



The Academy of Central Bedfordshire Risk Assessment form

(V7– 08/03/21)

Risk Assessment for: Operation of the ACB during the covid 19 pandemic	What are you risk assessing? This risk assessment has been completed in relation to the daily operating of both the ACB's sites and covers all aspects, including the physical environment, and the conduct of both students and staff.	
Establishment: The Academy of Central Bedfordshire (ACB)	Assessment by: Paul Green - Co-Headteacher	Date: 1st March 2021
Risk assessment number/ref: Covid RA 1.7	Approved by Co-Headteacher Jeremy Dodd	Date: 1st March 2021

Risk Assessment – Social distancing of adults and children at start and end of school day

Hazard/ Activity	Persons at Risk	Control Measures	Risk Rating	Persons responsible
Spread of Covid 19 as a result of people not social distancing from each other	Parents, staff, children, wider families	<ul style="list-style-type: none"> Parents will receive strict guidance about social distancing within school grounds from the Head Teacher. Staff members will be on duty throughout the area of the school building to be used by students. To ensure guidelines are adhered to strictly. Students and staff will be reminded to keep socially distant from each other. 	High	<ul style="list-style-type: none"> SLT Teaching Staff Pupils Parents

Safety of all on site and space for parents to social distance	Parents, staff, children, wider families	<ul style="list-style-type: none"> • Parent vehicles will not be permitted on site to enable a safe one way system to be put in place (Kingsland). A turning circle in the car park given the narrowness of roads and the plan of the site will be established at (Stotfold). • Parents will be asked to walk to school or park in public car parks and walk the remainder of the way to school to keep the road leading to school uncongested and free of moving cars to increase safety for pupils arriving at school. 	High	<ul style="list-style-type: none"> • SLT • Parents • Teaching Staff
Spread of Covid 19 as a result of people not social distancing from each other at the start of school day	Parents, staff, children, wider families	<ul style="list-style-type: none"> • One way systems to enter /leave school grounds will be put in place and clearly signposted. In via one entry point and out via right a separate exit point. Cones/ tape in place and arrows to indicate one way system. • Clearly marked lines will be put in place leading to a minimum number of set entrances to the school building. These lines will be two metres apart and these will form the queuing system. • Children are not permitted to leave site once they have arrived to site • Each child will have their temperature taken on entry with an infrared thermometer. • All staff and students will be invited to participate in the Lateral Flow testing process. For staff these tests will be conducted at home, students will be tested on the school site, but appropriately trained staff. (Refer below for further details). • Children will wash / sanitise their hands on entry to the school site and then proceed to student reception and after depositing their personal belongings will re-sanitise their hands on exiting this room. 	High	<ul style="list-style-type: none"> • SLT • Teaching Staff • Pupils • Parents • Site team
Spread of Covid 19 as a result of people not social distancing from each other at the end of school day	Parents, staff, children, wider families	<ul style="list-style-type: none"> • End of day will be extended and staggered to ensure minimum numbers of people onsite at any time. • Different classes of children will be given a 5 minute collection slot at the end of the day to reduce the number of people entering / leaving school grounds at any time. • One way systems to enter /leave school grounds will be put in place and clearly signposted • Clearly marked lines will be put in place leading to a minimum number of set entrances to the school building. These lines will be two metres apart (supermarket style) and these will form the queuing system. 	High	<ul style="list-style-type: none"> • SLT • Teaching Staff • Pupils • Parents • Site team
Spread of Covid 19 as a result of parents needing to collect children early	Parents, staff, children, wider families	<ul style="list-style-type: none"> • If a child needs to be collected early from school parent will be contacted and asked to come to main reception • Child will be ready for collection near front door if possible • Parents will be greeted but asked to wait outside main reception 	High	<ul style="list-style-type: none"> • SLT • Parents

building from main entrance		<ul style="list-style-type: none"> If entry into school is absolutely necessary parent will be directed to sanitise hands and maintain 2 metre distance from any adults and children except their own and to wear a face covering at all times. 		
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Risk Assessment – Social Distancing of Pupils

Hazard/ Activity	Persons at Risk	Control Measures	Risk Rating	Persons responsible
Spread of Covid 19 as a result of children being in a classroom with other pupils	Parents, staff, children, wider families	<ul style="list-style-type: none"> Staff should adhere to strict and regular hand washing routines throughout the day. It is recognised that it is difficult to expect children to remain 2 metres apart at all times, if a child is not 2m apart they will be encouraged to wear a face covering. Each child will have their own specified desk and chair and at a distance of 2m from another child, where possible where this can not be achieved the desks will be 1m apart with the children not directly facing each other. If a child is not 2m apart they will be encouraged to wear a face covering. Each child will have an individual set of equipment. Wandering/unnecessary movement around the classroom will be discouraged. Outdoor learning should be used as much as possible using the designated outdoor space for each group. All rooms will be ventilated, if air conditioning is to be utilised these will be set to fresh air mode. 	High	<ul style="list-style-type: none"> Teaching staff Pupils
Spread of Covid 19 as a result of children needing to line up with other pupils	Parents, staff, children, wider families	<ul style="list-style-type: none"> Entry into school each morning will be on arrival at separated intervals. Entry into school will be from student reception in which a two phase hand cleaning process will take place. Students will move through the one way system in single file adhering to the two meter markers. 	High	<ul style="list-style-type: none"> SLT Teaching Staff Pupils Site Team
Spread of Covid 19 as a result of children doing PE together	Parents, staff, children, wider families	<ul style="list-style-type: none"> PE should not involve shared equipment between groups. Each group will have a set of equipment for their use only. Spacing between children should be maintained at two meters where possible. PE should be outdoors where possible – walking, running, skipping, exercise routines as above ensuring distances can be maintained, adapted invasion games that omit physical contact. All sports will be undertaken in line with the relevant governing body guidance. 	High	<ul style="list-style-type: none"> Teaching Staff Pupils

Spread of Covid 19 as a result of eating lunch together if in school for full days	Parents, staff, children, wider families	<ul style="list-style-type: none"> • Students are requested to sit in the same groupings for each lunchtime session. • Handwashing/use of alcohol gel before leaving the classroom and after lunch has been eaten. • Seats and tables to be cleaned with cleaning products containing bleach before use by another group 	High	<ul style="list-style-type: none"> • Pupils • Parents • MMS
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Risk Assessment – Personal hygiene

Hazard/ Activity	Persons at Risk	Control Measures	Risk Rating	Persons responsible
Spread of Covid 19 from person to surfaces / equipment	All adults and children in school	<ul style="list-style-type: none"> • Hands must be washed on arrival to school via the two stage hand washing process. • Hands must be washed / sanitised before leaving the classroom on every occasion including the end of day, visiting the toilet, going to lunch etc, each time a face covering is either put on or taken off. • Hands must be washed each time the classroom is re-entered during the day • On each occasion hands must also be dried thoroughly. Disposable towels must be used and disposed of properly. Bins must be emptied frequently throughout the day. • Parents will be given guidance to wash hands before leaving home and when returning home 	High	<ul style="list-style-type: none"> • Teaching Staff • Pupils • Parents
Spread of Covid 19 from person to surfaces / equipment	All adults and children in school	<ul style="list-style-type: none"> • Hands must be washed / sanitised on arrival to school via the two stage hand washing process. • Hands must be washed / sanitised before leaving any office on every occasion including the end of day, visiting the toilet. • On each occasion hands must also be dried thoroughly. Disposable towels must be used and disposed of properly. Bins must be emptied at the end of each lesson and the end of the day. • Hands must be washed / sanitised each time any office is re-entered during the day 	High	<ul style="list-style-type: none"> • Admin team • Staff working in offices.
Spread of Covid 19 from person to surfaces / equipment	All adults and children in school	<ul style="list-style-type: none"> • A handwashing protocol must be in place for handwashing of all adults and children in school. Handwashing is always preferable and more effective than hand sanitisers. • 20 seconds minimum for each occasion hands are washed 	High	<ul style="list-style-type: none"> • Teaching Staff • Pupils • Parents • Admin team

		<ul style="list-style-type: none"> On each occasion hands must also be dried thoroughly. Disposable towels must be used and disposed of properly. Bins must be emptied at the end of each lesson and end of the day. Hand washing videos and posters will be shared and displayed in classroom to demonstrate hand washing protocol All children will be supervised with hand washing their hands at wash stations where possible. 		<ul style="list-style-type: none"> Staff working in offices.
Spread of Covid 19 from people needing to enter school building from main entrance	All adults and children in school	<ul style="list-style-type: none"> Hand sanitisers will be available from dispensers at multiple locations throughout the school. All people entering school from the front door will be directed to use this hand sanitiser before proceeding to enter the school building. 	High	<ul style="list-style-type: none"> Visitors Admin team
Spread of Covid 19 via air borne particles	All adults and children in school	<ul style="list-style-type: none"> All members of the school community will be encouraged to wear a face covering when moving through any part of the school. Face coverings are advised to be worn in offices or classrooms, but an individual may choose to do so. Face coverings are advised to be worn in all situations where 2m distancing can not be achieved. Children are reminded of covering their mouth / nose when sneezing and the following respiratory hygiene. Promote the “catch it, bin it, kill it” approach if children / adults cough or sneeze. Remind children/adults to cough into elbow or cover mouth with hand, if a tissue is not available. All used tissues to be disposed of into a bin straight after their use. If children sneeze or cough into hands, prompt them to wash hands immediately. 	High	<ul style="list-style-type: none"> Pupils Staff Admin team Site team
Spread of Covid 19 due to lack of adequate and appropriate cleaning materials	All adults and children in school	<ul style="list-style-type: none"> Cleaners must keep the site manager informed of supply needs. Site manager must keep the School Business Manager and Head Teacher informed of supply needs. In the event that the school runs out of cleaning materials and cannot urgently get supplies, the school will close for a temporary period of time until cleaning materials have been purchased. 	High	<ul style="list-style-type: none"> Site team Cleaners Business Manager / HT

Risk Assessment – Lunchtime

Hazard/ Activity	Persons at Risk	Control Measures	Risk Rating	Persons responsible
Spread of Covid 19 from person to person	Pupils and staff	<ul style="list-style-type: none"> • Students are requested to sit in the same groupings for each lunchtime session. • Students will be able to eat their lunch in different areas of school in order for students to be as distant from one another as possible. • Students will queue for their lunch distant from each other 	High	<ul style="list-style-type: none"> • SLT • Pupils • SLTTeachers
Spread of Covid 19 from shared equipment	Pupils and staff	<ul style="list-style-type: none"> • Footballs will be able to be used – these should be sprayed with cleaning spray at the end of each lunchtime. 	High	<ul style="list-style-type: none"> • SLT • Pupils • Teachers
Spread of Covid 19 following lunchtime	Pupils and staff	<ul style="list-style-type: none"> • Hands must be washed before and after lunchtime following the current guidance for this activity 	High	<ul style="list-style-type: none"> • SLT • Pupils • Teachers

Risk Assessment – First Aid (non COVID 19 symptoms)

Hazard/ Activity	Persons at Risk	Control Measures	Risk Rating	Persons responsible
Spread of Covid 19 as a result of adults needing to administer first aid to bumped heads / knees/ elbows etc.	Parents, staff, children, wider families	<ul style="list-style-type: none"> • First aid should be administered by a qualified first aider. • PPE to be used and the first aid administered to be done in the medical room or if possible first aid to be given in an outside location, if safe to do so. • Staff member administering first aid may need to move to within 2 metres of child but should try to maintain a minimum distance of 1 metre and move back to 2 metres as soon as it is possible. • Staff member will be provided with PPE to be worn of mask and gloves. • First aid should be administered quickly but calmly and while reassuring child – they will find masks a bit daunting • Disposable cold compress can be used. Child should hold this in place themselves. • Child should return to class as quickly as possible. 	High	<ul style="list-style-type: none"> • First aiders • SLT • Teaching Staff • Pupils

		<ul style="list-style-type: none"> • Parent should be informed of bump to head via a telephone call. • Usual protocol to be followed for recording bumps to head. • Gloves should be bagged and be disposed of immediately. • Staff member administering first aid should wash and dry hands thoroughly • The casualty will wear a face covering, where this is possible. 			
Spread of Covid 19 as a result of adults needing to administer first aid to cuts and grazes	Parents, staff, children, wider families	<ul style="list-style-type: none"> • First aid should be administered by qualified first aider. • PPE to be used and the first aid administered to be done in the medical room or if possible first aid to be given in an outside location, if safe to do so. • Staff member administering first aid will need to move to within 2 metres of child but should try to maintain a minimum distance of 1 metre and move back to 2 metres as soon as it is possible. • Staff member will be provided with PPE to be worn of , apron, mask, eye protection and gloves. Staff member should explain to child that they are going to put these items on, put on where child can see them but at 2m distance at this point. Reassure child not to worry. • First aid should be administered quickly but calmly and while reassuring child – they will find masks a bit daunting. • PPE to be used and the first aid administered to be done in the medical room or if possible first aid to be given in an outside location, if safe to do so. • Parent should be informed of injury via a telephone call. • Usual protocol to be followed for recording first aid administered. • Gloves, wipes, tissues etc. used should bagged and be disposed of immediately in a bin, which will then be emptied by the site team. • Staff member administering first aid should wash and dry hands thoroughly. 	High		<ul style="list-style-type: none"> • First aiders • SLT • Teaching Staff • Pupils

<p>Spread of Covid 19 as a result of adults needing to administer first aid to child with nose bleed</p>	<p>Parents, staff, children, wider families</p>	<ul style="list-style-type: none"> • First aid should be administered by qualified first aider. • PPE to be used and the first aid administered to be done in the medical room or if possible first aid to be given in an outside location, if safe to do so. • Staff member administering first aid will need to move to within 2 metres of the child but should try to maintain a minimum distance of 1 metre and move back to 2 metres as soon as it is possible. • Staff member should wear apron, mask, eye protection, and gloves. Staff member should explain to the child that they are going to put these items on, put on where child can see them but at 2m distance at this point. Reassure child not to worry. • Staff member should clean the area around nose bleed / hands etc. quickly but calmly. • Staff member should then direct child how and where to pinch nose and how to hold head, following the 3x10 procedure. • Staff member must then step back to 2m distance and monitor and reassure child from this distance until nose bleed stops. • Child should return to class as quickly as possible. • Parent should be informed of injury via a telephone call. • Usual protocol to be followed for recording first aid administered. • Gloves, apron, wipes, tissues etc. used should be bagged and be disposed of immediately in a bin, which will then be emptied by the site team.. • Staff member administering first aid should wash and dry hands thoroughly. 	<p>hi l up</p>		<ul style="list-style-type: none"> • First aiders • SLT • Teaching Staff • Pupils
<p>Spread of Covid 19 as a result of adults needing to administer first aid at lunchtimes</p>	<p>Parents, staff, children, wider families</p>	<ul style="list-style-type: none"> • First aid should be administered by qualified first aider. • PPE to be used and the first aid administered to be done in the medical room or if possible first aid to be given in an outside location, if safe to do so. • Staff member administering first aid should wash and dry hands thoroughly. • Staff member administering first aid will need to move to within 2 metres of the child but should try to maintain a minimum distance of 1 metre and move back to 2 metres as soon as it is possible. • Staff member will be provided with PPE to be worn of mask and gloves.. Staff member should explain to the child that they are going to put these items on, put on where child can see them but at 2m distance at this point. Reassure child not to worry. • First aid should be administered quickly but calmly and while reassuring child – they will find masks a bit daunting. 	<p>Sigh</p>		<ul style="list-style-type: none"> • First aiders • SLT • Teaching Staff • Pupils

		<ul style="list-style-type: none"> Child should be treated in an outside location or in their own classroom where possible. Parent should be informed of injury via a telephone call. Usual protocol to be followed for recording first aid administered. Gloves, wipes, tissues etc. used should be bagged and disposed of immediately in an outside bin. Staff member administering first aid should wash and dry hands thoroughly. 			
Spread of Covid 19 as a result of adults needing to administer close contact first aid.	Parents, staff, children, wider families	<ul style="list-style-type: none"> First aid should be administered by qualified first aider. PPE to be used and the first aid administered to be done in the medical room or if possible first aid to be given in an outside location, if safe to do so. For CPR a pocket mask or face shield must be utilised during the process. In a life saving situation then the initial staff member providing treatment must wear their personal issued gloves and masks. 	High		<ul style="list-style-type: none"> First aiders SLT Teaching Staff Pupils

Risk Assessment – First Aid (COVID 19 symptoms)

Hazard/ Activity	Persons at Risk	Control Measures	Risk Rating	Persons responsible
Spread of Covid 19 as a result of child with COVID 19 symptoms	Parents, staff, children, wider families	<ul style="list-style-type: none"> If a child presents with COVID 19 symptoms during the school day the parents must be contacted to collect their child immediately as a matter of urgency. If the child then needs first aid before collection the following protocols are in place. Parent call is made at the time of commencing first aid by a separate member of staff and not delayed until first aid is completed. Parent will be informed of injury and first aid on collection of child. 	High	<ul style="list-style-type: none"> First aiders SLT Teaching Staff Pupils
Spread of Covid 19 as a result of adults needing to administer first aid to bumped heads / knees/ elbows etc.	Parents, staff, children, wider families	<ul style="list-style-type: none"> Treatment should be in the meeting room (Kingsland) meeting room (Stotfold) with doors and windows open. First aid given by a qualified first aider Staff member administering first aid may need to move to within 2 metres of the child but should try to maintain a minimum distance of 1 metre and move back to 2 metres as soon as it is possible. Staff member should wear mask face shield,, apron and gloves. Staff member should explain to child that they are going to put these items on, put on where the child can see them but at 2m distance at this point. Reassure child not to worry. Cold compress can be used. Child should hold this in place themselves. Cold compress to be disposed of after Parent should be informed of bump to head via a telephone call. Usual protocol to be followed for recording bumps to head. Gloves should be bagged and be disposed of immediately. Staff member administering first aid should wash and dry hands thoroughly 	High	<ul style="list-style-type: none"> First aiders SLT Teaching Staff Pupils

Spread of Covid 19 as a result of adults needing to administer first aid to cuts and grazes	Parents, staff, children, wider families	<ul style="list-style-type: none"> • Treatment should be in the meeting room (Kingsland) meeting room (Stotfold) with doors and windows open. • First aid given by a qualified first aider • Staff member administering first aid will need to move to within 2 metres of child but should try to maintain a minimum distance of 1 metre and move back to 2 metres as soon as it is possible. • Staff member should wear apron, mask, face shield, and gloves. Staff member should explain to child that they are going to put these items on, put on where child can see them but at 2m distance at this point. Reassure child not to worry. • First aid should be administered quickly but calmly and while reassuring child – they will find masks a bit daunting. • Usual protocol to be followed for recording first aid administered. • Gloves, wipes, tissues etc. used should be bagged and disposed of immediately in an outside bin. • Staff member administering first aid should wash and dry hands thoroughly. 	High	<ul style="list-style-type: none"> • First aiders • SLT • Teaching Staff • Pupils
Spread of Covid 19 as a result of adults needing to administer first aid to child with nose bleed	Parents, staff, children, wider families	<ul style="list-style-type: none"> • Treatment should be in the meeting room meeting room (Stotfold) with doors and windows open. • First aid given by a qualified first aider • Staff member administering first aid will need to move to within 2 metres of the child but should try to maintain a minimum distance of 1 metre and move back to 2 metres as soon as it is possible. • Staff member should wear apron, mask, face shield and gloves. Staff member should explain to child that they are going to put these items on, put on where child can see them but at 2m distance at this point. Reassure child not to worry. • Staff member should clean the area around nose bleed / hands etc. quickly but calmly. • Staff member should then direct child how and where to pinch nose and how to hold head. • Staff member must then step back to 2m distance and monitor and reassure child from this distance until nose bleed stops. • Usual protocol to be followed for recording first aid administered. • Gloves, apron, wipes, tissues etc. used should be bagged and disposed of immediately in an outside bin. • Staff member administering first aid should wash and dry hands thoroughly. 	High	<ul style="list-style-type: none"> • First aiders • SLT • Teaching Staff • Pupils
Spread of Covid 19 as a result of adults needing to administer close contact first aid.	Parents, staff, children, wider families	<ul style="list-style-type: none"> • Treatment should be in the meeting room meeting room (Stotfold) with doors and windows open. • First aid should be administered by qualified first aider. • PPE to be used and the first aid administered to be done in the medical room or if possible first aid to be given in an outside location, if safe to do so. • For CPR a pocket mask or face shield must be utilised during the process. • In a life saving situation then the initial staff member providing treatment must wear their personal issued gloves and masks. 	High	<ul style="list-style-type: none"> • First aiders • SLT • Teaching Staff • Pupils

Risk Assessment – Unwell child (non COVID 19 symptoms)

Hazard/ Activity	Persons at Risk	Control Measures	Risk Rating	Persons responsible
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Spread of Covid 19 as a result of child needing collection from school due to non COVID 19 illness	Parents, staff, children, wider families	<ul style="list-style-type: none"> • If a child is unwell during the day, the class teacher needs to make a decision about the child being in school or being sent home. • Class teacher must radio SLT to inform them of the situation. • SLT member will then immediately phone the parent and arrange collection. • SLT member will radio the teacher to inform them of arrangements made. 	High	<ul style="list-style-type: none"> • Teaching Staff • Pupils • SLT
Spread of Covid 19 as a result of child needing collection from school due to non COVID 19 illness	Parents, staff, children, wider families	<ul style="list-style-type: none"> • When a parent/carer arrives at school they will be greeted but asked to wait at least 2 metres away from the front door for their child. • When a parent arrives at school, a SLT team member will radio the teacher to send the child plus belongings to the exit point of the school • Usual signing out protocols to be maintained. 	High	<ul style="list-style-type: none"> • Teaching Staff • Pupils • SLT • First aiders
Spread of Covid 19 as a result of child needing collection from school due to non COVID 19 illness that involves vomiting	Parents, staff, children, wider families	<ul style="list-style-type: none"> • Sick bowls / bags to be made available in all classrooms in use. • If a child vomits in a classroom the usual procedure of powder being applied will need to happen. • SLT member will collect the fluids kit from the medical room and apply powder to the area. • At the same time making a request that child's parent is contacted urgently. • Site team will be informed immediately to ensure clean up happens as quickly as possible. • Child should be directed and supported from a distance to wash hands. • Child should make their way to the medical room. • Collection protocol as above. • All other students to be relocated. 	High	<ul style="list-style-type: none"> • Teaching Staff • Pupils • Admin Team • First aiders

Risk Assessment – Unwell child (COVID 19 symptoms)

Hazard/ Activity	Persons at Risk	Control Measures	Risk Rating	Persons responsible
Spread of Covid 19 as a result of child presenting with COVID 19 symptoms	Parents, staff, children, wider families	<ul style="list-style-type: none"> • Parents will be given clear and firm guidance about not sending children to school if they or any family member living within their home have any symptoms that are related to COVID 19. • Parents will be asked to take the temperature of their child if ill and not send them to school if it is 37.8 C or above or if their child has a temperature which is abnormally high for them. • Reminders will be given weekly to parents about this via the child's keyworker. 	High	<ul style="list-style-type: none"> • Head teacher • Parents

<p>Spread of Covid 19 as a result of child presenting with COVID 19 symptoms</p>	<p>Parents, staff, children, wider families</p>	<ul style="list-style-type: none"> ● Child will be taken to the meeting room (Kingsland) and the Meeting Room (Stotfold) immediately with their belongings. An adult will remain just outside the room with them for reassurance. ● Staff member to wear full PPE face mask, face shield, apron, gloves, PPE kit will be kept by room 9 (Meeting Room) entrance and the main reception (Stotfold) ● PPE to be put on and in line with the current guidance. ● No entry sign to be placed on the room door and proceeding doors ● Wash hands in line with current guidance. ● Retrieve Disposable Apron – Place the disposable apron over your head, secure around the waist using straps and tie behind your back. ● Retrieve disposable masks- Place over mouth and nose and secure behind ears ● Retrieve Eye Protection – Remove from packaging and fit firmly over eyes. ● Gloves to be put on first by the staff member. ● Clearing up procedure ● Once the patient has been collected from school, place all disposable items in the small pale blue bag and tie closed. The bag should then be placed in the yellow clinical waste bag within the medical room. ● PPE to be removed in line with current guidance. ● DO NOT remove the Do Not Enter sticker from the room door, this will be removed once the room has been cleaned and sanitised. ● Please ensure that you then follow the hand washing guidelines. ● Toilet for pupil use if needed will be closed after use and deep cleaned before open for use again. (Site OP Documents to detail which toilet to be used). ● A staff member will be informed via the radio that the parent needs calling for immediate collection of the child from the exit point of the school. ● When parent arrives, the adult supervising child will supervise their exit from this door maintaining distance from parent and child. ● Child must not return to school for at least seven days and be symptom free. Or until a negative test result has been obtained ● Parents will be requested to have their child tested for Covid 19 ● Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive or they have been requested to do so by NHS Test and Trace. 	<p>High</p>	<ul style="list-style-type: none"> ● SLT ● Teaching Staff ● Pupils ● First aider
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Spread of Covid 19 as a result of child /staff member testing positive with COVID 19	Parents, staff, children, wider families	<p>For all members of the school community who test positive will be required to follow the current guidance regarding isolating following a confirmed positive test.</p> <p>For members of the school community who have had close contact with a person who has tested positive for COVID-19 they will also be required to follow the current guidance regarding isolating following a confirmed positive test</p> <p>Close contact means:</p> <ul style="list-style-type: none"> ● face-to-face contact including being coughed on ● having a face-to face conversation within 1 metre ● being within 1 metre for 1 minute or longer without face-to-face contact ● sexual contacts ● been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day) ● travelled in the same vehicle or a plane <p>The health protection team will provide definitive advice on who must be sent home.</p>	High	<ul style="list-style-type: none"> ● Teaching Staff ● Pupils ● SLT
Spread of Covid 19 as a result of a child coming into school when a family member they live with has COVID 19 symptoms or actual virus.	Parents, staff, children, wider families	<ul style="list-style-type: none"> ● Child must be home in isolation and not attend school for 10 days after the family member they live with has presented with symptoms. ● If they have not shown symptoms of virus after 10 days they may return to school. ● If child has had symptoms they must isolate at home for 10 Days and should only return to school when symptom free. ● Child may only return when they and all family members are symptom free. ● Clear communication on this point will be shared with the whole school community via. letter, email, text, and phone conversations. 	High	<ul style="list-style-type: none"> ● Pupils ● Parents ● SLT

Risk Assessment – Surface cleaning

Hazard/ Activity	Persons at Risk	Control Measures	Risk Rating	Persons responsible
Spread of Covid 19 from person to person via door	All adults and children in school	<ul style="list-style-type: none"> ● Hand washing protocol must be maintained at all times throughout each day to reduce risk of spread this way. ● Where possible doors will be kept open to reduce the need to touch door handles/ push plates. 	High	<ul style="list-style-type: none"> ● Teaching Staff ● Pupils ● Site team ● SLT

handles/push plates		<ul style="list-style-type: none"> • Where doors are closed door handles/ push plates to be cleaned before school, lunchtime and end of day. A cleaner will be on site throughout the day undertaking regular cleaning of handles alongside the aforementioned cleaning schedule. Cleaning to extend to area around handle/push plate due to young children touching lower on doors • If a person who is showing symptoms of COVID 19 touches door handle or push plate it must be immediately cleaned and door should not be used until it has been 		
Spread of Covid 19 from person to person via surfaces	All adults and children in school	<ul style="list-style-type: none"> • Hand washing protocol must be maintained at all times throughout each day to reduce risk of spread this way. • Children have a specific table and chair that they use all the time to reduce the risk of spread from child to child. • Staff working in offices should also have one specific desk that they work from. Staff are responsible for cleaning their own desk computer each day, each desk will have its own cleaning products. Due to the fact access to officers will be restricted. • Tables and chairs to be thoroughly cleaned each day after school has closed or before opening the next morning, cleaning staff will clean these items after each lesson. • Sinks/handwashing stations to be cleaned thoroughly at the end of school day or before opening next morning. 	High	<ul style="list-style-type: none"> • Teaching Staff • Pupils • Site team • Admin team • Cleaners
Spread of Covid 19 from child to child via shared toilet facilities	All adults and children in school	<ul style="list-style-type: none"> • Hand washing protocol must be maintained at all times throughout each day to reduce risk of spread this way. • Toilet facilities to be used one person at a time and cleaned after each person has used them.(Specific toilet facilities will be detailed within the Kingsland and Stotfold Op documents for members of the school community who are CV,,) • Toilets to be deep cleaned each day after school has closed or before opening the next morning. • Toilets to have additional cleaning in the middle of the day. 	High	<ul style="list-style-type: none"> • Teaching Staff • Pupils • Site team • Cleaners • SLT
Spread of Covid 19 from adult to adult via shared toilet facilities	All adults in school	<ul style="list-style-type: none"> • Hand washing protocol must be maintained at all times throughout each day to reduce risk of spread this way. • Toilets to be deep cleaned each day after school has closed or before opening the next morning. • Cleaning spray and cloths/paper towels to be provided for each cubicle for adults to wipe and disinfect the seat and toilet handle after every use. 	High	<ul style="list-style-type: none"> • Teaching staff • Site team • SLT

Risk Assessment – Cleaning / use of equipment

Hazard/ Activity	Persons at Risk	Control Measures	Risk Rating	Persons responsible
Spread of Covid 19 as a result of children sharing commonly used equipment for work	Parents, staff, children, wider families	<ul style="list-style-type: none"> Children will be given an individual named pack of necessary equipment – pencils, pens, erasers, sharpener, colouring pencils, scissors, glue, maths equipment to ensure there is no sharing of this daily use equipment. Pupils will not be given any opportunities in school to share equipment. If there is not enough for one each with no sharing the equipment should not be used. This will apply equally to adults sharing pens etc 	High	<ul style="list-style-type: none"> Teaching Staff Pupils Site team
Spread of Covid 19 from equipment etc travelling between home and school		<ul style="list-style-type: none"> Pupils will not be allowed to bring in pencil cases from home, books or Chromebook All personal coats and other belongings will be placed in a storage room at the start of the day, staff supervising this to wear full PPE. Students will wash /sanitise their hands on departing this room. 	High	<ul style="list-style-type: none"> Teaching staff Pupils Parents SLT
Spread of Covid 19 as a result of children sharing computers	Parents, staff, children, wider families	<ul style="list-style-type: none"> Before children use mouse, keyboard of any computer they should be thoroughly wiped with a cleaning wipe. Use of computers for children will be limited. Before adults use mouse, keyboard of any computer that is shared with others in school they should be thoroughly wiped with a cleaning spray. Surface around computer should also be wiped before use as unlike in classrooms these will be used by more than one child. At end of use computers should be thoroughly wiped with a cleaning wipe again. 	High	<ul style="list-style-type: none"> Teaching Staff Pupils Site team
Spread of Covid 19 as a result of teachers needing to touch pupil books to mark	Staff, wider families	<ul style="list-style-type: none"> Where possible teachers will leave books for 48hrs before touching books. Where this is not possible teachers to sanitise hands before and after touching of books. No books will be taken home. 	High	<ul style="list-style-type: none"> Teaching staff

Risk Assessment – Social Distancing of staff

Hazard/ Activity	Persons at Risk	Control Measures	Risk Rating	Persons responsible
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Spread of Covid 19 as a result of staff being in classroom with pupils	Parents, staff, children, wider families	<ul style="list-style-type: none"> Staff should adhere to strict and regular handwashing routines throughout the day. Staff should try to maintain a 2m distance from pupils at all times. Teaching advice and points should be done at a distance where this is possible. If 2m distance can not be maintained the wearing of a face covering is advised. 	High	<ul style="list-style-type: none"> Head teacher Teaching Staff Pupils Parents
Spread of Covid 19 as a result of staff being in classroom with pupil who is distressed	Parents, staff, children, wider families	<ul style="list-style-type: none"> At times a child may become distressed and a staff member feels the correct course of action is to approach and comfort the child. This may only happen when you are sure no COVID19 symptoms are present. If a child has recently been unwell with symptoms of Covid 19 or symptoms are evident then PPE must be used. Gloves and mask will be provided that can be used. As soon as the child is calm resume the 2m social distancing. 	High	<ul style="list-style-type: none"> Teaching Staff Pupils
Spread of Covid 19 as a result of staff being in staffroom with other members of staff	Parents, staff, children, wider families	<ul style="list-style-type: none"> Staff should maintain a 2m distance from each other when using the kitchen facilities. Staff should wash / sanitise their hands before leaving their own working space (office/classroom) to come into the shared staffroom space. Sharing of mugs, plates and cutlery may not be the best thing at this time so staff must ensure that all cutlery and crockery are washed or being and use their own items. Surfaces should be cleaned with cleaning spray before use. Staff must maintain 2m social distance when sitting in the staffroom. 	High	<ul style="list-style-type: none"> Teaching Staff Pupils SLT
Spread of Covid 19 as a result of staff meeting gatherings	Parents, staff, children, wider families	<ul style="list-style-type: none"> Staff meetings should be kept to a minimum and should only happen when really necessary to the effective running of the school, where possible all meetings will occur via Google Meet. Where staff do meet in gatherings of 2 or more, the 2m social distance measure must be adhered to in large rooms, which are ventilated. . 	High	<ul style="list-style-type: none"> Pupils Parents School staff communicating protocols for isolation clearly
Spread of COVID 19 as a result of being in school and bringing into staff homes	Staff Wider families	<ul style="list-style-type: none"> Staff should wash hands before leaving the school building and on arriving home. Current guidance states that there is a low risk of staff carrying COVID19 into homes on clothing. Current guidance says that there is low risk of staff carrying COVID in on bodies if handwashing is adhered to . However as an extra precaution staff may wish to shower and place clothes in their washing machine on their return home. Staff who work in the school offices and do not have a direct role or support role with students will continue to work from home. 	High	<ul style="list-style-type: none"> Teaching staff SLT Cleaners Site team
Spread of Covid 19 from other people needing to access school.	All staff and pupils	<ul style="list-style-type: none"> Delivery drivers will be asked to leave deliveries outside the main reception door. If goods need signing for they will be asked to place paperwork, electric device at the door and step away – member of site team will then sign. Post will be placed into the normal post box. Contractors will be seen by site manager maintaining social distancing – if needed to be in school will be restricted to only the area they need to be in and asked to use hand sanitisers provided and will occur outside of the times when students are on-site. 	High	<ul style="list-style-type: none"> All staff Site Manager

		<ul style="list-style-type: none"> Parents will be asked to contact school office by phone or email and asked not to visit school for reasons other than dropping off and collecting children. 		
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Risk Assessment – Vulnerable staff / Family members

Hazard/ Activity	Persons at Risk	Control Measures	Risk Rating	Persons responsible
Danger of catching COVID 19 if you are in very high risk vulnerable group	Staff in very high risk group	<p>People are in the Clinically Extremely Vulnerable Group if they:</p> <ul style="list-style-type: none"> have had an organ transplant are having chemotherapy or antibody treatment for cancer, including immunotherapy are having an intense course of radiotherapy (radical radiotherapy) for lung cancer are having targeted cancer treatments that can affect the immune system (such as protein kinase inhibitors or PARP inhibitors) have blood or bone marrow cancer (such as leukaemia, lymphoma or myeloma) have had a bone marrow or stem cell transplant in the past 6 months, or are still taking immunosuppressant medicine have been told by a doctor you have a severe lung condition (such as cystic fibrosis, severe asthma or severe COPD) have a condition that means you have a very high risk of getting infections (such as SCID or sickle cell) are taking medicine that makes you much more likely to get infections (such as high doses of steroids or immunosuppressant medicine) have a serious heart condition and are pregnant have a problem with your spleen or your spleen has been removed (splenectomy) are an adult with Down's syndrome 	High	<ul style="list-style-type: none"> All Staff All Students

		<ul style="list-style-type: none"> • are an adult who is having dialysis or has severe (stage 5) long-term kidney disease • have been classed as clinically extremely vulnerable, based on clinical judgement and an assessment of your needs. <p>You will have had a letter from the NHS if you have a condition that is consider to result in you being considered Clinically Medically Vulnerable.</p> <p>If you are unable to work from home, some employers may be able to offer different types of leave. Beyond your statutory leave entitlements, this will be at your employer's discretion. Further guidance can be found at Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19.</p>		
Danger of catching COVID 19 if you are in high risk vulnerable group	Staff in high risk group	<p>People are in the clinically vulnerable if they:</p> <ul style="list-style-type: none"> • aged 70 or over (regardless of medical conditions) • under 70 with an underlying health condition listed below (that is, anyone instructed to get a flu jab each year on medical grounds): <ul style="list-style-type: none"> ○ chronic (long-term) mild to moderate respiratory diseases, such as asthma, chronic obstructive pulmonary disease (COPD), emphysema or bronchitis ○ chronic heart disease, such as heart failure ○ chronic kidney disease ○ chronic liver disease, such as hepatitis ○ chronic neurological conditions, such as Parkinson's disease, motor neurone disease, multiple sclerosis (MS) or cerebral palsy ○ diabetes ○ problems with the spleen ○ a weakened immune system as the result of certain conditions or medicines they are taking (such as steroid tablets) 	High	<ul style="list-style-type: none"> • All Staff • All Students

		<ul style="list-style-type: none"> ○ being seriously overweight (a body mass index (BMI) of 40 or above) ● pregnant <p>Staff and students in the above category have been expected to return to school since the start of the Autumn term .</p>		
Danger of catching COVID 19 if you live with a family member who is in very high risk vulnerable group	Staff who live with someone in clinically extremely vulnerable	<ul style="list-style-type: none"> ● If a staff member lives with a member of their family or other person who is in the clinically extremely vulnerable group the family member will have had a letter from the NHS. ● Staff in this category have been expected to return to school since the start of the Autumn term . 	High	<ul style="list-style-type: none"> ● All Staff
Danger of catching COVID 19 if you live with a family member who is in high risk vulnerable group	Staff who live with someone in high risk group	<ul style="list-style-type: none"> ● Staff in this category have been expected to return to school since the start of the Autumn term . 	High	<ul style="list-style-type: none"> ● All Staff

Risk Assessment – Staff illness

Hazard/ Activity	Persons at Risk	Control Measures	Risk Rating	Persons responsible
Spread of Covid 19 from staff member who is unwell with non COVID19 symptoms	All staff	<ul style="list-style-type: none"> ● If a staff member is unwell and consider their symptoms are COVID19 related (or possibly so) they must take a test as soon as they are able. This can be arranged by The ACB using the employer referral portal. ● If they are not COVID 19 related the staff member must decide in the usual way whether they are well enough to be in school / whether illness could be transmitted to others. 	High	<ul style="list-style-type: none"> ● All Staff

		<ul style="list-style-type: none"> • If too unwell to be in school staff member must notify their line manager and Co-Headteacher and HR Manager, in line with our normal school policy for staff absence. • Hand washing protocol must be maintained at all times throughout each day to reduce risk of spread this way. 		
Spread of Covid 19 from staff member who is unwell with COVID19 symptoms	All staff	<ul style="list-style-type: none"> • If a staff member is unwell and consider their symptoms are COVID19 related (or possibly so) they must take a test as soon as they are able. This can be arranged by The ACB using the employer referral portal. • If the symptoms are COVID 19 related or the test is positive then the staff member must not come into school and must contact a Co-Headteacher immediately. • Current guidance is 10 days self isolation. • Staff member may return to school after 10 days if symptoms have not developed and the staff member is well. Their family members including children must self isolate for 10 Days. See chart of self isolation. 	High	<ul style="list-style-type: none"> • All Staff
Spread of Covid 19 from staff member who lives with someone who is unwell with COVID19 symptoms	All staff	<ul style="list-style-type: none"> • If a staff member lives with a family member who becomes unwell they must consider whether their symptoms are COVID19 related (or possibly so) and a test should be taken if possible. This can be arranged by The ACB using the employer referral portal. • If the symptoms are COVID 19 related or there is a possibility they are then the staff member must not come into school, and must contact their Co-Headteacher immediately. • Current guidance is 10 Days self isolation. • Staff member may return to school after 10 Days if no symptoms have developed and the staff member is well or following a negative test result. 	High	<ul style="list-style-type: none"> • All Staff

Risk Assessment – Positive Handling

Hazard/ Activity	Persons at Risk	Control Measures	Risk Rating	Persons responsible
Spread of Covid 19 from during the application of positive handling techniques	All staff and children.	<ul style="list-style-type: none"> • The Co-Headteachers have informed all staff that the use of positive handling will only be used in the most extreme circumstances in which significant harm is likely to be caused. • All students have been risk assessed and students who are highly likely to require support with their behaviour by the use of positive handling will be educated via alternative methods. 	High	<ul style="list-style-type: none"> • All Staff

Risk Assessment – Face Covering

Hazard/ Activity	Persons at Risk	Control Measures	Risk Rating	Persons responsible
Spread of Covid 19 from during staff coming into contact with other members of the school community	All staff and children.	<ul style="list-style-type: none"> • All staff to wear a face covering when in communal areas of the schools, this includes classrooms when 2m distancing can not be achieved. • Students should wear a face covering when in a communal area of the school his includes classrooms when 2m distancing can not be achieved • All persons wearing face masks will sanitise their hands before removing their face covering • The face covering will be stored in a sealable plastic bad when not being worn • All persons will then resantiise their hands once their face covering has been safely stored. • The process for putting on a face covering is the reverse of above, with the process starting with hands being sanitised. • Members of the school community who have a medical condition, impairment or disability that exempts them from wearing a covering will not be requested to wear a face covering. • Face masks are not required to be worn in classrooms when lessons are being taught or in well ventilated offices when colleagues are 2 meter apart. 	High	<ul style="list-style-type: none"> • All Staff • Student

Risk Assessment – Pupils/Staff Lateral Flow Testing

Hazard/ Activity	Persons at Risk	Control Measures	Risk Rating	Persons responsible

Spread of Covid 19 from during staff & Students during the lateral flow testing process	All staff and children.	<ul style="list-style-type: none"> • The Lateral Flow testing process will be conducted in line with the requirements published by NHS England and the associated NHS produced risk assessment for this process. • All ACB staff involved in the administration of the lateral flow testing will have completed the necessary NHS England training modules. • All Staff and Students who consent to be tested will be supported by members of the testing team. • The testing centre will be fully cleaned as required by the testing protocol and at the end of each session or after the discovery of a positive test result. • Staff will be provided with LFT test kits so this process may be undertaken at home from the 8th March. 	High	<ul style="list-style-type: none"> • All Staff • All Students
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Risk Assessment – Pupils/Staff Interaction with Animals

Hazard/ Activity	Persons at Risk	Control Measures	Risk Rating	Persons responsible
Spread of Covid 19 from during staff & Students coming into contact with the school dogs/animals on the school farm	All staff and children.	<ul style="list-style-type: none"> • Students and staff will interact with the school animals in line with our normal school policy. • Students will wash /saintaise their hands after being in contact with the school animals. 	Low	<ul style="list-style-type: none"> • All Staff • Student

Risk assessment review due: 06/04/2021.

Checklist Opening

Open Status

Staff considerations				
Assessment Area	RAG	Action taken	Action to be taken	LA support / project needed?
Arrangements for those staff in the extremely vulnerable have been assessed.		All staff within this category have had an individual risk assessment completed.	Review of RA's due before return to work	None
Maintaining sufficient staff to deploy in the school, enabling social distancing for staff and pupils.		This has been planned for as part of the OP.	Review staff levels as the guidance changes.	None
Staff have been informed about H&S guidance and updates to policy e.g. arrangements to manage first aid or if you/ another adult/ a child becomes ill.		Refresher and Update given during Inset training on the 4th January, whole staff email with linked policies sent 01/03/21	None	None
There is a reliable means to keep staff informed and updated about the school's risk assessment and actions and procedures arising from this.		All staff have access to the relevant documents, all staff can communicate specific questions to PG.	None	None
Staff are aware of PPE guidance and any need for PPE.		PPE stations allows staff to obtain the PPE they feel they require.	Ensure stock levels are monitored on a regular basis to ensure sufficient supply.	None
Staff workload, providing for pupils learning in school and at home has been taken into account.		This has been planned for as part of the OP.	None	None
Staff are aware of, and supported in the use of, the bereavement policy/ support available and how to access this for themselves, pupils or families.		This has been planned for as part of the OP.	None	None
Recruitment processes have been determined, continuing to enable safer recruitment.		A virtual recruitment policy has been created and this policy has been used and has allowed for colleagues to be recruited to the ACB in line with the safer recruitment requirements.	None	None
Staff induction processes are updated re. new policy/ procedures alongside required checks.		The OP is in place and ready to be used as part of our induction process.	None	None

Extend or revisit any staff contracts or processes impacted by the current situation, communicating any changes to staff e.g. timescales.		The appropriate communication in respect of this category has occurred.	None	None
There are appropriately trained staff to implement mass asymptomatic testing in accordance with the current guidance.		All staff involved in the testing process have completed the required NHS training testing modules.	None	None
Pupils				
Assessment Area	RAG	Action taken	Action to be taken	LA support / project needed?
Pupils know where the hand cleaning stations are and to use them frequently.		Hand cleaning stations are detailed within the OP. The parent/carer letter requires parent/carers have clearly explained to their child the importance of maintaining regular hand washing.	Staff to ensure students are cleaning their hands at the appropriate points during the day.	None
Where possible keep pupils 2m apart, where this is not possible 1m+ principles will be applied. Brief transitory contact is low risk e.g. passing in corridors.		Most classrooms have been set up allowing for two-meters distance to be maintained, where this is not possible all desks are forward facing and over one meter apart. Movement throughout the school is via a one-way system, with all members of the school community encouraged to wear face coverings. The parent/carer letter requires parents/carers to have clearly explained to their child the importance of maintaining the two meter distance wherever possible.	Students to be reminded throughout the day of the importance of two meter distancing.	None
As far as possible, pupils sit in the same place, at the same tables/ desks.		This is planned for within the OP.	Teachers to ensure the seating planned is maintained.	None

Pupils know the protocols for using toilet areas, including to close toilet lids before flushing to prevent contamination via splashing.		This has been planned for within the OP. The home school agreement requires parents/carers to have clearly explained to their child the procedure for using the toilet.	Students to be reminded of the toilet procedures on each visit to the toilet by the member of corridor staff on duty at the time.	None.
Engage parents/ children in resources such as E-Bug and PHE school resources.		Parents/carers and students will be informed of how to access additional online resources.	None	None
Explicitly teach and supervise: handwashing, tissue disposal and toilet flushing.” – from latest guidance released .		Refer above for the specific detailing planning for each of these activities.	None	None
Parent and pupils understand the arrangements for mass asymptomatic testing and how this will be administered.		Information on this process as been provided to all students and parents.	Ensure that all consent forms are in place for student testing.	

Bins for tissues are emptied throughout the day.		This aspect has been planned in to the daily cleaning schedule.	None	None
Help is available for those pupils who cannot clean their hands independently.		This has currently been assessed as a need not relevant to any of our students. However if needed support will be provided.	None	None
Support for those children who cannot easily understand or remember safety and hygiene measures e.g. social stories, symbols, braille etc.		Bespoke support will be given to students in relation to their own needs so they fully understand the covid procedures and expectations.	None	None

Staff seek to prevent the sharing of stationary and other equipment where possible.		All students will have issued to them their own pack of resources, including IT resources.	None	None
Shared materials and surfaces are cleaned more frequently.		This aspect has been planned in to the daily cleaning schedule.	None	None
Appropriate support for pupils who may have difficulty settling back into school.		Bespoke support packages will be in place for each student with their return.	None	None
Emotional support for pupils who may not be able to return to school yet e.g. health reasons/ in non-returning year groups.		Pastoral support sessions opportunities have been increased by increasing the number of staff available to provide short notice pastoral support.	None	None
Managing anxiety e.g. support re. school refusers/ managing elective home education requests or other attendance issues.		The pastoral staff will be the initial intervention in these circumstances. Referrals will be made to the school's CAMHS worker where the circumstance requires a more intense level of support.	None	None
Those activities that it would not be possible to do have been identified with a rationale as to why not.		Assessment of these activities have been undertaken.	None	None
Guidance and arrangements in respect of pupils needing 1:1 or physical handling, communicated clearly to staff, parents and pupils.		The school will not be operating its normal positive handling policy during phase two opening.	This aspect to be reviewed when the guidance changes.	None
Trained staff, communication processes and resources to provide bereavement support. The availability of which is communicated to parents.		Support services can be accessed and signposted by any member of the school community.	None	None
SEND Reviews/ actions outstanding for pupils with SEND have been rescheduled appropriately.		Planned meetings will be rescheduled.	None	None
Arrangements made in respect of any specialist provision on site and communicated to all relevant people.		Therapeutic interventions from specialists have been planned to take place where appropriate.	None	None
Safeguarding				

Assessment Area	RAG	Action taken	Action to be taken	LA support / project needed?
Any additional risk assessments required to safeguard vulnerable pupils are in place. Will any of these pupils be prioritised for a return?		All students have been assessed and vulnerable students have a bespoke package that provides them with access to supervised education.	None	None
Any necessary changes or addendums have been made to the safeguarding Policy, which has been reviewed for further changes.		The safeguarding addendum has been in place since the start of the summer term, and has been reviewed by the safeguarding governor.	None	None
Governors aware of the interim safeguarding guidance and how this has been included in their policy.		Refer above.	None	None
Ensuring a DSL is available to the school, in person, by phone or virtually in all staffing scenarios, and that staff are aware of these arrangements.		The DSL is contactable during the the school day and is supported by the other dDSL's. All staff are aware of how to raise a safeguarding concern.	None	None
Are all staff aware of LA arrangements for contacting the LADO, MASH, social workers.		All staff are aware of how to contact these members of the CBC team.	None	None
Where staff have been deployed/ appointed, they are aware of the safeguarding processes and codes of conduct they should adhere to.		All staff confirmed reading the KCSIE at the start of the Autumn term.	None	None
Safer recruitment processes being adhered to.		Virtual recruitment process adheres to the safer recruitment requirements.	None	None
The SCR is up-to-date and monitored with changes to staffing/ volunteers in the school.		The SCR is being updated in line with our normal procedures.	None	None
Informing relevant staff of any 'need to know' information for pupils.		Twice daily briefings allow this to occur.	None	None
Preparation for a possible increase in disclosures/ concerns on return.		Sufficient dDSL's are in position to deal with an increase in concerns on our return.	None	None

Recording and reporting of incidents during the closure. Any further reporting/ following-up needed?		Normal procedures have continued to be operated for the reporting of concerns.	None	None
Communication with vulnerable families during the closure and on return.		During normally opening contact with these families has returned to our standard frequency of contact.	None	None
The e-safety/ online safety policy covers all safeguarding risks for pupils accessing learning at home.		All aspects are covered and additional guidance has been provided to both students, parents and carers on the ACB Dashboard accessible through our website.	None	None
Families' access to support during school closure has been evaluated e.g. food parcels, pastoral support.		All families who require additional support have been provided with the opportunity to access the additional services. If the school is required to close during the Autumn term appropriate support will be given.	None	None
Families will need on-going engagement/ communication whilst returning to normality have been identified.		Families have been identified and will continue to receive additional support until the ACB returns to fully open status.	None	None
Safeguarding lessons learnt during this crisis?		Impact on dDSL's from the increased and prolonged frequency of contact.	Full review to be undertaken when the ACB returns to fully open status.	None

Governance/ Leadership (Refer to previous sections and decide which aspects Governors should be aware of/ involved in making decisions about e.g. feasibility of staffing)

Assessment Area	RAG	Action taken	Action to be taken	LA support / project needed?
Governors' understanding of the ways that the crisis has impacted on staff/ pupils/ the school and their ability to support the school during a transition to normality.		Governors are aware of the points raised within this category.	None	None
Governors are involved in the discussion and planning for the current operating status..		ACB Governors updated at Autumn term governors meeting, Chair of Governors informed of all	Chair of Governors to be kept informed of all key operating information.	None

		information in relation to operating level.	Update on the current level of provision to be reported to Governos on the 19th March	
Leaders have evaluated what it is feasible for the school to do and how will this be communicated to reassure parents/ other stakeholders/ LA or Trust authorities.		Communication has been made to all the relevant stakeholders..	None	None
Planned reviews to evaluate what is happening on a regular basis.		Current operating plan to be reviewed at the start of March.	None	None
Aspects of governance/ meetings/ reporting that can be put aside to fully enable and support leaders to manage the immediate situation have been identified.		This category is planned for.	None	None
Governors/ leaders have determined how they will communicate the intended plan for school operating status during the second half of the spring term.		All parents to be spoken with on the 9th MArch on the phone and information to also be sent via texts and letters to parents.	None	None
Financial/ business/ resourcing				
Catering contracts and facilities as pupils begin to return.		This has been planned for.	None	None
Sufficient cleaning materials.		Plan for as part of the as part of the current operating plan.	Site agent to maintain sufficient stock within this area.	None
PPE available if appropriate.		Plan for as part of the phase one opening plan.	Co-Heads to maintain sufficient stock within this area.	None
Learning materials/ resources in stock ready for pupils on return.		Plan for as part of the phase one opening plan.	None	None

*** Notes**

1. If a child, young person or staff member lives in a household with someone who is extremely clinically vulnerable, as set out in the [COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable guidance](#), it is advised they only attend an education or childcare setting if stringent social distancing can be adhered to and, in the case of children, they are able to understand and follow those instructions. This may not be possible for very young children and older children without the capacity to adhere to the instructions on social distancing. If stringent social distancing cannot be adhered to, we do not expect those individuals to attend. They should be supported to learn or work at home.
2. Additional staff may be placed with each group if required to meet pupils' needs as part of a risk assessment or an EHCP.
- 3.. Where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units. Prop doors, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation.

5. Reduce movement around the building by accessing rooms directly from outside where possible and considering one-way circulation, or place a divider down the middle of the corridor to keep groups apart as they move through the setting where spaces are accessed by corridors.

6. If a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.

Please also refer to the following Government Guidance when completing the risk assessment:

[guidance on hand cleaning](#)

[Supporting vulnerable children and young people during the coronavirus \(COVID-19\) outbreak guidance,](#)

[Actions for schools during the coronavirus outbreak.](#)

[COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable](#)

[Early Years Foundation Stage](#)

[Coronavirus \(COVID-19\): safer travel guidance for passengers](#)

[COVID-19: guidance for households with possible coronavirus infection\)](#)

[COVID-19: cleaning of non-healthcare settings guidance](#)

[guidance for special schools, specialist colleges, local authorities and any other settings](#)