



Heathfield Knoll School

Operational Risk Assessment for School Reopening- COVID 19

This policy is supported and complemented by the following policies:

- Behaviour
- Fire Safety
- First Aid
- Health and Safety
- Safeguarding

Key personnel:

Headmaster

Lawrence Collins

Health and Safety Advisor

Julie Onions

Head of Wellbeing

Teresa Stooksbury

This document will be reviewed weekly by all of the key personnel or as events or legislation change require.

Reviewed Weekly

Updated 30th April 2021

Introduction

The COVID-19 outbreak is dynamic, changing daily, if not hourly.

This COVID-19 Risk Assessment provides advice and guidance in identifying, assessing and describing methods of controlling risks here at HKS. It aims to prompt the thought and decision making processes but with the normal caveat: that it is only as good for the minute it is published.

It will be updated whenever advice, circumstances, or any of the assessed risk factors are seen to have changed.

Rationale

The logic behind these actions, and the need for this note, is the ongoing 'duty of care' HKS has for their whole community: governors, staff, parents and pupils.

A 'duty of care' means a legal obligation to ensure the safety and well-being of others. Some duties are established, such as "the teacher and pupil relationship", and "the employer and employee relationship". With COVID-19 schools are having to make difficult and timely decisions in order to fulfil this duty to their pupils, parents and staff.

For COVID-19 there are three important factors to take into account:

- a. *state of knowledge* - the developing knowledge of the virus itself and up-to-date government guidance at the time decisions are made.
- b. *seriousness of likely injury* – this will have to be assessed on a case by case basis. For example, if there has been a confirmed case in the school population. A proportionate risk assessment would also have to be taken in identifying where an affected individual has been, who they had contact with and areas they may have used. A further concern is if some pupils have more vulnerability to COVID-19 than others.
- c. *Cost and difficulty of taking precautionary measures* - closing schools has had considerable costs and difficulties from furloughing staff, ensuring the provision of education remotely to school fees and examinations.

Conclusion

The phrase “a lot of moving parts” has never been so correctly applied to a situation where the risk posed by the virus is dynamic and will remain so. So many different stakeholders of varying ages and health will bring multiple shifting risks which must be considered on a daily basis for the safety of pupils, staff and parents.

The leadership team must analyse and then co-ordinate the way ahead. To do this, information from agencies and knowledge of the school are paramount factors and here at HKS we will make informed decisions and changes that reflect a safe and secure school environment

COVID-19: Operational risk assessment for school reopening

Please note: this risk assessment should be undertaken in conjunction with the guidance on school reopening issued by the Department for Education on 11th May 2020 as follows:

Actions for educational and childcare settings to prepare for wider opening from 1 June 2020

Coronavirus (COVID-19): implementing protective measures in education and childcare settings

September 2020 reopening has been highlighted in yellow –alongside protective measures that have been in place pending a regional outbreak

Tighter measures put into place 29/09/2020

Following National Lockdown measures – from 09/11/2020

Amendments 4th January 2021

Full return to work – March 8th 2021

Assessment conducted by:	J. ONIONS & T.STOOKSBURY	Job title:	H&S ADVISOR HEAD OF WELLBEING	Covered by this assessment:	Staff, pupils, contractors, visitors, volunteers		
Previous review date:	26 Aug 2020 04/11/18/25 Sept2020 02/09/16 Oct 2020 06/13/20/27 Nov 2020 4/11 Dec 2020 4/8/14/21/28 Jan 2021 4/11/26 Feb 2021 5/12/19/26 March 2021 23/30 April 2021	Date of this assessment:	30/04/2021	Review interval:	WEEKLY	Date of next review:	07/05/2021

Related documents	
<p>Trust/Local Authority documents:</p>	<p>Government guidance:</p> <p><u>Actions for educational and childcare settings to prepare for wider opening from 1-june 2020</u></p> <p><u>Implementing protective measures in education and childcare settings</u></p> <p><u>Covid 19 school closures/guidance for schools about temporarily closing</u></p> <p><u>Implementing social distancing in education settings</u></p> <p><u>Guidance for educational settings</u></p> <p><u>Cleaning in non healthcare settings</u></p> <p><u>Guidance-for-schools-coronavirus-covid-19 Aug 20</u></p> <p><u>Early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-in-the-autumn-term</u></p> <p><u>National restrictions from 5 November</u></p> <p><u>Asymptomatic Testing in Schools</u></p> <p><u>January 2021 Guidance</u></p> <p><u>Contingency framework for education</u></p> <p><u>How to Self Isolate</u></p> <p><u>Guidance for specialist provision during the national lockdown</u></p> <p><u>March 8th return to work</u></p>

Risk matrix

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

Areas for concern	Who may be harmed and how	Risk rating prior to action (H/M/L)	Control measures	In place Yes/No	Further action/comments
<p>Available capacity of the school is reduced when social distancing guidelines are applied</p>	<p>PUPILS STAFF Higher risk of exposure to COVID</p>	<p>HIGH</p>	<ul style="list-style-type: none"> • Agreed number of pupils who can attend the premises on any given day to enable compliance with social distancing rules. • Agreed new timetable and arrangements confirmed for each year group. • Arrangements in place to support pupils when not at school with remote learning at home. • School will operate as 'normal' adhering to Covid 19 recommendations – social distancing, hand washing, sanitising stations in every room, visors for staff issued with correct usage demonstrated during inset. Marked unshared areas in place. Extra cleaning regimes undertaken. • Following Jan 21 new guidelines – lockdown of Years Reception – Yr 11. Day Nursery, Connect & Preschool continue to operate with full Covid measures in place • School will operate as September 2020 (yellow) 	<p>YES</p>	<ul style="list-style-type: none"> • 15 Pupils maximum in rooms -2 metres apart • Remote Learning continuing on revised timetable • All children expected in school – remote learning will take place should it be necessary • All children to attend school • Staggered return Jan 2021 – see flow chart below • Restricted return DN / PS & Connect pupils also key worker pupils
<p>Classroom sizes will not allow adequate social distancing</p>	<p>PUPILS STAFF Higher risk of exposure to COVID</p>	<p>HIGH</p>	<ul style="list-style-type: none"> • Classroom size and numbers reviewed. • Class sizes and timetables/staffing amended allowing for reduced numbers in line with government guidance (i.e. a maximum of 15 pupils per class) • Rooms re-modelled- in our secondary year group classrooms with chairs and desks in place to allow for social distancing and as far as possible in our primary age year groups • Spare chairs removed from desks so they cannot be used. • Clear signage displayed in classrooms promoting social distancing. • Lower school, classes stay together with their teacher and do not mix with other pupils. Years 5/6 will have specialist teacher • Year 10 will stay together and not mix with other pupils but they will be taught by specialist teachers. • EYFS – Smaller 'bubble groups' have been organised. Maximum 'bubble group' for Preschool-13. Maximum 'bubble groups' First Steps based on ratios. Owls 6, Robins 8. • Bubbles reviewed – 5 groups – Nursery, Preschool – Year4, Years 5-8, Years 9-11 and Connect • Bubbles reviewed DN, PS, Rec, 1&2, 3&4, 5&6, 7&8, 9, 10, 11- now 2 groups 	<p>YES</p>	<ul style="list-style-type: none"> • Signage purchased and displayed in all areas • Year groups assigned specific rooms / toilet facilities • Social distancing of 1m will be adhered to in all teaching areas • Staff will be required to wear visors whilst teaching where the 1m recommendation is enforced. • New bubbles will be enforced by all staff • New bubbles adhered to- staff to be extra vigilant in Music, Drama, Science, Art and Food Tech where some overlap may take place • All staff to wear visors when teaching and around school • A new room allocation has

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			<ul style="list-style-type: none"> Pupils will stay in form rooms and the staff will move to them rather than the other way around – staff format a 'fixed seating plan' School will operate as green changes 		<ul style="list-style-type: none"> been devised specifically for upper school – allowing more room for teaching in bubbles Bubbles to remain the same with fixed seating in place Secondary Pupils will be required to wear masks in lessons
<p>Large spaces need to be used as classrooms</p>	<p>PUPILS STAFF Higher risk of exposure to COVID</p>	<p>HIGH</p>	<ul style="list-style-type: none"> Limits set for large spaces (e.g. sports hall) for teaching. Each bubble (of 15 or less pupils) will not mix with other bubbles. Large gatherings prohibited. Design layout and arrangements in place to enable social distancing. 	<p>YES</p>	<ul style="list-style-type: none"> Sports hall can be used for specific Year group if necessary
<p>The number of staff who are available is lower than that required to teach classes in school and operate effective home learning</p>	<p>PUPILS STAFF Higher risk of exposure to COVID</p>	<p>HIGH</p>	<ul style="list-style-type: none"> All members of staff are contacted and the health status and availability of every member of staff is known and is regularly updated so that deployment can be planned. Full use is made of those staff who are self-isolating or shielding but who are well enough to teach lessons online. A blended model of home learning and attendance at school is utilised. Some members of staff may need to shield – as requested by Government guidance – Google Classroom & ClassDojo will be used to continue pupils education. Two members of teaching staff have to shield for a further 3 weeks – remote teaching to take place 	<p>YES</p>	<ul style="list-style-type: none"> TS constantly keeps in touch with all staff. At present no lesson disruption as all staff engaged in remote or face to face learning All staff are expected to return to work in Sept unless agreed by the Headmaster All staff have returned to HK Working from 09/11/20 Re shielding to take place from Jan 21 – 31st March 2021
<p>The continued prioritisation of vulnerable pupils and the children of critical workers will create 'artificial groups' within schools when they reopen</p>	<p>PUPILS STAFF Higher risk of exposure to COVID</p>	<p>HIGH</p>	<ul style="list-style-type: none"> Plans are in place to meet the learning needs of the children who are outside of the main cohorts attending school. These children will remain in their own bubble throughout the day. Pastoral and SEND support is deployed wherever possible to support prioritised pupils. Efforts continue to improve the attendance of vulnerable pupils and those from disadvantaged backgrounds. All pupils to return 	<p>YES</p>	<ul style="list-style-type: none"> EW (SEND) and all staff continue with Pastoral meetings and 1:1 engagement with vulnerable pupils All SEND children have been notified and will return in Sept Children have returned and updates provided weekly Vulnerable and key children –

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					<p>returning 06/01/21</p> <ul style="list-style-type: none"> All pupils returning 8th March 2021
<p>The start and end of the school day create risks of breaching social distancing guidelines</p>	<p>PUPILS STAFF Higher risk of exposure to COVID</p>	<p>HIGH</p>	<ul style="list-style-type: none"> Start and departure times are staggered throughout all of the school (EYFS, Years 1-4, Year 6 and Year 10) The number of entrances and exits to be used is maximised. Where possible different entrances/exits are used for different groups and where more than one bubble is required to use the same entrance / exit times, school start and end times have been staggered. Staff and pupils are briefed and signage provided to identify which entrances, exits and circulation routes to use. A plan is in place for managing the movement of people on arrival to avoid groups of people congregating. Parents have been notified that they will not get out of their cars until there is space to queue and they will be reminded to socially distance by members of staff on duty. Parents have been advised if they show any symptoms of Covid-19 For pre-school only one parent is allowed to drop off and only one at a time are allowed to get out of their cars i.e. no queues to form Floor markings are visible where it is necessary to manage any queuing. Attendance patterns have been optimised to ensure maximum safety. The Headmaster has also filmed videos for parents /pupils in each Year group. Providing information on parking, where they need to go and timings for the day. 8.40 Start time for all –keeping specific drop off and pick up 	<p>YES</p>	<ul style="list-style-type: none"> Day Nursery: start 8.00am - 4.00pm 7.30- 6.00PM normal hours Preschool: start 8.45am, finish 3.15pm 4pm –Sept Reception and Yr1: start 8.55am, finish 3.00pm 8.40-4PM Year 2,3 & 4 start 9.10 -3.20pm Year 6 and Yr10: start 8.50am, finish 3.10pm All year groups have been contacted and attendance registered V:\COVID INFO\Coronavirus Update to Parents 13th March 2020.pdf Staggered return same hours remain for groups from 18th Jan Amended no groups returning

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			<ul style="list-style-type: none"> points –Staggered leaving time for Rec –Year 2 & Preschool – school ends 4pm unless after school activities until 6pm. All parents are being asked to wear masks around school and are being urged to drop off and leave All ASA suspended –Day ends at 4pm –childcare offered School will operate until 4pm – prep is available 		<ul style="list-style-type: none"> Parents all briefed before start of school in Sept Staff vigilance at drop off and pick up to move parents along Minibuses will leave at 4pm As of 6th January 2021 5pm Minibuses will leave at 4pm
<p>Movement around the school risks breaching social distancing guidelines</p>	<p>PUPILS STAFF Higher risk of exposure to COVID</p>	<p>HIGH</p>	<ul style="list-style-type: none"> Circulation plans have been reviewed and revised. One-way systems are in place where possible. Appropriate signage is in place to clarify circulation routes. Movement of pupils around school is minimised as much as possible, with pupils staying in classrooms and staff moving around. Classrooms have direct entrances and exits. Toilet rotas are in place to manage social distancing of bubbles. Lesson change overs are staggered to avoid overcrowding. Pupils are regularly briefed by staff, regarding observing social distancing guidance. Appropriate duty rota and levels of supervision are in place throughout the school. Children will eat their lunch within their classrooms or outside within their allotted play area. Staff will supervise toileting arrangements throughout the day in Lower school Toilets in Lower school have been segregated one per class, clearly labelled and only one pupil at a time can attend the area – changed Sept back to normal Dining Hall rota allowing social distancing and supervision of 'bubble groups' Pre school and Lower school to eat in classrooms Pupil movement has been restricted – staff now moving to 	<p>YES</p>	<ul style="list-style-type: none"> Duty rota to be fine-tuned upon pupil / staff attendance More space allotted to each group- enabling separation of bubbles to continue

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			<ul style="list-style-type: none"> Lessons The library has been converted to a temporary lunch room for Years 9 & 10 – separated by boards Year 11 pupils are completing all their lessons and breaks in the Learning Support room Pupils aged 11+ will wear a plain mask during lesson transitions and in social communal areas School will operate as September 2020 (yellow) 		<ul style="list-style-type: none"> Parents updated regarding mandatory mask wearing 06/11/2020 Years 9&10 will now eat in the dining room and 7 & 8 Classroom
<p>Pupils will have fallen behind in their learning during school closures and achievement gaps will have widened</p>	<p>N/A</p>	<p>LOW</p>	<ul style="list-style-type: none"> Home and remote learning is continuing and is calibrated to complement in-school learning and address gaps identified. Exam syllabi are covered. Plans for intervention are in place for those pupils who have fallen behind in their learning or need extra learning support. Pupils are able to use their Chromebooks if isolating at home – no paper based work is being used School will operate as September 2020 (yellow)- face to face lessons 	<p>YES</p>	<ul style="list-style-type: none"> Continued remote learning until further notice. Face to face teaching to take place in all subjects from Sept Face to face working well- staff to now go to pupils lessons Working well at present A return to remote learning for Years Rec-11 from 6/1/21 are to be taught remotely
<p>Staff rooms and offices do not allow for observation of social distancing guidelines</p>	<p>STAFF Higher risk of exposure to COVID</p>	<p>HIGH</p>	<ul style="list-style-type: none"> Staff rooms and offices have been reviewed and appropriate configurations of furniture and workstations have been put in place to allow for social distancing (removal of soft furnishings and less workstations) Staff have been briefed on the use of these rooms during weekly staff meetings. 	<p>YES</p>	<ul style="list-style-type: none"> Staff room maximum room – 4 members of staff only Staff rooms have been adapted and allow for max 6 people (2m ruling applies) No social gatherings are allowed on site Continuity of yellow lockdown restrictions
<p>Limited progress with the school's summer term calendar and workplan because of COVID-19 measures</p>	<p>N/A</p>	<p>LOW</p>	<ul style="list-style-type: none"> School calendar for the summer term rationalised. Senior Leadership Team (SLT) and staff work plans to include short- and medium-term planning. Staff recruitment for September 2020 completed. Curriculum and timetable for September 2020 in operation. Operations will be continually reviewed throughout the summer break to take into account any further government guidance that is published or any other changes as a result of the 	<p>YES</p>	<ul style="list-style-type: none"> All new staff recruitment completed MJS is completing the timetable and curriculum for Sept 2020 School to function 'as normal' from Sept 20 – no books to go home – homework completed

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			<p>pandemic</p> <ul style="list-style-type: none"> School will operate as September 2020 (yellow) 		<ul style="list-style-type: none"> online using Class Dojo or Google classroom All working well School continues to function well School will continue to provide lessons – all online
<p>Pupils moving on to the next phase in their education do not feel prepared for the transition</p>	<p>N/A</p>	<p>HIGH</p>	<ul style="list-style-type: none"> A plan is in place for pastoral staff to speak with pupils and their parents about the next stage in their education and resolve any issues. There is regular and effective liaison with the destination institutions (e.g. secondary schools, post-16 providers) to assist with pupils' transition. Regular communications with the parents of incoming pupils are in place, including letters, newsletters and online broadcasts. Virtual tours of the school are being planned for parents and pupils. Online induction days for pupils and parents are planned. Online meetings and information sessions have been arranged with pupils and parents School will operate as September 2020 (yellow) 	<p>YES</p>	<ul style="list-style-type: none"> Virtual school tours are being created. Online webinars have been offered for EYFS and new pupils entering the school Online meetings are being held with parents and face to face tours are taking place weekly-adhering to Covid recommendations –regarding sanitising, wearing of masks and track and trace details being documented. Staff continue to meet prospective requests online
<p>Governors are not fully informed or involved in making key decisions</p>	<p>N/A</p>	<p>LOW</p>	<ul style="list-style-type: none"> Online meetings are held regularly with governors. Governing bodies are involved in key decisions on reopening. Governors are briefed regularly on the latest government guidance and its implications for the school. 	<p>YES</p>	<ul style="list-style-type: none"> KSI and the Governing Body are aware of Government guidelines –advised of any changes by the Headmaster. Continued guidance Advice given regularly

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<p>Existing policies on safeguarding, health and safety, fire evacuation, medical, behaviour, attendance and other policies are no longer fit for purpose in the current circumstances</p>	<p>N/A</p>	<p>HIGH</p>	<ul style="list-style-type: none"> All relevant policies are under constant revision to take into account government guidance on social distancing and COVID-19 and its implications for the school. Staff, pupils, parents and governors have been briefed accordingly. All relevant policies have been updated to take in changes All policies remain as Sept reopening –staff and parents aware of school procedures 	<p>YES</p>	<ul style="list-style-type: none"> Addendums have been added to many policies with regard to COVID 19 recommendations. (Safeguarding, Fire, Behaviour, First Aid, Health and Safety and Mental Health. TS is responsible for the updates All staff advised of changes Sept 20 All staff briefed on new Covid testing measures 05/Jan 21
<p>Key stakeholders are not fully informed about changes to policies and procedures due to COVID-19, resulting in risks to health</p>	<p>N/A</p>	<p>LOW</p>	<ul style="list-style-type: none"> Communications strategies for the following groups are in place: Staff – Face to face meetings and Google hangout meetings Pupils –Face to face and Google classroom meetings Parents –Webinars – Parental portal information Governors/Trustees- Zoom meetings Local authority - online Professional associations –phone calls Other partners – phone calls 	<p>YES</p>	<ul style="list-style-type: none"> Worcestershire Children's First kept up to date of opening and attendance Regular communication had with all parties
<p>Staff are not trained in new procedures, leading to risks to health</p>	<p>STAFF Higher risk of exposure to COVID</p>	<p>HIGH</p>	<ul style="list-style-type: none"> Induction is in operation for all staff prior to reopening, and include: Infection control Fire safety and evacuation procedures Constructive behaviour management Safeguarding Risk management 	<p>YES</p>	<ul style="list-style-type: none"> The HKS Reopening document is available to all staff regarding procedures etc All vulnerable staff are to complete a risk assessment with COVID references All staff aware they should only attend school if symptom free or completed the isolation period or negative test result All staff have been informed to not car share All RA to be updated during Sept inset and more Covid training undertaken.

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					<ul style="list-style-type: none"> • Staff briefing took place Friday 25th Sept with updated plans • Staff constantly involved in new procedures • Staff briefed on new measures 05/01/2021 • Staff aware of new testing procedures – every Mon & Thurs
<p>New staff are not aware of policies and procedures prior to starting at the school when it reopens</p>	<p>STAFF Higher risk of exposure to COVID</p>	<p>LOW</p>	<p>Induction programmes are in place for all new staff – either online or in-school – prior to them starting.</p>	<p>YES</p>	<p>No new staff have been in school – training will be given on July 10th during Induction day Training took place July 10th and more updates will be given on Sept 2nd and 3rd All new staff briefed by 13 All staff been briefed by LGC - 26/02/21</p>
<p>Pupils eligible for free school meals do not continue to receive vouchers on the days that they are not in school</p>	<p>N/A</p>	<p>N/A</p>	<ul style="list-style-type: none"> • No pupils with the school are eligible for free school meals • After half term (Oct) Hot meals are available every day –meal choice made weekly • Hot food available for pupils and staff from Monday 8th March 	<p>N/A</p>	<ul style="list-style-type: none"> • All HKS pupils and staff to bring in packed lunches. • All pupils and staff will eat school meals in Sept 2020 – staggered entry to lunch and extra cleaning measures in place • Lunches are all prepacked and ordered a week in advance – Friday hot meals have been introduced and working well • Working well –pupils enjoying warm meals

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<p>Risks are not comprehensively assessed in every area of the school in light of COVID-19, leading to breaches of social distancing and hygiene guidance.</p>	<p>PUPILS STAFF Higher risk of exposure to COVID</p>	<p>HIGH</p>	<ul style="list-style-type: none"> Risk assessments have been updated or undertake referencing government guidance and other reputable sources. Mitigation strategies are put in place and communicated to staff covering: Different areas of the school When pupils enter and leave school During movement around school During break and lunch times Delivering aspects of the curriculum, especially for practical subjects and where shared equipment is used 	<p>YES</p>	<ul style="list-style-type: none"> Staff within school update RA in line with COVID 19 recommendations All information covered in HKS Reopening document. An audit of procedures has been carried out via the school insurance risk management team and recommendations put into place. Advice is continued to be sought from the insurance risk management team when required. Working in line with Government guidelines and insurer Following updated advice Continuing to follow updates Government guidelines followed
<p>Changes to bus schedules as a result of COVID-19 adversely affect pupils' attendance and punctuality and do not align with staggered start and departure times</p>	<p>N/A PUPILS</p>	<p>N/A HIGH</p>	<ul style="list-style-type: none"> The details of how pupils will travel to and from school are known prior to opening. Parents have informed the school by telephone that they will bring the pupils in to school as no minibus provision is available. No school minibuses are operating – this has been communicated to parents by parent portal letter. School minibuses are in operation from Sept with COVID recommendations –all pupils must wear a face mask. All ASA suspended from Nov 9th – Minibus service to leave at 4pm –Childcare available School will operate as September 2020 (yellow) 	<p>N/A YES</p>	<ul style="list-style-type: none"> Parents to bring pupils to school and adhere to specific parking areas and drop off points. Minibus drivers are aware of all recommendations. All working well Revision from Jan 21 -5pm exit

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<p>Cleaning capacity is reduced so that an initial deep-clean and ongoing cleaning of surfaces are not undertaken to the standards required</p>	<p>PUPILS STAFF Higher risk of exposure to COVID</p>	<p>HIGH</p>	<ul style="list-style-type: none"> • A return-to-work plan for cleaning staff (including any deep cleans) is agreed prior to opening. • An enhanced cleaning plan is agreed and implemented which minimises the spread of infection. • Working hours for cleaning staff have been increased. • All members of staff have responsibility for cleaning their own areas daily – frequently cleaning multi touch points. 	<p>YES</p>	<ul style="list-style-type: none"> • Cleaning staff have been redeployed to clean daily. • Caretakers asked to clean and sanitise regularly throughout the day in 'busy' areas – busy areas are stair banisters, door pads and all toilet areas
<p>Lack of adequate cleaning regime leading to indirect transmission of the virus through contract with contaminated surfaces/ equipment.</p>	<p>PUPILS STAFF Higher risk of exposure to COVID</p>	<p>HIGH</p>	<ul style="list-style-type: none"> • All staff are aware they need to clean toys / surfaces throughout the day and to complete an overall clean at the end of the day –cleaners will deep clean later and a cleaning checklist adhered to- highlighting frequent touch points. • Foot pedalled bins are emptied daily and waste double bagged for disposal • All soft furnishings and hard to clean equipment has been removed / replaced as far as possible. 	<p>YES</p>	<ul style="list-style-type: none"> • All staff are aware of this procedure and have sufficient supplies. • After use the staff room area and toilet must be cleaned by the user –products available in both areas. • All staff continuing with this arrangement • Facial coverings will be worn by all cleaners and groundsman
<p>Inadequate supplies of soap and hand sanitiser mean that pupils and staff do not wash their hands with sufficient frequency</p>	<p>PUPILS STAFF Higher risk of exposure to COVID</p>	<p>HIGH</p>	<ul style="list-style-type: none"> • An audit of handwashing facilities and sanitiser dispensers has been undertaken and additional supplies are purchased if necessary. • Monitoring by staff and cleaners is in place to ensure that supplies of soap, hand towels, tissues and sanitiser are maintained throughout the day. 	<p>YES</p>	<ul style="list-style-type: none"> • J.Onions has purchased a generous supply of hygiene products – gloves/masks/sanitiser etc • New foot pedalled bins have been installed in classrooms for disposal of tissues. • Continued monitoring of all supplies daily
<p>Staff / visitors and pupils forget to sanitise their hands</p>	<p>PUPILS STAFF Higher risk of exposure to COVID</p>	<p>HIGH</p>	<ul style="list-style-type: none"> • All staff members / visitors and pupils are required to sanitise their hands on entering and leaving a building – sanitiser / wipes and paper towels are available to all. • Visual posters are displayed in 'busy' areas – reception and all toilets. • Following lockdown guidance all visitors / tours / taster days will be suspended for one month from 09/11/2020 	<p>YES</p>	<ul style="list-style-type: none"> • Restocked daily • Constant reminder by staff • Visitors must sign a track and trace document • Visitors will be discouraged

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			<ul style="list-style-type: none"> • Visitors will be welcomed back to school during certain hours / days of the week - strict Covid guidelines will be followed 		
<p>Pupils forget to wash their hands regularly and frequently</p>	<p>PUPILS Higher risk of exposure to COVID</p>	<p>HIGH</p>	<ul style="list-style-type: none"> • Staff training includes the need to remind pupils of the need to wash their hands regularly and frequently. • Posters reinforce the need to wash hands regularly and frequently. • School leaders monitor the extent to which handwashing is taking place on a regular and frequent basis. 	<p>YES</p>	<ul style="list-style-type: none"> • EYFS & Lower school can be supervised during handwashing and regular reminders from all staff needed frequently. • All staff continue with reminders
<p>Not wearing clean clothes each day may increase the risk of the virus spreading</p>	<p>PUPILS STAFF Higher risk of exposure to COVID</p>	<p>HIGH</p>	<ul style="list-style-type: none"> • No uniform has been agreed prior to pupils returning to the school and smart but casual dress for staff agreed to minimise washing of uniform daily – thus minimising risks. • Expectations and guidance are communicated to parents. • All pupils to wear school uniform daily – Sports kit to be worn on PE days • School will operate as September 2020 (yellow) 	<p>YES</p>	<ul style="list-style-type: none"> • Information regarding no uniform for pupils has been communicated (letter / webinar). • Parents notified of the change
<p>Testing is not used effectively to help manage staffing levels and support staff wellbeing</p>	<p>PUPILS STAFF Higher risk of exposure to COVID</p>	<p>HIGH</p>	<ul style="list-style-type: none"> • Guidance on getting tested has been published. • The guidance has been explained to staff as part of the induction process. – they are regularly reminded of testing and the importance attached to it by TS • Post-testing support is available for staff through the school. • Updates communicated to staff via email • Initial 3 day (LFT) testing taking place from 05/03/21 -Twice weekly testing Mon and Thurs for all staff and pupils –everyone aware 	<p>YES</p>	<ul style="list-style-type: none"> • Information within the school Reopening document • Support can be given by T.Stooksbury Head of Wellbeing – continued support given in Sept • free Covid test packs held in Wellbeing room • Track and test testing to start 7/1/21 – *separate Risk Assessment for Lateral Flow Testing

Areas for concern	Who may be harmed and how	Risk rating prior to action (H/M/L)	Control measures	In place Yes/No	Further action/comments
<p>Infection transmission within school due to staff/pupils (or members of their household) displaying symptoms</p>	<p>PUPILS STAFF Higher risk of exposure to COVID</p>	<p>HIGH</p>	<ul style="list-style-type: none"> • Robust collection and monitoring of absence data, including tracking return to school dates, is in place. • Procedures are in place to deal with any pupil or staff displaying symptoms at school – clear guidelines are within the school reopening document and also on posters displayed in key areas. • Pupils, parents and staff are aware of what steps to take if they, or any member of their household, displays symptoms again this information is available in the reopening document and on posters throughout the school. This includes an understanding of the definitions and mitigating actions to take in relation to the terms clinically vulnerable and clinically extremely vulnerable should these apply. • A record of any COVID-19 symptoms in staff or pupils is reported to the Governors or local authority. 	<p>YES</p>	<ul style="list-style-type: none"> • Any pupil or staff member showing symptoms would be isolated in the Wellbeing Room and sent home. • Staff and pupils have been identified if they are clinically vulnerable or clinically extremely vulnerable. • No record of any COVID 19 patients at HKS • No confirmed cases at HKS • No unconfirmed cases at HKS • No pupil cases reported throughout the Xmas holidays • Positive case identified on 7/1/21- Covid protocol carried out • No new Covid cases reported – some staff received first vaccination
<p>Staff, pupils and parents are not aware of the school's procedures (including on self-isolation and testing) should anyone display symptoms of COVID-19</p>	<p>PUPILS STAFF Higher risk of exposure to COVID</p>	<p>HIGH</p>	<ul style="list-style-type: none"> • Staff, pupils and parents have received clear communications informing them of current government guidance on the actions to take should anyone display symptoms of COVID-19 and how this will be implemented in the school. • This guidance has been explained to staff and pupils as part of the induction process. • Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders. 	<p>YES</p>	<ul style="list-style-type: none"> • All new Government updates are displayed on the HKS website as and when they occur – parents and staff are signposted to these • HKS Reopening document refers to procedures. • Continued communication with parents • Regular updates • Weekly updates • Updates sent out throughout the holiday period • New updates and LFT process sent to all 28/02/21

Areas for concern	Who may be harmed and how	Risk rating prior to action (H/M/L)	Control measures	In place Yes/No	Further action/comments
<p>Staff, pupils and parents are not aware of the school's procedures should there be a confirmed case of COVID-19 in the school</p>	<p>PUPILS STAFF Higher risk of exposure to COVID</p>	<p>HIGH</p>	<ul style="list-style-type: none"> Staff, pupils and parents have received clear communications informing them of current government guidance on confirmed cases of COVID-19 and how this will be implemented in the school. This guidance has been explained to staff and pupils as part of the induction process – the procedures are displayed on posters in key areas of the school and within the reopening document. Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders. 	<p>YES</p>	<ul style="list-style-type: none"> As above
<p>The lack of availability of designated First Aiders and Designated Safeguarding Leads puts children's safety at risk</p>	<p>PUPILS STAFF Higher risk of exposure to COVID</p>	<p>HIGH</p>	<p>All First Aid certificates are up to date.</p> <ul style="list-style-type: none"> A DSL will be on site at all times of operation All staff returning in Sept – many first aid trained School will operate as September 2020 (yellow) 	<p>YES</p>	<ul style="list-style-type: none"> A great number of HKS staff are First Aid trained and on site at all times. All staff training up to date. 4 – DSL'S are available
<p>Medical rooms are not adequately equipped or configured to maintain infection control</p>	<p>PUPILS STAFF Higher risk of exposure to COVID</p>	<p>HIGH</p>	<ul style="list-style-type: none"> Social distancing provisions are in place for medical rooms. Additional rooms are designated for pupils with suspected COVID-19 whilst collection is arranged. Procedures are explained within the reopening school document for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets. 	<p>YES</p>	<ul style="list-style-type: none"> The wellbeing room will be used as an isolation room if needed. Government free Covid testing kits arrived Sept 04 in Wellbeing room The old library is to be used as the testing area – see separate Risk Assessment
<p>Parents and carers are not fully informed of the health and safety requirements for the reopening of the school</p>	<p>PUPILS STAFF Higher risk of exposure to COVID</p>	<p>HIGH</p>	<ul style="list-style-type: none"> As part of the overall communications strategy referenced in 1.12, parents are kept up to date with information, guidance and the school's expectations on a weekly basis using a range of communication tools. A COVID-19 section on the school website is created and updated. 	<p>YES</p>	<ul style="list-style-type: none"> Constant communication and guidance given. Reopening document to be distributed Updated communication given New info provided 28/02/21

Areas for concern	Who may be harmed and how	Risk rating prior to action (H/M/L)	Control measures	In place Yes/No	Further action/comments
<p>Parents and carers may not fully understand their responsibilities should a child show symptoms of COVID-19</p>	<p>PUPILS STAFF Higher risk of exposure to COVID</p>	<p>HIGH</p>	<ul style="list-style-type: none"> • Key messages in line with government guidance are reinforced on a weekly basis via email, text and the school's website. 	<p>YES</p>	<ul style="list-style-type: none"> • Available on the website
<p>Provision of PPE for staff where required is not in line with government guidelines</p>	<p>STAFF Higher risk of exposure to COVID</p>	<p>HIGH</p>	<ul style="list-style-type: none"> • Government guidance on wearing PPE is understood, communicated and sufficient PPE has been procured. • Those staff required to wear PPE (e.g EYFS intimate care; receiving/handling deliveries; cleaning staff) have been instructed on how to put on and how to remove PPE carefully to reduce contamination and also how to dispose of them safely. • Staff are reminded that wearing of gloves is not a substitute for good handwashing. • All staff are being issued with visors –those who move across bubbles are advised to wear the visor and those staff who cannot maintain a 2m distance are also advised to wear a visor. Available from the staff room. • School will operate as September 2020 (yellow) 	<p>YES</p>	<ul style="list-style-type: none"> • PPE will be in appropriate places throughout the school for use by staff. • Staff have been emailed / issued with the NHS leaflet Prepare and protect (putting on PPE) • Training will be given by TS during Sept inset as to correct wearing and upkeep of PPE to all staff. • Continued use of visors by all staff • Face masks will be available to all staff

Areas for concern	Who may be harmed and how	Risk rating prior to action (H/M/L)	Control measures	In place Yes/No	Further action/comments
<p>Pupils' behaviour on return to school does not comply with social distancing guidance</p>	<p>PUPILS STAFF Higher risk of exposure to COVID</p>	<p>HIGH</p>	<ul style="list-style-type: none"> • Clear messaging to pupils on the importance and reasons for social distancing is reinforced throughout the school day by staff and through posters and floor markings. For young children this is done through age-appropriate methods such as stories and games. • Staff model social distancing consistently. • The movement of pupils around the school is minimised. • Large gatherings are avoided. –All pupils are within bubbles of no more than 15 and these groups are kept consistent. Bubbles do not mix. • Break times and lunch times are structured to support social distancing and are closely supervised. • The school's behaviour policy has been revised to include compliance with social distancing and this has been communicated to staff, pupils and parents. • Senior leaders monitor areas where there are breaches of social distancing measures and arrangements are reviewed. • Messages to parents reinforce the importance of social distancing. • Arrangements for social distancing of younger primary school children have been agreed and staff are clear on expectations. • All pupils yrs 5-11 issued with chrome books allowing individual learning. 	<p>YES</p>	<ul style="list-style-type: none"> • Designated play areas have been identified. • Classroom and toileting arrangements reviewed all allowing for social distancing • Staff supervision of pupils is paramount • SLT weekly revision • One way systems remain in operation- segregated playground areas –all staff briefed in these during inset. • Working well pupils keep to own areas • School will operate as September 2020 (yellow)
<p>The size and configuration of classrooms and teaching spaces does not support compliance with social distancing measures</p>	<p>PUPILS STAFF Higher risk of exposure to COVID</p>	<p>HIGH</p>	<ul style="list-style-type: none"> • Home base arrangements in place. • Each classroom and teaching space is as compliant with social distancing measures as is possible, although in some primary years the distance may be slightly less. A maximum bubble of 15 pupils per class remains. • All furniture not in use has been removed from classrooms and teaching spaces. • Arrangements are reviewed regularly. • 2m distancing will be adhered to in all rooms -with desks facing forward and 'new bubbles' • Greater ventilation in all areas • School will operate as September 2020 (yellow) 	<p>YES</p>	<ul style="list-style-type: none"> • Classrooms have been reorganised allowing recommended distancing measures • Pupils are allocated the same desks each day. • Arrangements reviewed weekly • Pupils allowed to wear fleece/ jumper in class as cooler weather arrives

Areas for concern	Who may be harmed and how	Risk rating prior to action (H/M/L)	Control measures	In place Yes/No	Further action/comments
<p>Social distancing guidance is breached when pupils circulate in corridors</p>	<p>PUPILS STAFF VISITORS Higher risk of exposure to COVID</p>	<p>HIGH</p>	<ul style="list-style-type: none"> • Circulation plans have been reviewed and amended. • One-way systems are in operation where feasible. • Circulation routes are clearly marked with appropriate signage. • The movement of pupils around school is minimised as much as possible. • Where possible, pupils stay in classrooms and staff move around. • Lesson change overs are staggered to avoid overcrowding. • Pupils are briefed regularly regarding observing social distancing guidance whilst circulating. • Appropriate supervision levels are in place. • Supervision increased and one way systems adhered to. • School will operate as September 2020 (yellow) 	<p>YES</p>	<ul style="list-style-type: none"> • Signage display's one way system • Small number of pupils – staff vigilance • All teaching areas contained • Toilet rota in place for younger years minimising mixing of bubbles. • One at a time for toilet arrangements with older years • One way system applies in the main house – to science labs
<p>Pupils may not observe social distancing at break times</p>	<p>PUPILS STAFF Higher risk of exposure to COVID</p>	<p>HIGH</p>	<ul style="list-style-type: none"> • Break times are staggered. • External areas are designated for different groups and are clearly marked out. • Pupils are reminded about social distancing as break times begin. • Social distancing signage is in place around the school and in key areas. • Supervision levels have been enhanced, especially with younger pupils, to support social distancing. 	<p>YES</p>	<ul style="list-style-type: none"> • Staff vigilance in enforcing social distancing • Small groups in designated areas • Designated areas marked off for set groups and supervised by staff • School will operate as September 2020 (yellow)
<p>Pupils may not observe social distancing at lunch times</p>	<p>PUPILS STAFF Higher risk of exposure to COVID</p>	<p>HIGH</p>	<ul style="list-style-type: none"> • Pupils and staff are reminded about social distancing as lunch times begin. • Pupils wash their hands before and after eating. • Guidance has been issued to parents and pupils on packed lunches (e.g. the use of disposable bags instead of lunch boxes). • Pupils and staff clean their eating areas after lunch • The dining hall has been rearranged allowing social distancing and a rota system will apply – all staff briefed and kitchen staff to sanitise after each sitting • School will operate as September 2020 (yellow) 	<p>YES</p>	<ul style="list-style-type: none"> • Pupils are to eat within their designated areas • Parents informed of packed lunch recommendations. • Updated Yrs 9& 10 eat in the library segregated by board • All LS eat in Cedar – Year 11 in Learning Support • Re allocation of dining area for Yrs 9-10 on return – n/a • Yrs 5, 6, 9& 10 to now eat in the dining hall, 7 & 8 in classroom

Areas for concern	Who may be harmed and how	Risk rating prior to action (H/M/L)	Control measures	In place Yes/No	Further action/comments
					Lower School to remain in Cedar
Queues for toilets and handwashing risk non-compliance with social distancing measures	PUPILS STAFF Higher risk of exposure to COVID	HIGH	<ul style="list-style-type: none"> • Queuing zones for toilets and hand washing have been established and are monitored. • Floor markings are in place to enable social distancing. • Pupils know that they can only use the toilet one at a time. • Pupils are encouraged to access the toilet during class/throughout the day to help avoid queues. • The toilets are cleaned frequently by staff and cleaners. • Cleaners monitoring ensures a constant supply of soap and paper towels. • Lidded pedal bins are emptied regularly by the cleaners • Pupils are reminded regularly on how to wash hands and young children are supervised in doing so. 	YES	<ul style="list-style-type: none"> • EYFS & Lower school require staff supervision –a toilet rota is in place in Lower school • Posters display correct handwashing techniques. • Staff wipe down the toilet area after use
The configuration of medical rooms may compromise social distancing measures	PUPILS STAFF Higher risk of exposure to COVID	HIGH	<ul style="list-style-type: none"> • Social distancing provisions are in place for medical rooms. • Additional rooms are designated for pupils with suspected COVID-19 whilst collection is arranged. • Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets. 	YES	<ul style="list-style-type: none"> • The Wellbeing room is to be used as an isolation room for any suspected cases of COVID – 19 • The staff disabled toilet has been identified as a second holding room should a suspected case arise in Cedar
Groups of people gather in reception (parents, visitors, deliveries) which risks breaching social distancing guidelines	PUPILS STAFF Higher risk of exposure to COVID	HIGH	<ul style="list-style-type: none"> • Social distancing guidance is clearly displayed to protect reception staff (e.g. distance from person stood at reception desk). • Parents have been advised to telephone school if they need anything rather than to attend in person. • Non-essential deliveries and visitors to school are minimised. • Arrangements are in place for segregation of visitors – attending school after 4pm – when all pupils are off site. • Any visitors will be briefed on Covid arrangements on entrance into HKS and a track and trace form filled in. • All visitors suspended for one month 09/11/2020 • Visitors will be welcomed back to school during certain hours / days of the week - strict Covid guidelines will be followed 	YES	<ul style="list-style-type: none"> • Screen purchased for Reception desk and only one visitor at a time allowed in. • The signing in and out of visitors book has been delegated to the person on the reception desk to fill in – eliminating the risk of contamination. • Visitors continue to be discouraged • Visitors welcomed back within guidelines

Areas for concern	Who may be harmed and how	Risk rating prior to action (H/M/L)	Control measures	In place Yes/No	Further action/comments
<p>Pupils and parents congregate at exits and entrances, making social distancing measures difficult to apply</p>	<p>PUPILS STAFF Higher risk of exposure to COVID</p>	<p>HIGH</p>	<ul style="list-style-type: none"> • Start and finish times are staggered. • The use of available entrances and exits is maximised. • Social distancing guidelines are reinforced at entrances and exits through signage and floor/ground markings, including external drop-off and pick-up points. • Weekly messages to parents stress the need for social distancing at arrival and departure times. 	<p>YES</p>	<ul style="list-style-type: none"> • Parental parking marked areas only – marked entrances and drop off points • Headmaster's videos to specific year groups advise parents of drop off and pick up points • SLT presence enforcing distancing guidelines
<p>The use of public and school transport by pupils poses risks in terms of social distancing</p>	<p>N/A PUPIL</p>	<p>N/A</p>	<ul style="list-style-type: none"> • Guidance is in place for pupils, staff and parents on how social distancing can be observed on public and school transport. This includes advice on the use of face coverings if pupils are travelling with children other than from their own class. • safer-travel-guidance-for-passengers • All pupils are required to wear a mask during minibus travel • Minibuses to leave at 4pm daily – suspension of ASA • Minibuses – leaving 4pm 	<p>N/A YES</p>	<p>No pupils or staff use public transport to and from school</p> <p>Pupils will start to travel by minibus in Sept</p> <p>Working well</p> <p>Childcare to remain</p> <p>Minibuses leave 5pm – n/a</p>
<p>The configuration of staff rooms and offices makes compliance with social distancing measures problematic</p>	<p>STAFF Higher risk of exposure to COVID</p>	<p>HIGH</p>	<ul style="list-style-type: none"> • Reconfiguration of staff rooms and offices has been undertaken prior to the school opening to allow for social distancing between staff. • All soft furnishings have been removed and workstations spread out to the recommended 2m distancing guidance. • 2m guidelines are now being observed 	<p>YES</p>	<ul style="list-style-type: none"> • All staff very aware of only 4 at any time in staff room • 6 staff now allowed within the staff room area

<p>Pupils with underlying health issues or those who are shielding are not identified and so measures have not been put in place to protect them</p>	<p>PUPILS STAFF Higher risk of exposure to COVID</p>	<p>HIGH</p>	<ul style="list-style-type: none"> • Parents have been provided with clear guidance and this is reinforced on a regular basis. • Parents have been asked to make the school aware of pupils' underlying health conditions including whether they are in the clinically extremely vulnerable category, clinically vulnerable category or living with someone who is classed as clinically extremely vulnerable. • The school has sought to ensure that the appropriate guidance has been acted upon: • Parents of those pupils identified as being clinically extremely vulnerable to be advised formally that their child must not attend school. We will ensure that these pupils continue to be supported at home as much as possible (e.g. through provision of remote learning etc.). • For pupils identified as clinically vulnerable (but not clinically extremely vulnerable) and who want to come into school, parents to provide details of any medical advice and an individual risk assessment to be carried out and recorded to agree on suitable control measures to reduce the risk to an acceptable level. N.B. It is recommended that risk assessments are signed and dated by both the assessor and parents, and are regularly reviewed and updated in line with any changes. • For pupils who have been identified as living in a household with someone who is clinically extremely vulnerable (but are not clinically vulnerable or clinically extremely vulnerable themselves), a risk assessment will be carried out and recorded to determine whether stringent social distancing can be adhered to whilst at school, and, in the case of children, they are able to understand and follow those instructions. • The school, and parents are clear about the definitions and associated mitigating strategies in relation to people who are classed as clinically vulnerable and clinically extremely vulnerable. • School needs to consider pupils who have been identified as living in a household with someone who is clinically extremely vulnerable (but are not clinically vulnerable or clinically extremely vulnerable themselves). • Schools have a regularly updated register of pupils with underlying health conditions. 	<p>YES</p>	<ul style="list-style-type: none"> • Pupils with underlying health problems have been identified and RA completed where appropriate. • Parents have been notified and their decision to keep pupils at home has been accepted. • TS keeping a record of vulnerable pupils. • A risk assessment will be carried out for those children who live in the same household as someone who is in the clinically vulnerable category and recorded to determine whether stringent social distancing can be adhered to whilst at school, 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. • RA to be updated with pupils on return to school in Sept • Pupils continue to be monitored • All pupils RA reviewed by TS • Continuing to monitor staff and pupils • RA updated upon return to school 08/03/21
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<p>Staff with underlying health issues or those who are shielding are not identified and so measures have not been put in place to protect them</p>	<p>PUPILS STAFF Higher risk of exposure to COVID</p>	<p>HIGH</p>	<ul style="list-style-type: none"> • All members of staff with underlying health issues, those within vulnerable groups or who are shielding have been instructed to make their condition or circumstances known to the school. Records are kept of this and regularly updated. • Members of staff with underlying health conditions . Plus those who are classed as clinically extremely vulnerable, clinically vulnerable or are living in a household with someone who is classed as clinically extremely vulnerable have been asked to seek and act on the advice of their GP/consultant/midwife or current government advice. • If a member of staff lives in a household with someone who is clinically extremely 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. If stringent social distancing cannot be adhered to, we do not expect those individuals to attend. They should be supported to work at home. • Staff are clear about the definitions and associated mitigating strategies in relation to people who are classed as clinically vulnerable and clinically extremely vulnerable. Those staff identified as being clinically extremely vulnerable to be advised formally that they must not attend work. Where possible, Line Managers to assign work that can be completed whilst they are home (e.g. supporting remote education, carrying out lesson planning or other roles which can be done from home). • For staff identified as clinically vulnerable (but not clinically extremely vulnerable), Line Managers to seek alternative working arrangements to enable them to work from home wherever possible. If this is not possible, then an individual risk assessment will be carried out and recorded to agree on a suitable role, and suitable control measures to reduce the risk to an acceptable level. N.B. It is recommended that risk assessments are signed and dated by both the assessor and person being assessed, and are regularly reviewed and updated in line with any changes. • For staff who are unable to work from home and who have been identified as living in a household with someone who is clinically extremely vulnerable (but are not clinically vulnerable or clinically extremely vulnerable themselves), a risk assessment will be carried out and recorded to determine whether stringent social distancing can be adhered to whilst at work. N.B. It is recommended that risk assessments are signed and dated by 	<p>YES</p>	<ul style="list-style-type: none"> • Staff with underlying health problems have been identified and RA completed where appropriate. • TS keeping a record of vulnerable staff • Letters of vulnerability have been collated by TS • RA to be updated on return to school in September • Staff continue to be monitored • Conversations and RA reviewed following new guidelines –TS • Review of RA and completion of NHS RA • Additional Lateral Flow Risk Assessment • Staff will continue to shield if they have been notified by the Government
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			<p>both the assessor and person being assessed, and are regularly reviewed and updated in line with any changes.</p> <ul style="list-style-type: none"> All staff with underlying health conditions or those that are classed as clinically extremely vulnerable or clinically vulnerable put them at increased risk from COVID-19 are working from home in line with national guidance. Staff that are living in a household with someone who is clinically extremely vulnerable need to complete a risk assessment if they wish to return to work. Current government guidance is being applied. 		
<p>Pupils' mental health has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general</p>	PUPILS	HIGH	<ul style="list-style-type: none"> There are sufficient numbers of trained staff available to support pupils with mental health issues. There is access to designated staff for all pupils who wish to talk to someone about wellbeing/mental health. Wellbeing/mental health is discussed regularly in PSHE/virtual assemblies/pupil briefings (stories/toy characters are used for younger pupils to help talk about feelings). Resources/websites to support the mental health of pupils are provided. 	YES	<ul style="list-style-type: none"> Weekly, daily contact with some pupils who need the extra support by EW, EO, TS Lots of contact and information provided through PSHCE and Form time meetings
<p>The mental health of staff has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general</p>	STAFF	HIGH	<ul style="list-style-type: none"> Staff are encouraged to focus on their wellbeing. Line managers are proactive in discussing wellbeing with the staff that they manage, including their workload. Staff briefings and training have included content on wellbeing. Staff briefings/training on wellbeing are provided. Staff have been signposted to useful websites and resources. 	YES	<ul style="list-style-type: none"> Weekly contact with some staff Information provided through wellbeing slots KSI Wellbeing support / reading lists Staff Wellbeing advisor Inez Lovering employed to work with TS Inez coming into school Tues. 3 Dec Sessions booked with Inez on 01/12/2020 Inez in school on 23/03/21

<p>Working from home can adversely affect mental health</p>	<p>PUPILS STAFF</p>	<p>HIGH</p>	<ul style="list-style-type: none"> • Staff working from home due to self-isolation have regular catch-ups with line managers. • Staff are encouraged to speak regularly with colleagues, take regular breaks and exercise. • Appropriate work plans have been agreed with support provided where necessary. 	<p>YES</p>	<ul style="list-style-type: none"> • Pastoral and weekly staff meetings take place
<p>Pupils and staff are grieving because of loss of friends or family</p>	<p>PUPILS STAFF</p>	<p>HIGH</p>	<ul style="list-style-type: none"> • The school will be notified of any family bereavements and offered access to trained staff who can deliver bereavement counselling and support. Only if this is requested from a parent or other organisation. • Support is requested from other organisations when necessary. 	<p>YES</p>	<ul style="list-style-type: none"> • Head of Wellbeing available if counselling and support is needed • No staff / pupils identified

<p>Educational provision will still be maintained for key worker children when the school reopened</p>	<p>PUPILS</p>	<p>HIGH</p>	<ul style="list-style-type: none"> • Current government guidance is being followed. • Liaison is continuing with parents who are key workers and the parents of vulnerable children to agree required provision. • The facility for full-time attendance is available where required (even if their peers are only attending part-time). 	<p>N/A</p>	<ul style="list-style-type: none"> • This provision is available on request.
<p>Fire procedures are not appropriate to cover new arrangements</p>	<p>PUPILS STAFF Higher risk of exposure to COVID</p>	<p>HIGH</p>	<ul style="list-style-type: none"> • Fire procedures and risk assessments have been reviewed and revised where required, due to: • Reduced numbers of pupils/staff • Possible absence of fire marshals • Social distancing rules during evacuation and muster points • Possible need for additional muster point(s) to enable social distancing where possible • Staff and pupils have been briefed on any new evacuation procedures from their current working area. • Incident controller and fire marshals have been trained and briefed appropriately. • Fire assembly points have been reviewed and larger gaps enforced between bubbles 	<p>YES</p>	<ul style="list-style-type: none"> • Fire Safety procedures have been updated and reviewed and an addendum added to the policy • See also HKS Re-opening document

<p>Fire evacuation drills – unable to apply social distancing effectively</p>	<p>PUPILS STAFF Higher risk of exposure to COVID</p>	<p>HIGH</p>	<ul style="list-style-type: none"> Plans for fire evacuation drills are in place which are in line with social distancing measures. 	<p>YES</p>	<ul style="list-style-type: none"> Allocated evacuation sites Drill planned for Mon 26 /06 / 20 – drill executed perfectly
<p>Fire marshals absent due to self-isolation</p>	<p>N/A</p>	<p>LOW</p>	<ul style="list-style-type: none"> An additional staff rota is in place for fire marshals to cover any absences and staff have been briefed accordingly. Appropriate staff have received fire marshal training and they are currently up to date. All fire marshals will be returning in Sept All fire marshals returning March 21 	<p>YES</p>	<ul style="list-style-type: none"> We currently have many Fire marshals who will be on site
<p>All systems may not be operational</p>	<p>LOW</p>		<ul style="list-style-type: none"> Government guidance is being implemented where appropriate. All systems have been re commissioned. 	<p>YES</p>	<ul style="list-style-type: none"> School phone lines diverted Fire alarm and water checked weekly
<p>Statutory compliance has not been completed due to the availability of contractors during lockdown</p>	<p>N/A</p>	<p>LOW</p>	<ul style="list-style-type: none"> All statutory compliance is up to date. Water systems have been maintained throughout lockdown, chlorination, flushing and certification by a specialist contractor has been arranged. 	<p>YES</p>	<ul style="list-style-type: none"> Grounds staff have continued to check all necessary areas.
<p>Contractors on-site whilst school is in operation may pose a risk to social distancing and infection control</p>	<p>PUPILS STAFF Higher risk of exposure to COVID</p>	<p>HIGH</p>	<ul style="list-style-type: none"> Ongoing works and scheduled inspections for schools (e.g. estates related) have been designated as essential work by the government and so are set to continue. Contractors are asked to carry out work after school hours when no children are on site. Assurances have been sought from the building contractors that all staff attending the setting will be in good health (symptom-free) and that contractors have procedures in place to ensure effective social distancing is maintained at all times. Alternative arrangements have been considered such as using a different entrance for contractors and organising classes so that contractors and staff/pupils are kept apart. Social distancing is being maintained throughout any such works and where this is not possible arrangements are reviewed. In addition to arrangements for COVID-19, normal contractor procedures are being applied and have been updated in light of COVID-19 (including contractor risk assessments and method statements, and contractor induction). 	<p>YES</p>	<ul style="list-style-type: none"> Risk Assessments have been completed with school and the contractors Reconfigured access arrangement's to various buildings – some not accessible Any contractors visiting school will be signed in and out – enabling track and trace information

The costs of additional measures and enhanced services to address COVID-19 when reopening places the school in financial difficulties	N/A	HIGH	<ul style="list-style-type: none"> Additional cost pressures due to COVID-19 identified and an end-of-year forecast which factors them in has been produced. LA or trust finance team has been consulted to identify potential savings in order to work towards a balanced budget. Additional COVID-19 related costs are under monitoring and options for reducing costs over time and as guidance changes are under review. The school's projected financial position has been shared with governors and LA or trust. 	YES	<ul style="list-style-type: none"> J.Onions reviews finance and budgets regularly <ul style="list-style-type: none"> KSI informed
Lack of governor oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements.	N/A	MED	<ul style="list-style-type: none"> The governing body continues to meet regularly via online platforms. The governing body agendas are structured to ensure all statutory requirements are discussed and school leaders are held to account for their implementation. The Headmaster's report to governors includes content and updates on how the school is continuing to meet its statutory obligations in addition to covering the school's response to COVID-19. Regular dialogue with the Chair of Governors and those governors with designated responsibilities is in place. Minutes of governing body meetings are reviewed to ensure that they accurately record governors' oversight and holding leaders to account for areas of statutory responsibility. 	YES	<ul style="list-style-type: none"> Meetings scheduled with Governing Body –next one June 18th 2020 Next one 15th Oct 2020 Next meeting – 18th March 2021
Minimise the number of parents gathering	PUPILS STAFF Higher risk of exposure to COVID	HIGH	<ul style="list-style-type: none"> Times altered throughout all areas for ease of drop off and pick up Preferably only one parent daily should attend 	YES	<ul style="list-style-type: none"> Communicated to parents initially through a video made by the headmaster and a parents portal letter Monitored by SLT daily
Day Nursery / Preschool parents to park 2metre away from each other.	PUPILS STAFF Higher risk of exposure to COVID	HIGH	<ul style="list-style-type: none"> Parents have been briefed and are aware of where to park. They must keep to a 2 metre distance at all times when bringing their child to 'school' 	YES	<ul style="list-style-type: none"> Communicated to all parents and signage displayed.

<p>No visitors / parents to enter the Day Nursery /Preschool building</p>	<p>PUPILS STAFF Higher risk of exposure to COVID</p>	<p>HIGH</p>	<ul style="list-style-type: none"> • Parents are asked to leave their children with a member of staff at the door. • No visitors are allowed unless they have been to the Reception area and full PPE given • All visits have been suspended until further Government guidance is obtained • A disinfectant mat has been placed at the entrance to First Steps and Pre School –minimising risk • Visitors will be welcomed back to school during certain hours / days of the week - strict Covid guidelines will be followed 	<p>YES</p>	<ul style="list-style-type: none"> • Prospective parents are invited in to view areas after 6pm when no pupils are present – wearing full PPE.
<p>Available staff to cover ratios</p>	<p>PUPILS STAFF Higher risk of exposure to COVID</p>	<p>HIGH</p>	<ul style="list-style-type: none"> • Ratios will be adhered to at all times 	<p>YES</p>	<ul style="list-style-type: none"> • A reduced number of children will attend allowing social distancing recommendations to take place.
<p>Exposure to many members of staff and other children</p>	<p>PUPILS STAFF Higher risk of exposure to COVID</p>	<p>HIGH</p>	<ul style="list-style-type: none"> • Keeping to small 'bubble groups' as far as possible – eliminating the exposure to many children and staff • The supervising of 2m distancing should try to be maintained (however with younger children this will be difficult) • Small bubble groups will be maintained 	<p>YES</p>	<ul style="list-style-type: none"> • Staff and 'groups' confirmed • Small 'bubble groups' have been arranged and the continuity of staff has been emphasised with this group.
<p>First Aid Safety</p>	<p>N/A</p>	<p>HIGH</p>	<ul style="list-style-type: none"> • All staff hold a current Paediatric First Aid certificate. • All staff aware of COVID symptoms and posters displayed showing details of procedures. 	<p>YES</p>	<ul style="list-style-type: none"> • Children will be cared for and any First aid will be administered by the member of staff wearing full PPE.
<p>Clear Handwashing and Hygiene routines</p>	<p>PUPILS STAFF Higher risk of exposure to COVID</p>	<p>HIGH</p>	<ul style="list-style-type: none"> • Regular handwashing and sterilising of equipment • Children are continually reminded of the need to wash their hands and are supervised during handwashing / toileting. 	<p>YES</p>	<ul style="list-style-type: none"> • Although soft furnishings, toys and toys that are difficult to clean have been removed from the rooms certain toys will need cleaning on a regular basis.
<p>Personal Hygiene Routines</p>	<p>PUPILS STAFF Higher risk of exposure to COVID</p>	<p>HIGH</p>	<ul style="list-style-type: none"> • The normal strict hygiene protocols are already in place throughout the Nursery and preschool these must be kept as robust as possible. • Extra supplies are in stock in the main house. 	<p>YES</p>	<ul style="list-style-type: none"> • Full PPE is required and cleaning / sterilising must be meticulous.
<p>Staff break areas</p>	<p>PUPILS STAFF Higher risk of</p>	<p>HIGH</p>	<ul style="list-style-type: none"> • Limited numbers allowed -2metre distancing 	<p>YES</p>	<ul style="list-style-type: none"> • Only 1 person allowed at any one time in the kitchen and the office area.

	exposure to COVID				
Meal times	PUPILS STAFF Higher risk of exposure to COVID	HIGH	<ul style="list-style-type: none"> • High standards of hand washing before and after meals / snacks • Staff to eat with children to reduce increasing additional staff contact • Each child brings in a lunch box and drinks bottle that is wiped down at the beginning of a session, at lunchtime and if used throughout the day. • All children now eating school meals • School meals to start again 08/03/21 	YES	<ul style="list-style-type: none"> • Parents and staff are aware of procedures • Hot school meals enjoyed by all pupils

Other areas to consider:

Any other further controls due to additional year groups – added YRS 2-4 return

Prospective parents visiting the school –Added to EYFS

Staff travelling to/ from school and contracting the virus – All staff travel to school by car

RIDDOR reporting- Only applicable if death of a colleague related to COVID picked up through work.

Offsite trips/ educational visits –no trips /visits planned

Lack of risk assessments for any new/adapted teaching activities –individual room RA –completed by staff

Increase in staff lone/remote working whilst on site – no staff working alone

Poor ventilation – doors and windows stay open when children are in rooms and closed when the room is no longer occupied

Staff working from home – risks associated with use of Display Screen Equipment (DSE) and mental health/emotional wellbeing – Emotional wellbeing advice given by email and through Facebook

Pupils learning at home – risks associated with use of Display Screen Equipment (DSE) and mental health/emotional wellbeing- Emotional wellbeing advice given by email and through Facebook

Fear/ anxiety caused by returning to school – conversations had by TS with anxious staff / pupils

Lack of adequate pupil safeguarding procedures for virtual/online taught sessions, including 1:1 sessions such as music lessons etc
 – All pupils and staff signed home learning policy agreement

Failure to update the child protection/ safeguarding policy to reflect new procedures as a result of COVID-19 – Safeguarding policy updated regularly – COVID appendix

FURTHER INFORMATION ON THESE RISKS AND SUGGESTED CONTROL MEASURES CAN BE FOUND IN THE 'RISK ASSESSMENT TEMPLATE* – SCHOOL REOPENING DURING THE CORONAVIRUS (COVID-19) PANDEMIC' DOCUMENT WHICH CAN BE FOUND ON THE HETTLER ANDREWS CLIENT HUB OR PLEASE CONTACT THE RISK SERVICES TEAM FOR FURTHER ADVICE

WEEKLY MEETINGS TO REVIEW RA ARRANGEMENTS

DATE	ATTENDEES	ISSUES	RESOLUTION	COMPLETED
05/06/2020	JO, MJS, CS, TS	YR 6 – X	All working well	X
		CEDAR –External gates / doors left open	Staff informed to keep them shut when children are in situ	YES
		More drinking water needed by children	Staff need to refill water bottles – using PPE	YES
		PS – lunch boxes being used – separate snack bag	Lunch boxes wiped down by staff Area for snacks to be placed	YES
		DN – People on bottom field when walking children	Staff vigilance and walkie talkie taken at all times	YES
12/06/2020	LGC.MJS, CS, MS, TS	YR 6 – X CEDAR – X		

		<p>PS – Next week CS got after school tours / visitors</p> <p>DN – X</p> <p>MS – 2 Members of staff working in Fellows next week</p> <p>YR 10 – Returning next week</p> <p>TS – Any Bereavements throughout Covid-19</p>	<p>Foot covering and optional masks need to be worn throughout EYFS – Doors propped open and surfaces cleaned if touched</p> <p>Sanitiser, gloves and wipes provided</p> <p>6 pupils – ICT room – separate stationary and headsets provided Own Entrance / Exit / drop off All cleaning agents in place</p> <p>Bereavement policy updated</p>	<p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p>
18/06/2020	LGC (PARENTS)	Parents understanding of schools position in regard to opening and Covid guidelines	Webinar held to update parents -Covid arrangements and questions taken	YES
19/06/2020	MS, TS, CS, MJS, LGC	Yrs 2, 3, 4 and 5 – returning next week	<p>All areas ready for return / sanitised / tables set out with a 2 metre distance</p> <p>Toileting arrangements and drop off / pick up points organised</p> <p>Breaktime arrangements / staggered allowing 'bubbles' to stay together</p> <p>Parents say the child is teething – calling 111 and following their guidance –child isolated within empty room – deep cleaned on exit</p> <p>DN –Child with a</p>	<p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p>



		temperature Individual RA for JLT as moving 'bubbles'	Child only teething –not COVID RA completed and no risk apparent as all children and staff healthy	YES
26/06/2020	TS, MS, MJS	All years functioning well No toilet lids in Cedar as referenced to put down – also non in staff toilet Pupils consistency washing hands and distancing 5MPH speed limit – exceeded by some Insurers audit emailed	SB AND EK to return next week Staff toilet is a disabled toilet no lid required Staff rota during Cedar operations to cover toileting Reminder sent to parents Under review – points acknowledged	YES YES YES YES
03/07/2020	JO, MJS, TS	Insurers audit Fire Drill – using COVID-19 exits Preschool couldn't hear alarm Fire doors in house didn't close Builders did not stop work Contractors COVID declaration	Recommendations completed – all points actioned All went well – Another siren being looked at MS to adjust Raised with Paul Checklist created on advice from Hettle Andrews regarding contractors on site Risk Assessment created for Friday 10 th July – Induction Day for 11 members of new staff	YES YES YES YES YES YES



		New staff unaware of risks on site		
REOPENING SEPT 2020				
04/09/2020	JO. LGC, TS	<p>More pedal disposal bins needed in classrooms</p> <p>Covid packs missing in some rooms</p> <p>Clearer signage needed in some areas</p> <p>Bottle necks caused with older year groups</p> <p>Confusion PS exit point</p> <p>Dining Hall access</p> <p>Covid tracing of any visitors to the site</p> <p>Maintaining thorough cleaning schedule</p> <p>Snack time – biscuits? / bottlenecks</p> <p>Staff wellbeing on return to school</p> <p>Children changing for PE</p>	<p>Metal pedal bins put into Douglas and Fellows classrooms</p> <p>Packs supplied in all rooms</p> <p>2 m signage displayed</p> <p>Morning arrangements rejigged for Year5-8</p> <p>Exit points rejigged now exit through after school gate</p> <p>Older year groups –able to eat packed lunch outside (weather permitting)</p> <p>Taster day families –Covid questionnaire filled in on entry</p> <p>Cleaning checklist filled out by cleaners daily</p> <p>The snacks are all individually wrapped for Years 5-8 and available on the playground – Years 9-11 in the dining hall</p> <p>Inez Lovering ‘employed’ by the school to deliver wellbeing to the staff with TS –met all the staff Inset Day (03/09/2020)</p> <p>No children to change within school – sportswear to be worn all day when a PE lesson is timetabled.</p>	<p>YES</p>



11/09/2020	LGC, JO, TS	<p>Too long winded form for visitors to sign on entering HKS</p> <p>Needing another isolation area if wellbeing room used</p> <p>Overlap of children entering dining hall during lunch service</p> <p>Pupils not able to access enough water –refilling bottles (in appropriate areas)</p> <p>DBS question mark regarding peri teachers</p> <p>Covid H & S –Spot check?</p>	<p>More concise form created and easier for frequently attending staff</p> <p>Established a second Isolation area in Cedar staff toilets if needed – signage created for no entry</p> <p>Been addressed by adding more staff</p> <p>Large Water receptacles being ordered for outside during breaks</p> <p>All our peri teachers were in touch with staff and pupils throughout the lockdown period</p> <p>Looked at this spot check and answered all the questions (all areas covered)</p>	<p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p>
18/09/2020	LGC, JO, TS	ISA Covid H&S spot	Check completed and copy in file	YES
TIGHTENED MEASURES				
25/09/2020	LGC, JO, TS	New issues have been	Covid Friday Meeting at 4pm for all staff.	YES

		<p>highlighted in the document in green: Summary: Parents to wear masks</p> <p>Continued learning interrupted</p> <p>Mixing of Year Groups</p> <p>Risk of infection</p> <p>Holiday Club – letter to go out to parents with regard to arrangements</p> <p>Bubble adjustment – smaller groups</p> <p>Meal time adjustment – bubbles kept separately</p>	<p>All parents notified of changes by emailed letter</p> <p>Chrome books given to all pupils Yr5-11 to enable individual learning</p> <p>Keep year groups separate – stay in classroom –curriculum adjusted</p> <p>Music, Drama, Science, Art, Food Tech to be extra vigilant</p> <p>Visors to be worn by all staff – Rec – Year 11 – from start to end of day</p> <p>Groundstaff to wear facial covering and antibac on entrance</p> <p>Kitchen – facial coverings and gloves</p> <p>DN and PS will wear facial coverings outside of setting</p> <p>Cleaners to wear visors</p> <p>New bubbles – DN, PS, Rec – Yr 2, Yr 3-Yr 4, Yr5-Yr6, Yr7-Yr8, Yr9, Y10, Y11</p> <p>Blue display boards into Library for Yr 9 & Yr 10</p> <p>Yr 5 – Yr 6 Dining Room and Yr7 –Yr 8 classroom</p> <p>Yr 11 to work in Support Base</p>	<p>YES</p>
02.10/2020	MJS,JO,TS	<p>Parental restrictions continue</p> <p>Pupils to be reminded</p>	<p>Covid bulletin sent to staff and parents</p> <p>Hettle Andrews (insurance company) happy with all arrangements</p>	<p>YES</p>

		to sanitise on entry and exit Tighter staff controls	No reported cases Staff inside rooms visors needed also on entry and exit from school No visors / masks in PE and Forest School Marking books – sanitise between bubbles	
16/10/2020	LGC, JO, TS	Email sent to staff with regard to quarantine on overseas holiday during half term –TS to collate information received	Covid bulletin being sent to staff and parents with regard to quarantine on overseas holiday during half term – TS to collate information received No reported cases	YES
NATIONAL LOCKDOWN – TIGHTER RESTRICTIONS				
06/11/2020	LGC,JO,TS	Covid bulletin sent out to all parents –points addressed from new guidance and highlighted in red throughout this risk assessment (summary in other box)	No reported cases Face masks pupils aged 11+ No ASA – Childcare available Minibus leaving at 4pm Ventilation in rooms – wearing of warmer clothes Parental meetings – School Cloud purchased Remote learning – if pupil self-isolating or staff member shielding. Work assessed online – no paper based work Tours and taster days suspended for 1 month	YES
13/11/2020	LGC, JO, TS	One reported pupil case (positive) Pupils receiving lessons	Child not been in school since half term, self isolating Updated all staff risk assessments (4 staff members shielding) Full stock of PPE available Staff continuing with Zoom lessons	YES
20/11/2020	LGC, JO, TS	Second reported pupil	Child not been in school since 13 Nov 2020 – JO informed Local	

		case (positive)	Authority Response Team and they have confirmed there is no need to close the bubble due to 2 day window. LGC sent letter to Yr5 & Yr6 parents. TS contacted vulnerable parents within the bubble	YES
27/11/2020	LGC, JO, TS	No reported cases either Staff or Pupil Worcestershire in Tier 2 restrictions	Until end of school term there will be NO ASA – Childcare available Minibus leaving at 4pm - JO to email all parents 27/11/20 Taster Days will resume under strict restrictions – letter to be sent to parents to notify of details (copy of letter in file)	YES YES
04/12/2020	LGC, JO, TS	No reported cases either Staff or Pupil	No changes to the above	
11/12/2020	LGC, JO, TS	No reported cases either Staff or Pupil	Covid Bulletin to be sent to parents with end of term advise from Dept of Ed	YES
January 2021 UPDATES				
04/01/2021	LGC, JO, TS	Staggered return to school Old Library set up for Test and Trace Consent forms and Test and Trace guidance PPE & Testing Kits	V:\COVID INFO\Flow chart showing return dates for pupils at Heathfield Knoll School and Nursery (3).pdf Allocated staff completed training modules (DfE, NHS) Both Staff and Parents received Arrived on 4 th Jan 2021 at 9am. Stock checked, all complete Staff who have completed the consent form will be tested from 12 noon on 5 th January 2021 Minibus will be leaving at 5pm daily for pupils from Reception –	N/A from 05/01/2021 YES Testing starts



		<p>Testing of All Staff</p> <p>Worcestershire in Tier 3 restrictions</p> <p>Peri Staff – remote learning – Yr 7- Yr 10</p> <p>NHS Risk Assessment – Testing Arrangements</p>	<p>Year 6. ASA/Prep will take place.</p> <p>Consent form to be sent from Peri's to parents. Paper work to be shared with TS</p> <p>Link to follow: V:\COVID INFO\Risk Assessment Template-NHS.docx</p>	<p>07/01/21</p> <p>N/A</p> <p>YES</p>
Jan 2021 LOCKDOWN				
05/01/2021	TS	<p>Rec – Yr 11 – taught remotely</p> <p>Day Nursery & Pre School attending school as normal</p>	<p>All staff attended a zoom call on 05/01/2021 – Risk assessment and testing details shared</p> <p>Letters to follow regarding re furloughing some staff.</p> <p>Packed lunches for PS – meals cooked for DN</p>	YES
08/01/2021	TS/JO	<p>Positive Case identified as testing started 7th January 2021</p> <p>Cross infection of bubbles</p> <p>Lateral Flow Test Risk Assessment: V:\COVID</p>	<p>All pupils within the bubble sent home to isolate and parents informed. All staff 7 day testing in place. WCC Local outbreak team informed.</p> <p>WCC Assistant Director of Education called to ensure we are following Covid protocol. Reassured that all is compliant.</p> <p>Staff to ensure that they do not go across bubble groups – timetable created</p>	<p>YES</p> <p>YES</p>

		INFO\Lateral Flow Testing RA.docx	Weekly testing on Thursday for all staff that are on site	YES
14/01/2021	TS/JO	Lateral Flow Test continues	No further positive cases 7 day testing continued for close contact staff Covid addendum amended to Safeguarding policy: V:\COVID INFO\Covid 19 Policy WCF Jan 2021.docx	YES YES
21/01/2021	TS/JO	Lateral Flow Test continues	One further positive case – based on 7 day Testing all other staff tested negative No further 7 day testing to be carried out due to new guidance. Daily Testing in School Update	YES
28/01/2021	TS/JO	Lateral Flow Test continues	Pupils and Staff in Connect have returned Further government guidelines school will stay closed until at least 8 th March as guidance below Updated Guidance 27th January 2021	YES
04/02/2021	TS/JO	Lateral Flow Test continues	No positive cases identified	YES
11/02/2021	TS/JO	Lateral Flow Test continues 3 x Positive Cases confirmed 06/02/2021 & 08/02/2021	No positives cases identified – at testing Day Nursery closed until and including Monday 15 th February 2021- all staff and children isolating. Lower School keyworker children and staff isolating until and including Monday 15 th February 2021. All parents/staff informed and WCC Local outbreak team. Nursery and Cedar buildings closed and deep clean in process.	YES
March 2021 REOPENING				
26/02/2021	TS/JO	Lateral Flow Tests continue	No positive cases identified –at testing	YES

		Risk Assessment updated to include March 8 th reopening proposals for full operation of HKS	March reopening guidance	
5 th March 2021	TS/JO	Lateral Flow Tests completed with Year 7 – Year 11 – 4 th March 2021 Tests completed for all staff on Friday 5 th March 2021 Webinar to Parents – Reopening the School Further testing on Monday 8 th and Thursday 11 th March	No positive cases identified at testing No positive cases identified at testing https://us02web.zoom.us/rec/share/mECi_WNvVt-X8NLpHMc9a9bnvcQA9U2RWOD3WPi0VRAXCIX0cd37epHmC2m9Qgr.EMKqni61r8iZKVi- Passcode: CwY2v%qn	
12 th March 2021	TS/JO	Lateral Flow Tests to be completed every Monday and Thursday until 25 th March 2021	No positive cases identified at testing Self testing kits to be handed to pupils/staff before 26 th March for home testing. Taster Sessions/Tours now being carried out under Covid-19 restrictions	
19 th March 2021	TS/JO	Lateral Flow Tests carried out	No positive cases identified at testing	
26 th March 2021	TS/JO	Lateral Flow Tests carried out Self Testing Kits handed	No positive cases identified at testing Letter shared with all staff and parents advising that testing takes	

		<p>to all pupils Yr 7 upwards and all Staff (26th March)</p> <p>Further kits will be handed out on return to school – 19th April 2021</p> <p>Testing station will be removed and returned back to Library</p>	<p>place both Wednesday and Sunday evenings during Easter and on return to school. Google form shared with both parents and staff to fill in with results from test, it is advised that if no results are shared further kits will not be supplied</p> <p>Visitors will be tested in the Wellbeing Room</p>	
23 rd April 2021	TS/JO	<p>Home testing taking place with pupils from Yr 7 – Yr11 and all staff</p> <p>Face Masks</p> <p>Visitors on site</p> <p>Tours on site</p> <p>Staff</p> <p>Pupil Movement</p>	<p>No positive cases reported on google form supplied</p> <p>Yr 7 – Yr 11 pupils wearing masks as per the government guidelines</p> <p>Covid test taking place for all visitors on site by Head of Wellbeing</p> <p>Tours taking place after school</p> <p>All shielding staff have returned and individual RA updated, Head of Wellbeing has carried out Back to Work forms</p> <p>Yr 7 – Yr 11 pupils from Monday 26th April will move around the school site from classroom to classroom for subjects. Staff will sanitise in between lessons.</p>	
30 th April 2021	TS/JO	<p>Home testing taking place with pupils from Yr 7 – Yr11 and all staff</p>	<p>No positive cases reported on google form supplied</p>	

