

Coronavirus Risk Reduction Assessment – September 2021

This risk assessment and control document is a template and has been used to assess potential risks and identify any control methods. This document has been put together using a 5x5 matrix of a 'Likelihood' against 'Severity'. It is recognised that although control measures can change the 'likelihood' of an event occurring, this may not reduce the 'severity' of an event. You should aim to reduce risks 'so far as reasonably practicable'.

Completed risk assessment forms should be saved for reference. Each updated version should be saved with a new Version number.

The product of **severity** and **likelihood** provides an action level, as shown in the tables below: -

Matrix: -

Likelihood (L):					
Certain 5	Very Low	Medium	High	Very High	Very High
Very Likely 4	Very Low	Low	Medium	High	Very High
Probable 3	Acceptable	Very Low	Low	Medium	High
Possible 2	Acceptable	Very Low	Very Low	Low	Medium
Unlikely 1	Acceptable	Acceptable	Acceptable	Very Low	Very Low
Severity (S):	Insignificant	Minor	Moderate	Major	Death
	1	2	3	4	5

Action Level:-

L x S Score	20-25	Very High – Stop activity immediately
	15-19	High – Action required in 1 day
	10-14	Medium – Action required in 1 week
	7-9	Low – Action required in 3 months
	4-6	Very Low - Minimal action required, consider controls where possible
	1-3	Acceptable – no action required

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Unity Schools Partnership Guidance for all schools including The Bridge School Introduction

Schools operating safely during the pandemic risk assessment.

This risk assessment is updated in the light of feedback, experience and guidance. Trade unions and staff are invited to comment and this is being made public via the school's website. The Department for Education's guidance is at

[Actions for schools during the coronavirus outbreak - GOV.UK \(www.gov.uk\)](#) (updated August 2021)

[In addition, guidance for specialist settings can be found at:](#)

[Special schools and other specialist settings: coronavirus \(COVID-19\) - GOV.UK \(www.gov.uk\)](#) (updated August 2021)

Attending school is vital for children's education and for their wellbeing. Time out of school is detrimental for children's cognitive and academic development, particularly for disadvantaged and vulnerable children.

The risk to children themselves of becoming severely ill from coronavirus (COVID-19) is very low and there are negative health impacts of being out of school. We know that school is a vital point of contact for public health and safeguarding services that are critical to the wellbeing of children and families. There is no evidence that children transmit the disease any more than adults, and no evidence that staff in education settings are at any greater risk of fatal outcomes than many other occupations.

Public Health England endorses a 'system of controls' that are a hierarchy of protective measures that have been in use throughout the coronavirus (COVID-19) pandemic. When implemented in line with a revised risk assessment, Government advice is that these measures create an inherently safer environment for children and staff where the risk of transmission of infection is substantially reduced.

The Bridge School is a modern building with excellent ventilation; the school will maintain high levels of social distancing and hygiene control. Testing is key.

REPORTING CONCERNS: vigilance is everyone's business. If any member of staff or professional partner, parent or visitor, sees behaviour or physical aspects of the school that they feel require improvement to ensure COVID security is maximised, they are encouraged to contact one of the DSLs / ADSLs or any member of the school Leadership team as soon as possible, either anonymously or otherwise.

Key changes (Summary)

There are some measures that were in place in our school that will no longer be the case from the start of the autumn term 2021:

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- the Department for Education no longer recommend that it is necessary to keep children in consistent groups ('bubbles'); this means that bubbles will not need to be used from the autumn term
- assemblies can resume
- we no longer need to make alternative arrangements to avoid mixing at lunch
- schools no longer carry out contact tracing with close contacts now being identified via NHS Test and Trace
- children under the age of 18 years old will no longer be required to self-isolate if they are contacted by NHS Test and Trace as a close contact of a positive COVID-19 case - instead, children will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test – so, there will be no more all in a bubble having to miss school and self- isolate
- staff that have had two vaccinations and are contacted by track and trace as a close contact of a positive COVID-19 case are advised to have a PCR test but do not have to self-isolate
- the Government has removed the requirement to wear face coverings in law but expects and recommends that they are worn in enclosed and crowded spaces where there is contact with people who do not normally meet - this includes public transport and dedicated transport to school. We require school staff and visitors to wear masks in public areas, as before. We are also asking staff to wear masks if they have a cold.
- while social distancing measures have now ended in the workplace, and it is no longer necessary for the Government to instruct people who can work from home to do so, we are asking our staff and visitors to observe social distancing in public areas, both inside and outside, as much as practically possible.

Control measures

There are four key areas where more detail is provided below:

1. Ensure good hygiene for everyone.
2. Maintain appropriate cleaning regimes.
3. Keep occupied spaces well ventilated.
4. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.

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1. Ensure good hygiene for everyone

- Hand hygiene - Frequent and thorough hand cleaning should now be regular practice. We will continue to ensure that pupils clean their hands regularly. This can be done with soap and water or hand sanitiser
- Respiratory hygiene - The 'catch it, bin it, kill it' approach continues to be very important (the [e-Bug COVID-19 website](#) contains free resources for you, including materials to encourage good hand and respiratory hygiene)
- Use of personal protective equipment (PPE) - Most staff in schools will not require PPE beyond what they would normally need for their work. The guidance on the [use of PPE in education, childcare and children's social care settings](#) provides more information on the use of PPE for COVID-19.

2. Maintain appropriate cleaning regimes

Our cleaning schedule includes daily cleaning of all areas and equipment, with a particular focus on frequently touched surfaces, using the Public Health England guidance on the [cleaning of non-healthcare settings](#).

3. Keep occupied spaces well ventilated

When the school is in operation, it is important to ensure it is well ventilated and that a comfortable teaching environment is maintained.

We have looked at any poorly ventilated spaces and taken steps to improve fresh air flow in these areas. We will give particular consideration when holding events where visitors such as parents are on site, for example, school plays.

Our ventilation is adjusted to increase the ventilation rate wherever possible and checked to confirm that normal operation meets current guidance and that only fresh outside air is circulated. Where systems cannot be adjusted to full fresh air, then systems will be operated as normal as long as they are within a single room and supplemented by an outdoor air supply.

Where possible, opening external windows improves natural ventilation, and opening internal doors (and some external opening doors) also assists with creating a throughput of air.

We will use the CO₂ monitors that it has recently been announced by the Department for Education that will be provided to all schools so that staff can identify where ventilation needs to be improved.

4. Following public health advice on testing, self-isolation and managing confirmed cases of covid-19

The main symptoms of coronavirus (COVID-19) are:

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- a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- a loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

Schools no longer carry out contact tracing. Close contacts of those testing positive are now identified via NHS Test and Trace. NHS Test and Trace will work with the positive case and/or their parent to identify close contacts. Contacts from a school will only be traced by NHS Test and Trace where the positive case and/or their parent specifically identifies the individual as being a close contact. This is likely to be a small number of individuals who would be most at risk of contracting COVID-19 due to the nature of the close contact. Schools may be contacted in exceptional cases to help with identifying close contacts, as currently happens in managing other infectious diseases. Where local public health asks us for support and suggest communications to parents or staff, we will fully cooperate with such requests.

Individuals are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, and any of the following apply:

- they are fully vaccinated
- they are below the age of 18 years and 6 months
- they have taken part in or are currently part of an approved COVID-19 vaccine trial
- they are not able to get vaccinated for medical reasons

Instead, they will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a [PCR test](#). We encourage all individuals to take a PCR test if advised to do so, and to be more cautious about mixing whilst waiting the result.

- Staff who do not need to isolate, and children and young people aged under 18 years 6 months who usually attend school, and have been identified as a close contact, should continue to attend school as normal.
- 18-year-olds will be treated in the same way as children until 6 months after their 18th birthday, to allow them the opportunity to get fully vaccinated. At which point, they will be subject to the same rules as adults and so if they choose not to get vaccinated, they will need to self-isolate if identified as a close contact.
- Where a member of the trust central team is a contact of a positive case, they will take greater care than usual when visiting schools if they are not required to self-isolate, such as holding meetings with social distancing and avoiding classrooms and the staff room.

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- When an individual develops covid-19 symptoms or has a positive test, pupils, staff and other adults should follow public health advice to self-isolate - self-isolation is when you do not leave your home because you have or might have coronavirus; no one should come into school if they have symptoms, have had a positive test result or there are 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 the school develops covid-19 symptoms, however mild, they will be sent for a PCR Test and they should follow public health advice. Not all coughs will be covid-19.
- Everyone with symptoms should avoid using public transport and, wherever possible, be collected by a member of their family or household to return home.
- If a pupil is awaiting collection, they should be placed in a room separate from other children. A window should be opened for fresh air ventilation if possible. Appropriate PPE should also be used if close contact is necessary. Any rooms they use should be cleaned after they have left.
- In most cases, parents and carers will agree that a pupil with symptoms should not attend the school, given the potential risk to others. If a parent or carer insists on a pupil attending, we can take the decision to refuse the pupil if, in our reasonable judgement, it is necessary to protect other pupils and staff from possible infection with COVID-19. Any such would need to be carefully considered in light of all the circumstances and current public health advice.
- Asymptomatic testing - as pupils will potentially mix with lots of other people during the summer holidays, all secondary school aged pupils will be offered two on-site lateral flow device (LFD) tests, 3 to 5 days apart, on their return in the autumn term – parents have been informed of these schedules and of the resulting phased return of the different year groups.
- **Suffolk County Council is aiding special schools where help is needed with administering tests**
- All staff and all pupils to Year 6 -11 are asked to use home testing kits test twice weekly at home until the end of September, when this will be reviewed.
- Staff and pupils with a positive LFD test result should self-isolate. They will also need to get a free PCR test to check if they have COVID-19 via [Get a free PCR test to check if you have coronavirus \(COVID-19\) - GOV.UK \(www.gov.uk\)](https://www.gov.uk/get-a-free-pcr-test-to-check-if-you-have-coronavirus-covid-19); whilst awaiting the PCR result, the individual should continue to self-isolate; if the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the individual can return to school, as long as the individual doesn't have COVID-19 symptoms.
- Where children or staff have been in close contact (including being in the same household) with someone who has tested positive, they are not expected to isolate or to stay away from school but are expected to take a PCR test. In addition to this, in our school for initially until October half-term we are expecting the following additional measures to look to reduce the spread of the virus:

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- as well as taking the PCR test, the child or member of staff who has been in close contact with someone who has tested positive is asked also to take a lateral flow test whilst waiting for a PCR test
- if the lateral flow test is positive they will follow guidance and will isolate until the result of the PCR test is known
- as per the guidance children and members of staff are expected to stay away from school if they have any symptoms of covid-19, take a PCR test and not return unless the PCR test result comes back negative
- where a family is concerned that an asymptomatic child is likely to be positive due to being a close contact before a test result is confirmed, schools will be sympathetic to a child not attending school for a day or two whilst awaiting the test result

Outbreak management plan

This outlines how our school will operate if any of the measures described below are recommended by Government or Public Health England for our area, or if any of these thresholds are reached:

- For special schools, 2 pupils and/or 2 staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period

We consider close mixing to include:

- all in a single group
- a friendship group who often play together
- staff and children taking part in the same activity session together
- a class, form group or subject class
- a friendship group mixing at breaktimes
- a tutor offering one-to-one tuition to a child, or to multiple children at the same time

At the point of reaching a threshold, we will review and reinforce the testing, hygiene and ventilation measures already in place and consider:

- whether anymore activities could take place outdoors, including exercise, assemblies, or classes
- any additional ways to improve ventilation indoors, where this would not significantly impact thermal comfort
- one-off enhanced cleaning focussing on touch points and any shared equipment

We will seek additional public health advice from the DfE helpline (0800 046 8687, option 1) local public health, and consider the extent to which we additional actions should be taken because it is assessed that transmission is likely to be occurring in the schools. These actions could include:

- strengthened communications to encourage students to undertake twice weekly rapid asymptomatic home testing and reporting
- reinstating on-site rapid LFD testing in secondary schools for a two-week period to encourage uptake of twice weekly testing
- increased frequency of testing

We would limit:

- residential educational visits
- open days
- transition or taster days

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- parental attendance
- performances

In extreme cases, and as a last resort where all other risk mitigations have not broken chains of in-school transmission, the school may be advised to introduce short-term attendance restrictions, such as sending home a class or year group - remote learning would then be provided for all pupils well enough to learn from home. On-site provision for highly vulnerable children and the children of critical workers will be maintained if at all practically possible and if it can be done so safely for those children.

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The Bridge School Specific Risk Reduction Assessment

a/ Premises/Health and Safety

Hazard/Risk	Concern:	Likelihood 1 - 5	Severity 1 - 5	Rating (P x S)	Control Measures:	Likelihood	Severity	Rating:
1	Response to Infection				<ul style="list-style-type: none"> • Most staff at The Bridge School have been double vaccinated. Those who are not are strongly encouraged to receive the vaccination or wear PPE (masks specifically) at all times. • If someone receives an alert from the NHS Track and Trace App, or is living with someone who has tested positive, they will immediately take a PCR Test and will remain/return to school, unless a positive result is received. In this situation they will isolate for 5 days and repeat a PCR Test. * Applies to fully vaccinated: unvaccinated staff should seek additional advise from the school office. • We will encourage all pupils offered the vaccination to take up the offer. 			

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2	<p>Lateral Flow Testing: Asymptomatic cases comprise up to a third of all coronavirus (COVID-19) cases, and rapidly identifying and containing them will help stop individuals who carry the infection unknowingly spreading it.</p> <p>Pupils are likely to become distressed and it will be impossible to gain a sample to be tested.</p> <p>Pupils may demonstrate dangerous behaviour towards members of staff supporting them.</p> <p>Visitors to satisfy testing requirements and wear PPE to prevent infection being brought into the setting</p>	5	4	20	<ul style="list-style-type: none"> • Rapid testing using Lateral Flow Devices (LFD) support the identification of people who are infectious but do not have any coronavirus (COVID-19) symptoms. Those who test positive should immediately take a PCR Test. If negative, staff may return immediately to school. • School staff are required to take 2 home LFD tests per week (Sunday and Wednesday evenings). • All pupils that are able in Years 6 to 11, will be tested twice, with 3 days in between, on return to school. * Parental permission will be obtained. • The lateral flow devices used have received regulatory approval from the MHRA for self-use. Home test kits will be available for all staff on return. • No child or young person will be tested unless informed consent has been given by the appropriate person and the child and young person is not distressed by the process. No child will be forced to complete a test. • Any visitors to the school carry out a lateral flow test prior to arrival and are asked to wear face coverings, and any other appropriate PPE. 	2	2	4
3	<p>Use of shared toilets – difficulties to maintain social distancing</p> <p>Risk: Health and hygiene, spread of any virus</p>	5	4	20	<ul style="list-style-type: none"> - Toilet areas are designated to certain classes, photographs of pupils using each toilet area displayed on doors as a visual reference - Increased daily cleaning of personal care areas throughout the day: responsibility of classroom staff with additional, centralised cleaning to support. - Changing plinths and hoists, where used, wiped after every use – cleaning anti-bacterial wipes 	2	1	2

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					<p>available in every personal care area (kept safely out of children's reach): responsibility of classroom staff.</p> <ul style="list-style-type: none"> - Designated and scheduled use of the toilet area where possible. This is not always possible in our setting but will be monitored to ensure that the toilets do not become overcrowded – adult supervision will ensure this is adhered to, and reduce the risk of cross contamination as far as is reasonably practicable - All pupils to wash their hands with soap and warm water after using the toilet, posters and visual schedules in all rooms to reinforce expectations – mobile stools are available for those pupils who may not be able to reach the sink, for independence - Communicate with parents to reinforce expectations at home 			
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4	Parents lack of confidence and refusal to send children to school due to safety concerns	3	3	9	<ul style="list-style-type: none"> - Frequent communication – co-ordinated messages sent to all parents via ParentMail, welfare contacts made regularly to those families not attending – phone calls and home visits - Opportunities for families to share concerns - All information shared to families regularly - Processes and procedures shared with all families including what would happen in the event of a COVID 19 case being identified/symptoms shown - 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. Where a child is required to self-isolate or quarantine because of covid-19 in accordance with relevant legislation or guidance they are recorded as: <ul style="list-style-type: none"> - code X (not attending in circumstances related to covid-19) - code I (illness) - where they are unable to attend because they have a confirmed case of covid-19 - for pupils abroad who are unable to return, code X is unlikely to apply - in some specific cases, code Y (unable to attend due to exceptional circumstances) will apply - Travel and quarantine - Parents travelling abroad should bear in mind the impact on their child's education which may result from any requirement to quarantine or isolate upon return, and avoid any travel that may be likely to involved reduced school attendance 	2	1	2
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5	Start and end of days; hand washing and movement around the school	5	4	20	<ul style="list-style-type: none"> - ALL pupils, and staff, access classrooms by an outside route as far as possible, and enter via outside areas - Class walks are organised to avoid minimal contact – ropes are used rather than holding hands and children have a designated marked space on the rope. Hands are washed on return from all walks. Classes walk in the same direction (clockwise) to avoid close contact with others On arrival, staff will try to keep as much distance as possible with other adults during the transfer of students, but the safety of students will come first. Adults delivering children are asked to stay away from the doors and away from each other and to wear masks - Children should wait in their vehicles until they are invited to come into school to avoid contact / crowding. - Children will then be required to sanitise their hands at the entrance before going straight to their designated areas to wash their hands with soap and water. They too will be asked to wash their hands several times a day. - Staff will follow the same routine at pick up times – taking children directly to vehicles/parents who are asked to wait by their vehicle - No parents/bus staff will access the school building when dropping off/collecting pupils 	2	1	2
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6	Door handles – Constantly and repeated touch by pupils and staff	3	3	9	<ul style="list-style-type: none"> - Staff will wear face coverings in all public areas, outside areas, during transport duties and when in and/or around the swimming pool. - When entering rooms, door handles will be wiped frequently by classroom staff and by cleaners. Staff can wear gloves if they feel safer doing so. - Staff will be predominantly based in own classroom with designated personal care area and handles will be wiped and cleaned on a regular basis (both inside and outside handles) and also by classroom staff after each use. 	2	1	2
7	Emergency Evacuation	3	3	9	<ul style="list-style-type: none"> - Fire drill evacuation procedures revisited and reconsidered to ensure maximum safety - PPE to be kept in classrooms so this can be accessed when evacuating to a shared area with larger groups of people: Masks to be worn during evacuation and when gathered in groups outside. - While Covid 19 awareness permeates all school procedures, in the event of a fire evacuation, fire safety will take precedence over social distancing and any means possible will be employed to ensure the safe evacuation of pupils and staff 	2	1	2

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8	Infection transfer around the building: Cleaning	3	3	9	<ul style="list-style-type: none"> - Site Staff to tour school repeatedly throughout the school day to ensure regular and routine cleaning. - Any requests to be made by staff by placing a note on the classroom door where extra cleaning could be required/supplies re-stocked - Cleaners and/or Site Staff can be called to attend any room for additional cleaning as and when needed 	2	1	2
9	Children sent into school who are unwell	4	4	16	<ul style="list-style-type: none"> - Clear guidance for parents given on indicators and actions if child unwell. - Normal absence procedures are adhered to and monitored. - If displaying COVID 19 symptoms, child will be isolated in designated area and parents called to collect - In the event that a parent cannot drive, the child will remain in school in the designated area until alternative arrangements can be made (for example: a family member can collect) - Parents should arrange for a PCR test for the child displaying symptoms * accepting there may be challenges associated with a given child's disability. 	2	2	4
10	PPE use inc gloves and face coverings – safety. What is mandatory?	3	3	9	<ul style="list-style-type: none"> - The Bridge School provide PPE to all staff who require it and staff must wear this in all shared areas - corridors/reception/personal care areas. Hand sanitiser and washing hands must be completed regularly and all classrooms have running water and soap provided to do this. Gloves are optional except in the provision of 	2	1	2

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					<p>personal care needs – gloves/aprons and face coverings are mandatory for all intimate personal care needs</p> <ul style="list-style-type: none"> - PPE can be removed when in classroom provided staff are fully vaccinated and with the agreement of the whole class staff. Stay may choose to wear masks if they wish. - Staff will work with pupils 'face to face' where it is necessary for effective teaching and learning support - Pupils from Years 7 and upwards are encouraged and permitted to wear masks, if they wish, on their journeys to school, on any trips in vehicles and in public spaces around the school (not mandatory). - Any staff member who has a cold should wear a mask as frequently as is practically possible while at work. - Staff must use the telephone system to contact those staff based in offices and other classrooms rather than visit. No meetings will be held in small offices areas. In all meetings, face coverings will be worn by all. 			
11	Use of school mini-bus and walking trips into the community	4	4	16	<ul style="list-style-type: none"> - Some school trips out using the school mini-bus will take place from September and be under constant review. Staff should wear masks when travelling. Some walking trips to outside venues or approved spaces, such as the local library, will recommence and be constantly reviewed. <p>Parental permissions to be sought for all out-side school travel to a venue / destination must be obtained (COVID specific rather than just the normal trip authorisation).</p>	1	1	1

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12	Inability to maintain social distancing – first aid/personal care/pupil support	4	4	16	<ul style="list-style-type: none"> - Appropriate CPD and PPE provided to all staff and specialist waterproof masks for staff managing a suspected case of Covid. - Good hygiene procedures followed – washing hands regularly and cleaning down of any equipment used using anti-bacterial wipes - Where it is necessary for pupil/staff support (Team Teach/manual Handling/medical emergencies and support) everyone should maintain as much distance and limit contact as far as practicably possible 	2	2	4
13	School meals - safety	4	4	16	<ul style="list-style-type: none"> - Pupils will eat packed lunches and school meals in classrooms four times per week and visit the dining hall once per week to maintain social distancing and smaller group gatherings. - School meals delivered by MDSA to classrooms. Student personal drinks bottles to stay in school and be name labelled. 	2	1	2

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b/ Staffing/HR and Capacity

Hazard/Risk	Concern:	Likelihood 1 - 5	Severity 1 - 5	Rating (P x S)	Control Measures:	Likelihood	Severity	Rating:
1	Unable to provide safe, sufficient staffing due to illness or other self-isolation.	3	4	12	<ul style="list-style-type: none"> - Contingency plans communicated to parents – published on the website and sent out via Parent Mail: in the event that a class is not adequately staffed to be safe, the decision will be made to close that class until sufficient staff are back in school. - See Outbreak Management above. 	2	1	2
2	Pupils mixing at breaktimes	3	3	9	<ul style="list-style-type: none"> - Rotas are in place to ensure that there is a safe and acceptable level of people on the playground - Wet play will take place in the classroom to minimise contact 	2	1	2
3	Staff not confident they will be safe	4	4	16	<ul style="list-style-type: none"> - Clear guidance and sufficient PPE in stock to ensure compliance - All staff at specific and identified high risk have a Risk Assessment in place - Trust bank of risk assessments to support these decisions - Trust wellbeing line available - FAQs from trust for staff 	2	1	2

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4	Infection enters the school site	3	5	15	<ul style="list-style-type: none"> - Engage with outside agencies (PH) - Manage confirmed cases of coronavirus (COVID-19) amongst the school community with PCR testing and follow up lateral flow testing, following published guidance. 	2	2	4
5	Staff sharing equipment (part time)	3	3	9	<ul style="list-style-type: none"> - Staff to use their own personal admin equipment as much as practically possible (pens etc.) - Cleaning of shared equipment - Protocols around usage of shared equipment such as photocopying – no access to photocopier area between 9am-3pm except few staff on PPA and admin/SLT – this area is part of the cleaning schedule and wiped down hourly - Regular cleaning of equipment between home and school such as laptops - Staff must wash their hands immediately after using the shared use reprographic area - Staff reminded to wipe down touchscreens, computer keyboards and ICT equipment regularly with anti-bacterial wipes supplied 	2	1	2
6	Reduced capacity due to a member of senior / middle leadership contracting Covid-19	3	4	12	<ul style="list-style-type: none"> - Short-term: re-allocate key duties during period of illness - Medium-term: ask for support from USP to provide additional leadership capacity 	2	1	2

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7	Impact on school development priorities / capacity to achieve priorities	3	3	9	- Adjust current priorities to focus on re-establishing the school's core business - Adjust priorities termly - Seek support from the Trust for identified areas of concern/ weakness	2	1	2
8	Some traditional events in the school calendar are unlikely to be practicable	2	2	4	- Work through calendar of events and make decisions on practicalities – parents will be informed of changes via parent Mail and newsletters	2	1	2

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9	Transport to school	3	3	9	<ul style="list-style-type: none"> - Staff can use public transport to get to school where it is essential to do so – staff should wear face coverings when accessing public transport and upon arrival should immediately wash their hands with soap and water and follow all school protocols - School leaders to communicate clearly that any staff concerns around transport need to be raised ASAP so that alternative arrangements can be made to ensure staff can get to work - If staff share transport, staff members will always wear face coverings inside the vehicle. - Drivers and PAs on school transport are required to wear masks for the entirety of those journeys and while on the school site, including outside / driveways. 	2	1	2
10	Pregnant members of staff	3	3	9	<ul style="list-style-type: none"> - Should attend school unless a prior agreement has been put into place and take the normal precautions. 	2	1	2
11	Use of outdoor equipment spreads infection	3	3	9	<ul style="list-style-type: none"> - Staggered times for using playground/play equipment as necessary - Staff engagement in encouraging pupils to be active in other activities/parts of the playground - Students and staff must wash hands immediately before and after using outdoor equipment. 	2	1	1

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c/ Curriculum

Hazard/Risk	Concern:	Likelihood 1 - 5	Severity 1 - 5	Rating (P x S)	Control Measures:	Likelihood	Severity	Rating:
1	School equipment spreads infection	3	4	12	<ul style="list-style-type: none"> - Staff and pupils have their own items that are not shared – including laptops, pens and pencil cases - Classroom based resources, such as books and games, will be cleaned by classroom staff after use, along with all frequently touched surfaces. - Resources that are shared between classes, such as sports, art and science equipment will be cleaned by classroom staff after use. - Pupils limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, PECs books and iPads. - Bags are allowed but water bottles, wet weather coats, and pencil cases will remain in school. - Staff communication with families to be done over email/telephone: no home-school communication physical books to be sent to and from school 	2	1	2

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					<ul style="list-style-type: none"> - Unnecessary sharing of resources should be avoided, especially where this does not contribute to pupil education and development. Similar rules on hand cleaning, cleaning of the resources and rotation apply to these resources. 			
2	Unable to deliver the full curriculum	2	2	4	<ul style="list-style-type: none"> - Expectation that full curriculum will be covered, - The use of some shared spaces may be minimised and allocated to certain groups for health and safety reasons – a cleaning rota is designated to clean spaces frequently throughout the day - Outdoor Learning across the curriculum is encouraged 	1	1	1
3	Significant gaps in learning in all classes as they return	1	2	3	<ul style="list-style-type: none"> - The majority of pupils were in school during Spring and Summer Terms 2021. Pupil progress was assessed and areas of need identified. Pupil progress monitored through Earwig - Explicit focus on EHCP targets, social and emotional needs and communication: music therapy. ELSA provision and focus on sensory interventions. 	1	1	1
4	Lack of assessment for learning	3	2	6	<ul style="list-style-type: none"> - Maximise use of all Earwig assessments (preferred main method) - Lockdown has enabled more staff to be upskilled in creating and monitoring Learning Journeys across the school 	2	1	2

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5	Insufficient attention to children's emotional needs on return	2	2	4	<p>Attendance during the summer term was over 90% and the majority of absence was as a result of NON-Covid ailments / situations. However:</p> <p>Schools will continue to support:</p> <ul style="list-style-type: none"> - the rebuilding of friendships and social engagement - address and equip pupils to respond to issues linked to coronavirus - support pupils with approaches to improving their physical and mental wellbeing - provide training for staff re mental wellbeing of pupils - The very few school non-attenders: communicate clearly and consistently the expectations around school attendance to families and any other professionals who work with the family where appropriate. Discussions should have a collaborative approach, focusing on the welfare of the child or young person and responding to the concerns of the parent, carer or young person. Work closely with the EWO and others with identify pupils who are reluctant or anxious about attending or who are at risk of disengagement and develop plans for re-engaging them. 	2	1	2
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d) Personal Development including Social/Emotional well-being and Behaviour including attendance/exclusion

Hazard/Risk	Concern:	Likelihood d 1 - 5	Severity 1 - 5	Rating (P x S)	Control Measures:	Likelihood	Severity	Rating:
1	Unable to provide staggered break and lunch times for pupils	2	2	4	- Maintain breaks and lunches through classroom bubbles, supervising at all times, as is usual in our context.	2	1	2
2	Children aren't clear on school routines	2	2	4	<ul style="list-style-type: none"> - Clear system for any accepted movement around the building including one-way systems, , route to classroom, layout of classroom and designated spaces for bottles etc when in the classroom - Use of visual timetables/schedules and information documents to enable pupils to recognise and learn new routines and areas - Social stories provided and created when circumstances change 	2	1	2
3	Children don't follow hygiene rules	2	4	8	<ul style="list-style-type: none"> - Schools have regular and repeating notices. - High level staff supervision. - Visual information – symbols and Makaton 	2	2	4

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4	Effect of insufficient EHCP progress	1	2	3	<ul style="list-style-type: none"> - The majority of pupils have been in school for 2-terms. All EHCP reviews are up to date and an established means of holding the meetings virtually, with optional attendance by parents into a controlled area if they prefer. No difficulties are foreseen in continuing this well-established routine. - In the event of pupils unable to access school, remote packages are available and will be shared – these are related to each individuals EHCP Outcomes - Remote Learning will include access to live streaming lessons where appropriate - The statutory duties and timescales remain in place for EHC needs assessments and reviews. 	2	1	2
5	Challenging behaviour arising May increase risk of droplet transmission (biting, licking, kissing, spitting etc)	4	4	16	<ul style="list-style-type: none"> - If non-symptomatic children present behaviours which may increase the risk of droplet transmission (such as biting, licking, kissing or spitting) or require care that cannot be provided without close hands-on contact, they should continue to receive care in the same way, including any existing routine use of PPE. - The issues will be specific to each child or young person and individual responses will be required. Staff should review and update existing risk assessments. - In these circumstances, to reduce the risk of coronavirus (COVID-19) transmission, no 	2	2	4

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					additional PPE is necessary because these are non-symptomatic children in a non-healthcare setting and so the risk of viral transmission is very low. However, additional space and frequent cleaning of surfaces, objects and toys will be required. Cleaning arrangements should be increased in all settings, with a specific focus on surfaces which are touched a lot			
6	High risk pupils with challenging behaviour require restraint posing additional risk to themselves and staff	4	4	16	<ul style="list-style-type: none"> - Team teach and well-practised behaviour management techniques will be used as normal to manage challenging behaviour. This is already minimised as much as possible through tried and tested techniques - All episodes of physical intervention/restraint to be reported via orange forms as school policy - 	2	2	4
7	Higher than usual numbers of safeguarding disclosures	2	4	8	<ul style="list-style-type: none"> - Ensure all staff and any volunteers are equipped to receive disclosures and know who and how to pass them on/record them - Designated safeguarding leads (and deputies) will be provided with sufficient time, to help them provide support to staff and children regarding any new safeguarding and welfare concerns and the handling of referrals to children's social care and other agencies where these are appropriate - Attention is paid to communication with multi-agency professionals - Complete any further risk assessments as necessary and document visit on CPOMS 	2	1	2

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8	Pupils have been traumatised by their experience of the COVID-19 restrictions	4	3	12	<ul style="list-style-type: none"> - Ensure staff are aware of sources of help and resources available including ELSA support - Use of CPOMS to record any concerns 	2	1	2
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e) Vulnerable children (SEND/LAC)

Hazard/Risk	Concern:	Likelihood 1 - 5	Severity 1 - 5	Rating (P x S)	Control Measures:	Likelihood	Severity	Rating:
9	Children have suffered trauma, both in existing challenging situations known to the school, or new situations previously unknown to the school	2	3	6	<ul style="list-style-type: none"> - Welfare Team and referrals to outside agencies - Staff training re trauma in young people - Sensory facilities: use of them increased - Reformation of personalised timetable to allow for healing - Deploy ELSA provision and / or music therapy and / or outdoor learning experiences. 	2	1	2