

# COVID-19 Risk assessment – Re- Opening Kendrick School from September 2021

## Introduction

The government continues to manage the risk of serious illness from the spread of the virus. The government's response to the pandemic is to move away from stringent restrictions on everyone's day-to-day lives, towards advising people on how to protect themselves and others, alongside targeted interventions to reduce risk. As COVID-19 becomes a virus that we learn to live with, there is now an imperative to reduce the disruption to children and young people's education - particularly given that the direct clinical risks to children are extremely low, and every adult has been offered a first vaccine and the opportunity for two doses by mid-September.

Compliance with health and safety law and the putting in place of proportionate control measures will continue. Risk assessments will be regularly reviewed and updated - treating them as 'living documents', as the circumstances in the school and the public health advice changes. Kendrick will continue to have active arrangements in place to monitor whether the controls are effective and working as planned.

The priority is for you to deliver face-to-face, high-quality education to all students. The evidence is clear that being out of education causes significant harm to educational attainment, life chances, mental and physical health. Hence Kendrick School will continue to be guided by the following five key principles:

1. Everyone returns to school; staff and students
2. Safety for all is the top priority
3. Focus on best quality learning and teaching
4. Mental health and well-being of all are considered and supported
5. Contingency planning and quickly becoming lock down ready

## **Changes to the previous version**

Changes to the guidance since its 2 July 2021 publication include:

- update to make clear who is no longer required to isolate if identified as a close contact, including clarifying that this includes young people up to the age of 18 years and 6 months (it previously said 18 years and 4 months)
- added additional detail on what close contacts should do whilst awaiting their PCR test results
- updated information on contingency planning in schools, with link to update 'contingency framework'

## **Mixing and 'bubbles'**

It is no longer necessary to keep children in consistent groups ('bubbles'). This means that bubbles will not need to be used in school from the autumn term.

This enables:

- flexibility in curriculum delivery,
- assemblies can resume,
- no alternative arrangements to avoid mixing at lunch.

## **Contingency Plans (Outbreak Management Plans)**

A contingency framework has been established to describe the principles of managing local outbreaks of Coronavirus (COVID-19) (including responding to variants of concern) in education and childcare settings. ) as it may become necessary to reintroduce 'bubbles' for a temporary period, to reduce mixing between groups.

Any decision to recommend the reintroduction of 'bubbles' would not be taken lightly and would need to take account of the detrimental impact they can have on the delivery of education.

The Contingency Framework includes:

- the types of measures that settings should be prepared for
- who can recommend these measures and where
- when measures should be lifted
- how decisions are made

## **Contingency Framework Principles**

### **Prioritising Education**

The overarching objective is to maximise the number of children and young people in face-to face education or childcare and minimise any disruption, in a way that best manages the COVID-19 risk. In all cases, any benefits in managing transmission should be weighed against any educational drawbacks. The Senior Leadership Team (SLT) will endeavour to keep any measures in education to the minimum number of settings or groups possible, and for the shortest amount of time possible. The SLT will keep all measures under regular review and lift them as soon as the evidence supports doing so. Measures affecting education settings across an area will not be considered in isolation, but as part of a broader package of measures. Attendance restrictions should only ever be considered as a last resort. The Government will try to give as much notice as possible of any changes to the way settings should operate.

### **Actions to initiate on a temporary basis**

- Stricter and more frequent testing regime
- Face Coverings reintroduced in communal areas and/or classrooms for staff and students
- Shielding if reintroduced by government.
- Limit or suspend educational visits, open days, live performances and parental attendance in settings.
- Remote learning
- Free school meal support for students who are eligible but not attending school for Covid-19 reasons

## **Baseline Measures**

Students in secondary schools and colleges should be tested twice on site at a Asymptomatic Testing Site (ATS) on return in the autumn term. The tests should be 3-5 days apart. Thereafter, staff and students in secondary schools and staff should test themselves using LFD twice a week at home until the end of September, when this will be reviewed.

Those who test positive should isolate, take a confirmatory polymerase chain reaction (PCR) test, and continue to isolate if the result is positive.

Kendrick School will be prepared to implement high-quality blended learning arrangements so that any child who is well enough to learn from home can do so.

Under-18s, irrespective of their vaccination status, and double vaccinated adults will not need to self-isolate if they are a close contact of a positive case. They will be strongly advised to take a PCR test and, if positive, will need to isolate. 18-year-olds will be treated in the same way as children until 6 months after their 18<sup>th</sup> birthday, to allow them the opportunity to get fully vaccinated. Further guidance can be found here for close contacts of someone who has tested positive and lives in the same household, and here for those who do not live together.

All education and childcare settings should continue to ensure good hygiene for everyone, maintain appropriate cleaning regimes, keep occupied spaces well ventilated, and follow public health advice on testing and managing confirmed cases of COVID-19.

All settings should continue their strong messaging about signs and symptoms, isolation advice and testing, to support prompt isolation of suspected cases. Settings should also continue to encourage vaccination uptake for eligible students and staff.

## **Control Measures**

1. Ensure good hygiene for everyone.
2. Maintain appropriate cleaning regimes.
3. Keep occupied spaces well ventilated.
4. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19

## **Preventative Action**

Routine preventative measures, which will be in place at all times:

### **You must always:**

1. Minimise contact with individuals who are required to self-isolate by ensuring they do not attend the school.
2. Ensure face coverings are used in recommended circumstances only but no longer advised for students, staff and visitors either in classrooms or communal areas..
3. Ensure everyone is advised to clean their hands thoroughly and more often than usual.
4. Ensure good respiratory hygiene for everyone by promoting the 'catch it, bin it, kill it' approach.
5. Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.
6. Consider how to minimise contact across the site and maintain social distancing wherever possible.
7. Keep occupied spaces well ventilated.

### **In specific circumstances:**

8. Ensure individuals wear the appropriate personal protective equipment (PPE) where necessary.
9. Promote and engage in asymptomatic testing, where available.
10. Promote and engage with the NHS Test and Trace process.
11. Manage and report confirmed cases of COVID-19 amongst the school community.
12. Contain any outbreak by following local health protection team advice.

## **Personal Protective Equipment (PPE) including face covering and face masks:**

Face coverings will no longer be recommended for staff in classrooms. If staff wish to wear masks they may do so. If teachers would like students in their class to wear masks, they may ask them to do so, but they cannot force them to do so.

Staff and students will be exempt from the legal requirement to wear a face covering if they are in a private room or the premises has been exclusively hired for the sole use of its students and staff.

In areas of '**national government intervention**', the government and the school **will require** adults and students to wear face coverings in a classroom setting and when moving around their school, such as in corridors and communal areas where social distancing is difficult to maintain.

Face coverings are beneficial for periods indoors where there is a risk of close social contact with people and where social distancing and other measures cannot be maintained. However, it is vital that they are worn correctly and appropriate procedures for putting on, removing, storing and disposing of are followed correctly.

### **Exemptions**

Some individuals are exempt from wearing face coverings. This applies to those who:

- cannot put on, wear or remove a face covering because of a physical or mental illness or impairment or disability
- speak to or provide assistance to someone who relies on lip reading, clear sound or facial expression to communicate

The same exemptions will apply in education settings, and we would expect teachers and other staff to be sensitive to those needs.

### **Further guidance on face coverings**

- [Safe working in education, childcare and children's social care provides](#)
- [Face coverings in education settings](#)

## **Additional considerations for re-open Kendrick School**

The UK Chief Medical Officers have issued a statement on schools and childcare reopening which states that there is a very low rate of severe disease in children from COVID-19 and far fewer children should remain in this group in the future following their routine discussions with their clinician.

All students, 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 number of students 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. The school will follow government.

The school will continue to consider further measures and areas during the school being re-opened and revise the risk assessment during the daily occupation of the school as required. This includes assessing the availability of staff for all activities during the school day, including lunchtime, break supervision, and to provide support for students with special or additional needs, taking into account the following:

- Staff who have underlying medical conditions (as defined in government guidance);
- Staff who are subject to shielding or are in a household where someone is shielding;
- Staff who are self-isolating, and staff on maternity or any other form of leave, and will, therefore, not be available for work;
- The availability of supply staff to cover any vacancies or long-term absences.

Individual risk assessments for specific students will be reviewed and coordinated by the SEND Coordinator to ensure they include provision for safe practice during this time and taking into account the risk of coronavirus. This may include additional assessments of students who previously were not assessed to need one. This may include the following students:

- Students who have not previously needed a risk assessment but who in the new circumstances may pose a risk;
- Students who need specific care or specific needs, which cannot be delivered whilst ensuring social distancing.

## **Premises Management**

The school's management and H&S Lead have been sent guidance. The premises team should refer to this information in order to ensure the school buildings are suitably managed at this time.

## **Covid-19 Testing**

As essential workers, Support and Teaching staff can apply for a covid-19 test on the government portal or the school can arrange the test on their behalf: <https://www.gov.uk/apply-coronavirus-test>

### **Lateral Flow Testing (LFT) - NHS Test and Trace: COVID-19 testing for staff and students**

Kendrick School introduced LFT for staff and students who provided consent to participate in the scheme. Along with the other protective measures, these tests will help staff and students to remain in school safely and identify asymptomatic case. Staff and students are able to obtain LFT kits from school and conduct these tests at home.

If a student or member of staff tests positive or gets coronavirus symptoms, they should tell the school and make sure the person:

- self-isolates immediately
- gets a PCR test (a different coronavirus test) to confirm the result



## Health and Safety Risk Assessment – Re-opening Kendrick School 2020- 21 COVID-19

<b>Academy / School</b>	<b>Kendrick School</b>	<b>Assessment No.</b>	<b>060921</b>
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<b>Site</b>	<b>KENDRICK SCHOOL</b>	<b>Location</b>	<b>Whole school</b>		
<b>Subject of Assessment</b>	Compliance to government objectives and the re-opening of all schools from September 2021 to August 2022				
<b>Assessed by</b>	<b>SLT</b>	<b>Date</b>	September 1 <sup>st</sup> 2021	<b>Review date</b>	<b>No later than November 7<sup>th</sup> 2021. This document will remain a live document and will be amended as required and in response to changes in guidance and practice</b>
<b>Details of workplace/activity</b>	Students and employees partaking in school activities within the school premises, including general classroom activities, dining, break-times, , pick-up and drop off (where applicable), First aid and external visitors to the school.			<b>Persons Affected</b> (Who may be harmed)	
				Students, Employees, Contractors and Visitors.	

<b>Hazards and Risks</b>		<b>Existing Control Measures</b>	<b>Risk Level</b> (Very High, High, Medium, Low)	<b>Further Actions</b> √/X (If √ See Actions)
1.	Spread/contraction of COVID-19 due to interaction with a person who has symptoms of the disease, a person	Minimise contact with individuals who are required to self-isolate by ensuring they do not attend the school.	low	Classrooms and staffrooms have been rearranged to reduce risk of contraction and

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<p>who may be asymptomatic or lack of information.</p>	<p>Ensure face coverings are used in recommended circumstances.</p> <p>Ensure everyone is advised to clean their hands thoroughly and more often than usual.</p> <p>Ensure good respiratory hygiene for everyone by promoting the 'catch it, bin it, kill it' approach.</p> <p>Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.</p> <p>Keep occupied spaces well ventilated.</p> <p>Ensure individuals wear the appropriate personal protective equipment (PPE) where necessary.</p> <p>Promote and engage in asymptomatic testing, where available.</p> <p>Promote and engage with the NHS Test and Trace process.</p> <p>Manage and report confirmed cases of COVID-19 amongst the school community.</p> <p>Contain any outbreak by following local health protection team advice.</p>		<p>interaction of stakeholder. Hygiene boxes with essential PPE and cleaning products are available in all key teaching rooms and staffing areas. Staff have available PPE equipment. These will be checked daily and replenished as required.</p> <p>The Reflection Room has been identified as the Isolation Room if someone shows symptoms.</p>

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2.	<p>Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including:</p> <ul style="list-style-type: none"> <li>Drop off / entry to the school.</li> <li>Pickup / leaving the school.</li> </ul>	<ul style="list-style-type: none"> <li>Students are required to complete hand washing or sanitise on entry to the school;</li> <li>Entrance doors are held open, reducing the number of occupants touching the doors;</li> <li>Sanitizer stations are located at the entrance to the school building and /or classroom. All occupants are required to wash their hands (soap/water or Hand sanitiser) on entry to the school;</li> <li>Good hand washing signage to instruct students how to do this effectively is displayed.</li> </ul>	Low/medium	<p>Staff to enquire all students are in good health and not displaying signs of Covid symptoms. Students to wash or sanitise hands on entry into school and remove mask used on public transport and store in their own waste bag. Protocol for safe face mask and hand washing procedures to be shared with all students. One -way system in buildings to be followed by all stakeholders.</p>
4.	<p>Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including:</p> <ul style="list-style-type: none"> <li>Classroom use / activities.</li> <li>Lessons and Registration.</li> </ul>	<ul style="list-style-type: none"> <li>Whole school assemblies to take place. Some assemblies may be carried out remotely.</li> <li>Classrooms have been organised so desks remain front facing.</li> <li>Classroom remain de-cluttered. Displays, unnecessary furniture and soft furnishings have been removed. This is designed to enable successful cleaning of all surfaces;</li> <li>Students have allocated desks via Mintclass</li> <li>Students and staff use their own stationery resources.</li> <li>Students and staff use hand sanitiser on entry to the classroom;</li> </ul>	low	<p>Desks to be allocated to students. Staff to ensure handwashing has taken place and all present are in good health. Sanitizer available in each classroom and office. Posters mounted in classrooms reminding of hygiene measures. Classroom guidance available in all rooms detailing protocol and</p>

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	<ul style="list-style-type: none"> <li>• All spaces are well ventilated using natural ventilation (opening windows, internal and external doors) or ventilation units to create good airflow.</li> <li>• Students should clean desks on entry to a new space</li> <li>• Departments to establish safe handling of exercise books, homework, textbooks, photocopies and test papers.</li> <li>• Staff to use MintClass to enable consistent student desk allocation and which will assist with Track &amp; Trace if positive case or self-isolation is required.</li> <li>• Staff are aware how registration is to take place and register students who are absent due to Covid-19</li> <li>• CO</li> </ul>		<p>safe practice in rooms. Unnecessary sharing of resources to be avoided but essential resources can be taken home by staff and students. Students identified by staff needing additional pastoral, academic and IT support. Specific areas including reprographics room, General Office, Reception, Library etc will have their own routines and guidance on the number of staff and students allowed accessed at any one time and the use of equipment and resources. Students encouraged to bring in own sanitizer to speed up the process and maximise teaching time –however safety above all should not be compromised in any circumstance. Staff Rooms will be cleared and re-designated for certain</p>

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				<p>staff to ensure social distancing. Every lesson starts with a register in which students confirm that they are present and well.</p> <p>Rooms to be arranged with students facing forward and sitting side by side as far as possible.</p> <p>Teachers to be aware of students with agreed remote learning plans.</p> <p>Teachers to be aware of students with SEND passports.</p> <p>Further emphasis on good ventilation in classroom settings and good respiratory hygiene promoting the 'Catch it, bin it, kill it' approach.</p>
5.	<p>Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including:</p> <ul style="list-style-type: none"> <li>• Dining;</li> <li>• Moving around the school;</li> <li>• Break-time</li> </ul>	<p><b>Secondary</b></p> <ul style="list-style-type: none"> <li>• Students are advised to clean hands before and after eating lunch in the classroom.</li> <li>• On entry into the canteen students must sanitise hands.</li> <li>• Tables are wiped clean with appropriate disinfectant before and after lunch;</li> </ul>	Low/medium	<p>One-way signage in corridors.</p> <p>Classrooms are cleaned at the end of each school day.</p> <p>Liaise with external cleaners and school</p>

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		<ul style="list-style-type: none"> <li>6<sup>th</sup> form alone have access to the canteen at first break.</li> </ul> <p><b>Moving around the school:</b></p> <ul style="list-style-type: none"> <li>Movement to different areas within the schools is permissible</li> <li>One way system in the school maintained</li> <li>Corridor marked to show direction and safe distance signage;</li> </ul>		<p>housekeepers to ensure regular and thorough cleaning taking place. All classrooms to have open windows and doors to allow good ventilation. One way system implemented in all school blocks – Maths, 6<sup>th</sup> form, Sidmouth, Main School, PE &amp; Sports Hall .</p> <p>One way systems in all areas of the school to be followed at all times during the school day (see site maps). All rooms to be equipped with a hygiene box and instructions. Staff wipe down their working areas including keyboards. Students to bring their own equipment where possible.</p>
6.	Spread/contraction of COVID-19 due to lack of hand-washing and general poor hygiene.	<ul style="list-style-type: none"> <li>Staff and parents are encouraged to use education resources such as school posters, <a href="#">e-bug</a> and <a href="#">PHE schools resources</a>;</li> </ul>	Low/medium	Each teaching area will have a hygiene Box containing essential cleaning materials to

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions √/X (If √ See Actions)
		<ul style="list-style-type: none"> <li>• Hand washing/ sanitising is encouraged on a regular basis.</li> <li>• All those entering the school are required to wash/sanitise their hands;</li> <li>• Hand washing sinks are located within each toilet provision within proximity to the teaching areas and on entry to the dining hall;</li> <li>• Signage is located adjacent to each wash station or sink reminding occupants to wash their hands and how to do it effectively;</li> <li>• Hand washing and sanitising is recommended frequently and required at the following times: <ul style="list-style-type: none"> <li>➢ Entry and exit from the school;</li> <li>➢ After using the toilet;</li> <li>➢ On entry to the dining hall;</li> <li>➢ Before and after eating;</li> <li>➢ On entry and exit from each classroom.</li> </ul> </li> <li>• Unnecessary touching of the face is discouraged.</li> <li>• Teachers will remind students to use tissues and bin them once used. If tissues are not readily available exactly when needed occupants are reminded to cough or sneeze into their arm;</li> </ul>		wipe surfaces and some PPE. Regular reminders to student to wash hands. Ensure ample supplies of soap, sanitizers and handtowels available. Toilets regularly monitored and cleaned. Replenished daily by cleaning staff and regular monitoring of toilets around school. Sanitizer stations located at entrance/exit.
7.	Spread/contraction of COVID-19 due to lack of adequate cleaning measures.	<ul style="list-style-type: none"> <li>• The school has implemented additional cleaning regimes. This includes the following: <ul style="list-style-type: none"> <li>➢ Frequent cleaning of classrooms, Toilets, common areas and dining halls;</li> <li>➢ Frequent cleaning of all touched surfaces, such as door handles, handrails, table tops, play equipment and toys.</li> </ul> </li> <li>• Classrooms will be cleaned after school;</li> <li>• Toilets will be inspected and cleaned regularly and at the end of the day;</li> <li>• Common areas will be cleaned once a day;</li> </ul>	Low	PPE Hygiene boxes containing cleaning materials and wipes are available to wipe down surfaces regular meetings and monitoring with external cleaning contractors to ensure all surfaces are regularly wipes down.

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions √/X (If √ See Actions)
		<ul style="list-style-type: none"> <li>Equipment used by the students and staff will suitably cleaned at the end of each day or before it is used by another person;</li> <li>If an area is suspected to have been contaminated by coronavirus (a positive case is detected for an occupant of a classroom), the room will be closed for 72 hours and then deep cleaned as per the guidance set on <a href="#">COVID-19: cleaning un non-healthcare settings.</a></li> <li>External cleaners will routinely prioritise the cleaning of surfaces, table tops, door handles etc.</li> </ul>		<p>Regular monitoring of key areas and equipment. Staff take responsibility of wiping down surfaces, keyboards and equipment. Cleaning products supplied. COSHH training provided.</p> <p>Recommendation for regular handwashing/sanitising. All wipes and used masks to be disposed in bin bag provided by students and disposed in bins by school exits. Cleaning contractors to remove these daily to the refuse bins. Sanitizer stations located at main entrance/exit for arrival and departure.</p>
8.	Spread/contraction of COVID-19 due to lack of social distancing measures. In particular school employees.	<ul style="list-style-type: none"> <li>School offices are either reduced in occupation and desks positioned in order to provide adequate separation or staff are moved to other areas to reduce contact;</li> <li>Staff Rooms and staff common rooms have a limited of people in the room at any one time. Notices to be fixed on doors to indicate the number of staff allowed in each room.</li> </ul>	Low	Staff may wear masks when face-to-face with students. The school provides masks, visors, gloves and aprons for first aiders and in special cases. Staff to adapt their working



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				environment to allow conformity to social distancing and hygiene protocols. Staff to limit number of staff in their designated work area. Capacity numbers indicated on door notices. Staff will be re-deployed as required including SLT to cover staff shortages if required to do so. The wearing of masks in work areas and communal areas is required.
9.	<p>Spread/contraction of COVID-19 due to insufficient First aid measures. This includes:</p> <ul style="list-style-type: none"> <li>• Dealing with general First aid;</li> <li>• Lack of trained first aiders;</li> <li>• Dealing with a suspected case of Covid-19;</li> <li>• Inappropriate handling / removal of clinical waste</li> <li>• Intimate care procedures.</li> </ul>	<ul style="list-style-type: none"> <li>• A specific First aid needs assessment has been completed – see other 'First Aid Needs assessment – COVID-19;</li> <li>• Adequate numbers of trained staff to administer First Aid</li> <li>• Check First aid boxes content and facilities available</li> <li>• Where closer contact may be necessary, wear appropriate PPE to protect First Aider and casualty. This would include disposable gloves, disposable apron and fluid resistant surgical facemask. Eye protection is also required if the casualty is coughing, spitting or vomiting</li> <li>• PPE / Handwashing protocols to be followed</li> <li>• The FA assessment takes into account numbers and ages of students, number and training of employees;</li> </ul>	Medium/high	<p>All staff, students and visitors to be repeatedly reminded not to enter the school site if they or a household member are displaying Covid symptoms or feel unwell.</p> <p>First Aider must wear additional protective equipment. First Aiders to have received additional awareness training.</p>

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	<ul style="list-style-type: none"> <li>• This information forms the decision on what activities and groups can safely be managed within the school;</li> <li>• This includes sufficient first aiders for the school to the number of students</li> <li>• Qualified first aiders are in place at an appropriate ratio provision.</li> <li>• The school has a specific room dedicated for suspected cases of COVID-19; Reflection Room</li> <li>• Occupants (staff or students) who display symptoms of the virus during the school day will be isolated in the designated room until additional medical assistance can be gained. This may be 111 support, an ambulance or until they leave the site to self-isolate;</li> <li>• First aiders required to assist this person will wear full PPE including, apron, gloves, mask and visor;</li> <li>• First aiders have completed appropriate training for 'donning and doffing' PPE – NHS video / advice <a href="https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm">https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm</a></li> <li>• PPE is disposed of in accordance with NHS COVID-19 waste management guidance; <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></li> <li>• The first aid room will be cleaned frequently and after each use (when first aid care has been provided).</li> </ul> <p><b>Waste disposal measures</b> Waste control measure from possible cases of COVID-19 and cleaning of areas where possible cases have been identified (including disposable cloths and tissues) are as follows:</p>		<p>PPE available. Temperature checking available. Use of Reflections Room for isolation area, next door to Medical Room. Gloves, visors, aprons and masks available for use. Any suspected person awaiting collection and needing to use the bathroom will use a separate toilet which will be cleaned and dis-infected after use.</p>

Hazards and Risks	Existing Control Measures	Risk Level <i>(Very High, High, Medium, Low)</i>	Further Actions √/X <i>(If √ See Actions)</i>
	<ul style="list-style-type: none"> <li>• Put in a plastic rubbish bag and tied when full;</li> <li>• The plastic bag is placed in a second bin bag and tied;</li> <li>• It is put in a suitable and secure place and marked for storage until the individual's test results are known;</li> <li>• Waste is stored safely and kept away from children;</li> <li>• Waste is not put in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours;</li> <li>• If the individual tests negative, this can be put in with the normal waste;</li> <li>• If the individual tests positive, then waste is stored for at least 72 hours and then put in with the normal waste;</li> <li>• If storage for at least 72 hours is not appropriate, a collection as a Category B infectious waste is arranged by either local waste collection authority if they currently collect your waste or otherwise by a specialist clinical waste contractor. They will supply you with orange clinical waste bags for waste bags can be sent for appropriate treatment.</li> </ul> <p><b>Protocol developed in line with Government Guidance to include:</b></p> <ul style="list-style-type: none"> <li>• If anyone becomes unwell with a new, continuous cough or a high temperature in an education or childcare setting, they must be sent home and advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance.</li> <li>• If a student is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door (the Reflection Room), depending on the age of the child and with appropriate adult supervision if</li> </ul>		

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		<p>required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.</p> <ul style="list-style-type: none"> <li>• If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.</li> <li>• PPE should be worn by staff caring for the student while they await collection if a distance of 2 metres cannot be maintained (such as a student with complex needs)</li> <li>• In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital.</li> <li>• If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the student subsequently tests positive.</li> <li>• They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. See COVID-19: cleaning of non-healthcare settings guidance</li> </ul>		
10.	<p>Spread/contraction of COVID-19 due to lack of social distancing measures for external visitors to the school, including:</p> <ul style="list-style-type: none"> <li>• Parents;</li> <li>• Maintenance contractors;</li> <li>• External Teachers;</li> </ul>	<ul style="list-style-type: none"> <li>• Parents are encouraged to call the school office or email if they have any questions or concerns;</li> <li>• If parents need to drop off items for students, they should be left at the school main entrance for staff to collect;</li> <li>• The SLT are able to Google Meet/Zoom (or other) parents if face to face meetings are required;</li> </ul>	Low/medium	Some meetings to become face-to-face. IT remote video conferencing in place and used as required. Communication with parents and

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions √/X (If √ See Actions)
	<ul style="list-style-type: none"> <li>Inspectors;</li> <li>Delivery personnel</li> <li>Peripatetic Teachers</li> </ul>	<ul style="list-style-type: none"> <li>For those who have to enter the school reception, screens/counter-top Perspex shields have been installed to reduce the risk to school staff;</li> <li>Visitors will only be permitted into the school if they have an appointment;</li> <li></li> </ul>		<p>stakeholders secure. Use of Weekly Information from SLT Staff briefings, SLT and ESLT meetings continue with minutes circulated to all staff. Options to remote into meetings or attend Hall but maintaining social distancing.</p> <p>.</p>
11.	Lack of staffing / insufficient staff ratios	<ul style="list-style-type: none"> <li>Adequate ratio of staff to students will be maintained and to be assessed on a regularly based on potential staff illness or self-isolation;</li> <li>Students are suitably supervised at all times;</li> </ul>	Low/medium	Additional staff and re-deployment of staff required to ensure adequate levels of supervision. Staff to inform if they are in a vulnerable category. Deployment of SLT.
12.	Lack of suitable premises management	<ul style="list-style-type: none"> <li>The school adheres to the government guidance on managing buildings</li> <li>The school has applied the series of guidance documents and advice regarding continued premises management at all times.</li> <li>Premises staff levels are maintained and suitable for the use of the building;</li> <li>Appropriate cleaning and premises staffing levels are in place;</li> <li>Waste removal and enhanced cleaning programs are in place for the potential coronavirus contaminated waste;</li> </ul>	Low/medium	RA for premises to be carried out or available to amendment. Premises staff have PPE available and understand the social distancing measures. Premises Team led by GRH have been briefed with Premises Management and RAs and checks carried out to comply with H&S

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions √/X (If √ See Actions)
		<ul style="list-style-type: none"> <li>Contingency in place for sudden premises staff absence;</li> <li>Managing Premises and facilities have separate risk assessment</li> </ul>		<p>regulations. Contingency in place for sudden premises staff absence to be identified. Managing Premises and facilities to have separate risk assessments carried out.</p>
13.	Hazardous substance management, unsuitable COSHH management and use of chemicals leading to ill-health or fire.	<ul style="list-style-type: none"> <li>Suitable storage and management of flammable hand sanitizer is in place;</li> <li>All chemicals used for the cleaning of school buildings and equipment is COSHH assessed and managed appropriately;</li> <li>Material safety data sheets are held for all chemicals and readily available to all staff;</li> <li>All cleaning chemicals are stored safely and securely in accordance with requirements;</li> <li>COSHH safety training has been completed by all those using chemicals for cleaning;</li> <li>Appropriate PPE is available for all cleaning including suitable PPE for cleaning of potential coronavirus contaminated rooms or equipment.</li> </ul>	Low/ Medium	Additional training and awareness required to ensure staff are confident with cleaning procedures and the safe use of cleaning substances and sanitizer. ToolBox Talk information sheet provided to all staff as part of their training when handling chemicals such as cleaning substances.
14.	Fire and evacuation procedures being inadequate at this time due to lack of trained staff or occupants being spread around the building without suitable procedures in place.	<ul style="list-style-type: none"> <li>Evacuation plans including the following have been reviewed: <ul style="list-style-type: none"> <li>Safe assembly of occupants following social distancing requirements where reasonably practicable</li> <li>Safe exit via the nearest final exit;</li> <li>Training occupants of any changes to evacuation;</li> </ul> </li> </ul>	Low	Fire evacuation procedures apply. All staff, students and visitors to assemble in the court area in their specified tutor groups. Registers to taken. SLT on site to manage and

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions √/X (If √ See Actions)
		<ul style="list-style-type: none"> <li>Ensuring there are enough staff on site with the ability to sweep all used areas of the school</li> <li>All other fire system testing and maintenance has continued as normal.</li> <li>Fire drill to be undertaken regularly.</li> </ul>		supervise Fire evacuation procedures. Staff students and Contractors to practice fire assembly with social distancing in mind but must be practicably reasonable.
15	Risk to clinically vulnerable groups from COVID	<ul style="list-style-type: none"> <li>Extremely vulnerable individuals no longer need to shield but must follow government rules and advice regarding social distancing, face masks and hygiene.</li> <li>Young people and staff who were deemed clinically extremely vulnerable should follow the advice from their doctor.</li> <li>Young people who live with someone who is clinically extremely vulnerable, but who are not clinically extremely vulnerable themselves, should still attend education.</li> </ul>	Low/medium	Staff identified as being clinically vulnerable may undertake an assessment with their line managers and processes have been put in place to mitigate any risks. These will be reviewed regularly. TLCs to identify students who are clinically vulnerable and carry out RAs in conjunction with parents. Clinically vulnerable or have underlying health conditions but are not clinically extremely vulnerable, may continue to attend education in line with current guidance. Follow government guidance if shielding .

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions √/X (If √ See Actions)
16	Contact Points Contagion - Equipment use printers, workstations, apparatus, machinery etc - - non-compliance with Covid - 19 government guidelines	<ul style="list-style-type: none"> <li>Regularly clean and disinfect common contact surfaces in reception, office, access control etc. (screens, telephone handsets, desks).</li> <li>Activities and resources</li> <li>All equipment to be properly cleaned after use.</li> <li>All shared resources to be thoroughly cleaned by the member of staff who has just used it after use (including computers, mouse, keyboard equipment etc.). This must be built into end of each activity routines including use of the classroom computers. This is the responsibility of all classroom practitioners.</li> <li>Try to reduce working with paper/other materials that are shared in a way that may aid transmission, i.e. consideration to be given to photocopying, etc.</li> <li>IT Suites used as little as possible. All keyboards to be wiped down with appropriate wipes.</li> <li>The booking of IT Suites will be monitored and timetabled to allow cleaning between visits</li> </ul>	Low/medium	PPE Hygiene boxes placed in each classroom area containing wipes and cleaning materials to wipe equipment after use. Protocols and classroom guidance provided in all rooms. Students handling of equipment will be minimised and experiments and demonstrations carried out by staff remotely. Hand sanitizer located near equipment.
17	Covid-19 Outbreaks on site	<ul style="list-style-type: none"> <li>Kendrick must take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19). The school will contact the local health protection team. This team will also contact the school directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school - as identified by NHS Test and Trace.</li> <li>The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.</li> </ul>	low	School will comply with government guidance. If a large outbreak is discovered contingency arrangements and contingency framework put into action.



Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions √/X (If √ See Actions)
		<ul style="list-style-type: none"> <li>The health protection team will work with schools in this situation to guide them through the actions they need to take.</li> </ul>		
18	Testing and contact tracing- – non-compliance with Covid-19 government guidelines	<ul style="list-style-type: none"> <li>Kendrick School understands the NHS Test and Trace process and how to contact their local Public Health England health protection team.</li> <li>Staff members and parents/carers understand that they will need to be ready and willing to:</li> <li>Book a test if they are displaying symptoms. Staff and students must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school.</li> <li>provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test &amp; Trace</li> <li>Self-isolate if required to do so.</li> </ul>	low	School will comply with government guidance. The school has made arrangements to provide 2 LFT test all students on Day 1 Term 1 2021/22 onsite, 3-5 days apart. Staff and students to undertake twice weekly testing to end of September 2021.
19	Reception areas- – non-compliance with Covid-19 government guidelines	<ul style="list-style-type: none"> <li>Telephone appointments/emails to office where possible to minimise queues at reception</li> <li>Screens remain in place to separate staff and/or demarcation in place to maintain adequate social distancing</li> <li>Notices to maintain social distancing displayed</li> <li>Sanitisation / hand washing protocols to be observed when handling deliveries.</li> <li>Enhanced cleaning regime in place at reception and all school settings in line with COVID-19: cleaning of non-healthcare settings guidance</li> <li>Visitors are allowed onto the school site.</li> <li>Ensure all visitors / building users are aware of expectations. They must follow social distancing, hand washing / use of sanitiser on entry and adhere</li> </ul>	low	External visitors to be allowed and wear masks as directed by the member of staff. Reception staff to be confident with visitors and the use of PPE. All visitors advised to wear face coverings in school buildings.

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions √/X (If √ See Actions)
		<p>to any restrictions on accessing parts of the building stipulated by the school.</p> <ul style="list-style-type: none"> <li>• Signage in reception regarding good hygiene.</li> <li>• A record should be kept of all visitors.</li> <li>• Visitors to wear face coverings</li> </ul>		
20	Corridors / staircases- – non-compliance with government guidelines	<ul style="list-style-type: none"> <li>• Reminders and signage placed for adequate social distancing where queuing is expected.</li> <li>• Posters to maintain social distancing displayed</li> <li>• Increased natural ventilation by opening windows</li> </ul>	Low	One-way systems maintained where reasonably practicable
21	Classrooms and teaching areas-cannot maintain and allow adequate social distancing and effective teaching within government guidelines	<ul style="list-style-type: none"> <li>• Classrooms configured and rearranged so students are facing in one direction and are de-cluttered.</li> <li>• Teacher at the front of the room</li> <li>• Clear signage in all rooms.</li> <li>• Rooms have been de-cluttered to remove as many surfaces which may harbor the virus, as much as possible.</li> <li>• Teachers to provide broad and balanced curriculum with appropriate resources.</li> </ul>	Low	Teachers may teach with a face mask, visor or shield.
22	School Kitchens / school meal provision at lunchtimes and break times – social distancing measures cannot be adequately maintained	<ul style="list-style-type: none"> <li>• Hand cleaning must take place before and after all food and drink taken.</li> <li>• Hand sanitized upon entry into canteen area</li> <li>• Contactless payment arrangements in place.</li> </ul>	Low	All students to clean hand before eating.
23	Staff Mental Well-being and workload – has been adversely affected during the period of lockdown and by the Covid-19 crisis in general	<ul style="list-style-type: none"> <li>• Staff are encouraged to focus on their well being</li> <li>• Line managers are proactive in discussing wellbeing and workload with staff</li> <li>• Staff have an opportunity to meet with the school counsellor for advice and guidance</li> <li>• Staff advised of wellbeing resources and websites.</li> <li>• Key staff are notified of any family bereavement, allowed compassionate leave and sensitivity from other colleagues</li> </ul>	Medium	Line managers to meet more regularly with staff for a catch-up. Support plan to be arranged if required. INSET days to schedule an element of well-being or time for

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions √/X (If √ See Actions)
				personal issues and exercise.
24	School Trips – noncompliance with Covid-19 government policy and advice.	<ul style="list-style-type: none"> <li>School residential trips can now be undertaken in line with relevant Covid-19 guidance and regulations at all times.</li> </ul>	Low	Essential educational day trips and residential trips may go ahead on the basis of full risk assessments are complete prior to booking confirmations and with SLT agreement. Checks on adequate financial protection and insurance to be carried out. Await government international travel plans.
25	Business Continuity- school closure due to outbreak – unsure of procedures and action to take.	<ul style="list-style-type: none"> <li>Contingency planning and business continuity plan re-established and remote learning to become the default position if severe outbreak occurs.</li> <li>Schools Business Continuity Plan reviewed to include latest guidance</li> <li>School will take swift action if a positive test result for Covid19 is confirmed.</li> <li>School to contact Local Health Protection Team and follow their advice. Keep governors informed.( see Section 18)</li> <li>Schools to keep records</li> </ul>	Low/medium	All departments to review their schemes of work to be aware of future lockdown, e.g. all groups to teach the same topics at the same time where possible to support whole year group teaching. Google or Microsoft virtual classes to be set up at the start of term for all classes. IT support for staff and

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions √/X (If √ See Actions)
				students to ensure remote access for all. SEND passports to be updated to support SEND students when remote learning. Teaching and Learning policy incorporates remote learning criteria. School has undertaken student survey to understand IT resources and access amongst its student population. The school has accessed guidance, resources and support for teachers on educating students remotely during Coronavirus lockdown and isolation periods.
26	Student Mental Well-being and Behaviour- students adversely affected by pandemic, lockdown and isolation and disruption to the next phase of education transition	<ul style="list-style-type: none"> <li>• There are sufficient numbers of staff available to support students with mental health issues and provide the necessary advice and guidance</li> <li>• There is access to professional nurses and counsellors for students to talk to someone about wellbeing/mental health</li> <li>• Wellbeing and mental health is discussed in the PHSCE curriculum programme and remote assemblies</li> </ul>	medium	Additional counsellor sessions can be made available. Staff to be extra vigilant regarding student behaviour and apply therapeutic training techniques at all times.

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions √/X (If √ See Actions)
		<ul style="list-style-type: none"> <li>Resources and websites to support mental health of students.</li> <li>Bereavement folder updated and support can be provided.</li> <li>Staff recognize the impact of lockdown and social distancing measures on students' mental health and well-being.</li> </ul>		<p>Staff to be aware of family bereavement due to Covid-19 and the traumatising effect on the student and family.</p> <p>Additional use of pastoral support and PHSCE resources to promote mental health and resilience.</p>
27	School Uniform – belief that unclean uniform may increase the risk of spreading the virus	<ul style="list-style-type: none"> <li>Uniform policy in place.</li> <li>Government guidance states the washing of uniforms each day is unnecessary.</li> <li>Changing rooms back in use.</li> <li>.</li> </ul>	Low	Students informed that PE kits only to be worn during PE lessons.
28	COSHH Cleaning / Sanitisation products- adverse effects arising from the increased use of cleaning and sanitising products	<ul style="list-style-type: none"> <li>Manufacturers Safety Data Sheet provided to users of chemical outlining safe use, storage, emergency arrangements and PPE to be used.</li> <li>Premises and cleaning staff keep cleaning and sanitisation products stored and secured and out of reach of children at all times Cleaning staff and the school's external cleaning provider ensure safe systems and protocols for use and storage are in place.</li> </ul>	Low	<p>Chemical Inventory and COSHH risk assessment updated.</p> <p>Each Covid Hygiene box to have a laminated protocol/instruction leaflet. Students instructed not to use items without the supervision of staff for their protection.</p> <p>All hygiene boxes have lids.</p>
29	SEND Students & BAME- increased risk due to prevalence of Covid-19 in community or care requiring closer	<ul style="list-style-type: none"> <li>Individual risk assessments for specific students will be reviewed and coordinated by the SEND Coordinator. This will include students who have not previously needed a risk assessment but who in the</li> </ul>	low	SEND Coordinator and TLCs review RA measures and communicate

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	contact affecting social distancing guidelines.	<p>new circumstances may pose a risk e.g. BAME students</p> <ul style="list-style-type: none"> <li>Students who need specific care or specific needs, which cannot be delivered whilst ensuring social distancing e.g. SEND students</li> </ul>		effectively with students, parents and carers.
32	Pregnant Staff and other staff with underlying health conditions- have not been identified and measures have not been put in place	<ul style="list-style-type: none"> <li>All pregnant staff or those with underlying health conditions must make their conditions and circumstances known to the school.</li> <li>Pregnant staff must seek and act on the advice of their GP/consultant/midwife.</li> <li>Pregnant staff must carry out a RA with their line manager to mitigate any risks</li> <li>Follow the RCOG advice published, including advice for women from 28 weeks gestation (third trimester) or with underlying health conditions who are at greater risk -</li> <li>Pregnant women are in the 'clinically vulnerable' category and are generally advised to follow the above advice, which applies to all staff in schools. More guidance and advice on coronavirus (COVID-19) and pregnancy.</li> </ul>	Low/medium	SLT to be informed ASAP in order to minimise risks to staff and child and put in place staff cover measures for any absence. Monitor for future updates. Follow government guidance on Covid safe practices, (hands, face, space). Wash hands regularly, stay at home as much as possible, follow social distancing measures, wear masks, ensure good ventilation and stay away from anyone who has symptoms. Changes to room allocation and other adaptations used to minimise contact and movement with and amongst students and staff.

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions √/X (If √ See Actions)
30	Transport – public –use of bikes- public transport adversely affects student and staff attendance and punctuality	<ul style="list-style-type: none"> <li>• Liaison between LA and public transport companies have taken place.</li> <li>• Stakeholders encouraged to walk or cycle to school.</li> <li>• Cycle policy and agreement revised and updated. Students to sign Cycle Agreement and adhere to regulations.</li> <li>• Families using public transport should refer to:  <a href="https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers">https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</a></li> </ul>	Low/medium	Maintain sanitizer stations at entrances/exits. It is expected and recommended that face coverings are worn when travelling on public or dedicated transport.
31	Extra Curriculum Provision- including music lessons to reduce the risk of contagion - School Calendar- too full with programme of events including educational visits, residential, concerts and meetings	<ul style="list-style-type: none"> <li>• All clubs, activities, evening events and House Events to go ahead with the agreement of SLT.</li> <li>• Information and welcome events to be conducted remotely.</li> <li>• Parent teacher consultations to be conducted remotely.</li> <li>• Residential trip and all day trips to be proposed and agreed with the Headteacher.</li> </ul>	Low	A combination of face-to-face meetings and remote meetings to take place. Events, performances and rehearsals with an audience are permitted. It is expected and recommended that face coverings are worn when travelling on public or dedicated transport organized for trips.
32	Curriculum Expectations - Students have fallen behind in their learning and understanding especially PPG students and the achievement gaps widens	<ul style="list-style-type: none"> <li>• Gaps in learning of PPG students to be assessed and addressed in teachers' planning</li> <li>• Intervention available for students who have fallen behind once teacher assessments are complete</li> <li>• Exam syllabus for 2021/22 established and expected to be fully covered.</li> <li>• Remote learning will be the default position if lockdown required.</li> </ul>	Low	Intervention plans put in place. Monitoring and assessment data scrutinized regularly. Catch-up funds to be used and tuition/booster classes

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions √/X (If √ See Actions)
		<ul style="list-style-type: none"> <li>Teaching and Learning and Curriculum based policies adapted to embrace remote learning should the situation arise due to lockdown or self-isolation of student and or staff.</li> </ul>		to be arranged as required.
33	Hirers and Lettings Facilities –non compliance of social distancing and enhance hygiene controls	<ul style="list-style-type: none"> <li>Clubs to provide sport appropriate risk assessment.</li> <li>School procedures and protocols regarding social distancing, enhanced cleaning, and hygiene have been put in place.</li> <li>Communication with hirers to explain Covid-19 safe measures taken place advising of the school protocols e.g. avoidance of changing facilities, no spectators, one-way system etc</li> </ul>	Low/medium	School procedures and protocols to be monitored and reviewed once lettings facilities are fully in use. One way systems in place to minimize contact and improve movement.
34	Available capacity- the number of available staff is lower than required to teach in school and operate effective remote school learning.– new Timetable	<ul style="list-style-type: none"> <li>The health and availability of all staff members is known and regularly updated so that deployment can be planned and initiated effectively.</li> <li>Clinically vulnerable staff have been identified and Health Risk Assessment carried out. Staff to contact headteacher.</li> <li>Adaptations made as required and as practically reasonable.</li> <li>Staff who are self-isolating but well enough to teach and work remotely will continue to do so.</li> </ul>		Staff who are BAME or aged 50 plus and may be susceptible to risk of poor health should they contact COVID-19 have been identified and spoken with their line manager. Risk assessments to be carried out. Contingency timetables are available for reduced numbers of staff. The school is aware of the contingency framework published by the government and



Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions √/X (If √ See Actions)
				will make use of remote teaching as required.
35	Governance & oversight- Governors are not fully informed or involved in the key decision making	<ul style="list-style-type: none"> <li>On line meetings and face-to-face meeting scheduled throughout the academic year to ensure statutory requirements are met.</li> <li>Governing body informed and involved in the re-opening of the school</li> <li>Governors are briefed regularly on the latest government guidelines</li> <li></li> </ul>	Low	SLT and Chair of governors in regular communication. Remote conference meetings to continue.
36	Communication Strategy- Key stakeholders are not fully informed about changes in procedures and protocols due to Covid -19	<ul style="list-style-type: none"> <li>Communication strategies for all key stakeholder groups are in place:</li> <li>Staff</li> <li>Students</li> <li>Parents/Carers</li> <li>Governors</li> <li>Outside agencies, contractors and hirers</li> </ul>	Low	SLT have planned communications with all stakeholders. Communication and key messages in line with government guidelines are reinforced regularly. Website has been adapted to include a Covid-19 section. Complete Risk assessment has been uploaded onto the website. SLT weekly newsletters to be maintained. Hirers regularly contacted.
37	CPD & INSET- staff are not trained in new procedures and unsure how to comply with guidance leading to increase in health and safety risks	<ul style="list-style-type: none"> <li>New hygiene arrangements to be used throughout the academic year.</li> <li>INSET day programme on Covid-19 and PPE and risk assessments</li> </ul>	Low	Handbook to be revised to include Covid-19 infection control

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions √/X (If √ See Actions)
		<ul style="list-style-type: none"> <li>• Induction for all staff on infection control , Fire Evacuation, safeguarding</li> <li>• New staff to undertake induction programmes and liaise with assigned mentor, maintaining social distancing guidelines.</li> </ul>		measures and the use of PPE. In year INSET programme reviewed and revised to provide Covid safe procedures. Use of Therapeutic Behavioural strategies to be reinforced to help students affected by lockdown.
38	Free School Meals (FSM)- PPG-BURSARY- students eligible for Free School Meals and additional support do not receive adequate financial assistance and FSM	<ul style="list-style-type: none"> <li>• School Admin procedures to ensure all FSM entitled students receive free school meals under the new canteen pre-ordering system without stigma.</li> <li>• Financial help for transport, uniform and educational resources is provided.</li> <li>• Liaison with external catering company to ensure hot meals available for FSM eligible students.</li> <li>• FSM e-vouchers available as directed by government and LA.</li> </ul>	Low	Communication with parents/carers to ensure FSM applications are completed, to be robust.
39	Finance –cost of Covid-19 control measures and enhanced facilities places an additional financial strain	<ul style="list-style-type: none"> <li>• Key budget lines for additional caretaking and hygiene costs have been augmented to allow the purchase of sanitizers, soap, PPE etc.</li> <li>• Additional Covid-19 costs closely monitored due to additional cost pressures</li> <li>• Monitor the Lettings income stream to check budget target will be met.</li> <li>• Track PPE and hygiene supplies to ensure use for school purposes only. Stock control measures in place.</li> </ul>	Medium/high	School will comply with government Covid19 claim requirements and where possible claim for additional funding.
40	Staff workplaces- staff rooms do not allow observation of social distancing	<ul style="list-style-type: none"> <li>• Staff rooms and offices have been reviewed and appropriate configurations of furniture and</li> </ul>	Low	Staff have been briefed on the use of the rooms and will be sensitive to

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions √/X (If √ See Actions)
		<p>workstations have been put in place to allow social distancing</p> <ul style="list-style-type: none"> <li>• Social distancing and hand sanitization guidelines apply.</li> <li>• Increased cleaning of hard surfaces.</li> <li>• Minimise sharing of items and resources and items sanitized before sharing/re-use</li> </ul>		the need of individuals. Maximum room capacity limits to be established for all rooms and placed externally.
41	Attendance of staff and students is low due to anxiety of catching Covid -19 affecting the education of children and wider development	<ul style="list-style-type: none"> <li>• School to communicate with parents/carers that it is their duty to secure regular attendance at school from September 2021. All students must attend school.</li> <li>• School will record attendance and follow up absences.</li> <li>• School can impose sanctions, including fixed penalty notices.</li> <li>• School to ensure details of staff and students having to self-isolate are known and monitored.</li> <li>• School to have due regard and sensitivity for staff and students for concerns about the comparative risk from coronavirus especially from BAME backgrounds or who have certain conditions such as obesity and diabetes.</li> <li>• Kendrick continues to have a duty of care to their employees, and this extends to their mental health.</li> </ul>	Low/medium	Governors and SLT to provide additional reassurance of the measures in place to reduce the risk in school. Information about the extra mental health support for staff and students and Wellbeing for Education return programme is available. The Education Support Partnership provides a free helpline for school staff and targeted support for mental health and wellbeing.
42	Students, staff and other adults come onto the site who have tested positive or have symptoms of Covid-19 (unwell with a new and persistent cough or a high temperature, or has a loss of or change in, their normal sense of taste or smell (anosmia)) making prevention difficult	<ul style="list-style-type: none"> <li>• Any person coming onto the school site with symptoms will be sent home and advised to follow the guidance for households with possible or confirmed coronavirus (COVID-19) infection, which sets out that they should self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-</li> </ul>		Staff know the response they should take if there is an infection. Staff and students willing and ready to book a test and self-isolate if required.

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions √/X (If √ See Actions)
		<p>isolate for 10 days from when the symptomatic person first had symptoms.</p> <ul style="list-style-type: none"> <li>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.</li> </ul>		<p>Staff and students can use the government supply of LFD testing kits held in school. Trained staff will support staff and students with the LFD procedures so they are confident in performing the test themselves. Tests will only be carried out where consent has been given. Any person obtaining a positive result from a LFD device must report this and present themselves for a PCR test and self isolate.</p>
43	Staff and students returning from some countries will be required to quarantine and not able to work in school	<ul style="list-style-type: none"> <li>The school will ensure that staff and students comply with quarantine regulations and self-isolate as required.</li> </ul>	Low	SLT to discuss leave arrangements with staff to inform workforce planning and students to inform on lost learning.
44	Safeguarding and child protection policy	<ul style="list-style-type: none"> <li>Updated for 2021/22 academic year with new appendices and available on the website.</li> </ul>	Low	All staff to read and sign that they have read and understood the new policy.
45	Sport and physical exercise, singing and bass instrument playing in Music	<ul style="list-style-type: none"> <li>Kendrick has the flexibility to decide how physical education, sport and physical activity, Music and</li> </ul>	Low	Outdoor sports areas and the use of large indoor spaces with

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions √/X (If √ See Actions)
	and Art subjects do not meet curriculum expectations.	<p>Drama lessons will be provided whilst following the measures in their system of controls.</p> <ul style="list-style-type: none"> <li>• Singing is permitted in line with guidance from the DCMS for professionals and non-professionals but with certain restrictions.</li> <li>• Whilst there are no longer any restrictions on singing in schools, singing should still favour quality of sound and quieter singing which would generate fewer airborne particles, limit the duration of singing sessions and not over-emphasise diction, use microphones where possible.</li> <li>• Wind and brass players should be positioned to avoid air from their instrument blowing into another player.</li> <li>• playing indoors with appropriate social distancing and Covid-19 mitigations students should be positioned back-to-back or side-to-side whenever possible.</li> <li>• avoid sharing instruments and equipment limit handling music scores or parts.</li> <li>• regularly disinfect shared equipment, for example, music stands, chairs.</li> <li>• Social distancing should be maintained wherever possible.</li> <li>• Continued engagement with peripatetic teachers and music education hubs.</li> </ul>		good ventilation flows (through opening windows and doors or using air conditioning systems wherever possible) prioritized. Social distancing between students and attention to cleaning and hygiene maintained. Government guidelines to be followed at all times.
46	Assessment and accountability of RSE Policy disrupted and does not meet standards and expectations caused by the Coronavirus	<ul style="list-style-type: none"> <li>• Schools are required to provide some relationships, sex and health education to all secondary age pupils in the academic year 2020 to 2021, and to provide some relationships and health education to all primary age pupils</li> </ul>	Low	Policy deliverables are provided in PHSCE lessons.
47	Ofsted accountability and educational standards disrupted and not met due to Coronavirus.	<ul style="list-style-type: none"> <li>• Ofsted will resume its full programme of routine, graded school inspections in September 2021.</li> </ul>	Low	SLT and governors have received training and guidance by DHT. SLT

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions √/X (If √ See Actions)
		<ul style="list-style-type: none"> <li>Ofsted is currently piloting some changes to its inspections to take account of the challenges raised by COVID-19.</li> </ul>		ensure preparedness for Ofsted visit.
		<ul style="list-style-type: none"> <li></li> </ul>		

<b>ACTION PLAN</b> (Additional Control Measures Required/Recommended Actions)	
Hazards and Risks	Recommended Actions
Change in government guidance and lack of consistency in approach	Kendrick will continue to receive daily government guidance notifications and advice from ASCL and will react and act to minimise the threat of infection but maximising the teaching and learning in school or remotely.
Safeguarding	Changes to KCSIE 2021 has been addressed by the DSL during INSET days on 1 <sup>st</sup> & 2 <sup>nd</sup> September 2021
Ventilation& CO2 Monitors	CO2 monitors will also be provided to all state-funded education settings from September, so staff can quickly identify where ventilation needs to be improved. Further information will be issued as monitors are rolled out.
Contingency framework – stepping measures up and down	contingency plans (outbreak management plans) outlining what to do if students or staff test positive for COVID-19, or how you would operate if you were advised to take extra measures

		to help break chains of transmission and /or extra action if the number of positive cases substantially increases.
	LFT Review	Staff and students should continue to test twice weekly at home until the end of September, when this will be reviewed by the government. Kendrick will retain a small asymptomatic testing site (ATS) on-site until further notice to offer testing to students who are unable to test themselves at home.
	Remote Education	<p>Students who need to self-isolate because they have tested positive will be supported to work or learn from home if they are well enough to do so. Subject to the remote education temporary continuity direction, schools are required to provide remote education to students covered by the direction, where their attendance would be contrary to government guidance or legislation around COVID-19.</p> <p>Kendrick will maintain its capacity to deliver high-quality remote education for the next academic year, including for students who are abroad, and facing challenges to return due to COVID-19 travel restrictions, for the period they are abroad.</p>

**Please note:**

All controls are subject to change should government guidance change due to changes to the 'R' rate. This could change on a daily basis. Government and DfE guidance MUST be regularly reviewed. Risk assessment must be reviewed if there is a significant change.

*Any further actions identified should be completed before the assessed task is carried out.*