

Responsible Person

Jane Whittingham, Headmistress

Other Persons Involved

SLT: Gemma Mitchell, Hannah Wynn, Ursula Hillery & Mary Price
 Head’s PA: Abi Churaman
 Lead First Aider (LFA) and Office Manager: Jackie Trew
 Chair of Governors: Richard Thompson

Guidance Material Considered

- DfE: Restricting Attendance During the National Lockdown: Schools (07.01.21)
- DfE: Education and Childcare Settings: National lockdown from 5 January, 2021 (07.01.21)
- DfE: Actions for Early Years and Childcare Providers During the Coronavirus (COVID-19) outbreak (07.01.21)
- DfE; Protective Measures for Out-of-School Settings During the Coronavirus (COVID-19) outbreak (08.01.21)
- DfE: Face Coverings in Education (08.01.21)
- DfE: Safe Working in Education, Childcare and Children’s Social Care (14.12.20)
- BEIS: Working Safely During the Coronavirus (COVID-19) outbreak Offices and Contact Centres (06.01.21)
- NHS: Test and Trace – How it works (11.01.21)
- PHE: COVID-19: cleaning in non-healthcare settings outside the home (16.10.20)
- DfE: Safeguarding and remote education during coronavirus (Covid-19) (October,20)
- AfPE: Coronavirus guidance and support re School Sport
- OEAP: Coronavirus guidance re Educational Visits
- DfE: Asymptomatic Testing Procedures and Guidance (available through the DfE portal) (January, 21)
- DfE: Schools coronavirus (Covid-19) operational guidance (February, 21)
- DfE: Actions for early years and childcare providers during the coronavirus (Covid-19) outbreak (March, 21)
- DfE: Guidance on Shielding and protecting people who are clinically extremely vulnerable from Covid-19 (February, 21)
- HSE: Ventilation and air conditioning during the coronavirus (COVID-19) pandemic (March,21)
- DfE: Coronavirus advice for pregnant employees (February, 21)
- DfE: Transport to schools and colleges: 2020 to 2021 academic year (March, 21)

Details	
<p>To minimise the risk of infection to all persons, the following system of controls has been applied by the school</p> <ol style="list-style-type: none"> 1) Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school 2) Where recommended, the use of face masks / coverings in school. Staff to wear face masks in corridors and common areas of the School and whilst on duty 3) Clean hands thoroughly more often than usual 4) Ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach 5) Good ventilation in all areas of the School, including classrooms, corridors, etc. 5) Continue with enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach 6) Minimise contact between groups of children where possible (Nursery and Kindergarten) and minimise contact between individuals and maintain social distancing wherever possible 7) Where necessary, wear appropriate personal protective equipment (PPE) 8) Always keeping occupied spaces well ventilated 9) Engage with the NHS Test and Trace process 10) Manage confirmed cases of coronavirus (COVID-19) amongst the school community, notifying Government agencies as required 11) Contain any outbreak by following local health protection team advice 	

Are Control Measures in place?
YES

Hazard	Risk Group	How Can the Hazards Cause Harm	Control Measures Currently in Place	Controls in Place? All controls in place unless otherwise specified	Is the Residual Risk Acceptable?
Infection Control (people)	Staff, Pupils, Visitors	Staff contracting COVID-19	<ol style="list-style-type: none"> 1. An individual RA is available for those who may be of higher risk of infection. 2. Clinically Extremely Vulnerable (CEV) staff to work at home where possible or to be furloughed. 3. Any staff who are not required in School and can continue to work from home will continue to do so. 4. Staff may consent to take part in twice weekly asymptomatic testing programme which is offered to all those staff who will be working on the School site 		YES for points 1-9

		<p>5. Any staff member with symptoms of COVID-19 is sent home to self-isolate for 7 days and instructed to undertake a COVID-19 test. Their household members are required to self-isolate for 10 days. Managed by JW, GM & JT</p> <p>6. To support the testing process, the school have been provided with a supply of home testing kits – these are stored in Business Manager’s office. This testing process is overseen by JT the Lead First Aider (LFA) and staff are required to test themselves on Wednesday and Sunday evenings.</p> <p>7. If the test is positive: the LFA will manage with JW & GM</p> <ol style="list-style-type: none"> a. The staff member remains off for 10 days from the onset of symptoms and after that they can return if they feel well enough. They can return if a cough or anosmia persist beyond this time. b. The staff member must engage with the NHS Test and Trace programme. c. The staff member must notify the school immediately. d. The school will contact their local Health Protection Team or the DfE helpline for advice on any further action required in school. e. The school will review the to establish if it was likely that the infection was contracted as a result of working in School. <p>8. If the test result is negative the staff member can return to school when they feel well enough to do so.</p> <p>9. Where a staff member indicates an individual in their household is unwell with symptoms compatible with COVID-19, they must self-isolate for up to 10 days. Under the Test and Trace programme there is an expectation that their symptomatic household member is tested. If this test result is negative the staff member can return to school if they do not have any COVID-19 related symptoms. Staff to inform JW, GM or JT. Cover to be managed by GM.</p>		
	Pupils contracting COVID-19	<ol style="list-style-type: none"> 1. Any pupil with symptoms of Covid-19 should not attend school for 10 days and is expected to undertake a test under the NHS Test and Trace programme. The pupil/parents are instructed to notify the school immediately if a positive result is obtained. Communication is sent to parents as Regulations and Guidance changes, giving clear procedures for parents to follow. All parent communication is stored on the School system. 2. Where a positive result is obtained, the school will contact the local Health Protection Team for advice on any further action required. JW to inform. 3. A negative result means the pupil can return to school but they must also be free of any infectious symptoms as per NHS guidelines. 		Yes for points 1-5

			<p>4. Where a pupil indicates an individual in their household is unwell with symptoms compatible with Covid-19, they must self-isolate for up to 10 days. Under the Test and Trace programme there is an expectation that their symptomatic household member is tested. If this test result is negative the pupil can return to school as long as they do not have any COVID-19 related symptoms. The parents need to contact LFA to confirm.</p> <p>5. Clinically extremely vulnerable pupils should not attend School.</p>		
		Visitors contracting COVID-19	<p>1. The number of visitors has been limited to:</p> <p>a) Contractors who need to be on site for health and safety reasons which require immediate attention.</p> <p>b) Specialist agencies, such as EP's, Speech Therapists, etc. who support individual children. Wherever possible to be conducted on line.</p> <p>2. Visitors to the School (as outlined above) will be carefully managed and identification details recorded and held for 21 days to support the Test and Trace process if called upon. Visitors will be encouraged to use the QR for NHS Track and Trace. All visitors will register on arrival. All visitors will be by appointment only and will be asked on arrival if they feel unwell and / or have any symptoms of COVID-19.</p> <p>3. Details of local procedures communicated to all visitors before they come to site, via email/phone.</p> <p>4. Parents pupils in Reception, Pre-Prep and Prep will drop off and collect their children from the School Gate/s and are required to wear face masks /covering, unless they are exempt. JW, GM & HW will supervise the gates. Nursery children to be handed over at the Nursery Garden Gate and Kindergarten children to handed over outside the School Dining Room. Nursery and Kindergarten will be collected from the Main Gate at collection time. All staff and parents are required to wear masks / face coverings at drop and pickups, unless they are exempt. Only one parent / carer to drop off their child /ren. Parents encouraged to leave straight away and not chat in the School car park.</p> <p>5. For the rest of the Spring Term, there will be no workshops or visiting speakers on the School site.</p> <p>6. All visitors are required to wear masks / face coverings unless exempt</p>		Yes for points 1-6
Suspected or confirmed case in school	Staff Pupils Visitors	Potential contamination of surfaces and for person to	<p>1. Pupil / staff member / visitor sent home and instructed to order a test under the NHS Test and Trace programme. Individual provided with a test by the school if supplies allow and where the school believe providing a testing kit may increase the likelihood of a test being completed. JW / JT</p>		Yes for points 1 - 9

		person spread	<ol style="list-style-type: none"> 2. The Designated Infection Control area is the Front Sitting Room. Staff member will escort pupil to the Front Sitting Room and knock on the Office door to alert the Lead First Aider. The room will be well ventilated. The LFA or SLT member will wear full PPE if child needs to be closely supervised / cared for. All other injury management will happen in the classrooms/playgrounds to avoid cross contamination. LFA to be alerted to bangs to the Head or serious illness / injury. Usual accident recording procedures to remain in place. 3. Staff and pupils who were with the affected party should wash their hands thoroughly but do not need to go home unless symptomatic or contacted by Test and Trace. 4. A small quantity of PPE, i.e. disposable face masks, gloves, and apron and suitable waste streams will be required for handling suspected cases where 2m separation cannot be maintained. LFA, and SLT have full PPE for use if necessary. 5. Cleaning and disinfection carried out by cleaning staff in accordance with DfE guidance COVID-19: cleaning of non-healthcare settings Pupils and staff will be off site from 4:15pm each day to ensure enhanced cleaning. 6. All rooms have designated bins for tissues and a separate bin is available for disposing PPE 7. All staff / peris / LAMDA teachers to wear masks / face coverings (not visors) (unless exempt) in communal areas of the School, including whilst on duty outside. Staff have the option to wear masks / face coverings in the classroom if they wish but sensitivity should be shown to those pupils who have a hearing impairment and rely on lip reading. A small supply of face masks will be kept in School although staff, etc. are expected to provide their own. 8. Peri teachers should sit side by side whilst teaching pupils and will have space to be able to distance from pupil. 9. Singing, including Choirs to take place with small groups and should take place in the hall (all windows open). Pupils to space out and stand side by side. 		
Infection Control (practices)	Staff, Pupils, Visitors	Operational practices in place to minimise the risk of the spread of infection	<p><u>Good Hand and Respiratory Hygiene (key principles to be applied)</u></p> <ol style="list-style-type: none"> 1. Soap and running water, alcohol based hand sanitiser and skin friendly wipes to be readily available 2. Hands cleaned by all pupils, staff members and visitors, using soap or sanitiser on arrival, after break, after using the toilet and before eating (at a minimum) 3. Practices built into school behaviour culture. 4. Catch-it, bin-it, kill-it, promoted throughout school. 5. School provides tissues and sufficient bins to support disposal of waste. 6. Masks / Face coverings in school not recommended for pupils although some may do so with the agreement of JW 7. Masks / Face coverings to be worn by staff and visitors as outlined in the section above. 		Yes for points 1-24

		<ol style="list-style-type: none"> 8. Details of local arrangements: 9. Rooms (Class / Form rooms) will all be equipped with sanitising equipment. 10. Posters and signs will be displayed in classrooms and communal areas to promote catch-it, bin-it, kill it. 11. Weekly reminder in Assemblies and Class / Form time regarding hand hygiene. 12. Pupils to have own stationery and not share with others. 13. iPads to be wiped with anti-bacterial wipes before and after use. 14. Pupils to sanitise/wash hands before activities that require equipment. 15. Pupils will each lunch in allocated areas and the School Dining room will only be used by fewer children. 16. Catering staff to wear face masks / covering whilst serving lunch. 17. High traffic areas will be wiped down regularly throughout the day. 18. The School minibuses will not be used at the moment. 19. Peri staff will be required to wear a mask / face covering, the children will sanitise before and after a music lesson. Peri staff will wipe down surfaces between pupils. 20. The Before and After School Care, Breakfast Club and Clubs will not run for the rest of the Spring Term. To be reviewed for the Summer Term. 21. Swimming will not resume before the end of the Summer Term. 22. Class teachers / teaching assistants to supervise those pre-prep pupils in their class, waiting for older siblings in Prep and then escort them for dismissal. 23. PE /Sport: changing rooms will remain closed. Pupils will wear sports kit to school on the days they have PE / Sport 24. Pupils to use own equipment where possible, e.g. tennis rackets. Other equipment will be cleaned between groups. 25. Forest School: pupils will wear clothes suitable for Forest School from the beginning of the day. 		
		<p><u>Grouping (key principles to be applied)</u></p> <p>Contact between different groups is reduced by:</p> <ol style="list-style-type: none"> 1. Each Year group will form a separate Bubble. 2. Siblings can be in different Bubbles. 3. Bubbles will be kept apart wherever possible. For example, each Bubble will have most of its lessons in its Class / Form Room and its own dedicated play area and play equipment. 4. Pupils in EYFS are able to sit in groups and are not expected to socially distance from each other although staff should try and keep a distance where possible. 		<p>Yes for points 1- 13</p>

		<p>5. Years 1 to 3 will not be expected to socially distance from each other although staff must maintain 2m distance whenever possible. These pupils will not sit in groups and desks should be side by side and facing the front.</p> <p>6. Year 4 to 6 – desks will be arranged to be forward facing. Staff will try and teach within a 2m² square zone where they will teach from. However, if they are required to support a child one to one, they will go the child and work side by side and will not work with them any longer than 15mins. Pupils will be encouraged to signal for help rather than going to the teacher</p> <p>7. Staff will comfort children if they are upset.</p> <p>8. Specialist teaching will take place although the specialist teacher will go to the Class /Form room to teach the pupils (except for Sport & Forest School), to limit movement round the School</p> <p>9. All staff can operate across multiple classes and year groups but should practise distancing, and 2m where possible.</p> <p>10. Partial fulfilment of the points above is acknowledged as being of benefit.</p> <p>11. To enable the tracing process to work effectively, School will maintain a comprehensive record of Bubble / Set composition and records of any close contact that takes place between children and staff in different groups. Close contact is defined as:</p> <ul style="list-style-type: none"> a. direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin) b. proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual c. travelling in a small vehicle, like a car, with an infected person <p>12. LAMDA and Peri teachers complete a list of the pupils they have taught on each visit to the School and leave in the folder in the Link Corridor</p> <p>13. The School keeps a record of the details of visiting specialists, the date of their visits and the children they have seen.</p> <p>Other Local Arrangements</p> <ul style="list-style-type: none"> 1. Entry and dismissal times for pupils is staggered using three different gates. Parents are encouraged to use the Drop and Go for all pupils in Y1 to 6. 2. There will be no mass gatherings in the hall. Assemblies will be continued on school assemblies will be streamed live. 3. GM will monitor the timetables and reflect changes accordingly so that staff can be traced and accounted for. 		<p>Yes for points 1-13</p>
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		<p>Measures for Arrival and Departure (key principles applied)</p> <ol style="list-style-type: none"> 1. Start and finish times are staggered to prevent groups mixing where possible, but without reducing the amount of teaching time. 2. Arrangements have been communicated to parents and the process for drop off and collection to prevent gathering at the school gates. 3. The process required for those arriving wearing masks /face coverings, including safe disposal has been communicated to staff and parents. All parents / carers to wear masks / face coverings (unless exempt) at drop off and pick up. 4. Regular communication to staff and parents is being maintained, with all communication stored locally. 		<p style="text-align: center;">Yes for points 1-4</p>

			<p>Other Considerations (key principles applied)</p> <ol style="list-style-type: none"> 1. Specific consideration for those with SEND needs to help with adjustments. 2. Supply/peripatetic teachers can move between schools but minimise contact and distance as much as possible. Specialist staff e.g. therapists work as normal. A record of these visits are maintained and the staff and children in contact with. 3. Contractors only on site in emergency situations and details kept of their visit and contact between staff and children minimised. Contractors aware of the School's COVID-19 protocol before arrival. 4. Nursery and Kindergarten parents are encouraged that their children should only attend one Setting although this is allowed if parents cannot avoid it. 5. Equipment – <ul style="list-style-type: none"> • Pupils will return to School in uniform, but wear additional layers underneath as it maybe colder than usual due to the levels of ventilation • Pupils in Reception to Year 2 are provided with stationery and do not share with others; pupils in Year 3 to 6 bring in their own pencil cases • Classroom resources – can be used freely within the Bubble/group, but subject to regular cleaning • Resources shared between groups is cleaned, i.e. always before being used by another group, or quarantined for 48 hours between use (72 hours for plastic items). • Outdoor play equipment cleaned more regularly although each Bubble has its own outdoor play equipment • Resources can be taken home where it contributes to education and development and subject to the same rules re cleaning and rotation as above. • Staff are allowed to take books home for marking. 		<p>Yes for points 1-6</p>
			<p>Transport (key principles applied)</p> <ol style="list-style-type: none"> 1. Parents are discouraged from bringing pupils on public transport to School 2. Parents are encouraged to walk to School if possible 3. Parents are discouraged from arranging car shares if this involves children from different Bubbles 4. The School minibuses are not running for the rest of this term. 		<p>Yes for points 1 to 4</p>
<p>Infection Control (premises)</p>	<p>Staff, Pupils, Visitors</p>	<p>Changes to or introduction of physical control</p>	<ol style="list-style-type: none"> 1. Unnecessary furniture removed to aid distancing. 2. Rugs and soft furnishings removed. 		<p>Yes for points 1 to 10</p>

		measure to minimise the risk of the spread of infection	<ol style="list-style-type: none"> 3. Different circulation routes and entry and exit points to avoid congestion and mixing introduced. 4. Different playtimes and spaces allocated for different Bubbles. 5. Staffroom open for making of drinks and filling water bottles. Individual portions of coffee and tea introduced. 6. Occupied spaces are kept well ventilated in so far as ventilation systems allow and whilst maintaining a suitable teaching and working environment. Windows and doors left open. Fire doors to remain closed as usual. 7. Outdoor play equipment thoroughly cleaned between groups 8. Soft furnishings and soft toys or toys that are hard to clean have been removed. 9. There will be no more than 2 members of the Admin Team working in the Main Office or Admin Office upstairs at a time. These areas will be 'closed' to other members of staff, etc. 10. Shared workstations will be cleaned between use. 		
Anxiety, stress and worry	Staff, pupils parents	Those coming back to work or school may be anxious, worried or stressed	<ol style="list-style-type: none"> 1. Staff will have access to all the relevant documentation issued by the Government, PHE, SCC, etc. and will informed when updates are received 2. Staff will be sent a copy of all parent communications 3. This RA will be shared with staff and parents and displayed on the school website. 4. The RA is a live document and will be updated regularly as and when necessary. Staff are to comment or ask questions about the RA and the control measures in place. 5. Support offered to pupils, staff and parents where necessary or on request 6. The normal safeguarding procedures will apply. 		Yes for points 1-5
Cleaning	Staff, Pupils, Visitors	General hygiene to interrupt transmission from contact surfaces	<ol style="list-style-type: none"> 1. Frequency of cleaning to be increased and staff to be involved in cleaning surfaces, etc. throughout the day. 2. All cleaning materials to be kept out of reach of the children. 3. Peris need to clean chairs / instruments if shared (i.e. piano) between each pupil. Wipes, etc. will be provided. 4. Staff and peris to contact Business Manager if cleaning materials / sanitiser, need replenishing 5. Additional PPE is not required for this level of cleaning. 6. Enhanced cleaning to be undertaken by Cleaning Company, daily, with additional focus on 'hot' spot areas. 		Yes for points 1-12

			<ol style="list-style-type: none"> 7. The school has sufficient support of PPE, paper towels, wipes, disinfectant and sanitiser. Stock levels will be monitored to ensure sufficient levels at all times. 8. Cleaning company provides their own equipment, etc. but liaise closely with School's Business Manager. 9. Cleaners need to wear face masks / coverings whilst in the School 10. Majority of staff and all pupils will have left before the cleaners arrive 11. Cleaning staff reminded to be mindful to minimise face contact and the need for regular handwashing. 12. Cleaning following confirmed/suspected case in accordance with DfE guidance <u><i>COVID-19: cleaning of non-healthcare settings</i></u> will take place. 		
Delivery of 'higher risk' subjects	Staff, Pupils	<p>Delivery of lessons such as science, D&T, Drama and PE require pupils and staff to work in close proximity thereby increasing the risk of infection</p> <p>Educational visits</p>	<ol style="list-style-type: none"> 1. Head of Department to review their subject RA, their planning and update accordingly to ensure necessary adaptations in place. 2. HoD to make reference to specialist advisory bodies for latest guidance on required controls. (CLEAPSS, AfPE). 3. Subject specialist teachers will teach the children in the Class / Form rooms rather than the pupils moving to specialist rooms 4. Pupils will work side by side wherever possible. Pupils will not project their voices loudly in Drama 5. All equipment will be cleaned between lessons. 		Yes for points 1- 5
Intimate Care/Higher Dependency Pupils	Staff, Pupils	<p>Intimate care brings people within close proximity of each other thereby increasing</p>	<ul style="list-style-type: none"> • Staff providing intimate care to use PPE as they would do normally for providing care in line with children's needs • No specific PPE required unless the child in question is symptomatic 	N/A	

		the risk of infection			
Failure to follow local rules	Staff, Pupil, Visitors	Persons fail to follow local rules due to lack of awareness.	<ol style="list-style-type: none"> 1. Parents are sent updates as Government Regulations are updated 2. Staff, Peris and LAMDA teachers are sent updates and copies of letters to parents 3. All members of the School community are given frequent reminders of protocol and measures in place 4. Children are reminded of procedures in assembly and in Class / Form times. 5. Training is provided to staff as necessary. 6. JW and GM are available to speak with pupils, staff and parents to gently remind and reassure. 		Yes for points 1-6
Maintaining a compliant premises	Pupils Staff	Possible reduced site staff and a reduction of compliance checks as contractors not visiting	<ol style="list-style-type: none"> 1. Premises compliance status reviewed by Business Manager prior to reopening. The School has continued to undergo the usual compliance checks throughout the Spring Term 2. Contractor access to site to be continued wherever possible for necessary checks. Visits will be completed when children and staff off site, wherever possible. Legible record of all contractor details to be held for 21 days (to support Test and Trace process if necessary). 		Yes for points 1 and 2
The school lapses in following national/group guidelines and advice	Staff, Pupil, Visitors	Lack of awareness leads to potential contamination of the premises or an outbreak spreads rapidly through the school and wider community	<ol style="list-style-type: none"> 1. Important updates/changes to be communicated by JW / SLT 2. JW to ensure that all relevant guidance is followed and communicated – this will be done via email, clarion, newsletters, specific letters and communications to all groups. 3. Governors will be sent copies of parents and staff updates. 4. Senior Leaders to keep up-to-date with advice issued by, but not limited to, DfE, NHS, Department of Health and Social Care and PHE, and review this risk assessment accordingly. Currently registered for all updates including those mentioned and ISC, IAPS and specific governing bodies e.g. AfPE 5. Information on the school website is updated. 6. Parents/Pupils updated via classrooms/email/parent clarion as necessary. 7. Any change in information to be shared with Chair of Governors and passed on to parents by clarion and staff by email. 		Yes for points 1 to 7
Other Risk Assessments	Staff, Pupils	Other risk assessments that aren't updated and therefore	<ol style="list-style-type: none"> 1. Extra-curricular provision subject to specific risk assessment developed with reference to DfE Guidance on Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak. This will be reviewed when clubs are reinstated. 2. Fire risk assessment reviewed 		Yes for points 1 to 7

		become invalid	<ol style="list-style-type: none"> 3. Fire safety procedures amended to support COVID-19 arrangements: a drill will take place in the first full week back to school. Areas will be signposted on the playgrounds in the usual spaces. Evacuation of the School by the quickest and safest way. 4. Staff training scheduled monitored to ensure key areas such as Safeguarding are covered as required. 5. Additional measures taken to ensure a provision for on-line learning is available to those children at home self-isolating, and for teachers to continue to provide the provision if self-isolating themselves, wherever possible. 6. Key premises risk assessments reviewed to ensure they remain valid, e.g. fire risk assessment, manual handling, COSHH if new chemicals are brought in. 7. All policies will be updated according to their review date. 		
First Aid (temporary home workers)	Staff	Staff suffering injury at home	<ol style="list-style-type: none"> 1. Low-risk, office-style work. No specific controls required. 2. Any accidents to be logged with LFA 3. All staff to log injury at home with LFA 4. All cases to be reviewed individually and then collectively at the H&S meeting in the Autumn term. 		Yes for points 1 to 4
Wellbeing/ Stress (temporary home workers)	Staff	Social isolation leading to issues with wellbeing Unusual working environment arrangements contributing to stress	<ol style="list-style-type: none"> 1. Regular calls made to furloughed staff 2. JW / GM in touch with staff on a regular basis 3. Use made of WhatsApp groups and email groups to keep in contact 4. ROC Meeting to continue 5. Face to face meetings to go ahead where necessary (mainly JW /GM) 6. Line Managers to have regular catch ups with staff 7. All members of the School Community to be informed where they can external help 		Yes for points 1 to 7

Details of any additional control measures for consideration	Completed By
Risk Assessment will be reviewed every 2 weeks unless new Guidance is received from the Government. Chair of Governors, Governors, Staff, Peris, LAMDA teachers and parents will be informed of changes / new control measures, as necessary.	Headmistress: J Whittingham SLT: Gemma Mitchell, Hannah Wynn, Ursula Hillery and Mary Price

Assessment completed by:	Headmistress, Mrs Jane Whittingham	Date:	06.03.21	Date of next review:	19.03.21
Ratified by:	Chair of Governors: Mr Richard Thompson				