



COVID-19: Operational risk assessment for Kingsfield First School February 2022

Please note: this risk assessment should be undertaken in conjunction with the guidance: Schools (COVID19) operational guidance 24th February 2022 and all guidance provided on a daily basis since then.

Assessment conducted by:	Mrs R Butler	Job title:	Headteacher	Covered by this assessment	Staff, pupils, contractors, visitors, volunteers
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Date of assessment:	Version 8 26.02.2022	Review interval:	Daily	Date of next review:	Daily
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Related documents

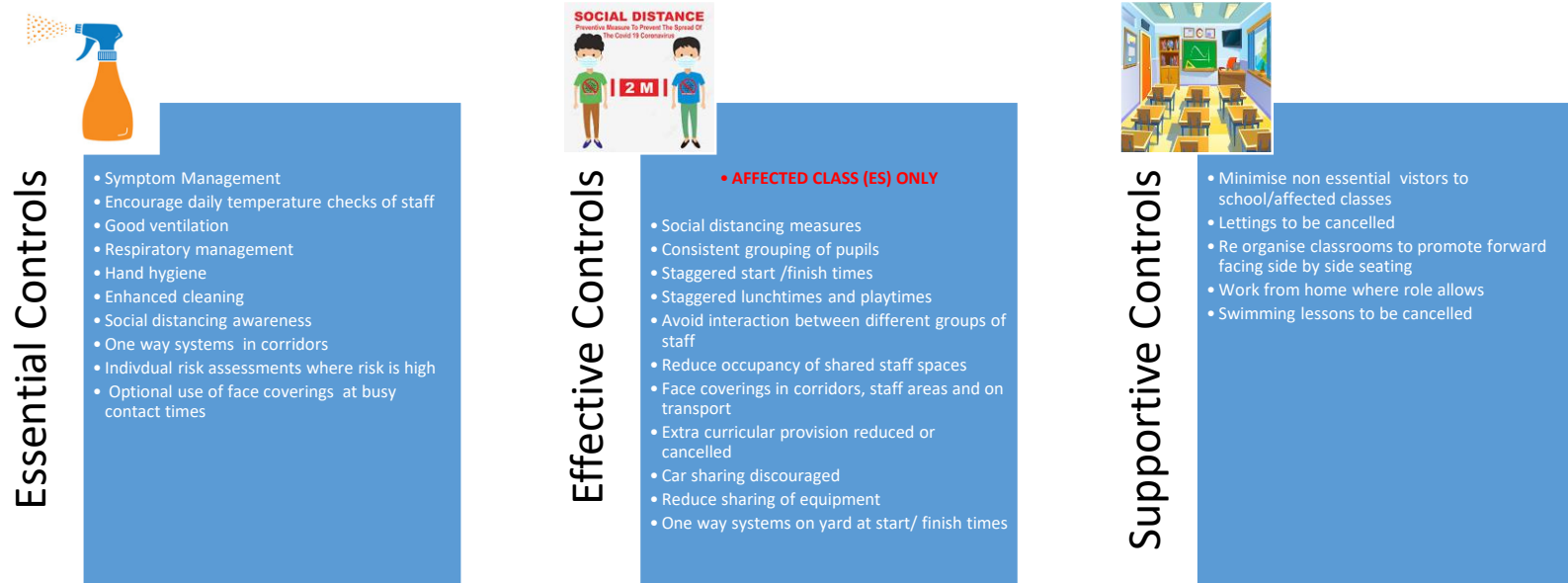
CFLP documents: Behaviour Policy appendix Outbreak Management Plan	Government guidance: Schools COVID-19 operational guidance - GOV.UK (www.gov.uk) Actions for schools during the coronavirus outbreak - GOV.UK (www.gov.uk) COVID-19: cleaning of non-healthcare settings outside the home - GOV.UK (www.gov.uk) Actions for early years and childcare providers during the COVID-19 pandemic (publishing.service.gov.uk) Step 4 Covid advice Guidance from Swim England (swimming.org)
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Risk matrix

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



THE CHILDREN FIRST LEARNING PARTNERSHIP COVID OUTBREAK MANAGEMENT SUMMARY



CONTEXT:

Section 1 of this Risk Assessment is operational whilst the school remains

at the lowest risk and therefore fulfils the **Essential Controls** requirements above. This section of the COVID-19 Risk Assessment details how we will comply with the minimum standards for managing the risks of COVID-19, to keep employees, pupils and other people within our setting safe ensuring preventative measures are well established and typical across our school

Section 2 of this Risk Assessment, following guidance set out above in the **Effective Controls** requirements, will take effect if our school experiences higher than previously experienced rates of positive cases. In the eventuality of rapidly increasing staff or pupil absence rates due to cases of COVID 19. or if directed



by the Local Outbreak Control Team due to increased cases in the community the school will establish controls set out above in the **Supportive control** requirements and these additional measures are listed in **Section 3** of this Risk Assessment. The school will step up and step back down the response measures according to the level of risk, effectiveness of response measures and availability of resources, in close collaboration with Local Outbreak Control Team, Variant of Concern (VOC) Public Health England and DFE



Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action required/comments	Residual risk rating (H/M/L)
SECTION 1 ESSENTIAL CONTROLS					
1. The Delivery of an Effective Curriculum					
1.1 Organisation of teaching spaces					
Close contact in classrooms could increase the risk of the spread of COVID	M	<ul style="list-style-type: none"> Doors and windows to be left open to increase ventilation- during very cold weather limited window opening but internal doors must remain open when occupied Children and staff to be reminded and modelled the importance of good respiratory hygiene- bins and tissues in place 	Y	<ul style="list-style-type: none"> Rooms prepared for re-opening – Indoor and outdoor signage secured. 	L
Close contact in cloakrooms could increase the risk of the spread of COVID	M	<ul style="list-style-type: none"> Doors and windows to be left open to increase ventilation- during very cold weather limited window opening Send pupils in groups to reduce over crowding PE kits to be worn on day of PE to reduce kit stored in cloakroom areas Staff deemed high risk to wear masks if they feel this is appropriate when area is busy 	Y	<ul style="list-style-type: none"> Monitor and refine organisation at pinch point times as required 	L
1.2 Availability of staff					
The number of staff who are available is lower than that required to teach classes in school	M	<ul style="list-style-type: none"> The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned. Flexible and responsive use of teaching assistants and other staff to lead classes is in place. Staff to be encouraged to take their temperature on arrival on a daily basis 	Y	<ul style="list-style-type: none"> 	L
1.3 Curriculum provision					
Pupils will have fallen behind in their learning during school closures and achievement gaps will have widened	M	<ul style="list-style-type: none"> Strong AfL procedures in place Recovery plans in place support staff to concentrate on knowledge gaps missed due to school lockdown particularly in non core subjects Additional support to target those who do not close gaps quickly Subject leaders to support teachers to plan effectively to support pupils to catch up. Additional assessment opportunities and planning clinics to be led by subject leaders 	Y		M



Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action required/comments	Residual risk rating (H/M/L)
Extracurricular provision may increase contact with a wider number of pupils across the school and visiting coaches etc.	M	<ul style="list-style-type: none"> Visitors/Coaches to remain off site if unwell. Site of club-. if indoors, doors and windows to be left open to increase ventilation- during very cold weather limited window opening but internal doors must remain open when occupied Children and staff to be reminded and modelled the importance of good respiratory hygiene- bins and tissues in place Clean equipment after use. Children to use same equipment throughout club if possible. Registers to be kept to enable contact to be monitored 	Y	Club lead to liaise with all coaches after each session to review practice-amend as required	L
Swimming lessons or visits (off site)	H	<ul style="list-style-type: none"> Ensure all staff are familiar with pool/visit site risk assessment and pupils adhere to it at all times Reduce contact with members of the public as much as possible Ensure appropriate handwashing/sanitising of staff and pupils Travel to and from pool/visit site- ventilate bus as much as is possible. Staff including those deemed high risk to wear mask on coach/as and when they feel it necessary 	Y	Ensure lead staff member has contact with pool the day of the lesson- cases on site? Assess risk etc.	M
Swimming lessons (on site)	M	<ul style="list-style-type: none"> Temp taken on arrival Pool changing rooms/toilet/equipment to be cleaned Pool changing rooms/toilet to be ventilated Additional hand sanitiser and tissues accessible at all times and a swing bin to promote good personal hygiene Additional adult support provided dependent on age and ability of the children Staff, including those deemed high risk to wear mask as and when they feel it necessary Children to be rehearsed in pool rules and evac procedures 	Y	Review daily with coach-respond as required	L
Children cannot attend school due to a cohort closure or need to self-isolate and therefore cannot access learning	H	<ul style="list-style-type: none"> All children to be allocated email addresses to provide access to Microsoft teams Clear code of conduct and access support materials to be provided to all parents by email and also via COVID Website area E-safety rules shared with pupils and parents Clarity re internet and hardware access to be gained and staff aware of who needs paper based work. DfE Laptops allocated if a vulnerable child is self-isolating Non negotiables established and discussed with parent to provide consistent and realistic online learning for their child if self -isolating 	Y	Ensure parents inform us if contact details change or needs change. Inform parents of restrictions of online learning provision if individual children are self-isolating Ensure staff are clear as the expectation of home learning when class cohort is in school but individuals are self-isolating	M



Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action required/comments	Residual risk rating (H/M/L)
Frequent use of equipment and teaching resources		<ul style="list-style-type: none"> Tables in classrooms to be cleaned at least twice during the school day Pupils with SEN to have own learning resources Shared equipment to be wiped when possible Touch points in computing suite to be wiped down where possible Touch points in hall after activities such as PE to be wiped down where possible 	Y	Review regularly- does this restrict outcomes?	
2 The School Day					
2.1 Planning movement around the school					
Movement around the school could cause overcrowding and close contact if not well managed	L	<ul style="list-style-type: none"> Corridors are divided where feasible. Pinch points and bottle necks are identified and managed accordingly. Staff including those deemed high risk can wear masks in busy corridors. (Optional) Pupils are regularly briefed regarding observing social distancing guidance when indoors as a good practice guide 	Y	Social and emotional support for pupils to adjust to ongoing concerns etc. Spend time sharing and reminding pupils of class rules Observe daily and review as required Ensure curriculum supports training of pupils	L
2.2 Staff workspaces					
Staff rooms and offices could become overcrowded and increase close contact if not managed well	M	<ul style="list-style-type: none"> Staff have been briefed on the use of these rooms. (Updated expectations shared and on display) Touch points are cleaned after use by staff- handles, work surfaces etc. Additional areas identified for those staff, including those deemed high risk who feel vulnerable /uncomfy with lack of social distancing Windows and doors to be opened for good ventilation- when weather cold at reduce number of windows open and always ensure internal door is open. 	Y	Review in 2 weeks in relation to cases, staff views- consult staff daily	L
2.3 Managing Whole School Events					
Assemblies increase risk of close contact and over crowding	M	<ul style="list-style-type: none"> Classes to spread out as much as possible, consideration given to whole key stage assemblies first to support pupil well being Hall must be ventilated at all times when occupied Length of assemblies to be monitored Adults including those deemed high risk can use masks if they require when in hall (optional) Continue to promote high standards of respiratory hygiene (provide tissues and bin in hall) 	Y	Review and respond daily gain feedback from pupils and staff	L



Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action required/comments	Residual risk rating (H/M/L)
Lunchtimes increase risk of close contact and overcrowding in school hall	M	<ul style="list-style-type: none"> Time in hall to be as short as possible All tables and equipment used must be cleaned between use Pupils to wash hands/sanitise before lunch Hall must be ventilated at all times when occupied Adults, including those deemed high risk can use masks if they require when in hall (optional) Continue to promote high standards of respiratory hygiene (provide tissues and bin in hall) 	Y	Review and respond daily gain feedback from pupils and staff- including kitchen staff	L
Parent events increase numbers on site and risk of transmission	H	<ul style="list-style-type: none"> Ventilate rooms Communicate use of hand sanitiser Ensure parents clear as to how to identify symptoms and remain off site if unwell. Actively promote use of masks at indoor events (provide if required) 	Y	Complete an event RA prior to inviting parents on site	M
Close contact in care club could increase the risk of the spread of COVID	M	<ul style="list-style-type: none"> Rooms to be well ventilated Continue to promote high standards of respiratory hygiene (provide tissues and bin in hall) All tables and equipment used must be cleaned between use Hand washing/sanitising to be promoted Equipment to be wiped frequently 	Y	Review provision daily and address as required	L
The start and end of the school day creates risks of additional contact between staff and parents	H	<ul style="list-style-type: none"> The number of entrances and exits to be used is maximised Staff, including those deemed high risk to wear mask on door (optional) Communicate expectations with parents Previous one-way system to be encouraged Mask wearing by parents to be encouraged 	Y	SLT to observe and adjust as required	L

3. Investing in safety equipment and health and safety arrangements to limit the spread of COVID-19 and all known variants

3.1 Cleaning



Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action required/comments	Residual risk rating (H/M/L)
Cleaning capacity is reduced so that an initial deep-clean and ongoing cleaning of surfaces are not undertaken to the standards required	H	<ul style="list-style-type: none"> • A return-to-work plan for cleaning staff (including any deep cleans) is agreed with staff / contact providers prior to opening. • Stock of all products created and daily stock checks in place • An enhanced cleaning plan is agreed and implemented which minimises the spread of infection. • Working hours for cleaners under review on a daily basis • Classroom cleaning procedures established for all staff especially on frequently used surfaces. • COSHH sheets in place for all new products 	Y	Meeting to be held with staff to be clear about expectations. Ensure any new products have COSHH sheets	L
3.2 Toilets					
The demand for handwashing may increase visit frequency and time spent in toilets by staff and children and create over crowding	M	<ul style="list-style-type: none"> • Pupils and staff are encouraged to access the toilet during class/throughout the day to help avoid queues. • The toilets are cleaned frequently. • Monitoring ensures a constant supply of soap and paper towels. • Bins are emptied regularly. • Pupils are reminded regularly on how to wash hands and young children are supervised in doing so. 	Y	HT to monitor and address issues as they arise	L
3.3 Hygiene and handwashing					
Inadequate supplies of soap and hand sanitiser mean that pupils and staff do not wash their hands with sufficient frequency	H	<ul style="list-style-type: none"> • Monitoring arrangements are in place to ensure that supplies of soap, hand towels and sanitiser are maintained throughout the day. 	Y	Staff to check stocks daily and re order well in advance	L
Pupils forget to wash or sanitise their hands regularly and frequently	H	<ul style="list-style-type: none"> • Staff training includes the need to remind pupils of the need to wash/sanitise their hands regularly and frequently. • Ensure soap and hand sanitiser is replenished and stock levels are high. • Posters and class discussions reinforce the need to wash hands regularly and frequently. • School leaders monitor the extent to which handwashing is taking place on a regular and frequent basis. 	Y	Ensure all staff are aware of current guidance to promote	L
3.4 Testing, managing symptoms and confirmed cases					



Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action required/comments	Residual risk rating (H/M/L)
Testing guidance is not used effectively to help manage staffing levels and support staff wellbeing	H	<ul style="list-style-type: none"> New Feb 22 Guidance on getting tested has been shared. Ensure guidance re LFD testing has been explained to staff regularly to gain maximum engagement 	Y	Regularly send out new guidance to parents as some guidance can be confusing Lateral flow guidance for testing shared with staff	L
Infection transmission increases, especially in light of the new COVID variant within school due to staff/pupils (or members of their household) displaying symptoms	H	<ul style="list-style-type: none"> Robust collection and monitoring of absence data, including tracking return to school dates, is in place. Procedures are in place to deal with any pupil or staff displaying symptoms at school. This includes the use of testing for both staff and pupils and appropriate action, in line with government guidance, should the tests prove positive or negative. Staff to wear PPE (mask and gloves- found at each cleaning station) to talk with any child/staff member who is ill and walk them socially distanced to medical room. Pupils, parents and staff are aware of what steps to take if they, or any member of their household, displays symptoms. This includes an understanding of the definitions and mitigating actions to take in relation to the terms clinically vulnerable and clinically extremely vulnerable should these apply. A record of any COVID-19 symptoms in staff or pupils is reported to the CEO. The contact details of all staff coming into school are collated and retained by office staff Outbreak Management Plan in place if cases occur. 	Y	Updated DfE return documents shared with office staff Ensure office staff are aware of the new requirements re the vulnerable pupil returns to the LA on a weekly basis	L
3.5 First Aid/Designated Safeguarding Leads					
The lack of availability of designated First Aiders and Designated Safeguarding Leads puts children's safety at risk	H	<ul style="list-style-type: none"> First Aid certification reviewed and new quals booked in advance A programme for training additional staff is in place. Collaborative arrangements for sharing staff with other schools in the locality have been agreed. Staff clear as to expected level of PPE to be used and how to dispose of it. 	Y	PPE available- guidance to don and doff displayed and moving symptomatic pupils and staff to an identified area.	L
Transmission may occur when providing First Aid	H	<ul style="list-style-type: none"> Wash/sanitise hands before and after treating a casualty. Assist at a safe distance where possible, if they are capable instruct them to do things for you. Minimise time sharing a breathing zone. Wear appropriate PPE (such as disposable gloves, disposable apron). When directly treating people with symptoms of COVID-19 a fluid repellent surgical mask should be worn and eye protection may be needed where there is a risk of body fluids entering the eyes. 	Y	<ul style="list-style-type: none"> Review first aid needs assessment and PPE requirements. First aiders instructed on the safe "donning and doffing" of PPE. Maintain stocks of PPE. Where this is not available contact LA. Resuscitation Council UK advice: https://www.resus.org.uk/covid-19-resources/covid-19-resources-general-	M



Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action required/comments	Residual risk rating (H/M/L)
		When performing CPR: <ul style="list-style-type: none"> Call an ambulance Use chest compressions or defibrillator Use a cloth or towel to cover the casualty's mouth and nose while still permitting breathing Use PPE – gloves, apron, fluid repellent surgical mask, eye protection. 		public/resuscitation-council-uk-statement-covid-19	
3.6 Medical rooms					
Medical rooms are not adequately equipped or configured to maintain infection control	H	<ul style="list-style-type: none"> Social distancing provisions are in place for medical rooms. Additional rooms are designated for pupils with suspected COVID-19 whilst collection is arranged. Procedures for PPE/handwashing by first aiders all shared and displayed Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets. Ventilation to be provided in medical rooms 	Y	Identified First Aider to stay with child who is ill/has symptoms	L
Provision of PPE for staff where required is not in line with government guidelines	H	<ul style="list-style-type: none"> Government guidance on wearing PPE is understood, communicated and sufficient PPE has been procured. Those staff required to wear PPE (e.g. SEND intimate care; receiving/handling deliveries; cleaning staff) have been instructed on how to put on and how to remove PPE carefully to reduce contamination and also how to dispose of them safely. Including the putting on. Off and disposal of face masks. Staff are reminded that wearing of gloves is not a substitute for good handwashing. 	Y	Ensure orders are done in good time. Guidance re donning and doffing clearly displayed, discussed and reviewed in briefing meetings	L
4. Communication Strategy with Stakeholders					
4.1 Parents					
Parents and carers are not fully informed of the health and safety requirements for the day to day running of our school	H	<ul style="list-style-type: none"> Parents are kept up to date with information, guidance and the school's expectations based on rates of infection on a weekly basis using a range of communication tools. A COVID-19 section on the school website is created and updated. 	Y	Ensure all contact details are up to date and teachers/parents updated as required including the most recent guidance re managing symptoms and advice regarding testing	L
Parents and carers may not fully understand their responsibilities should a child show symptoms of COVID-19	H	<ul style="list-style-type: none"> Key messages in line with government guidance are reinforced on a weekly basis via email, text and the school's website. 	Y	Include on Newsletter including testing guidance and advice re self-isolation for 5 days plus LFD testing advice.	L



Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action required/comments	Residual risk rating (H/M/L)
4.2 Staff					
Staff are not trained in new procedures, leading to risks to health	H	<ul style="list-style-type: none"> • Key Principles is issued to all staff prior to reopening. • Induction and CPD programmes are in operation for all staff prior to during partial opening, and include: <ul style="list-style-type: none"> • Infection control • Fire safety and evacuation procedures • Behaviour management • Safeguarding • Risk management 	Y		L
New staff are not aware of policies and procedures prior to starting at the school when it reopens	H	<ul style="list-style-type: none"> • Induction programmes are in place for all new staff – either online or in-school – prior to them starting. • Key principles for staff are issued to all new staff prior to them starting. 	Y		L
Staff, pupils and parents are not aware of the school's procedures (including on self-isolation and testing) should anyone display symptoms of COVID-19 who is attending Critical worker provision and come schooling	H	<ul style="list-style-type: none"> • Staff, pupils and parents have received clear communications informing them of current government guidance on the actions to take should anyone display symptoms of COVID-19 and how this will be implemented in the school. • This guidance has been explained to staff and pupils as part of the induction process. • Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders. • In order to create a local log parents of pupils learning at home to be asked to inform us of positive tests results within our pupils 	Y	Regularly update as guidance changes/refines. including testing guidance and advice re self-isolation for 5 days plus LFD testing advice.	L
Staff, pupils and parents are not aware of the school's procedures should there be a confirmed case of COVID-19 in the school	H	<ul style="list-style-type: none"> • Staff, pupils and parents have received clear communications informing them of current government guidance on confirmed cases of COVID-19 and how this will be implemented in the school • HT to refer to CFLP Bubble Closure Flowchart to report and correctly adhere to guidance re reporting and dealing with an outbreak • This guidance has been explained to staff and pupils as part of the induction process. • Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders via text and email. • Outbreak Management Plan Feb 22 shared with staff and parents. 	Y	All new policies emailed to staff including safeguarding & behaviour.	L
4.3 Governance					



Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action required/comments	Residual risk rating (H/M/L)
LAB Members and Directors are not fully informed or involved in making key decisions	M	<ul style="list-style-type: none"> Online meetings are held regularly with LAB Members and Directors LAB's are involved in key decisions on reopening. Directors informed of all CFLP guidance for schools LAB's are briefed regularly on the latest government guidance and its implications for the school. 	Y	Increase phone contact between HT and LAB Chairs	L
Lack of Director and LAB oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements.	H	<ul style="list-style-type: none"> The LAB and Director Board continues to meet regularly via online platforms. All agendas are structured to ensure all statutory requirements are discussed and school leaders are held to account for their implementation. The Head's report to LAB members 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 LABs and those governors with designated responsibilities is in place. (Link LAB and Director Champions) Minutes of LAB meetings are reviewed to ensure that they accurately record LAB's oversight and holding leaders to account for areas of statutory responsibility. 	Y		L
4.4 Leaders					
Leaders are not aware how to manage single and multiple cases of covid in their school	H	<ul style="list-style-type: none"> CFLP Bubble Closure Flow chart created with Exec Board and reviewed frequently All SLT members clear of roles in process above Table top exercises completed frequently 	Y		
Key staff unaware of role of Local Outbreak Control Team	H	<ul style="list-style-type: none"> Ensure staff are aware that: LA Local Outbreak Control Team /PHE/DFE Helpline available to support with advice and guidance when there is a confirmed case(s) associated with the Setting. Advises our setting on actions we need to take to protect others and stop the spread of illness, including infection prevention and control measures. Leads contact tracing (identifying persons in close contact with the confirmed case during their infectious period). Activates and leads the outbreak management coordination team. Determines when the outbreak is over. 	Y	Frequently remind staff and ensure phone numbers/contact details are up to date.	L
5. Continuing enhanced protection for children and staff with underlying health conditions					



Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action required/comments	Residual risk rating (H/M/L)
5.1 Pupils with underlying health issues					
Pupils with underlying health issues or those who are shielding are not identified and so measures have not been put in place to protect them	H	<ul style="list-style-type: none"> Parents have been provided with clear guidance and this is reinforced on a regular basis. Parents have been asked to make the school aware of pupils' underlying health conditions and the school has sought to ensure that the appropriate guidance has been acted upon. The school, and parents are clear about the definitions and associated mitigating strategies relation to people who are classed as clinically extremely vulnerable. Schools have a regularly updated register of pupils with underlying health conditions. 	Y		L
5.2 Staff with underlying health issues					
Staff with underlying health issues or those who are shielding are not identified and so measures have not been put in place to protect them	H	<ul style="list-style-type: none"> All members of staff with underlying health issues, those within vulnerable groups must make this known to the school. Records are kept of this and regularly updated. Risk assessments completed as requested by staff. Members of staff with underlying health conditions have been asked to seek and act on the advice of their GP/consultant/midwife or current government advice. Staff are clear about the definitions and associated mitigating strategies relation to people who are classed as clinically vulnerable and clinically extremely vulnerable. All staff with underlying health conditions that put them at increased risk from COVID-19 are working in adherence to all current government guidance. 	Y	Individual risk assessments and occupational health referrals to be completed for all staff at risk/anxious.	L
6. Enhancing mental health support for pupils and staff					
6.1 Mental health concerns – pupils					
Pupils' mental health has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general	M	<ul style="list-style-type: none"> There are sufficient numbers of trained staff available to support pupils with mental health issues. There is access to designated staff for all pupils who wish to talk to someone about wellbeing/mental health. Wellbeing/mental health is discussed regularly in PSHRE Ed lessons assemblies/pupil briefings (stories/toy characters are used for younger pupils to help talk about feelings). Resources/websites to support the mental health of pupils are provided. 	Y	Referral to Visyon, Trailblazers and homestart continue as appropriate.	L



Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action required/comments	Residual risk rating (H/M/L)
6.2 Mental health concerns – staff					
The mental health of staff has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general	M	<ul style="list-style-type: none"> Staff are encouraged to focus on their wellbeing. Line managers are proactive in discussing wellbeing with the staff that they manage, including their workload. Staff briefings and training have included content on wellbeing. Staff briefings/training on wellbeing are provided. Staff have been signposted to useful websites and resources. 	Y	Staff know that they can request their own risk assessment to add further reassurance regarding measures being taken.	L
6.3 Bereavement support					
Pupils and staff are grieving because of loss of friends or family	M	<ul style="list-style-type: none"> The school has access to trained staff who can deliver bereavement counselling and support. Support is requested from other organisations when necessary. 	Y		L
7. Operational issues					
7.1 Review of fire procedures					
Fire procedures not known by all staff due to frequent adaptations during pandemic	H	<ul style="list-style-type: none"> Fire procedures have been reviewed and revised where required, due to: <ul style="list-style-type: none"> Reduced numbers of pupils/staff Possible absence of fire marshals Staff and pupils have been briefed on any new evacuation procedures. Fire marshals have been trained and briefed appropriately. 	Y	Share muster points and new fire evac guidance with all staff	L
Fire marshals absent due to self-isolation	M	<ul style="list-style-type: none"> An additional staff rota is in place for fire marshals to cover any absences and staff have been briefed accordingly. 	Y		L
7.2 Policy review					
Existing policies on safeguarding, health and safety, fire evacuation, medical, behaviour, attendance and other policies are no longer fit for	H	<ul style="list-style-type: none"> All relevant policies have been revised to take account of government guidance on social distancing and COVID-19 and its implications for the school. Staff, pupils, parents, directors and LAB members have been briefed accordingly. 	Y	Administering Medicines in School Policy to include COVID adaptations and Fire Evac Procedures to be reviewed	L



Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action required/comments	Residual risk rating (H/M/L)
purpose in the current circumstances					
7.3 Contractors working on the school site					
Contractors on-site whilst school is in operation may pose a risk to infection control	H	<ul style="list-style-type: none"> An assessment has been carried out to see if any additional control measures are required to keep staff, pupils and contractors safe. Assurances have been sought from the contractors that all staff attending the setting will be in good health (symptom-free) and that contractors have procedures in place to ensure effective social distancing is maintained at all times. Temperature checks are carried out on arrival and before entering the school building and all contact details collected and retained. In addition to arrangements for COVID-19, normal contractor procedures are being applied and have been updated in light of COVID-19 (including contractor risk assessments and method statements, and contractor induction). 	Y	Ensure office staff are clear as to visitor checks and collection of contact details before entry and are clear of our expectation regarding the optional use of masks on site.	L
Increased numbers of Visitors/volunteers and Students on site		<ul style="list-style-type: none"> Ensure office completes temp checks, signing in etc. Risk assessment shared well in advance with all visitors to site Ensure communication of changes is completed in a timely manner 			
Lettings increase footfall onto school site		<ul style="list-style-type: none"> Letting agreement includes sharing of school RA, Cleaning arrangements agreed in line with school RA Clear communication/contact details established re cases etc. Ensure lettings have own covid procedures in line with most recent Gov guidance. 			
8. Finance					
8.1 Costs of the school's response to COVID-19					



Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action required/comments	Residual risk rating (H/M/L)
The costs of additional measures and enhanced services to address COVID-19 when reopening places the school in financial difficulties	M	<ul style="list-style-type: none"> Additional cost pressures due to COVID-19 identified and an end-of-year forecast which factors them in has been produced. CFLP finance team has been consulted to identify potential savings in order to work towards a balanced budget. Additional COVID-19 related costs are under monitoring and options for reducing costs over time and as guidance changes are under review. Additional sources of income are under exploration. The school's projected financial position has been shared with Directors and LAB Members. 	Y		L

SECTION 2- EFFECTIVE CONTROLS

In the eventuality **of rapidly increasing number of cases** or as a combative response to a new variant of concern the school will now, **in close collaboration with Local Outbreak Control Team, Public Health England and DFE increase control measures in line with the EFFECTIVE CONROLS LISTED AT THE BEGINNING OF THIS DOCUMENT. This may be to just the affected class, key stage or whole school depending on the context of the outbreak.** Addition controls will be as follows:

The school day



<p>The start and end of the school day create risks of breaching social distancing and cohort grouping guidance</p>	<p>H</p>	<ul style="list-style-type: none"> • Start and departure times are staggered where appropriate • The number of entrances and exits to be used is maximised. • Different entrances/exits are used for different groups. • Staff and pupils are briefed and signage provided to identify which entrances, exits and circulation routes to use. • A plan is in place for managing the movement of people on arrival to avoid groups of people congregating. • Floor markings are visible where it is necessary to manage any queuing. • Attendance patterns have been optimised to ensure maximum safety. • Staff to wear mask on door 	<p>Y</p>	<p>One-way system in place for drop of and collection of pupils Communicate expectations with parents Ensure signage is in place- check daily</p>	<p>L</p>
<p>Classroom sizes will not allow any social distancing</p>	<p>M</p>	<ul style="list-style-type: none"> • Clear signage displayed in classrooms promoting social distancing. • Classes- to be known as class cohorts, stay together with their teacher children in cohorts do not mix with other cohorts unless full social distancing measures are in place and unavoidable- e.g. care club provision to support test and trace system. 	<p>Y</p>		<p>L</p>
<p>Pupils may not observe social distancing at lunch times</p>	<p>H</p>	<ul style="list-style-type: none"> • Pupils are reminded about social distancing as lunch times begin. • Pupils wash their hands before and after eating. • Dining area layout (If appropriate) established or cohort bases used • Tables and chairs have been cordoned off where this is not possible. • Floor markings are used to manage queues and enable social distancing. • Additional arrangements are in place, such as staggering lunch times, delivering grab bags to classrooms, pupils eating in classrooms or other spaces. • Guidance has been issued to parents and pupils on packed lunches (e.g. the use of disposable bags instead of lunch boxes). • Eating areas are cleaned after lunch. 	<p>Y</p>	<p>Ensure dinner staff are well briefed and feedback gained daily</p>	<p>M</p>
<p>In school resources are limited and prevent progress for some pupils</p>	<p>M</p>	<ul style="list-style-type: none"> • Resources to be available to pupils and can be shared within a class cohort • Sharing of resources across class cohorts to be limited and meticulous cleaning to take place • Reading books to be available and shared within class cohorts books to be 'quarantined' within classes for 72 hours between use. • Computing suite to be used in groups of 15 or less- cleaning to take place before use by another class cohort • Hall to be timetabled for PE with time between for cleaning of equipment 	<p>Y</p>	<p>Janitor and staff to check stock levels of cleaning stations frequently</p>	<p>L</p>



<p>After school extracurricular requirements would mix children from different class cohorts</p>	<p>H</p>	<ul style="list-style-type: none"> • Class based extracurricular clubs to be delivered by class based staff. • Numbers to be regulated • Resources to be carefully deployed to avoid cross contamination • Clubs to be outdoors wherever possible. • Rotate provision more frequently to ensure pupils needs and interests are met. • Ensure registers are kept to identify close contacts if required 	<p>Y</p>	<p>Communicate rationale with parents and children</p>	<p>L</p>
<p>Whole school events would increase risk of spread of variant of concern e.g. omicron due to close contact and over crowding</p>	<p>H</p>	<ul style="list-style-type: none"> • Assemblies to be class based and via teams. • All classrooms to have webcams • Assemblies to cover aspects of concern posed to our pupils regarding restrictions via debate, discussion and regarding worries/concerns and mental health • Breadth of provision to be monitored by assembly lead 	<p>Y</p>	<p>Communicate rationale with parents and children</p>	<p>L</p>
<p>Planning movement around the school</p>					
<p>Staff workspaces</p>					
<p>Staff rooms and offices do not allow for observation of social distancing guidelines</p>	<p>H</p>	<ul style="list-style-type: none"> • Staff rooms and offices have been reviewed and appropriate configurations of furniture and workstations have been put in place to allow for social distancing. • Staff have been briefed on the use of these rooms. (Updated expectations shared and on display) • Staggered break times to be allocated 	<p>Y</p>	<p>Rest rooms have been allocated for each KS. All staff have separate access to toilets and drinks facilities. When not with the children, staff are to work independently in their own work spaces to ensure appropriate distancing. No sharing of resources. Markings on the floor in staffrooms & offices for 1 person zones to ensure social distancing If chairs cannot be removed, make them unusable to encourage social distancing.</p>	<p>M</p>
<p>Care club requirements would mix children from different class cohorts</p>	<p>M</p>	<ul style="list-style-type: none"> • Parents to book in for Care Club session in advance • Numbers in care club to be reduced – consider the use of Key stage care club provision where possible • Set children to attend each care club – no mixing between • Ensure cleaning kits are available • Ensure the COVID behaviour principles are adopted 	<p>Y</p>	<ul style="list-style-type: none"> • Phone calls to parents in advance of March 8th <p>Register and timetables to be produced</p>	<p>L</p>
<p>Planning movement around the school</p>					



Social distancing guidance is breached when pupils circulate in corridors	m	<ul style="list-style-type: none">• Circulation plans have been reviewed and amended.• One-way systems are in operation where feasible.• Corridors are divided where feasible.• Circulation routes are clearly marked with appropriate signage.• Any pinch points/bottle necks are identified and managed accordingly.• Yard zones established alongside staggered breaks and lunchtimes• The movement of pupils around school is minimised as much as possible.• Where possible, pupils stay in classrooms and staff move around.• Pupils are briefed regularly regarding observing social distancing guidance whilst circulating.• Appropriate duty rotas and supervision levels are in place.• Staff to wear masks when moving around school.	Y	<ul style="list-style-type: none">• Review meetings daily to ensure pinch points, issues as they arise are tackled.• HT to oversee all rotas• Staff to arrive at different entrances where possible or if not have a staggered arrival time then disperse to their area of work.• Staff to avoid gathering to collect equipment at the same time, e.g. cleaning materials from a cleaning store. If necessary disperse equipment.	L
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#SECTION 3- SUPPORTIVE CONTROLS

In the eventuality of **a rapidly increasing number of cases** or high numbers of staff/pupil absence the school will now, in close collaboration with Local Outbreak Control Team, Public Health England and DFE increase control measures in line with the **SUPPORTIVE CONTROLS LISTED AT THE BEGINNING OF THIS DOCUMENT**. **This may be to just the affected class, key stage or whole school depending on the context of the outbreak** Addition controls will be as follows:

Organisation of teaching spaces					
Classroom sizes will not allow any social distancing	M	<ul style="list-style-type: none"> Classrooms reorganised to fit in full class numbers- front facing desks Classrooms re-modelled, with chairs and desks in place to allow for appropriate social distancing Spare chairs removed from desks so they cannot be used. Clear signage displayed in classrooms promoting social distancing. Classes- to be known as class cohorts, stay together with their teacher children in class cohorts do not mix with other cohorts unless full social distancing measures are in place and unavoidable- e.g. care club provision to support test and trace system. Doors and windows to be left open to increase ventilation 	Y	<ul style="list-style-type: none"> Rooms prepared – Indoor and outdoor signage secured. 	L
Moving items between home and school increases risk of transmission amongst staff and pupils and space is restricted in cohort bases	M	<ul style="list-style-type: none"> Staff to only take home and bring in limited resources etc. Books/folder movement to be limited Pupils to be able to bring in a coat, water bottle, phone, disposable lunch bag if appropriate. 	Y	Communicate to staff and parents	L
Available capacity of the school is reduced when social distancing guidelines are applied	M	<ul style="list-style-type: none"> Agreed new timetable and arrangements confirmed for each year group for communal spaces Staff to keep 2 metres apart in the classroom cohort and minimise contact with pupils. 	Y		L
Continuing enhanced protection for children and staff with underlying health conditions					
Pupils with underlying health issues or those who are shielding are not identified and so measures have not been put in place to protect them	H	<ul style="list-style-type: none"> Parents have been provided with clear guidance and this is reinforced on a regular basis. Parents have been asked to make the school aware of pupils' underlying health conditions and the school has sought to ensure that the appropriate guidance has been acted upon. The school, and parents are clear about the definitions and associated mitigating strategies relation to people who are classed as clinically extremely vulnerable. 	Y		L



		<ul style="list-style-type: none"> Schools have a regularly updated register of pupils with underlying health conditions. 			
Staff with underlying health issues or those who are shielding are not identified and so measures have not been put in place to protect them	H	<ul style="list-style-type: none"> All members of staff with underlying health issues, those within vulnerable groups or who are shielding have been instructed to make their condition or circumstances known to the school. Records are kept of this and regularly updated. Members of staff with underlying health conditions have been asked to seek and act on the advice of their GP/consultant/midwife or current government advice. This may include the consideration of home working. Staff are clear about the definitions and associated mitigating strategies relation to people who are classed as clinically vulnerable and clinically extremely vulnerable. All staff with underlying health conditions that put them at increased risk from COVID-19 are working in adherence to current government guidance. 	Y	Individual risk assessments and occupational health referrals to be completed for all staff shielding/at risk/anxious.	L
Operational issues:					
Contractors on-site whilst school is in operation may pose a risk to social distancing and infection control	H	<ul style="list-style-type: none"> Ongoing works and scheduled inspections for schools have been designated as essential work by the government and so are set to continue. An assessment has been carried out to see if any additional control measures are required to keep staff, pupils and contractors safe. Assurances have been sought from the contractors that all staff attending the setting will be in good health (symptom-free), have been fully vaccinated where possible and that contractors have procedures in place to ensure effective social distancing is maintained at all times. Temperature checks are carried out on arrival and before entering the school building and all contact details collected and retained. Alternative arrangements have been considered such as using a different entrance for contractors and organising classes so that contractors and staff/pupils are kept apart. Social distancing is being maintained throughout any such works and where this is not possible arrangements are reviewed and all contractors will wear a mask at all times. <p>In addition to arrangements for COVID-19, normal contractor procedures are being applied and have been updated in light of COVID-19 (including contractor risk assessments and method statements, and contractor induction).</p>	Y	Ensure office staff are clear as to visitor checks and collection of contact details before entry and are clear of our expectation regarding the wearing of masks on site. Track and trace information to be securely stored for 21 days	L
Groups of people gather in reception (parents, visitors, deliveries) which risks breaching social distancing guidelines	H	<ul style="list-style-type: none"> Social distancing points are clearly set out, using floor markings, continuing outside where necessary. Social distancing guidance is clearly displayed to protect reception staff (e.g. distance from person stood at reception desk). Non-essential deliveries and visitors to school are minimised. Arrangements are in place for segregation of visitors. 	Y	Strong communication via email, text and phone established by all staff	M



		<ul style="list-style-type: none"> • All visitors to our site to wear masks. • Communication encouraged via text, email and phone. • Appointment only visitors welcome. 			
Pupils and parents congregate at exits and entrances, making social distancing measures difficult to apply	H	<ul style="list-style-type: none"> • The use of available entrances and exits is maximised. • Social distancing guidelines are reinforced at entrances and exits through signage and floor/ground markings, including external drop-off and pick-up points. • Weekly messages to parents stress the need for social distancing at arrival and departure times. • Parents asked to wear masks when on site unless exempt. 	Y	Increase monitoring of these potential pinch points and respond as required	L
Increased risk to staff and pupil of onsite lettings	H	<ul style="list-style-type: none"> • All lettings now cease until school moves back to effective control stage, 	Y		L
Increased risk to staff and pupils with visitors on site	H	<ul style="list-style-type: none"> • Whilst implementing supportive control measures only essential visitors to come on site. E.g. re SEN/Safeguarding 	Y		L



Version Control:

V7	1 st Jan 22	<ul style="list-style-type: none"> Section 1.2 LFT's by staff to be completed at least twice weekly
V7	1 st Jan 22	<p>Section 3.4 added Increase stocks on site of LFT's Staff to increase rates of testing as they feel safe this may be more than twice weekly Updated DfE return documents shared with office staff Ensure office staff are aware of the new requirements re the vulnerable pupil returns to the LA on a weekly basis</p>
V7	1 st Jan 22	Section 2 – added In the eventuality of 5 or more cases or as a combative response to a new variant of concern the school will now,
V7	1 st Jan 22	Section 2 The School Day Section-added: After school extra-curricular requirements would mix children from different class cohorts Whole school events would increase risk of spread of variant of concern e.g. omicron due to close contact and over crowding
V8	26 th Feb 22	Indicators of stepping up the outbreak management plan now refer to increased number of cases/absences rather than 5 cases
V8	26 th February 22	Section 4 Reference to CFLP Positive cases flow chart amended to Bubble Closure Flowchart
V8	26 th February 22	Section 4 References to LFD testing/self isolation updated to refer to current guidance of 5 days isolation and testing until 2 consecutive negative tests
V8	26 th February 22	All references regarding an expectation for staff, visitors, pupils to LFD test removed- in line with guidance accept in the eventuality of a positive case at day 5.
V8	26 th February 22	Section 2.2 removed staggered lunchtimes
V8	26 th February 22	<i>'including those deemed high risk'</i> added throughout RA to ensure this group are recognised and supported- eg can wear masks in busy places, have their own staffroom if they feel it necessary, have been offered additional RA /support from OH.