

**ALLEYN'S JUNIOR SCHOOL (JS) RISK ASSESSMENT AND REGISTER (including Safeguarding and Health and Safety):
ADVENT TERM 2021**

DESCRIPTION OF RISK	ACTIONS TO MITIGATE INHERENT RISK
RISKS RELATING TO ONSITE COVID TRANSMISSION	
Poor communications undermine safety measures and enable COVID transmission	<ol style="list-style-type: none"> 1. Government guidance for parents to be shared with parent body ahead of Advent term 2. Specific government guidance for schools to be shared with appropriate staff working on site, e.g. JS Nurse 3. Risk assessment to be published on school website 4. Staff working on site to be sent specific guidance as relates to them from this risk assessment 5. Parents to be sent appropriate guidance to reassure, inform and protect their children 6. Pupils to receive ongoing reminders from staff 7. Teaching staff to have September inset briefing before pupils return to discuss and clarify all arrangements and their role in these
Poorly informed staff do not uphold necessary standards and protocols	<ol style="list-style-type: none"> 1. Staff version of risk assessment and supporting documents to be distributed before Advent Term. Staff meetings and further emails to support 2. A staff Hub page to be created to host all documents 3. All staff to be briefed appropriately at September inset 4. Individual conversations with staff to inform 5. JS SMT to monitor upholding of arrangements and provide frequent reminders to staff 6. COVID arrangements to be agenda item at JS staff and JS SMT meetings 7. Staff sent updated versions of risk assessments with changes highlighted. Staff meetings and further emails to support 8. Staff starting post September 2021 to receive induction on COVID risk assessment 9. Clinically vulnerable and clinically extremely vulnerable staff to receive specific communication regarding advice for these groups
Inadequate first aid provision enables COVID transmission and non-identification of COVID victims	<ol style="list-style-type: none"> 1. Full time JS Nurse to be present in the JS 2. Medical Room use to be adapted: room to be ventilated through opening of door and opening of corridor doors; pupils to wait on bench in well ventilated corridor outside and not enter room unless invited; JS Nurse to tend to pupils at bench; only pupils without COVID symptoms to ever enter room; JS Nurse to wear PPE if pupil is in room for more than 15 minutes; these arrangements to be communicated to staff and pupils in assembly/staff meeting 3. JS Nurse to create, update and share a COVID specific first aid policy in line with most recent government guidance 4. All staff to be briefed on policy at September inset and parents sent policy with accompanying letter 5. Pupils, staff and parents able to refer to JS Nurse for advice 6. JS Nurse to be aware of appropriate protocols for treating suspected COVID symptoms and aware of appropriate reporting channels 7. JS Nurse to be aware of pupils with pre-existing medical conditions

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	<ol style="list-style-type: none"> 8. JS Nurse to encourage staff and pupil testing if become ill with COVID symptoms or identified as close contacts. Positive results to be managed by NHS Test and Trace 9. Appropriate PPE equipment available to JS Nurse for treating suspected COVID symptoms, including disposable gloves, aprons, surgical masks and visors 10. JS Nurse to wear PPE in case of need for any intimate care 11. A room designated as an isolation first aid room to reduce transmission, including to other children seeing the JS Nurse for everyday first aid, will be the Senior School designated isolation Room
Inadequate PPE enables COVID transmission	<ol style="list-style-type: none"> 1. Each classroom and workspace to be provided with a PPE bag of mask, gloves, tissues and wet wipes; and sanitiser and tissues openly available in every room 2. JS Nurse to have appropriate PPE to enable safe supervision and care of a suspected COVID case (see below)
Inadequate management of a suspected/ confirmed case of COVID on site.	<ol style="list-style-type: none"> 1. JS Nurse to create, update and share a COVID specific first aid policy in line with updated government guidance and supporting contingency plan 2. All staff to be briefed on policy at September inset and parents sent policy with accompanying letter ahead of Advent Term 3. Posters of symptoms to be displayed around School 4. JS Nurse to be aware of appropriate government guidance for treating suspected COVID symptoms and aware of appropriate reporting channels 5. Pupil or adult with suspected symptoms and awaiting collection from school to be moved to an isolation room (Senior School designated isolation room) with adult supervision (at least 2m apart) or adult supervision with PPE if distance cannot be maintained 6. If the above person needs to go to the toilet before collection, they will use a staff/disabled toilet and it be suitably cleaned afterwards 7. Pupils and staff who have helped/been in close contact with anyone unwell to wash hands/use sanitiser 8. Area around the unwell person to be suitably cleaned 9. JS Nurse to encourage staff and pupil testing if become ill with COVID symptoms. JS Nurse to stress that a PCR test is required when a person is symptomatic (rather than a lateral flow device test). Positive results to be managed by NHS Test and Trace 10. JS Nurse to alert JS SMT of any child or member of staff sent home with suspected COVID symptoms and to alert JS SMT of their return after negative testing or of any positive testing
Poor understanding of NHS Test and Trace at school and amongst parents facilitates Covid transmission	<ol style="list-style-type: none"> 1. JS Nurse and JS SMT to read, digest and promote the NHS Test and Trace process 2. Process to be incorporated into revised COVID Policy 3. JS Nurse to brief staff on this process at September inset 4. JS Nurse to summarise process in letter with attached COVID Policy to parents before Advent Term 5. JS Nurse to liaise with parents of symptomatic children and staff to direct towards testing 6. Parents and staff to inform JS Nurse of test results and JS Nurse to keep JS Head and Deputy Head informed.

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	<ol style="list-style-type: none"> 7. JS Nurse, through liaison with JS Head and Deputy Head, to direct those with positive tests to follow appropriate stay at home guidance and those identified as close contacts to have a PCR test 8. For everyone with symptoms, they should avoid using public transport and, wherever possible, be collected by a member of their family or household. 9. JS Nurse to keep a record of all instances of testing and self-isolation that School are made aware of and share with JS SMT daily 10. Parents asked to inform school after holidays of any positive cases during holidays
Poor management of confirmed cases amongst staff or pupils enables COVID transmission	<ol style="list-style-type: none"> 1. JS SMT and JS Nurse to follow the school's contingency plan in the case of positive individual cases or a school based outbreak. 2. School actions to be led by DfE with possibility of local health protection team 3. JS Head or Deputy Head to communicate more widely with staff or parents as necessary 4. Names or details of those with COVID are not to be shared unless essential to protect others 5. Teaching staff to record seating plans of all classes to inform communications with DfE 6. In instances of a suspected outbreak, there will be close liaison with the DfE/health protection team and the JS Head to facilitate further action. See section below on outbreak management plan/contingency plan
Spillages of bodily fluids facilitate COVID transmission	<ol style="list-style-type: none"> 1. Cleaning to follow government guidance and School's COVID specific first aid policy 2. Children and staff in group to move to JS Hall 3. Unwell child or adult to go to Senior School isolation room if appropriate 4. Toilet to be made available for sole use of symptomatic children to use while awaiting collection
Contact from COVID carriers leads to COVID transmission	<ol style="list-style-type: none"> 1. Anybody who is displaying COVID symptoms, has had a positive test result or has other reasons requiring them to self-isolate at home due to the risk of them passing on COVID (for example, they are required to quarantine) must not come to school. 2. COVID policy, staff briefing and communications with parents and visitors to emphasise the above message 3. JS staff to be regularly encouraged to voluntarily use home testing (lateral flow device) kits twice weekly to assist detection of asymptomatic cases, alerting both NHS and school to results. Staff to follow NHS guidance with positive results, notably self-isolating and seeking a PCR test. To be reviewed by government at end of September. 4. Staff encouraged to take up COVID vaccinations and absence permitted for such appointments if required
Visitors transmit COVID into school	<ol style="list-style-type: none"> 1. Visitor sponsor to be responsible for supervision of visitor throughout and to remind them of measures and requirements of visitors 2. Visitors to provide their own COVID risk assessment ahead of visit to the school if their visit involves anything more than speaking to pupils or staff, i.e. school photographer, workshop organisers 3. JS School Office to retain a record of visitors' contact details to support NHS Test and Trace 4. Meeting venues and arrangements to allow for social distancing. Meetings to take place either outside or in a suitably sized room depending on the number of attendees, with adequate ventilation

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	<ol style="list-style-type: none"> 5. Contractors and deliveries to maintain social distance 6. Ensure contractors are aware of responsibilities by the Bursar and/or Estates Bursar, and the Bursar and/or Estates Bursar reviewing their risk assessments, ensuring compliance with school's provisions and requirements and giving them a briefing on arrival, covering hygiene and social distancing
Poor personal hygiene (hand cleaning) enables COVID transmission	<ol style="list-style-type: none"> 1. Personal hygiene messages to be shared with staff at September inset, with parents in letter and with pupils in assembly 2. Staff to constantly reiterate importance of personal hygiene to pupils: regular cleaning of hands and not touching eyes, mouths and noses 3. Handwashing routines/songs to encourage proper 20 second cleaning 4. Handwashing/sanitising to occur at arrival at school, before and after breaks, immediately before and after eating, before going home and when entering and leaving any new classroom 5. Hand sanitizers to be provided in all classrooms, staff spaces and key communal areas (inside and outside). Staff to teach pupils on safe and correct usage, i.e. avoiding eyes and ingesting 6. Sinks in any classrooms to be provided with soap and paper towels to enable hand washing and reduce pressure on toilets 7. Personal hygiene routines and behaviour expectations to be embedded into school culture as described above
Inadequate toilet protocols enable COVID transmission	<ol style="list-style-type: none"> 1. Numbers of pupils using toilets at any time to be limited and determined by number of sinks 2. Toilets to be signposted for particular year groups 3. Signage and posters to be displayed with key hygiene messages about importance of washing hands after going to the toilet. Messages constantly reiterated by staff 4. Toilets to be regularly cleaned through the day 6. Staff to stagger toilet use before breaks and control toilet visits
Poor respiratory hygiene and ventilation enables COVID transmission	<ol style="list-style-type: none"> 1. Respiratory hygiene messages to be shared with staff at September inset and with parents in letter before Advent Term 2. Staff to constantly reiterate key respiratory hygiene message of 'catch it, bin it, kill it' 3. Tissues to be made available in all classrooms 4. Tissues into labelled rubbish bins with lids and not recycling bins 5. Hands to be washed after use of a tissue 6. Rooms to be as well ventilated naturally as possible and staff to take responsibility for opening and closing windows and keeping internal and external doors open 7. All staff to take responsibility for identifying any poorly ventilated spaces so that steps can be taken to improve fresh air flow in these areas 8. Particular consideration should be given to ventilation when holding events where visitors such as parents are on site, for example, school plays, concerts, curriculum meetings.

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	<ol style="list-style-type: none"> 9. In cooler weather windows should be opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the room 10. To balance the need for increased ventilation while maintaining a comfortable temperature it may be appropriate to open high level windows in preference to low level ones to reduce draughts, to increase ventilation when spaces are unoccupied and to rearrange furniture where possible to avoid direct draughts 11. All offices to be checked that adequate ventilation is possible, with any concerns addressed. Staff reminded of the importance of keeping doors and windows open. Checks and further communication to be undertaken at appropriate intervals. 12. Heating to be used as necessary to ensure maintenance of comfortable levels 13. Internal doors to be opened to assist in creation of a throughput of air 14. External opening doors will also be opened to support ventilation 15. Air conditioning will not be used 16. Winter uniform to be permitted (should the weather require that) so that children stay warm and reduce possibility of colds and similar symptoms to COVID with resulting testing and impact on school attendance 17. Pupils and staff to be encouraged to wear additional layers of appropriate uniform/clothing to stay warm in ventilated rooms 18. Respiratory hygiene routines and behaviour expectations to be embedded into school culture as described above 19. Face coverings should be worn by adults in enclosed and crowded indoor spaces where they would come into contact with people that they do not normally meet. Specifically, parents and visitors will be asked to wear face coverings when inside any building while coverings can be removed in a room where there is good ventilation and social distancing if the meeting is for a very small number, i.e. a personal meeting. Staff should wear coverings when meeting visitors and parents in spaces as described above. 20. Face coverings do not need to be worn outside by adults providing appropriate social distancing is maintained 21. Face coverings not currently recommended for primary aged children 22. All Foundation Coach Service pupils (including those of primary age) to be required to wear face coverings whilst travelling on coaches and to wash hands after disposing face coverings in covered bins or after placing in personal bag 23. Staff to wear coverings and visors if they wish when teaching or working, and to ensure appropriate wearing, storage, disposal of face-covering and cleaning of hands 24. Messages regarding face coverings to be communicated to parents and visitors through signage and messages ahead of events
<p>Sharing of resources /touch points enables COVID transmission</p>	<ol style="list-style-type: none"> 1. Unnecessary sharing of door handles to be reduced by keeping doors open where possible 2. Pupils to use consistent desks and chairs where possible 3. Unnecessary sharing of resources to be minimised where possible 4. Shared classroom resources to be cleaned regularly and usually after use by a group, e.g. iPads, laptops, musical instruments 5. Pupils to use own stationery and avoid sharing of such resources (Infant pupils to be provided with personal stationery and Junior pupils to provide their own). 6. Handwashing sinks to be signposted as not for drinking water

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	<ol style="list-style-type: none"> 7. Water fountains to be signed as not in use 8. Water bottle refilling stations to be created and promoted 9. Separate sports/break time equipment to be provided for each group 10. Teachers to wash hands and surfaces, before and after handling pupils' books and to be permitted to wear gloves if they choose 11. Teachers to clean shared board pens before and after use 12. Shared staff office resources, such as photocopiers and paper guillotines, to be wiped after use and hands sanitised 13. Pupils to be reminded not to touch personal possessions of other children, e.g. water bottles, food 14. Pupils to be reminded not to bring any trading cards, marbles, or similar potentially shared items to school
Inadequate cleaning regime enables COVID transmission during the day or to cleaners	<ol style="list-style-type: none"> 1. Premises to be deep cleaned before September Term 2. Cleaners to be trained to follow government COVID cleaning guidance 3. An enhanced cleaning schedule to be defined and implemented across the school 4. Appropriate PPE to be provided for cleaners, e.g. gloves, and cleaners to be reminded of safe cleaning, disposal and removal methods for these 5. Additional cleaning of touch points to occur through the day at appropriate times, e.g. handles 6. Each room to have a covered recycling bin and a covered waste bin (which includes for tissues) 7. Bursary to ensure sufficient orders and supplies of hygiene materials
Inadequate minimisation of contact between individuals and inadequate social distancing enables COVID transmission	<ol style="list-style-type: none"> 1. Adults to aim to maintain 2 metre distance from each other and from children, when circumstances allow, recognising that this is difficult with younger children 2. Adults to avoid close face to face contact and minimise time spent within 1 metre of anyone 3. Staff to discourage pupils from touching staff and their peers whenever possible, accepting that this is not possible for the youngest pupils 4. Shaking of hands amongst staff, with pupils and with parents and visitors to be discouraged 5. Floor arrows to promote pupil movement 6. Stairs to be one way to reduce congestion 7. Limits on number of children going to toilets at any one time to be imposed, determined by number of sinks available for one year group. Staff and posters to be used to promote this
COVID transmission in staff areas where social distancing and resource sharing protocols not followed	<ol style="list-style-type: none"> 1. Staff encouraged to maintain social distancing from one another, notably in areas where space is more limited or crowded 2. Staff encouraged to wipe down shared resources such as photocopiers and guillotines

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<p>Inadequate risk assessment within subject specific areas facilitates COVID transmission</p>	<ol style="list-style-type: none"> 1. Subject coordinators to create COVID specific risk assessments detailing how those subjects will implement specific measures to reduce COVID transmission 2. These risk assessments to be shared with staff involved in those subjects, hosted on the staff Hub with the main risk assessment and sent to Bursary for review and collation 3. These risk assessments to be reviewed by subject coordinators every half term
<p>Second Hand Uniform Shop use enables COVID transmission</p>	<ol style="list-style-type: none"> 1. Donated clothes to be left at Townley or Hillsboro Gate with staff who will wash hands afterwards 2. Some shop items to be selected through online ordering and sent home with pupils, i.e. parents not on site 3. AJSA shop volunteers to work in shop (which is physically separate from school) under staff supervision, abiding by this risk assessment and not coming into contact with pupils 4. Gloves to be worn when touching clothes 5. Card transactions only or cash is quarantined
<p>Co-curricular provision enables COVID transmission</p>	<ol style="list-style-type: none"> 1. Co-curricular provision to follow same principles as outlined for school operation in this risk assessment 2. Co-curricular coordinator to inform non-teaching staff of these guidelines
<p>Inadequate safety measures in kitchens, food preparation and servery and dining areas leads to COVID transmission</p>	<ol style="list-style-type: none"> 1. Break time biscuits to be distributed by staff using gloves 2. Handwashing/sanitising stations for pupils and staff to be used ahead of collecting and eating food 3. Supervising staff to stagger arrivals and departures 4. Pupils to eat in separate year groups 5. One-way system to minimise congestion 6. Staff to have choice of eating in Staff Dining Hall or taking food back to departmental/office/common space areas 7. All pupils with allergies meal requirements to be accommodated
<p>Pupils/staff who have been advised to shield or self-isolate return to school and catch COVID</p>	<ol style="list-style-type: none"> 1. School to follow Government advice: namely that the vast majority of pupils and staff who had been shielding or self-isolating can return to school 2. Pupils and staff to only not attend school if clinical or public health advice dictates this 3. Parents and staff with concerns to discuss with JS Nurse and/or JS Head/Deputy Head 4. School to ascertain awareness of which pupils and staff fall into these categories through information sharing, communication with staff and parental disclosures. School to follow published guidance for any in this group 5. School to consider whether members of staff who are clinically extremely vulnerable should work from home

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Transport to or from school by pupils or staff facilitates COVID transmission	<ol style="list-style-type: none"> 1. Parents, pupils and staff to be encouraged to use active travel means to travel to school through appropriate communications, e.g. Hub, letters 2. Creation of a school street on Hillsboro Road helps facilitate and promote active travel 3. FCS (Foundation Coach Service) as dedicated transport provision will be able to run and will create its own risk assessment with agreement of Foundation Schools 4. Those using public transport to be encouraged to follow government safer travel guidance
Poorly risk assessed day and overnight trips enable COVID transmission	<ol style="list-style-type: none"> 1. Government guidance states that domestic day and residential trips can take place. Such trips will be conducted if JS SMT considers them to be essential and trip risk assessments reflect COVID related risks and mitigation measures 2. EVC policy to be revised to reflect COVID related risks and mitigation measures and EVC Coordinator to support trip leaders in these assessments 3. COVID secure measures at venues and on transport to be determined and to be reflected in individual trip risk assessments 4. While government guidance indicates that international residential trips can take place from the September, SMT will make decisions regarding the viability of individual trips based upon future government guidance, travel restrictions, insurance, etc
Outreach events enable COVID transmission between schools and staff	<ol style="list-style-type: none"> 1. No hosting of on-site outreach events until SMT decide that risk is sufficiently low 2. Outreach primary pupils using Forest School, like our pupils, to wash hands before and after and not to use the toilet facilities
RISKS RELATING TO SAFEGUARDING/PUPIL AND STAFF WELFARE	
Normally robust safeguarding culture diluted or not followed	<ol style="list-style-type: none"> 1. Junior School DDSLs (the JS Head and Deputy Head) are on site each day and accessible to all 2. Parents and staff to be reminded of the above 3. In their absence, DSL or other DDSLs (section heads) to be contacted 4. Staff to be aware of possible COVID related anxieties of children and parents 5. Safeguarding Policy reflects revisions to KCSiE (September 2021) and government COVID safeguarding guidance (through a COVID Addendum), introduced at September inset training/inset and appropriately signposted and available 6. Normal onsite registration and absence reporting procedures to be followed (including additional COVID registration coding) and any unexplained absence to be followed up. 7. JS Deputy Head to liaise more regularly with JS Nurse and tutors regarding any concerns, 8. Safeguarding message to accompany release of all filmed events reminding parents that films are not to be shared or uploaded on social media sites

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Normally robust staff recruitment process not followed	<ol style="list-style-type: none"> 1. Normal robust staff recruitment procedures to be followed, e.g. advertisement of post, application documentation, pre-appointment checks 2. Interviews and live remote lessons can be carried out remotely if necessary, while on-site should be the expectation 3. Onsite interview schedules should be informed by all the measures in this risk assessment
School community not aware that school attendance is mandatory and so pupils continue to suffer disrupted education	<ol style="list-style-type: none"> 1. JS Head to communicate mandatory attendance to parents in letters and make staff aware in communications 2. School to follow normal recording of school attendance and follow up absences 3. Pupils self-isolating in line with public health or clinical advice do not need to attend school and will be offered remote education 4. DDSLs (JS Head and Deputy Head) to liaise with DSL in cases of non-attendance to determine further action 5. JS Nurse or Deputy Head to discuss concerns with families who may be anxious to return, offering reassurance of measures in place
Staff not properly aware of expectations of attendance resulting in anxiety and staff absence	<ol style="list-style-type: none"> 1. Expectation of full staff attendance shared with staff in emails along with staff guide explaining process for communications with management if there are anxieties 2. Staff with known health vulnerabilities to be communicated with individually and government guidance shared and conversations had about risk mitigation 3. Specific government guidance to be shared with pregnant staff and to inform maternity risk assessments 4. Staff concerns and thoughts to inform risk assessment and its reviews 5. Risk assessment to be shared with all staff ahead of September inset where it will be further discussed 6. All changes to staff routines and expectations to be explained to staff in guidance ahead of Advent Term and should be reasonable
Fear/anxiety caused by return to School causing negative mental health effects (staff, pupils, parents)	<ol style="list-style-type: none"> 1. Parents reminded of their duty to ensure that their child must attend school unless a statutory reason applies 2. Provide staff, pupils and parents with details of changes to minimise the risk of them contracting the virus at the school. 3. In planning and communications, base information on most recent government guidance 4. Identify any specific concerns that employees, pupils, and/or parents may have, using questionnaires and conversations, and address these concerns where possible 5. Make reasonable adjustments where possible to alleviate concerns on a case by case basis, taking into account ONS information about clinically vulnerable groups, including members of staff from the BAME community, those in certain age groups and those with underlying medical conditions 6. School to provide remote learning for those pupils who are unable to attend in line with Public Health England advice 7. Review and update any Bereavement Procedure 8. Run regular staff surveys to audit wellbeing
Adapting to new routines, timetables, school environment	<ol style="list-style-type: none"> 1. Staff made aware of such issues through staff meetings

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and social distancing causes anxiety, stress and mental health issues	<ol style="list-style-type: none"> 2. JS Deputy Head, with support from appropriate coordinators and house tutors, to lead planning for reintegration activities upon return that rebuild friendships and social engagement, notably across year groups 3. Timetabling to provide time for suitable reintegration and pastoral support 4. Safeguarding Policy addendum recognises such issues and will be basis for staff briefing ahead of reopening
Pupils working remotely (i.e. due to self-isolation) go off 'radar'	<ol style="list-style-type: none"> 1. Tutors (under Direction of JS Director of Studies) to liaise directly with parents of individual pupils to agree provision and expected involvement of individual in live teaching and form sessions and then monitor 2. JS Receptionist to circulate a daily list of COVID related absences to inform registration coding and remote provision 3. Handing in of work to be monitored and chased as necessary 4. Pupils to be raised in Pupil News section of staff meeting 5. JS Deputy Head to keep close scrutiny of absences, liaising with JS Nurse and Receptionist
Pupils (especially EYFS or those with SEND) failing to understand or adhere to social distancing measures, creating disciplinary issues	<ol style="list-style-type: none"> 1. Staff to explain reasons for any control measures in age appropriate language 2. Appropriate conversations had with individual children requiring more support and guidance 3. Repeated contravention treated as per other infringements of school rules and as per behaviour policy 4. Addendum to Behaviour Policy to be published and shared with staff
SEND children's needs not being adequately provided for in school	<ol style="list-style-type: none"> 1. Generous staff-pupil ratio to support needs of such pupils 2. Full learning support provision to resume upon return 3. Weekly meeting of JS SMT with Learning Support Coordinator to provide opportunity for monitoring 4. Staff to raise concerns regarding individual pupils at Pupil News in staff meeting
RISKS TO OPERATION AND GOVERNANCE OF SCHOOL	
Fire evacuation and new fire hazards causing a fire incident	<ol style="list-style-type: none"> 1. Bursar to review fire risk in the light of changes to site and procedures, notably move to temporary accommodation in Advent Term 2. Thorough check of site for fire risk 3. Staff to be briefed on evacuation procedures in area of school where they work at September inset 4. Staff to brief children on this procedure on first day back 5. Review staffing and fire knowledge on-site (adequate presence of fire wardens) 6. Refresh training as necessary and ensure all staff on site are aware of their responsibilities 7. Roll of staff and pupils onsite to be retained by admin staff 8. Usual evacuation procedure in case of fire alarm sounding

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<p>Absence of key staff due to COVID or other illnesses</p>	<ol style="list-style-type: none"> 1. Key staff (like all staff) to be alert to their own health and safety, report any symptoms and to follow the isolating and testing procedure as per government guidance 2. Staff not to be on-site if concerned over health 3. Staff to utilise testing service and made aware of its existence by JS Nurse 4. Appropriate staffing levels planned and able to maintain provision with some staff absence. 5. Staff to work remotely if necessary 6. If JS Head incapacitated, then Deputy Head to cover with support of JS SMT 7. If JS Nurse incapacitated, then Senior School Nurse to be used as cover in medium/longer term with JS Receptionist/School Administrator in short term
<p>Over-working of teaching staff and support staff</p>	<ol style="list-style-type: none"> 1. JS SMT to work closely with Head of HR in monitoring staff morale, reporting to JS Head and Head of HR reporting to Bursar for support staff 2. Invitation in regular communication to all staff about passing on any work concerns 3. Staff to be surveyed on COVID arrangements and welfare at regular intervals, e.g. half termly
<p>Not maintaining a 'high quality education' for all pupils</p>	<ol style="list-style-type: none"> 1. Normal school curriculum and timetable to be followed with normal staffing 2. Teachers to assess pupil learning, of both existing and new pupils, and modify teaching and curriculum to ensure children have the opportunity to catch up 3. Staff to be briefed at September inset of this ambition
<p>School's operational management planning/contingency planning is insufficiently considered and enforced so facilitating the chain of transmission and/or spread of a COVID outbreak affecting onsite and remote provision</p>	<ol style="list-style-type: none"> 1. JS Head to liaise closely with SS leadership regarding any outbreak of school COVID cases and follow the school's contingency (outbreak management) plan 2. School's planning to be aligned with local (from Local authorities, directors of public health [DsPH] and PHE health protection teams [HPTs]) and national government advice (from ministers) as summarised in the government's contingency framework 3. School's response to be further informed by the school's critical incident plan 4. Public health advice to inform extra actions and control measures will be sought as soon as either threshold is met: <ul style="list-style-type: none"> • 5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period; or • 10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period 5. The School will seek public health advice if a pupil, student, child or staff member is admitted to hospital with COVID-19 by phoning the DfE helpline (0800 046 8687, option 1), or in line with other local arrangements. Hospitalisation could indicate increased severity of illness or a new variant of concern. The School may be offered public health support in managing risk assessments and communicating with staff and parents 6. The School will call the Self-Isolation Service Hub on 020 3743 6715 as soon as they are made aware that any of their workers have tested positive

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	<p>7. Steps that can be taken – according to the School outbreak management plan, judged through communication with health authorities, DfE and SMT – in communication with the Governing Board</p> <p>Low level outbreak</p> <ul style="list-style-type: none"> • Review and reinforce the testing, hygiene and ventilation measures that are already in place • Increased use of testing and strengthening communications to promote their use • Visitors to wear face-coverings and to maintain social distance where possible • Pupils (SS) and staff to wear face-coverings in corridors and transit with large gatherings • Re-institute social distancing where appropriate on the site – not including classroom set-up for lessons, but reminding pupils and staff of social distancing possibilities in lessons and elsewhere • Monitor testing and encourage greater frequency • Stricter measures over sharing contact points • Further improvement of ventilation indoors, where this would not significantly impact thermal comfort • One-off enhanced cleaning focussing on touch points and any shared equipment <p>Medium level outbreak – all above and including...</p> <ul style="list-style-type: none"> • Reduce visitors to site to minimum possible • No unfamiliar people in groups of more than 30 to meet indoors • Face-coverings to be worn in lessons in SS • Social distancing to be re-introduced to classrooms • Return to year group-only assemblies • Monitor effectiveness of year group catering arrangements • Be mindful of mixing of year groups in co-curricular activities with children in different years present • Targeted 'bubbling' for certain activities/areas of site • Consideration of whether any activities could take place outdoors, including exercise, assemblies, or classes <p>Top level outbreak – all above including...</p> <ul style="list-style-type: none"> • Return to year group 'bubbling' for all pupils • Adapt advice for transport and entrance/exit to/from school • Adapt timetable and rooming to enable 'bubbling' • Move large gatherings online • Keep aware of DfE and health authority guidance over possible closure and return to remote learning/activity • Restriction of day and residential educational visits • Introduction of virtual open days, transition or taster days • Introduction of virtual recording of live performances • Introduction of shielding (following national government advice)
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	<ul style="list-style-type: none"> • Introduction of attendance restrictions whilst giving priority to vulnerable children and young people and children of critical workers to attend to their normal timetables <p>Reintroduction of remote education</p>
School's contingency for remote provision is not planned sufficiently well to cater for possible scenarios of individual pupils needing to self-isolate at home, groups needing to self-isolate or full school closure	<ol style="list-style-type: none"> 1. JS Director of Studies to plan for these scenarios with JS SMT support 2. Staff to be briefed on expectations at September inset and as required 3. Video cameras to be linked to PCs in every classroom over summer holidays 4. Appropriate Hub and Teams groups to be set up 5. Staff to be surveyed that they have appropriate technology to enable provision 6. Feedback from Always Alleyn's remote provision to inform any potential future provision 7. Provision, and when it can be accessed, to be explained to parents and pupils at start of Advent Term and as occasions arise 8. In a future lockdown, School to revert to Always Alleyn's remote provision
Insufficient executive oversight and management of transition to new sets of control measures	<ol style="list-style-type: none"> 1. JS SMT and School Administrator to meet and ensure appropriate procedures are in place 2. Ongoing and new arrangements kept under constant review and as an agenda item for JS SMT and staff meetings (see also Estates & Premises meeting) 3. Project management roles to be clearly defined, understood and deployed 4. SMT to pay close attention to responses from pupil, staff and parent surveys and amend procedures where appropriate 5. Any breaches to Risk Assessment that pose a risk of harm, or any exceptions granted after consideration, to be reported to the Head, Head of the AJS or Bursar, who will assess mitigations to be put in place in each case, and, if serious, report to the Chair, Vice-Chair of Governors and/or the Health and Safety governor 6. Records of any breaches or granted exceptions to be kept by the Assistant Bursar and reviewed regularly at the Estates & Premises meeting
Governing Board not having sufficient oversight of executive decision-making and arrangements to confirm opening and review	<ol style="list-style-type: none"> 1. Head to ensure that Governing Board receive regular updates and information at any Board meeting or Board Committee meeting 2. Head to communicate with Chair of Governors (and in the Chair's absence, the Vice-Chair) with any particular issues of note in first instance 3. Head to communicate any adjustments to risk assessments for approval by Chair of the Board on behalf of the Board (copied to the Clerk) 4. All approved (since the prior Board meeting) risk assessments to be circulated to the full Board at each Board Meeting by the Clerk 5. All mitigating measures to be photographed and recorded as evidence 6. Board member with responsibility for Health & Safety to review implementation of H&S across the campus and report to the Board
Lack of appropriate insurance	<ol style="list-style-type: none"> 1. Bursary to share risk assessment with school insurers and ensure that all necessary information provided and any requirements met

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Shortage of onsite staff to enable opening of site and onsite educational provision	<ol style="list-style-type: none"> 1. SMT to monitor staff absence on a daily basis. 2. Contingency timetable available in case of severe staff shortage, or some year groups to work remotely, or transfer to full remote working
Lack of awareness of local and national risk levels, guidance and advice leads to complacency or inadequate planning and protocols	<ol style="list-style-type: none"> 1. JS Nurse to track London R number and make JS SMT aware 2. JS and Senior School Heads' PAs to distribute government guidance as well as from other educational bodies 3. JS SMT to read guidance and distribute as required 4. JS Head and SMT to maintain awareness of local decision making that could inform application of the contingency framework. Such awareness to inform preparation for potential remote provision

Simon Severino, Head of Alleyn's Junior School, 08.09.21, Version 2

To be reviewed weekly through standing agenda item at staff and JS SMT meetings

AJS	Alleyn's Junior School
CEV	Clinically extremely vulnerable
DfE	Department for Education
DSL	Designated Safeguarding Lead
FCS	Foundation Coach Service
JS	Junior School
KCSIE	"Keeping Children Safe in Education"
LFD	Lateral Flow Device (Test)
PCR	Polymerase Chain Reaction (Test)
PHE	Public Health England
PPE	Personal Protective Equipment
P&A	'Personnel and Administration' – Dep Head
RA	Risk Assessment
SDH	Senior Deputy Head
SMT	Senior Management Team
SS	Senior School

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Risk Assessment is informed by the following:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-coronavirus-covid-19-operational-guidance>

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1011704/20210817_Contingency_Framework_FINAL.pdf

https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak?utm_source=18%20August%202021%20C19&utm_medium=Daily%20Email%20C19&utm_campaign=DfE%20C19

<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/the-use-of-personal-protective-equipment-ppe-in-education-childcare-and-childrens-social-care-settings-including-for-aerosol-generating-procedure>

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>

<https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation/index.htm>

<https://www.cibse.org/coronavirus-covid-19>

<https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/>

<https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/>

<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care>

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

<https://www.gov.uk/government/publications/school-attendance>

<https://www.gov.uk/guidance/red-amber-and-green-list-rules-for-entering-england>

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<https://www.gov.uk/guidance/how-to-quarantine-when-you-arrive-in-england>

<https://www.gov.uk/government/publications/remote-education-temporary-continuity-direction-explanatory-note>

<https://www.gov.uk/government/publications/regulating-independent-schools>

<https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak>

<https://www.gov.uk/guidance/mental-health-and-wellbeing-support-in-schools-and-colleges>

<https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>

<https://www.hse.gov.uk/coronavirus/working-safely/protect-people.htm>

<https://www.hse.gov.uk/coronavirus/working-safely/talking-to-your-workers/index.htm>

<https://www.gov.uk/government/publications/health-and-safety-on-educational-visits>

<https://oeapng.info/>

<https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak>

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/annex-a-health-and-safety-risk-assessment>

<https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#part-1-people-who-develop-symptoms-of-coronavirus>

<https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>

<https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own>

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<https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>

https://www.gov.uk/government/publications/transport-to-school-and-other-places-of-education-autumn-term-2020?utm_source=18%20August%202021%20C19&utm_medium=Daily%20Email%20C19&utm_campaign=DfE%20C19

<https://www.gov.uk/government/publications/coronavirus-covid-19-asymptomatic-testing-for-staff-in-primary-schools-and-nurseries/rapid-asymptomatic-coronavirus-covid-19-testing-for-staff-in-primary-schools-school-based-nurseries-and-maintained-nursery-schools>

<https://www.gov.uk/government/publications/coronavirus-covid-19-advice-for-pregnant-employees/coronavirus-covid-19-advice-for-pregnant-employees>

<https://www.rcog.org.uk/en/guidelines-research-services/guidelines/coronavirus-pregnancy/covid-19-virus-infection-and-pregnancy/>

<https://www.gov.uk/government/publications/remote-education-temporary-continuity-direction-explanatory-note>

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

<https://www.gov.uk/guidance/working-safely-during-covid-19>

https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19?utm_source=remote_education

<https://www.gov.uk/guidance/coronavirus-covid-19-grassroots-sports-guidance-for-safe-provision-including-team-sport-contact-combat-sport-and-organised-sport-events>

<https://www.gov.uk/government/publications/containing-and-managing-local-coronavirus-covid-19-outbreaks/covid-19-contain-framework-a-guide-for-local-decision-makers>

https://www.gov.uk/guidance/local-restriction-tiers-what-you-need-to-know?utm_source=1%20December%202020%20C19&utm_medium=Daily%20Email%20C19&utm_campaign=DfE%20C19

<https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-educational-provision/guidance-for-schools-colleges-and-local-authorities-on-maintaining-educational-provision>

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https://www.gov.uk/guidance/rapid-lateral-flow-testing-for-households-and-bubbles-of-school-pupils-and-staff?utm_medium=email&utm_campaign=govuk-notifications&utm_source=ca1c659b-95d6-490e-87c6-d6c09e85ecfb&utm_content=daily

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/hotels-and-other-guest-accommodation>

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts>

https://www.gov.uk/government/publications/coronavirus-covid-19-assessment-processes-for-selective-school-admissions?utm_source=18%20August%202021%20C19&utm_medium=Daily%20Email%20C19&utm_campaign=DfE%20C19