

## COVID-19: Operational risk assessment for Ifield School- December 2020

This risk assessment has been undertaken in conjunction with the guidance on school's fully re-opening issued by the Department for Education as follows:

<b>Assessment conducted by:</b>	Ifield Senior Leadership	<b>Job title:</b>	EHT, HOS, AHTs, DD, SBM, STM	<b>Covered by this assessment</b>	Staff, pupils, parent/carers, contractors, visitors, volunteers
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<b>Date of assessment:</b>	09/10/2020	<b>Review interval:</b>	Fortnightly	<b>Date of next review:</b>	Ongoing
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Related documents (Please read in conjunction with the School's Re-opening Plan)	
<p><b>Trust/Local Authority documents:</b> Kent County Council –KELSI</p> <p><a href="https://www.kelsi.org.uk/_data/assets/pdf_file/0006/108969/Return-to-School-Guidance.pdf">https://www.kelsi.org.uk/_data/assets/pdf_file/0006/108969/Return-to-School-Guidance.pdf</a></p>	<p><b>Government guidance:</b></p> <p><a href="https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-further-education-provision">https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-further-education-provision</a></p> <p><a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak</a></p> <p><a href="https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings">https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings</a></p> <p><a href="#">Actions for educational and childcare settings to prepare for wider opening from 1 June 2020</a></p> <p><a href="#">Coronavirus (COVID-19): implementing protective measures in education and childcare settings</a></p> <p><a href="#">Coronavirus (COVID-19) Collection: guidance for schools and other educational settings</a></p> <p><a href="#">Actions for schools during the coronavirus outbreak</a></p> <p><a href="#">Coronavirus (COVID-19): implementing social distancing in education and childcare settings</a></p> <p><a href="#">Coronavirus (COVID-19): guidance for educational settings</a></p> <p><a href="#">COVID-19: cleaning in non-healthcare settings</a></p> <p><a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/950510/School_national_restrictions_guidance.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/950510/School_national_restrictions_guidance.pdf</a></p> <p><a href="https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe">https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe</a></p>

<https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control/covid-19-infection-prevention-and-control-guidance-aerosol-generating-procedures>

### Risk matrix

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

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
<b>1. Establishing a systematic process to enable re-opening, including social distancing when and where appropriate</b>					
<b>1.1 Net capacity</b>					
Available capacity of the school is reduced when social distancing guidelines are applied		<ul style="list-style-type: none"> <li>All children and young people, in all year groups and setting types, returned to education settings full time from the beginning of the autumn term.</li> <li>New timetables and arrangements were confirmed for each year group in order to stagger break times and the start and end of the school day.</li> <li>Arrangements remain in place to support pupils when not at school with remote learning at home when they are medically advised to remain at home, or are part of a group that is required to remain at home.</li> </ul>	Requires updating	<p>Timetables for staggered breaks and start and end of the school day are regularly reviewed to reflect the number of pupils</p> <p>Expectation shared with staff during teacher briefings that absent pupils (COVID19) related will have access to work that closely resembles that of the class as hard copy or online. Oak Academy continue to provide resources online.</p>	
<b>1.2 Organisation of teaching spaces</b>					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
<p><b>Classroom sizes will not allow adequate social distancing</b></p>	<p style="background-color: yellow;">H</p>	<ul style="list-style-type: none"> <li>• Classroom size and numbers returned to normal class size in September 2020</li> <li>• Class sizes and timetables/staffing were amended allowing for minimal contact with groups outside of larger bubbles in line with government guidance</li> <li>• Classrooms were re-modelled, with chairs and desks in rows and facing forward for class groups where this is appropriate to pupils' cognitive ability and level of independence particularly within the secondary phase.</li> <li>• Spare chairs to remain stacked and to one side or are removed so they cannot be used</li> <li>• <b>Soft toys and equipment remain cleared from classroom spaces</b></li> <li>• Fabric staff chairs remain for adults only</li> <li>• Large fabric furniture to remain removed and stored, currently in Ifield Life</li> <li>• Clear signage displayed in classrooms and around the school promoting social distancing and stringent hygiene such as 'catch it and bin it'.</li> <li>• Class groups will stay together with a teacher and teaching assistants and do not mix with other pupils from other bubbles.</li> <li>• EY and KS1 have the outdoor learning environments in addition to indoor spaces to ensure small group learning opportunities.</li> <li>• Adults to remain at a safe distance when and where possible including when entering and leaving the school and during break and lunchtimes.</li> <li>• Sanitiser and surface anti-bac spray available to clean surfaces and hands in all classrooms. These products MUST be supervised by adults to prevent misuse and risk of harm.</li> <li>• Enhanced cleaning remains in place</li> </ul>	<p>Partial</p>	<p><b>Groups and timetables to be finalised and were shared with staff by July 2020</b>  <b>Breaktime arrangements are regularly reviewed to reduce congestion on the playground.</b></p> <p><b>Secondary pupils' desks to face forward where appropriate and in line with cognitive ability and sensory need.</b></p> <p><b>Where this prevents effective learning, pupils' desks can face each other with a gap in the centre to ensure social distancing is maintained.</b></p> <p><b>Posters displayed to remind pupils and adults of hygiene expectations with regard to 'catch it, bin it, kill it'.</b></p> <p><b>Sanitiser and surface anti-bac spray available to clean surfaces and hands in all additional classrooms previously closed</b></p> <p><b>Extra cleaning request cards available in all classes to alert the site team to additional cleaning requirements as from 2/10/2020</b></p> <p><b>Additional school reopening plan was available to staff prior to September 2020</b></p> <p><b>Additional staff were recruited to ensure the enhanced</b></p>	<p style="background-color: #90EE90;">H</p>

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				<p>cleaning regime could stay in place from September 2020</p> <p>New TAs starting WB 5 October 2020 were deployed to classes with greatest need prior to destination class due to impact of staff shortages</p> <p>Environmental walk to ensure that measures to minimise the impact of C19 are in place across the school have taken place and the Site Manager regular monitors systems are in place</p>	
<p>Large spaces need to be used as teaching spaces such as PE and drama</p>		<ul style="list-style-type: none"> <li>Limits set for large spaces (e.g. hall, sports hall, dining hall) for teaching relating to numbers within the extended 'bubble' that are grouped in phases, such as lower key stage 2.</li> <li>Large gatherings prohibited e.g. no assemblies will take place until further notice</li> <li>The hall can be used for providing lunch for pupils as long as pupils are sat in class groups and 'bubbles' are as far apart as possible.</li> <li>Tables and chair MUST be wiped between lunchtime sittings</li> <li>Design layout and arrangements in place to enable social distancing in the school hall at lunchtime with currently caters for Reception class and a small number of individuals where a need is identified.</li> <li>All other pupils will eat in the classrooms until further notice. Staff collect meals on pupils' behalf</li> </ul>	Partially	<p>As of January 2021, lunches are eaten in classrooms, but this is under regular review</p> <p>Place signage to support staff and pupils with arrangements and flow of movement in the hall.</p> <p>Sufficient signage previously purchased.</p>	
<p><b>1.3 Availability of staff and class sizes</b></p>					
<p>The number of staff who are available is lower than that required to teach classes in school and operate effective home learning</p>		<ul style="list-style-type: none"> <li>The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned. Isolation follows government guidelines and stringent records are kept in order to manage staff availability.</li> <li>Staff are required to inform the leadership and HR Administrator if they are symptomatic and/or have taken a test on the day of the test. They must inform the school of the results of the test on the day of the test.</li> </ul>	Yes	<p>SLT continue to respond immediately to close classes in exceptional circumstances if there are high rates of staff absences as a result of requirements to self-isolate because of contacts in and out of school.</p>	

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		<ul style="list-style-type: none"> <li>• If the test is positive, they must, if physically able, support HR and SLT in completing a 'Information sheet for PHE-Confirmed Case' to support test and trace.</li> <li>• A risk assessment for staff is in place.</li> <li>• Full use is made of those staff who may be required to self-isolate or shield for a further period by the NHS but who are well enough to update teaching material online and undertake other activities.</li> <li>• Full use is made of those staff who may be required to self-isolate as a result of a closure to a 'bubble' who are well enough to update teaching material online and undertake other activities</li> <li>• Flexible and responsive use of supply agencies will be in place to support groups when numbers are low. Agency staff are free to move between settings but must follow the hygiene guidance and government guidance outlined.</li> <li>• Full use is made of testing to inform staff deployment.</li> <li>• The school will liaise with the local authority should staffing levels mean that normal functioning is untenable in any way.</li> <li>• Should staffing levels impact on pupils, a blended model of home learning and attendance at school will be utilised until staffing levels improve.</li> <li>• In line with EEF Research, home learning will include i) clear expectation ii) have scaffolding for learning and iii) include feedback to the learner.</li> <li>• Guidance on the legal requirement to provide home learning is provided through the link <a href="https://www.gov.uk/government/publications/remote-education-temporary-continuity-direction-explanatory-note">https://www.gov.uk/government/publications/remote-education-temporary-continuity-direction-explanatory-note</a></li> </ul>		<p>Teacher meetings have taken place with a focus on home learning to ensure staff are aware of expectations</p> <p>Full use is made of those staff who may be required to self-isolate or shield for a further period by the NHS but who are well enough to update teaching material online and undertake other activities.</p> <p><b>Bubbles consist of class bubbles only, there are no longer key stage bubbles. Staff are not able to support other teams in the event staffing shortages.</b></p> <p><b>The leadership team will be available to support but due to the possibility that multiple classes may request support during any given day, they</b></p>	

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				<p><b>will be maintaining a strict 2 metre distance, so that numerous bubbles are not put at further risk. Staff are asked to only request leadership presence in class or with pupils if there is an imminent health and safety risk.</b></p>	
<p><b>1.4 Prioritising provision in the event of a local area lockdown or where a group of pupils are required to self-isolate</b></p>					
<p><b>The continued prioritisation of vulnerable pupils and the children of critical workers will create 'artificial groups' within schools</b></p>		<ul style="list-style-type: none"> <li>Plans are in place to meet the learning needs of the pupils who are outside of the main cohorts attending school due to the closure of 'bubbles' within the school.</li> <li>Phone calls will continue to families of pupils who are subject to isolation as a result of a closure of a 'bubble'</li> <li>In the event of a local area lockdown, the school will ensure that contingency plans are in place to provide care and education for children of key workers and the most vulnerable pupils.</li> <li>In the event of a local area lockdown, class teachers will ensure that learning is in place to provide online education for pupils that is closely matched to their timetabled learning within the school day.</li> <li>Pastoral and safeguarding phone calls, and where necessary, doorstep visits will continue if a local area lockdown takes place.</li> </ul>	<p>Needs communication to all staff to reiterate expectation</p>	<p>Isolating staff will be required to continue to upload learning that resembles closely the learning within the classroom for each day. <b>SLT continue to respond to these events to facilitate an immediate response to any of these eventualities</b></p>	
<p><b>1.5 The school day</b></p>					
<p><b>The start and end of the school day create risks of breaching guidelines</b></p>		<ul style="list-style-type: none"> <li>Start and departure times are staggered but no learning time is lost</li> <li>The number of entrances and exits to be used is maximised. Adults and pupils are supported through clear signage around the school.</li> <li>SLT are present with site staff to support families to follow the school's procedures</li> <li>KCC transport main entrance at 8.45 and depart 3.30.</li> <li>Different entrances/exits are used for different groups.</li> <li>Parents and transport providers are required to leave the premises as soon as they drop off and collect their children. Times are 9.00 and 3.15.</li> </ul>	<p>Needs updating for greater numbers and information communicated</p>	<p>Staff were briefed in 2020, and continue to be updated on any changes. Pupils shown by staff from first day term 1.</p> <p><b>From January 2021 pupils travelling home by Kent Transport will go to their minibus or taxi directly from</b></p>	

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		<ul style="list-style-type: none"> <li>• Staff are briefed and signage provided to identify which entrances, exits and circulation routes to use.</li> <li>• A plan is in place for managing the movement of people on arrival to avoid groups of people congregating.</li> <li>• Floor markings are visible where it is necessary to manage any queuing.</li> <li>• Attendance patterns have been optimised to ensure maximum safety.</li> <li>• No group of pupils will lose learning time. Therefore, arrival and departure times should be staggered to impact on non-teaching time only.</li> <li>• This area of planning will be reviewed constantly through careful monitoring, vigilance and feedback from staff.</li> <li>• Leaders monitor transport providers' adherence to the KCC Protocol for transporting pupils at this time and feedback to KCC and transport providers.</li> <li>• Leaders challenge directly those providers who do not adhere strictly to the protocol</li> <li>• Visitors to the school should remain restricted, but when essential, visitors would be required to follow the school's hygiene measures and leave contact details in order that a 'track and trace' system can be enforced if necessary.</li> </ul>		<p><b>their classroom to reduce the risk of mixing bubbles and breaching social distancing in the hall.</b></p>	
<b>1.6 Planning movement around the school</b>					
<b>Movement around the school risks breaching social distancing guidelines</b>		<ul style="list-style-type: none"> <li>• Circulation plans have been reviewed and revised.</li> <li>• Appropriate signage is in place to clarify circulation routes.</li> <li>• Pinch points and bottle necks are identified and managed accordingly such as when pupils are entering and exiting the school building.</li> <li>• Movement of pupils around school is minimised as much as possible, with pupils staying in classrooms and staff moving round.</li> <li>• While passing briefly in the corridor or playground is low risk, staff should avoid creating busy corridors, entrances and exits.</li> <li>• Break times are staggered to avoid overcrowding through unique group timetables.</li> <li>• Pupils are regularly supported, where possible, regarding observing social distancing guidance.</li> <li>• Appropriate duty rota and levels of supervision are in place.</li> </ul>	<p>Partly because needs communicating</p>	<p>New timetables, staggering breaks, allocated playgrounds, allocated fire point, staggered entry and exit came into place from 1 September 2020. These were shared with parents prior to opening</p> <p>SLT regularly revisit the arrangements for primary phase breaktimes due to congestion as a matter of urgency</p> <p>SLT regularly ensure that staff are aware of procedures</p>	



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		<ul style="list-style-type: none"> <li>Pupils will be escorted to subject specialist areas by school staff allocated to the bubble. Specialist teachers will remain within their base and clean areas and equipment between each group. These include, music, PE and use of the hydro-therapy pool.</li> </ul>		<p>At playtimes and lunchtimes classes have clear zones and staggered times to minimise breaches to social distancing and bubbles mixing</p> <p>From December 2020 specialist music lessons are taught virtually with pupils remaining in their rooms.</p>	
<b>1.7 Curriculum organisation</b>					
<p><b>Pupils will have fallen behind in their learning during school closures and achievement gaps will have widened</b></p>		<ul style="list-style-type: none"> <li>Gaps in learning were assessed through precise gap analysis in comparison with previous assessment in March 2020 and addressed in teachers' planning.</li> <li>Home and remote learning is continuing and is calibrated to complement in-school learning and address gaps identified for those pupils who <b>MUST</b> remain at home for medical reasons or as a result of a period of isolation or lockdown. <a href="https://www.gov.uk/government/publications/remote-education-temporary-continuity-direction-explanatory-note">See legal requirement https://www.gov.uk/government/publications/remote-education-temporary-continuity-direction-explanatory-note</a></li> <li>Exam syllabi are covered.</li> <li>Plans for intervention are in place for those pupils who have fallen behind in their learning from September 2020, including the use of the government's catch-up fund.</li> <li>This is coordinated between the use of pupil premium funding and catch up funding to support pupils. Pupils in need of curriculum intervention are identified as a result of assessment during the beginning of Term One. Staff timetabled with intervention lessons are responsible for delivering bespoke intervention identified by class teams and AHT.</li> <li>Class learning must be differentiated to help pupils catch up and directly linked to pupil asset assessments post COVID19. The ambition remains to quickly support pupils to regain lost learning so that their progress continues</li> </ul>	Partly	<p><b>Teachers used the last point of assessment (Term 4) plan pupils' learning and identify gaps to address.</b></p> <p><b>Teachers make dynamic assessments of the gaps in learning that may have occurred due to lockdown.</b></p> <p><b>Teachers focus on redressing gaps in learning, especially across core subjects and for subject specialist, in the areas they are responsible for. They will identify the core areas of knowledge for each subject that pupils must know in order to move forward in their learning.</b></p> <p><b>Any anomalies between pupil asset and pupils actual learning were shared with leaders, 2020-2021 class teacher and parents.</b></p> <p><b>Transition meetings between staff focussed on what pupils</b></p>	



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				<p>we were able to know, understand and do prior to lockdown.</p> <p>Lost learning is a priority to redress, especially where those who have been home learning may have fallen further behind</p> <p>SLIC team have evaluated pupils who access speech and language therapy team.</p> <p>Year 11 and Year 12 entries for accreditation will be made in Term 3. Teachers have provided students with access to syllabus materials who attend and those at home.</p> <p>Expectations were communicated with staff at the beginning of Term 1.</p> <p>Staff were made aware of these procedures prior to the summer break</p> <p>SLT prepared a letter for parents that outlines the impact of C19 on pupils' learnings to manage expectations of progress and prior attainment</p> <p>A COVID Catch up Plan has been written to ensure funding is spent effectively to address gaps in learning following school closures</p>	

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<p>Pupils will not have access to the breadth of opportunities within the curriculum because of social distancing restrictions.</p>		<ul style="list-style-type: none"> <li>• Bubbles must not participate in joint activities such as PE Enrichment, KS4/5 options and KS3 Pathways.</li> <li>• The timetable will be adapted for 1 September 2020 to ensure that pupils continue to experience physical activity and the options previously available to them.</li> <li>• PE Enrichment timetables and activities will be designed around bubbles.</li> <li>• Key stage 3 pathways will remain throughout the school day until further notice.</li> <li>• Only pupils timetabled to use the sensory circuit, rainbow room and sensory room will be able to do so. All surfaces used will be wiped between groups by class teams.</li> <li>• Physical activities should follow the guidance about shared resources.</li> <li>• External coaches and tutors are able to support activities as described in Section 10 and must stay socially distanced from other adults and pupils.</li> <li>• Teachers must not plan activities that require bubbles to combine, including focus or themed weeks where this might be an expectation.</li> </ul>		<p>All classes must undertake the daily mile at different times so they can access this activity without crossing bubbles</p> <p>From January 2021 communal areas – the hydrotherapy pool, food technology, sensory room, sensory circuit and rainbow room will be closed until staff are informed otherwise</p>	
<p>Pupils will not receive curriculum enrichment activities such as visits and from visitors.</p>		<ul style="list-style-type: none"> <li>• No overnight stays are currently allowed</li> <li>• Pupils can experience day visits and use the school's cars and minibuses to access those visits. Pupils over 11 are advised to wear face coverings on dedicated school transport except where they are exempt.</li> </ul> <p>Exemptions include (but is not limited to):</p> <ul style="list-style-type: none"> <li>- children under the age of 11 (Public Health England does not recommend face coverings for children under the age of 3 for health and safety reasons)</li> <li>- people who cannot put on, wear or remove a face covering because of a physical or mental illness or impairment, or disability</li> <li>- where putting on, wearing or removing a face covering will cause you severe distress</li> <li>- if you are speaking to or aiding someone who relies on lip reading, clear sound or facial expressions to communicate</li> </ul>	<p>Partly as new from September 2020</p>	<p>Risk Assessments to take into account specific risks for COVID19</p> <p>During the national lockdown starting in January 2021 the Government advises that educational visits cannot take place. Visits to Ifield Woods can go ahead as these are an extension to the school grounds. Staff should ensure as much distancing as possible during transport and where necessary take two vehicles to achieve this.</p>	

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		<ul style="list-style-type: none"> <li>- to avoid harm or injury, or the risk of harm or injury, to yourself or others – including if it would negatively impact on your ability to exercise or participate in a strenuous activity</li> <li>• Staff must assure themselves that the intended location of the visit is COVID19 secure.</li> <li>• All visits must be risk assessed and the intended location have a risk assessment in place that can be accessed by staff.</li> <li>• Staff must state on the risk assessment how they have considered the implications of COVID19. The risk assessment has been modified to record this CHECK</li> <li>• Visits must receive authorisation in advance of the visit at least two weeks prior to the visit taking place.</li> <li>• Visit must be authorised by parents</li> <li>• All pupils and staff must have access to a mask if required. The usual information required for visits must be taken with staff.</li> <li>• No pupil or adult can attend the visit if they are symptomatic or isolating</li> <li>• In the event of a local lockdown, the visit will be cancelled.</li> <li>• All staff accompanying the pupils will wear a mask when the vehicle is in transit due to the very enclosed space. Some adults are exempt from wearing a mask. If the driver of the transport is not from the class bubble, they must wear a mask for the entire journey and not provide one-to-one support during the visit. They should remain socially distanced if required to support appropriate ratios.</li> <li>• Pupils are not required to wear a mask, but can if they wish to.</li> <li>• The minibus must be cleaned between use and in particular high contact areas such as handles, seatbelts and the steering wheel.</li> <li>• All visitors who access the school during the school day will be required to complete the 'Contact tracking for school visitors and contractors due to COVID19' document that is kept at the school office. They will complete the document when leaving the school.</li> <li>• All visitors must provide a contact telephone number.</li> </ul>			
1.8 Staff workspaces					

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<p><b>Staff rooms and offices do not allow for observation of social distancing guidelines</b></p>	<p>High</p>	<ul style="list-style-type: none"> <li>• Staff rooms and offices have been reviewed and appropriate configurations of furniture and workstations have been put in place to allow for social distancing.</li> <li>• Staff have been briefed on the use of these rooms.</li> <li>• STLS staff have been informed about the use of the STLS office and training facilities.</li> <li>• A Risk Assessment for STLS activity has been undertaken.</li> <li>• Alternate chairs in the staff room have been designated for staff use from 1 September 2020</li> <li>• Staff are required to wash their hands after sitting on soft furnishing.</li> <li>• Staff are required to use their own cutlery and crockery in the staff room or ensure that items are washed in warm liquid with detergent immediately after use.</li> </ul>	<p>Partly</p>	<p><b>Additional office space will be designated for increased administrative staff from 1 September 2020</b></p> <p><b>Staff break and lunch times- Staff working within key stage 1 and 2 will continue to use the Smile centre conference room for their breaks.</b></p> <p><b>All staff using the conference room are to access the room from the outside door by the side of the building. There will be refreshments located in the conference room. All staff are to use the toilets within the school building to avoid transmission between our two buildings. Staff working within key stage 3 and 4 will continue to take their break in the staff room. When taking breaks, all staff must maintain at least 2 metres distance from colleagues.</b></p>	<p>Low</p>
<p><b>1.9 Managing the school lifecycle</b></p>					
<p><b>Limited progress with the school's autumn calendar and workplan because of COVID-19 measures</b></p>	<p>High</p>	<ul style="list-style-type: none"> <li>• School calendar is rationalised.</li> <li>• Senior Leadership Team (SLT) and staff workplans to include short- and medium-term planning.</li> <li>• Staff recruitment continues through a mix of virtual and COVID secure face to face interviews.</li> </ul>	<p>Partly</p>	<p><b>The school has continued to recruit staff during the pandemic through a mix of virtual and COVID secure face to face interviews.</b></p>	<p>Low</p>

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
		<ul style="list-style-type: none"> <li>• Online meeting held to facilitate planning and school improvement</li> <li>• Performance management meetings took place in term 1</li> <li>• School Plan 2020-2021 completed and is under way</li> <li>• Governing body meetings proceed as planned</li> <li>• All Staff meetings, including Teacher Briefings and TA Meetings to be held via Microsoft Teams to minimise risk of cross-contamination</li> </ul>		<p><b>Curriculum and timetable plans for September were shared in term 6, and regular updates are given to staff.</b></p>	
<p><b>Pupils moving on to the next phase in their education do not feel prepared for the transition</b></p>		<ul style="list-style-type: none"> <li>• class teachers have spoken with pupils and their parents about the next stage in their education, including transition. Annual reviews have continued for all pupils and young people.</li> <li>• There is regular and effective liaison with the destination institutions (e.g. secondary schools, post-16 providers, apprenticeship providers) to assist with pupils' transition.</li> <li>• Regular communications with the parents of incoming pupils are in place, including letters.</li> <li>• Transition days and meetings for pupils and parents are carefully planned.</li> <li>• Transition arrangements have been extensively planned by the schools' extended leadership team.</li> <li>• Class teachers have contacted all parents of current classes to conduct virtual parent meetings.</li> <li>• Class teachers allocated to Sept 2020 groups conducted 'getting to know you calls' week beginning 13 July 2020.</li> <li>• The STLS are undertaking a joint project with EPs focusing on transition and in particular the impact of the pandemic on pupil and staff mental health.</li> <li>• The AHT outreach has offered tours to prospective parents outside of school hours and predominantly on the exterior of the school building to ensure restrictions are adhered to.</li> <li>• Leaders and staff at LINK College have supported the transition of new sixth form students and those transitioning at the age of 19 to LINK19 College of elsewhere.</li> </ul>	<p>Partly</p>	<p><b>Plans to accommodate additional Year 7 pupils have been finalised. Recruitment and careful transition has been successful.</b></p> <p>Swan Class have successfully transitioned and been integrated into College</p>	<p>Amber because the scope of transition between schools is limited currently due to COVID19 and school status. Currently, visit between settings cannot be undertaken</p>
<p><b>1.10 Governance and policy</b></p>					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
<p><b>Governors are not fully informed or involved in making key decisions</b></p>		<ul style="list-style-type: none"> <li>• Online meetings are held regularly with governors.</li> <li>• Committee meetings are open to all governors to facilitate Q&amp;A opportunities relating to information and guidance shared.</li> <li>• Governing bodies are involved in key decisions on reopening.</li> <li>• Governors are briefed regularly via email on the latest government guidance and its implications for the school.</li> <li>• Documentation contains useful links to DfE guidance.</li> <li>• The EHT and HOS reports have been shared and include information about decisions and government expectations.</li> <li>• Risk Assessments and safeguarding requirements and amendments have been shared.</li> <li>• The FRM committee meeting took place on 18th May and the budget for 2020-21 was agreed.</li> <li>• The EHT is in regular contact with the chair of governors</li> <li>• A Q&amp;A session was held for governors on 11 May 2020.</li> <li>• The Chair of Governors has remained in contact with the EHT throughout the pandemic</li> <li>• FGBs and Committee meetings have continued as planned via Teams</li> </ul>	Partly	<p><b>Risk Assessments and updates are regularly shared with Governors</b></p>	
<p><b>1.11 Policy review</b></p>					
<p><b>Existing policies on safeguarding, health and safety, fire evacuation, medical, behaviour, attendance and other policies are no longer fit for purpose in the current circumstances</b></p>		<ul style="list-style-type: none"> <li>• All relevant policies have been revised to take account of government guidance on social distancing and COVID-19 and its implications for the school. Where required they are available on the school's website</li> <li>• Safeguarding toolkits and addendums have been completed.</li> <li>• Staff, pupils, parents and governors have been briefed accordingly.</li> <li>• Fire procedure reflect allocated areas on the fire evacuation site</li> <li>• The risk assessment is in place for September 2020.</li> <li>• Policies have been revised in line with government guidelines and KCSIE 2020.</li> </ul>	Partly	<p><b>Playground fire markings for increased classes were in place for September 2020.</b></p> <p><b>In September 2020 all classes conducted walk through with class prior to evacuation practice.</b></p> <p><b>Evacuation drills were conducted in Autumn Term</b></p> <p><b>Ensure attendance policy reflects amended legislation. Attendance will be mandatory</b></p>	

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
				<p>from Sept 2020. This was communicated to parents in Summer 2020 as fining can resume when necessary.</p> <p>Mental Health and Wellbeing Statements and support has been reiterated to staff.</p>	
<b>1.12 Communication strategy</b>					
<p><b>Key stakeholders are not fully informed about changes to policies and procedures due to COVID-19, resulting in risks to health</b></p>		<ul style="list-style-type: none"> <li>• <b>All staff are responsible for reading communication via email and text. They must check their emails daily.</b></li> <li>• Communications strategies for the following groups are in place:               <ul style="list-style-type: none"> <li>• Staff</li> <li>• Pupils</li> <li>• Parents/carers</li> <li>• Social Workers</li> <li>• Governors</li> <li>• Local Authority</li> </ul> </li> <li>• Letters to parents provide links to government guidelines. Parents are alerted to letters via text with direct links.</li> <li>• Key guidance is available on the school's website in a range of languages to improve access.</li> <li>• A new communication system is in place to ensure that primary and secondary contacts receive texts and letters (Parentmail)</li> <li>• Emails to staff provide links to government guidelines.</li> <li>• Leaders receive emails from Gov.uk and other national organisations</li> <li>• Leaders liaise with Social Care colleagues and other professional organisations</li> <li>• Governors have access to legislation through governor forums and through correspondence from leaders and the clerk</li> <li>• The local authority relay guidance and legislation to school via KELSI and Matt Dunkley updates.</li> <li>• The local authority leads area headteacher briefings with a Q&amp;A opportunity.</li> </ul>	Partly	<p>Summer pupil reports were shared with parents and the majority hand delivered.</p> <p>Safeguarding doorstep visits have taken place by either the class teacher or Headstart lead.</p> <p><b>All legislation is available on the government website-a link has been made available to parents on the website and governors on governor zone</b></p> <p><b>A letter was sent to parents outlining all requirements linked to the 2 July guidance prior to all pupils returning in September 2020</b></p> <p><b>Staff must be aware that in the case of an emergency ambulances may take longer to arrive should there be a need to call 999. An indication of current websites can be found on the following website: <a href="http://www.ambulanceresponse times.co.uk/">http://www.ambulanceresponse times.co.uk/</a></b></p>	



Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
<b>1.13 Staff induction and CPD</b>					
<b>Staff are not trained in new procedures, leading to risks to health</b>		<ul style="list-style-type: none"> <li>• A school reopening plan has been regularly shared with staff to ensure that all of the staff are aware of the procedures, including;               <ul style="list-style-type: none"> <li>• Infection control</li> <li>• Fire safety and evacuation procedures including walk through with classes and two drills, each when additional pupils attend.</li> <li>• Constructive behaviour management-through the behaviour policy addendum</li> <li>• Safeguarding</li> <li>• Risk management</li> </ul> </li> <li>• Measures to protect all stakeholders in line with Health and Safety requirements will be strictly adhered to, including kitchen, waste deposal, water and fire regulations and maintenance of the school's hydro-therapy pool.</li> <li>• Internal guidance is updated very regularly and shared with staff</li> <li>• All staff have access to the risk assessment and the opportunity to contribute to the risk assessment in its fruition and during daily activity.</li> <li>• All staff followed the principles of the Recovery Curriculum shared by AHT (JW) for the initial two weeks of Term 1 but continue to be guided by its principles</li> </ul>	Partly	<p>Site manager has marked additional designated fire standing areas for groups within fire evacuation point.</p> <p>AHT worked alongside staff to devise behaviour strategies for pupils commencing in Term 1 when transitioning back to school, especially those on behaviour plans.</p> <p>Provide additional support for pupils whose mental health has been affected (STLS programme, Headstart)</p> <p>All staff followed the principles of the Recovery Curriculum shared by AHT (JW)</p> <p>The recovery curriculum was shared on the school's website</p>	
<b>New staff are not aware of policies and procedures prior to starting at the school when it reopens</b>		<ul style="list-style-type: none"> <li>• Induction programmes continue to be in place for all new staff – either online or in-school – prior to them starting.</li> <li>• The school's re-opening plan was be shared with new staff</li> <li>• A new training link for KCSIE 2020 was completed by all staff including new members of staff</li> </ul>	Yes	<p>COVID19 restricted recruitment in Summer 2020. Recruitment processes resumed in September 2020 in a COVID-secure way.</p>	
<b>1.14 Free school meals</b>					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
<p><b>Pupils eligible for free school meals do not continue to receive vouchers on the days that they are not in school</b></p>		<ul style="list-style-type: none"> <li>A member of the school's administrative team is tasked with ensuring that pupils eligible for free school meals receive free meals when in school and continue to receive food vouchers when not in school. This is the government voucher scheme.</li> <li>From September 2020, all pupils who are eligible, including universal FSM have access to a hot meal on site.</li> <li>All students attending LINK College have access to a meal supplied through NKC canteen.</li> </ul>	Yes	<p><b>Eligible pupils received the summer food programme support across the summer break.</b></p> <p><b>A strategy is in place to support pupils and their families if an eligible pupil is forced to isolate e.g. in the 14 days prior to a parent requiring an operation.</b></p>	
<p><b>1.15 Risk assessments</b></p>					
<p><b>Risks are not comprehensively assessed in every area of the school in light of COVID-19, leading to breaches of social distancing and hygiene guidance.</b></p>		<ul style="list-style-type: none"> <li>Risk assessments are updated or undertaken before the school reopens or there are changes to guidance, and mitigation strategies are put in place and communicated to staff covering:               <ul style="list-style-type: none"> <li>Different areas of the school</li> <li>When pupils enter and leave school</li> <li>During movement around school</li> <li>During break and lunch times</li> <li>Delivering aspects of the curriculum, especially for practical subjects and where shared equipment is used</li> </ul> </li> </ul> <p>Water and chlorine inactivate the virus as advised by PHE in March 2020. The Site manager continues to follow strict Health and Safety measures in place for the hydro pool when it is able to be used.</p>	Partly	<p><b>The Site team regularly conducts an environmental walk to assess the level to which the measures outlined within the RA are followed.</b></p>	
<p><b>1.16 School transport</b></p>					
<p><b>Changes to bus schedules as a result of COVID-19 adversely affect pupils' attendance and punctuality and do not align with staggered start and departure times</b></p>		<ul style="list-style-type: none"> <li>The details of how pupils will travel to and from school are known</li> <li><b>Effective liaison with Kent Transport has taken place to ensure safe travel arrangements are in place for September 2020, including arrival and departure time and which school entrance to use.</b></li> <li>Kent Transport have shared their revised transport protocol with school.</li> <li>School leaders will monitor the KCC transport providers' adherence to the protocol and report to the provider, if necessary, any breaches to that protocol.</li> <li>School leaders support pupils' entry and exit from school including the way in which pupils disembark from transport and load.</li> </ul>	Partly	<p>The HOS is working in liaison with Kent Transport about the COVID19 Protocols</p> <p><b>The Pupils' Services administrator liaises with Kent Transport regarding pupils returning to school and those new to the school.</b></p> <p><b>Place Hand, Face and Space posters are displayed throughout the school</b></p>	

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
		<ul style="list-style-type: none"> <li>• Pupils must wash/sanitise their hands immediately on arrival, dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them. They must wash/sanitise their hands following the removal of the face covering and before they go to class.</li> <li>• Pupils and staff should always be mindful of the 'Hands, Face and Space Campaign'</li> </ul>			
<b>2. Investing in safety equipment and health and safety arrangements to limit the spread of COVID-19</b>					
<b>2.1 Cleaning</b>					
<p><b>Cleaning capacity is reduced so that an initial deep-clean and ongoing cleaning of surfaces are not undertaken to the standards required</b></p>		<ul style="list-style-type: none"> <li>• An operational plan for cleaning staff (including any deep cleans) is agreed with the Site Team</li> <li>• An enhanced cleaning plan is agreed and implemented which minimises the spread of infection in all areas including the hydrotherapy pool.</li> <li>• Additional staff are appointed/deployed where required to support enhanced cleaning.</li> <li>• The disabled toilet opposite the consultant's room in the only toilet used by symptomatic pupils or staff while the consultant's room remains for this purpose</li> <li>• The identified toilet will be cleaned after use by the symptomatic person has used it and will remain closed until this has been undertaken.</li> <li>• Working hours for cleaning staff are reviewed regularly. Additional re-deployed staff, will be in school at all times to support with cleaning of door handles and railings.</li> <li>• Class teams will use disinfection spray and cloths to wipe surfaces throughout the day, including windows and windows on doors.</li> <li>• The HOS will continue to work alongside the NHS Nurse Service to find a solution to support pupils who require aerosol generating procedures and the impact on cleaning the room as a consequence</li> </ul>	Partly	<p><b>Arrangements to ensure that enhanced cleaning can continue with regards to site team responsibilities are in place</b></p> <p><b>Ensure that the disabled toilet opposite the consultant room (isolation room) is the only toilet used by symptomatic pupils or adults.</b></p> <p><b>Site team to clean the toilet following its use by a symptomatic person. The room MUST remain unused until the cleaning takes place.</b></p> <p><b>Ensure that sufficient supplies are available</b></p> <p><b>The school has considered purchase of an air sanitiser so that rooms can be cleaned quickly following the departure of a symptomatic person or following aerosol generating procedures. This remains an option under review.</b></p>	

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
<b>2.2 Hygiene and handwashing</b>					
<b>Inadequate supplies of soap and hand sanitiser mean that pupils and staff do not wash their hands with sufficient frequency</b>		<ul style="list-style-type: none"> <li>An audit of handwashing facilities and sanitiser dispensers is undertaken and additional supplies are purchased if necessary.</li> <li>Monitoring arrangements are in place to ensure that supplies of soap, hand towels and sanitiser are maintained throughout the day.</li> <li>Hand dryers decommissioned</li> <li>Supply of tissues available in classrooms at all times</li> <li>Closed bins available in all areas</li> <li>PPE kept in EHT office</li> <li>Sanitising spray in Site Office</li> </ul>	Yes	As above	
<b>Pupils forget to wash their hands regularly and frequently</b>		<ul style="list-style-type: none"> <li>Staff updates includes the need to remind pupils of the need to wash their hands regularly and frequently.</li> <li>Staff support pupils to wash their hands regularly throughout the day.</li> <li>Posters reinforce the need to wash hands regularly and frequently.</li> <li>School leaders monitor the extent to which hand sanitising is in place as pupils enter school is taking place on a regular and frequent basis.</li> <li>Hand sanitiser stations to be available in all classrooms. A good supply of disposable tissues is also available in all of these places. Pupils educated to 'catch it, bin it, kill it'. Lidded bins are in all classrooms to dispose of tissues</li> <li>All pupils briefed on expectations on handwashing, toileting and social distancing on return to school</li> <li>Free standing sanitiser stations positioned in external locations outside of the school</li> </ul>	Partly	<p><b>All staff will monitor the extent to which pupils sanitise hands through spot checks</b></p> <p><b>Posters advocating 'catch it, bin it, kill it' are in place in all classes.</b></p> <p><b>Hand sanitiser outdoor stations on all entrances, including into SMILE to enable sanitisation on entry and exit to the school. (Stainless steel towers) x 4</b></p> <p><b>All pupils and staff are regularly reminded to continue to wash/hand sanitise their hands regularly, including when entering and exiting the school building.</b></p>	
<b>2.3 Clothing/fabric</b>					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
<b>Not wearing clean clothes each day may increase the risk of the virus spreading</b>		<ul style="list-style-type: none"> <li>• Policies are agreed prior to the school opening on the wearing of uniforms by pupils and business dress by staff to minimise risks.</li> <li>• Expectations and guidance are communicated to parents.</li> </ul>	Partly		
<b>The use of fabric chairs may increase the risk of the virus spreading</b>		<ul style="list-style-type: none"> <li>• Fabric chairs have been removed from use where possible.</li> <li>• Staff office chairs will remain in classrooms for adults' sole use.</li> <li>• Soft chairs and hard chairs will be available for staff in the staff room so that staff can exercise choice.</li> <li>• Hard chairs at tables will be limited and the position of those chairs must remain the same</li> <li>• Alternate fabric chairs will be out of use in the staff room</li> <li>• No pupils should use fabric furnishings</li> <li>• Where that is not possible, chairs are limited and spaced at an acceptable distance. Staff are able to choose whether to utilise the facility.</li> <li>• Soft chairs in the library have been removed</li> <li>• Staff have been advised to wash hands after sitting in fabric chairs.</li> </ul>	Yes		From Sept 2020 as staff must act in some instances with personal choice and report any incident that impacts on the hygiene of the staff room or office chairs in class.
<b>2.4 Testing and managing symptoms</b>					
<b>Testing is not used effectively to help manage staffing levels and support staff wellbeing</b>		<ul style="list-style-type: none"> <li>• Guidance on getting tested has been published.</li> <li>• The guidance has been explained to staff.</li> <li>• Post-testing support is available for staff through contact with the school's leadership and HR Administrator</li> <li>• Detailed records are kept to manage staffing levels and support staff wellbeing</li> <li>• Staff are required to inform the school if they are symptomatic, when they have taken the test and what the result of the test is as soon as this is known.</li> <li>• Positive tests by staff are followed up with completion of 'Information Sheet for PHE-Confirmed Case' where the staff member, visitor, contractor is well enough to complete the document</li> <li>• The school has been provided with 10 test kits to distribute to staff or pupils who are unable to access tests and this therefore impact on learning and staffing.</li> <li>• The school can access 10 tests every 21 days.</li> </ul>	Yes	From January 2021 both at the school and college will be conducting Lateral Flow Coronavirus testing. Staff will be offered weekly on-site tests. Secondary aged students are offered 2 tests at the start of term3 to be taken three to five days apart. Where there is a positive case within school, secondary pupils and staff that are a contact may have a daily test in school, and will not need to isolate if the test is negative.	This level is assessed due to impact of isolation periods on staffing levels within the school

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
<p><b>Infection transmission within school due to staff/pupils (or members of their household) displaying symptoms</b></p>		<ul style="list-style-type: none"> <li>• No pupils, parents, staff or visitors should enter the school site if they have coronavirus symptoms or have tested positive in the last 10 days.</li> <li>• Staff are able to check their temperature If they feel unusually hot, they must check their temperature again. Taking temperatures is not a reliable way of checking for COVID19 alone.</li> <li>• Thermometers are available for staff to check pupils' temperatures if, if staff are concerned. Any temperature over 37.8C should be reported to SLT. This is only part of the monitoring of pupils' health as this is not a reliable source of determining whether a pupil is symptomatic.</li> <li>• Robust collection and monitoring of absence data, including tracking return to school dates, is in place.</li> <li>• Procedures are in place to deal with any pupil or staff displaying symptoms at school. <b>These symptoms include, a new continuous cough or a high temperature, or a loss of, or change in, their normal sense of taste or smell.</b> This includes the highlighting of testing facilities for both staff, pupils and their parents and appropriate action, in line with government guidance, should the tests prove positive or negative.</li> <li>• If a child is awaiting collection because they are symptomatic, they should be moved to the consultant (waiting) room where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision if required. Ideally, the window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people. Supervising adults should wear a mask and gloves that are located in the waiting room. If required, a visor and apron are available. The symptomatic person should use the disabled toilet, located opposite only. A symptomatic adult should follow the same procedure while they are awaiting collection.</li> <li>• Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves.</li> <li>• Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell.</li> <li>• The area around the person with symptoms must be cleaned with normal household disinfectant after they have left to reduce the risk of passing the infection on to other people.</li> </ul>	Partly	<ul style="list-style-type: none"> <li>• <b>No pupils, parents, staff or visitors should enter the school site if they have coronavirus symptoms or have tested positive in the last 10 days. This was communicated to all staff and parents/contractors prior to opening fully in September 2020 and reiterated on all entrances to the school and SMILE.</b></li> </ul>	

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
		<ul style="list-style-type: none"> <li>• <b>As is usual practice, in an emergency, call 999 if someone is seriously ill or injured or their life is at risk. Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital.</b></li> <li>• 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 <b>clinically vulnerable</b> and <b>clinically extremely vulnerable</b> should these apply.</li> <li>• Where a person is symptomatic, they and their households are required to follow government guidance. The symptomatic person <b>MUST</b> self-isolate for at least 10 days and must arrange to have a test to see if they have coronavirus. They must inform the school of the result of the test.</li> <li>• Other members of their household, including siblings, should self-isolate for 10 days from when the symptomatic person first had their symptoms.</li> <li>• If the person who was symptomatic test results are negative, they can return to work. All members of the household can return to their usual activity.</li>   <li>• Any household that hosts a person who is visiting from another country must follow government guidance relating to their circumstance. The person from outside of the UK should be tested at the earliest opportunity.</li> <li>• From September 2020 all staff are able to return to work unless formally, and in writing, advised otherwise by a medical professional based on their own medical condition.</li> <li>• <b>Those individuals who are more vulnerable due to age, medical history or ethnicity, for example should be particularly alert to their own health and share any concerns they might have with leaders immediately.</b></li> <li>• The school will take swift action when we become aware that someone who has attended has tested positive for coronavirus (COVID-19). The school will contact the local health protection team.</li> <li>• This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace.</li> </ul>			



Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
		<ul style="list-style-type: none"> <li>• The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.</li> <li>• Based on the advice from the health protection team, we will send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 10 days since they were last in close contact with that person when they were infectious. Close contact means:               <ul style="list-style-type: none"> <li>- direct close contacts - face to face contact with a case for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin to skin)</li> <li>- proximity contacts - extended close contact (within 1-2 metres for more than 15 minutes either as a one-off contact, or added up together over one day) with a case</li> <li>- travelling in a small vehicle, like a car, with an infected person</li> </ul> </li> <li>• The health protection team will provide definitive advice on who must be sent home. To support them in doing so, we will keep a record of pupils and staff in each group, and any close contact that takes places between pupils and staff in different groups (see section below for more on grouping pupils).</li> <li>• Household members of those contacts who are sent home do not need to self-isolate themselves unless the pupil, young person or staff member who is self-isolating subsequently develops symptoms.</li> <li>• If someone in a class or group that has been asked to self-isolate because they have been in contact with a confirmed case of COVID 19 develops symptoms themselves within their 10-day isolation period they should follow 'Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'. They should get a test, and:               <ul style="list-style-type: none"> <li>- if the test delivers a negative result, they must remain in isolation for the remainder of the 10-day isolation period - this is because they could still develop the coronavirus (COVID-19) within the remaining days</li> <li>- if the test result is positive, they should inform their setting immediately, and must isolate for at least 10 days from the onset of their symptoms) - their household should self-isolate for at least 10 days from when the symptomatic person first had</li> </ul> </li> </ul>			

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
		<p>symptoms, following 'Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'</p> <p>The school will follow the guidance shared by PHE SE Health Protection Team.</p> <p>Leaders will immediately contact the DfE (Covid19) helpline on 08000468687 which is the new first point of contact for schools.</p> <p>Leaders will gather information on receipt of a positive test on the 'Information Sheet for PHE-Confirmed Case' where the staff member, visitor, contractor is well enough to complete the document</p>			
<p><b>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</b></p>		<ul style="list-style-type: none"> <li>• 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.</li> <li>• This guidance has been explained to staff and parents, included versions of guidance in a number of languages. This is available on the school website</li> <li>• Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders.</li> <li>• Leaders are available to discuss concerns and procedures with staff, parents and pupils</li> <li>• Staff support pupils and their families to understand the measures in place</li> </ul>	<p>Yes</p>	<p>Please see above</p>	
<p><b>Staff, pupils and parents are not aware of the school's procedures should there be a confirmed case of COVID-19 in the school</b></p>		<ul style="list-style-type: none"> <li>• 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 through the sharing of this risk assessment, opening plans and weekly updates.</li> <li>• This guidance has been shared with staff</li> <li>• The guidance has been explained to parents</li> <li>• Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders.</li> <li>• Parents receive a personal call if a pupil or staff member are diagnosed with COVID19 and work within the same group as their child</li> <li>• All parents receive a text that there is a confirmed case</li> </ul>	<p>Partly</p>	<p>A link to guidance is on Governor Zone and the school's website. An alert was sent to parents to share the location of the link.</p>	

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
		<ul style="list-style-type: none"> <li>Staff receive a detailed email with government and PHE/DfE advice in the event of a confirmed case</li> <li>Staff within the group are told personally and advised to test.</li> <li>School Leaders follow the advice given by DfE and PHE in liaison with PHE SE Protection Team</li> </ul>			
<b>2.5 First Aid/Designated Safeguarding Leads</b>					
<b>The lack of availability of designated First Aiders and Designated Safeguarding Leads puts children's safety at risk</b>		<ul style="list-style-type: none"> <li>First Aid certificates extended for three months prior to September 2020.</li> <li>GLP and Ifield SMILE are recommending first aid/paediatric first aid courses from September 2020.</li> <li>Internal training and online training continue to take place.</li> <li>A high proportion of first aiders are available and a named person identified on each day.</li> <li>The administration of medication is being overseen by a highly effective member of staff, overseen by the HOS in the interim period while a nurse is being appointed.</li> <li>A high number of DSL are employed at the school and available also at KFPS to be contacted in person or by telephone.</li> <li>DSL training is available online</li> <li>All DSLs are available from September 2020 in line with normal practise.</li> </ul>	Met	<b>A School Nurse was appointed at the end of Term 2.</b>	Amber until a school nurse is in place to support the pupils' highly complex medical needs.
<b>2.6 Medical rooms</b>					
<b>Medical rooms are not adequately equipped or configured to maintain infection control</b>		<ul style="list-style-type: none"> <li>Social distancing provisions are in place for the medical room.</li> <li>Additional rooms are designated for pupils with suspected COVID-19 whilst collection is arranged.</li> <li>Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets.</li> </ul>	Yes	<b>SLT to discuss relocation of the isolation room should this be required for a pupil currently attending the school.</b>	
<b>2.7 Communication with parents</b>					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
<p><b>Parents and carers are not fully informed of the health and safety requirements for the reopening of the school</b></p>		<ul style="list-style-type: none"> <li>As part of the overall communications strategy referenced in 1.12, parents are kept up to date with information, guidance and the school's expectations on a regular using a range of communication tools.</li> <li>A COVID-19 section on the school website is created and updated.</li> <li>Parent information letters and reopening plans.</li> <li>The latest version of the school's risk assessment is available on the school's website</li> <li>For pupils known to require a change of clothing in the school day, parents are requested to provide a spare set of clothes daily.</li> <li>From September 2020 attendance for pupils is mandatory</li> <li>In exceptional circumstances, the school is working closely with parent and professionals where pupils' complex medical conditions prevent them from attending due to legislation and guidance from the government.</li> </ul>	Partly	<p>See 1.12</p> <p><b>SLIC created a social story for pupils to inform about COVID 19 and school's expectations</b></p> <p>Ensure that information on school's website contains all the links and additional support required for parents to follow guidance and make informed choices</p> <p>Inform parents that they need to change pupils' clothing daily desirably and that a change of clothes is required for children identified as needing support for toileting.</p>	
<p><b>Parents and carers may not fully understand their responsibilities should a child show symptoms of COVID-19</b></p>		<ul style="list-style-type: none"> <li>Key messages in line with government guidance are reinforced on a weekly basis via email, text and the school's website.</li> <li>This risk assessment is shared on the school's website</li> <li>Parents receive letters informing them of the different phases of government strategy and how this impact on their child</li> <li>Pupil journals form a vital form of communication between school and home. In order to reduce transmission staff should wear gloves/ or use sanitiser before and after writing in each book/book bag. These should only be written in when necessary.</li> <li>If a pupil displays symptoms and are therefore collected from school: staff will communicate the need for a test to take place immediately and for the result of the test to be communicated with the school.</li> <li>The symptomatic person must self-isolate for 10 days from the start of the symptoms or until they receive a negative result.</li> <li>Staff will advise families that they also need to self-isolate for 14 days, or until the symptomatic person receives a negative test.</li> <li>For pupils, the school would not be required to ask for evidence of the result of the test.</li> </ul>	Partly	See 1.12 and 2.7	

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
		<ul style="list-style-type: none"> <li>The school retains a small number of tests for symptomatic pupils to be provided in exceptional circumstances. Staff must consult with school leaders prior to providing a test kit.</li> </ul>			
<b>2.8 Personal Protective Equipment (PPE)</b>					
<p><b>Provision of PPE for staff where required is not in line with government guidelines</b></p>		<ul style="list-style-type: none"> <li>Government guidance on wearing PPE is understood, communicated and sufficient PPE has been procured.</li> <li>PHE does not (based on current evidence) recommend the use of face coverings in education settings where pupils are of primary school age, except where they are already routinely used as part of contact care. Additional reasons for facial covering are mentioned within this guidance.</li> <li>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.</li> <li>Staff are reminded that wearing of gloves is not a substitute for good handwashing.</li> <li>PPE Guidance has been shared with all staff and is separate to this RA.</li> <li>Face coverings are required at all times on public transport (for children over 11 years) or when attending a hospital as a visitor or outpatient.</li> <li>When working with children and young people who cough, spit or vomit but do not have coronavirus (COVID-19) symptoms, only any PPE that would be routinely worn, should be worn. However, visors are available should these be required.</li> <li>Where social distancing cannot be observed in populated communal areas such as corridors, and in particular among secondary aged pupils, staff must wear a mask to prevent cross contamination of bubbles unless exempt.</li> </ul>	Yes	<p>All staff must wear face coverings and visors in communal areas and when supporting pupils closely e.g. personal care, unless they are exempt in which case they should wear a green lanyard and exemption card</p> <p>Safe wearing of face coverings requires cleaning of hands before and after touching – including to remove or put them on – and the safe storage of them in individual, sealable plastic bags between use. Where a face covering becomes damp, it should not be worn and the face covering should be replaced carefully.</p>	

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
<b>2.9 Personal Protective Equipment (PPE)</b>					
<b>Infection may be spread by pupils sharing personal items</b>		<ul style="list-style-type: none"> <li>Pupils are encouraged to bring in named water bottles and take them home each night.</li> <li>Pupils to have their own packs of stationery at their tables. These items should not be shared.</li> <li>Classroom based resources, such as books and games can be used and shared within the bubble. These should be cleaned regularly, along with frequently touched surfaces</li> <li>Cleaning fluids are available to classroom staff for this purpose.</li> <li>Pupils should minimise personal equipment and items brought to school, unless associated with sensory needs.</li> <li>It is still recommended that children and young people limit the amount of equipment they bring into the setting each day, to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed.</li> </ul>		<p>Effective from 8 June 2020.</p> <p>Leaders to monitor as part of an environmental learning walk</p>	
<b>2.10 Personal Protective Equipment (PPE)</b>					
<b>Key staff are not in place to ensure the school can function effectively and safely</b>		<ul style="list-style-type: none"> <li>From September 2020 all administrative staff have been onsite. If staff isolate due to being symptomatic/ confirmed case then staff will be redeployed to ensure that the school's functions can continue.</li> <li>If key staff are isolating because a member of their household is symptomatic, awaiting a test result or positive they will continue to work from home during that period to support the work of colleagues. This includes, leaders (DSLs), STLS, administrative staff and staff who work directly with pupils.</li> <li>In the event of a lockdown, the following will apply while pupils whose parents are key workers and the most vulnerable pupils attend. Government strategy is to keep special schools open unless in the most extreme circumstances i.e. Tier 4</li> <li>DSL will be based in school to support pupils as appropriate</li> <li>Two members of SLT will be available to work each day as a minimum</li> <li>Site Manager and sufficient cleaning staff will be in place</li> </ul>	Yes	<p>During the January Lockdown Special Schools were expected to stay open</p>	

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
		<ul style="list-style-type: none"> <li>A member of staff will be the lead for medication</li> <li>A member of staff will be the lead for first aid.</li> </ul>			
<b>2.11 Teacher Resources</b>					
<p><b>Teachers and pupils handling resources could increase likelihood of infection</b></p>		<ul style="list-style-type: none"> <li>Teachers to limit the number of shared resources taken home and limit the exchange of resources to within their designated bubble.</li> <li>Teachers to wash hands and surfaces, before and after handling pupils' books</li> <li>Gloves will be available for the front office to receive and provide items for visitors and parents.</li> <li>Staff must use SIMS for getting parents contact information rather than the contact book held in the school's office.</li> <li>Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused for a period of 48 hours (72 hours for plastics) between use by different bubbles.</li> <li>The cleanability of equipment used in the delivery of therapies (for example. physiotherapy equipment, sensory equipment) will be assessed by therapists, to determine whether this equipment can withstand cleaning and disinfection between each use (and how easy or practical it would be to do so) before it is put back into general use.</li> <li>Where cleaning or disinfection is not possible or practical, resources will have to be restricted to one user, or be left unused for a period of 48 hours (72 hours for plastics) between use by different individuals.</li> <li>Outdoor equipment is more frequently cleaned, especially frequently touched areas such as handles.</li> <li>Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development. Similar rules on hand cleaning, cleaning of the resources and rotation should apply to these resources.</li> </ul>	Partly	<p>Therapists to evaluate the cleanability of equipment.</p> <p>It is still recommended that children and young people limit the amount of equipment they bring into the setting each day, to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed.</p> <p><b>Parents were reminded of the restrictions prior to term 2.</b></p> <p><b>Parents were informed about books and shared resources prior to September 2020.</b></p>	



Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
<b>3. Maximising social distancing measures</b>					
<b>3.1 Pupil behaviour</b>					
<p><b>Pupils' behaviour on return to school does not comply with social distancing guidance</b></p>		<ul style="list-style-type: none"> <li>• Clear messaging to pupils on the importance and reasons for social distancing is reinforced throughout the school day by staff and through posters, electronic boards, and floor markings. For young children this is done through age-appropriate methods such as stories and games.</li> <li>• Staff model social distancing consistently.</li> <li>• The movement of pupils around the school is minimised.</li> <li>• Large gatherings are avoided.</li> <li>• Break times and lunch times are structured to support social distancing and are closely supervised.</li> <li>• The school's behaviour policy has been revised to include compliance with social distancing and this has been communicated to staff, pupils and parents.</li> <li>• Senior leaders monitor areas where there are breaches of social distancing measures and arrangements are reviewed.</li> <li>• Messages to parents reinforce the importance of social distancing.</li> <li>• Arrangements for social distancing of younger primary school children have been agreed and staff are clear on expectations.</li> <li>• Staff with have access to PPE to support their work with pupils who display behaviours that are challenging as part of their special educational need. PPE is located in the EHT office.</li> <li>• Staff will be supported by the AHT (Pastoral Lead) to update individual risk assessment and put strategies in place, such as arms protectors and full facial clear masks. Behaviours may include spitting.</li> <li>• All pupils who have had an incident of spitting have been identified. Ongoing monitoring of this behaviour will be undertaken by all staff. Visors are available for staff to wear.</li> <li>• A behaviour specific appendix will be written with teachers where recorded behaviours contravene social distancing guidance</li> <li>• New guidance for staff to record intentional physical contact or contravention of social distancing guidance using exiting behaviour recording system</li> </ul>	Partly	<p><b>The school purchased sufficient arm protectors to be used by staff as needed</b></p> <p><b>Behaviour plans were updated for pupils with known behaviours prior to return in September 2020.</b></p> <p><b>Ensure plans and expectations were communicated clearly with parents as part of Parents' Evening in term 1.</b></p>	Amber Will be reviewed when pupils return

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
<b>3.2 Classrooms and teaching spaces</b>					
<p>The size and configuration of classrooms and teaching spaces does not support compliance with social distancing measures</p>		<ul style="list-style-type: none"> <li>• Home learning arrangements are in place for pupils who have been informed by NHS that they must continue to self-isolate and for those who may be required to self-isolate due to a confirmed case of COVID19.</li> <li>• All unnecessary furniture that is not in use has been removed and put aside from/within classrooms and teaching spaces.</li> <li>• Arrangements are reviewed regularly.</li> <li>• Where possible and appropriate classrooms are configured to reduce face to face contact.</li> <li>• Where possible, learning will take place outside.</li> <li>• <b>Consistent groups reduce the risk of transmission by limiting the number of children, young people and staff in contact with each other to only those within the group.</b></li> <li>• Catering and site staff are kept up to date with the changing arrangements throughout the term</li> </ul> <p><b>'In this guidance for the autumn term, maintaining consistent groups remains important, but given the decrease in the prevalence of coronavirus (COVID-19) and the resumption of the full range of curriculum subjects, settings may need to change the emphasis on bubbles within their system of controls and increase the size of these groups. This means that the bubbles and be larger, e.g. year group or phase. The time spent in a phase would be short e.g. lunchtime where pupils still sit in class groups although they may be in the hall. They can be partially separate wherever possible'.</b></p>	Partly	<p><b>Home learning is in place for pupils that are isolating or not attending school during a national lockdown. Resources are on the school website.</b></p> <p><b>Surplus furniture has been removed to facilitate more space in additional classrooms.</b></p>	<p>Amber due to review by staff from September 2020 June by staff in classrooms working with pupils and colleagues</p>
<b>3.3 Movement in corridors</b>					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
<b>Social distancing guidance is breached when pupils circulate in corridors</b>		<ul style="list-style-type: none"> <li>• Circulation plans have been reviewed and amended.</li> <li>• Circulation routes are clearly marked with appropriate signage.</li> <li>• Any pinch points/bottle necks are identified and managed accordingly.</li> <li>• The movement of pupils around school is minimised as much as possible.</li> <li>• Where possible, pupils stay in classrooms and staff move around.</li> <li>• Break times are staggered to avoid overcrowding.</li> <li>• Pupils are supported regarding observing social distancing guidance whilst circulating.</li> <li>• Appropriate supervision levels are in place.</li> <li>• Staff are advised to wear a face mask in highly congested circumstances or in the wider school if they are vulnerable.</li> </ul> <p>Legislations states ‘Schools and colleges will have the discretion to require face coverings in indoor communal areas where social distancing cannot be safely managed, if they believe that it is right in their particular circumstances’.</p> <ul style="list-style-type: none"> <li>• Floor markings to remind staff and pupils to walk on the left-hand side in place by 1 September in the school hall 2020</li> </ul> <p><b>Passing in the corridor is low risk according to the government’s guidelines published on 2 July 2020. However, every undertaking will be in place to avoid busy corridors and congestion spots. Staff should not enter the corridor if crowding is likely.</b></p>	Partly		<p>Amber due to the fact that it is not possible to maintain 1 metre + distance in the corridors and the pupils’ complex needs mean that a one-way system is not appropriate.</p>
<b>3.4 Break times</b>					
<b>Pupils may not observe social distancing at break times</b>		<ul style="list-style-type: none"> <li>• Break times are staggered.</li> <li>• External areas are designated for different groups.</li> <li>• Pupils are reminded about social distancing as break times begin by class teams. The Hands, Face and Space Posters help to remind pupils of the expectations.</li> <li>• Social distancing signage is in place around the school and in key areas.</li> <li>• Supervision levels support pupils’ awareness of social distancing.</li> <li>• Staff are reminded to encourage pupils to maintain distance and discourage touch unless necessary for pupils’ sensory needs.</li> </ul>	Partly	<p><b>Timetables for the use of playgrounds will be revised to further segregate key stage 2 pupils, particularly during the morning break time.</b></p> <p><b>Hands, Face and Space Posters have been printed are on display.</b></p>	
<b>3.5 Lunch times</b>					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
<p><b>Pupils may not observe social distancing at lunch times</b></p>		<ul style="list-style-type: none"> <li>• Lunchtime arrangements will be reviewed continuously.</li> <li>• From October 2020 the vast majority of pupils eat in classrooms and food is collected from the kitchen by staff to prevent congestion and risk of cross contamination.</li> <li>• Reception aged children eat in the school hall.</li> <li>• Pupils are reminded about social distancing as lunch times begin.</li> <li>• Staff will ensure that pupils wash hands/use sanitiser before and after eating.</li> <li>• Floor markings are used to manage queues and enable social distancing of staff</li> <li>• Additional arrangements are in place, such as staggering lunch times, pupils eating in classrooms or other spaces.</li> <li>• Surfaces are cleaned by the site team between sittings when more than one sitting occurs</li> <li>• Guidance has been issued to parents and pupils on packed lunches (e.g. the use of disposable bags instead of lunch boxes).</li> <li>• <b>Eating areas are cleaned between settings and after lunch.</b></li> <li>• Staff have been provided with disinfectant and cloths to clean surfaces during and after lunch</li> <li>• SLIC have given each class a set of mealtime passports</li> </ul>	Partly	<p><b>Additional guidance was provided to parents on packed lunches by 1 September 2020-</b></p> <p><b>From January 2021 all lunches will be eaten within class bubbles to reduce the risk of bubbles mixing</b></p>	
<b>3.6 Toilets</b>					
<p><b>Queues for toilets and handwashing risk non-compliance with social distancing measures</b></p>		<ul style="list-style-type: none"> <li>• Group allocation for toilets/hand washing have been established and are monitored by classroom staff</li> <li>• Floor markings are in place to enable social distancing where necessary</li> <li>• Pupils know that they can only use the toilet one at a time when there is one toilet cubicle.</li> <li>• Pupils are encouraged to access the toilet during class/throughout the day to help avoid queues.</li> <li>• The toilets are cleaned frequently and staff alert the site team to any additional cleaning that is required.</li> <li>• Monitoring ensures a constant supply of soap and paper towels.</li> <li>• Bins are emptied regularly.</li> <li>• Pupils are reminded regularly on how to wash hands and young children are supervised in doing so.</li> <li>• Staff toilet-staff should not enter the toilets if social distancing cannot be observed.</li> </ul>	Partly due to revision required	<p><b>Groups will be allocated to use set toilets from 1 September 2020</b></p>	

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
		<ul style="list-style-type: none"> <li>• Staff toilets-antibacterial spray and tissues will be available for staff to sanitise toilet facilities prior to, and after use if required.</li> <li>• Staff and pupils will be encouraged to flush the toilet with the seat closed to reduce airborne contamination.</li> <li>• Where possible, parents and transport providers should not use the toilets. When this is required they will be directed to the SMILE centre.</li> </ul>			
<b>3.7 Medical Rooms</b>					
<p><b>The configuration of medical rooms may compromise social distancing measures</b></p>		<ul style="list-style-type: none"> <li>• Social distancing provisions are in place for medical rooms.</li> <li>• Pupils are not required to socially distance from September 2020 as long as they are within their bubble.</li> <li>• Staff should continue to maintain social distance of 1 metre+ where possible.</li> <li>• An additional room is designated for pupils with suspected COVID-19 whilst collection is arranged. This is the shower room adjacent to the disabled toilet in the changing room corridor. The door must be kept ajar. A toilet has been designated for their use and cleaning arrangements understood.</li> <li>• Pupils with symptoms are kept in isolation from others. Staff supporting them have access to PPE and MUST wear face masks.</li> <li>• Pupils and staff who are symptomatic are required to isolate in line with government guidance</li> <li>• Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets.</li> <li>• The medical lead ensures that supplied of bacterial wipes and PPE are maintained.</li> <li>• Pupils and staff waiting for medication are required to queue at a safe distance outside of the medical room. Markings on the floor will remind pupils and staff.</li> <li>• Medication is provided to pupils in line with their Health and Care Plan</li> <li>• PPE is available for staff</li> <li>• Staff follow the school's policies relevant to safeguarding and administration of medication</li> </ul>	Yes		<p>Amber because social distancing between staff and pupils needed to follow the school's administration of medication policy (2 signatures) cannot be put in place even when supporting one pupil.</p>

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
		<ul style="list-style-type: none"> <li>Pupils with complex medical needs that heighten their vulnerability will attend school only if sanctioned by a medical professional.</li> </ul>			
<b>3.8 Reception area</b>					
<p><b>Groups of people, including pupils and staff gather in reception (parents, visitors, deliveries) which risks breaching social distancing guidelines because of congestion.</b></p>		<ul style="list-style-type: none"> <li>Social distancing points are clearly set out, using floor markings, continuing outside where necessary.</li> <li>4x stainless steel sanitisation stations are distributed across all external school entrances</li> <li>Social distancing guidance is clearly displayed to protect reception staff (e.g. distance from person stood at reception desk).</li> <li>Non-essential deliveries and visitors to school are minimised.</li> <li>All visitors will be required to use the sanitiser prior to using the sign in tablet. Non-educational, non-therapeutic and non-essential visitors Visits will be actively discouraged unless essential for health and educational reasons such as the maintenance of the hydro-pool and removal of sanitary waste.</li> <li>Visits that support the curriculum can take place. Visitors must follow the protective measures requested by the school and complete a Visit/Contractor Tracing Information Sheet on departure.</li> <li>No more than two people will be allowed in reception at the same time.</li> <li>The cage for child seats will be located outside of the main doors.</li> <li>Transport providers are asked to wait outside and follow social distancing guidelines. Drivers and escorts must follow KCC Guidance. Leaders will supervise the arrival and departure of pupils on transport. Pupils and escorts/drivers will remain in their vehicle until instructed.</li> <li>Staggered arrival and departure times are shared to minimise congestion but do not impact on learning time</li> <li>Parents escort pupils to three entrances for drop off and pick up.</li> <li>Staff support pupils at the end of the day as they transition from school to transport or parents.</li> <li>The hall is used for pupils who travel with transport providers. The flow of pupils is encouraged to reduce contact.</li> </ul>	Partly		<p>Amber due to the fact that parents, KCC transport and essential visitors are required to follow social distancing but may not take this responsibility as seriously as they should</p>
<b>3.9 Arrival and departure from school</b>					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
<p><b>Pupils and parents congregate at exits and entrances, making social distancing measures difficult to apply</b></p>	<p style="background-color: red; color: black; text-align: center;">H</p>	<ul style="list-style-type: none"> <li>• Start and finish times are staggered but do not impact on pupils' learning time.</li> <li>• The use of available entrances and exits is maximised.</li> <li>• Social distancing guidelines are reinforced at entrances and exits through signage and floor/ground markings, including external drop-off and pick-up points.</li> <li>• An external sanitisation station is available at all entrances, including for SMILE</li> <li>• Expectations communicated to parents/carers and visitors prior to arrival.</li> <li>• Leaders monitor the start and end of the school day</li> </ul>	<p style="text-align: center;">Partly</p>		<p style="text-align: center;">As above</p>
<p><b>3.10 Transport</b></p>					
<p><b>The use of public and school transport by pupils poses risks in terms of social distancing and increased infection</b></p>	<p style="background-color: yellow;">M</p>	<ul style="list-style-type: none"> <li>• Guidance is in place for pupils and parents on how social distancing can be observed on public and school transport. This includes advice on the use of face coverings if pupils are travelling with children other than from their own class.</li> <li>• Discussions have been held with Kent Transport on how social distancing measures will be applied. The revised transport protocols have been shared by Kent Transport by 22/05/2020.</li> <li>• Face coverings are compulsory on public transport for people over the age of 11. People with learning difficulties where this might cause distress and people with medical conditions where wearing a mask might cause difficulties, are exempt.</li> <li>• Staff will remind transport providers of those protocols if anyone is observed not following them and report to SLT.</li> <li>• See Curriculum information in Section 1 for more details regarding the use of school cars and minibuses.</li> </ul>	<p style="text-align: center;">Partly</p>	<p style="color: orange;">Parents have been reminded how a face covering can be used within KCC transport or on public transport. Parents will decide if their child can manage the sensory aspect of this measure.</p>	<p>Many aspects of this measure are beyond the school's immediate control while pupils are in transit. Any anomalies will be reported to KCC Transport. Individual operators are responsible to ensure that measures outlined in the protocol are met</p>
<p><b>3.11 Staff areas</b></p>					



Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
<p>The configuration of staff rooms and offices makes compliance with social distancing measures problematic</p>		<ul style="list-style-type: none"> <li>Reconfiguration of staff rooms and offices has been undertaken prior to the school opening to allow for social distancing between staff.</li> <li>Every other chair in the staff room will be turned to ensure staff are seated 1+ metres apart from one another.</li> <li>Admin staff will be provided with alternative work space to support social distancing.</li> </ul>	Partly	See 2.3	
<p><b>4. Continuing enhanced protection for children and staff with underlying health conditions</b></p>					
<p><b>4.1 Pupils with underlying health issues</b></p>					
<p>Pupils with underlying health needs that increase their vulnerability but are no longer required to shield</p>		<ul style="list-style-type: none"> <li>Staff and parents have liaised with each other about the pupils' needs and the measures in place.</li> <li>Parents have been made aware of the risks to the pupil.</li> <li>A risk assessment of all pupils has been undertaken that incorporates medical conditions</li> <li>Health Care Plans have been revised</li> <li>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.</li> <li>The school, and parents are clear about the definitions and associated mitigating strategies relation to people who are classed as <b>clinically vulnerable</b> and <b>clinically extremely vulnerable and sought medical advice where required</b></li> <li>Schools have a regularly updated register of pupils with underlying health conditions.</li> <li>Advice is sought, where required, from the Children's Disability Team and Health.</li> <li>Some pupils are not able to communicate if they are feeling unwell.</li> <li>The school has 2 pupils that require aerosol generating procedures. The school is following government advice: <a href="https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe">https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe</a> and</li> </ul>	Yes	<p>From January 2021 shielding advice is in place in Tier 4 areas, and so any children deemed clinically extremely vulnerable will be advised not to attend school. Children who live with someone who is clinically extremely vulnerable, but who are not clinically extremely vulnerable themselves, should still attend school in all local restriction tiers</p>	<p>Risk cannot be entirely eliminated</p>

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
		<p><a href="https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control/covid-19-infection-prevention-and-control-guidance-aerosol-generating-procedures">https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control/covid-19-infection-prevention-and-control-guidance-aerosol-generating-procedures</a></p> <p>A Suction Room has been designated in the Secondary corridor for planned suctioning procedures. In the event of an emergency staff are able to suction the pupil in the classroom or current location. All other pupils / staff present should be more than 2 metres away. If possible the pupil should be close to window for ventilation purposes. Staff will wear recommended PPE: – a FFP2/3 respirator; gloves; a long-sleeved fluid repellent gown; and eye protection</p>			
<b>4.2 Staff with underlying health issues</b>					
<p><b>Staff with underlying health issues or those who continue to need to shield as advised by a doctor in writing are not known or identified and so measures have not been put in place to protect them</b></p>		<ul style="list-style-type: none"> <li>As of September 2020, all pupils in all year groups are expected to attend and a full compliment of staff is required.</li> <li>All members of staff with underlying health needs, those within vulnerable groups or who are required to continue shielding have been asked to make their condition or circumstances known to the school. Records are kept of this and regularly updated. This information is confidential to only those required to know.</li> <li>For staff at risk, a risk assessment will be undertaken with them and amended as required.</li> <li>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.</li> <li>Staff are clear about the definitions and associated mitigating strategies relation to people who are classed as <b>clinically vulnerable</b> and <b>clinically extremely vulnerable</b> that put them at increased risk from COVID-19. When necessary, staff in these categories are provided with alternate or adapted roles following an individual risk assessment conducted with a member of SLT.</li> <li>Current government guidance is being applied.</li> <li>Staff are strongly advised to share personal circumstances with leaders and HR to allow the school to make provision for their needs, including working from home where needed.</li> </ul>	<p>Yes</p>	<p>From January 2021 clinically extremely vulnerable staff should not go to the workplace if they live or work in areas where shielding advice is active. Currently this applies to Tier 4 areas only. Otherwise, if you cannot work from home, you can still go to work in Tiers 1, 2 and 3.</p>	

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
<b>5. Enhancing mental health support for pupils and staff</b>					
<b>5.1 Mental health concerns – pupils</b>					
<p><b>Pupils' mental health has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general</b></p>		<ul style="list-style-type: none"> <li>• All staff continue to follow the school's safeguarding policies, including the appendices relating to COVID19.</li> <li>• There are sufficient numbers of trained staff available to support pupils with mental health needs.</li> <li>• There is access to designated staff for all pupils who wish to talk to someone about wellbeing/mental health.</li> <li>• Wellbeing/mental health to be discussed regularly in PSHE/virtual assemblies/pupil briefings (stories/toy characters are used for younger pupils to help talk about feelings).</li> <li>• Staff have had an initial consultation about the RSE curriculum</li> <li>• Resources/websites to support the mental health of pupils are provided.</li> <li>• Teachers and leaders maintain contact with all pupils' parents</li> <li>• Individual parental discussions identify pupils who need to attend school to support their mental health and behaviour.</li> <li>• Records of communication between the school and pupils' homes are recorded.</li> <li>• Working party has been set up using Microsoft Teams to collate and review resources linked to supporting mental health of young people</li> <li>• AHT to produce guide for teaching staff in supporting pupils' mental health to be reviews following transition back to school.</li> <li>• Bereavement guide produced by AHT to enable teaching staff to address concerns o disclosure.</li> <li>• A Recovery Curriculum is in place</li> <li>• In class learning will enable pupils to share anxiety and ask questions</li> <li>• Teaching will help pupils understand how to protect themselves by supporting their understanding of control measures.</li> <li>• Staff will be provided with support to help pupils who have been bereaved by the AHT who has received enhanced training.</li> <li>• Staff will continue to liaise with parents of pupils who are in school and those who are not</li> </ul>	Partly	<p><b>The AHT for Secondary (Pupil wellbeing) works in liaison with classroom staff to support pupils' behavioural and mental health needs from 1 September 2020 as required.</b></p> <p><b>Reinstate assemblies virtually – singing, PSHE/SMSC theme and celebration-all classes to join with visual links to other classes around the school.</b></p>	
<b>5.2 Mental health concerns – staff</b>					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
<p><b>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</b></p>		<ul style="list-style-type: none"> <li>• Staff are encouraged to focus on their wellbeing.</li> <li>• Line managers are proactive in discussing wellbeing with the staff that they manage, including their workload.</li> <li>• Staff briefings and training have included content on wellbeing.</li> <li>• Staff briefings/training on wellbeing are provided.</li> <li>• Staff have been signposted to useful websites and resources. These include our free school counselling service helpline (03000411411) and free confidential help via an educational support charity (08000562561)</li> <li>• Staff are provided with transparent information to help them understand decisions made by leaders</li> <li>• Links to the COVID19 testing facility have been provided</li> <li>• Two mental health first aiders for staff are available</li> <li>• Staff, adversely affected will be invited for a discussion with a member of the school's SLT and where appropriate, a risk assessment will be put in place.</li> <li>• As a manager of a school community during these challenging times you may welcome the opportunity to access support either through selected psychological resources or a consultation with an educational psychologist (EP).</li> <li>• Selected psychological resources FACE COVID: <a href="https://www.baps.org.uk/content/uploads/2020/03/FACE-COVID-by-Russ-Harris-pdf-pdf.pdf">https://www.baps.org.uk/content/uploads/2020/03/FACE-COVID-by-Russ-Harris-pdf-pdf.pdf</a></li> <li>• APA advice for school leaders: <a href="https://www.apa.org/news/apa/2020/03/covid-19-leadership">https://www.apa.org/news/apa/2020/03/covid-19-leadership</a></li> </ul>	Yes		
<p><b>Working from home can adversely affect mental health and may impact on staff returning to work in September 2020</b></p>		<ul style="list-style-type: none"> <li>• Staff working from home due to self-isolation have regular catch-ups with member of the leadership and admin team.</li> <li>• Staff are encouraged to speak regularly with colleagues, take regular breaks and exercise.</li> <li>• Appropriate work plans have been agreed with support provided where necessary.</li> <li>• Staff working from home may help provide remote learning for any pupils who need to stay at home.</li> <li>• Two mental first aiders for staff are available</li> </ul>	Yes		

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
<b>5.3 Bereavement support</b>					
<b>Pupils and staff are grieving because of loss of friends or family</b>		<ul style="list-style-type: none"> <li>The school has access to trained staff who can deliver bereavement counselling and support.</li> <li>Support is requested from other organisations when necessary</li> </ul>	Yes		
<b>6. Maintaining educational provision for children of key workers and vulnerable children in the event of a local area lockdown</b>					
<b>6.1 Maintaining provision</b>					
<b>Educational provision must still be maintained for priority children when the school is part of a local area lockdown.</b>		<ul style="list-style-type: none"> <li><a href="https://www.gov.uk/government/publications/remote-education-temporary-continuity-direction-explanatory-note">https://www.gov.uk/government/publications/remote-education-temporary-continuity-direction-explanatory-note</a></li> <li>Current government guidance is being followed.</li> <li>In the event of a lockdown liaison with parents who are key workers and the parents of vulnerable children would immediately resume to agree required provision.</li> <li>The facility for full-time attendance is available where required in the event of a lockdown. Unless in extreme circumstances determined by the government, special schools will remain open to all pupils at all times when the school can safely manage this situation.</li> <li>Arrangements are in place to ensure that a cohort is tracked and supported effectively should they be required to isolate.</li> <li>Due to the vast majority of pupils being transported to school via KCC transport provider the school does not make arrangements where supervision for children of key workers needs to be extended beyond the normal school day.</li> <li>Arrangements are in place to supervise children of key workers and vulnerable children over any holiday periods in-line with government expectations should this arise and be required</li> <li>The school is able to offer a site for sixth form students and learners aged 19-25 years old who attend LINK College in the event of NKC closure. LINK19 College learners will be located separately from the school aged pupils. This would be dependent on the cessation of functions within SMILE for training.</li> </ul>	Yes	The school is unable to provide extended provision beyond the school day in the event of a local lockdown.	

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
		<ul style="list-style-type: none"> <li>A separate risk assessment is in place for SMILE and LINK19 College who share a building with Ifield sixth form students. LINK19 will offer the above provision in the event of a local area lockdown.</li> </ul>			
<p><b>Provision to ensure the safety and welfare of pupils in and out of school is maintained</b></p>		<ul style="list-style-type: none"> <li>The Pupil Services Administrator continues to monitor closely the attendance of pupils and raises concerns with the school's leadership</li> <li>First day calling for pupils who are expected to attend</li> <li>DSL to continue to oversee arrangements to safeguard pupils</li> <li>Staff to continue to prioritise safeguarding, including through discussion with families who are absent from school, including those who are absent for medical reasons</li> <li>Continue to liaise with wider services, including social care and attend professional meetings virtually</li> <li>Undertake announced and unannounced doorstep visits to ensure the safety of pupils, particularly those that are difficult to reach.</li> <li>Advise parents to contact school if they are struggling and sign post wider services.</li> <li>Ensure that Encompass Services are utilised and procedures followed as incidents of domestic violence have increased.</li> <li>Access 0204 513 9990, The Operation Encompass Teachers' Helpline when required. This service provides free advice and a professional dialogue with an Educational Psychologist about how-to best support families.</li> <li>Continue to ensure that the Government Voucher Scheme reaches as many families as are eligible when this is necessitated through lockdown or for families who are isolating.</li> <li>Continue to ensure that Health and Safety Measures are fully adhered to throughout the pandemic, including tree surveys, fire risk assessments, legionella testing and the maintenance of the school's hydro therapy pool.</li> <li>Doorstep visits took place from 12 June 2020 to the families of pupils that are assessed as being at increased risk/are hard to contact/ are prioritised for attendance and have not taken up a place. Most visits conducted by Headstart Lead and others by class teachers (dependent on relationships)</li> <li>Play Therapy sessions will be available for pupils who find reintegration difficult or have suffered bereavement or illness during the pandemic</li> </ul>	<p>Yes</p>	<p><b>Ensure Encompass poster has been placed in the staff room and PPA room.</b></p>	

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
	L	<ul style="list-style-type: none"> <li>The school will adopt the 5 lever principles outlined by Barry Carpenter as more pupils transition back to school. This will be an ongoing element to the full curriculum to support pupils' physical and mental wellbeing.</li> <li>A recovery curriculum was in place at the start of the academic year that included more opportunities for pupils to discuss their experiences and feelings.</li> </ul>			L
<b>7. Operational issues</b>					
<b>7.1 Review of fire procedures</b>					
<b>Fire procedures are not appropriate to cover new arrangements</b>	L	<ul style="list-style-type: none"> <li>Fire procedures have been reviewed and revised where required, due to:               <ul style="list-style-type: none"> <li>Distancing of bubbles within the fire point have been measured and visible on the muster point.</li> <li>SLT support the role of the fire marshals</li> <li>Class teams walk through the route and designated standing area on the muster point at the start of term to familiarise pupils and staff about the expectations.</li> </ul> </li> <li>Staff and pupils have been briefed on any new evacuation procedures.</li> <li>Incident controller and fire marshals have been trained and briefed appropriately.</li> <li>A fire alarm test will be held at regular intervals and learning points raised with staff.</li> </ul>	Yes		L
<b>Fire evacuation drills - unable to apply social distancing effectively</b>	M	<ul style="list-style-type: none"> <li>Plans for fire evacuation drills are in place which are in line with social distancing measures.</li> <li>Pupils exit the building at the nearest evacuation point which is in line with larger bubbles.</li> <li>Class groups remain together and walk at a distance from others.</li> </ul>	Yes		L

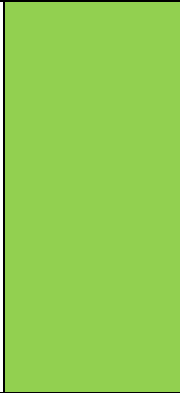
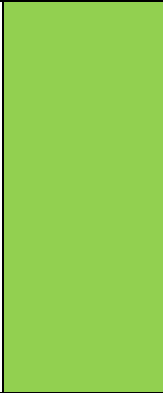
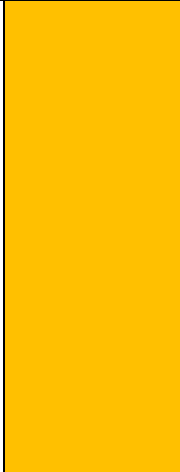
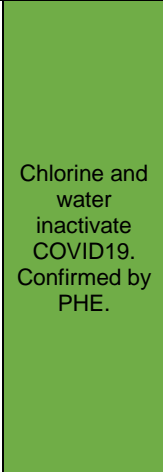


Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
<b>Fire marshals absent due to self-isolation</b>		<ul style="list-style-type: none"> <li>From September 2020, all pupils in all year groups are expected to attend school.</li> <li>School registers will be maintained by the school and used to check that all pupils are present at muster points.</li> <li>The school's electronic sign in and sign out facility records staff and pupils who have left the premises.</li> <li>The school will monitor the staff designated as fire marshals and put contingency plans in place if numbers fall.</li> <li>The school's senior leaders sweep the corridors, classrooms and toilets while exiting the building.</li> </ul>	Yes		
<b>7.2 Managing premises on reopening after lengthy closure</b>					
<b>All systems may not be operational</b>		<ul style="list-style-type: none"> <li>Government guidance is being implemented where appropriate.</li> <li>All systems have been recommissioned.</li> <li>The hydro-therapy pool has been operational throughout the initial phase of the pandemic and maintained on a daily basis by the site manager. Extra cleaning has been in place. Pupils access the pool in bubbles. Staff have clear guidance about the use of equipment within the pool environment. All staff and pupils must shower before and after each session. Sessions are supervised by qualified staff and continue to be overseen by a lifeguard. Chlorine and water inactivate the virus as confirmed by PHE.</li> </ul>	Yes	During the January lockdown the communal spaces including the hydro-therapy pool have been closed.	
<b>Statutory compliance has not been completed due to the availability of contractors during lockdown</b>		<ul style="list-style-type: none"> <li>All statutory compliance is up to date.</li> <li>The hydro-therapy pool has been operational throughout the pandemic and maintained on a daily basis by the site manager. Extra cleaning has been in place. Pupils access the pool in bubbles. Staff have clear guidance about the use of equipment within the pool environment. All staff and pupils must shower before and after each session. Sessions are supervised by qualified staff and continue to be overseen by a lifeguard. Chlorine and water inactivate the virus as confirmed by PHE. The site manager will maintain contact with pool servicing provider during the pandemic to rectify any issues that arise.</li> <li>Where water systems have not been maintained throughout lockdown, chlorination, flushing and certification by a specialist contractor has been arranged.</li> <li>The site team have continued to maintain the site to a very high standard.</li> <li>Safety measures have been adhered to</li> </ul>	Yes		

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
		<ul style="list-style-type: none"> <li>• Statutory Compliance measures relating to Fire risk are being carried out during May half term and the summer break.</li> <li>• Tree Audits have taken place on the school site and at the woodland.</li> <li>• School leaders continue to liaise with contractors relating to the rooflights and water ingress at the school. This has impacted on the learning of cohorts within the school and has taken a longer than normal time to resolve.</li> </ul>			
<b>7.3 Managing pupils with dual placements, such as nursery aged and Post 16 students</b>					
<p><b>Placements do not have the necessary risk assessments and procedures in place to mitigate risk to users</b></p>		<ul style="list-style-type: none"> <li>• During Terms 1 and 2, 3 and 3 children attending Ifield Specialist Nursery will not experience a dual placement. This will be reviewed for Terms 5 and 6</li> <li>• Where a child or young person routinely attends more than one setting on a part time basis, for example because they are dual registered at a mainstream school and a special setting, the settings should work through the system of controls collaboratively, enabling them to address any risks identified and allowing them to jointly deliver a broad and balanced curriculum for the child or young person.</li> <li>• <b>Leaders of dual settings should share risk assessments to ensure that are jointly satisfied with strategies in place to reduce risk if a dual placement was deemed appropriate.</b></li> <li>• Staff will undertake a pre-visit to satisfy themselves of the procedures in place</li> <li>• Records should be in place of all pupils attending dual placement, the time and days spent in alternate settings.</li> <li>• A risk assessment will be undertaken as to the impact on a setting should the pupil display, be exposed to, or be diagnosed with COVID19 on the alternate placement.</li> <li>• Parents should be asked to ensure that pupils are wearing clean clothes and do not transfer personal objects between settings.</li> </ul>	<p>Partly as new for Sept 2020</p>		

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
<b>7.4 Specialists, therapists, clinicians and other support staff for pupils with SEND</b>					
<p><b>Pupils do not have access to the specialist, therapists, clinicians and support staff to support their SEND</b></p>		<ul style="list-style-type: none"> <li>Specialists, therapists, clinicians and other support staff for pupils with SEND can provide interventions as usual.</li> <li>Supply teachers, peripatetic teachers or other temporary staff can move between settings.</li> <li>They should ensure they minimise contact and maintain as much distance as possible from other staff.</li> <li>A record should be kept of all visitors.</li> <li>All visitors are required to complete a contact sheet and provide details of the location and contact with others during the time that they are at school.</li> <li>An assessment has been carried out to see if any additional control measures are required to keep staff and pupils safe</li> <li>Assurances have been sought from the visitor that all staff attending the setting will be in good health (symptom-free) and that they have measures in place to ensure effective hygiene is in place.</li> <li>They have been advised to wear freshly laundered clothes each day.</li> <li>Temperature checks are carried out on arrival and before entering the school building.</li> <li>Contact details, including full name, organisation and contact telephone number <b>MUST</b> be provided for track and trace.</li> </ul> <p>A separate risk assessment is in place for the Specialist teaching and Learning Service based in SMILE</p>	<p>Partly as from September 2020</p>		
<b>7.5 Contractors working on the school site</b>					
<p><b>Contractors on-site whilst school is in operation may pose a risk to social distancing and infection control</b></p>		<ul style="list-style-type: none"> <li>Ongoing works and scheduled inspections for schools (e.g. estates related) have been designated as essential work by the government and so are set to continue.</li> <li>Where visits can happen outside of school or college hours, they should.</li> <li>A record should be kept of all visitors. In addition, they are required to complete a form stating where in the school they have carried out work and whom they have been in contact with.</li> <li>An assessment has been carried out to see if any additional control measures are required to keep staff, pupils and contractors safe.</li> <li>Assurances have been sought from the contractors that all staff attending the setting will be in good health (symptom-free) and that</li> </ul>	<p>Yes</p>	<p><b>A record should be kept of all visitors including their full name, the company they represent, who they are visiting and the reason for this and also a contact telephone number.</b></p>	

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
		<p>contractors have procedures in place to ensure effective social distancing is maintained at all times.</p> <ul style="list-style-type: none"> <li>• Temperature checks are carried out on arrival and before entering the school building.</li> <li>• 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.</li> <li>• Social distancing is being maintained throughout any such works and where this is not possible arrangements are reviewed.</li> <li>• 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).</li> </ul> <p>A member of the site team will be responsible for checking the temperature of contractors.</p>			
<b>8. Finance</b>					
<b>8.1 Costs of the school's response to COVID-19</b>					
<p><b>The costs of additional measures and enhanced services to address COVID-19 when reopening places the school in financial difficulties</b></p>		<ul style="list-style-type: none"> <li>• Additional cost pressures due to COVID-19 identified and an end-of-year forecast which factors them in has been produced.</li> <li>• Local Authority finance team has been consulted to identify potential savings in order to work towards a balanced budget where reimbursement can be claimed.</li> <li>• The school's financial position has been shared with the Finance and Resource Governors committee on Monday 18 May 2020</li> <li>• The school's 3-year budget has been approved.</li> <li>• Additional COVID-19 related costs are under monitoring and options for reducing costs over time and as guidance changes are under review. Current guidance does not make reimbursement possible with regard to funds available for PPE expenditure</li> <li>• The school's projected financial position has been shared with governors and Local Authority.</li> <li>• The school is seeking ways to reduce expenditure for long term sustainability.</li> </ul>	<p>Yes</p>		<p>The additional staffing costs and costs incurred from September 2020 can not be reclaimed despite previous government assurances</p>
<b>9. Governance</b>					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
<b>9.1 Oversight of the governing body</b>					
<b>Lack of governor oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements.</b>		<ul style="list-style-type: none"> <li>• The governing body continues to meet regularly via online platforms.</li> <li>• The governing body agendas are structured to ensure all statutory requirements are discussed and school leaders are held to account for their implementation.</li> <li>• The SLT's 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.</li> <li>• Regular dialogue with the Chair of Governors and those governors with designated responsibilities are in place.</li> <li>• 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.</li> <li>• The clerk to the governing body provides governors with fortnightly updates on to the Governor Zone.</li> </ul>	<p>Yes</p>		
<b>10. Additional site-specific and curriculum issues and risks</b>					
<b>Settings to add any site-specific issues/arrangements here and ensure mitigation strategies are in place to address them</b>					
Hydro-Therapy Pool		<ul style="list-style-type: none"> <li>• Pupils MUST remain within class 'bubbles' when using the hydrotherapy pool.</li> <li>• 'Bubble' adults will escort pupils to the pool by the shortest route.</li> <li>• The swimming teacher will prepare for each 'bubble' and greet them on arrival.</li> <li>• The pool will be cleaned regularly throughout the day by the site team using chlorinated water.</li> <li>• All staff and pupils using the hydro-pool MUST shower before and after the session.</li> <li>• No additional bags and resources should be taken to the pool area.</li> <li>• No equipment such as goggles and nose plugs should be shared by pupils or staff.</li> <li>• Social distancing MUST be observed while changing.</li> <li>• All sessions MUST be taught by a qualified person and a lifeguard MUST be present.</li> <li>• Staff 'bubbles will clean regularly touched surfaces using surface wipes before exiting.</li> </ul>		<p>From January 2021 communal areas- hydrotherapy pool, food technology, sensory room, sensory circuit and rainbow room will be closed until staff are informed otherwise.</p>	 <p>Chlorine and water inactivate COVID19. Confirmed by PHE.</p>

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
		<ul style="list-style-type: none"> <li>The hydrotherapy pool will not be available for lettings or be open to members of the public, or used for commercial purposes.</li> <li>Pool safety measures will be adhered to at all times, including maintenance of the pool.</li> </ul>			
The school's sensory room, the school's sensory circuit room and the rainbow room have multiple areas that could transfer infection		<ul style="list-style-type: none"> <li>All surfaces must be wiped between 'bubbles'</li> <li>Sessions are timetabled and for use as an intervention</li> <li>The use of the rooms will be limited and no adults or pupils can access these rooms unless timetabled to do so.</li> </ul>		From January 2021 communal areas- hydrotherapy pool, food technology, sensory room, sensory circuit and rainbow room will be closed until staff are informed otherwise.	Due to the frequent contact on surfaces
There may be increased risk of infection and transmission in Ifield Life and the Food Technology Room		<ul style="list-style-type: none"> <li>Pupils should use their own resources allocated to them for the lesson which should not be shared.</li> <li>Staff should help pupils to practice high levels of hygiene, such as washing hands frequently, especially before and after handling ingredients and utensils.</li> <li>Staff will help pupils to refrain from tasting ingredients directly from utensils while they are preparing food.</li> <li>All utensils and equipment must be cleaned with soapy, warm water after use.</li> <li>All surfaces and used chairs should be wiped using an antibacterial spray.</li> <li>Where possible, FT lessons should be held in the classroom, especially when focusing on theory as shared in the excel document.</li> </ul> <p>Ifield Life continues to be used for storage of soft furnishing.</p> <ul style="list-style-type: none"> <li>Staff will have timetabled opportunities to access IL on a rota basis for Term 2 if Ifield Life is no longer used to protect the most vulnerable staff from harm.</li> <li>The rota will be designed around the extended bubbles.</li> <li>The weekend will provide a 48-hour gap between use by bubbles.</li> <li>IL will be cleaned each day by site team staff</li> <li>Class teams must clean any surfaces and equipment after use.</li> <li>Bubbles should seek opportunities to teach life skills in the classroom and outside where possible.</li> <li>Staff should use the Life skills curriculum designed by AHT (Secondary).</li> </ul>		From January 2021 communal areas- hydrotherapy pool, food technology, sensory room, sensory circuit and rainbow room will be closed until staff are informed otherwise.	Due to the frequent contact on surfaces

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
<p><b>There may be an additional risk of infection in environments where you or others are singing, chanting, playing wind or brass instruments or shouting. This applies even if individuals are at a distance</b></p>		<ul style="list-style-type: none"> <li>• Singing, wind and brass playing must not take place in choirs and ensembles, or assemblies.</li> <li>• These activities should only take place within music lessons and within class bubbles while trying to maintain a safe distance between participants and particularly between adults.</li> <li>• Pupils and staff should face in one direction for singing. Pupils and staff should not be encouraged to project their voice.</li> <li>• Music activities, including singing, are available on the school's website and have been uploaded by the school's specialist subject teacher so that activities can be enjoyed at home.</li> <li>• All equipment must be cleaned between each group, or bubble.</li> <li>• Pupils will be escorted to the music room by class teams to enable the room and instruments to be prepared.</li> <li>• Pupils must not use a woodwind or brass instrument where they use their mouths to generate sound.</li> <li>• No singing assemblies with take place for the foreseeable future in the school hall</li> <li>• The medium-term plans will be adjusted to ensure control measures are in place.</li> </ul>	<p>Partly As due to start in September 2020</p>	<p>From January 2021 Music is taught remotely with pupils staying within their own class bubble</p>	
<p>External coaches and tutors visiting the school and working across bubbles increase the risk of infection</p>		<ul style="list-style-type: none"> <li>• Settings are able to work with external coaches, clubs and organisations for curricular and extra-curricular activities where they are satisfied that this is safe to do so</li> <li>• All coaches and tutors will follow the school's hygiene expectations on entry to and from the school site.</li> <li>• All coaches and visitors are required to leave contact information as previously identified.</li> <li>• All coaches and tutors must follow a timetable so that groups can be quickly identified in the event of infection.</li> <li>• As far as possible, visiting tutors and coaches should teach pupils within the extended bubble on the same day to avoid cross contamination through shared resources and clothing</li> <li>• Coaches and tutors will be asked to wear freshly laundered cloths daily.</li> <li>• Coaches and tutors should not bring resources into school that have been used within another setting unless these items have been cleaned thoroughly or have not been used for 48 hours+</li> </ul>	<p>Yes</p>		



Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
		<ul style="list-style-type: none"> <li>As far as possible, visiting coaches and tutors should maintain a safe distance from staff and pupils of 2 metres.</li> </ul>			

This diagram below shows how to advise individuals (children and adults) and their households if they become unwell OR if they are sent home because they have been in contact with someone who is ill. It is based on the guidance for the full opening of schools set out in section one, Public Health advice to minimise risks. This is not a substitute for reading the full guidance.

Jan 2021

**PHE South East Health Protection Team:  
Managing Suspected and Confirmed COVID-19 cases in Childcare and Educational Settings**

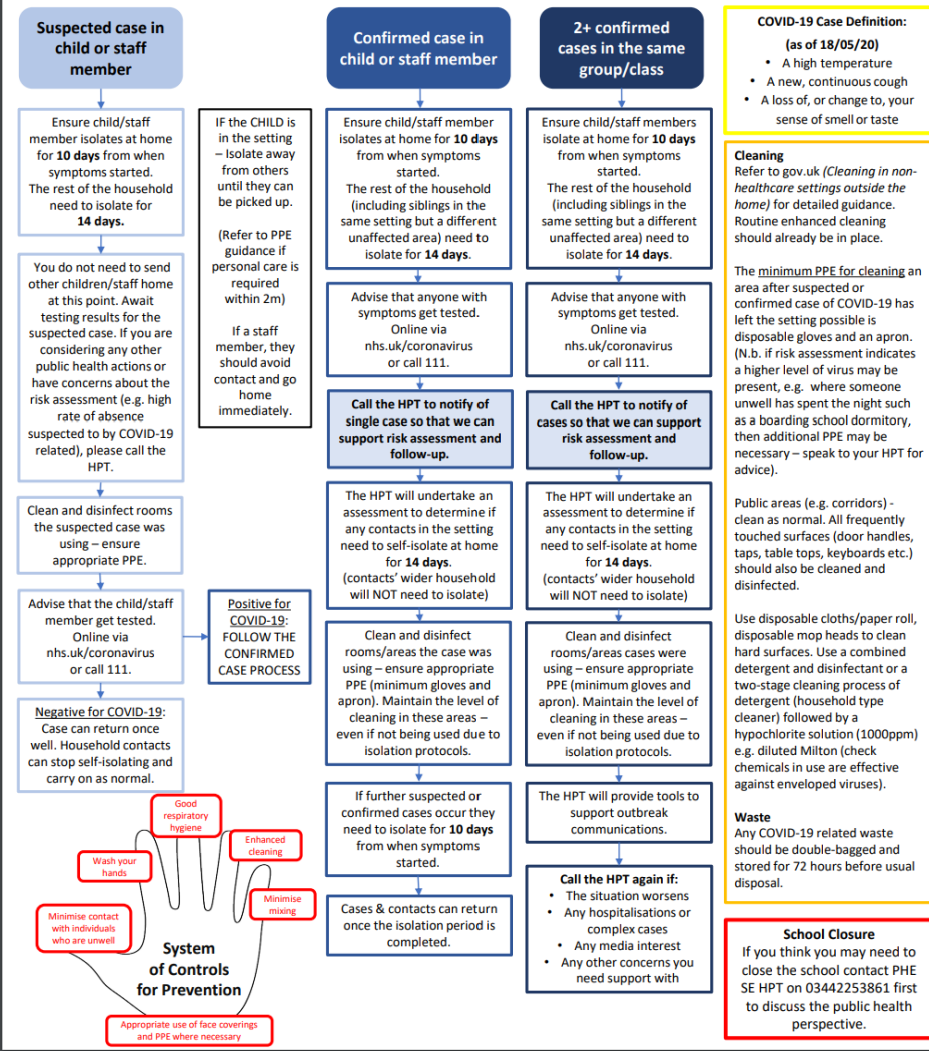
Version 3.0 Date 2/9/2020

Prevent the spread of infection by maintaining high standards of hygiene, including hand washing and regular cleaning and disinfection of surfaces. This will help prevent COVID-19 spreading in educational settings, as well as other infectious diseases.

If you have any infection control concerns or questions please call the **Kent Health Protection Team on 03442253861** (0844 967 0085 out of hours). If the matter is not urgent you can also email [HPU-Kent@phe.gov.uk](mailto:HPU-Kent@phe.gov.uk)

GUIDANCE: Visit [gov.uk/coronavirus](http://gov.uk/coronavirus) for detailed schools guidance and other guidance

TESTING: Visit [nhs.uk/ask-for-a-coronavirus-test](http://nhs.uk/ask-for-a-coronavirus-test)



Jan 2021