



Risk Assessment (01.03.2021)

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No.	Hazard/Risk	Area (Whole school/Dept.)	Control Measures Already in Place	Impact/Individuals Affected	Status of action R/A/G	Risk owner	Action needed / date Notes/comments
1.	<p>Hazard – Cleaning</p> <p>Risk:</p> <ul style="list-style-type: none"> Poor Cleaning Contaminated Surfaces Increased risk of covid-19 spread 	Whole School	<ul style="list-style-type: none"> Revised enhanced cleaning protocols for cleaning contractors and Premises staff are in place. Prioritise increased cleaning of touch points, increased level of enhanced cleaning of relevant areas (and visibility of cleaning being done), cleaners onsite throughout the day Deep clean taken place over in February 2021. All offices and classrooms to have sanitizers and wipes Cleaning to follow the COVID-19: cleaning of non-healthcare settings guidance. 	<p>Impact: School clean prior to return/phased return to school.</p> <p>Exposure to infection reduced.</p> <p>Affected Individuals: Staff Students Contractors</p>		NAN	<p>Review has also taken place with the cleaning contractor for September, daytime cleaning increased by 50%. One cleaner allocated to ground floor, one to 1st floor one to 2 & 3rd Floor.</p>
2.	<p>Hazard – Cleaning Equipment cleaning (Keyboards/photocopiers/kitchen biometric</p>	Whole School	<ul style="list-style-type: none"> Sanitisers are available in each area. Kitchen Biometric is currently not in use. 	<p>Impact: Exposure to infection reduced.</p> <p>Affected Individuals:</p>		NAN	

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	<p>/music and specialist equipment)</p> <p>Risk:</p> <ul style="list-style-type: none"> • Poor Cleaning • Contaminated Surfaces • Increased risk of covid-19 spread 		<ul style="list-style-type: none"> • For individual and very frequently-used equipment, such as pencils and pens, staff will have their own items that are not shared. • Classroom based resources, such as books, can be used and shared within the bubble but will be kept to a minimum. These must be cleaned regularly. Resources that are shared between classes or bubbles, such as sports, art and science equipment must be cleaned frequently and meticulously and always between bubbles or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles. • Whilst in music lessons physical distancing will take place and playing outside will be encourage wherever possible, limiting group sizes to no more than 15, positioning students back-to-back or side-to-side, no sharing of instruments, and ensuring good ventilation. Singing, wind and brass playing should not take place in larger groups such as school choirs and 	<p>Staff Students Contractors</p>			

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			ensembles, or school assemblies.				
	Hazard – Cleaning Equipment in library Computers Book cleaning on return	Library	<ul style="list-style-type: none"> Library not currently open to students, can be used by staff as a working area, Staff must adhere to social distancing rules and maximum occupancy signs. All shared resources must be wiped before and after use, using wipes provided. 	Exposure to infection reduced.		MBA	Review in Easter 2021
3.	Hazard – Poor Communication of infection control measures to staff, visitors and Governors. Poor Personal Hygiene. Risk: Poor hygiene Increased risk of Covid-19 spread Direct transmission Indirect transmission	Whole School	Basic infection controls must be followed as recommended by the government: <ul style="list-style-type: none"> Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze. Put used tissues in the bin straightaway. Wash your hands with soap and water often – use hand sanitiser gel if soap and water are not available. Try to avoid close contact with people who are unwell. Students will be briefed on 03/03/21 on covid symptoms/ hygiene/hand washing and how to wear masks correctly 	Impact: Poor hygiene Increased risk of Covid-19 spread Affected Individuals: Staff Students Visitors Contractors		SLT	Action: <ul style="list-style-type: none"> Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible. Control measures will be revised and updated daily at 2pm when the latest government guidance is released. https://www.nhs.uk/conditions/coronavirus-covid-19/ https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-

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			<ul style="list-style-type: none"> • Clean and disinfect frequently-touched objects and surfaces. • Do not touch your eyes, nose or mouth if your hands are not clean. • Students will be asked to clean hands when arriving at school, returning from breaks, after using changing rooms, and before and after eating. Hand sanitiser to be available in each classroom (in use), entrances and exits of buildings, and near lunchrooms and toilets • Ensure that there is access to drinking water, facilities for hand washing, and access to hand sanitiser. • Infection control has been communicated by emails, texts, letters and posters • Guidance on handwashing procedures and facilities has been circulated to staff and communicated to students during assemblies and at tutor time. • Staff, students and visitors to wash hands 				settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings

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			<p>upon entering school grounds</p> <ul style="list-style-type: none"> • School to ensure good supply of hand soap and paper towels always • School has promoted the 'catch it, bin it, kill it' approach with staff and students and follow guidance on respiratory hygiene • Use e-Bug and PHE schools resources to teach students and support parents about Covid-19(Covid-19:guidance for education settings) • Support to be available for students who have trouble cleaning their hands and toileting independently. • Surfaces that students and are touching, such as, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, will be cleaned more regularly than normal • Unnecessary items, soft furnishings that are hard to clean have been removed from classrooms 				

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			<p>and rooms where possible.</p> <ul style="list-style-type: none"> Limit the amount of shared resources (e.g. stationary) and equipment taken home and limit exchange of take-home resources between students and staff. 				
	<p>Hazard - Poor Personal Hygiene. Use of toilets for students/staff</p>	<p>Health & Safety</p>	<ul style="list-style-type: none"> Premises team to do daily checks Some cubicles between student services and PE to be propped open and used as permanent hand washing stations. SJBC has researched the risk of using hand dryers and have assessed the risk to be low and will therefore continue to use hand dryers but will however review in light of any new guidance. https://www.fmj.co.uk/microbiologist-report-confirms-hand-dryers-unlikely-to-spread-covid-19/ https://www.cleaning-matters.co.uk/Hand-dryers-COVID-19 All waste that has been in contact with a person who is suspected of having Covid-19, including used tissues, and masks if used, should be put in a plastic rubbish bag and tied when full. The plastic 	<p>Impact: Poor hygiene Increased risk of Covid-19 spread</p> <p>Affected Individuals: Staff Students Visitors Contractors</p>		<p>NAN</p>	

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			<p>bag should then be placed in a second bin bag and tied. It should be put in a safe place and marked for storage until the result is available. If the individual tests negative, this can be put in the normal waste.</p> <ul style="list-style-type: none"> Should the person test positive, the Health Protection Team will provide instructions about what to do with the waste. 				
4.	<p>Hazard - Minimise contact between individuals and maintain social distancing wherever possible</p> <p>Risk: Contact with persons infected with Covid-19 (symptomatic or asymptomatic)</p>	Premises	<ul style="list-style-type: none"> All staff will resume normal working patterns from 10th March unless they are CEV or have alternative arrangements agreed. During a period of National Lockdown: <ul style="list-style-type: none"> -Teaching staff can work from home, to support remote learning if they are not teaching pupils within the base. -Where possible the start time and end time for support staff will be adjusted to reduce traveling during peak periods -As the numbers of staff onsite will be greatly reduced support staff will be encouraged to utilise all available work areas to ensure adequate social distancing. 	<p>Impact: Exposure to infection reduced.</p> <p>Clear communication ensures the whole school community is aware to any changes to the school day. Thus, reducing anxiety or uncertainty.</p> <p>Affected Individuals: Staff Students Visitors</p>		NAN	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>https://www.gov.uk/guidance/osted-coronavirus-covid-19-rolling-update</p> <p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p>

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			<p>-Year group bubbles will be maintained for pupils onsite</p> <ul style="list-style-type: none"> • We will apply the principles laid out by the government and reduce the number of contacts between students and staff as much as possible. • We will keep groups separate (in 'year group bubbles') and through maintaining distance between individuals. • All teachers and other staff will operate across different classes and year groups in order to facilitate the delivery of the school timetable; however, strict social distancing and hygiene will be followed. <p>Classroom</p> <ul style="list-style-type: none"> • Pupils and adults must wear face coverings in classrooms and areas where social distancing cannot be maintained. With the exception of outdoors or during strenuous activities for example PE Lessons. These measures will be in place until Easter 2021. Face visors or shields should not be worn as an alternative to face coverings. 				

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			<ul style="list-style-type: none"> • We will aim to maintain a distance between people whilst inside and reduce the amount of time they are face-to-face to lower the risk of transmission where possible. • Staff will maintain distance from the students, staying at the front of the class, and away from their colleagues where possible. • Adults will aim to maintain a two-meter distance from each other, and from students. They will avoid close face-to-face contact and minimise time spent within one meter of anyone. • Students will be instructed and supported to maintain distance and not touch staff and their peers where possible. • We will make small adaptations to the classroom to support distancing where possible. This includes seating students side-by-side and facing forwards. Unnecessary furniture will be removed. 				

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			<p>Other areas</p> <ul style="list-style-type: none"> • Groups will be kept apart, including large gatherings such as assemblies or collective worship with more than bubble. • When timetabling, bubbles will be kept apart and movement around the school site kept to a minimum. • While passing briefly in the corridor or playground is low risk, we will avoid creating busy corridors, entrances and exits. • We will implement staggered break and lunch times (and allow time for cleaning surfaces in the dining hall between bubbles). Noise will be monitored by staff and kept to a minimum. Pupils will be seated side by side to reduce the risk of transmission. • We will mitigate the need for students to move between different classrooms. Wherever possible students to use the same classroom or room • We will also plan how shared staff spaces are set up and used to help staff to distance from each other. 				

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			<ul style="list-style-type: none"> • Use of staff rooms will be minimised. Occupancy to be limited in staff offices and staff rooms. Excess chairs in staffrooms will be removed suitable storage can be found. • In areas identified for limited staff use e.g. reception and lift, signs will be produced. • Limit use of lift. • We will inform parents and students to not gather at the school gate and visitors will not be allowed on site without an appointment. Reception will be clearly marked. • Cease hand shaking/hugging of students, staff and visitors. • Daily pre-openings check to verify all necessary controls are in place. • Room doors to be left open, where possible to limit use of door handles. • Rooms to be cleaned between different bubbles. • SLT to monitor and manage social distancing. <p>Manual Handling</p> <ul style="list-style-type: none"> • Deliveries will be broken down wherever possible and suitable lifting 				

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			<p>equipment used to reduce the need to two person lifts.</p> <p>TfL Bus;</p> <ul style="list-style-type: none"> • Organised queuing and boarding; • Distancing where possible; • Face covering to be used 				
	Hazard - How will students enter the building	Whole School	<p>To minimise cross group contact – use of separate entrances will be enforced and staggered start and end times, for further details please refer to Appendix A:</p> <ul style="list-style-type: none"> • Year 7, 10 and 11 via car park • Group 8 and 9 via Devereux gate • Year 12 and 13 – new Student Entrance (SBN's office) 			NAN	
	Hazard - Use of communal areas	Premises, Administration and Senior Leadership Teams	<ul style="list-style-type: none"> • Offices – signs will be displayed to show maximum occupancy. • Reception – signs will be displayed to show maximum occupancy. 	Exposure to infection reduced		NAN	
5.	<p>Hazard – Suspected or confirmed Covid-19 cases amongst students, staff and household.</p> <p>Asymptomatic Covid-19 cases.</p> <p>Display of Covid-19 Symptoms.</p>	Health & Safety	<ul style="list-style-type: none"> • During a period of National Lockdown: -Asymptomatic testing (Lateral flow device) will be available onsite for staff and pupils who provide consent. <p>From 8th March 2021</p> <ul style="list-style-type: none"> - Pupils who provide consent will be tested 3 times at school. This will 	<p>Impact: Exposure to infection reduced.</p> <p>Affected Individuals: Staff Students Visitors Contractors</p>		SLT	<p>DfE Coronavirus helpline</p> <p>This helpline is available to answer questions about COVID-19 relating to education and children's social care. Staff, parents and young</p>

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	<p>Risk: Increased risk of Covid-19 Symptoms.</p>		<p>be followed by Asymptomatic testing being administered at home, twice weekly.</p> <p>-Staff who provide consent will be provided with Asymptomatic tests to administer at home twice weekly.</p> <p>Staff, students, parents, carers or any visitors, such as suppliers, are not permitted to enter the school if:</p> <ul style="list-style-type: none"> • they are displaying any symptoms of coronavirus • a member of their household (including someone in their support bubble or childcare bubble if they have one) has coronavirus (COVID-19) symptoms • they are required to quarantine having recently visited countries outside the Common Travel Area <p>If Someone becomes unwell onsite:</p> <ul style="list-style-type: none"> • If anyone in the school becomes unwell with a new and persistent cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home immediately and advised to follow 'stay at home: guidance for households with possible or confirmed 				<p>people can contact this helpline</p> <p>Phone: 0800 046 8687</p> <p>(2 or more confirmed cases contact the school should contact the dedicated help team).</p> <p>Email: DfE.coronavirushelpline@education.gov.uk</p> <p>Opening hours: 8am to 6pm (Monday to Friday), 10am to 4pm (Saturday to Sunday)</p> <p>South London Health Protection Team</p> <p>They will advise schools on next steps and let the Local Authority know if anything else needs to be done more widely. They will also work closely with schools if any communication such as letters need to be drafted.</p> <p>Phone: 03443 262 052</p>

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			<p>coronavirus (COVID-19) infection', which sets out that they should self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19).</p> <ul style="list-style-type: none"> • Other members of their household/bubble (including any siblings) should self-isolate for 10 days from when the symptomatic person first had symptoms. • Any child displaying the symptoms detailed above should be sent directly to student services rather than having a first aider called to them • If they have tested positive whilst not experiencing symptoms but develop symptoms during the isolation period, they should restart the 10 day isolation period from the day they develop symptoms. • If a student is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door (meeting room in reception), with appropriate adult supervision required. Ideally, a window should be opened for ventilation. 				<p>When you call for advice, please have the following information to hand relating to the positive coronavirus (COVID-19) case in your setting as you will need to discuss this with the call adviser:</p> <ul style="list-style-type: none"> • the number of positive cases in your setting, whether the person who tested positive is displaying symptoms and if so, the date of the onset of the symptoms (if known) • the dates that the person who tested positive was in attendance at the setting so that we can identify if the person was infectious whilst on site • for key stage 2, 3, 4 and 5, the seating plan for all lessons, and (where relevant) the timetable, for the person who has tested positive. This will help to support identification of close contacts with that person • for key stage 2, 3, 4 and 5, if the person who has tested positive is a member of staff, records of any instance of close contact with other members of staff or students

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			<p>If it is not possible to isolate them, move them to an area which is at least 2 meters away from other people. Once a child has been collected any rooms used for isolation will be fully cleaned by the cleaning contractor.</p> <ul style="list-style-type: none"> • If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible (reception). The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else. • PPE must be worn by staff caring for the student while they await collection if a distance of 2 meters cannot be maintained (such as for a child with complex needs). More information on PPE use can be found in the safe working in education, childcare and students' social care settings, including the use of personal protective equipment (PPE) guidance. • Any members of staff who have helped someone with symptoms and any students who have been in close contact with them 				<ul style="list-style-type: none"> • if the person who has tested positive is a pupil, records of any definite face to face contact with the individual and details of their friendship group within the setting <p>You should continue to inform your local authority of a positive case in your setting</p>

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			<p>do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test and Trace.</p> <ul style="list-style-type: none"> • Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household bleach after they have left to reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance. • Public Health England is clear that routinely taking the temperature of students is not recommended as this is an unreliable method for identifying coronavirus (COVID-19). • Staff, parents and students to notify immediately the school of 				

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			<p>suspected and confirmed cases in the family</p> <ul style="list-style-type: none"> • All staff and students who are attending school will have access to a test if they display symptoms of coronavirus, including members of the household • The school has pre-existing plans in place to allow for teaching to continue remotely in the event of large number of confirmed cases leading to a school closer. <p>Engage with the NHS Test and Trace process</p> <ul style="list-style-type: none"> • Staff and parents/carers will need to be ready and willing to: • book a test if they or their child are displaying symptoms. • Provide details of anyone they or their child have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace • self-isolate if they have been in close contact with someone who tests positive for coronavirus (COVID-19), or if anyone in their household develops symptoms of coronavirus (COVID-19) 				

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			<ul style="list-style-type: none"> • Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS testing and tracing for coronavirus website, or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing. <p>Test and Trace Support Payments: Some school staff may be eligible for a one-off Test and Trace Support Payment of £500. This is payable in one lump sum from your local authority. To be eligible for a Test and Trace Support Payment, you must:</p> <ul style="list-style-type: none"> • be on a low income • be unable to work from home • be at risk of losing income as a result of self-isolating • be living in England • meet the eligibility criteria • have been formally advised to self-isolate by NHS Test and Trace, who will provide you with an NHS Test and Trace Account ID 28 The Department for Health and Social Care has launched the Self-Isolation Service Hub (020 3743 6715). 				

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			<p>Close contact means:</p> <ul style="list-style-type: none"> • anyone who lives in the same household as someone with coronavirus (COVID-19) symptoms or who has tested positive for coronavirus (COVID-19) • anyone who has had any of the following types of contact with someone who has tested positive for coronavirus (COVID-19) with a PCR or LFD test: <ul style="list-style-type: none"> o face-to-face contact including being coughed on or having a face-to face conversation within 1 metre o been within 1 metre for 1 minute or longer without face-to-face contact o sexual contacts o been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day) o travelled in the same vehicle or a plane 				
6.	Hazard - Staff and students with greater susceptibility (Shielded - clinically extremely vulnerable students and staff - underlying	HR	<p>Following the national lockdown announcement on the 4th January 2021 and subsequent guidance. Clinically Extremely Vulnerable individuals have been advised</p>	<p>Impact: Exposure to infection reduced.</p> <p>Affected Individuals:</p>		MGH/SLT	Monitor changes in guidance (e.g. for protection of BAME background individuals), and adjust strategy as and where necessary.

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	<p>medical conditions - pregnancy - age - BAME or other risk category)</p> <p>Risk: Greater risk of Covid-19 spread</p>		<p>that they should not attend the workplace. Shielding for staff in this category will be in place until 31st March. Any member of staff who is required to shield will receive a notification letter directly from the NHS or GP.</p> <p>SJBC will provide limited face 2 face provision for vulnerable children and young people and the children of critical workers, other pupils will access education via remote learning.</p> <p>Line managers should continue to review individual risk assessments of vulnerable members of staff who do not fall into the clinically extremely vulnerable category, to ensure that the appropriate measures are in place to reduce the risk of exposure to covid-19 whilst at work.</p> <p>Vulnerable Pupils</p> <ul style="list-style-type: none"> • A small number of pupils will still be unable to attend in line with public health advice to self-isolate because: • they have had symptoms or a positive test result themselves • they live with someone that has symptoms or has tested positive and are a household contact 	<p>Staff Students Contractors</p>			<p>Clinically vulnerable individuals who cannot work from home or intend to return to work must carefully assess and discuss duties with line management.</p>

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			<ul style="list-style-type: none"> • they are a close contact of someone who has coronavirus (COVID-19) • More evidence has emerged that shows there is a very low risk of children becoming very unwell from coronavirus (COVID-19), even for children with existing health conditions. Far fewer children should remain in the clinically extremely vulnerable group in the future following their routine discussions with their clinician. • The advice for pupils who remain in the clinically extremely vulnerable group is that they should return to school from 2 December, at all local restriction tiers, unless they are one of the very small number of pupils or students under paediatric or NHS care (such as recent transplant or very immunosuppressed children) and have been advised specifically by their GP or clinician not to attend an education setting. • The government may reintroduce more restrictive formal shielding measures for the clinically extremely vulnerable, in 				

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			<p>the worst affected areas, based on advice from the Chief Medical Officer. This will only apply to some areas in tier 3: very high alert, and the government will write to families separately to inform them if clinically extremely vulnerable children are advised to shield and not attend school.</p> <ul style="list-style-type: none"> • Children who live with someone who is clinically extremely vulnerable, but who are not clinically extremely vulnerable themselves, should still attend school. • Where a pupil is unable to attend school because they are complying with clinical or public health advice, schools must be able immediately to offer them access to remote education. Schools should keep a record of, and monitor engagement with, this activity but this does not need to be formally recorded in the attendance register. • For pupils who are self-isolating, or shielding and are within our definition of vulnerable, it is important that schools put systems in place to keep in contact with them, offer pastoral 				

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			<p>support, and check they are able to access education support.</p> <ul style="list-style-type: none"> • Where children are not able to attend school, as they are following clinical or public health advice related to coronavirus (COVID-19), the absence will not be penalised. <p>Clinically vulnerable staff</p> <ul style="list-style-type: none"> • Clinically vulnerable staff can continue to attend school. While in school they should follow the sector-specific measures in this document to minimise the risks of transmission. • This includes taking particular care to observe good hand and respiratory hygiene, minimising contact and maintaining social distancing. • While the risk of transmission between young children and adults is likely to be low, adults should continue to take care to socially distance from other adults including older children and adolescents. • People who live with those who are clinically extremely vulnerable or clinically vulnerable can 				

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			<p>attend the workplace unless advised otherwise by an individual letter from the NHS or a specialist doctor.</p> <p>Staff who are pregnant</p> <ul style="list-style-type: none"> • Staff who are pregnant • Pregnant women are in the 'clinically vulnerable' category and are generally advised to follow the above advice, which applies to all staff in schools. More guidance and advice on coronavirus (COVID-19) and pregnancy is available from the Royal College of Gynaecologists. All pregnant women should take particular care to practise frequent, thorough hand washing, and cleaning of frequently touched areas in their home or workspace. • An employer's workplace risk assessment should already consider any risks to female employees of childbearing age and, in particular, risks to new and expectant mothers (for example, from working conditions, or the use of physical, chemical or biological agents). Any risks identified must be included and managed as part of the general 				

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			<p>workplace risk assessment.</p> <ul style="list-style-type: none"> • If a school is notified that an employee is pregnant, breastfeeding or has given birth within the last 6 months, the employer should check the workplace risk assessment to see if any new risks have arisen. If risks are identified during the pregnancy, in the first 6 months after birth or while the employee is still breastfeeding, the employer must take appropriate, sensible action to reduce, remove or control them. • Staff who may otherwise be at increased risk from coronavirus (COVID-19) • Some people with particular characteristics may be at comparatively increased risk from coronavirus (COVID-19), as set out in the COVID-19: review of disparities in risks and outcomes report, which looked at different factors including age and sex, where people live, deprivation, ethnicity, people's occupation and care home residence. Staff in these can attend school as long as the system of 				

No.	Hazard/Risk	Area (Whole school/Dept.)	Control Measures Already in Place	Impact/Individuals Affected	Status of action R/A/G	Risk owner	Action needed / date Notes/comments
			<p>controls set out in this guidance are in place.</p> <ul style="list-style-type: none"> • People who live with those who may have comparatively increased risk from coronavirus (COVID-19) can attend the workplace. 				
7.	<p>Hazard - Fire First aid emergencies Changes to layout Slips trips and falls</p> <p>Risks: Burns Asphyxiation Loss of life Loss of property Illness Injury</p>	Premises	<ul style="list-style-type: none"> • Review general risk assessments for rooms and other areas in use to consider changes in layout and potential risks introduced • All staff have been briefed on risks and controls/changes introduced during the September inset day. Fire drills will take place as usual. • Ensure walking's areas and spaces between desks and emergency exit points are sufficiently wide and uncluttered • Review emergency evacuation procedures to consider closed rooms/ alternative exits • SLT available to coordinate emergency procedures • Qualified first aiders in place 	<p>Impact: Exposure to infection reduced.</p> <p>Affected Individuals: Staff Students Visitors Contractors</p>		MGH	

No.	Hazard/Risk	Area (Whole school/Dept.)	Control Measures Already in Place	Impact/Individuals Affected	Status of action R/A/G	Risk owner	Action needed / date Notes/comments
			<ul style="list-style-type: none"> • If a first aider is not immediately available, a member of SLT is to take control of the situation and, if necessary, summon the emergency services • First aid boxes replenished regularly • Staff will be briefed on the 03/03/21 • Staff assembly point is main playground maintaining social distancing. • Student assembly point is MUGA pitch, playground 				
8.	<p>Hazard – Lack of cleaning & first aid products</p> <p>Risk: Increased risk of exposure to Covid-19 due to a lack of products</p>	Whole School	<ul style="list-style-type: none"> • Premises team bulk ordered and received delivery of cleaning and hygiene products. 	<p>Impact: Exposure to infection reduced.</p> <p>Affected Individuals: Staff Students Visitors Contractors</p>		NAN	
9.	<p>Hazard - Management of contractors, Delivery Drivers, Supply Teachers</p> <p>Risk: Increased risk of Covid-19 spread with unknown people</p>	Premises	<ul style="list-style-type: none"> • Wherever possible, we will avoid visitors entering the premises. In instances where we need to use other essential professionals such as social workers, speech and language therapists or counsellors, or 	<p>Impact: Exposure to infection reduced.</p> <p>Affected Individuals: Staff Students Contractors</p>		NAN	

No.	Hazard/Risk	Area (Whole school/Dept.)	Control Measures Already in Place	Impact/Individuals Affected	Status of action R/A/G	Risk owner	Action needed / date Notes/comments
			<p>professionals to support delivery of a child's EHC Plan, we will assess whether the professional(s) need to attend in person or whether they can do so virtually. If they need to attend in person, they should closely follow the protective measures described in this risk assessment and attendance will be kept to a minimum.</p> <ul style="list-style-type: none"> • During the COVID 19 outbreak the school will take extra precautions to protect our employees, students, and visitors. All contractors are instructed to strictly observe self-isolation guidance from Government. • Pre-work contractor briefings to ensure all are aware of measures/restrictions in place. • Only essential contractors in the school building. • Work to take place outside school hours where available. • Deliveries via back entrance - notices in place. • In addition, all contractors must adhere to the following procedures: 				

No.	Hazard/Risk	Area (Whole school/Dept.)	Control Measures Already in Place	Impact/Individuals Affected	Status of action R/A/G	Risk owner	Action needed / date Notes/comments
			<ul style="list-style-type: none"> Wash their hands prior to and on completion of works and during regular intervals throughout the day. Contractors and delivery drivers instructed to keep two metres away from all other persons at all times. Wipe down the areas worked on with anti-bacterial cleaner after completion of works. Adhere to any additional health & safety requirements as advised by school staff. Contractor staff to have their own lone working contact and monitoring procedure in place 				
10.	<p>Hazard – Essential contractors not being available to provide essential services e.g. Cleaning; IT support; catering; financial support services.</p> <p>Risk: inadequate service delivery during and post lockdown</p> <p>.</p>	Premises	<ul style="list-style-type: none"> School has reviewed contracts. Current negotiations taking place for catering and other traded services taking into account DFE and LA guidance. 	<p>Impact: Ensure adequate service delivery during and post lockdown</p> <p>Operational running of the school is smooth.</p> <p>Allows the school to focus appropriately on staff and students.</p> <p>Affected Individuals: Staff Students</p>		MBA/MGH	
11.	<p>Hazard – Lack of staff car parking, increased need for staff to use of public transport.</p>	Premises and All Staff	<ul style="list-style-type: none"> Parking will need to be reviewed on a weekly basis. 	<p>Impact: Exposure to infection reduced.</p>		NAN	

No.	Hazard/Risk	Area (Whole school/Dept.)	Control Measures Already in Place	Impact/Individuals Affected	Status of action R/A/G	Risk owner	Action needed / date Notes/comments
	Risk: Increased risk of Covid-19 spread		<ul style="list-style-type: none"> Staff reminded to follow government guidelines for the use of face coverings on public transport 	Affected Individuals: Staff			
12.	Hazard – Transport arrangements Risk: Increased risk of Covid-19 spread	Premises, Staff and Students	<ul style="list-style-type: none"> Minibus is currently not in use. Schools, and staff to follow the Coronavirus (COVID-19): safer travel guidance for passengers when planning travel to and from school Parents and students to be encouraged to walk or cycle to school where possible Ensure the school buses cater for any changes to start and finish times 	Impact: Exposure to infection reduced. Affected Individuals: Staff Students			Action: Minibus currently out of use
13.	Hazard - Use of Water Fountains & FSM Risk: Increased risk of Covid-19 spread Direct transmission Indirect transmission	Health & Safety	<p>Water</p> <ul style="list-style-type: none"> Most of the Water fountains will be labelled out of use. The ground floor water fountains have been repurposed to be used to fill up water bottles. Students have been advised to bring in a bottle of water from home or a water bottle. <p>FSM</p> <ul style="list-style-type: none"> When pupils are working from home during periods of local or national lockdown or during isolation periods, pupils 	Impact: Exposure to infection reduced. Affected Individuals: Staff Students			

No.	Hazard/Risk	Area (Whole school/Dept.)	Control Measures Already in Place	Impact/Individuals Affected	Status of action R/A/G	Risk owner	Action needed / date Notes/comments
			entitled to FSM will be provided with Asda vouchers to the value of £15 per week, per pupil.				
14.	<p>Hazard – Additional checks need carrying out to ensure all aspects associated with COVID-19 are thought about and actions taken?</p> <p>Risk: Increased risk of Covid-19 spread</p>	Premises	<ul style="list-style-type: none"> • All required checks have continued during lockdown. • Additional running water checks are being undertaken due to low usage at outlets. • Main Kitchen oven will need to be flushed weekly if not in use. • Dishwashers (staff rooms dishwashers will need running weekly). • The school have received confirmation by our maintenance contractors that the AHU's are safe to use. The AHU's are also being reconfigured to ensure that they meet compliance with CIBSE Guidelines. 	<p>Impact: Exposure to infection reduced.</p> <p>Affected Individuals: Staff Students</p>		NAN	
15.	<p>Hazard – Safety of school premises</p> <p>Are all 'normal' tasks being carried out/planned such as fire alarm testing, legionella risk assessments, repairs, Servicing of equipment</p> <p>Risk: Risk of harm or injury</p>	Whole School	<ul style="list-style-type: none"> • All required checks are up to date. Contractors attending site are briefed on Covid-19 Protocols. 	<p>Impact: Ensure the school is Safe</p> <p>Affected Individuals: Staff Students Visitors and contractors</p>		NAN	

No.	Hazard/Risk	Area (Whole school/Dept.)	Control Measures Already in Place	Impact/Individuals Affected	Status of action R/A/G	Risk owner	Action needed / date Notes/comments
	<p>Hazard – Security</p> <p>Risk: Security breach Unauthorized access</p>	Whole School	<ul style="list-style-type: none"> • Ensure all rooms that are not in use are adequately secured • Carry out regular monitoring of areas to detect any security breach • Ensure all external doors / windows secured to prevent unauthorised access 	<p>Affected Individuals: Staff Students</p>			
16.	<p>Hazard – Non compliance with Use of PPE and face coverings</p> <p>Risk: Increased risk of Covid-19 spread,</p>	Whole School	<ul style="list-style-type: none"> • face coverings must be worn by adults (staff and visitors) and pupils when moving around indoors, such as in corridors and communal areas and classrooms where social distancing is difficult to maintain. Schools will need to communicate quickly and clearly to staff, parents, students that the new arrangements require the use of face coverings. <p>Exemptions</p> <ul style="list-style-type: none"> • Some individuals are exempt from wearing face coverings. This applies to those who: • cannot put on, wear or remove a face covering because of a physical or mental illness or impairment or disability 	<p>Impact: Exposure to infection reduced.</p> <p>Affected Individuals: Staff Students</p>		MGH	<p>ACTION</p> <p>Face coverings must be worn by adults (staff and visitors) and pupils when moving around indoors, such as in corridors and communal areas where social distancing is difficult to maintain. This also includes classrooms. The guidance around face coverings will be reviewed during Easter 2021.</p>

No.	Hazard/Risk	Area (Whole school/Dept.)	Control Measures Already in Place	Impact/Individuals Affected	Status of action R/A/G	Risk owner	Action needed / date Notes/comments
			<ul style="list-style-type: none"> • speak to or provide assistance to someone who relies on lip reading, clear sound or facial expression to communicate <p><i>Safe wearing and removal of face coverings</i></p> <ul style="list-style-type: none"> • Students will be instructed not to touch the front of their face covering during use or when removing it and they must dispose of temporary face coverings in a 'black bag' waste bin (not recycling bin) or place reusable face coverings in a plastic bag. • Where a face covering becomes damp, it should not be worn, and the face covering should be replaced carefully. • Masks and gloves have been secured by school for any staff who request for travel on TfL. • Ensure sufficient supply of protective equipment for additional cleaning duties • Ensure PPE is worn correctly. 				

No.	Hazard/Risk	Area (Whole school/Dept.)	Control Measures Already in Place	Impact/Individuals Affected	Status of action R/A/G	Risk owner	Action needed / date Notes/comments
17.	<p>Hazard - Management of large number of Staff, Students, Visitors onto the site</p> <p>Risk: Increased risk of Covid-19 spread,</p>	Health & Safety	<ul style="list-style-type: none"> Marking of areas e.g. floors, staircases and corridors Entry and exit to school One-way corridors and staircases Visitors kept to minimum by appointment only. All visitors on site to be briefed by reception staff of social distancing measures All parents' evenings are suspended until further notice. 	<p>Impact: Exposure to infection reduced.</p> <p>Affected Individuals: Staff Students</p>		NAN	
18.	<p>Hazard – Parents not being able to obtain uniform</p>	Whole School	<ul style="list-style-type: none"> Letter has gone from external provider to parents – by appointment only or online 	<p>Impact Smooth transition for new students. Clear communication for parents.</p> <p>Risk Students</p>		MGH	
19.	<p>Hazard – HR procedures not completed in line with polices, due to lockdown</p> <p>Risk: Reduced communication</p> <p>Compliance</p>	HR	<ul style="list-style-type: none"> Fixed term and new contracts will be reviewed/produced and circulated to Chair of Governors for approval. Interviews are conducted onsite ensuring social distancing can take place. If required interviews can take place via Teams (online) 	<p>Impact Ensure Compliance</p>		May/MGH	On going
	<p>Hazard – HR procedures not completed in line with polices, due to lockdown</p>	HR	<ul style="list-style-type: none"> During lockdown, where there are any outstanding HR matters that require appropriate communication within timescales and deadlines 	<p>Impact Ensure Compliance</p>		MGH	

No.	Hazard/Risk	Area (Whole school/Dept.)	Control Measures Already in Place	Impact/Individuals Affected	Status of action R/A/G	Risk owner	Action needed / date Notes/comments
			these will be suspended until lockdown is eased in the majority of cases serious cases may still take place via zoom if deemed appropriate.				
20.	<p>Hazard - Contact point activities Outdoors activities Assemblies</p> <p>Risk: Surface contamination Increased risk of Covid-19 spread</p>	Whole School	<ul style="list-style-type: none"> Outdoor equipment only to be used if appropriately cleaned between bubbles Increase focus cleaning on touch points Ensuring extremely high levels hygiene for any food making / tasting Cleaning to follow the COVID-19: cleaning of non-healthcare settings guidance Cease hand shaking/ hugging of students, staff and visitors 	<p>Impact: Exposure to infection reduced.</p> <p>Affected Individuals: Staff Students</p>		NAN	
21.	<p>Hazard – School Trips</p> <p>Risk: Stranded Increased risk of Covid-19 spread</p>	Whole School	<ul style="list-style-type: none"> The UK Government has advised against all overseas education trips Follow current DFE/PHE guidance 	<p>Impact: Reduced exposure to Covid-19</p> <p>Affected Individuals: Staff Students</p>		MGH	
	<p>Hazard – School trips cancellations,</p> <p>Risk: Loss of income</p>	Finance	<ul style="list-style-type: none"> School trips currently being reviewed, and negotiations are taking place where appropriate for refunds. Trips for Autumn 2020 and Spring 2021 have been cancelled. 	<p>Impact: Effective communication with parents/reduced financial loss to school</p> <p>Affected Individuals: Staff Students</p>		MGH	Review ongoing
22.	Hazard – Cancellation of school lettings,	Finance	<ul style="list-style-type: none"> The impact of school lettings income has been 	Impact:		MGH	All Lettings have been cancelled until further notice

No.	Hazard/Risk	Area (Whole school/Dept.)	Control Measures Already in Place	Impact/Individuals Affected	Status of action R/A/G	Risk owner	Action needed / date Notes/comments
	Risk: Loss of income		identified as a risk in the school budget plan for 2020/21.	Reduced income for school Affected Individuals: Visitors School budget			
23.	Hazard – Unbudgeted costs incurred due to Covid-19. Risk: Loss of income	Finance	<ul style="list-style-type: none"> School is aware of the additional funding which can be claimed for additional cost related to Covid-19, the school is keeping a spreadsheet of additional expenditure to claim. 	Impact: Reduced income for school Affected Individuals: Visitors School budget			

To minimise cross group contact – use of separate entrances

- Year 7, 10 and 11 via car park
- Group 8 and 9 via Devereux gate
- Year 12 and 13 – new Student Entrance (SBN's office)

Students come in and wash hands in new troughs installed (Dev / PE side)

Monitor and enforce one-way system in school – especially on stairs (new names/colours by house saints)

Health Risk Assessment: The potential health risks to a student from COVID-19, with an underlying health conditions.		
Specific health needs	COVID-19 risk to student	Control measures to mitigate risk
Asthma	<ul style="list-style-type: none"> Breathing difficulties Increased risk of infection 	<ul style="list-style-type: none"> Wear a face covering Frequent hand washing using soap and water, or hand sanitiser Maintain social distancing of 2m from anyone outside your household ie. other students and school staff Keep to your year group 'bubble'

Diabetes	<ul style="list-style-type: none"> • Increased risk of infection 	<ul style="list-style-type: none"> • Wear a face covering • Frequent hand washing using soap and water, or hand sanitiser • Maintain social distancing of 2m from anyone outside your household ie. other students and school staff • Keep to your year group 'bubble'
Eczema	<ul style="list-style-type: none"> • Frequent hand washing can dry skin and cause hand eczema 	<ul style="list-style-type: none"> • After washing hands with soap and water, re-wash using emollient to help protect the skin • Use emollients to moisturise the hands after washing and at other times during the day when the skin feels dry and sore • Dry hands well after washing by gently patting them dry, not rubbing
Epilepsy	<ul style="list-style-type: none"> • Risk of infection with seizure 	<ul style="list-style-type: none"> • Wear a face covering • Frequent hand washing using soap and water, or hand sanitiser • Maintain social distancing of 2m from anyone outside your household ie. other students and school staff • Keep to your year group 'bubble'
Sickle Cell Anaemia	<ul style="list-style-type: none"> • Risk of infection 	<ul style="list-style-type: none"> • Wear a face covering • Frequent hand washing using soap and water, or hand sanitiser • Maintain social distancing of 2m from anyone outside your household ie. other students and school staff • Keep to your year group 'bubble' • Keep hydrated • Keep warm

Appendix B Weekly Plan Via Year Group – Refer to attachment

Rooming

Students in ‘bubble zones’ - apart from PE

- **Year 7 – Top floor**
- **Year 8 – English corridor**
- **Year 9 – Maths corridor**
- **Year 10 – Roadside 2nd floor**
- **Year 11 – Playground side 2nd floor**

Year 12/13 top floor where possible (prioritise L2) rest in rest of building

Students to only use toilets on “their” year group floor

Only movement within floors is PE

For specialist equipment subjects - Departments need to plan either clearing of equipment post every lesson or 48 hour rotation when not used (DT/Art/PE/Music) Curriculum adjustment needed where not in specialist rooms – needs thinking through and agreement with SLT line managers

Lunch – All groups can go outside as staggered and then internal group dedicated area canteen/hall – each day identified to stop cross contamination – cleaned between)

Hot boxes pre-packed – no counter plating service

Other things in place:

All rooms have hand sanitisers at door

Fixed seating plans – has to be led by core HODs and Creative HODs. Lesson ends with set work by teacher for students to complete. This could be a plenary paragraph describing learning or an extended written response to a question based on the lesson. It can be checked as starter next lesson to ensure completion. All students to have reading book for back up activity – checked on gate. All classes to be allocated class captains to support)

One exercise book lined and one squared cross subject for each child at KS3 in plastic folder – parents being asked to purchase on line £3.00

Every time class finishes and students moving – wet wipes provided on mass – all kids clean down table when leaving

On-going cleaning – throughout day/high contact areas – e.g. doors toilets

Travel survey – with parents promote walking/cycling

DfE guidance:

- Premises: <https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak>
 - Prevention and control- <https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19>
 - Advice: <https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance>
 - Data protection: <https://www.gov.uk/government/publications/data-protection-toolkit-for-schools>
 - Educational provision guidance: <https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-educational-provision/guidance-for-schools-colleges-and-local-authorities-on-maintaining-educational-provision>
 - Educational settings: <https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19>
 - Guidance on school closures: <https://www.gov.uk/government/publications/covid-19-school-closures/guidance-for-schools-about-temporarily-closing>
 - Reporting: <https://www.gov.uk/government/publications/coronavirus-covid-19-attendance-recording-for-educational-settings/educational-settings-self-reporting-online-form-frequently-asked-questions-faq>
 - NQT advice: <https://www.gov.uk/government/publications/coronavirus-covid-19-induction-for-newly-qualified-teachers>
 - Vulnerable:
 - Extremely vulnerable: <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>
 - SEND - <https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance/coronavirus-covid-19-send-risk-assessment-guidance>
 - Social distancing: <https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings>
 - Financial support: <https://www.gov.uk/government/publications/coronavirus-covid-19-financial-support-for-education-early-years-and-pupils-social-care/coronavirus-covid-19-financial-support-for-education-early-years-and-pupils-social-care>
 - Exceptional costs: <https://www.gov.uk/government/publications/coronavirus-covid-19-financial-support-for-schools/school-funding-exceptional-costs-associated-with-coronavirus-covid-19-for-the-period-march-to-july-2020>
 - Reducing burdens: <https://www.gov.uk/government/publications/coronavirus-covid-19-reducing-burdens-on-educational-and-care-settings/reducing-burdens-on-educational-and-care-settings>
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 - PPE: <https://www.gov.uk/government/collections/coronavirus-covid-19-personal-protective-equipment-ppe>
 - Parents with pupils with SEND: <https://www.gov.uk/guidance/help-pupils-with-send-continue-their-education-during-coronavirus-covid-19>
 - Supporting parents: <https://www.gov.uk/government/publications/covid-19-school-closures/guidance-for-schools-about-temporarily-closing#working-with-parents>
 - Pupils' mental health support/pastoral care at home: <https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-pupils-and-young-peoples-mental-health-and-wellbeing/guidance-for-parents-and-carers-on-supporting-pupils-and-young-peoples-mental-health-and-wellbeing-during-the-coronavirus-covid-19-outbreak#helping-pupils-and-young-people-cope-with-stress>
 - Home learning support: <https://www.gov.uk/government/publications/coronavirus-covid-19-online-education-resources>
 - Remote support: <https://www.gov.uk/guidance/get-help-with-technology-for-remote-education-during-coronavirus-covid-19>
- Accountability measures:** <https://www.gov.uk/government/publications/coronavirus-covid-19-school-and-college-performance-measures/coronavirus-covid-19-school-and-college-accountability>
- <https://www.gov.uk/government/publications/covid-19-free-school-meals-guidance/covid-19-free-school-meals-guidance-for-schools>

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/950510/School_national_restrictions_guidance.pdf