Siblings at another school report unwell and family are confused as to the appropriate action they should take	4	3	12	<ul style="list-style-type: none"> Schools have the most recent government guidance, and this is distributed throughout the school community Updated advice from Public Health England can be sought https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection#exempt and the family informed immediately Communicate with families and reiterate the message of gaining advice from NHS 111 <p>As a result: families are clear and confident about what action to take.</p>	4	2	8	Exec Team Headteacher
The most vulnerable pupils e.g. with high learning and/or social needs do not want to return due to anxiety.	3	3	9	<ul style="list-style-type: none"> Key staff in school, under the direction and supervision of the Designated Safeguarding Lead and SENDCo, work with pupils, and remotely with the family, to listen to concerns, answer questions and alleviate fears. Risk assessments in place. Re-introduction learning and support plans produced in collaboration with the pupil and their parent/carer. DfE Guidance on working with children with SEND and guidance on risk assessment referenced. Promote internal and wider agencies/services to support parents and pupils. Trust approach embedded for the effective use of the COVID-19 Catch-Up Funding and subsidised National Tutoring Programme for schools to support mental health, social needs and bridge learning deficits acquired due to lockdown. <p>As a result: Vulnerable pupils' anxiety reduced and reach a level of confidence that they can return to school.</p>	3	2	6	Designated Safeguarding Lead SENDCO
Vulnerable pupils are exposed to illness.	5	3	15	<ul style="list-style-type: none"> All secondary school students should undertake one on-site test on return to school after a period of social mixing over the holidays. All staff and students are also strongly encouraged to test twice a week using an LFD test and to report all results to the NHS and to their setting. Anyone with COVID-19 symptoms or a positive test result should stay at home and self-isolate immediately. They should follow the guidance <i>Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</i> 	5	2	10	Headteacher Designated Safeguarding Lead SENDCO

Risk Description	I	P	Risk Rating	Risk Control(s)	I	P	Risk Rating	Lead for Risk Control Activities
				<p>https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection#exempt</p> <ul style="list-style-type: none"> ➤ Anyone who has symptoms of COVID-19 should arrange to have a PCR test as soon as possible. This still applies even if they have received one or more doses of COVID-19 vaccine. ➤ People who are fully vaccinated, or children and young people aged between 5 and 18 years and 6 months, identified as a close contact of someone with COVID-19, should take an LFD test every day for seven days and continue to attend their setting as normal, unless they have a positive test result or develop symptoms at any time. Children under 5 are not being advised to take part in daily testing of close contacts. ➤ All children and young people previously identified as clinically extremely vulnerable (CEV) should attend their education setting unless they are one of the very small number of children and young people under paediatric or other specialist care who have been advised by their clinician or other specialist not to attend. ➤ Pupils who live with someone who has an underlying health condition as previously listed in the 'clinically extremely vulnerable' conditions should continue to attend school as normal. ➤ Trust schools will provide remote education and pastoral support to pupils who are unable to attend school because they are complying with government guidance or legislation around coronavirus (COVID-19). ➤ School communicate appropriately with their most vulnerable pupils. ➤ Education Health Care Plans are updated and instruction from GPs followed. ➤ Pastoral Team identify the most vulnerable pupils from current medical information. ➤ Risk Assessments for vulnerable pupils identified as at greater risk, including users of wheelchairs and other physical aids. ➤ All staff understand the symptoms of COVID-19 and report to Headteacher or member of the leadership team should they suspect that a pupil has COVID-19 symptoms. ➤ Pupils strongly encouraged to attend unless shielding concerns. ➤ Where consent has been received, Trust secondary school staff and pupils continue with home Lateral Flow Device (LFD) testing. Primary staff will continue to have access to LFD home-testing kits. Secondary pupils will receive home test kits following two on-site LFD tests on their return to school in September 2021. <p>As a result: The risk of contracting coronavirus is reduced.</p>				

Risk Description	I	P	Risk Rating	Risk Control(s)	I	P	Risk Rating	Lead for Risk Control Activities
Guidelines in place but are not being followed by pupils in school	4	3	12	<ul style="list-style-type: none"> ➤ Responsibility of all staff, particularly the leadership team, to be 'Coronavirus Ambassadors' i.e. to actively encourage safe behaviours and practice and challenge and educate unsafe behaviours and practice. ➤ Posters and signage around the school as a constant conscious and unconscious reminder of expected behaviours and practice. ➤ Sanitising stations at each entry/exit point to the school and outside toilet areas as a minimum with safe waste disposal. ➤ Teachers reiterate expectations, e.g. 'Catch it, Bin it, Kill it' (for coughing and sneezing) and avoiding touching face with unwashed/un-sanitised hands. ➤ Coronavirus information is on the school website and updates sent to parents/carers via electronic school comms systems. ➤ Consult with pupil leadership groups to develop strategies that create greater consistency in safe behaviours and practice. ➤ Update behaviour expectations and policies and share with staff, pupils and parents/carers. ➤ Amend Behaviour policies to include a statement of the type "Due to the serious nature of COVID-19, any pupil whose behaviour places the health, safety and welfare of themselves, other pupils and/or staff at risk, will be excluded from school. The length of this exclusion will be dependent on the severity and impact of the behaviour, the remorse and assurances from the pupil that this behaviour will not be repeated and the impact that their return will have on themselves, other pupils and/or staff. During the pupil's period of exclusion, curriculum work will be provided and assessed remotely." <p>As a result: All pupils and all staff working with pupils are adhering to current advice.</p>	4	2	8	Headteacher Site Manager
A pupil contracts and/or spreads coronavirus due to not washing hands or not washing them adequately	5	3	15	<ul style="list-style-type: none"> ➤ Provide water, soap and drying facilities at wash stations. Provide sanitiser and paper towels at sanitising stations. ➤ Provide information to pupils and parents on how to wash hands properly. ➤ Display posters at toilets and wash/sanitising stations showing and explaining how to wash / sanitise hands properly. ➤ Inform pupils as to when and where they need to wash/sanitise their hands. Remind them to wash/sanitise their hands prior to entering the school building each morning and during the school day. ➤ Regular checks of washing and sanitising facilities so that there is an adequate supply of washing/sanitising products ➤ Bins that are for the disposal of paper towels and tissues are flip-top pedal bins. 	5	2	10	Headteacher Site Manager

Risk Description	I	P	Risk Rating	Risk Control(s)	I	P	Risk Rating	Lead for Risk Control Activities
				<ul style="list-style-type: none"> ➤ Encourage pupils to check their skin for dryness and cracking and tell them to report any problems to their tutor, Head of Year, member of the safeguarding team, First-Aider or the school nurse (where the school has one). <p>As a result: The risk of a pupil contracting and/or spreading coronavirus (COVID-19) is significantly reduced.</p>				
<p>A pupil develops Coronavirus symptoms whilst on-site.</p> <p>A pupil has an accident on-site.</p>	3	3	9	<ul style="list-style-type: none"> ➤ All staff understand the symptoms of COVID-19 and report to Headteacher or member of the leadership team. ➤ All pupils understand most current face-covering guidance for schools. ➤ minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms do not attend school. ➤ Clean hands thoroughly more often than usual. ➤ Encourage good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach. ➤ Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach. ➤ All rooms in use will be kept well ventilated. ➤ Where necessary, wear appropriate personal protective equipment (PPE) ➤ First-Aider called and all First- Aiders trained to be able to support this pupil in the first instance. ➤ The Head of Year, Pupil Support Manager or nominated adult will contact the pupil's parent/carer to inform them of their child's condition and ask them to come to collect them. <p>Whilst a pupil has only symptoms, no further action will be taken or information shared with any other parents, pupils or siblings in the school at that point.</p> <p>When the school contacts the parent/carer to inform them that one of their children has symptoms and that they need to collect them from school, the parent/carer will also be informed that they should take their child to be tested for COVID-19. It should be explained to the parent/carer that should their child be tested positive for COVID-19, then it is the parent's/carer's responsibility to:</p> <ol style="list-style-type: none"> Inform the school Self-isolate the child and that they should follow the 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance <ul style="list-style-type: none"> ➤ Since 22nd December 2021, self-isolation for people recording a positive COVID-19 PCR test result has been reduced to 7 days in most circumstances. Individuals may now take LFD tests on day 6 and day 7 of their self-isolation period. This also applies to children 	3	3	9	Headteacher Site Manager

Risk Description	I	P	Risk Rating	Risk Control(s)	I	P	Risk Rating	Lead for Risk Control Activities
				<p>under 5, with LFD testing at parental/guardian discretion. If both these test results are negative, and you do not have a high temperature, you may end your self-isolation after the second negative test result and return to school on or after Day 7. See page 34 of this Risk Assessment for a diagram that explains isolation periods for positive cases).</p> <p>Where there is a positive coronavirus (COVID-19) confirmed case, the Headteacher, or SLT with delegated responsibility in the Headteacher's absence, will inform the local health protection team https://www.gov.uk/health-protection-team, the local authority and also their Executive Team link.</p> <ul style="list-style-type: none"> ➤ The Headteacher will inform staff whenever a pupil or staff member goes home with COVID-19 symptoms and whenever a pupil or staff member has tested positive for COVID-19. ➤ Until the parent/carer of the pupil with coronavirus symptoms arrives, the pupil will be moved to a nominated clean and ventilated safety room (First-Aid room or similar) and a 2 metre+ distance will be maintained from all other staff and pupils. ➤ Social distancing may need to be breached in the case of an emergency which requires close proximity assistance or contact. First-aider trained and supplied with PPE (minimum 3-ply mask, apron and gloves) in this circumstance. ➤ Deep clean of safety room once evacuated. ➤ Site Manager: Advice on rubbish which may have been contaminated and all waste that has been in contact with the pupil – including tissues placed in a plastic bag and tied, then placed in another plastic bag and tied. The bag is marked and stored in a safe place until results are available. If the test results are negative – to be put with normal waste. If positive, follow Public Health England advice. <p>As a result: The risk of transmitting virus is reduced.</p>				
There has been no appropriate consideration and provision to support pupils to return to formal structures	3	3	9	<ul style="list-style-type: none"> ➤ Pastoral teams, including tutors, to contact parents/carers to ascertain pupils' health, wellbeing, anxieties, family developments (including possible loss of family members), other challenges and/or positive developments. Information will be shared on a 'need to know basis' within strict safeguarding guidelines. ➤ Pupils are encouraged to ask questions and share any anxieties. This 'intelligence' will be used by form tutors and the school on a 'need to know basis' to inform curriculum delivery, pedagogical approach, and social, health and/or wellbeing targeted support and intervention. 	3	2	6	Headteacher Designated Safeguarding Lead SENDCO

Risk Description	I	P	Risk Rating	Risk Control(s)	I	P	Risk Rating	Lead for Risk Control Activities
and behaviours following an extended period out of school. This is particularly pertinent to the most vulnerable pupils.				As a result: Pupils are cooperative, understand and practice safe behaviours. Pupils know that they are valued and that their achievements and anxieties have been listened to.				
Continuity in on-site education for pupils is adversely impacted by pupils having to self-isolate.	4	4	16	<ul style="list-style-type: none"> ➤ People who are fully vaccinated, or children and young people aged between 5 and 18 years and 6 months, identified as a close contact of someone with COVID-19, should take an LFD test every day for seven days and continue to attend their setting as normal, unless they have a positive test result or develop symptoms at any time. Children under 5 are not being advised to take part in daily testing of close contacts. ➤ For those pupils needing to self-isolate because they have symptoms of COVID-19 and/or have tested positive for COVID-19, will be provided with high quality remote education including a blend of posted activities, pre-recorded lessons and live teaching. Participation will be closely monitored and robust systems are embedded to contact and support pupils not fully engaging. <p>As a result: disruption to pupils' school attendance and learning will be minimised.</p>	4	3	12	Headteacher
Curriculum / Teaching & Learning								
The school cannot facilitate the delivery of the full curriculum due to site and/or staffing	3	4	12	<ul style="list-style-type: none"> ➤ For the academic year 2021/22, there is no longer a requirement to 'zone' and 'bubble' pupils. This means that any previous restrictions on curriculum delivery can be removed, assemblies can resume, and arrangements to avoid mixing at lunch are no longer required. ➤ National vaccination programme reduces the risk of transmission and related illness amongst adults and therefore reduces the risk of staff not being fit for work. ➤ The sharing of resources within and across year groups is permitted although cleaning routines should be encouraged after use. 	3	2	6	Operations Director Academies Director Headteacher

Risk Description	I	P	Risk Rating	Risk Control(s)	I	P	Risk Rating	Lead for Risk Control Activities
restrictions and/or government guidance in response to the COVID-19 pandemic.				<ul style="list-style-type: none"> ➤ Schools have the flexibility to decide how physical education, sport and physical activity will be provided whilst following the measures in their system of controls. Pupils should be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided. Outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene. ➤ In considering what team sports can be offered, those whose national governing bodies have developed guidance under the principles of the government's guidance on team sport and been approved by the government are permitted. Schools must only provide team sports on the list available at return to recreational team sport framework. https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/return-to-recreational-team-sport-framework ➤ From 29th March 2021, outdoor competition between different schools can take place. ➤ Domestic non-residential visits are permitted in line with relevant COVID-19 guidance and regulations and risk assessments should be undertaken. Domestic residential educational visits can be undertaken from 17th May 2021. ➤ The Government recommends schools do not go on any international visits this academic year up to and including 5th September 2021. ➤ Indoor wraparound and other extra-curricular activities are permitted. ➤ Breakfast and after-school provision - schools should be working to resume all their breakfast and after-school provision. ➤ Peripatetic teachers - schools can engage peripatetic teachers, including staff from music education hubs. Peripatetic teachers can move between schools but schools should consider how to minimise the number of visitors where possible. Peripatetic teachers will be expected to comply with arrangements for managing and minimising risk. To minimise the numbers of temporary staff entering the premises, and secure best value, schools could consider using longer assignments with peripatetic teachers and agree a minimum number of hours across the academic year. ➤ If work/books/assessments (paper or cardboard) have been in quarantine for 24 hours then teachers are allowed to take the work home to mark. The work must then be in quarantine for a further 24 hours before returning to pupils. ➤ If work/books/assessments (including mock examinations) have not been in quarantine for 24 hours then teachers should only mark on site with sanitisation processes in place (including the strong recommendation to wear disposable plastic gloves). ➤ Consider whether Safeguarding teams require additional time and capacity to identify and support an increasing number of pupils who may now be vulnerable. 				

Risk Description	I	P	Risk Rating	Risk Control(s)	I	P	Risk Rating	Lead for Risk Control Activities
				<ul style="list-style-type: none"> ➤ Staff are encouraged and provided with ongoing professional development so that the best-practice developed around remote learning is not lost: pupils who are shielding, isolating or have other barriers to access are given remote learning activities that replicate (as far as is possible) what is being delivered in class. You may consider using staff to deliver 'live' or 'recorded' lessons to these pupils. <p>As a result: All schools will be able to deliver the full curriculum.</p>				
The school is not able to facilitate onsite events that support transition and promote the school to prospective pupils and their parents and carers.	2	4	8	<ul style="list-style-type: none"> ➤ Transition Days, Taster Days and Open Days - can now take place, subject to robust risk assessments, ensuring they are run in line with a school's system of controls and government guidance. <p>As a result: All schools will be able to deliver onsite transition and marketing events.</p>	2	2	4	Headteacher
There has been no appropriate consideration and planned provision to support pupils with acquired knowledge deficits through loss of learning, in addition to the	3	3	9	<ul style="list-style-type: none"> ➤ During full or partial closure, or for when pupils are isolating, schools have systems in place to monitor and assess pupil engagement and learning for remote and on-site education. Intervention will be provided to support and/or challenge those pupils who are not engaging and/or producing work which is not reflective of their ability and capability. ➤ Pastoral teams conduct pre-return contact with parents/carers to ascertain pupils' health, wellbeing, anxieties, family developments (including possible loss of family members), other challenges and/or positive developments (e.g. social or academic progress) during periods of full or partial closure, or during periods when a pupil has needed to isolate. Information will be shared on a 'need to know basis' within strict safeguarding guidelines. ➤ Once initial induction to the school has taken place, following full or partial closure, to re-baseline pupils in terms of knowledge and skill retention in each subject in order to inform teaching and learning provision and intervention. This is particularly pertinent to disadvantaged pupils and vulnerable pupils who were already progressing at a slower pace than their peers prior to full or partial school closure. ➤ One-to-one/small group withdrawal academic 'catch-up' sessions for pupils on site. 	3	2	6	Headteacher

Risk Description	I	P	Risk Rating	Risk Control(s)	I	P	Risk Rating	Lead for Risk Control Activities
consideration of those pupils who may have advanced in their learning in particular subject areas, whilst working at home.				<ul style="list-style-type: none"> ➤ Targeted online support for pupils identified at risk of engagement with online resources. ➤ Increased use of secure remote access to 'live' and/or 'pre-recorded' teaching. ➤ Support is made available for pupils with SEND, for example by deploying teaching assistants and enabling specialist staff from both within and outside the school to work with pupils in different classes or year groups. ➤ Trust approach embedded for the effective use of the COVID-19 Catch-Up Funding and subsidised National Tutoring Programme for schools to support mental health, social needs and bridge learning deficits acquired due to lockdown. ➤ A Remote Learning Trust Improvement Partnership established to embed consistent high-quality online learning provision for those pupils unable to attend any of our Trust schools due to, for example, illness and/or self-isolation. <p>As a result: Teachers are able to support pupils and, on return to the full opening of schools, deliver a recovery curriculum to bridge acquired learning deficits whilst being mindful and planning for pupils who have made significant progress in their remote learning and require further challenge.</p>				
Pupils knowledge and skills gaps, acquired during full or partial school closure, have not been accurately identified and appropriate intervention embedded.	4	3	12	<ul style="list-style-type: none"> ➤ On return to school following full or partial closure of school, evaluation of progress made during absence via remote learning. ➤ Baseline assessments by all subjects identify knowledge and skills gaps. ➤ On return to the full opening of schools, teaching time should be prioritised to address the most significant gaps in pupils' knowledge. Schools should ensure that curriculum planning is informed both by an assessment of pupils' starting points and gaps in their knowledge, and an understanding of what is the most critical content to support their progression. ➤ COVID-19 Catch-up funding utilised to bridge knowledge and skills gaps for pupils in all year groups. <p>As a result: As a result, the Trust will have taken reasonable steps to accurately identify gaps in learning and provide targeted support within and beyond timetabled lessons to support the pupil to address acquired learning deficits.</p>	4	2	8	Headteacher

Risk Description	I	P	Risk Rating	Risk Control(s)	I	P	Risk Rating	Lead for Risk Control Activities
Useful DfE website links:								
Schools COVID-19 operational guidance https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance								
Guidance for people previously considered clinically extremely vulnerable from COVID-19 - Updated 28 September 2021 Guidance for people previously considered clinically extremely vulnerable from COVID-19 - GOV.UK (www.gov.uk)								
Protect vulnerable workers during the coronavirus (COVID-19) pandemic (Health & Safety Executive) https://www.hse.gov.uk/coronavirus/working-safely/protect-people.htm								
Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection - Updated 13 August 2021 (Various languages) https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance								
COVID-19: cleaning in non-healthcare settings outside the home https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings								
Coronavirus (COVID-19): safer travel guidance for passengers https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers#private-cars-and-other-vehicles								
What parents and carers need to know about early years providers, schools and colleges during COVID-19 https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak								
Actions for schools during the coronavirus outbreak https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak								
Finding your local health protection team https://www.gov.uk/health-protection-team								
Providing school meals during the coronavirus (COVID-19) outbreak https://www.gov.uk/government/publications/covid-19-free-school-meals-guidance								
World Health Organisation video 'How to wear a fabric mask safely' with staff, parents, carers and pupils https://www.youtube.com/watch?time_continue=27&v=9Tv2BVN_WTk&feature=emb_logo								
Supporting your children's remote education during coronavirus (COVID-19) https://www.gov.uk/guidance/supporting-your-childrens-education-during-coronavirus-covid-19								

Examples of when to end self-isolation if you have had COVID-19 symptoms or have received a positive COVID-19 test result

