



Prior Park Schools

School Operations – September 2021

Covid-19 Risk Assessment – Summary of Control Measures

Hazards/Risks	Preventative Controls
<p>1. Hazards associated with the spread of coronavirus (Covid-19) to all attending students and staff.</p> <p><i>- Guidance and general principles to limit the potential risk of coronavirus transmission to staff and students leading to ill health, hospitalisation or severe illness.</i></p>	<ul style="list-style-type: none">• Implement and monitor Coronavirus (COVID-19) operating plans for the full re-opening of the school following the final Step 4 relaxation of Government restrictions.• The school will adopt a proportionate and staged response using appropriate control measures to match the changing risk profile of coronavirus transmissions and infections both locally and nationally.• Primary guidance and advice used to develop the school's overall risk approach to control and compliance are as follows: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance#mixing-and-bubbles https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1011704/20210817_Contingency_Framework_FINAL.pdf• Government/DfE/PHE and other advice is being regularly accessed, assessed and where necessary, school control measures will be reviewed or updated.• Statutory notification and outbreak advice from the Local Health Protection Agency, which for our schools will be: <i>Public Health England Avon Gloucestershire and Wiltshire Health Protection Team, 2 Rivergate, Temple Quay, Bristol, BS1 6EH Tel:0300 303 8162 swhpt@phe.gov.uk</i> <i>Additional local contact and advice from: Clare Laker, BATHNES Public Health and Protective Services Clare Laker Public_Health@BATHNES.GOV.UK.</i> <p>Department for Education COVID-19 helpline - available to answer questions. Supporting schools, other educational establishments and children's social care.</p>



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Telephone 0800 046 8687 (Lines are open Monday to Friday from 8am to 6pm and weekends 10am to 4pm)

Prior Park College URN - SC008202.

Remaining primary control measures:

PERSONAL HYGIENE

- Ensuring good levels of hand and respiratory hygiene for everyone in the school, including:
 - Communicate to staff and students the continuing recommendation for frequent and thorough hand cleaning using sanitiser or soap and water.
 - Reinforcing the a clear safety message to staff and students of - **“Catch it, Bin it, Kill it”**
- Hand sanitiser and fixed hand sanitising stations will continue to be provided across the site: at the Mansion Reception, the Health centre Medical Centre, Boarding houses, Dining Halls and at all main building entrances.

CLEANING

- Maintain an appropriate, enhanced cleaning regime across all areas of the school, particularly for frequently touched surfaces/equipment, toilets/washrooms, and areas of high flow volumes, such as corridors and shared spaces.

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

- **It is expected that all members of staff continue to take personal responsibility for some aspects of general cleanliness and hygiene within their immediate work area.**
- Covid-Cleaning boxes will be provided in all classrooms and within general office areas. These will contain trigger-spray sanitising solution, hand sanitiser and cleaning roll for staff to use throughout the day. Cleaning stations will be replenished regularly.
- A thorough “deep-clean” will be carried out to all occupied areas of the school ahead of the start of the autumn term.
- Ongoing review of cleaning to school buildings and re-prioritising daily cleaning schedules to ensure



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that cleaning staff can concentrate on high risk areas and surfaces throughout the school day.

- Cleaning resources and capacity will be reviewed and staff redeployed to concentrate cleaning in occupied areas. This will also be supported by staff cleaning/sanitising their immediate work/teaching/activity areas before and after use.
- Cleaning checklists will be maintained to ensure all areas have been cleaned and sanitised ahead of and during the school day. Performance and effectiveness of the cleaning regime will be closely monitored.
- The school will continue to procure regular supplies and maintain a good stock of all hygiene materials and cleaning products, sanitiser gel and gloves to ensure continuity of the cleaning regime.

VENTILATION

- As much as possible, increased levels of natural ventilation will be enabled using openable windows and internal doors to provide as much through ventilation as possible within school buildings, throughout the school day.
- If necessary, external opening doors may also be used (where safe to do so) and the situation will be monitored to balance increased ventilation while maintaining a comfortable temperature as the Autumn Term progresses.

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

OUTBREAK MANAGEMENT

- The school will follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.
- The school will develop and when necessary initiate an outbreak management plan (contingency framework) to deal effectively and safely with any ongoing covid-19 cases within the school community.

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

TESTING

- All pupils will be required to conduct 2 lateral flow device tests, 3 to 5 days apart, prior to their return to school for the autumn term. Both tests must show a negative result for them, to attend school.



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- Testing for all new yr7 students who may be unfamiliar with the process will be done/supervised in school at the Health centre by qualified nursing staff.
- Pupils should then continue to test twice weekly at home until the end of September, when Government/DfE guidance will be reviewed.
- Staff should undertake twice weekly home tests whenever they are on site until the end of September, when Government/DfE guidance will be reviewed.
- Staff and students with a positive LFD test result will be required to self-isolate and this must continue whilst awaiting the result of a confirmatory PCR test.

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

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

- Any student or member of staff who becomes symptomatic during the school day must leave site as soon as possible (see Hazard 5).
- Parents to be notified of key Covid-Secure measures being implemented by the school and they shall be asked to follow Government/PHE guidance on self-isolation and the continuing advice on any temporary restrictions. Parents will be asked to advise the school of any actions they take as a result.

TRAVEL AND QUARANTINE

- Overseas boarders travelling to the school will be informed and must adhere to the UK Governments travel and quarantine legislation

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

- Where overseas boarders are travelling to the school from red list countries they must adhere to the additional guidance on quarantine and isolation

<https://www.gov.uk/government/publications/quarantine-arrangements-for-boarding-school-students-from-red-list-countries>



ADDITIONAL CONTROL MEASURE CHANGES

- **Bubble Groups** - The established “house” structure within school will be reintroduced and the requirement for year group bubbles or consistent groupings will be removed, unless required as a temporary contingency measure under the schools outbreak management plan.

All previous physical measures that were introduced to minimise interaction between different year groups will be removed.

- **Face Coverings** - Face masks will not be required for students, staff or visitors either in classrooms or communal areas.

Government guidance remains that masks should be worn in enclosed and crowded spaces, so the requirement to wear a face mask when using dedicated school transport will remain.

- **Social distancing** - Social distancing measures have now ended within the school and it is no longer necessary for staff to work from home. The school will continue to support vulnerable students and staff.

Anyone who considers themselves to be in a high risk group, CEV or pregnant will be advised of the measures in place to keep them safe at work and where necessary additional controls can be discussed to reduce risk on a case by case basis.

Protective screen will remain in place for staff who have regular, and direct contact with visitors, contractors or parents.

- **Contact Tracing** - Close contacts will now be identified via NHS Test and Trace and the school will no longer undertake contact tracing.

Contacts from the school setting will only be traced by NHS Test and Trace where the positive case and/or the parent/carer specifically identifies individuals as being a close contact of their child.

- **Self-isolation** - Individuals are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, and any of the following apply:
 - they are fully vaccinated
 - they are below the age of 18 years and 6 months
 - they have taken part in or are currently part of an approved COVID-19 vaccine trial
 - they are not able to get vaccinated for medical reasons.



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	<ul style="list-style-type: none">• Hybrid Teaching - Wherever required remote/hybrid learning will remain in place for students who are self-isolating or unable to attend school.
<p>2. Spread of coronavirus to parents, visitors and contractors.</p> <p><i>- Potential risk of coronavirus transmission leading to ill health, hospitalisation and severe illness.</i></p>	<ul style="list-style-type: none">• Access to the school will remain controlled effectively and where possible, visits should still be arranged by appointment, wherever possible.• Parents to continue to stay in cars at drop off and pick up. Parents only go to reception desk if this is unavoidable.• Wherever possible all non-essential visits/deliveries will continue to be rescheduled to minimise any possible interaction and transmission risk to staff and pupils.• A drop and go procedure will continue to operate for routine deliveries and parcels at the main school reception. Parcels and packages will not be signed for.• A remote access intercom and CCTV system is provided to manage visitors at the main entrance gates and Mansion entrance.• All visitors and contractors with a specific, essential tasks shall report to the main reception desk or wait in a parking space and contact by telephone the person they have arranged to meet. Any visitor must be signed in and out of the school site by a member of PPC staff. Records kept of all visits for track and trace purposes. Visitors should follow the general Covid controls operating within the school at the time of their visit.• Sanitising gel and hygiene notices are prominently displayed across the site.• Acrylic safety screen will be retained at the main Mansion reception desk and Sports hall reception desk to reduce contact/transmission risk to staff.• Where reception staff sign-in/sign out visitors and issue visitor passes, they shall take care to avoid any direct transmission. avoid sharing pens. Returned lanyards to be retained for a minimum of 72 hours and then sanitised for reuse.• Staff and pupils advised to:<ul style="list-style-type: none">- Frequently and effectively clean hands using soap and water or a hand sanitiser immediately when they:<ul style="list-style-type: none">➤ get home or come into work/school➤ blow their nose, sneeze or cough➤ before eating or handling food



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	<ul style="list-style-type: none">➤ when boarding or getting off transport- Cover mouth and nose with a tissue or sleeve (not hands) when coughing or sneezing and throw the tissue away straight away.• All commercial lettings involving the use of school facilities will be reviewed in line with Government guidance on the easing of restrictions and where it is safe to do so, commercial activities will resume with appropriate controls.
<p>3. Risk of contracting Covid-19 from educational visits, fixtures, events, meetings or assemblies etc</p> <p><i>- Potential risk of coronavirus transmission between individuals within groups or between groups (internal or external) leading to ill health, hospitalisation and severe illness.</i></p>	<ul style="list-style-type: none">• All external fixtures, visits and trips will be reviewed in line with Government guidance on easing restrictions and based on recommendations from the DfE. Where it is safe to do so, school events and activities will resume with appropriate controls in place. <p>https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits</p> <ul style="list-style-type: none">• Normal group tutorials, assemblies and worship will take place within the schools framework of controls.• Meetings can take place face to face within the framework of controls, but meeting facilitated virtually using MS TEAMS can also continue.• Sporting fixtures between Prior Park College and other schools will be individually risk assessed and planned in accordance with the safety guidance and recommended control measures recommended by the relevant national governing bodies and individual host schools.• The school will continue to work with external coaches and organisers to deliver routine curricular and co-curricular sporting activities under the framework of controls in this risk assessment and based on in guidance from national governing bodies for team sports and Government guidance.• Established reciprocal teaching arrangements between schools, which form an essential part of the curriculum framework will take place within the framework of controls operated between both schools. These arrangements shall be kept under close review and adapted to any change in the contingency framework of either school• The reciprocal teaching arrangement shall be carefully and separately risk assessed to ensure that:



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	<ul style="list-style-type: none">- It can operate safely with no significant risks to staff, students and the general public- The event/activity plans must not conflict, but align with control measures in the main school re-opening risk assessment.- They must comply with the Government guidance and best practice guidance at the time.- Any arrangement for reciprocal teaching arrangements between schools must align to ensure that control measures remain are consistent and undiminished for any student group or staff member. The level of control must be the same or higher.- Only students who have received a negative lateral flow covid test can attend in person.• School gatherings, concerts, plays, parents evenings and open days etc can take place, but must be individually risk assessed and planned in accordance with the safety guidance and recommended control measures necessary at the time.
<p>4. General Hazards associated with the spread of Covid-19 amongst all student groups, supervisory and other staff attending school.</p> <p><i>- Specific measures to reduce the risk of transmission within the school environment that may lead to ill health, hospitalisation and severe illness.</i></p>	<ul style="list-style-type: none">• The school's vertical house structure will be reintroduced.• The classroom/learning space for each group will revert to normal operation.• During breaks and lunchtime, students will be recommended to try and minimise close-contact or unnecessary mixing with fellow pupils and to take advantage of well-ventilated and outdoor spaces, as much as possible.• The voluntary programme of rapid, home-based testing using Lateral Flow Devices (LFD)s will continue to help identify asymptomatic individuals within the school community.• To avoid the risk of cross-contamination on touch points, all keypads around the school site have been enabled as both proximity and coded readers. Students have been individually issued with a programmed wristband fobs and staff with new ID cards and lanyards. Both card, fob and code will operate to door access system when presented.• All key pads will be routinely sanitised throughout the day as part of the school's enhanced cleaning regime.• Students will continue to use Personal Learning Devices (PLD's), removing the need to use shared equipment.



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- Wherever possible, classrooms will be configured to have forward facing desks and staff will supervise the student groups from the front of the classroom/teaching space. Teaching space layouts will be reviewed and adapted in response to the school's outbreak management plan, as required.
- Staff will be reminded of the systems required for the continuing Covid-safe operation of the school.
- Managed drop off and pick up shall continue in order to avoid unnecessary interaction between students and parents.
- Parents advised that if their child is unwell, showing any symptoms, or anyone in their family is showing signs of COVID-19, they should not send them to school, but inform the school and follow guidance on testing and self-isolation.
- Staff should not come to school if they are showing any coronavirus symptoms, or if they are living with someone who has symptoms.
- Teachers, Supervisors and House Staff to ensure pupils wash their hands regularly during the school day using soap and use sanitising gel as a backup to this regime.
- Additional cleaning by domestic services staff will continue for high traffic areas, touch points and toilets throughout the day.
- If the school becomes aware of any student or staff member who is unwell or showing symptoms of coronavirus, and subsequently receives a positive test result, PHE will be contacted and the school will co-operate fully with the requirements of the test and trace system, implementing any precautions that are necessary under the contingency framework.
- Senior staff/HOD's to review the application of all primary control measures for their individual departments. A separate risk assessment may be required to cover specific activities, individuals or tasks where additional measures or adaptations are needed to further reduce risk.
- Music, dance and drama will continue within school. Activities involving peripatetic staff will be separately risk-assessed and additional control measures implemented to ensure these activities can be carried out safely, within the school's framework of controls and following Government/DfE guidance.
- Staff can continue to use school sporting facilities within the existing framework of control measures



	<p>and during designated times throughout the normal school day.</p>
<p>5. General Hazards associated with the spread of Covid-19 between student groups and staff during co and extra-curricular activities</p> <p><i>- Specific measures to reduce the risk of transmission within the school environment that may lead to ill health, hospitalisation and severe illness.</i></p>	<ul style="list-style-type: none"> • The school's normal programme of Co/Extra-curricular weekday and weekend activities, which form an essential part of the educational offering of the school will be individually assessed within the overall framework of controls to make sure they can take place safely.
<p>6. Hazard associated with the possible transmission of coronavirus by a staff member/student becoming ill during the school day.</p> <p><i>- Potential risk of failing to quickly remove and isolate symptomatic individuals and the possible transmission of coronavirus within group bubbles leading to ill health, hospitalisation and severe illness.</i></p>	<ul style="list-style-type: none"> • Student taken to and waits in isolation room. If a member of staff, they should leave the premises immediately. • Staff/Teacher to inform SLT duty member on site • Parents to be informed immediately to come and collect their child. The pupil will be taken by supervising staff to meet their parents who must remain in their car and call the school reception (or staff member) when they arrive on site. • Cleaners informed to make sure area student/staff was in has a thorough deep clean and that area is not to be used again until the thorough clean has been completed. • Student is supervised in isolation room by the trained, qualified school nurse maintaining social distancing and wearing appropriate PPE. • Isolation rooms have been set up in the school's Health Centre and each Boarding House for any students/staff that develop coronavirus-like symptoms during the day. <p>Where any self-isolation is required within a boarding house setting, this shall be done in accordance with Government/PHE guidance and an isolation plan should be implemented to ensure that any potential risk of covid-19 transmission to any group bubble is minimised and controlled.</p>
<p>7. Staff members/pupils at greater risk</p> <p><i>- Failure to implement suitable precautionary measures against Covid-19 for vulnerable groups and individuals leading to ill health, hospitalisation and severe illness.</i></p>	<ul style="list-style-type: none"> • In line with Government Guidance, anyone who considers themselves to be in a high risk group, CEV or pregnant will be advised of the measures in place to keep them safe at work and where necessary additional controls can be discussed to reduce risk on a case by case • All other staff shall continue to work for the school as normal, following current guidance and controls. However, where it is possible for staff to work effectively from home (and this is agreed), they should do so.



	<ul style="list-style-type: none">• Parents of pupils with underlying health issues who have any concerns are advised to discuss arrangements with school staff.
<p>8. Travel to School</p> <p><i>- Risk of staff and pupils contracting the virus through direct/ indirect transmission when travelling to/ from the school site leading to ill health, hospitalisation and severe illness.</i></p>	<ul style="list-style-type: none">• School transport will be operating in accordance with Government guidance.• Day Students travelling to school on our minibuses and coaches will continue to be required to wear face coverings.• All buses and coaches will be cleaned/sanitised before and after each journey.• Students to sanitise hands when boarding and leaving school transport, using the sanitiser provided on board.• Ensure staff, pupils and parents/carers parents/carers are aware of recommendations on transport to and from the school as outlined in “Coronavirus (Covid-19): Safer travel guidance for passengers”• Communicate revised travel plans to staff, pupils and parents/ carers notifying them of changes to the drop-off/pick-up times and arrangements for safe access to the school site.• Encourage parents/carers to consider appropriate modes of transport that minimise the Covid-19 risk of transmission to their families, school staff and the general public. Parents advised to continue to walk or cycle where possible and practical.
<p>9. First Aid, Medical Support and Testing</p> <p><i>- General risks associated with a failure to ensure staff/pupils are adequately protected in the provision of routine first aid leading to ill health, hospitalisation and severe illness.</i></p>	<ul style="list-style-type: none">• List of trained first aiders reviewed to ensure sufficient capacity remains amongst teachers, supervising staff and House staff.• Good practice guidance will be followed for routine first aid provision in accordance with Government and Industry guidance.• Lead nurse to use medically appropriate PPE within isolation room and also best practice provision of routine first aid to ensure safety.• Student registers will be taken each day and consistent seating plans will still be followed and maintained for all lessons to enable all direct contacts of anyone who is symptomatic or testing positive to be quickly identified and isolated, if advised to do so by NHS Test and Trace.• Where a boarding student is symptomatic, the school’s nursing team will undertake an approved “Rapid-Test” for Covid-19 on site together with taking swabs for a confirmatory NHS laboratory test (analysed off site).



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	<ul style="list-style-type: none">• Where the rapid test is negative, the boarder will continue to isolate within the boarding house until result of NHS test is available.• If rapid test is positive, the boarder and direct contacts within the household will be required to self-isolate (under guidance from PHE).• Conduct and recording of all site based lateral flow testing will be carried out by the school's qualified nursing team, covered by separate Government guidance and a task specific RA.• The schools will follow Government guidance to contain any notifiable outbreak of covid-19 and contact PHE's local health protection team for advice.
<p>10. Fire Safety</p> <p><i>- Additional risks relating to the fire safety of students and staff from implementing control measures for COVID-19.</i></p>	<ul style="list-style-type: none">• The regular testing/ inspecting all relevant fire safety equipment and systems across the site will remain consistent and uninterrupted during the period of the Covid-19 Pandemic.• Fire procedures and Fire risk Assessments will be reviewed and to take account of any remaining control measures that might impact fire safety actions, such as the closing of doors being used to provide improved ventilation upon evacuation.• House grouping will be reinstated at designated fire assembly points. A roll call must be taken as normal and supervising staff must communicate with the lead fire coordinator on site.• Staff advised and informed of any relevant revised procedures and actions.• Fire drill to be held in first week back to test evacuation procedures. Routine fire drills will be practiced with a night time and day time drill each term, as normal.
<p>11. General Facilities Management</p> <p><i>- Compliance and safety risk by failure to complete adequate cleaning and during periods of lockdown or local restriction.</i></p>	<ul style="list-style-type: none">• Complete a visual inspection of the site to determine levels of cleanliness and identify any damage or other concerns that need to be remedied ahead of re-opening.• Ongoing enhanced cleaning and sanitising to all areas to be occupied by staff, students and visitors.• Check to confirm any required statutory inspections and compliance requirements are up to date.• Ongoing review of the schools water quality risk assessment to ensure good water hygiene has been maintained throughout the period of national restrictions. Thoroughly flush/chlorinate all water systems and sample/test where necessary.



12. Catering Services

- General hygiene, transmission and contact risks relating to the provision of a food catering service for staff and students on the school site.

- Thomas Franks will continue to provide a food service to the school community following Government guidance relating to “Providing school meals during the coronavirus outbreak”.
<https://www.gov.uk/government/publications/covid-19-free-school-meals-guidance/covid-19-free-school-meals-guidance-for-schools>
- Thomas Franks to review and implement safety controls, including:
 - Ongoing cleaning and inspection of all food preparation facilities in the school kitchen, servery and dining halls.
 - Ensure all catering staff receive routine updates on the risks and preventative measures relating to Covid-19. Additionally, all catering staff will be expected to participate in the voluntary regime of Covid home-testing using Lateral Flow Devices (LFD) to provide additional reassurance.
 - Review and update the current FSA guidance on personal hygiene and good hygiene practice in food preparation.
 - Review and update all HACCP assessments in relation to general food hygiene and Covid-19.
 - Catering staff to continue following specific safety measures to protect staff and boarders, to include good hand hygiene, use of appropriate PPE, enhanced cleaning and measures to reduce cross-contamination risks from Covid-19.
- Menus will be planned, published in advance and displayed in the servery queuing route to help speed up the service
- Students and staff continue to provide their own water bottles at meal times and during the day.
- Meals will be predominantly counter service by catering staff, but there will be some limited self-service provision, which will be kept under review.
- Staff and students will be reminded of the need to wash their hands thoroughly before and after eating/refreshments. Sanitiser will also be provided before entering the servery.
- Staff to confirm to Assistant Bursar and caterers any new students/boarders/staff with a specific food allergy of intolerance.



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	<ul style="list-style-type: none">• Any boarding student required to self-isolate will not be permitted to use the servery or dining hall for the duration. They will remain in their boarding house. Meals will be provided using a mix of house kitchens prepared meals and “hot-box” delivered food service from the main kitchen, to minimise any risk of transmission within their household group.
<p>13. Safeguarding</p> <p><i>- General risks associated with a lack of adequate pupil safeguarding procedures</i></p>	<ul style="list-style-type: none">• Staff follow normal school protocols regarding safeguarding of pupils. If staff have any concerns, they contact Simon Cane-Hardy (DSL) in the first instance.• Staff to remain alert to any safeguarding concerns following the extended period pupils have spent away from school.
<p>14. Wellbeing</p> <p><i>- Mental health and wellbeing risks associated with fear/anxiety related to a return to school following the extended period of closure, lockdown or ongoing national restrictions.</i></p>	<ul style="list-style-type: none">• Feedback and review conversations with staff will be ongoing to identify whether control measures are effective and to understand any serious concerns staff may have about the safety of their workplace.• Staff, students and parents/carers will have access to the details of the measures that the have been taken to minimise the risk of Covid-19 transmission at the school.• Identify any specific concerns that employees, pupils, and/or parents/ carers have (e.g. certain activities or areas of the site) and address these concerns where possible.• Make reasonable adjustments where possible to alleviate concerns on a case by case basis, following the general guidance on promoting and supporting mental health and wellbeing in schools. https://www.gov.uk/guidance/mental-health-and-wellbeing-support-in-schools-and-colleges• Signpost staff to the school’s “Lifeworks” employee assistance programme for free confidential workplace advice offering independent support with mental, financial, physical and emotional wellbeing.• Signpost students to the school’s Wellbeing, counselling and talking therapy services at the Health Centre.
<p><u>Additional Controls Required</u></p> <ul style="list-style-type: none">• RA Under regular review by school’s SLT - Additional controls may be required in response to changing advice from Government/PHE or an escalation in the risk profile of the school’s approach to national controls/restrictions.	