

What are the hazards which may be caused?	Recommended controls/Mitigation and Protective Measures	In place? Yes/No Actions needed.	By whom?	Risk rating following action H/M/L
1. Awareness of and adherence to policies and procedures	1a. Health and Safety Policy (Appendix 1A) has been updated in light of the COVID-19 advice	To be signed off by COG (TBC)	SPS/IBE	L

	<p>1b. All staff, pupils and volunteers are aware of all relevant policies and procedures including, but not limited to, the following:</p> <ul style="list-style-type: none"> - Health and Safety Policy (Appendix 1A) - Supporting Students with Medical Conditions Policy (Appendix 1B) 	<p>Email details to ensure staff and students have access to (website) and send a return to confirm they have read – policies. For staff this will be an e- mail return log (Appendix 1D) for students this will be part of the ‘Return to School’ contract (Appendix 1C)</p>	<p>SPS</p>	<p>L</p>
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	<p>1c. All staff on site have regard to all relevant guidance and legislation including, but not limited to, the following:</p> <p>The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 (https://www.hse.gov.uk/riddor/) (Appendix 1E)</p> <p>The Health Protection (Notification) Regulations 2010 (http://www.legislation.gov.uk/uksi/2010/659) (Appendix 1F)</p> <p>Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities' (https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities) (Appendix 1G)</p> <p>DfE and PHE (2020) 'COVID-19: guidance for educational settings' (https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings) (Appendix 1H)</p>	<p>Staff to indicate they have read this as part of return to work – kept on log (Appendix 1D)</p>	<p>SPS</p>	<p>L</p>
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	<p>1d. The on-site staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training.</p>	<p>Yes</p> <p>All staff involved in LFD Testing have received a training session and completed online units recommended by the government. A log of the training modules completed has been kept alongside a spreadsheet of those attending the LFD on site training. Certificates in Appendix 1P folder</p>	<p>SPS/IBE/S JN/MJE</p>	<p>L</p>
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	<p>1e. The school keeps up-to-date with advice issued by, but not limited to, the following:</p> <p>-</p> <p style="text-align: right;">DfE</p> <p>(https://www.gov.uk/coronavirus/education-and-childcare) (Appendix 1K) ; PHE</p> <p>(https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance) (Appendix 1J)</p>	<p>Yes - The HeadTeacher receives daily updates from the DfE and is responsible for ensuring that changes are actioned quickly.</p>	<p>SPS/SJN</p>	<p>L</p>
	<p>Staff are made aware of the school's infection control procedures in relation to coronavirus via the Health and Safety policy (Appendix 1A);</p>	<p>This has been addressed through providing access to Appendix 1A</p>	<p>SPS/SJN</p>	<p>L</p>

	<p>1f. Parents are made aware of the school's infection control procedures in relation to coronavirus via letter and social media – they are informed that they must not send their child to school if the child develops coronavirus symptoms or if another household member develops coronavirus symptoms. In both these circumstances the parents/carers should call the school to inform the school of this and that they will be following the national Stay at Home (https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection) (Appendix 1O) guidance.</p>	<p>Ensure this is noted in the communication sent home and in the contract parents / students sign (Appendix 1C)</p> <p>Regular posting of this on social media is required (Appendix 1N) (2 x per week and log when done.)</p> <p>Need a copy of the latest 'stay at home guidance' with new copy and dated whenever changed.(Appendix 1O)</p>	SPS/SJN	L
	<p>1g. Pupils are made aware of the school's infection control procedures in relation to coronavirus and are informed that they must tell a member of staff if they begin to feel unwell;</p>	<p>Yes - Addressed through the signed contract (Appendix 1C)</p> <p>Updates: Students are reminded of procedures regularly in Morning Roll Call and Assemblies.</p>	SPS/HOY	L

	1h. Staff, Volunteer and Pupil Confidentiality are respected at all times – this includes withholding the names of staff, volunteers and pupils with either confirmed or suspected cases of coronavirus.	Yes – Reminder issued during staff training	SPS	L
2. Implementing social distancing	2a.Students are organised in year group bubbles as per DFE guidelines; (Appendix 2A - point 6a) <u>This action is no longer required (Sept 2021)</u>			
	2b. Classrooms and other learning environments are organised to maintain space between students and staff where possible and students from different bubbles where possible. Students are zoned around the building and given specific entry and exit routes (Appendix 1M) <u>This action is no longer required (Sept 21)</u>			

	<p>The timetable is revised to implement where possible,:</p> <p>2c. Plan for lessons or activities which limit movement between areas; (Appendix 2D)</p> <p><u>This action is no longer required (Sept 21)</u></p>			
	<p>2d. Maximum number of lessons or classroom activities which could take place outdoors; (Appendix 2D)</p> <p><u>This action is no longer required (Sept 21)</u></p>			
	<p>Update: 2f. Break times (including lunch) are arranged so that all children are not situated in the same areas; (Appendix 1M)</p>			
	<p>2g. Drop-off and collection points are organised to minimise interaction;</p> <p><u>This action is no longer required (Sept 21)</u></p>			
	<p>2h. Parents' drop-off and pick-up protocols are planned so that they minimise adult to adult contact;</p> <p><u>This action is no longer required (Sept 21)</u></p>			
	<p>2i. Unnecessary items are removed from classrooms and other learning environments where there is space to store it elsewhere</p>	<p>We will continue to remove unnecessary items from classrooms to allow for the</p>	<p>SPS/IBE</p>	<p>L</p>

		maximum amount of space for movement and ventilation.		
	<p>Teachers are peripatetic and move between zones. However, they keep at a 2m distance from the students where practical</p> <p>UPDATE 03/11/2020: Shared teachers/members of staff: Teachers and other staff who are shared between schools in GLT will continue to work across the Trust. This is because their work is deemed essential; HT will meet with members of staff to reiterate and emphasise these key points.</p> <ul style="list-style-type: none"> • Ensure they do not circulate the classroom; remain at a 2m distance from students and staff at all times; wash hands regularly; will not enter the school building if they have any symptoms. <p><u>This action is no longer required (Sept 21)</u></p>			
	<p>2l. Children and young people use the same classroom or area of a setting throughout the day, with a thorough cleaning of the rooms at the end of the day. Children are seated at the same desk;</p> <p>Update: Movement outside of break times is only made where practical subjects are being taught</p> <p><u>This action is no longer required (Sept 21)</u></p>			†

	<p>2m. Mixing within education or childcare setting is minimised by:</p> <ul style="list-style-type: none"> o accessing rooms directly from outside where possible; o considering one-way circulation o Lunch breaks taken in different zones o The number of children using the toilet at any one time is limited; <p><u>This action is no longer required but measures still in place as described opposite. (Sept 21)</u></p>	<p>We will continue to mitigate against excessive mixing by:</p> <p>Roll call will continue to take place outdoors where practical to do so (weather permitting)</p> <p>Encourage staff to maintain distance from students where possible to reduce risk of acting as a vector for transmission between different groups</p> <p>Staff will continue to teach primarily from the front of the classroom, with students sitting in rows wherever possible.</p> <p>Staff will use strategies like mini whiteboards to reduce the need to circulate during lessons.</p> <p>In the case of an increased number of cases in school, we will</p>	SPS/IBE	L
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		<p>follow our Contingency Plan.</p> <p>https://docs.google.com/document/d/1hiwZGU7dk9BoiQ5lwWd29NDV7EV3jz5QCUZFO9Un_/edit</p>		
	<p>2n. The use of shared space such as practical rooms, work stations, halls is limited and there is cleaning between use by different groups;</p> <p><u>This action is no longer required (Sept 21)</u></p>			
	<p>2o. The use of staff rooms and offices is limited as indicated by signage</p> <p>This action is no longer a requirement (Sept 21) but will remain in place under constant review.</p>	<p>Signs reminding staff to limit numbers in offices and shared spaces. We will continue to encourage staff to work in spaces that allow for social distancing and for meetings to be held in appropriately sized and ventilated rooms.</p>	SPS/IBE	L
<p>3.</p> <p>Hygiene practice</p>	<p>The <u>COVID-19: cleaning of non-healthcare settings guidance</u> is followed;</p>			

	3a. Sufficient handwashing facilities are available. Where a sink is not nearby, provide hand sanitisers in classrooms and other learning environments;	Yes - Hand sanitisers are provided by every classroom, at every exit/entry point and where possible by teacher desktops	SPS/IBE	L
	3b. Surfaces that children and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters are cleaned more regularly than normal;	<p>Yes - All classrooms were de-cluttered before the summer break and cleaning staff have been rota'd on for 'daytime' cleaning shifts to ensure cleaning throughout the day. Plastic boxes provided to ensure all books and equipment have a storage making it easier for cleaners to clean</p> <p>We will follow the COVID-19 Practical Lessons in Schools CLEAPSS guidance and implement the additional control measures as recommended.</p>	SPS/IBE	L

	<p>3c. All adults and children are told to:</p> <ul style="list-style-type: none"> - frequently wash their hands with soap and water for 20 seconds and dry thoroughly; - clean their hands on arrival at school, before and after eating, and after sneezing or coughing; - are encouraged not to touch their mouth, eyes and nose <p>- use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it')</p> <p>- If wearing a face mask, do not repeatedly touch it and only remove it when eating.</p>	Yes - HOY to regularly read this during morning roll call.	SPS/WM M/HOY	L
	3d. Help is available for children and young people who have trouble cleaning their hands independently;	Yes – Amend practices if need arises.	SPS/SEND Co/Early Help	L
	3e. Bins for tissues are emptied throughout the day;	Yes – Cleaning routines ensure bins are emptied every day	SPS/IBE	L
	3f. The use of shared resources such as stationery and other equipment is limited and disinfected where not possible to avoid;	Yes – Disinfectant and cloth available in all classrooms	SPS/SJN	L
	3g. The amount of shared resources that are taken and brought in from home is limited.;	Yes - Thought is given to requirements of what we ask students to bring in. Teachers encouraged to mark on site and marking policy ensures	SPS/SJN	L

		minimal books are expected to be taken home.		
	3h. All spaces are well ventilated using natural ventilation (opening windows,) or ventilation units where possible;	Yes - Ensure this is done during morning walk of site by SLT and HOY. Current guidance allows for ventilation to be managed to ensure warmth in buildings is maintained. Windows opened to allow ventilation in all classrooms. The school has an additional supply of uniform jumpers to give out in winter should temperatures drop.	SPS/SLT/IBE/JCE	±
	3i. Doors are propped open, when rooms are occupied and where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation;	Yes - Ensure this is done during regular walk of site.	SPS/SLT/IBE/JCE	L
	3j. Posters are displayed throughout the school reminding pupils to wash/sanitise their hands, e.g. before entering and leaving the school.	Yes –	SPS/IBE/VBE	L
	3k. Pupils hand-sanitise after break and lunch times as they re-enter rooms.	Yes – Hand sanitiser available in all classrooms and exit/entry points to buildings.	SPS/Teachers	±

	3l. Additional alcohol-based sanitiser (that contains no less than 60 percent alcohol) is provided for use where social distancing cannot be adhered to.	Yes– Hand sanitiser available in all classrooms and exit/entry points to buildings.	SPS/SLT/IBE/JCE	L
	3m. Infection control procedures are adhered to as much as possible in accordance with the DfE and PHE’s guidance.	Yes - Daily DfE email is reflected in policies and procedures to ensure best practice Adequate supplies of face masks, eye protection, gloves and aprons are available for pupils who become unwell at school and need direct personal care – two-metre distancing cannot be maintained.	SPS/IBE	L
	3n. Sufficient amounts of soap (or hand sanitiser where applicable), clean water, paper towels and waste disposal bins are supplied in all toilets and kitchen areas.	Yes	SPS/IBE	L
	3o. Bar soap is not used, in line with the Infection Control Policy – liquid soap dispensers are installed and used instead.	Yes	SPS/IBE	L
	3q. Pupils do not share cutlery, cups or food.	Yes – Where ‘Restaurant’ bought food requires use of	SPS/RFH	L

		cutlery, only disposable cutlery is available.		
	3r. All utensils are thoroughly cleaned before and after use.	Yes – Cleaning is thorough and checked by Catering Manager	SPS/RFH	L
	3s. Cleaners are employed by the school to carry out daily, thorough cleaning that follows national guidance and is compliant with the COSHH Policy and the Health and Safety Policy.	Yes	SPS/IBE	L
	3t. The Site Manager arranges enhanced cleaning to be undertaken where required – advice about enhanced cleaning protocols is sought from the local health team. Schools short of cleaning product supplies, should email DfE-CovidEnquiries.COMMERCIAL@education.gov.uk	Yes – Training to be given to new staff only as existing cleaners have been continuing to do this since June 2020 training.	SPS/IBE	L
	3u. The use of face masks: Government guidance is followed and face masks are worn at all times indoors where social distancing cannot be maintained by both children and adults. Procedures around the safe removal of masks are clearly communicated. <u>This action is no longer required (Sept 21)</u>			

4. III Health	4a. Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing, loss of sense of taste/smell and high temperature, and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus.	Yes – Through staff training and updated following information received through DfE daily briefings.	SPS/SJN	L
	4b. Any pupil who displays signs of being unwell is immediately referred to the designated First Aid member of staff who will follow the Unwell Person Flowchart (Appendix 4F)	Yes - Log of any referrals - to be kept in file (Appendix 4A/B) Ensure that Head of Year follows checklist to support student. Log of contacts and basic details kept.	SPS/KSS/P ON	L
	4c. Where First Aid is unavailable, staff act in line with the Infection Control Policy and ensure that any unwell pupils are moved to an empty room whilst they wait for their parent to collect them.	Yes - Log of contact with parent, record phone call. (Appendix 4A/B)	SPS/IBE/S JN	L
	4d. Pupils displaying symptoms of coronavirus do not come into contact with other pupils and as few staff as possible, whilst still ensuring the pupil is safe.	Yes - Log kept of actions taken once a student with symptoms is identified (Appendix 4A)	SPS/IBE/S JN	L

	4e. The relevant member of staff calls for emergency assistance immediately if the pupil's symptoms worsen.	Yes – Log sheet (Appendix 4C)	SPS/IBE	L
	4f. The parents of an unwell pupil are informed as soon as possible of the situation by a relevant member of staff.	Yes – Log sheet (Appendix 4A/B)	SPS/IBE/S JN	L
	4g. Where contact with a pupil's parents cannot be made, appropriate procedures are followed in accordance with those outlined in governmental guidance and the Infection Control Policy.	Yes – Log sheet required (Appendix 1A, 1B, 4A/B)	SPS/IBE/S JN	L
	4h. Unwell pupils who are waiting to go home are kept in an area where they can be at least two metres away from others.	Yes - Medical Room available and cleaning procedures are in place should the space be used.	SPS/IBE/S JN	L
	4i. If unwell pupils are waiting to go home, they are instructed to use disability toilets (disabled students wishing to use the toilet will be directed to the two other facilities we have in school).	Yes - Toilet is identified and will have a sign as follows to indicate it's usage: 'Currently used by person displaying symptoms of coronavirus'	SPS//SJN	L
	4j. Areas used by unwell pupils who need to go home are thoroughly cleaned once vacated.	Yes –	SPS/IBE	L
	4k. Parents are advised to contact 999 if their child becomes seriously ill or their life is at risk.	Yes – see above, will be evidenced through logged and recorded call (Appendix 1B, 4A/B)	SPS/IBE/K SS	L

	4l. Any medication given to ease the unwell individual's symptoms, e.g. paracetamol, is administered in accordance with the Administering Medications Guidelines	Yes –Supporting Students with medical conditions policy (Appendix 1B, 4A/B)	SPS//SJN	L
5. Spread of infection	5a. Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with the Infection Control Policy and <u>Cleaning in non-healthcare settings</u> guidance	Yes – see H&S Policy (Appendix 1A)	SPS/IBE	L
	5b. Pupils and staff are instructed to cough or sneeze into their elbow and use a tissue to cover their mouths where possible, disposing of the tissue in waste disposal units.	Yes –Regular reminders provided by HOY during roll calls.	SPS/HOY/ WMM	L
	5c. Pupils and staff sanitize/clean their hands after they have coughed or sneezed.	Yes - Sanitiser available in all classrooms	SPS/IBE	L
	5d. Parents are informed not to bring their children to school or on the school premises if they show signs of being unwell and believe they have been exposed to coronavirus. Staff are instructed to follow the same protocol	Yes - regular reminders sent out in letters home and social media posts.	SPS/SJN	L

	<p>5e. Staff and Pupils who have displayed symptoms of coronavirus must self-isolate and book a PCR Test immediately. If negative then students can return to school. If PCR is positive then the NHS will confirm the isolation period.</p>	<p>Yes - regular reminders sent out in letters home and social media posts.</p> <p>If a child or staff member is found to have COVID-19, NHS Test and Trace will identify close contacts and encourage them to take a PCR immediately. FAHS will no longer carry out its own contact tracing. Employees or students who are suspected to have coronavirus are to self isolate in accordance with the government guidance.</p> <p>From 16 August 2021, close contacts under 18 years old will no longer be required to self isolate; however, they will be encouraged to take a PCR test if advised to do so by NHS Test and Trace.</p> <p>Other persons who may have been exposed to coronavirus have been instructed by the</p>	SPS/SJN	L
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		<p>government guidance to self-isolate.</p> <p>We understand the NHS Test and Trace process and how to contact the local Public Health England health protection team. Close contacts will be identified via NHS Test and Trace. We will work with</p> <p>Pupils/students will receive two onsite LFTs, three to five days apart, on their return to school in the Autumn term.</p> <p>Staff will be encouraged to take twice-weekly home LFD tests whenever they are in the premises until the end of September / once reviewed.</p> <p>Where eligible, employees are strongly recommended to take</p>		
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		<p>part in the government's vaccination programme for COVID-19 to prevent the spread of the virus and help protect everyone within the workplace.</p>		
	<p>5f - Practical lessons, Physical Education lessons and trips/visits will proceed as per government guidelines and the timetabled requirement.</p>	<p>We will follow the COVID-19 Practical Lessons in Schools CLEAPSS guidance and implement the additional control measures as recommended.</p> <p>External facilities can also be used in line with government guidance. We will refer to the following advice:</p> <ul style="list-style-type: none"> • Guidance on the phased return of sport and recreation; • Guidance from Sport England; • Guidance from the Association for 		

		Physical Education; and • Guidance from the Youth Sport Trust.		
6. Management of infectious diseases	6a. Staff are vigilant and report concerns about a pupil's symptoms to the designated member of staff/First Aid.	Yes - Clear guidance given to staff of where to send children (reception).	SPS/All Staff	L
	6b. The school is consistent in its approach to the management of suspected and confirmed cases of coronavirus.	Yes – Action plan and staff training log (Appendix 1A, 1B, 1D)	SPS/IBE	L
	6c. Social distancing measures are implemented as much as possible - within reason and the current guidance is followed.	Yes - We will follow our Infection Control Policy and follow advice/guidance from the Health Protection Team.	SPS/All Staff	L
	6d. There are plans in place for the movement of children around the school (as above) should it be required following an outbreak	Yes – Plans already established from the previous 18 months.	SPS/IBE	L
	6e. The timetable is adapted to stagger break and lunch times (as above) in the event of an outbreak	Yes – Break times cannot be staggered so separate zones will be created to enable	SPS	L

		bubbles to be kept separate as per conditions from the previous 18 months (Appendix 1M)		
	6f. The Site Manager monitors the cleaning standards of school cleaning staff and discusses any additional measures required with them with regards to managing the spread of coronavirus.	Yes – Daily checks	SPS/IBE	L
	6g. LFD Testing is offered to all students twice prior to return to school in September 2021, where consent has been given. Students and Staff are offered LFD test kits to be used at home.	Yes	SPS/SJN	L
7. Parental Engagement	7a. Parents are told that if their child needs to be accompanied to the education or childcare setting then only one parent can attend <u>This action is no longer required (Sept 21)</u>			
	7b. Parents are told their allocated drop off and collection points including protocols for minimising adult to adult contact (for example, which entrance to use) <u>This action is no longer required (Sept 21)</u>			

	<p>7c. Parents are told that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely)</p> <p><u>This action is no longer required (Sept 21)</u></p>			
<p>8.</p> <p>Communication</p>	<p>8a. Children, young people, parents, carers or any visitors, such as suppliers, are told not to enter the education or childcare setting if they are displaying any symptoms of coronavirus (following the <u>COVID-19: guidance for households with possible coronavirus infection</u>)</p>	<p>Yes - signage on exit/entry points requests this and regular social media posts will be made.</p>	<p>SPS/SJN</p>	<p>L</p>
	<p>8b. The designated member of First Aid reports immediately to the Head Teacher about any cases of suspected coronavirus, even if they are unsure;</p>	<p>Yes -</p>	<p>SPS/IBE/SJN</p>	<p>L</p>
	<p>8c. The Head Teacher contacts their Director and then 0800 046 8687, and selecting option 1 PHE if 5 or more cases of students/staff 'who are likely to have mixed closely' are identified and discusses if any further action needs to be taken; there is also the option to call the Department of Education Schools helpline (08000 468687) If there are 5 positive cases we have been advised to contact PHE (quote 242622) and the local authority education team.</p>	<p>Yes</p> <p>Current guidance taken from Govt contingency plan document</p> <p>https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1011704/202</p>	<p>SPS</p>	<p>L</p>

	The Head Teacher should inform their Chair of Governors about any confirmed cases.	10817_Contingency_Framework_ork_FINAL.pdf		
	8d. Schools contact their Area Schools Officer to ask if there are any specific recommendations for their school	Yes	SPS	L
	8e. Schools keep pupils and parents adequately updated about any changes to infection control procedures as necessary;	Yes	SPS/SJN	L
	8f. There is early communication with contractors and suppliers about changes; for example, cleaning, catering, food supplies, hygiene suppliers;	Yes	SPS/IBE	L
	8g. Cleaning staff are briefed on the additional cleaning requirements and agree additional hours to allow for this.	Yes	SPS/IBE	L
9. Partial school closure	9a. The school communicates with parents via letter/email regarding any updates to school procedures which are affected by the coronavirus pandemic.	Yes - Keep evidence of any communication (Appendix 8E)	SPS/SJN	L

	9b. Pupils working from home are assigned work to complete to a timeframe set by their teacher;	Yes	SPS/HOY/ GID	L
	9c. The headteacher maintains their plan for pupils' continued education during partial school closure to ensure there is minimal disruption to pupils' learning – this includes their plan to monitor pupils' learning while not in school;	Yes - Contingency plan outlines what our response will be https://docs.google.com/document/d/1hiwZGU7dk9BoiQ5lwWd29NDV7EV3jz5QCUZFO9Un_/edit	SPS/GID	L
	9d. The Behavioural Policy and Staff Code of Conduct are adhered to at all times, even while working remotely;	Yes	SPS/PON/ SJN	L
	9e. The headteacher ensures all pupils have access to schoolwork and the necessary reading materials at home;	Yes -See contingency plans https://docs.google.com/document/d/1hiwZ	SPS/GID	L

		GU7dk9BoiQ5lwWd29NDV7EV3jz5QCUZFO9Un/edit		
	9f. The headteacher works with the ICT Lead_to ensure that all technology used is accessible to all pupils – alternative arrangements are put in place where required;	Yes - see contingency plans https://docs.google.com/document/d/1hiwZGU7dk9BoiQ5lwWd29NDV7EV3jz5QCUZFO9Un/edit	SPS/HOY/CJE (IT)	L
	9g. The school manages the use of parents’ and pupils’ contact details in line with the Data Protection Policy and Records Management Policy, e.g. collecting emails to send schoolwork to pupils.	Yes		L
10. Emergencies	10a. All pupils’ emergency contact details are up-to-date, including alternative emergency contact details, where required.	Yes – Student details update forms to be sent first week of term	SPS/SJN	L
	10b. Pupils’ parents are contacted as soon as practicable in the event of an emergency.	Yes – Log Sheet (Appendix 4A/B)	SPS/SJN	L
	10c. Pupils’ alternative contacts are called where their primary emergency contact cannot be contacted.	Yes –	SPS/Admi n/Lead	L

			Teacher/S JN	
	10d. The school has an up-to-date First Aid Policy in place which outlines the management of medical emergencies – medical emergencies are managed in line with this policy.	Yes – Supporting Children with Medical Conditions Policy (Appendix 1B)	SPS/SJN/First Aid Lead	L
11. Managing School Transport	11a. Parents, children and young people are encouraged to walk or cycle to their education setting where possible;	Yes	SPS	L
	11c. Transport providers are advised that they do not work if they or a member of their household are displaying any symptoms of coronavirus;	Yes - Communication with transport providers	SPS/SJN	L
	11d. Transport providers, as far as possible, are advised of the need to follow hygiene rules and try to keep distance from their passengers;	Yes – Communication with transport providers	SPS/SJN	L
	11e. Revised travel plans are communicated clearly to contractors, local authorities and parents where appropriate (for instance, to agree pick-up and drop-off times).	Yes	SPS/SJN	L

	11f. All students are informed that they must wear a face mask at all times whilst on public transport.	Yes	SPS	L
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School name	Five Acres High School		
Assessment carried out by (name/role)	Simon Phelps (Head Teacher)		
Date of assessment	27/08/2021 07/09/2021	Date of next review	20/09/2021