Infection Prevention and Control Risk Assessment COVID 19 LIVE

Task / Activity *Describe what activity this assessment covers*	Infection Prevention and Control Stage2 COVID 1st September 2021		
Workplace *Describe where this activity takes place*	**Whole School *(centres may float between stages where contingency measures are reqired)***		
Date	12/01/21 (previous versions Inc. Mar20/July20/Sept20/Jan21/Mar21/Apr 21/Jun21/ July21/Sept 21	**Review Date**	Ongoing
Assessor / Owner	Sam Channon	**Signature**	
Staff involved in assessment	Helen Ellis Ben Thomas Doug Thomas Alex Jones James Stuart James Walters Phil Edkins Rebecca Newey, Lisa Stevens, Clare Griffin	**Version**	Live Document (1)

Likelihood		**Impact**
Almost Impossible	1	Insignificant (minor injury, no time off)
Unlikely	2	Minor (non-permanent injury, up to 3 days off)
Possible	3	Moderate (injury causing more than 3 days off)
Likely	4	Major (death or serious injury)
Almost Certain	5	Catastrophic (multiple deaths)

Risk Rating

Likelihood X Impact

Low	Moderate	Significant	High
= 1 - 3	= 4 - 7	= 8 - 14	= 15 - 25

As at 01/09/2021 WSAPC will operate under Stage 2

	Description of Hazard	Consequence of Hazard	Persons at Risk	Current Control Measures	Risk Rating		
					L	I	R
1	**Estates Not Managed Effectively, lack of building compliance leading to unsafe sites.**	Safety of school community compromised Breach of statutory duties Reputational Damage Safeguarding Compromised Pupil Outcomes Compromised Spread of Infection Ill health / Hospitalisation / Death	Pupils Families Staff Visitors Members of the Public School	Please Refer to Premises Risk Assessments Ventilation Audit at all sites carried out (*exception Chalkhill which operates under NHS guidance and control)* with areas deemed poorly ventilated taken out of use and mitigation works reviewed. Participation in Government CO2 monitoring programme.	**1**	**3**	**L**

2	**Heightened Risk to ICT Infrastructure from virus / Hackers**	Safety of school community compromised Breach of statutory duties Reputational Damage Safeguarding Compromised Pupil Outcomes Compromised Spread of Infection Ill health / Hospitalisation / Death	Pupils Families Staff Visitors Members of the Public School	Accredited Microsoft Firewalls in place Robust filtering system in place External monitoring of servers External ICT network support contract in place ensure access to technical support is available in the event of staff absence. Please refer to Technical Policy, Safety Policy and ICT Documentation	**3**	**2**	**M**
3	**Safe Levels of Staffing and daily face to face Provision**	Safety of school community compromised Breach of statutory duties Reputational Damage Safeguarding Compromised Pupil Outcomes Compromised Spread of Infection Ill health / Hospitalisation / Death	Pupils Families Staff Visitors Members of the Public School	Staff report prior to coming into school if they are experiencing any of the following symptoms: **A high temperature, a new continuous cough loss of taste or smell** Staffing plan in place to ensure safe staffing levels are achievable, agreed established and monitored appropriate to group sizes/ pupil needs and the activities required. – Ratios based on appropriate risk assessment. Timings of arrivals, lessons and activities in place Offsite activities can take place under normal policy with Infection Prevention and Control considered as part of the Risk Assessment Process. All staff responsible for ensuring that they are fit and well to attend work School Absence Policy remains in place Robust recording on Staff on site held centrally to enable swift response in redeployment of staff as needed Adequate and appropriate levels of staff with H&S responsibilities on site daily (Fire Wardens, First Aiders etc.)	**1**	**2**	**L**
4	**Appropriate Staffing and Delivery Models for Remote Provision**	Safety of school community compromised Breach of statutory duties Reputational Damage Safeguarding Compromised Pupil Outcomes Compromised Spread of Infection Ill health / Hospitalisation / Death	Pupils Families Staff Visitors Members of the Public School	TEAM' s (Remote lessons delivery documentation in place and shared with staff) Please refer to TEAMS Risk Assessment and Remote learning Protocols Planned Centre based timetables and on-going review of available staffing.	**1**	**2**	**L**

5	**Lack of Safe Practice for Recruitment, Supply Staff and Peripatetic staff (Inc. Central Teams)**	Safety of school community compromised Breach of statutory duties Reputational Damage Safeguarding Compromised Pupil Outcomes Compromised Spread of Infection Ill health / Hospitalisation / Death	Pupils Families Staff Visitors Members of the Public School	Normal pre-employment procedures followed for permanent and supply staff. Refer to Supply Staff Induction and safer recruitment Policy	**1**	**2**	**L**
				Volunteers, visitors and suppliers as normal with option to participate in schools testing programme. Normal Testing Protocol will apply.			
				Staff / Visitors / Suppliers can visit multiple visits in one day.			
				Notice for visitors to read on arrival Please refer to RA in place for Peripatetic staff (INC./BL/OA/Boxing).			
6	**Visitors, Contractors, Suppliers and Letting's attending site increasing risk of infection transmission**	Safety of school community compromised Breach of statutory duties Reputational Damage Safeguarding Compromised Pupil Outcomes Compromised Spread of Infection Ill health / Hospitalisation / Death	Pupils Families Staff Visitors Members of the Public School	Volunteers, visitors and suppliers as normal with option to participate in schools testing programme. Normal Testing Protocol will apply	**2**	**2**	**M**
				Suppliers on site working directly with Pupils i.e. external sports coaches have access to school LFT's. Normal Testing Protocol will apply			
				Pre advice note on infection control risk mitigation available on Website and on display in reception areas			
				Newly referred pupils to attend face to face interviews as per normal protocol.			
				Site lettings in operation. Risk Assessments for letters to be re completed to incorporate COVID Safe Practice incorporating increase fee's for cleaning etc. Protocols for notification to be put in place.			
				Behaviour Policy to be Reviewed Sept 21			
				Pupil Risk Assessment to be completed for all as per normal practice			

7	**Pupil Behaviour Management**	Safety of school community compromised Breach of statutory duties Reputational Damage Safeguarding Compromised Pupil Outcomes Compromised Spread of Infection Ill health / Hospitalisation / Death	Pupils Families Staff Visitors Members of the Public School	Risk Assessments and capacity levels considered as per normal protocol	**3**	**2**	**M**
				Use of positive handling to be used within scope of normal practice. Team Teach is 95% de-escalation techniques. In extreme circumstances duty of care will apply. Team Teach Training under constant monitoring.			
				Individual healthcare plans in place for pupils who require them			
				Separate individual risk assessment/ healthcare / behaviour management plans and external support accessed where required to determine if the child or young person can safely attend where 1:1 care or support is not available for them			
				Referrals to inclusion plus (formally intervention plans) instigated in line with normal protocols			
				HT to consider appropriate sanctions for continual breaches of the schools Behaviour Policy as per normal protocol			
8	**SEND**	Safety of school community compromised Breach of statutory duties Reputational Damage Safeguarding Compromised Pupil Outcomes Compromised Spread of Infection Ill health / Hospitalisation / Death	Pupils Families Staff Visitors Members of the Public School	SEND Policy under Review	**1**	**2**	**L**
				Refer to national guidance on Pupil with EHCP			
9	**Transport**	Safety of school community compromised Breach of statutory duties Reputational Damage Safeguarding Compromised Pupil Outcomes Compromised Spread of Infection Ill health / Hospitalisation /	Pupils Families Staff Visitors Members of the Public School	Safe transport guidance promoted to staff, pupils and parents	**2**	**2**	**M**
				Protocols for arriving and departing school communicated to parents/carers, taxi companies and Pupils.			
				Offsite activities can resume in line with normal protocols. International / Domestic travel is to be avoided.			
				Transport providers will follow appropriate controls as highlighted in their codes of practice			

		Ill health / Hospitalisation / Death	School	School Mini bus Policy in place as per normal protocols. Parents responsible for collecting pupils if they develop symptoms / test positive to COVID-19			
10	**Attendance**	Safety of school community compromised Breach of statutory duties Reputational Damage Safeguarding Compromised Pupil Outcomes Compromised Spread of Infection Ill health / Hospitalisation / Death	Pupils Families Staff Visitors Members of the Public School	All pupils expected to attend Full Time Provision in line with Government Guidance Attendance Coding to follow DFE Guidance for AP Settings. *(X for Self isolation / I for positive cases)* Pupils returning from holidays aboard must adhere to travel legislation and quarantine arrangements Attendance via remote offer to be recorded via engagement tracker with specific reference to allow attendance reporting for Self Isolation Pupils where they are well enough to continue with learning. Work closely with other professionals as appropriate to support the return to school, including continuing to notify the child's social worker, if they have one, of regular non-attendance. Support in place for young people who are reluctant or anxious about returning or who are at risk of disengagement and develop plans for re-engaging them. Regular half termly newsletters distributed to parents / carers Non attendance followed up as per normal policy Reward system in place to support attendance engagement at all levels. Attendance Team / Inclusion Plus Team, supporting positive engagement of both remote and face to face Home visits to resume providing the staff member is assured the household is COVID free. Testing available for households where this applies in line with Government testing programmes. Catch up Initiative (inclusion Plus) in place to support improved attendance and learning. Online Lessons for ALL pupils not accessing Face to Face Provision due to self isolation	**2**	**2**	**M**
				All staff completed Health and Safety in Education Training (Educare) and new staff undertaking as part of induction			

11	**Managing Incidents and Emergencies (including First Aid, Fire, Accidents, Incidents including Staff or pupils becoming unwell with COVID-19 symptoms whilst on site**	Safety of school community compromised Breach of statutory duties Reputational Damage Safeguarding Compromised Pupil Outcomes Compromised Spread of Infection Ill health / Hospitalisation / Death	Pupils Families Staff Visitors Members of the Public School	Statutory training up to date / risk assessed and extension applied for where necessary.	**2**	**1**	**L**
				AHT's to plan and monitor staff attendance to incorporated onsite attendance of Fire Marshalls, First Aiders, Managing Meds etc.			
				Mass Testing for COVID-19 implemented across all phases as per the school protocols. Refer to Testing Protocol and Risk Assessment			
				First Aid Audits carried out by Lead First Aider Sept 21 Refer to First Aid Risk Assessment			
				Pupils and staff who develop symptoms of COVID-19 / Receive a positive LFT whilst on site should go home immediately / as soon as possible. In the case of Pupils, pupils should be isolated in a well ventilated space whilst parents are called to collect. Staff supervising the pupil should where PPE *(Apron, Gloves, Mask)*			
				Qualified Paediatric first aider at all primary sites in place.			
				Covid Infection Control Contingency plans, Business Continuity and Emergency Plans in place			
				Regular reminders to staff around shared responsibility for health and Safety.			
				Staff aware of their responsibility to report safety concerns, ill health, damage, defects, accidents or incidents and near misses in line with existing school policies.			
				Normal Accident, Incident and Near Misses reporting remains in place.			
12	**Unsafe practice in Front office**	Safety of school community compromised Breach of statutory duties Reputational Damage Safeguarding Compromised Pupil Outcomes Compromised Spread of Infection Ill health / Hospitalisation / Death	Pupils Families Staff Visitors Members of the Public School	See Reception Risk Assessment	**1**	**3**	**L**
				Transfer of files policy in place and should be adhered to for all new referrals and pupils leaving APC.			
				Normal site practice to resume			

14	**Suspected / Confirmed case in school (Pupil / Staff / Visitor)**	Safety of school community compromised Breach of statutory duties Reputational Damage Safeguarding Compromised Pupil Outcomes Compromised Spread of Infection Ill health / Hospitalisation / Death	Pupils Families Staff Visitors Members of the Public School	**Please refer to COVID-19 Testing Risk Assessment and Protocols.** **Positive LFT (lateral flow test)** Pupil – Positive LFT in School Staff member to wear full PPE when with the child. Pupil to wait in an isolated, well ventilated area whilst awaiting collection. Parent to be notified immediately and requested to collect pupil within a 60 minute timeframe. SLT informed. Whilst waiting, pupil to isolate with limited number of staff (dependent or Pupil RA). Parent letter / PCR (stock dependent) sent home with pupil in support of further actions required. PCR Test to be carried out within 2 days of positive LFT (where available, a PCR can be provided / carried out on school site providing consent is in place) Toilets to be closed and cleaned prior to any further use. **Where confirmatory PCR NEGATIVE result received**: All staff / Pupils notified and all can return to work / School **Where confirmatory PCR POSITIVE result received:** -All staff to be notified.	**2**	**3**	**M**
				Suspected Case (positive LFT / Symptoms: COVID-19 Testing Risk Assessment and Protocols. Guidance issued to parents about symptoms and when to stay home Inc. comms re Self Isolation Testing. Monthly reminders to be sent home to all parents / carers Staff participating in Home Testing and regular reminders on requirement to stay away and keep school updated on			

15	**Suspected / confirmed case at home (Positive LFT Result for Staff / Symptoms or Positive LFT for Pupils)**	Safety of school community compromised Breach of statutory duties Reputational Damage Safeguarding Compromised Pupil Outcomes Compromised Spread of Infection Ill health / Hospitalisation / Death	Staff Pupils Visitor Families Members of the public	progress of PCR Test results. COVID19 Email address in place to ensure effective and efficient response to cases. Follow government guidance on Self Isolation periods and Testing. SLT informed of all suspected cases / Positive LFT's Staff to report testing results as necessary, timely. Please refer to COVID-19 Testing Risk Assessment and Protocols. **Staff – Positive LFT at Home** Staff member should not attend work Staff member to Self-Isolate along will all members of their household E-mail COVID19@wsapc.co.uk as soon as possible or by no later that 7am (this helps us plan for cover) Contact your Centre / service lead as soon as possible or by no later 7am Follow Government Guidance for self-isolation days as instructed by Track and trace. PCR Test to be carried out within 2 days of positive LFT PCR Test can be requested from HERE If you are asymptomatic and you are well, liaise with your centre / service lead regarding remote working / confirm if you are ill **Where confirmatory PCR NEGATIVE result received:** All staff / Pupils notified and all can return to work /	**2**	**3**	**M**

				School **Where confirmatory PCR POSITIVE result received:** All staff / Affect Centre parents carers to be notified. Public Health England / DFE & County Informed. **Pupil – Symptoms / Positive LFT at Home** Pupil should not attend School Pupil to take PCR test (where stocks available APC can Provide) Pupil to Self-Isolate E-mail COVID19@wsapc.co.uk as soon as possible Follow Government Guidance as instructed by Track and Trace for self-isolation days PCR Test to be carried out within 2 days of positive LFT PCR Test can be requested from school where stocks are available If you are asymptomatic and you are well, liaise with your centre / service lead regarding remote learning confirm if you are ill **Where confirmatory PCR NEGATIVE result received:** All staff / Pupils notified and all can return to work / School **Where confirmatory PCR POSITIVE result received:** All staff / Affected Centre parents carers to be notified. Public Health England / DFE & County Informed.			
16	**Non compliance with statutory duty, ill equipped staff and putting staff & pupils at unnecessary risk.**	Safety of school community compromised Breach of statutory duties Reputational Damage Safeguarding Compromised Pupil Outcomes Compromised Spread of Infection Ill health / Hospitalisation / Death	Pupils Families Staff Visitors Members of the Public School	Risk Assessments for CEV staff to remain in place Normal Protocol for Absence reporting in place Key roles of staff to be considered within daily staffing structures to incorporate training needs Inc.: Fire Marshals Leadership (CM /AHT / HT) and DSL Teachers & Support Staff as per safe ratio (4:1 or minimum of 3) First Aider Managing Medicines Front office TEAM Teach (please note relaxed deadlines for refreshers) All relevant policies have been revised to take account of government guidance in relation to COVID-19 and its implications for the school.	**2**	**3**	**M**

				Effective Communication of Addendum polices, training extensions etc. where necessary including communication / Consultation of COVID 19 related matters.			
				Normal H&S policy and Procedures apply. I.e. Fire Drills.			
17	**Governors are not fully informed or involved in making key decisions**	Safety of school community compromised Breach of statutory duties Reputational Damage Safeguarding Compromised Pupil Outcomes Compromised Spread of Infection Ill health / Hospitalisation / Death	Pupils Families Staff Visitors Members of the Public School	The governing body continues to meet regularly via online platforms.	**1**	**3**	**L**
				The governing body agendas are structured to ensure all statutory requirements are discussed and school leaders are held to account for their implementation.			
				The HT report to governors includes content and updates on how the school is continuing to meet its statutory obligations in addition to covering the school's response to COVID-19.			
				Regular dialogue with the Chair of Governors / Lead Governors with specific areas of responsibility.			
				Minutes of governing body meetings are reviewed to ensure that they accurately record governors' oversight and holding leaders to account for areas of statutory responsibility.			
				H&S Link Governor invited to all H&S Committee meetings.			
				Chair of Governors / FGB are involved in key decisions			
				FGB fully aware of on the latest government guidance and its implications for the school.			
				On site testing to continue for Pupils. Testing team to review effectiveness in week 3 of Autumn 1 with view to consider home testing for pupil in consultation with staff.			**M**
				Pupils to be tested prior to entry to school building on 6th September			
				Subject Risk Assessments reviewed and incorporate Infection Prevention and Control Measures.			**L**

			A requirement that people who are ill stay at home - Signage in all Centre receptions and pupil entrances - COVID19@wsapc.co.uk Email in place for reporting of all symptoms and instance of Self Isolation staff and pupils			
			Active engagement with NHS Track and Trace - Details of all visitors/contractors taken on entry - Staff reminded of importance of singing in / out.			
			Where possible, all PE activities to take place outside. Contact sports to resume to normal practice.			
			Staff to be mindful of congregating together in small spaces. Where not possible to avoid, ventilation should be adequate			
			Face to face meetings including Interviews can take place providing COVID safe conditions apply, i.e. ventilation etc.			
			Separate entrances to remain where split cohorts are deemed appropriate, i.e. Primary etc.			
			Infection Control Protocol in place			
			Enhanced hand hygiene practices to be enforced (hand washing), Hand Sanitising stations in place at all entry / exit points and at various locations around the building.			
			Sufficient hand washing facilities are available sinks, soap and towels			
			Where drinking water stations are present disposable cups available			
			Outside learning to be prioritised weather permitting.			
			Weather Permitting all PE to take place Outside.			
			Enhanced daily COVID-19 Safe cleaning in place across all centres' delivered by Churchill's / NHS Trust as appropriate			

19	**Spread of Infection**	Safety of school community compromised Breach of statutory duties Reputational Damage Safeguarding Compromised Pupil Outcomes Compromised Spread of Infection Ill health / Hospitalisation / Death	Pupils Families Staff Visitors Members of the Public School	Staff to take a shared responsibility approach in wiping High Touch point areas at points deemed appropriate during the school day with a focus on high traffic / high touch areas.	**3**	**2**	
				Equipment sanitisation wipes to be used by staff following class change overs / after each use. This includes books, toys, Clevertouch board and ICT resources etc.			
				Auto soap dispensers installed in all hand washing areas.			
				Hand sanitizer stations installed / pump action bottles in buildings in areas where hand washing is not readily available. Please remember that hand washing is the recommended measure.			
				How to Wash your hands signage displayed at all hand basins and sanitising stations.			
				Rooms where external ventilation is not present to be limited to one person only.			
				Catch it /Bin it / Kill it approach adopted. Bins in every room to be made available and emptied twice a day (lunch and end of day).			
				The wearing of face coverings in the school environment is not enforced but staff / pupils can choose to wear. For staff, consideration should be applied to supporting children and young people whereby facial expressions and lip reading can not be seen. Visors made available to staff on Request			
				The wearing of face coverings for staff and pupils on public transport is encouraged (not enforced)			
				Bi Weekly testing in place for all. Staff to test at home twice weekly on a Monday before work and Thursday before work. Pupils to test Bi Weekly on School site on a Monday and Thursday across all centres'. COVID-19 Testing Risk Assessment and Testing Protocol			
				Contractors, multi agency and general visitors to read requirements of stay home guidance before accessing the school. Documentation made available on School Website and in reception areas.			

			Food Technology / Cook and Eat to be delivered as per normal protocol. Food RA incorporates HSE & EH guidance .			
			Uniform / PPE provided to Chalkhill staff for use during the school day.			
			PPE provided for first aid applications and where pupil / staff member develops symptoms during the school day.			
			Peripatetic Risk Assessment in place to support centrally employed staff for multiple site visits, school to school support, home visits, off site visits.			
			Travel Sanitising Packs made available for central teams.			
			Contingency measures at centre based level will be instigated on an as needed basis following government guidance. Decisions will be based on capacity levels (as opposed to attendance levels) as follows, to whichever level is reached first. **CH/CRA/BH/LH/LCG** - 5 children or staff who are likely to have mixed closely test positive for covid-19 within a 10 day period or 10% of pupils or staff who are likely to have mixed closely / test positive for Covid-19 within a 10 day period. **CHI -** 2 Pupils or staff who are likely to have mixed closely, test positive for covid-19 within a 10-day period.			
			Absence/self-isolation cases due to COVID 19 (suspected or confirmed) must be reported via the COVID19@wsapc.co.uk for all staff and pupils. Where this is reported to the Centre, the AHT/BSA should inform via the COVID email address to ensure that attendance is monitored and reported accurately.			
			Staff returning from holidays aboard must adhere to quarantine requirements. Staff reminded of requirement to attend work from the start of term. Staff chosen to travel outside of UK may not be granted paid leave / working from home.			

				Mass Testing for COVID-19 implemented across all secondary sites in place Refer to Testing Protocol and Risk Assessment			
20	**Safeguarding of Pupils Compromised**	Safety of school community compromised Breach of statutory duties Reputational Damage Safeguarding Compromised Pupil Outcomes Compromised Spread of Infection Ill health / Hospitalisation / Death	Pupils Families Staff Visitors Members of the Public School	Online Safety Training made available for Parents and Carers.	**1**	**2**	**L**
				Attendance recording SIMS by lesson monitor			
				Centre staff: pupil ratio to retain agreed 1:4 / minimum of 3:1			
				Safeguarding Policy, Behaviour Policy and Online Safety Policy to be reviewed and issued.			
				Normal Safeguarding / CP escalation routes and referrals followed.			
				Multi-Agency Referrals to be followed as per normal policy			
				Annual Safeguarding Refresher for all staff Sept 21			
				Data Sharing Agreement in place for school to school sharing of CP records for all no singularly registered pupils.			
				Acceptable use Policy updated and distributed for signing to reflect current use of ICT for Pupils and Staff.			
21	**Pupil Not Receiving Appropriate Pastoral Support**	Safety of school community compromised Breach of statutory duties Reputational Damage Safeguarding Compromised Pupil Outcomes Compromised Spread of Infection Ill health / Hospitalisation / Death	Pupils Families Staff Visitors Members of the Public School	PD Curriculum developed and designed to enhance awareness of COVID 19, Support on Offer etc.	**2**	**3**	**M**
				All teams to maintain regular contact with pupil, parent/career as per normal protocols.			
				Counselling / Pastoral support programme to be urgently reviewed.			
				Individual Risk Assessments carried out for staff for physical and emotional health on an as needed basis			
				Use of Occupational Health, EAP, WSAPC Staff Wellbeing Toolkits referred too			
				Individual Risk Assessments for CEV staff will be carried out and in place. All CEV staff are expected to attend work as normal.			

22	**Health, Safety and Wellbeing of Staff (including hazards in relation to staff deemed high risk due to underlying or Pre-existing health conditions, Pregnancy, Asthma etc.)**	Safety of school community compromised Breach of statutory duties Reputational Damage Safeguarding Compromised Pupil Outcomes Compromised Spread of Infection Ill health / Hospitalisation / Death	Pupils Families Staff Visitors Members of the Public School	Pregnant staff less than 28 weeks should attend work with COVID RA , supported by new and Expectant Mothers RA. Pregnant staff more than 28 weeks should attend work with COVID RA being classed in the CV category, supported by new and Expectant Mothers RA. Protocols for Remote Working in place including DSE Assessments and Working From Home Policy Governing Body to ensure that work life balance, mental health and wellbeing of all staff including senior leaders. Stress Risk Assessments carried out on an as needed basis. Wellbeing Committee to actively engage with staff on wellbeing on a half termly basis. On-going communication regarding COVID 19 delivered via bulletins, FAQ's, Staff Meetings Staff signposted to support services i.e. OH, EAP etc. as required. Normal staff absence and wellbeing reporting procedures followed H&S Committee in operation and well attended with Reps from every school Centre / service Coaching Model implemented. TEAMS meetings in place supporting reduced workloads / travel time and remote working Guidance for Staff Wellbeing and routes of escalation. Flexible working to continue for Central Teams with some on site attendance as deemed appropriate TEAMS meetings should be encouraged to remove the need to travel between sites. Meetings where ventilation and space is not conducive to safe working Staff can attend multiple centres' per day as required. Centre Staffing Ratios of staff: pupil to retain agreed 1:4 (minimum of 3 staff) Workload reduction tool kit used as required / DSE Assessments in place.	**3**	**2**	**M**

				Uniform provided to Chalkhill staff for use during the school day.			
				Staff responsible for ensuring that they are up to date with their own routine immunisations. Flu Vaccine Communicated.			
				Vaccinations for COVID-19 has been offered to all school staff. Awaiting confirmation on Flu vaccination programme.			
				PPE provided where pupil / staff member develops symptoms during the school day.			
23	**Wellbeing & Safety of Pupils and their Families**	Safety of school community compromised Breach of statutory duties Reputational Damage Safeguarding Compromised Pupil Outcomes Compromised Spread of Infection Ill health / Hospitalisation / Death	Pupils Families Staff Visitors Members of the Public School	Regular home communications detailing places to access support when needed / Wellbeing strategies etc.	**1**	**3**	**L**
				Data Sharing Agreement in place for school to school sharing of CP records for all no singularly registered pupils.			
				Transfer of files policy in place and should be adhered to for all new referrals and pupils leaving APC.			
				Information for food banks made available, reminders for change in status for FSM in place.			
				Mental Health awareness training for staff.			
				Counselling Provision being reviewed			
				Tutor time protected on Timetables			
				Pupil / Parent voice incorporated in decision making.			
				Parent / Carer information sharing and parent / carer evenings in place			
				Signposting to multi agency groups to support Bereavements, mental health, wellbeing and safety.			
24	**Breaks and access to Food (including responsibility for providing FSM to Eligible Pupils**	Safety of school community compromised Breach of statutory duties Reputational Damage Safeguarding Compromised Pupil Outcomes Compromised Spread of Infection Ill health / Hospitalisation / Death	Pupils Families Staff Visitors Members of the Public School	Timings in place to ensure safe management of break and lunchtimes. Staggered breaks considered where appropriate and Primary / Secondary where required.	**1**	**3**	**L**
				Arrangements for Eligible FSM pupils not attending site to be put in place (i.e. Food Parcels / Vouchers)			
				Food Curriculum can continue with enhanced hygiene protocols in place. Refer to Food Risk Assessment			
				Staff and pupils reminded to wash hands before and after eating.			

				Regular monitoring from H&S Responsible person (AHT)			
25	**Learning of Pupils - General**	Safety of school community compromised Breach of statutory duties Reputational Damage Safeguarding Compromised Pupil Outcomes Compromised Spread of Infection Ill health / Hospitalisation / Death	Pupils Families Staff Visitors Members of the Public School	Full core curriculum offer in place Consistent timetable in place across all centres' Inc. Remote offer of Pupils Self Isolating. Outside spaces used for learning where possible and appropriate. Use of live streamed lessons / APC Online to enhance access to learning / breadth of offer (see live streaming RA). subject specific Risk Assessments reviewed to incorporate infection control and adjustments made. Home Technology / data monitored for all pupils and engagement in DFE laptop schemes in place. Where pupils are not eligible for DFE funded scheme, catch up grant used to procure home learning loan equipment for all pupils. PD Curriculum developed and designed to enhance awareness of COVID 19, Support on Offer etc. Normal Curriculum plans, CAP etc. in place primary and secondary SEND Strategy in place and normal protocols for identifying and progressing EHCP / SEND interventions and assessment in place Gaps in learning are assessed and addressed in teachers' planning plans for intervention are in place for those pupils who have fallen behind in their learning. Year 10 & 11 to continue with study for all examination subjects until notified of changes. Parent / Carer Information sessions planned	**2**	**2**	**M**
26	**Physical Education**	Safety of school community compromised Breach of statutory duties Reputational Damage Safeguarding Compromised Pupil Outcomes Compromised Spread of Infection Ill health / Hospitalisation / Death	Pupils Families Staff Visitors Members of the Public School	Outdoor sports to be prioritised - Please refer to PE Risk Assessment Primary PE follows national curriculum guidelines.	**1**	**3**	**L**

27	**Off Site Visits**	Safety of school community compromised Breach of statutory duties Reputational Damage Safeguarding Compromised Pupil Outcomes Compromised Spread of Infection Ill health / Hospitalisation / Death	Pupils Families Staff Visitors Members of the Public School	Offsite Visits to resume subject to APC LOtC policy and COVID Safe Risk Assessment in place.	**2**	**2**	**M**
28	**Extra Curriculum Provision**	Safety of school community compromised Breach of statutory duties Reputational Damage Safeguarding Compromised Pupil Outcomes Compromised Spread of Infection Ill health / Hospitalisation / Death	Pupils Families Staff Visitors Members of the Public School	Extra Curriculum provision can continue with full Risk Assessments in place taking COVID Safe process into consideration	**2**	**2**	**M**
29	**Pupil Uniform and Staff Dress Code**	Safety of school community compromised Breach of statutory duties Reputational Damage Safeguarding Compromised Pupil Outcomes Compromised Spread of Infection Ill health / Hospitalisation / Death	Pupils Families Staff Visitors Members of the Public School	Relaxed dress Code for Staff Refer to Dress Code Policy PPE provided at CEC to all Staff as per Hospital Infection Control Measures	**2**	**1**	**L**

Recommended Control Measures		**Revised Risk X I = H, S, M or L**	**Management Action Plan and Implementation Date(s)**			
		L	**Action**	**By Whom**	**By When**	**Complete?**
	Disposable cups where drinking fountains are present	**L**	Stock Check. Order and distribution	OM	08/09/2021	
	Regular Newsletters for parents/carers required	**L**		SBM	Ongoing	
	Pupil representation on H&S committee	**L**	SC to communicate and request volunteers	SBM	Ongoing	
	Pupil on site testing to be reviewed by testing team week 3 for Autumn 1	**M**		SBM / Test Leads	23/09/2021	
	Staggard starts on the 6th September to allow for testing and results to take place outside and prior to admittance to centres	**M**		AHT	06/09/2021	

	PE Risk Assessment to be reviewed in light of new operational guidance	L	CG to liaise with Subject lead	CG	08/09/2021	
	E-Safety Training for parents carers to be organised.	L	Outstanding from July 20	JB	20/09/2021	
	Staff Checklist to be issued	L	Checklist updated and circulated for new Academic year.	SLT	08/09/2021	
	EVC Staff Risk Assessments to be completed	L		ESLT	08/09/2021	
	Pastoral Policy to be implemented to incorporated bereavement support	M	Ongoing from Mar 20	JW	20/09/2021	
	Counselling / Pastoral provision reviewed and implemented	M		JW	20/09/2021	
	Fire Drills to be carried out at all sites	L		AHT	20/09/2021	
	Premises Checklists to be updated to reflect changes to premise Risk Assessment (incorporating CO2 Monitoring)	L		ASBM	08/09/2021	
	H&S Responsibilities and training to be reviewed	L	CG to share updated training schedule with AHT's for Review and implementation.	ASBM / AHT	08/09/2021	
	Flu Jab Programme to be researched and implemented accordingly.	L		SBM	Ongoing	
	Parental communication to be sent out re start of term arrangements, Testing Programme, Quarantine requirements, Attendance expectations, Covid symptom Reporting.	L		DT	03/09/2021	
	Food / Cook and Eat Risk Assessment to be reviewed and communicated	L		SBM / AV	03/09/2021	
	Signage to be updated to reflect new safety measures	L		OM's	08/03/2021	
	Behaviour Policy to reviewed (addendum removed / incorporated?)	L		DT	20/09/2021	
	Safeguarding Policy to be Reviewed (Addendum removed / incorporated?)	L		HE	20/09/2021	
	Data Sharing Agreement completed and implemented	L		SBM	10/09/2021	
	Attendance Policy to be Reviewed	L		AJ	20/09/2021	
	E-Safety Policy to be Reviewed	L		LS	20/09/2021	
	Parent Evenings to be diarised and communicated with Staff and Parents/carers	L		SC	20/09/2021	
	RA to be updated on the Website supported by other relevant protocols.	L		D&CM	08/09/2021	
	First Aid Audit to be carried out at all centre's	L		FAL / OM	08/09/2021	

Generic Risk Assessments - Is an additional site specific assessment required? Where generic assessments are produced the actual workplace must be checked to ensure other hazards have not been omitted (tick appropriate box)	**No**		**Yes**	**x**	**Assessor Signature:**

Signature of Manager		**Date**	01/09/2021
Name of Manager	Samantha Channon		