

	Establishment/Department Education South West	COVID-19: Operational risk assessment for ALL ESW SCHOOLS	RA100
	This risk assessment is for the continuing provision of education in all ESW schools during the COVID pandemic		
Person(s)/Group at Risk Staff, Pupils, Visitors and Contractors Please note: this risk assessment should be undertaken in conjunction with the 'Restricting attendance during the national lockdown: schools - Guidance for all schools in England issued January 2021. Trust documents: Cleaning Risk Assessment & Cleaning and Hygiene Protocols per school First Aid Risk Assessments Fire Risk Assessments and Procedures		Date assessment completed: January 2021	Assessor(s): Stuart White (ESW Chief Finance) Zoe Williamson (ESW Facilities & Compliance Manager)
GOVERNMENT GUIDANCE			
<ul style="list-style-type: none"> • Transport to School and Other Places of Education: Autumn Term 2020 guidance. • NHS Test and Trace: how it works guidance • Coronavirus (COVID-19): getting tested guidance • Face coverings: when to wear one, exemptions, and how to make your own • Face coverings in education guidance • Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection • Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19 • HSE guidance - First aid during the coronavirus (COVID-19) pandemic • Coronavirus (COVID-19): how to self-isolate when you travel to the UK • HSE Guidance - Legionella risks during the coronavirus pandemic • Protective measures for holiday and after-school clubs, and other out-of-school settings during the coronavirus (COVID-19) outbreak • Working safely during coronavirus (COVID-19) • Proposed changes to the assessment of GCSEs, AS and A levels in 2021 • COVID-19 contain framework: a guide for local decision-makers • Restricting attendance during the national lockdown: Schools Jan 2021 • Coronavirus (COVID-19) asymptomatic testing in schools and colleges Jan 2021 • Rapid asymptomatic coronavirus (COVID-19) testing for staff in primary schools, school-based nurseries and maintained nursery schools – Jan 2021 		<ul style="list-style-type: none"> • COVID-19: guidance for households with possible coronavirus infection • Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) • COVID-19: cleaning of non-healthcare settings outside the home • HSE Air conditioning and ventilation during the coronavirus pandemic guidance • Coronavirus (COVID-19): test kits for schools and FE providers • Improving school attendance: support for schools and local authorities • Guidance and advice on coronavirus (COVID-19) and pregnancy is available from the Royal College of Gynaecologists. • COVID-19: review of disparities in risks and outcomes • Keeping children safe in education • Guidance for food businesses on coronavirus (COVID-19) • Guidance for parents and carers of children attending out-of-school settings during the coronavirus (COVID-19) outbreak • Early years foundation stage: coronavirus disapplications • Return to recreational team sport framework • Local COVID alert levels: what you need to know • Coronavirus (COVID-19): advice for pregnant employees - 11 January 2021 	

	Principles	Actions/Control Measures in Place
1A.0 SCHOOL OPENING PRINCIPLES		
1A.1	Deliver a broad based and ambitious secondary curriculum	<ul style="list-style-type: none"> • School Planning assumes, as far as possible, that there will be no change to that plan for the whole academic year. • The curriculum remains broad and ambitious and all pupils continue to be taught a wide range of subjects, maintaining their choices for further study and employment. • An ambitious and broad curriculum is taught in all subjects, with flexibilities in timetabling to create time to cover the most important missed content. • Practical subjects such as PE, Science, Art, Design and Technology, Drama and Music will continue to be delivered in line with government guidelines and where practicable. • Continue to build capability to educate pupils remotely, where this is needed, with it being high quality and aligns as closely as possible with in-school provision.
1A.2	Deliver a broad based and ambitious Early Years and Primary curriculum	<ul style="list-style-type: none"> • School Planning, assumes, as far as possible, that there will be no change to that plan for the whole academic year. • The curriculum remains broad and ambitious and continues to follow government guidelines with regards to focusing on prime areas of learning. • Pre-schools must continue to operate, ensuring the integrity of the Early Years provision.
1A.3	Ensure financial sustainability of the catering provision	<ul style="list-style-type: none"> • Delivery of the catering operation must ensure delivery of the projected financial budget for 20-21 to avoid draining school funds. • The £660,000 wage bill must be covered. • The product offering must be as close as is practicable to the normal model to meet customer demand and support the financial targets. • The customer experience must be protected to mitigate against loss of custom.
1A.4	Ensure financial sustainability of The Preschool	<ul style="list-style-type: none"> • The preschool must operate fully to avoid flight of parents to alternative provisions. • The roll must be preserved/continue to be developed in accordance with marketing and budget plans, to feed reception intake. • The preschool must meet or better the budget for 20-21
1A.5	Ensure financial sustainability of breakfast and after school clubs	<ul style="list-style-type: none"> • The breakfast and after school service must operate fully to avoid flight of parents to alternative provisions/schools. • The breakfast and after school club must meet or better the budget for 20-21
1A.6	Attendance expectations are in place	<ul style="list-style-type: none"> • It is vital for all children to school to minimise as far as possible the longer-term impact of the pandemic on children's education, wellbeing and wider development. • School attendance is mandatory in line with government guidelines. • The usual rules on school attendance apply, including: <ul style="list-style-type: none"> ○ parents' duty to secure that their child attends regularly at school where the child is a registered pupil at school and they are of compulsory school age;

		<ul style="list-style-type: none"> ○ schools' responsibilities to record attendance and follow up absence ○ the availability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct <ul style="list-style-type: none"> • Communicate clear and consistent expectations around school attendance to families throughout the summer ahead of the new school year
1A.7	Proportionate protective measures for children and staff are in place to minimise risk	<ul style="list-style-type: none"> • As far as practicable, contact between individuals is minimised and social distancing is maintained whilst delivering a broad and balanced curriculum. • The overarching principle of reducing the number of contacts between children and staff has been used to agree school timetables. • It has been recognised that consistent groups reduce the risk of transmission by limiting the number of pupils and staff in contact with each other to only those within the group. • Maintaining distinct groups or 'bubbles' has been identified and implemented, balancing the need to separate with the requirement to deliver a balanced curriculum, expanding bubbles to year groups, or multiple year groups as appropriate.
1B.0 GOVERNMENT PREVENTATIVE MEASURES		
1B.1	Preventative Control	<ul style="list-style-type: none"> • Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school
1B.2	Preventative Control	<ul style="list-style-type: none"> • Where recommended, the use of face coverings in schools.
1B.3	Preventative Control	<ul style="list-style-type: none"> • Clean hands thoroughly more often than usual
1B.4	Preventative Control	<ul style="list-style-type: none"> • Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
1B.5	Preventative Control	<ul style="list-style-type: none"> • Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents
1B.6	Preventative Control	<ul style="list-style-type: none"> • Minimise contact between individuals and maintain social distancing wherever possible
1B.7	Preventative Control	<ul style="list-style-type: none"> • Where necessary, wear appropriate personal protective equipment (PPE)
1B.8	Preventative Control	<ul style="list-style-type: none"> • Always keeping spaces well ventilated.
1B.9	Infection Response	<ul style="list-style-type: none"> • Engage with the NHS Test and Trace process
1B.10	Infection Response	<ul style="list-style-type: none"> • Manage confirmed cases of coronavirus (COVID-19) amongst the school community
1B.11	Infection Response	<ul style="list-style-type: none"> • Contain any outbreak by following local health protection team advice

	Significant Hazard Section	Actions/Control Measures in Place	Ref to Opening Principles	Ref to Government Preventative Measures
** NATIONAL LOCKDOWN – FROM JANUARY 2021 **				
	NEW NATIONAL LOCKDOWN RESTRICTIONS from 6th January 2021	<ul style="list-style-type: none"> • In order to comply with COVID 19 national lockdown restrictions the following actions have been put in place from the 6th January 2021: - • Only vulnerable children and young people and the children of critical workers attend school. • All other pupils and students do not attend school and learn remotely until February half term or until the current national lockdown restrictions are lifted. • Early years provision continues to remain open and continues to allow all children to attend full time or their usual timetable hours. • Only vulnerable children and children of critical workers attend on-site reception classes. • In light of the evolving public health measures, vocational and technical exams continue to take place in January, where schools judge it is right to do so. • If a student is unable to take their assessment in January, they may be able to take the assessment at a later date. In the event that this is not possible, arrangements will be in place to ensure they are not disadvantaged. • In line with the national lockdown restrictions essential measures are complied with in accordance with the systems of controls outlined within this risk assessment. • Contacts are reduced during this period with the following measures continuing to be in place :- <ul style="list-style-type: none"> • keeping children in consistent groups • avoiding contact between groups • arranging classrooms with forward facing desks • staff maintaining distance from pupils and other staff as much as possible • Under national lockdown, in settings where pupils in year 7 and above are educated, face coverings are worn by adults and pupils when moving 	1A.1, 1A.2, 1A.3, 1A.4, 1A.5, 1A.6, 1A.7	1B.1, 1B.2, 1B.3, 1B.4, 1B.5, 1B.6, 1B.7, 1B.8, 1B.9, 1B.10, 1B.11

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		<p>around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained. This does not apply to younger children in primary schools and in early years settings.</p> <ul style="list-style-type: none"> • Pupils who are self-isolating should not attend school. Clinically extremely vulnerable pupils are also advised not to attend school. • Breakfast club and after school provision is encouraged where possible to help support the children of critical workers. • Transport services to education settings continue to be provided where required. • Under the national lockdown, the expectation is that everybody should work from home where possible, including teaching staff. • All staff attending the school setting continue to follow the measures set out in the system of controls implemented in the rest of this risk assessment. This includes continuing to observe good hand and respiratory hygiene and maintaining social distancing. • Clinically extremely vulnerable staff are advised not to attend the workplace. Clinically extremely vulnerable individuals are those identified through a letter from the NHS or a specialist doctor as in the group deemed clinically extremely vulnerable (CEV or shielding list). Staff who are identified as clinically extremely vulnerable should follow the published guidance. • Clinically vulnerable staff continue to attend school where it is not possible to work from home. While in school staff follow the system of controls outlined in the rest of this risk assessment. • People who live with those who are clinically vulnerable or clinically extremely vulnerable attend the workplace but ensure they maintain good prevention practice in the workplace and home settings. • Staff who are pregnant work at home where possible. If home working is not possible, pregnant staff and their employers should follow the advice in the Coronavirus (COVID-19): advice for pregnant employees. 		

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		<ul style="list-style-type: none"> • Engagement of supply teachers and other supply staff during this period continues. • Hosting of initial teacher training (ITT) trainees throughout the national lockdown continues to take place. ITT trainees are included in the definition of a critical worker and are offered coronavirus (COVID-19) testing in the same way as the wider school staff. • Catering provision for all pupils who are in school continues. Meals are available free of charge to all infant pupils and pupils who are eligible for benefits-related free school meals who are in school. • Free school meal support to pupils who are eligible for benefits related free school meals and who are not attending school is provided. • Educational trips and visits do not take place at this time. • Schools do not host any performances with an audience. • Engagement with peripatetic teachers during this period continues, including staff from music education hubs. • In the context of schools limiting attendance to all but vulnerable children and children of critical workers, ESW schools have built on their existing remote education. Provision ensures there is a strong offer in place for all pupils. • Hire of the facilities at all ESW schools has been suspended during the national lockdown until further notice. 		
2.0	Social distancing and separation			
2.1	Inability to conform to consistent pupil groups compromises social distancing protocols	<ul style="list-style-type: none"> • Bubbles/phases are in place to ensure consistent pupil groups. • The integrity of the bubble is maintained as far as possible throughout the day in order to try to ensure that co-mingling of pupils from separate bubbles is minimised. • In secondary schools, the groups are per year group to enable schools to deliver the full range of curriculum subjects and pupils to receive specialist teaching. 	1A.1, 1A.2, 1A.7	1B.6

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		<ul style="list-style-type: none"> At primary schools, smaller group sizes are implemented except in smaller schools where pupil numbers allow for whole school bubbles to be put in place. All teachers and other staff operate across different classes and year groups in order to facilitate the delivery of the school timetable 		
2.2	Measures within school classrooms and during lessons compromises social distancing	<ul style="list-style-type: none"> Classrooms have been re-modelled with clear signage displayed promoting social distancing Adults maintain 2 metre distance from each other where possible, and from children avoid close face to face contact and minimise time spent within 1 metre of anyone. Pupils' with complex needs who require additional educational and care support are provided as normal. For children old enough, maintaining distance and not touching staff and their peers is communicated. 	1A.7	1B.6
2.3	The configuration of medical rooms may compromise social distancing measures	<ul style="list-style-type: none"> Social distancing provisions are in place for medical and first aid rooms. Additional rooms are designated for pupils with suspected COVID-19 whilst collection is arranged. 	1A.7	1B.1, 1B.6,
2.4	Staff rooms and offices do not allow for observation of social distancing guidelines	<ul style="list-style-type: none"> Staff rooms and offices have been reviewed and appropriate configurations of furniture and workstations have been put in place to allow for social distancing. Where possible, staff are not 'desk sharing' and social distancing measures are in place. The use of communal / shared facilities such as tea and coffee facilities is reduced and staff encouraged to bring their own food and utensils. 	1A.7	1B.6
2.5	Use of toilets and handwashing risk non-compliance with social distancing measures	<ul style="list-style-type: none"> Floor markings are in place to enable social distancing where required. Different groups are allocated their own toilet blocks where this can be practically managed. 	1A.7	1B.3, 1B.6

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2.6	Increasing the risk of spreading COVID-19 through allowing visitors on site	<ul style="list-style-type: none"> • Visitors to school sites are kept to a minimum. • Site guidance on physical distancing and hygiene is explained to visitors on or before arrival – refer to visitor COVID protocols in place. • Sufficient signage in place to remind all visitors about social distancing. • A Front of House risk assessment is in place regarding use of visitor lanyards, social distancing in reception areas and good hand hygiene. • Where possible, visits happen outside of school hours. • A record is kept of all visitors with sufficient detail to support rapid contact tracing if required by NHS Test & Trace. 	1A.7	1B.6
3.0	Educational delivery			
3.1	Using resources, equipment/ play equipment compromises social distancing and increase risk of spreading COVID-19	<ul style="list-style-type: none"> • For individual and very frequently used equipment, such as pencils and pens, staff and pupils have their own items that are not shared. • Classroom based resources, such as books and games, are used and shared within the bubble; they are cleaned regularly, along with all frequently touched surfaces. • Resources that are shared between classes or bubbles, such as sports, art and science equipment are cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles. • Outdoor playground equipment is used and is more frequently cleaned. • All play equipment continues to be safety checked in line with statutory compliance. 	1A.1, 1A.2, 1A.7	1B5, 1B.6
3.2	Provision of <u>physical education, sport and physical activity</u> increases the risk of spreading the virus	<ul style="list-style-type: none"> • Pupils are kept in consistent groups whilst timetabled for physical education, sports and physical activity. • Outdoor sports are prioritised where possible, and contingency plans in place for wet weather lessons. • Large indoor spaces maximise natural ventilation flows (through opening windows and doors or using air conditioning systems wherever possible) distancing between pupils and paying scrupulous attention to cleaning and hygiene. 	1A.1, 1A.2, 1A.7	1B.3, 1B.4, 1B.6

	Significant Hazard Section	Actions/Control Measures in Place	Ref to Opening Principles	Ref to Government Preventative Measures
		<ul style="list-style-type: none"> • PE lessons can be held indoors, including those activities related to team sports but must be delivered within the school's own safe system of controls i.e. risk assessment of space, distancing, etc • Sports whose national governing bodies have developed guidance under the principles of the government's guidance on team sport and been approved by the government are permitted. • Schools only provide team sports on the list available at return to recreational team sport framework • Contact sports are avoided until further guidance from the government is communicated. • Measures are in place to encourage social distancing during activities. • External facilities can also be used in line with government guidance for the use of, and travel to and from, those facilities • Offsite facilities are used in line with government guidance and once all facility COVID risk assessments are checked for compliance. • Equipment if used, is cleaned after every lesson. • Hand washing routines are in place especially where equipment is used. • In secondary schools changing rooms are not used with students attending school in their PE uniform on days when PE is timetabled. • Primary children will, as now, change for PE in their classrooms. • Opportunities for handwashing before and after the lesson are in place. • Pupils and staff are not permitted to use the swimming pool at BLA or CBD 		
3.3	<p>Provision of a full <u>performing arts (inc music and drama) curriculum increases the risk of spreading the virus</u></p>	<ul style="list-style-type: none"> • Singing, wind and brass instrument playing can be undertaken in line with government guidance. • Playing instruments, singing or performing in groups takes place outdoors wherever possible and kept within the pupil bubbles. • If indoors, pupil numbers are limited in relation to the space, all windows and doors are open to allow for adequate ventilation, larger rooms are used and social distancing is maintained. 	1A.1, 1A.2, 1A.7	1B.3, 1B.5, 1B.6

	Significant Hazard Section	Actions/Control Measures in Place	Ref to Opening Principles	Ref to Government Preventative Measures
		<ul style="list-style-type: none"> • Singing, wind and brass playing, drama does not take place in larger groups such as choirs and ensembles, assemblies or productions. • In the smaller groups, schools observe strict social distancing between each singer, player, actor and any other people such as conductors, other musicians, or accompanists. • Pupils should be positioned back-to-back or side-to-side when playing or singing (rather than face-to-face) whenever possible. Wind and brass instrument players are positioned so that the air from their instrument does not blow into another player. • Microphones are used where possible for singing/acting or pupils are encouraged to sing/act quietly. • The sharing of equipment is avoided wherever possible. Pupil name labels are used on equipment to help identify the designated user. • Instruments that are used are wiped down/cleaned between classes, e.g. keyboards and percussion instruments. • Instruments are cleaned by the pupils playing them, where possible. • Increased handwashing is in place before and after handling music equipment, especially if being used by more than one person. • The handling of music scores, parts and scripts is limited to the individual using them. • Good ventilation is in place during music lessons by opening windows and propping doors open to ensure good air through flow. • For peripatetic music teachers refer to section 15.4. • No productions or performances to parents/audiences are to take place until further notice. However, hosting of audiences using alternative methods where possible, such as through live streaming or recording performances is encouraged. 		
3.4	Provision of a full <u>science, D&T and Art</u> curriculum increases the risk of spreading the virus	<ul style="list-style-type: none"> • Practical work can happen so long as protective measures are in place. • Assessment of pupil numbers within labs / workshops / classrooms – limit numbers where necessary and agree maximum number. • Access straight in to lab/workshop/art room – no queuing in corridors 	1A.1, 1A.2, 1A.7	1B.3, 1B.5, 1B.6

	Significant Hazard Section	Actions/Control Measures in Place	Ref to Opening Principles	Ref to Government Preventative Measures
		<ul style="list-style-type: none"> • Desks/workbenches are facing forward to the teacher's workstation located at the front of the classroom where practicable, or are sectioned with screening where students work face to face. • Practical equipment used will not require any additional cleaning when being used by students in the same bubble; usual hand sanitisation when entering and leaving the classroom is in place. • Equipment is cleaned/exchanged where the subsequent session is with a different bubble. • Demonstrations will be used where possible to reduce the number of practical sessions. 		
3.5	Libraries	<ul style="list-style-type: none"> • Libraries within schools can be used <i>on a timetabled basis only</i> to access reading books only, limiting the activities and risk of co-mingling bubbles, and reducing the burden of cleaning areas between every student visit, and of the need to clean equipment, games and stationery. • As far as possible access to libraries are on a pupil group basis e.g. one year group accesses the library on a certain day and no other year group uses the library on that day. • Unnecessary tables/chairs are removed to increase circulation space; fabric furniture inc. bean bags are removed and replaced with plastic chairs wherever possible. • The same cleaning protocols as classrooms will apply, including the role of the staff supervising the space. • Protective screens and hand sanitising protocols are in place for face to face issuing of books. • Student librarians cannot be used unless supporting their own year group bubble. • Social distancing signage and floor markings are in place where necessary. • One-way systems have been put in place. • No touching of books unless borrowing the item. 	1A.1, 1A.2, 1A.7	1B.3, 1B.5, 1B.6

	Significant Hazard Section	Actions/Control Measures in Place	Ref to Opening Principles	Ref to Government Preventative Measures
		<ul style="list-style-type: none"> Systems in place for the issuing and return of books including quarantine time of 72 hours. 		
3.6	Pupils with SEND (whether with education, health and care plans or on SEN support)	<ul style="list-style-type: none"> It is recognised that pupils with SEND require specific help and preparation for the changes to routine that will be involved. Pupils with SEND are fully supported, including through the use of individual healthcare plans, so that they may receive an education in line with their peers. Teachers ensure pupil's needs are most effectively met to ensure they continue to make progress. Schools work collaboratively with families, putting in place reasonable adjustments as necessary, so that pupils with SEND can successfully access remote education alongside their peers. 	1A.1, 1A.2, 1A.7	1B.3, 1B.5, 1B.6
3.7	Vulnerable children	<ul style="list-style-type: none"> Where vulnerable children are self-isolating, systems are in place to keep in contact with them. This includes procedures to check if the vulnerable child is able to access remote education support, to support them to access it (as far as possible) and to regularly check if they are doing so. Where applicable this also includes notifying a child's social worker and agree with them the best way to maintain contact and offer support to the vulnerable child or young person. 	1A.1, 1A.2, 1A.7	1B.3, 1B.5, 1B.6
3.8	Increasing the risk of spreading COVID-19 through large gatherings	<ul style="list-style-type: none"> No full physical school assemblies to take place. Alternative assemblies are considered such as via MS Teams to classrooms and live feeds. There are no parents' evenings/school events or open days taking place until further notice. Virtual tours and alternative ways of promoting the school are in place. Parent tours can take place as a household only with a senior leader team member so long as social distancing and good hand hygiene is adhered to. 	1A.7	1B.6

	Significant Hazard Section	Actions/Control Measures in Place	Ref to Opening Principles	Ref to Government Preventative Measures
		<ul style="list-style-type: none"> No performances, assemblies to parents or productions to take place until further guidance received from government. No events are being held by Parents' Associations or Friends groups to until further guidance is received from government unless events can take place virtually. 		
3.9	Pupils' behaviour does not comply with social distancing guidance	<ul style="list-style-type: none"> Clear messaging to pupils on the importance and reasons for social distancing and good hand hygiene 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. Staff model COVID preventative measures consistently. The school's behaviour policy has been revised to include compliance with the COVID preventative measures and this has been communicated to staff, pupils and parents. Senior leaders monitor areas where there are breaches of the preventative measures and arrangements are reviewed. Messages to parents reinforce the importance of social distancing and good hand hygiene. The consequences for poor behaviour and deliberately breaking the rules are communicated regularly and consistently to all pupils. This includes the enforcement of those rules including any sanctions Consideration has also been made to build the new expectations into schools' rewards systems. Pupils with an education, health and care plan or those who are a looked after child, if at risk of exclusion, the head teacher contacts child's parent or guardian and seeks advice from their virtual school head as soon as possible to help the school decide how to help the child and avoid exclusion becoming necessary. 	1A.6, 1A.7	1B.3, 1B.6

	Significant Hazard Section	Actions/Control Measures in Place	Ref to Opening Principles	Ref to Government Preventative Measures
3.10	Marking policy compromises implementation of COVID-19 preventative measures	<ul style="list-style-type: none"> The marking policy is adapted to ensure preventative measures are in place to limit the number of books handled by teaching staff:- The following strategies are employed where practicable: - <ul style="list-style-type: none"> Verbal feedback is provided where possible, Self-mark as a whole class, Online feedback on computer based class and home learning 	1A.2, 1A.2, 1A.7	1B.5
3.11	School uniform	<ul style="list-style-type: none"> Increased ventilation may make school buildings cooler than usual over the winter months. Additional items of suitable indoor clothing are permitted to be worn during the winter months and only as communicated by the school as part of their school uniform policy. Where this occurs, it is ensured that no extra financial pressure is placed on parents and that additional clothing items are optional. 	1A.6, 1A.7	1B.8
3.12	Specific points for key stages 4 and 5	<ul style="list-style-type: none"> The government has announced that GCSEs, A and AS level exams will not go ahead summer 2021 as planned, and the government will look at options to enable candidates to receive a grade. However, the majority of pupils in year 10 and 11 are expected to continue to study their examination subjects to support them towards their preferred route to further study. Performance tables are suspended for the 2019 to 2020 academic year, and no school or college will be judged on data based on exams and assessments from 2020. For the 2020 to 2021 academic year, the government confirmed on 3 December that they will not be publishing data based on exams and assessments from summer 2021 on school and college performance tables. 	1A.1, 1A.6	1B.71

	Significant Hazard Section	Actions/Control Measures in Place	Ref to Opening Principles	Ref to Government Preventative Measures
4.0	Primary setting specific delivery			
4.1	The start and end of the school day create risks of breaching social distancing guidelines	<ul style="list-style-type: none"> • A plan is in place for managing the movement of people on arrival to avoid groups of people congregating, especially parents at the school gate or on playgrounds. • The number of entrances and exits to be used is maximised with different entrances/exits being used for different groups where possible. • Floor markings are visible where it is necessary to manage any queuing. • Staff and pupils are briefed, and signage provided to identify which entrances and exits to use. 	1A.7	1B.6
4.2	Resources and toys not thoroughly cleaned increases risk of spreading COVID-19	<ul style="list-style-type: none"> • Unnecessary items from classrooms such as soft toys that cannot easily be washed or cleaned are removed. • Toys used on a rotational basis so that thorough cleaning and/or quarantine systems are in place and working. • Soft furnishing such as bean bags and cushions are not used. 	1A.2, 1A.7	1B.3
4.3	Provision of music lessons does not comply with strict hygiene and social distancing guidelines	<ul style="list-style-type: none"> • Music lessons in primary schools should take place in the classroom where pupils are based (i.e. pupils should not change rooms). • As with secondary schools, singing and the use of wind/brass instruments takes place outdoors wherever possible and kept within pupil bubbles. • If indoors, pupil numbers are limited in relation to the space, all windows and doors are open to allow for adequate ventilation, larger rooms are used and social distancing is maintained. • Pupils should be positioned back-to-back or side-to-side when playing or singing (rather than face-to-face) whenever possible. Wind and brass instrument players are positioned so that the air from their instrument does not blow into another player. • Singing, wind and brass playing does not take place in larger groups such as choirs and ensembles, assemblies or productions. • The sharing of equipment is avoided wherever possible. Pupil name labels are used on equipment to help identify the designated user. 	1A.2, 1A.7	1B.3, 1B.5, 1B.6

	Significant Hazard Section	Actions/Control Measures in Place	Ref to Opening Principles	Ref to Government Preventative Measures
		<ul style="list-style-type: none"> Instruments that are used are wiped down/cleaned between classes, e.g. keyboards and percussion instruments. Instruments are cleaned by the pupils playing them, where possible. Increased handwashing is in place before and after handling music equipment, especially if being used by more than one person. 		
4.4	Playtimes and the use of play equipment increases the risk of spreading COVID-19	<ul style="list-style-type: none"> Outdoor playground equipment such as slides, climbing frames is used and is more frequently cleaned. All play equipment is safety checked in line with statutory compliance. Play areas are dedicated to specific year groups where applicable. Pupils wash their hands before and at the end of all break times. 	1A.2, 1A.7	1B.5, 1B.6
4.5	The delivery of the PE curriculum compromises COVID-19 preventative measures	<ul style="list-style-type: none"> Pupils are kept in consistent groups whilst timetabled for physical education, sports and physical activity. Multi-use halls in primary schools are used for PE. Lessons focusing on activities where children can distance themselves and face the front are prioritised (e.g. fitness, yoga). Use of equipment is minimised and all PE equipment is more frequently cleaned. Pupils wash their hands before and at the end of each PE session. Outdoor sports and spaces are prioritised where possible with use of multi-use hall minimised. Sports whose national governing bodies have developed guidance under the principles of the government's guidance on team sport and been approved by the government are permitted. 	1A.2, 1A.7	1B.3, 1B.5, 1B.6
4.6	Use of cloakrooms does not comply with social distancing guidelines	<ul style="list-style-type: none"> Bags and coats are permitted and cloakrooms are used. Cloakrooms are reconfigured where possible to allow for pupil groups to use the same cloakroom each day without mixing with other pupil groups. Where possible additional cloakrooms are created to allow for social distancing. 	1A.7	1B.6
4.7	Buddy systems do not comply with social distancing guidelines	<ul style="list-style-type: none"> The use of older pupils to 'buddy' and help out with younger pupils within the school is not taking place in order to minimise social contact. 	1A.7	1B.6

	Significant Hazard Section	Actions/Control Measures in Place	Ref to Opening Principles	Ref to Government Preventative Measures
		<ul style="list-style-type: none"> Use of older pupils as monitors of younger groups, and/or to assist in the school office is not permitted. 		
4.8	EYFS	<ul style="list-style-type: none"> For children in nursery and pupils in reception, the EYFS education and development requirements now apply as the original disapplications have been lifted (these were lifted on 25 September 2020). New regulations have been put in place to allow the EYFS disapplications to re-apply in the event of further coronavirus (COVID-19) related restrictions imposed by government, for example a local lockdown. Teachers and early years practitioners may consider focusing more on the prime areas of education, including communication and language, personal, social and emotional development, and physical development, if they think this would support their children to catch up following time out due to coronavirus (COVID-19). 	1A.2, 1A.7	1B.3,1B.4, 1B.5,1B.6
4.9	Primary Assessment	<ul style="list-style-type: none"> Due to the further disruption caused by school closures, primary assessments cannot continue as intended. Statutory key stage 1 and key stage 2 tests are cancelled and teacher assessments planned for summer 2021, including the key stage 2 tests in reading and mathematics. These arrangements will apply for summer 2021 only. A full programme of primary assessments is planned to take place in the 2021/22 academic year. The introduction of the multiplication tables check is postponed a further year, whilst still enabling schools to use it on an optional basis. The statutory rollout of the reception baseline assessment has been postponed until September 2021. During the summer term 2020, schools had the opportunity to sign up to the 2020 to 2021 early adopter year. In light of the impact of coronavirus (COVID-19) outbreak, the 2020 to 2021 academic year will be a transitional year (subject to the necessary legislation being made) to allow schools time to prepare for, and start embedding, the engagement model. The engagement model is the new attainment framework (replacing P scales 1 to 4) for pupils working below 	1A.2, 1A.7	1B.6

	Significant Hazard Section	Actions/Control Measures in Place	Ref to Opening Principles	Ref to Government Preventative Measures
		<p>the standard of national curriculum assessments and not engaged in subject-specific study.</p> <ul style="list-style-type: none"> The 2020 to 2021 academic year will be a transitional year where schools that have prepared to implement the engagement model will be able to report against it and schools that need more time to implement this change will have the option to assess against P scales 1 to 4, for one final year. The engagement model will become statutory from September 2021. 		
4.10	Pre schools and breakfast/after school clubs compromises COVID-19 preventative measures	<ul style="list-style-type: none"> Consistent groups are maintained where practicable. Equipment and toys are not shared with school children. Good hand hygiene and respiratory hygiene is practised at all times. When preparing food, staff comply with COVID-19 compliant hygiene measures and wear a mask. 	1A.4, 1A.5, 1A.7	1B.3, 1B.4, 1B.5, 1B.6
4.11	Uniform	<ul style="list-style-type: none"> Additional items of suitable indoor clothing are permitted to be worn during the winter period and only as communicated by the school as part of their school uniform policy, particularly where increased ventilation creates colder temperatures Where this occurs, it is ensured that no extra financial pressure is placed on parents and that additional clothing items are optional. 	1A.7	1B.8
4.12	Toddler groups taking place within school compromises COVID-19 preventative measures	<ul style="list-style-type: none"> Direct external entrance/exits where possible. Parents and toddlers are kept separate from school children. The school has ensured that enhanced cleaning measures are in place including cleaning of surfaces and equipment; equipment is not shared with school children. 	1A.4, 1A.7	1B.5, 1B.6
5.0	Moving around the site			
5.1	The start and end of the school day create risks of breaching social distancing guidelines	<ul style="list-style-type: none"> A plan is in place for managing the movement of people on arrival to avoid groups of people congregating. The number of entrances and exits to be used is maximised with different entrances/exits being used for different groups where possible. Floor markings are visible where it is necessary to manage any queuing. 	1A.7	1B.6

	Significant Hazard Section	Actions/Control Measures in Place	Ref to Opening Principles	Ref to Government Preventative Measures
		<ul style="list-style-type: none"> • Staff and pupils are briefed, and signage provided to identify which entrances, exits and circulation routes to use. • Staggered start and finish times has been considered and put in place where necessary to keep groups apart as they arrive and leave school. This does not reduce the amount of overall teaching time. • Communication to parents has taken place as a reminder to comply with the amended drop off and collection processes, including that gathering at the school gates and otherwise coming onto the site without an appointment is not allowed. • Pupils wash their hands immediately on arrival or use hand sanitiser before heading to their classroom. 		
5.2	Movement around the school risks breaching social distancing guidelines	<ul style="list-style-type: none"> • The movement of pupils and staff around the school is minimised as much as possible. • Circulation plans have been reviewed and revised with routes clearly marked with appropriate signage. • One-way systems are in place where required. • Any pinch points/bottle necks are identified and managed accordingly. • 'No waiting' zones around gates have been identified to help avoid congestion and encourage students to move home promptly at the end of the day. • Where possible, pupils stay in classrooms and staff move around. • Lesson change overs are staggered to avoid overcrowding. • Pupils are briefed regularly regarding observing social distancing guidance whilst circulating. • Corridors are divided where feasible. 	1A.7	1B.6
6.0	Breaks and lunchtimes			
6.1	Increased numbers during breaks compromising social distancing	<ul style="list-style-type: none"> • Playtime/breaks are staggered where possible to reduce the numbers of children out together at any one given time. • Different playground locations used where possible. 	1A.7	1B.6

	Significant Hazard Section	Actions/Control Measures in Place	Ref to Opening Principles	Ref to Government Preventative Measures
		<ul style="list-style-type: none"> • Use of apparatus and climbing frames allowed where this does not compromise pupil bubbles and where adequate cleaning in between group use can be achieved. • Pupils are reminded about social distancing as break times begin. • Supervision levels have been enhanced, especially with younger pupils, to support social distancing. • Social distancing signage is in place around the school and in key areas. 		
6.2	Increased numbers during lunchtime compromising social distancing.	<ul style="list-style-type: none"> • Catering arrangements have been assessed and options put in place including changing the lunchtime offer, increasing serveries or eating spaces. • Refer to school specific catering service risk assessment 	1A.7	1B.6
7.0	Catering			
7.1	Catering	<ul style="list-style-type: none"> • Kitchens are fully open and normal legal requirements apply regarding provision of food to all pupils who want it, including for those eligible for benefits-related free school meals or universal infant free school meals. • For any pupils who are having to self-isolate and who are eligible for Free School Meals, provision is made to ensure this option is still available to them. • School kitchens continue to operate, and comply with the guidance for food businesses on coronavirus (COVID-19) • Hand washing facilities or hand sanitiser is available at the entrance/exits to/from canteens. • Refer to school specific catering service risk assessment. 	1A.3, 1A.7	1B.2, 1B.3, 1B.4, 1B.5, 1B.6, 1B.7
7.2	Kitchen facilities do not comply with latest Covid19 guidance to reduce risk of infection/contamination	<ul style="list-style-type: none"> • Notices on personal hygiene (hand washing & face touching etc) and social distancing in workplace issued. • PPE provided for the preparation of food by Catering Staff. • Delivery of goods are to the kitchen door only - no access to external drivers allowed. All deliveries are sorted and stored in the relevant stores/fridges/freezers by catering staff ensuring the clean down of goods prior to use and washing of hands before and after handling. 	1A.3, 1A.7	1B.2, 1B.3, 1B.4, 1B.5, 1B.6, 1B.7

	Significant Hazard Section	Actions/Control Measures in Place	Ref to Opening Principles	Ref to Government Preventative Measures
8.0	Extra curricular clubs			
8.1	Extra curricular clubs	<ul style="list-style-type: none"> Extra curricular clubs run by school staff (excluding community use activities) take place as long as they maintain pupil bubbles. Clubs are run following the same requirements as class activities with regards to the use of equipment i.e. equipment used is cleaned between uses. Hand sanitiser is used by all participants before and at the end of each club session. Drama, choir/singing and music/orchestra clubs do not take place if pupils from more than one bubbles are in attendance. 	1A.7	1B.6
9.0	Hygiene management during the day			
9.1	Pupils and staff forget to wash their hands regularly and frequently increasing the risk of spreading COVID-19	<ul style="list-style-type: none"> Parents informed of hygiene expectations and to discuss these with children. All children wash their hands or use hand sanitiser on arrival at school, before snack, after break, before lunch. Help is available for children and young people who have trouble cleaning their hands independently. All classrooms being used have alcohol-based gel and adequate stock levels in place. All classrooms with sinks have hand soap and hand towels. Cease hand shaking of children and visitors Washing or hand sanitiser 'stations' are available in entrances to all blocks 	1A.7	1B.3, 1B.4
9.2	Cleaning management in the classrooms	<ul style="list-style-type: none"> Adequate cleaning materials available per class to enable the cleaning of equipment and classrooms between lessons and between year group bubbles. 	1A.7	1B.5
9.3	Ensure good respiratory hygiene by promoting the	<ul style="list-style-type: none"> The 'catch it, bin it, kill it' approach is in place with all schools having in place adequate supplies of tissues and lidded bins available to support pupils and staff to follow this routine. 	1A.7	1B.4

	Significant Hazard Section	Actions/Control Measures in Place	Ref to Opening Principles	Ref to Government Preventative Measures
	'catch it, bin it, kill it' approach	<ul style="list-style-type: none"> All pupils understand that the 'catch it, bin it, kill it' routine is part of how the school now operates. When emptying bins waste is double bagged. Schools ensure younger children and those with complex needs are helped to get this right and all pupils understand that this is now part of how school operates. Some pupils with complex needs struggle to maintain as good respiratory hygiene as their peers, for example those who spit uncontrollably or use saliva as a sensory stimulant. This is considered in risk assessments in order to support these pupils and the staff working with them, and is not a reason to deny these pupils face to face education. 		
9.4	Inadequate supplies of soap and hand sanitiser mean that pupils and staff do not wash their hands with sufficient frequency	<ul style="list-style-type: none"> Monitoring arrangements are in place to ensure that supplies of soap, sanitiser and hand towels are maintained throughout the day. Weekly stock takes by Cleaning Supervisors and Cleaning Manager ensures adequate stock levels maintained. 	1A.7	1B.3, 1B.4, 1B.5
9.5	Increased numbers in toilets mean pupils and staff do not wash their hands with sufficient frequency	<ul style="list-style-type: none"> Pupils know the limits on the number of children allowed to use the toilets at any one time. Pupils are encouraged to access the toilet during class/throughout the day to help avoid queues. Monitoring by staff ensures a constant supply of soap and paper towels. Where different groups are not able to be allocated their own toilet blocks, toilets are also cleaned during the day. Bins are emptied regularly. Pupils are reminded regularly on how to wash hands and young children are supervised in doing so. 	1A.7	1B.3, 1B.4, 1B.5, 1B.6
9.6	The configuration of medical rooms may compromise social distancing measures	<ul style="list-style-type: none"> Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets. This also includes the rapid testing areas within secondary schools where enhanced cleaning is implemented. 	1A.7	1B.6

	Significant Hazard Section	Actions/Control Measures in Place	Ref to Opening Principles	Ref to Government Preventative Measures
10.0	Cleaning regimes			
10.1	Enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents	<ul style="list-style-type: none"> • A cleaning schedule is in place that ensures cleaning is enhanced and includes: <ul style="list-style-type: none"> ○ more frequent cleaning of rooms / shared areas that are used by different groups, ○ frequently touched surfaces being cleaned more often than normal. • Focus increased on cleaning of touch points and tables, door and window handles, push plates and handrails. • Additional cleaning throughout the day is in place – cleaning hours have been increased to allow for this. • Over time for cleaners in place for the additional cleaning required. • New products have been sourced, taking into consideration government guidance – this includes the relevant percentage of alcohol / hydrogen peroxide or ammonia compound to kill the virus. • Separate risk assessment RAA04 completed for the activities of cleaning and caretaking staff employed by the Trust, with an additional specific ‘Covid-19’ risk assessment. • Stock levels within the Trust are closely monitored by shared services to ensure that orders can be placed with enough time to secure delivery. 	1A.7	1B.5
11.0	Transport			
11.1	Increasing the risk of spreading COVID-19 through transport	<ul style="list-style-type: none"> • Pupils on dedicated private school services do not mix with the general public on those journeys and pupil groups tend to be consistent. • Secondary aged pupils wear face coverings when travelling on dedicated transport. • Pupils on school buses will follow the social distancing policy as set by DCC including support in promoting the use of face coverings on school transport and to help resolve any issues of non-compliance where appropriate. 	1A.7	1B.2, 1B.6

	Significant Hazard Section	Actions/Control Measures in Place	Ref to Opening Principles	Ref to Government Preventative Measures
		<ul style="list-style-type: none"> • Social distancing measures are in place within vehicles wherever possible. • Pupils either sit with their 'bubble' on school transport or with the same constant group of children each day. • Pupils clean their hands before boarding transport and again on disembarking. • Management of arrival and departure of school transport delivers social distancing. • Children must not board home to school transport if they, or a member of their household, has symptoms of coronavirus (COVID-19). • The school minibus is only used for transporting pupils who are in the same pupil group / bubble. Drivers who are not permanent school staff have been issued with protocols with respect to social distancing themselves from the students and staff using the bus. • Where school minibuses are used, enhanced and more frequent cleaning of the vehicles is in place. Hand sanitiser upon boarding and/or disembarking is used. • Perspex screens are in place in school minibuses used daily for 6th form bus runs between Teign and Coombeshead. • Schools encourage parents, staff and pupils to walk or cycle to school if at all possible. • Schools have considered use of / increasing availability of 'walking buses' (a supervised group of children being walked to, or from, school). 		
12.0	Responding to infection			
12.1	School provision does not cater for pupils who are shielding or self-isolating	<ul style="list-style-type: none"> • All pupils, including those who are clinically extremely vulnerable, can continue to attend school at all Local COVID Alert Levels unless they are one of the very small numbers of pupils under paediatric care (such as recent transplant or very immunosuppressed children) and have been advised specifically by their GP or clinician not to attend school. • Where a pupil is unable to attend school because they are complying with clinical or public health advice, access to remote education is 	1A.7	1B.1

	Significant Hazard Section	Actions/Control Measures in Place	Ref to Opening Principles	Ref to Government Preventative Measures
		<p>immediately offered. A record of, and monitor of engagement with this activity is in place but this does not need to be formally recorded in the attendance register.</p> <ul style="list-style-type: none"> Where children are not able to attend school as they are following clinical or public health advice related to coronavirus (COVID-19), the absence will not be penalised. 		
12.2	Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school	<ul style="list-style-type: none"> Pupils, staff and other adults do not come into the school if they have coronavirus (COVID-19) symptoms or have tested positive in the last 7 days Anyone developing COVID-19 symptoms during the school day is sent home. If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they are sent home and advised to follow the government 'stay at home' guidance. Other members of their household (including any siblings) should self-isolate in line with the current government guidelines. Children awaiting collection are : <ul style="list-style-type: none"> Moved to a room where they can be isolated behind a closed door, and depending on the age of the child with appropriate adult supervision. Ideally, a window will be opened for ventilation. If it is not possible to isolate them, they are moved to an area which is at least 2 metres away from other people. A suitable room is allocated for this purpose and communicated to staff. Suitable PPE is available at this location. Following a person showing symptoms and once they have left site, all surfaces including door handles, push plates, tables etc are cleaned with the relevant cleaning solution with alcohol/hydrogen peroxide/ammonia compound content as per government guidelines. 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 	1A.7	1B.1, 1B.6, 1B.7, 1B.9

	Significant Hazard Section	Actions/Control Measures in Place	Ref to Opening Principles	Ref to Government Preventative Measures
		<p>to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test and Trace</p> <ul style="list-style-type: none"> • Communicate core reminders of hygiene to all pupils and staff. • Public Health England has good evidence that routinely taking the temperature of pupils is not recommended as this is an unreliable method for identifying coronavirus (COVID-19) • Any member of staff who has provided close contact care to someone with symptoms, while wearing PPE and all other members of staff or pupils who have been in close contact with that person with symptoms, if wearing a face covering, do not need to go home to self-isolate unless: <ul style="list-style-type: none"> ○ The symptomatic person subsequently tests positive ○ They develop symptoms themselves (in which case, they should arrange to have a test) ○ They are requested to do so by NHS Test and Trace or the PHE advice service (or PHE local health protection team if escalated) • Confirmation that: If someone with symptoms tests negative for COVID, then they should stay at home until they are recovered as usual from their illness but can safely return thereafter. The only exception to return following a negative test result is where an individual is separately identified as a close contact of a confirmed case when they will need to self-isolate for 10 days from the date of that contact. 		
12.3	<p>Access to rapid asymptomatic testing in secondary schools delayed increases risk of community prevalence of coronavirus.</p>	<ul style="list-style-type: none"> • Rapid testing is in place following government guidelines for secondary age pupils and staff. • Consent is required from the student or parent as appropriate. Consent is also required from staff members. • Students who receive positive test results are required to self-isolate in line with existing guidance. • Teachers and other staff have access to routine testing twice a week. 	1A.1, 1A.7	1B.1, 1B.9, 1B.10, 1B.11

	Significant Hazard Section	Actions/Control Measures in Place	Ref to Opening Principles	Ref to Government Preventative Measures
		<ul style="list-style-type: none"> • Testing is not mandatory for staff and they do not need to provide proof of a negative test result to attend school or college in person, although participation in testing is strongly encouraged. • Close contact serial testing does not take place in line with the most recent government guidance. PHE and NHS Test and Trace have now reviewed their initial advice in light of the higher prevalence and rates of transmission of the new variant. • A negative test result does not remove the risk of transmission. All existing COVID guidelines and measures in all ESW schools remain in place and MUST be followed. • This testing programme does not replace the current testing programme for those with symptoms. Anyone who is showing symptoms of coronavirus (COVID-19) will be required to self-isolate until the result from a lab-based polymerase chain reaction (PCR) test is known. 		
12.4	<p>Access to rapid asymptomatic testing in primary schools delayed increases risk of community prevalence of coronavirus.</p>	<ul style="list-style-type: none"> • Staff in primary and school-based nurseries/pre-schools are offered the opportunity to take part in regular asymptomatic testing. • Primary based staff are supplied with lateral flow device (LFD) test kits to self-swab. Staff are asked to take their test kits home and carry out the test twice a week. • The LFD test will give a result in around 30 minutes. Staff must report their result to NHS Test and Trace as soon as the test is completed either online or by telephone as per the instructions in the home test kit. • Staff share their result with their school dedicated contact to help with contact tracing. • A negative test result does not remove the risk of transmission. All existing COVID guidelines and measures in all ESW schools remain in place and MUST be followed. • Testing is not mandatory for staff and staff do not need to provide proof of a negative test result to attend school in person, although participation in testing is strongly encouraged. • Staff with a positive LFD test result will need to self-isolate in line with the stay-at-home guidance. They will also need to arrange a polymerase 	1A.2, 1A.7	1B.1, 1B.9, 1B.10, 1B.11

	Significant Hazard Section	Actions/Control Measures in Place	Ref to Opening Principles	Ref to Government Preventative Measures
		<p>chain reaction (PCR) test to confirm the result. Staff with a negative LFD test result can continue to attend school or nursery and use protective measures.</p> <ul style="list-style-type: none"> • Anyone with symptoms (even if they recently had a negative LFD test result), should still self-isolate immediately according to government guidelines. • Those with symptoms are also expected to order a test online or visit a test site to take a polymerase chain reaction (PCR) test to check if they have the virus. 		
12.5	<p>Lack of engagement with the NHS Test and Trace process increases risk of spreading the virus within the community</p>	<ul style="list-style-type: none"> • Schools ensure they understand the NHS Test and Trace process. • Contact with the local Public Health England health protection team is ONLY via the ESW Finance Director and Chief Operating Officer or CEO. • Schools ensure that staff members and parents/carers understand that they will need to be ready and willing to: <ul style="list-style-type: none"> ○ book a test if they are displaying symptoms. ○ Staff and pupils must not come into the school if they have symptoms, ○ and must be sent home to self isolate if they develop them in school. • All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit. • Tests can be booked online through the NHS testing and tracing for coronavirus website or ordered by telephone via NHS 119 for those without access to the internet. • Essential workers, which includes anyone involved in education or childcare, have priority access to testing. • All schools have access to a supply of home test kits and shared services ensure the replenishment of supply. • The distribution of the home test kits is determined by the school in order to minimise the impact of the virus on the education of their pupils. 	1A.7	1B.1, 1B.9, 1B.10, 1B.11

	Significant Hazard Section	Actions/Control Measures in Place	Ref to Opening Principles	Ref to Government Preventative Measures
		<ul style="list-style-type: none"> In particular, these tests kits help ensure that symptomatic staff can get a test and if they test negative, can return to work as soon as they no longer have symptoms of coronavirus (COVID-19). 		
12.6	Schools should ask parents and staff to inform them immediately of the results of a test	<ul style="list-style-type: none"> In line with PHE advice, we will ask parents and staff to inform us immediately of the results of a test: <ul style="list-style-type: none"> If someone with symptoms tests negative for coronavirus (COVID-19), then they should stay at home until they are recovered as usual from their illness but can safely return thereafter. The only exception to return following a negative test result is where an individual is separately identified as a close contact of a confirmed case and must self-isolate in accordance with government and PHE advice. if someone with symptoms tests positive, they should follow the guidance for households with possible or confirmed coronavirus (COVID-19) infection and must continue to self-isolate in accordance with government and PHE advice. 	1A.7	1B.1, 1B.9, 1B.10, 1B.11
12.7	Manage confirmed cases of coronavirus (COVID-19) amongst the school community	<ul style="list-style-type: none"> In line with PHE advice, we will take swift action when we become aware that someone who has attended has tested positive for coronavirus (COVID-19). Contact with the local health protection team will be made by the ESW Finance Director and Chief Operating Officer or CEO. 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. 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. The health protection team will work with the ESW Finance Director and Chief Operating Officer and CEO in this situation to guide them through the actions they need to take. 	1A.7	1B.1, 1B.9, 1B.10, 1B.11

	Significant Hazard Section	Actions/Control Measures in Place	Ref to Opening Principles	Ref to Government Preventative Measures
		<ul style="list-style-type: none"> • 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 the recommended number of days in accordance with current PHE and government guidelines. • Close contact means: <ul style="list-style-type: none"> ○ direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin) ○ proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual travelling in a small vehicle, like a car, with an infected person • The health protection team will provide definitive advice on who must be sent home. To support them in doing so, schools keep a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups. This includes teaching staff adhering to strict seating plans. • School will not ask pupils to record everyone they have spent time with each day or ask staff to keep definitive records in a way that is overly burdensome. • Schools will not share the names or details of people with coronavirus (COVID-19) unless essential to protect others. • Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms. • If someone in a class or group that has been asked to self-isolate develops symptoms themselves they should follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection and if the test delivers a negative result, they must remain in isolation for the remainder of the recommended isolation period. This is because they could still develop the coronavirus (COVID-19). 		

	Significant Hazard Section	Actions/Control Measures in Place	Ref to Opening Principles	Ref to Government Preventative Measures
		<ul style="list-style-type: none"> • If the test result is positive, they should inform their setting immediately, and must isolate for the recommended number of days in line with PHE and government guidelines. Their household should self-isolate in line with the 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'. • Schools will not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation. • If schools have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, we understand that we may have an outbreak, and must continue to work with our local health protection team who will be able to advise if additional action is required. 		
12.8	NHS COVID-19 app	<ul style="list-style-type: none"> • The app is available to anyone aged 16 or over to download if they choose. For some young people, particularly some with special educational needs and disabilities (SEND), parents will need to decide whether or not their use of the app is appropriate. • This will mean that some students in year 11, and the majority of students in years 12 and above will be eligible to use the app and benefit from its features. • Staff members will also be able to use the app. The guidance for schools and further education colleges in England is intended to provide information to senior leaders in education settings about the app and how it works, and to set out guidance for its use within schools in England. 	1A.7	1B.9

	Significant Hazard Section	Actions/Control Measures in Place	Ref to Opening Principles	Ref to Government Preventative Measures
12.9	Where necessary, wear appropriate personal protective equipment (PPE)	<ul style="list-style-type: none"> • Teachers and classroom based support staff will be provided with personal visors by ESW. These can be worn at the discretion of the member of staff. Classroom based staff may not wear face masks whilst teaching which cover their face and therefore interfere with their ability to carry out their role. • All secondary school pupils and all staff in secondary and primary schools are required to wear face masks in corridors and general circulation spaces when moving around the school. • Primary school children will not need to wear a face covering. • All staff will also wear face masks in staff toilets and whilst undertaking duties at break/lunch times in enclosed spaces such as dining halls. This will also apply to staff meetings and any other meetings held with adults. • Offices and other work spaces MUST be arranged so that people are working at desks 2 metres apart; in this situation only, wearing a mask is optional. • All pupils over 11 years old, travelling to and from school via public transport or school transport will be expected to wear a face covering. • Face masks are provided by the individual. • If any individual forgets to bring a face covering to school a disposable mask will be provided. • All visitors, including parents, to ESW primary and secondary schools will be required to wear a face covering if entering the buildings. • It is vital that face coverings are worn correctly and clear instructions are provided to staff and pupils on how to put on, remove, store and dispose of face coverings to avoid inadvertently increasing the risks of transmission. • PPE is also used where: <ul style="list-style-type: none"> ○ where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at school, and only then if a distance of 2 metres cannot be maintained 	1A.7	1B.7

	Significant Hazard Section	Actions/Control Measures in Place	Ref to Opening Principles	Ref to Government Preventative Measures
		<ul style="list-style-type: none"> ○ where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used. • No-one will be excluded from education on the grounds that they are not wearing a face covering. • Face coverings do not need to be worn: <ul style="list-style-type: none"> ○ By any member of staff or pupil who is exempt (please see the exemption guidance for further information). ○ By pupils or teachers in the classroom or during lessons; a visor is provided for teachers to wear if they wish to do so ○ Whilst consuming food and drink at break and lunch times ○ By office/admin staff working in a COVID-secure office space. However, those staff are still free to do so if they wish • This complies with the new government guidance when an area moves to Local COVID Alert Level: high or very high, in settings where pupils in year 7 and above are educated, face coverings should be worn by adults and pupils when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained. This does not apply to younger children in primary schools and in early years settings. • PPE in relation to the Rapid Testing centres within ESW secondary schools is readily available and used as per government guidelines and training. 		
13.0	Contingency plans			
13.1	Contingency plans for outbreaks	<ul style="list-style-type: none"> • At all Local Alert Levels, the expectation is that education and childcare provision should continue as normal. The government has been very clear that limiting attendance at schools and other education settings should only be done as a last resort, even in areas where a local alert level is 'high' or 'very high'. 	1A.1, 1A.2	1B.1, 1B.10, 1B.11

	Significant Hazard Section	Actions/Control Measures in Place	Ref to Opening Principles	Ref to Government Preventative Measures
		<ul style="list-style-type: none"> • Decisions on any restrictions necessary in education or childcare settings are taken separately on a case-by-case basis in the light of local circumstances, including information about the incidence and transmission of Coronavirus (COVID-19). • For individuals or groups of self-isolating pupils, remote education plans continue to be in place. • If a school, or number of schools, has to close temporarily to help control transmission we have contingency plans in place for this eventuality. • This involves a return to remaining open only for vulnerable children and the children of critical workers where PHE has advised us we can do this, and providing remote education for all other pupils. 		
13.2	Remote education expectations	<ul style="list-style-type: none"> • It is now a statutory duty for schools to provide remote education for state-funded, school-age children unable to attend school due to coronavirus (COVID-19). This came into effect from 22 October 2020. • The temporary continuity direction makes it clear that schools have a duty to provide remote education for state-funded, school-age children whose attendance would be contrary to government guidance or law around coronavirus (COVID-19). • All ESW schools have regard to the Direction and recognise that Ofsted inspection will consider the quality of schools' remote education in accordance with the expectations set out in this guidance. • The remote education provided is equivalent in length to the core teaching pupils would receive in school and includes both recorded or live direct teaching time, and time for pupils to complete tasks and assignments independently. The amount of remote education provided, as a minimum is: <ul style="list-style-type: none"> ○ Key Stage 1: 3 hours a day on average across the cohort, with less for younger children ○ Key Stage 2: 4 hours a day ○ Key Stages 3 and 4: 5 hours a day 	1A.1, 1A.2, 1A.6	1B.1, 1B.10, 1B.11

	Significant Hazard Section	Actions/Control Measures in Place	Ref to Opening Principles	Ref to Government Preventative Measures
		<ul style="list-style-type: none"> • Where a class, group or a small number of pupils need to self-isolate, or local restrictions require pupils to remain at home, remote education is put in place immediately. • As part of our contingency plans, and in developing remote education, all schools: <ul style="list-style-type: none"> ○ teach a planned and well-sequenced curriculum so that knowledge and skills are built incrementally, with a good level of clarity about what is intended to be taught and practised in each subject. ○ use a curriculum sequence that allows access to high-quality online and offline resources and teaching videos and that is linked to the school's curriculum expectations; ○ give access to high quality remote education resources; ○ select the online tools that will be consistently used across the school in order to allow interaction, assessment and feedback and make sure staff are trained in their use; ○ Provide eligible pupils with access to IT in the form of laptops if access to IT is not available at home; ○ provide printed resources, such as textbooks and workbooks, for pupils who do not have suitable online access; ○ recognise that younger pupils and some pupils with SEND may not be able to access remote education without adult support and so schools work with families to deliver a broad and ambitious curriculum. ○ publish information for pupils, parents and carers about our remote education provision on each school's website by 25 January 2021. • When teaching pupils remotely, our expectations are to: <ul style="list-style-type: none"> ○ set assignments so that pupils have meaningful and ambitious work each day in a number of different subjects; ○ set work that is of equivalent length to the core teaching pupils would receive in school, and as a minimum: 		

	Significant Hazard Section	Actions/Control Measures in Place	Ref to Opening Principles	Ref to Government Preventative Measures
		<ul style="list-style-type: none"> ▪ primary: 3 hours a day, on average, across the school cohort ▪ secondary: 4 hours a day, with more for pupils working towards formal qualifications this year ○ provide frequent, clear explanations of new content, delivered by a teacher in the school or through high-quality curriculum resources or videos; ○ have systems for checking, at least weekly, whether pupils are engaging with their work, and inform parents immediately where engagement is a concern ○ gauge how well pupils are progressing through the curriculum, using questions and other suitable tasks and set a clear expectation on how regularly teachers will check work; ○ enable teachers to adjust the pace or difficulty of what is being taught in response to questions or assessments, including, where necessary, revising material or simplifying explanations to ensure pupils' understanding; • At all times expectations with regards to remote education is assessed in relation to the pupils' age, stage of development or special educational needs, for example where this would place significant demands on parents' help or support schools will avoid an over-reliance on long-term projects or internet research activities. • As part of the remote education offer, keeping children safe online is essential. The statutory guidance keeping children safe in education continues to be adhered to in order to protect all pupils online. 		
14.0	Communications			
14.1	Lack of understanding of responsibilities should a child/member of staff show symptoms of COVID-19	<ul style="list-style-type: none"> • Staff, pupils and parents receive clear communications informing them of current government guidance on the actions to take should anyone display symptoms of COVID-19 and how this is implemented in the school. 	1A.7	1B.1, 1B.9, 1B.10, 1B.11

	Significant Hazard Section	Actions/Control Measures in Place	Ref to Opening Principles	Ref to Government Preventative Measures
		<ul style="list-style-type: none"> Pupils, parents and staff are aware of what steps to take if they, or any member of their household, display symptoms. This includes an understanding of the definitions and mitigating actions to take in relation to the terms clinically vulnerable and clinically extremely vulnerable should these apply. Procedures are in place to deal with any pupil or staff displaying symptoms at school. Robust collection and monitoring of absence data, including tracking return to school dates, is in place. 		
14.2	Parents and carers are not fully informed of health and safety requirements	<ul style="list-style-type: none"> As part of the overall communications, parents are kept up to date with information, guidance and the school's/Trust's expectations on a weekly basis using a range of communication tools. A COVID-19 section on the school website is in place and updated 	1A.7	1B.1, 1B.9, 1B.10, 1B.11
14.3	Lack of use and monitoring of new practices to reduce risk of Covid-19 transmission	<ul style="list-style-type: none"> Communication to all staff via briefings – to include contents of this RA, alternative layouts and any changes to fire evacuation routes, use of PPE, location of designated room for suspected cases. 	1A.7	1B.1, 1B.9, 1B.10, 1B.11
15.0	Workforce			
15.1	Staff anxiety increases risk of continued operation of schools	<ul style="list-style-type: none"> School and academy leaders support all staff with regards to work-life balance and wellbeing. This includes explaining to all staff the measures in place to ensure a safe and COVID secure school environment. The expectation of the Trust is that where people can work from home, they should do so. Any such arrangements are only made through agreement with the Head of each individual school or the Trust Business Manager (for all shared services staff). 	1A.1, 1A.2, 1A.7	1B.6
15.2	Staff who are clinically vulnerable or extremely clinically vulnerable increases risk of being	<ul style="list-style-type: none"> Clinically vulnerable staff can attend school. While in school, staff should always follow the specific measures in place to minimise the risks of transmission. This includes taking particular care to observe good hand and respiratory hygiene, minimising contact and maintaining social distancing. This 	1A.1, 1A.2, 1A.7	1B.6

	Significant Hazard Section	Actions/Control Measures in Place	Ref to Opening Principles	Ref to Government Preventative Measures
	able to fully open school in September	<p>provides that ideally, adults should maintain 2-metre distance from others, and where this is not possible, avoid close face-to-face contact and minimise time spent within 1-metre of others.</p> <ul style="list-style-type: none"> • While the risk of transmission between young children and adults is likely to be low, adults should continue to take care to socially distance from other adults, including older children/adolescents. • People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace unless advised otherwise by an individual letter. • All staff can continue to attend school at all Local COVID Alert levels. • For clinically vulnerable staff who have been individually identified through a letter from the NHS or a specialist doctor as in the group deemed clinically extremely vulnerable (CEV or shielding list) must follow the guidance published on 13 October. The guidance provides advice on what additional measures individuals in this group can take tailored to each Local COVID Alert Level. • In the future, the government will only reintroduce formal restrictive shielding advice in specific local areas at very high alert level with exceptional circumstances where this has been advised by the Chief Medical officer, and only for a limited period of time. The government will write to individuals to inform them if they are advised to follow formal shielding and not attend the workplace. 		
15.3	Pregnant women increases risk of being able to fully open school in September	<ul style="list-style-type: none"> • Pregnant women are in the 'clinically vulnerable' category and are generally advised to follow the above advice, which applies to all staff in schools. • There is no evidence that pregnant women are more likely to get seriously ill from coronavirus but pregnant women have been included in the list of people at moderate risk (clinically vulnerable) as a precaution. • Pregnant women should follow the latest government guidance on staying alert and safe (social distancing) and avoid anyone who has symptoms suggestive of coronavirus. If a member of staff is in their third 	1A.1, 1A.2, 1A.7	1B.1, 1B.2, 1B.3, 1B.4, 1B.6, 1B.7

	Significant Hazard Section	Actions/Control Measures in Place	Ref to Opening Principles	Ref to Government Preventative Measures
		<p>trimester (more than 28 weeks' pregnant) they should be particularly attentive to social distancing.</p> <ul style="list-style-type: none"> • All pregnant women should take particular care to practise frequent, thorough hand washing, and cleaning of frequently touched areas in their home or workspace. • Workplace risk assessments already consider any risks to new and expectant mothers (for example, from working conditions, or the use of physical, chemical or biological agents). Any COVID risks are identified and included and managed as part of the general workplace risk assessment process. • We recommend that schools follow the same principles for pregnant pupils, in line with their wider health and safety obligations. • Where it is possible to do so, pregnant women who can work from home should do so. • In line with the Management of Health and Safety at Work Regulations 1999 (MHSW) risk assessments will be undertaken with all members of the workforce who notify their manager that they are pregnant. 		
15.4	<p>Use of supply teachers, peripatetic teachers and/or other temporary staff compromises preventative measures increasing the risk of spreading the virus</p>	<ul style="list-style-type: none"> • It has been confirmed that schools can continue to engage supply teachers and other supply staff where required. • Supply staff and other temporary workers can move between schools. • Where it is necessary to use supply staff and to welcome visitors to the school such as peripatetic teachers, individuals are expected to comply with the school's arrangements for managing and minimising risk, including taking particular care to maintain distance from other staff and pupils and the wearing of face coverings in communal areas. • To minimise the numbers of temporary staff entering the school premises, senior leaders evaluate whether the use of longer assignments is necessary. • Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. • Site guidance on physical distancing and hygiene is explained to temporary workers on or before arrival. 	<p>1A.1, 1A.2, 1A.7</p>	<p>1B.1, 1B.2, 1B.3, 1B.6, 1B.9</p>

	Significant Hazard Section	Actions/Control Measures in Place	Ref to Opening Principles	Ref to Government Preventative Measures
		<ul style="list-style-type: none"> Peripatetic music lessons can take place - pupils use own instruments and are socially distanced from the teacher. Lessons take place in rooms large enough to accommodate social distancing requirements with pupil and teacher should be positioned side by side if possible. 		
15.5	Expectation and deployment of ITT trainees compromises preventative measures increasing the risk of spreading the virus	<ul style="list-style-type: none"> The hosting of ITT trainees can take place. Schools have considered how this can be achieved to support the preventative measures in place, for instance: - <ul style="list-style-type: none"> take responsibility, with the usual mentor oversight, for small groups of pupils across or within years, adapting resources for such groups, creating online learning materials, re-planning sequences of lessons or delivering catch-up lessons work in pairs or groups to co-plan, co-teach and co-assess lessons with their mentors or other trainees. Paired and group placements, where these are possible, benefit trainees, mentors and teaching staff, promoting a greater sense of team collaboration, ongoing professional learning and reductions in workload 	1A.1, 1A.2, 1A.7	1B.1, 1B.2, 1B.3, 1B.6, 1B.9
15.6	Volunteers compromises preventative measures increasing the risk of spreading the virus	<ul style="list-style-type: none"> The use of volunteers is taken on a case by case basis. Volunteers may be used to support the work of the school but this is kept to a minimum and must be approved by the ESW Finance Director and Chief Operating Officer or ESW Facilities and Compliance Manager. Volunteers, if used, are properly supported and given appropriate roles. The mixing of volunteers across groups is kept to a minimum, and they must work across bubbles. Volunteers must always adhere to the COVID preventative measures in place and should remain 2 metres from pupils and staff where possible. 	1A.7	1B.1, 1B.2, 1B.3, 1B.6, 1B.9
15.7	Deploying support staff and accommodating visiting specialists compromises preventative	<ul style="list-style-type: none"> Appropriate support is available for pupils with SEND, for example by deploying teaching assistants and enabling specialist staff from both within and outside the school to work with pupils in different classes or year groups 	1A.7	1B.1, 1B.2, 1B.3, 1B.6, 1B.9

	Significant Hazard Section	Actions/Control Measures in Place	Ref to Opening Principles	Ref to Government Preventative Measures
	measures increasing the risk of spreading the virus	<ul style="list-style-type: none"> Where necessary, teaching assistants are deployed to lead groups or cover lessons, under the direction and supervision of a qualified, or nominated, teacher (under the Education (Specified Work) (England) Regulations 2012 for maintained schools and non-maintained special schools and in accordance with the freedoms provided under the funding agreement for academies). 		
15.8	Staff wellbeing support is not in place increases risk of being able to operate schools fully.	<ul style="list-style-type: none"> School leaders have regard to staff (including the headteacher) work-life balance and wellbeing in the measures that are proposed. Schools have explained to all staff the measures they are proposing putting in place and involve all staff in that process Schools have evaluated the need to alter the way in which they deploy staff, and use existing staff more flexibly. Managers discuss and agree any changes to staff roles with individuals. All employers have a duty of care to their employees, and this extends to their mental health. A mental health first aid course is available to staff to support colleagues. Schools have mechanisms in place to support staff wellbeing. 	1A.1, 1A.2, 1A.7	1B.1, 1B.2, 1B.3, 1B.6, 1B.9
15.9	Recruitment processes increases risk of being able to operate schools fully.	<ul style="list-style-type: none"> Recruitment processes continue as usual When recruiting, schools adhere to the legal requirements regarding pre-appointment checks. Current guidance advises limiting the number of visitors to schools, therefore a flexible approach to interviews is considered, with alternative options to face-to-face interviews offered where possible. Where face-to-face meetings are arranged, schools make it clear to candidates that they must adhere to the system of controls that schools have in place, including the requirement to wear face coverings in communal areas and where social distancing cannot be managed safely. 	1A.1, 1A.2	1B.1, 1B.2, 1B.3, 1B.6
15.10	Measures in offices do not comply with COVID-19 secure guidelines.	<ul style="list-style-type: none"> Support staff and office staff work from home where possible and practicable and where explicitly agreed by their line manager. Face-to-face meetings are minimised and replaced with virtual meetings where possible. 	1A.7	1B.1, 1B.2, 1B.3, 1B.4, 1B.6, 1B.8

	Significant Hazard Section	Actions/Control Measures in Place	Ref to Opening Principles	Ref to Government Preventative Measures
		<ul style="list-style-type: none"> Office spaces are laid out so that people working in them are 2 metres apart. If someone needs to approach someone else's desk a face covering is worn. Good ventilation is maintained by opening of windows. Cleaning solutions, hand sanitiser, tissues and bins are provided for every desk/office area. Good hand hygiene is maintained throughout the working day. Staff take responsibility for wiping/cleaning their own workstations with the cleaning products provided. 		
15.11	Covid pandemic compromises teachers ability to progress via performance management	<ul style="list-style-type: none"> Pragmatic steps are in place to adapt performance management and appraisal arrangements to take account of the current circumstances. Teachers are not penalised during the appraisal process or in respect of any subsequent pay progression decisions as a result of the decision to restrict pupil attendance at schools, such as where this has had an impact on the ability of the teacher to meet fully their objectives. Appraisals and performance management for support staff should be carried out in accordance with the employee's contract of employment. 	1A.1, 1A.2	1B.1
16.0	Educational Visits			
16.1	Increasing the risk of spreading COVID-19 through education visits	<ul style="list-style-type: none"> Domestic (UK) overnight and overseas educational visits will not take place until further notice. Non-overnight domestic educational visits can take place. (except during national lockdown) This is in line with preventative measures, such as keeping children within their consistent groups, and ensuring COVID-secure measures in place at the destination. Trips for pupils with SEND connected with their preparation for adulthood (for example, workplace visits, travel training etc.) will go ahead. 	1A.1, 1A.2, 1A.7	1B.1, 1B.6

	Significant Hazard Section	Actions/Control Measures in Place	Ref to Opening Principles	Ref to Government Preventative Measures
		<ul style="list-style-type: none"> Schools will make use of outdoor spaces in the local area to support delivery of the curriculum. A full and thorough Standard Operating Procedure (SOP) in relation to all educational visits is completed to ensure they can be done safely. As part of this, schools consider what COVID-19 secure control measures need to be used and ensure they are aware of wider advice on visiting indoor and outdoor venues. All education visit SOPs are assessed and approved for COVID compliance by the ESW Facilities and Compliance Team. Ten Tors and DfE expeditions can take place during the day only with no overnight stays. All expeditions must take place in years groups / bubbles only. (except during national lockdown) 		
17.0	Operations premises management			
17.1	Ventilation is inadequate and may increase the spread of the virus	<ul style="list-style-type: none"> To ensure the safe operation of sites, it is important to ensure schools are well ventilated and a comfortable teaching environment is maintained. This is achieved by a variety of measures including: <ul style="list-style-type: none"> mechanical ventilation systems – these have been adjusted to increase the ventilation rate wherever possible, and checked to confirm that normal operation meets current guidance (i.e. systems adjusted to full fresh air or, if not, then systems operate as normal as long as they are within a single room and supplemented by an outdoor air supply); natural ventilation – opening windows (in cooler weather windows are opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space). Opening internal doors also takes place to assist with creating a throughput of air; natural ventilation – if necessary external opening doors are propped open to increase ventilation where safe to do so (bearing in mind fire safety, security and safeguarding). 	1A.7	1B.8

	Significant Hazard Section	Actions/Control Measures in Place	Ref to Opening Principles	Ref to Government Preventative Measures
		<ul style="list-style-type: none"> • Use of air conditioning and air handling systems continues to conform to the HSE guidance. • To balance the need for increased ventilation while maintaining a comfortable temperature, the following measures are also used as appropriate: <ul style="list-style-type: none"> ○ opening high level windows in preference to low level to reduce draughts ○ increasing the ventilation while spaces are unoccupied (e.g. between classes, during break and lunch, when a room is unused) ○ providing flexibility to allow additional, suitable indoor clothing. For more information see School uniform ○ rearranging furniture where possible to avoid direct drafts ○ Heating is used as necessary to ensure comfort levels are maintained particularly in occupied spaces. 		
17.2	Fire safety management	<ul style="list-style-type: none"> • Fire safety management plans are reviewed and checked in line with operational changes. • Facilities staff continue to check: <ul style="list-style-type: none"> • all fire doors are operational at all times • fire alarm system and emergency lights have been tested and are fully operational. • Emergency drills are carried out as normal (following social distancing as appropriate). • Adjustments to fire drill procedures have been made to allow for social distancing as appropriate. 	1A.7	1B.1, 1B.2, 1B.3, 1B.6
17.3	Contractors on site whilst school is in operation may pose a risk to social distancing and infection control	<ul style="list-style-type: none"> • Contractor COVID-19 risk assessment is in place. • Arrangements for each individual contractor with regards to entrance, movement around site, contractor facilities if required are pre-agreed prior to being let on site. • All contractors sign the contractor COVID-19 risk assessment and appendix. 	1A.7	1B.1, 1B.2, 1B.3, 1B.6

	Significant Hazard Section	Actions/Control Measures in Place	Ref to Opening Principles	Ref to Government Preventative Measures
		<ul style="list-style-type: none"> Site staff ensure that guidance on physical distancing and hygiene is explained to contractors Where visits can happen outside of school hours, they do. A record is be kept of all contractors. 		
18.0	Costs			
18.1	The costs of additional measures and enhanced services to address COVID-19 when reopening places the Trust in financial difficulties	<ul style="list-style-type: none"> The Trust's financial position is healthy and presents no concern with respect financial difficulties arising. The Trust's processes deliver robust financial management and budgetary control. Additional costs arising specifically as a result of COVID-19 are tracked. Continuous financial forecasting is updated and reported to the Board. Access to Government funding in relation to COVID-19 costs is assessed. 	1A.3, 1A.4, 1A.5	
19.0	Governance			
19.1	Lack of governor oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements.	<ul style="list-style-type: none"> The Trust Board and governing bodies continue to meet regularly via online platforms as far as possible. The Trust Board and governing body agendas are structured to ensure all statutory requirements are discussed and Trust / school leaders are held to account for their implementation. Regular dialogue with the Chair of Trust Board/Governors and those governors with designated responsibilities is in place. The Trust Director who holds the H&S portfolio continues to review risk assessments on a regular basis. Minutes of Trust Board/governing body meetings are reviewed to ensure that they accurately record Board members / governors' oversight and holding leaders to account for areas of statutory responsibility. 	1A.1, 1A.2, 1A.3, 1A.4, 1A.5, 1A.6, 1A.7	1B.1, 1B.2, 1B.3 1B.4, 1B.5, 1B.6, 1B.7, 1B.8, 1B.9, 1B.10, 1B.11

	Significant Hazard Section	Actions/Control Measures in Place	Ref to Opening Principles	Ref to Government Preventative Measures
20.0	Safeguarding and child protection			
20.1	Safeguarding arrangements	<ul style="list-style-type: none"> An up to date CP & safeguarding policy is in place, which includes Covid-19 addendum. This will be reviewed in light of the planned return of all pupils from September. Staff who interact with pupils, including online, continue to look out for signs a child may be at risk. Relevant safeguarding and welfare information held on all pupils to remain accurate. The DSL/deputies will reasonably ask parents/carers to advise them of any changes regarding welfare, health and wellbeing that they should be aware of before a child returns. DSLs/deputies will continue to work with relevant safeguarding partners. 	1A.1, 1A.2, 1A.6, 1A.7	1B.1, 1B.2, 1B.3 1B.4, 1B.5, 1B.6, 1B.7, 1B.8, 1B.9, 1B.10, 1B.11
20.2	Increase in disclosures from returning students	<ul style="list-style-type: none"> Staff will continue to have regard to KCSIE and the Trust's CP & Safeguarding Policy, which includes a Covid-19 addendum, to act immediately if they have a safeguarding concern about any child The Designated Safeguarding Lead (DSL) or a deputy DSL will be available on site each day. DSLs and deputies will have more time (where resource allows) to support staff and pupils regarding new concerns, following the full return of pupils, and referrals to social care as appropriate. DSLs/deputies will continue to work with social workers. Schools will notify social workers where children with a social worker do not attend 	1A.1, 1A.2, 1A.6, 1A.7	1B.1, 1B.2, 1B.3 1B.4, 1B.5, 1B.6, 1B.7, 1B.8, 1B.9, 1B.10, 1B.11
20.3	Delivering remote education safely	<ul style="list-style-type: none"> Keeping children safe online is essential. All ESW schools follow the statutory guidance keeping children safe in education which provides schools with information on what they should be doing to protect their pupils online. 	1A.1, 1A.2, 1A.6, 1A.7	1B.1, 1B.2, 1B.3 1B.4, 1B.5, 1B.6, 1B.7, 1B.8, 1B.9, 1B.10, 1B.11
20.4	Safer Recruitment/Movement of staff	<ul style="list-style-type: none"> Schools will keep a record of which staff are on site and that relevant checks have been carried out. The single central record (SCR) will continue to be kept up to date. 	1A.1, 1A.2, 1A.6, 1A.7	1B.1, 1B.2, 1B.3 1B.4, 1B.5, 1B.6, 1B.7, 1B.8, 1B.9, 1B.10, 1B.11