ALLEYN'S SENIOR SCHOOL RISK ASSESSMENT AND REGISTER (including Safeguarding and Health and Safety): Advent Term 2021

Codes	1	2	3	4	5	6
Impact	Insignificant	Minor	Moderate	Serious	Major	Catastrophic
Likelihood	Remote	Unlikely	Possible	Probable	Highly Probable	Certain

DESCRIPTION OF RISK (including how people might be harmed by them)	ACTIONS TO MITIGATE INHERENT RISK
RISKS RELATING TO ONSITE COVID TRANSMISSION	
Poor communications undermine safety measures and enable COVID transmission; school community not aware of guidelines; pupils/parents breach guidelines; track and trace procedure poorly understood	1. School to share with parents the School's application of system of controls from DfE guidance on prevention and continuing COVID management including appropriate communications (*eg* COVID first aid policy, text of RA, Test and Trace protocols) to reassure, inform and protect their children 2. Pupils to be communicated with prior to the return shown guidance before returning to school and receive ongoing reminders from staff on school site on the Hub 3. Messages to emphasise no pupil or staff member can come into school with coronavirus symptoms/tested positive in last 10 days 4. SMT to share government guidance and new RA with staff 5. Staff to be alerted to specific guidance as relates to them from this risk assessment (*eg* SPC's handbook) 6. Lateral Flow Device testing requirements for start of term, to be communicated and testing to be encouraged throughout term (see separate section below) 7. Staff to have met in CPD sessions before pupils return, to be briefed on, discuss and clarify all arrangements and their role in these 8. To be regularly discussed at SMT meetings 9. Regular updates to be given at weekly staff briefings and via email 10. SMT to monitor upholding of arrangements and to keep reminding staff in communications 11. Individual conversations to be arranged with any member of staff in case of concern 12. Risk assessment to be published on school website 13. Parents to be sent appropriate communication to reassure, inform and protect their children
Poorly informed staff do not uphold necessary standards and protocols	1. Staff version of risk assessment and supporting documents to be distributed before Advent Term. Staff meetings and further emails to support 2. All staff to be briefed appropriately at inset 3. SMT to monitor upholding of arrangements and provide frequent reminders to staff 4. Staff to be sent updated versions of risk assessments with changes highlighted. Staff meetings and further emails to support
Inadequate PPE enables COVID transmission	1. Each classroom and workspace to be provided with a tissues and sanitiser openly available in every room 2. 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.	1. Nurse to update and share a COVID specific first aid policy in line with updated government guidance and supporting contingency plan

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	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. 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, a staff/disabled toilet to be used and suitably cleaned immediately 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. Nurse to encourage staff and pupil testing if they become ill with COVID symptoms. 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. Nurse to alert SMT of any child or member of staff sent home with suspected COVID symptoms
Poor understanding of NHS Test and Trace at school and amongst parents facilitates Covid transmission	1. SMT to take note of new Test and Trace protocol in guidance published 17 Aug
	2. SMT to incorporate new Test and Trace arrangements in parental, staff and pupil communications prior to start of term
	3. Parents and staff to inform school of test results if positive, otherwise register negative LFD test results via The Hub
	4. School (SMT member or Nurse) to direct those with positive tests to follow appropriate stay at home guidance and those identified as close contacts to have a PCR test
	5. School to contact local health authorities when numbers of cases raise concern, considering possible contingency plans and different communication as a result
	6. Everyone with symptoms, to avoid using public transport and, wherever possible, to be collected by a member of their family or household.
	7. Nurse to keep a record of all instances of testing and self-isolation that School are made aware of and share with SMT daily
	8. Parents to be asked to inform school after holidays of any positive cases during holidays
Contact from COVID carriers leads to COVID transmission	1. Pupils to be required to have 2 LFD tests, 3-5 days apart, on return to school at start of term – (testing may take up to three working days before term starts)
	2. Pupils to be asked to test at home prior to coming into school at the start of term

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	3. Staff to have twice weekly home (LFD) tests until the end of September, then reviewed 4. Staff to be encouraged to continue LFD testing during term while tests made available
Travel to, from and around school (pupils and staff) increases likelihood of COVID transmission on site	1. Staff to follow government and TfL guidance on travel 2. No pupil to board home to school transport if they, or a member of the household has had a positive test result or symptoms of the virus – parents to be made aware 3. Pupils and staff to be encouraged to walk or cycle where possible; school to draw attention to increased bike rack provision 4. Parents to be discouraged from leaving car if dropping off or collecting, and asked to park far away from gates 5. Pupils and staff to use hand sanitisers on arrival 6. One-way system to stay in operation in the busiest areas – science corridors, Main Building and Lower School Building 7. Face coverings to be worn by staff and pupils in transit within the buildings and for assemblies 8. Face coverings to be worn by parents, staff and pupils at any public gathering 9. Foundation Coach service operators to follow specific guidelines on hygiene and order on coaches. Separate communication to coach service users. Risk assessment to be obtained from all coach operators and coordinated by FCS
Poor personal hygiene enables COVID transmission	1. Personal hygiene messages to be shared with pupils, staff and parents 2. Pupils instructed to clean/sanitise hands regularly, and, as a minimum, to sanitise/clean when they arrive at school, when they return from breaks and before eating 3. Sanitisation and hydration stations to be provided in strategic areas of the site 4. Messages to pupils and staff about the need for good hand hygiene and overall good hygiene - catch it, bin it, kill it to be reiterated; 5. Signage to be placed around school and posters in classrooms promoting good personal hygiene 6. Sanitation for hands and materials to wipe desks/chairs to be made available in all classrooms 7. Cleaning materials to be disposed of in appropriate bins 8. Hand sanitisers to be provided in all classrooms and key communal areas; staff to encourage safe and correct usage
Poor respiratory hygiene and ventilation enables COVID transmission in buildings	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 to go into labelled bins with lids, not recycling bins 5. Hands to be washed after use of a tissue 6. Staff to ensure best ventilation of all rooms and spaces

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	7. Bursary to ensure fire regulations and temperature control managed appropriately 8. School to ensure the best and safest ventilation in rooms – fire door closers will enable automatic door closing on fire alarm – otherwise doors will stay open; rooms to be as well ventilated as possible with automatic fire doorstops aiding the opening of classrooms door to encourage peak ventilation 9. Windows to be open where possible; (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) 10. Offices to be checked for adequate ventilation and any concerns to be addressed; staff to be reminded of the importance of keeping doors and windows open; checks and further communication to be undertaken at appropriate intervals 11. Heating to be used as necessary to ensure maintenance of comfortable temperature levels 12. Music school and other creative areas to be checked each day for satisfactory ventilation
Sharing of resources / touch points enables COVID transmission	1. Unnecessary sharing of door handles to be reduced by keeping doors open where possible 2. Unnecessary sharing of resources to be minimised where possible 3. Shared classroom resources to be cleaned regularly and usually after use by a group 4. Pupils to use own stationery and avoid sharing of such resources
COVID transmission in staff areas where social distancing is more challenging	1. Staff encouraged to maintain, as far as possible, good social distancing from one another, notably in areas where space is more limited or crowded
Subject or activity-specific increased risk of COVID transmission (see more detail in specific departmental risk assessments)	1. All departments to adjust existing RAs in line with new guidance reflecting the need for Control Measures (p.5 in the operational guidance) and using specific guidance for different activities (*eg* after school clubs guidance for co-curricular activities) 2. HoDs to check RAs for their areas/activities in line with new government guidance 3. These risk assessments to be shared with staff involved in those areas/activities
Pupils/staff who have been advised to shield or self-isolate return to school and catch COVID	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 miss school only if clinical or public health advice dictates this 3. Parents and staff with concerns to discuss with School 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 encourage staff members to share concerns and communicate guidance from health professionals
Inadequate toilet protocols enable COVID transmission	1. Pupils to be mindful of numbers using toilets at any time (signage on doors to provide reminders) 2. Signage and posters to reinforce and key hygiene messages

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	3. Toilets to be frequently cleaned through the day
Inadequate cleaning regime enables COVID transmission during the day or to cleaners	1. Bursar to ensure deep clean of premises before reopening 2. Cleaners to be trained to follow government COVID cleaning guidance 3. An enhanced cleaning schedule to be implemented across the school 4. Appropriate cleaning to be provided for cleaners, *eg* gloves and cleaners to be reminded of safe cleaning, disposal and removal methods for these 5. Additional cleaning of touch points through the day, *eg* handles, touch screens – see keyboards – to be established 6. Bins for tissues to be emptied through the day 7. Bursary to ensure sufficient orders and supplies of hygiene materials
Safety around food and drink. Pupils/staff susceptible due to greater transmission risk	1. Pupils to sanitise hands prior to eating 2. Pupils to be instructed to be mindful while queuing and to encourage good hygiene prior to eating 3. Staff supervision to ensure, as far as is possible, pupils from the same yeargroup eating together 4. Pupils to enter through one entrance, supervised, aware where they access the food and pay for it as efficiently as possible 5. Single meal price for pupils in Y7-11 to enable quicker time through choosing and paying 6. Upper School pupils to eat only in the Sixth Form Centre or EAB 7. Staff to have choice of eating in Staff DH or taking food back to departmental/office/common space areas
Visitors transmit COVID into School	1. COVID expectations of any visitor to be published– no-one to enter site with any relevant symptoms or positive test within stipulated time, or with contact with positive cases within stipulated time – see government guidance over Track and Trace 2. Expectations for parent visits and any admissions events to be published 3. Meetings involving external visitors to take place either outside or in a suitably sized room depending on the number of attendees, with adequate ventilation 4. Any meetings involving numbers of external visitors (including parents or prospective parents for admissions) to involve face-coverings for visitors and staff, pupils present
Contractors transmit COVID	1. Contractors to be made 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, cleaning, good ventilation and test protocols
Educational visits increase the risk of COVID transmission to pupils and staff	1. Any educational trips to be risk assessed according to government guidance as separately published, following COVID protocols of places pupils visit
Poorly risk assessed day and overnight trips enable COVID transmission	1. Government guidance states that domestic day and residential trips can take place. Such trips to be conducted if SMT considers them to be essential and trip risk assessments reflect COVID related risks and mitigation measures

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	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 to 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	1. On-site outreach events to be assessed on a case by case basis by SMT following the same principles as outlined for school operation in this risk assesment;
Co-curricular provision enables COVID transmission	1. Co-curricular provision to follow same principles as outlined for school operation in this risk assessment
FIRST AID / MEDICAL	
Contact from COVID carriers leads to COVID transmission	1. Pupils to be required to have 2 LFD tests, 3-5 days apart, on return to school at start of term – testing may take from up to three working days before term starts 2. Staff to have twice weekly home (LFD) tests until the end of September, then reviewed (and encouraged through term with tests available) 3. Staff potentially exposed to a known COVID carrier to have absence permitted for PCR test
Inadequate first aid provision enables COVID transmission and non-identification of COVID victims	1. Clear statement of public health advice and systems of control as required in the DfE guidance, to be issued, explaining the stay at home rules, the hygiene regime, the test and trace engagement and the protocols for home testing 2. COVID First Aid policy to be communicated to parents and staff[2,3] 3. Nurse to be available for pupils, staff and parents for advice 4. Nurse to be aware of appropriate protocols for treating suspected COVID symptoms and to be aware of appropriate reporting channels 5. Nurses to be aware of pupils with pre-existing medical conditions 6. Appropriate PPE equipment to be made available to nurse for treating suspected COVID symptoms 7. Nurses to wear PPE in case of need for any intimate care for other conditions 8. A room to be designated as an isolation room - for pupils and any staff Senior or Junior Schools - to reduce transmission, away from Nurses room. Window will be opened for ventilation. Isolated pupils to use outside toilet adjacent to portacabin which will be cleaned and disinfected using standard cleaning products before being used by anyone else. 9. PPE supplies to be checked and replenished by Bursary regularly[4] 10. Nurses to update the Covid First Aid Policy when necessary and share with staff
Spillages of bodily fluids facilitate COVID transmission	1. Cleaning to follow government guidance and the COVID first aid policy

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	2. Children and staff (of both Senior and Junior Schools) to move to spare isolation classroom
	3. Toilet to be made available for sole use of symptomatic children to use while awaiting collection
Poor management of suspected cases amongst staff or pupils enables COVID transmission	1. All relevant staff to follow COVID first aid policy written by Nurses
	2. Staff to be reminded of procedure when suspected case or positive result occurs
	3. Sen Dep Head or Dep Head (Personnel and Administration) to contact the DfE helpline if the school becomes aware of a significant number (5 in a small group or 10% of pupil groups) of positive tests amongst pupils or staff and to liaise with local health protection team if directed to do so (LCRC: London Coronavirus Response Centre)
	4. Sen Dep Head or Dep Head (P&A) and Nurses, to work with DfE (and health protection team if required) to determine and carry out actions, *ie* what to do with 5 cases or 10% of pupil group deemed a significant outbreak. (See also Appendix to this RA regarding possible contingency measures in event of pupil outbreaks.)
	5. Head or Sen Dep Head or Dep Head (P&A) to communicate more widely with staff or parents, as necessary, but not with any single positive cases, which are managed by NHS from now
	6. Parents and staff to be reminded that a PCR negative test result overrides a LFD positive test but must be taken within 2 days of the LFD positive test
	7. Names or details of those with COVID not to be shared unless it is deemed essential to protect others
	8. Teaching staff and – where applicable – co-curricular staff to record seating plans of all classes to inform communications with DfE just in case Track and Trace demand with a significant outbreak
Poor management of confirmed cases amongst staff or pupils enables COVID transmission	1. SMT and 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. School to communicate more widely with staff or parents as necessary
	4. Names or details of those with COVID 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 Head to facilitate further action. See section below on outbreak management plan/contingency plan and appendix to this RA)
Members of staff and pupils being vulnerable to COVID	1. SMT to keep guidance for supporting CEV children and staff under review; (current guidance states they should attend school/work with possible further precautions as published in specific guidance)
	2. School to give due consideration to situations where staff are living with someone who is CEV, and to follow published Government shielding guidance that is reviewed regularly
	3. School to follow guidance on staff members who are pregnant; see government Guidance and existing school risk assessment on female employees of childbearing age and risks to new and expectant mothers, relevant to those who are pregnant, breastfeeding or have given birth in the last six months; School (via Dep Head (A&P) and Head of HR) to

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	check on pregnant members of staff from 28 weeks' gestation or with underlying health conditions at any point of gestation or before 4. School to check with staff who may be at a comparatively increased risk from COVID and if necessary, treat as colleagues who are CEV; otherwise, inform colleagues of our system of controls
RISKS RELATING TO SAFEGUARDING/PUPIL AND STAFF WELFARE	
Normally robust safeguarding culture diluted or not followed	1. School to continue to have due regard to statutory guidance in KCSIE (July 2021) 2. Staff to receive CPD on safeguarding in response to the pandemic 3. Staff to continue to use CPOMS to log safeguarding concerns after speaking to relevant pastoral managers and DSL/DDSL 4. Normal onsite registration and absence reporting procedures to be followed and any unexplained absences to be followed up
Normally robust staff recruitment process not followed	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 to be carried out remotely if necessary, while on-site should be the expectation 3. Onsite interview schedules should be informed by measures in this risk assessment
School community not aware that school attendance is mandatory and so pupils continue to suffer disrupted education	4. School to communicate mandatory attendance to parents in letters and make staff aware in communications 5. School to follow normal recording of school attendance and follow up absences 6. Pupils self-isolating in line with public health or clinical advice should not attend school, to be offered remote education 7. DDSLs (Head and Deputy Head) to liaise with DSL in cases of non-attendance to determine further action 8. School to discuss concerns with families who may be anxious to return, offering reassurance of measures in place
Fear/anxiety caused by return to School causing negative mental health effects (staff, pupils, parents)	1. Parents to be reminded of their duty to ensure that their child must attend school unless a statutory reason applies 2. In planning and communications, SMT to base information on most recent government guidance 3. SMT to 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 4. School to provide remote learning for those pupils who are unable to attend in line with Public Health England advice
Pastoral, behavioural and well-being issues become apparent	1. Safeguarding policy to be revised in line with new KCSIE guidance (Sept 2021) and the new operational guidance to schools 'Coronavirus (COVID-19): safeguarding in schools, colleges and other providers' guidance

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	2. Staff to continue to be aware of the need for vigilance in pastoral support for pupils with difficulties as a result of the pandemic[3] 3. Head of PSCHE to communicate with relevant staff (and new SMT pastoral co-optee) about opportunities within PSCHE for well-being support 4. Nurses and Counsellors to continue to advise on providing support for resilience, mental health and wellbeing including anxiety, bereavement and sleep issues; support to be offered for pupils with additional and complex health needs; and guidance offered on supporting vulnerable children and keeping children safe 5. Pupils to be regularly reminded of behaviour expectations in light of return to more normal school 6. SEND pupils to be monitored by pastoral staff to check they have full educational and care support 7. School to ensure continued good communication with school nurses and counsellors to support pupil wellbeing; including the continuation of fortnightly safeguarding meetings and the weekly briefing of Head by DSL 8. Parents to be introduced to Teen Tips at the start of term[1]
Insufficient or inadequate pastoral provision for pupils during times of remote provision if needed due to Test and Trace	1. Form tutors, Housemasters, House tutors and Section Teams to be highly alert to pastoral needs of pupils in remote provision 2. School to use established arrangements for checking in with pupils via Teams chat posts or adjusted one-to-ne provision for pastoral support 3. SMT to ensure that all teachers leading groups are familiar with the pupils who are learning remotely and aware of needs 4. Section staff and Housemasters to support or manage pastoral provision, as needed 5. Pastoral provision to be supported by SMT as per normal arrangements 6. Staff to continue to use CPOMS to assist in pastoral awareness of relevant staff
RISKS TO OPERATION AND GOVERNANCE OF SCHOOL	

Inadequate pre-opening checks mean that buildings and resources are not ready at opening	1. Pre-opening checks to operate under leadership of Bursar
	 2. Bursar and his team to ensure:
	   o deep cleaning of school in advance of opening
	   o Water testing for temperature, flow and legionella checks
	   o Fire alarm panel, system and extinguishers in date and serviced
	   o Review of waste procedures
	   o Kitchen equipment deep cleaned
	   o Pest control services recorded, deficiencies identified and actioned
	   o Heating system including fuel levels checked
	   o Gas supply, venting and valves checked

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	o Air conditioning ducts and units checked and reviewed o Ventilation through Lower School air management system which removes stale air as well as blowing in fresh and filtered air to each classroom o Electrical tests up-to-date including emergency lighting and PAT o Security including access control and intruder alarm systems o School vehicles registered, insured, maintained and stocked with appropriate hygiene materials if used
Contingency in case of worsening COVID situation in London	1. Staff and pupil positive case numbers to be tracked and reviewed by SMT 2. SMT to follow the School's contingency (outbreak management) plan 3. School's planning to be aligned with directors of public health [DsPH] and PHE health protection teams [HPTs]) and national government advice (from ministers) as summarised in Government's contingency framework) 4. School's response to be further informed by the school's critical incident plan 5. DfE and LCRC (London Coronavirus Response Centre) advice to inform extra actions and control measures to be sought as soon as either of the following thresholds is met: • 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 test positive for COVID-19 within a 10-day period 6.School to 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. Contingency measures 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 are listed in the appendix to this RA.
Absence of key staff due to COVID or other illnesses	1. Key staff (like all staff) to be alert to their own safety, to report any symptoms and to follow the isolating, testing procedure as per Government guidance 2. Staff to utilise testing service in school initially and then at home 3. SMT to ensure appropriate staffing levels with back-up provision in case of some staff absence. 4. Staff to work remotely if necessary following school and Government policy 5. SMT deputies to be identified in the event that a member of SMT is unwell 6. Nurses to cover other nurses if duty nurse becomes unwell 7. Bursar/Head of HR to check any issues with support staff availability
Over-working of teaching staff and support staff	1. SMT to work closely with Head of HR in monitoring staff morale, reporting to Head and Head of HR reporting to Bursar for support staff

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	2. Invitation to all staff to be in regular communication about any work concerns
Not maintaining the quality of educational and pastoral provision	1. Staff to follow handbook produced by Dep Head (P&A) covering aspects of educational and pastoral provision 2. School to provide robust IT resource, including Microsoft Teams and One Note to support hybrid provision needs if some pupils are remote 3. 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	1. SMT to ensure appropriate procedures are in place 2. Ongoing and new arrangements to be kept under constant review and as an agenda item for SMT and staff meetings *eg* Estates & Premises meeting 3. Any breaches to RA 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 4. 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	1. Head to ensure that Governing Board receive regular updates and information at any Board meeting or Committee meeting 2. Head to communicate with Chair and Vice-Chair of Governors 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 4. Mitigating measures to be photographed and recorded as evidence 5. 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	1. Bursary to share risk assessment with school insurers and ensure that all necessary information provided and any requirements met
Fire evacuation and new fire hazards causing a fire incident	1. Fire risk to be reviewed in the light of any changes to site and procedures 2. Staff to be briefed on evacuation procedures in area of school where they work 3. Staff to brief children on fire evacuation procedure on first day back 4. Heads of Section to ensure pupils who may be in an unfamiliar part of the School are reminded of what to do in the event, taking account of new location 5. Usual evacuation procedure to operate in case of fire alarm sounding
Shortage of onsite staff to enable running of school and onsite educational provision	1. SMT to monitor staff absence on a daily basis. 2. Deputy Head (Academic) to ensure contingency timetable to be made available in case of severe staff shortage, this may include some year groups working remotely, or a full transfer to remote working

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Lack of awareness of local and national risk levels, guidance and advice leads to complacency or inadequate planning and protocols	1. Nurse to check medical communication about local health picture and make SMT aware 2. Head's office to distribute government guidance as well as that from other educational bodies 3. SMT to read guidance and distribute as required 4. Head to stay abreast of approaches and planning across the sector and to report to SMT accordingly and governors where necessary
<mark>**RISKS RELATING TO THE VACCINATION PROGRAMME FOR 12-15 YEAR OLDS, OCTOBER 2021**</mark>	<mark></mark>
Children's health affected after having the vaccine on the day at school	1. Nurses to be made aware and children to be looked after in Nursing rooms as parents are contacted to take them home. 2. Parents to be encouraged to check the advice about the vaccination programme on NHS webpages
Children's health affected some time after having the vaccine	1. School to encourage parents to contact GP with any issues relating to their children having had the vaccine. 2. School to encourage parents to consult relevant NHS webpages for advice
Vaccination staff risk the spread of Covid on the School campus	1. See "Risks relating to onsite Covid transmission" section on the management of risks relating to this. 2. Vaccination staff will be wearing appropriate personal protective equipment and will take other appropriate precautions.
Conflict situation of child seeking vaccine, but not having consent of parents	1. Where a pupil asks to be vaccinated and there is no parental consent, the vaccinators to deal with the situation, as they are administering the vaccine, not the School. (The School will not be involved in any discussion about Gillick competence, as it is not the School's place in a government programme roll-out to do so.)
Threats of liability from parents and campaign groups	1. If a parent raises the issue of the liability of the School, parents to be reminded that the vaccination programme is not the School's legal responsibility but that of the School Age Immunisation Service (SAIS) and the local SAIS provider team; any anonymous contact by a campaign group with a threat of liability, to be disregarded.
Disruption if campaign groups attend the campus on the day of the vaccination	1. The School to be closed to anyone except authorised visitors. The Lodge to ask campaigners to leave if approached and not accept any documents. If a campaign member forces entry onto the School site, or causes disruption at the gates outside, the School to call the police

Guide to some initials:

AJS	Alleyn's Junior School
CEV	Clinically extremely vulnerable
DfE	Department for Education
DSL	Designated Safeguarding Lead
PHE	Public Health England

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PPE	Personal Protective Equipment
P&A	'Personnel and Administration' – Dep Head
FCS	Foundation Coach Service
LFD	Lateral Flow Device (test)
KCSIE	"Keeping Children Safe in Education"
PCR	Polymerase chain reaction (test)
RA	Risk Assessment
SDH	Senior Deputy Head
SS	Senior School
SMT	Senior Management Team

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To be reviewed regularly by SMT and other meetings with staff

Appendix: Contingency Measures in the event of Pupil Covid Cases

Low Level Outbreak (Baseline GREEN Control Measures) - after individual cases

- Provide identified groups (e.g. year group) with 'inform and advise' information from DfE
- Strengthen communications to encourage staff twice weekly LFD testing
- Reinforce advice on symptoms and case isolation to parents and staff
- Consider moving activities outdoors, including exercise, assemblies and classes where feasible
- Consider any further improvements of indoor ventilation (without significantly impacting thermal comfort)
- Implement enhanced cleaning, focusing on touch points and shared equipment
- Review and reinforce hygiene measures

Codes	1	2	3	4	5	6
Impact	Insignificant	Minor	Moderate	Serious	Major	Catastrophic
Likelihood	Remote	Unlikely	Possible	Probable	Highly Probable	Certain

- Ensure strong messaging to school community regarding signs, symptoms, isolation advice and testing to support prompt isolation of suspected cases
- Promote vaccine uptake amongst staff
- Report staff cases to the Isolation Hub for contact tracing purposes
- Promote PCR testing for close contacts identified by NHS Track and Trace
- Check that the risk assessment has not identified any safeguarding issues
- Visitors to wear face-coverings and to maintain social distance where possible
- Staff to wear face-coverings in corridors and transit with unfamiliar groups, e.g. in spaces shared with JS staff and with parents
- 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
- Communicate the above measures to staff and parents and pupils (where appropriate)

Medium Level Outbreak (Enhanced ORANGE Outbreak Control Measures) – when an outbreak threshold is reached

- All of Baseline Control Measures above and including
- The following to be implemented for an initial period of two weeks
- Staff requested to increase LFD testing to a daily basis
- Pupils, parents within affected cohort to be reminded of importance of daily LFD testing
- Promote social distancing and reduce crowding around affected cohort, e.g. affected cohort to not attend assemblies and to watch on Teams and have front facing desks
- Temporary reintroduction of bubbles to reduce mixing between groups, e.g. affected group to be separated at lunch, when moving around school, at clubs, assemblies etc
- Reduce mixing amongst staff by holding staff meeting remotely
- Temporary reinstatement of face coverings for staff when in communal areas
- Review and reinforce hygiene measures
- Limit residential education visits, open days, transition/taster days, parental attendance and live performances in order to reduce visitors to site and spread beyond site, e.g. arrange virtual parent consultations, cancel parent tours, cancel sports fixtures, and postpone visits off-site with onsite educational visitors informed and following appropriate measures
- Communicate the above measures to staff and parents and pupils (where appropriate)
- School to get back in touch with LCRC if there is a hospitalisation, death or cases are not controlled after two weeks of measures

Top Level Outbreak

- All of Baseline and Enhanced Outbreak Control Measures above and including
- Return to year group 'bubbling' for all pupils

Codes	1	2	3	4	5	6
Impact	Insignificant	Minor	Moderate	Serious	Major	Catastrophic
Likelihood	Remote	Unlikely	Possible	Probable	Highly Probable	Certain

- 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)
- Introduction of attendance restrictions whilst giving priority to vulnerable children and young people and children of critical workers to attend to their normal timetables
- Reintroduction of remote education

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