Coronavirus (COVID-19): risk assessment for schools

Isle of Wight Education Federation – Carisbrooke College, Medina College, The Island VI Form

Assessment conducted by: Matthew Parr-Burman	Job title: Executive Headteacher	Covered by this assessment: staff, students, parents, visitors and volunteers.
Date of assessment: 01 01 2021	Review interval: monthly	Date of assessment: 01 01 2021
Related documents		
Coronavirus (COVID-19) Operational Plan, Social Distancing Policy Statement, Infection Control Policy, Fire Safety Policy, Fire Safety Risk Assessment, COSHH Policy, Administering Medication Policy, Premises Management Policy, Child Protection and Safeguarding Policy, Supporting Students with Medical Conditions Policy		

Risk rating			Likelihood of occurrence		
			Probable	Possible	Remote
Likely impact	**Major** Causes major physical injury, harm or ill health.		High (H)	H	Medium (M)
	Severe Causes physical injury or illness requiring first aid.		H	M	Low (L)
	Minor Causes physical or emotional discomfort.		M	L	L

Last updated:

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L

Awareness of policies and procedures	H	• All staff and volunteers are aware of all relevant policies and procedures, including, but not limited to, the following:
		  - IWEF COVID - 19 Operational Plan
		  - IWEF Health and Safety Policy (including First Aid information)
		  - IWEF Social Distancing Policy Statement
		  - IWEF Infection Control Policy
		  - IWEF Emergency Procedures – coronavirus addendum
		  - IWEF Method Statement
		  - IWEF Child Protection Policy – COVID-19 addendum
		  - IWEF Visitor Guidance
		  - IWEF Addendum re Face Coverings
		• Students are supported to understand and follow the relevant school policies and procedures, including, but not limited to, the following:
		  - Health and Safety Policy
		  - Infection Control Policy
		  - Social Distancing Policy
		  - Positive Behaviour Policy
		• All staff have regard to all relevant guidance and legislation including, but not limited to, the following:
		  - The Health Protection (Notification) Regulations 2010
		  - The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
		  - Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'
		  - DfE (2020) 'Guidance for schools: coronavirus (COVID-19)'
			Y	Executive Headteacher	On going	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L

		• Staff receive any necessary training on measures that have been implemented that are relevant to their role, e.g. infection control and student wellbeing.
		• The school keeps up-to-date with advice issued by, but not limited to, the following:
		  - DfE
		  - NHS
		  - PHE
		  - Department of Health and Social Care
		  - The school's local health protection team (HPT)
		• All staff, volunteers, parents, students, visitors and contractors are made aware of relevant infection control procedures and social distancing arrangements via email or on the school website, circulated via School Comms or available in hardcopy in school receptions.
		• Students are made aware of the measures that are in place, e.g. infection control and behaviour expectations, via various methods, including visual aids around the school and reminders from staff.
		• The SBM conducts a review of all supplier and contractor arrangements to ensure they are appropriate for the school's current operations.
		• The Federation SLT reviews relevant school policies to ensure they account for new provisions and are in line with current Government guidance.				

Heating and ventilation		• The relevant staff adjust any thermostats to heat internal spaces and water, ensuring a suitable stable temperature is maintained.				

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	H	• Where heating has been switched off or energy supplies for heating have been isolated, a suitably trained individual switches them back on, as required.
		• The site supervisor/premises team checks that all ventilation systems, including fume extraction systems, are in working order and that there are no blockages present in external or internal vents.
		• All ventilation systems remain energised in normal operating mode.
		• Where mechanical ventilation is used, recirculatory systems are adjusted to full fresh air where possible.
		• Ventilation to chemical stores remain operational.
		• Where possible, the windows of occupied rooms are open. In cold weather, where this causes issues with thermal comfort, the following mitigations are put in place where possible:
		  o Classrooms are rearranged to minimise the discomfort caused by draughts from open windows, e.g. by moving desks and chairs
		  o High level windows are opened in preference to low level to reduce draughts
		  o Ventilation is increased while the space is unoccupied, e.g. during break- and lunchtimes
			Y	All staff	Ongoing	M

Fire safety and evacuation routes	H	• Evacuation location and social distancing guidelines updated to allow for all students on sites. • A suitably trained individual ensures that all fire detection, alarm system, fire extinguisher and sprinkler checks are up-to-date. • The Senior Leader overseeing Health and Safety ensures that the fire management plan and fire safety risk assessment are up-to-date and applicable to any changes in people movement or access, e.g. if parts of the school remain temporarily closed.	Y	EHT, H&S Senior Leader	Ongoing	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		• The Executive Headteacher identifies how social distancing measures are to be observed at evacuation points and communicates this to all staff, volunteers, students, parents and contractors.				
Water storage, drainage systems and sanitary appliances	M	• A suitably trained individual ensures that checks on all hot and cold water systems, including air conditioning units, are up-to-date. • All water systems, e.g. toilets and taps, are thoroughly flushed at the start of each term, and the site supervisor commissions a water treatment specialist to chlorinate water systems where required. • All equipment that uses water, e.g. dishwashers and washing machines, is run through a cycle to flush limescale and bacteria build-up before the start of each term. • A suitably trained individual checks that any swimming pools or other indoor bodies of water, if open, are safe for use. • A suitably trained individual ensures that checks on all sanitary appliances, including drainage, are up-to-date. • Where necessary, a suitably trained individual switches on any drainage or sanitary systems that were previously turned off or isolated.	Y	Site Supervisor	Ongoing	L
Lifts, automatic doors and plant equipment		• Lifts are only used when absolutely necessary and anyone using it must wear a face covering. • The site supervisor checks that lifts, stairlifts and automatic doors are in working order. • The site supervisor ensures that that any mandatory inspections for lifts, stairlifts and automatic doors are up-to-date and arranges any required inspections as soon as possible. • A suitably trained technician checks the integrity and working order of any plant equipment, and that any mandatory inspections are up-				

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		to-date – the site supervisor ensures any required inspections take place as soon as possible.				

Cleaning	H	• The Director of Facilities and ICT arranges, the Service Manager implements and the Cleaning Managers oversee, a cleaning schedule that ensures cleaning is generally enhanced and includes:
		  - More frequent cleaning of rooms and shared areas (including classrooms and eating areas) that are used by different groups.
		  - Frequently touched surfaces being cleaned more often than normal.
		  - Provision for ensuring toilets are cleaned regularly.
		• All classrooms provided with 'Hygiene boxes' to enable staff to clean the desk before and after use, when moving between classrooms, including hand sanitiser for students and staff.
		• Dining areas are cleaned between use by different student groups, known as 'bubbles'.
		• Additional cleaners to increase cleaning in communal areas, not included in bubbles.
		• Where necessary, the number of rooms used by staff and volunteers is limited to avoid the spread of infection.
		• The necessary areas of the school are deep cleaned with suitable cleaning agents and in line with the COSHH Policy.
		• All areas that have been cleaned are checked to ensure they are safe to occupy, e.g. there are no slip hazards and any harmful substances have been removed.
		• All areas that remain temporarily closed, or partially closed for cleaning or infection control purposes, are clearly signposted.
			Y	Director of Facilities and ICT	On going	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		• Adequate amounts of suitable cleaning agents are available. • PPE is available to members of staff who require it to carry out cleaning safely. • Signs are placed in relevant areas to instruct staff and students to flush toilets with the lids down, where possible.				
Minimising contact with potential or confirmed coronavirus cases	H	• **Anyone who displays symptoms of coronavirus, or who has tested positive in the last 10 days, does not enter the school premises.** • Parents are informed via letter, school newsletter, website and social media, not to bring their children to school or onto the school premises if they show symptoms of coronavirus and/or believe they have been exposed to coronavirus. • Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, a high temperature, and loss of taste or smell and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus. • Instances of staff, students, visitors and volunteers displaying symptoms of coronavirus are managed in line with local and national guidance and the IWEF Infection Control Policy, and any individuals with symptoms are sent home as soon as possible. • Students awaiting collection are moved to a room where they can be isolated behind a closed door. If it is not possible to isolate the student, they are moved to an area which is at least two metres away from others. If required, a member of staff supervises the student. • Where contact with a student's parents cannot be made, appropriate procedures are followed in accordance with those outlined in governmental guidance and the IWEF Infection Control Policy.	Y	All staff	On going	M

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		• If the student needs to use the toilet while awaiting collection, they use a separate bathroom if possible. The bathroom is cleaned and disinfected using standard cleaning products before being used by anyone else. • Emergency assistance is called immediately if the student's symptoms worsen. • PPE is worn by supervising staff if direct personal care is needed and they cannot maintain a distance of two metres. • Anyone who comes into contact with a symptomatic individual washes their hands thoroughly for 20 seconds. • The area around the symptomatic individual is cleaned appropriately after they have left the premises. • Staff members who have helped someone with symptoms and any students who have been in close contact with them do not need to self-isolate unless they develop symptoms themselves or the symptomatic individual subsequently tests positive. • The school does not routinely take the temperature of students. • The school will contact a parent/carer if a student is displaying symptoms of coronavirus. If the parent/carer insists their child attends/remains in school then the school can get advice from PHE if it is believed the student poses a risk of infection to other members of the school community.				
Rapid-result testing		• All rapid-result testing is carried out in line with the IWEF Coronavirus (COVID-19): Rapid Testing Policy. • Staff, students and parents are informed of the testing programme and what testing they are eligible for. • Testing is only conducted on students and staff after consent has been given.				

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	H	• Testing takes place on the designated test site, which has been set up in line with NHS guidance. • Only trained personnel administer tests or supervise self-administered tests. • Weekly routine testing is conducted on staff who have provided their consent. • Serial testing is conducted on staff and students, who have provided their consent, who are classified as close contacts of a confirmed case. • Serial testing will take place in the morning for seven consecutive days. If the participant cannot take a test (e.g. on the weekend), they should self-isolate for that day, and resume serial contact testing on their return to school. If they return after the seven days are finished, then they should take one test to complete the self-isolation period, and if it is negative they can return to school and their testing period is complete (even if they have not taken seven tests in total). Any new positive cases during serial testing will reset the clock for daily testing to the start of seven days. • If a close contact does not consent to serial testing, they are required to self-isolate for 10 days from the day the individual tested positive for coronavirus. PPE is worn at all times by staff involved in overseeing the testing process, in line with government guidance. • Individuals who test positive following a rapid test must self-isolate and are instructed to take a confirmatory polymerase chain reaction (PCR) test.	In process	Executive Headteacher/ PA to Executive Headteacher/ Federation Data Officer	On going	M
Test and trace		• Staff members and parents are informed that they may need to engage with the NHS Test and Trace programme, meaning they need to be ready and willing to:				

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	M	- Book a test if they (or their child) display symptoms. - Provide details of anyone they (or their child) have been in close contact with if they were to test positive for coronavirus or are asked by NHS Test and Trace. - Self-isolate if they have been in close contact with someone who develops coronavirus symptoms or someone who tests positive. • Anyone in school who displays symptoms is encouraged to get a test. • If the school believes a symptomatic individual may face barriers to accessing a test elsewhere, the school provides them with a home testing kit. • Test kits stored on the school site are stored securely at ambient room temperature (5 to 22°C). • The school will consider offering a symptomatic staff member a testing kit if they cannot otherwise access testing quickly and if the individual is vital to the running of the school. • Testing kits are delivered safely and with due regard for transmission risk, e.g. the kit is posted to the individual's address. • Kits are not given directly to students but are instead given to the student's parent or carer. • Parents and staff are asked to inform the school immediately of test results. • If an individual tests negative, they feel well and no longer have coronavirus symptoms, they, and the members of their household, can stop self-isolating as long as: - Everyone they live with who has symptoms tests negative.	Y	Executive Headteacher	On going	L

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		- Everyone in their support bubble who has symptoms tests negative. - They were not told to self-isolate for 10 days from the day after contact with the individual who tested positive by NHS Test and Trace. - They feel well. • If an individual tests positive, they are required to self-isolate for at least 10 days from the onset of symptoms and then return to school only if they do not have symptoms other than a cough, or loss of or change in their sense of smell or taste. Other members of their household are required to continue self-isolating for the full 10-day period. • Staff and students aged over 16 are encouraged to download the NHS Test and Trace app – rules on mobile phones in school are relaxed to accommodate this. • Students and staff are informed that, if they receive notification via the NHS Test and Trace app that they have been in close contact with a positive case, they must inform the school immediately. • Individuals who test positive are encouraged to report the result on the NHS Test and Trace app. • If a student receives notification, the school ensures appropriate arrangements are in place for the student to self-isolate and begin remote learning. • The PA to the Executive Headteacher ensures an NHS QR code poster is displayed in spaces open to the public (hired) and that a customer record is kept.				

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		• If a member of staff receives notification that they need to self-isolate, the school will consider the action that needs to be taken to ensure continuity of education.				

Confirmed cases of coronavirus	H	• Parents are informed, via letter (emailed where possible) and school newsletter, of how the school responds to confirmed cases of coronavirus.
		• Where an individual in the school community tests positive for coronavirus, the Executive Headteacher contacts the DfE's dedicated advice service immediately.
		• The school works with the DfE's dedicated coronavirus advice service (or local HPT if the case is escalated) to carry out a rapid risk assessment and identify appropriate next steps.
		• Individuals at school who have been in close contact with someone who has tested positive are sent home immediately to self-isolate for 10 days. Close contact is defined as follows:
		  - Direct close contacts: face-to-face contact with an infected individual for any length of time, within one metre, including being coughed on, a face-to-face conversation, or unprotected physical contact (skin-to-skin)
		  - Proximity contacts: extended close contact (within one to two metres for more than 15 minutes) with an infected individual
		  - Travelling in a small vehicle, like a car, with an infected person
		• Household members of individuals who are sent home do not need to self-isolate unless the individual they live with develops symptoms.
		• A record is kept of students and staff in each bubble and of any close contact between individuals at school.
			Y	Executive Headteacher	On going	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		• Where required, all parents and staff are informed of the confirmed case; however, the name of the individual is not shared.				
		• The school does not request evidence of negative test results or other medical evidence before admitting individuals back to school after a period of self-isolation.				
		• **Hampshire and Isle of Wight HPT (South East)** This team covers Hampshire and the Isle of Wight. **Contact Hampshire and Isle of Wight HPT (South East)** Public Health England, Fareham Borough Council, Civic Offices, Civic Way, Fareham, Hampshire, PO16 7AZ Email: HIOW@phe.gov.uk; phe.hiow@nhs.net Telephone: 0344 225 3861 (option 1 to 4 depending on area) Out of hours advice: 0844 967 0082 Refer to *2				
		• The areas of the school will be deep cleaned. Under advice from the health protection team, some students and staff may remain in school.				
		• If the school has two or more confirmed cases within 10 days, or an overall rise in sickness absence where coronavirus is suspected, the school continues to work with the DfE's dedicated coronavirus advice service (or local HPT if the case is escalated).				
Infection Control	H	• The school's Coronavirus (COVID-19) September Reopening Plan and subsequent IWEF 2020-21 Operational plan, is developed in line with the relevant local and national advice and communicated to all staff, parents and stakeholders.	Y	Federation Executive	On going	M
Hand cleaning and respiratory hygiene	H	• Suitable handwashing facilities are provided for individuals to wash their hands or use hand sanitiser regularly and at the following intervals: - Arrival at school	Y	All staff	On going	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L

		- Return from breaks
		    - A change in rooms
		    - Before and after eating
		• There is an adequate amount of handwashing stations, which are kept well-supplied with soap and running water or hand sanitiser.
		• Adequate amounts of tissues and bins are available in the relevant areas.
		• Visual aids are displayed throughout the school reminding students to wash their hands regularly and follow the 'catch it, bin it, kill it' approach.
		• A plan is created to assimilate the hand-washing routine and 'catch it, bin it, kill it' approach into school culture, supplemented by behaviour expectations and communication around the importance of the measures.
		• Students are supervised, where appropriate, when using hand sanitiser to ensure they do not ingest any.
		• Students are instructed to cough or sneeze into their inner elbow and use a tissue to cover their mouths and noses where possible, disposing of the tissue in lidded bins.
		• Students wash their hands after they have coughed or sneezed.
		• Younger students and those with complex needs are supported to ensure they adopt good hand cleaning and respiratory hygiene practices.				

Social distancing	H	• The IWEF Social Distancing Policy Statement is shared with all relevant members of the school community and adhered to as far as possible.	Y	Executive Headteacher, Federation SLT, All staff	On going	H

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		• Students are given regular reminders of why social distancing is important and the opportunity to speak to staff about how they are finding adhering to the social distancing measures. • Students are separated into bubbles. • Most bubbles are the size of a year group to enable the school to deliver the full range of curriculum subjects and ensure students receive specialist teaching. Students do not mix with those outside of their bubble and social distancing is maintained within a bubble as much as possible. • Staff can move between bubbles, but minimise close contact with others whilst doing so. • Staff maintain a two-metre distance from each other and from students, where possible. Where maintaining a two-metre distance is not possible, staff avoid close face-to-face contact and minimise the time spent within one metre of anyone. • The school implements other social distancing measures where necessary, e.g. one-way systems in busy corridors and staircases. • The school assesses the ability of students with SEND to follow social distancing procedures, and additional measures are put in place if they require extra support to follow these measures. • Students' EHC plans are provided as normal. • Classrooms are adapted to support social distancing, including seating students side-by-side and facing forwards, and moving furniture out of classrooms to make more space. • Visual aids are used to display social distancing measures. • Students take breaktimes and lunchtimes in their bubbles, and these breaks are staggered throughout the day.				

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		• Lesson start and end times are staggered to reduce the number of students in the corridors at once. • Assemblies are staggered throughout the day and conducted within students' bubbles. • The use of communal areas, e.g. the staff room, is limited to avoid unnecessary group gatherings. • Where students, staff or volunteers cannot follow social distancing arrangements for a particular activity, the Executive Headteacher assesses whether the activity needs to continue – mitigating actions are put in place if continuing the activity is essential. • Where first aid must be administered in close proximity, those administering it undertake infection control measures immediately afterwards, in line with HSE guidance. • Supply teachers, peripatetic teachers and other temporary staff members can move between schools. They minimise their contact with other staff members and maintain as much distance as possible from other individuals. • Arrangements are made to enable specialists, therapists, clinicians, and other support staff for students with SEND to continue to provide interventions as usual. • Students whose behaviour is purposefully contrary to the social distancing measures in place are managed in line with the IWEF Behavioural Policy.				
Resources	H	• Staff and students have their own individual and frequently used items, e.g. pencils and pens. • Classroom resources, e.g. books and games, can be shared within a bubble and are cleaned regularly.	Y	Federation SLT	On going	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		• Resources that are shared between bubbles, e.g. sports equipment, are thoroughly cleaned before they are used by a different bubble or rotated to allow them to be left unused for 48 hours (or 72 hours for plastics) between use by different bubbles. • Students only bring essential items to school each day, e.g. lunch boxes, hats, coats, books, stationery and mobile phones. • Students are permitted to bring bags to school. • Any shared resources that need to be taken home by students and staff are appropriately cleaned or a rotation is put in place.				
PPE and face coverings	H	• PPE is distributed to staff who provide intimate care for students in need and for cases where a student becomes unwell with symptoms of coronavirus whilst in school and a distance of two metres cannot be maintained. • Additional risk assessments are conducted on a case-by-case basis to determine whether staff require PPE to carry out other tasks and duties. • Used PPE is disposed of properly using bins provided around the school. Staff and students are told not to use recycling bins. • All PPE waste is put in a plastic rubbish bag which, once full, is tied and placed in a second tied bag and stored in a suitable and secure place, marked for storage for 72 hours. Following this period, it is put in the communal waste area. • When in tier 1 - The Executive Headteacher decides whether staff, students and visitors are required to wear face coverings in areas where it is particularly difficult to maintain social distancing when moving around the premises, e.g. corridors and staircases. • When in tier 2, 3 or 4 - Face coverings are required to be worn by staff, students and visitors when moving around the premises,	Y	Federation SLT	On going	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained. • Individuals are provided with clear instructions on how to put on, remove, store and dispose of face coverings. This should include instructions to: - Clean hands before and after touching a face covering. - Store face coverings in individual, sealable plastic bags. - Avoid wearing damp face coverings. • Face coverings are not worn in classrooms. • The school does not require face coverings to be worn by those exempt from doing so, e.g. students with SEND who may struggle to wear one correctly or have their education impaired by wearing one. • Staff and students are not prevented from entering or attending school on the grounds that they are not wearing a face covering. • The school has a contingency supply of face coverings. • Anyone struggling to access a face covering, or unable to use their face covering because it has been forgotten or soiled, is provided with one from the school's contingency supply.				
Mental health and wellbeing	H	• Staff are vigilant in discerning student mental health and report any concerns to the Head of Year or DSL. • The school provides opportunities for students to talk about their mental health and experiences during the pandemic. • Students have access to pastoral support and activities, e.g. opportunities to renew and develop friendships. • Student and parent surveys are sent out to assess how they feel about being on the school site and to enable staff to act on any concerns students and parents may have.	Y	Federation Executive/ Federation SLT/DSL	On going	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		• Staff and volunteer surveys are sent out to assess how they feel about being on the school site and enable the Federation SLT to act on any concerns staff and volunteers may have. • The Federation SLT discusses the implications on staff and student workload and puts a plan in place to minimise the risk of stress. • Students who are new to the school, e.g. Year 7, are provided with the appropriate support. The DSL liaises with the LA to determine what additional support is available for students who are suffering with their mental health. • The SENCO identifies students with additional needs and put provision in place to ensure their needs are adequately and safely met, e.g. the relevant staff are available. • Teachers and the SENCO work together to ensure students with SEND are prepared for changes to their routine. • The DSL ensures provision is in place to help protect wellbeing and mental health, and ensure all staff, volunteers and students have access to psychological support. • The DSL ensures that adequate pastoral care is in place to support students and staff who require it. • The school engages with local immunisation providers to ensure immunisations programmes can be provided on site in line with the relevant protective control measures. • Safeguarding issues are managed in line with the Child Protection and Safeguarding Policy. • Staff and student bereavement is managed in line with the Bereavement Policy.				

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Protecting clinically vulnerable individuals	H	• When in tier 4 - Clinically extremely vulnerable students do not attend on site provision. These students are provided with remote education. • When in tier 4 - Clinically extremely vulnerable staff are supported to work from home. If the staff member is unable to work from home, they will not be required to come to school. Clinically extremely vulnerable staff continue to be paid on their usual terms. • When in tiers 1, 2 or 3 - Clinically extremely vulnerable students continue to attend on site provision, unless they have been advised by their GP or clinician to not attend. • When in tiers 1, 2 or 3 - Clinically extremely vulnerable staff continue to attend school, unless they have been advised not to by their GP or clinician. • When in tier 3 - Clinically extremely vulnerable staff have discussions with their line managers about the flexibilities that can be put in place to support them. • Students and staff who live with someone who is clinically extremely vulnerable or clinically vulnerable still attend school. • A separate risk assessment is carried out for pregnant staff. • Pregnant staff of any gestation are not required to continue working on site if this is not supported by the separate risk assessment. • Staff who are 28 weeks pregnant and beyond, or are pregnant and have an underlying health condition that puts them at a greater risk of severe illness from coronavirus at any gestation, are supported to take a more precautionary approach. • The school ensures pregnant staff are able to adhere to any active national guidance on social distancing and/or advice for pregnant women considered to be clinically extremely vulnerable.	Y	Federation Executive/ Director of Finance and HR	On going	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		• The relevant staff liaise with the parents of students who are deemed more vulnerable to infection and discuss any alternative arrangements, where required. • Line managers hold discussions with staff who are deemed more vulnerable to infection and put any alternative arrangements in place. • The Federation SLT considers requests made by staff who wish to make changes to their working environment or working hours in the interest of health and safety. • If required, staff can adjust their working hours, as agreed by the their Federation SLT line manager. • The Executive Headteacher ensures that the school can be adequately and safely staffed.				
Attendance	M	• Parents are informed that the usual rules on school attendance apply – this means parents have a duty to ensure that their child attends regularly. • The attendance register is taken as normal and absences are followed up, in line with the Attendance Policy. • Where a student is unable to attend the site because they are complying with clinical and/or public health advice, they are offered access to remote education immediately. • Where a student is unable to attend school due to their parents following clinical and/or public health advice, their non-attendance is not penalised. • Any concerns from staff, parents and students about being on school site are discussed between appropriate individuals.	Y	AHT/Fed Lead for Behaviour and Safety	On going	L

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		• Students who are reluctant or anxious to attend school are identified and relevant staff members develop plans to reengage these students. • The school uses the additional catch-up funding, as well as existing pastoral and support services, resources and funding, to put in place measures for those families who need additional support to secure students' regular attendance. • Staff and students who have returned to the UK from foreign countries within the last month complete the necessary quarantine period, as outlined in the government's guidance, before attending school.				
Access to learning	M	• The Executive Headteacher, curriculum and teaching and learning leaders work with teaching staff to identify curriculum priorities and ensure a plan is in place to provide adequate learning material. • The SENCO and T&L/curriculum leaders identify what provision can be reasonably provided for students with EHC plans. • A separate risk assessment is conducted to identify what additional support students with EHC plans require to make a successful return to education. • Where appropriate, students with EHC plans and their parents are involved in the planning for their return to school. • The T&L and curriculum leaders work with teaching staff to ensure education can continue to be delivered to all students who are learning remotely, e.g. those sent home to self-isolate as a precaution. • The T&L leaders ensure that students taught remotely are set work that as a minimum covers four hours a day, with more for students working towards formal qualifications in the academic year.	Y	Federation SLT	On going	L

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		• Teachers consider how to support the educational needs of disadvantaged students and students with SEND. • Significant gaps in students' knowledge are identified and addressed to help meet the aim of a return to the school's normal curriculum by Summer term 2021. • The government's catch-up funding is utilised to ensure students receive the support they need to catch-up on learning lost due to the coronavirus pandemic.				
Extra-curricular activities and wraparound provision	M	• The school remains up-to-date with guidance on their local restriction tier which may affect the extra-curricular activities and wraparound care provided. • The Federation SLT determine whether before and after school clubs can take place. • Before and after school clubs are not made available to students if doing so would put them at an increased risk of contracting coronavirus. • Clubs are run in line with protective measures, e.g. keeping students in their bubbles where possible.	Y	Federation Executive	On going	M
Teaching music, dance and drama	H	• The Federation Faculty Lead for Creative Arts ensures staff and students are aware that there is evidence to suggest that singing and playing wind and brass instruments increases the risk of coronavirus transmission due to the cumulative aerosol transmission. • The Federation Faculty Lead for Creative Arts conducts a Music Lesson Risk Assessment and ensures the relevant protective measures are in place to minimise the risk of coronavirus transmission, e.g. cleaning musical instruments after use.	Y	Federation Faculty Lead for Creative Arts	On going	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L

		• The Federation Faculty Lead for Creative Arts conducts a Drama Lesson Risk Assessment and ensures the relevant protective measures are in place to minimise the risk of coronavirus transmission, e.g. limiting the sizes of groups.
		• Measures to reduce the risk of infection during music and drama lessons are implemented, including physical distancing and positioning students back-to-back or side-to-side as much as possible.
		• Protective measures are in place when:
		  - Singing and playing instruments, e.g. microphones are used where possible, and singers are encouraged to sing quietly.
		  - Handling instruments, e.g. hands are washed before and after handling instruments.
		  - Undertaking individual lessons and group performances, e.g. handling of scripts are limited to the individual using them.				

Sports and physical activities	H	• The school only permits team sports on the list in the Department for Digital, Culture, Media & Sport's (DCMS) return to recreational team sport framework. • Additional measures are implemented for sports provision as appropriate, e.g. no physical contact, appropriate social distancing, smaller groups. • Students are kept in consistent groups and sports equipment is thoroughly cleaned between each use by different groups. • Outdoor sports are prioritised where possible. • Large indoor spaces with maximised natural ventilation flows, e.g. through opening windows and doors, are used where outdoor sports are not possible.	Y	Federation Faculty Lead for Science and PE/Assistant Faculty Lead for Science and PE	On going	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		• Indoor sports maximise distance between students and pay scrupulous attention to cleaning and hygiene. • Measures are in place to minimise the risk of transmission in changing rooms, in line with DCMS guidance. • External facilities can be used in line with government guidance for the use of, and travel to and from, those facilities. • The Federation SLT decides if it is safe to work with external coaches, clubs and organisations for curricular and extra-curricular activities and considers how such arrangements operate within the school's wider protective measures. • When in Tier 4 - PE, sport and physical activity provided by the school to its own students under its system of controls can continue. This includes sports clubs or activities before or after school, in addition to their regular PE lessons. • When in Tier 4 - Competition between different schools does not take place.				
Safeguarding	M	• The DSL liaises with the necessary personnel and parents to manage and address any new and ongoing safeguarding concerns, e.g. ongoing bullying. • The DSL ensures that adequate pastoral care is in place to support students and staff who require it. • The DSL ensures the relevant staff have the appropriate training to support students and staff who require pastoral care. • The DSL, and their deputies, are provided with time to help them support staff and students in relation to any new safeguarding and welfare concerns and the handling of referrals to children's social care and other agencies.	Y	DSL	On going	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Behaviour expectations	M	• The IWEF Positive Behaviour Policy sets out behaviour expectations for students and is updated in line with new rules and measures. • Expectations are communicated clearly to staff, students and parents. • Students who are struggling to reengage with school are supported appropriately.	Y	AHT/Fed Fac Lead for Behaviour and Safety	On going	M

Catering	M	• The Director of Finance and HR liaises with catering providers to ensure the kitchens can remain fully open throughout the term and food is prepared and delivered in line with the DfE's 'Guidance for food businesses on coronavirus (COVID-19)'.
		• FSM, vouchers or food parcels will be provided for eligible students who are not attending school where they:
		  – Are self-isolating.
		  – Have had symptoms or a positive test result.
		  – Are a close contact of someone who has had coronavirus.
		  – Are not attending as a result of local restrictions advised by the government.
			Y	Director of Finance and HR	On going	M

Letting the premises	H	• The Executive Headteacher and Director Facilities and ICT assesses whether it is safe to open up or hire out areas of the school premises for use by external bodies or organisations. • The Director of Facilities and ICT assesses how the school's protective measures will operate if areas of the school are hired out.	Y	EHT/Director Facilities and ICT	On going	L
Transport	H	• Students are given clear messages about minimising the use of public transport and how to reduce the risks of transmission outside school. • Students are informed that they must follow the rules on wearing face coverings on public transport (this does not include exempt individuals).	Y	Federation SLT	On going	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		• Students are advised to wear face coverings on dedicated school transport (this does not include exempt individuals).				
Educational visits	H	• Any visits have to be approved by the Executive Headteacher. • Whilst in tier 3 or 4, no educational visits will take place. • Any visits that take place whilst in tier 1 or 2 are done so in line with protective measures, including keeping students in consistent groups and ensuring destinations are COVID-secure. • As far as possible, the school does not organise trips outside of their local area. In all cases, the school does not visit areas in local restriction tiers 2, 3 or 4. • Prior to any visit, a risk assessment is undertaken by the trip lead.	Y	Federation Executive	On going	L
Uniform	L	• Expectations of uniform are communicated to students and parents. • The Executive Headteacher, with the Federation SLT will decide whether it is necessary to mitigate thermal discomfort caused by increased ventilation, and what will be advised to students and staff in this instance.	Y	Federation SLT	On going	L
Communication	M	• The Executive Headteacher puts into place any actions or precautions advised by the DfE's helpline or local HPT if necessary. • The Executive Headteacher liaises with the LA where necessary and includes any local guidance in staff updates and on SharePoint, where required. • The school's website is kept up to date with any important information regarding the running of the school during the pandemic, e.g. local arrangements. • Parents are informed via letter (usually by email) or via the school newsletter about the relevant information regarding the running of the school during the pandemic.	Y	Executive Headteacher/ Federation SLT	On going	L

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		• Parents and their children are encouraged, where possible, to walk or cycle to school. • Staff and volunteers are informed via email or phone about the relevant information regarding the running of the school during the pandemic, including any changes to the workday, e.g. staggered lunchtimes and social distancing. • Staff are informed of who they can turn to for support and there are several avenues they can follow, e.g. line manager, other senior staff or colleagues. • All staff, students and volunteers are made aware of the symptoms of coronavirus, what to do if they display symptoms, and if others display symptoms. • The Executive Headteacher liaises with the Governing Board about possible arrangements for running the school during the pandemic, where necessary. • Students are informed via an assembly, tutor time or posters displayed in the schools about the relevant information regarding the running of the school during the pandemic, e.g. social distancing measures and how lessons will be delivered. • The Federation SLT is actively present around the school to provide additional support, advice and reassurance. • The Director of Finance and HR communicates with suppliers and contractors regarding the running of the school during the pandemic and reinstating or suspending the supply of any required goods or services. • The Executive Headteacher informs staff, volunteers and the Governing Board about the arrangements for meetings that would				

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		ordinarily take place in person, e.g. interviews, and how these will be carried out in line with social distancing guidance. • Social distancing and infection control measures are explained to all contractors and visitors upon their arrival. • A record is kept of all visitors and contractors that come to the school site.				
Emergencies	H	• All students' emergency contact details are up-to-date, including alternative emergency contact details, where required. • Students' parents are contacted as soon as possible in the event of an emergency. • Students' alternative contacts are called where their primary emergency contact cannot be contacted. • The school has an up-to-date Health and Safety Policy which incorporates First Aid in place which outlines the management of medical emergencies – medical emergencies are managed in line with the policy. • The Executive Headteacher reviews whether adjustments need to be made to the fire drill – this is practised each time the number of students attending school changes significantly.	Y	Federation Executive	On going	H
Contingency planning – when not operating under the DfE's contingency framework	H	• The school has a Coronavirus (COVID-19): Contingency Plan that can be implemented if a local outbreak of coronavirus occurs. • The school will continue to operate as normal as possible irrespective of its local restriction tier, unless advised otherwise or stated otherwise in this risk assessment. • Priority is given to ensuring vulnerable students and the children of critical workers can attend full time.	Y	Federation Executive	On going	H
If The IWEF needs to operate under the contingency framework						

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L

Attendance	M	• Only the following students are eligible for on-site provision:
		  - Vulnerable students
		  - Children of critical workers
		  - Students in Years 11 and 13
		  - Other students due to take external exams in this academic year
		• When in tier 4 - Clinically extremely vulnerable students and staff do not attend on-site provision, in line with the 'Protecting clinically vulnerable individuals' section of this risk assessment.
		• Remote education is provided to all students who are required to stay at home, in line with the IWEF Remote Learning Policy.
		• Vulnerable students are supported to attend full-time on-site provision. If a vulnerable student does not attend, and it is not a previously agreed leave of absence, the school works with the LA and social worker to follow up with the student's parent/carer to explore the reason for absence, discuss their concerns, and discuss whether any adjustments could be made to encourage attendance.
		• If a leave of absence is granted to a vulnerable student, the school speaks to their parent/carer and social worker (where applicable) to explore the reasons and any concerns raised.
		• Students and staff do not attend the school premises if they have symptoms of coronavirus or are self-isolating.
			Y	Federation SLT	When necessary	M

Infection prevention and control	H	• The infection prevention and control measures outlined in the main body of this risk assessment continue to be followed, unless the Executive Headteacher, Senior Leader for H&S and other relevant staff members decide that adaptations need to be made. • Any changes to infection prevention and control measures are clearly communicated to staff, students and parents.	Y	Executive Headteacher/ Federation SLT	As necessary	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		• The Executive Headteacher considers whether maintaining social distancing between staff and students may be enhanced, due to the reduced numbers on site. • When in tier 2, 3 and 4 - Face coverings are worn by students and staff when moving outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained.				

Safeguarding	M	• The DSL reviews the school's Child Protection and Safeguarding Policy so that it reflects the local restrictions and remains effective.
		• Staff are made aware of any changes to the Child Protection and Safeguarding Policy.
		• The DSL, or their deputy, is available on site, where possible. Where this is not possible, a member of the Federation SLT takes responsibility for coordinating safeguarding on site and the Executive Headteacher considers implementing one of the following:
		  - Making arrangements for the DSL, or their deputy, to be contacted via phone or online video, e.g. if they are working from home
		  - Sharing a DSL, or deputies, with other schools remotely
			Y	DSL	As necessary	M

School meals	M	• Meal options or vouchers are provided to all students who are in school and FSM are provided to all eligible students.
		• The school provides FSM, vouchers or food parcels for eligible students who are not attending school where they:
		  - Are self-isolating.
		  - Have had symptoms of coronavirus or a positive test.
		  - Are a close contact of someone who has coronavirus.
			Y	Director of Finance and HR	As necessary	L

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		- Are not attending as a result of implementation of local restrictions advised by the government. Parents/carers must make the school aware of requirement. • If necessary the school works with its suppliers to prepare meals or food parcels to be collected by, or delivered to, eligible students. Any parcels are distributed in line with social distancing guidelines.				
Transport	H	• Transport services to the school continue to be provided as normal. • Measures are implemented on school-based transport to maximise social distancing and minimise the risk of transmission. • The school encourages students and staff to walk, cycle or use a private car to get to and from school. • If staff and students need to use public transport to get to school, they do so in line with existing safety measures.	Y	Federation SLT	As necessary	H

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

Public Health England health protection team: https://www.gov.uk/guidance/contacts-phe-health-protection-teams#hampshire-and-isle-of-wight-hpt-south-east

Coronavirus (COVID-19): home test kits for schools and FE providers: https://www.gov.uk/government/publications/coronavirus-covid-19-home-test-kits-for-schools-and-fe-providers/coronavirus-covid-19-home-test-kits-for-schools-and-fe-providers

Face coverings in education: https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education

Use of the NHS COVID-19 app in schools and further education colleges: https://www.gov.uk/government/publications/use-of-the-nhs-covid-19-app-in-schools-and-further-education-colleges

Remote education good practice:https://www.gov.uk/government/publications/remote-education-good-practice/remote-education-good-practice

Schools and childcare settings: return in January 202: Schools and childcare settings: return in January 2021 - GOV.UK (www.gov.uk)

Coronavirus (COVID-19) asymptomatic testing in schools and colleges: https://www.gov.uk/government/publications/coronavirus-covid-19-asymptomatic-testing-in-schools-and-colleges/coronavirus-covid-19-asymptomatic-testing-in-schools-and-colleges

Contingency framework: education and childcare settings (excluding universities): https://www.gov.uk/government/publications/coronavirus-covid-19-contingency-framework-for-education-and-childcare-settings/contingency-framework-education-and-childcare-settings-excluding-universities