

Risk Assessment Form

COVID-19: Risk assessment for The Russett School (01.09.21 applies after Step 4)

Task/Activity: The protection, health and wellbeing of all staff and pupils

Please note: this risk assessment should be undertaken and read in conjunction with the latest guidance for Special Schools and Specialist Settings issued by the Department for Education.

For guidance on procedures prior to September 2021 please refer to the following Covid 19 risk Assessments:

- Lower School COVID 19 Protection & Wellbeing
- Risk Assessment – COVID Testing in Schools
- Risk Assessment – Ventilation in Schools
- Upper School – COVID 19 Protection & Wellbeing
- COVID-19 Outdoor areas
- Risk Assessment – Nursery & Early Years
- Coronavirus (Covid-19) Policy
- Risk Assessment – Car Park

Location/Dept: The Russett school (whole school)	Issue Number: V1	
Assessed by: Emma Leach (Executive Headteacher) Monitored by: Emma Leach Jessica Dennis (Deputy Head of Academy for Lower School) Kathryn Richardson (Deputy Head of Academy for Upper School)		Covered by this assessment: All Staff, pupils, families, LGC, contractors, visitors, volunteers to school
Date of assessment: 28.07.2021 for September 2021 opening	Review Date: Bi-Monthly or in response to new guidance.	Date of next review: 30.09.21
Related Documents:	<ul style="list-style-type: none"> • Actions for schools during the coronavirus outbreak • Guidance for special schools and other specialist settings • The Russett School’s Operational Guidance -01.09.2021 • The Russett School’s Outbreak Management Plan • Risk Assessment- Testing in School 	

Hazard/Risk Area	Persons at risk	Controls in place	Severity (1-5)	Likelihood (1-5)	Risk Rating	Additional controls required
1. Establishing a systematic process for opening, including social distancing- Transmission of Covid 19						
1.1 Net capacity - reduction due to restrictions/ social distancing	Pupils and staff	<ul style="list-style-type: none"> No requirement for implementing social distancing from Step 4 Regular and thorough monitoring for compliance and effective working (SLT) 	1	1	1	<p>There is no longer a requirement for bubble structures to be in place. Pupils and staff can mix without restriction, Staff are strongly encouraged to be mindful and sensitive to the needs of others in this approach.</p> <p>We will be prepared to reintroduce 'bubbles' at very short notice if required in line with local / national guidance following confirmation of an 'Outbreak'- please refer to the Russett School's Outbreak Management Plan</p>
1.2 Organisation of teaching spaces - reduced space and increased risk of transmission	Pupils and staff	<ul style="list-style-type: none"> No requirement to provide front facing desks or observe social distancing Regular and thorough monitoring for compliance and effective working (SLT) 	1	1	1	<p>No restrictions on teaching areas/ requirements for social distancing</p> <p>It is important to ensure that classrooms and other areas are well ventilated, and a comfortable teaching / working environment is maintained.</p> <p>Please ensure that windows are open and at times when it is safe to do so that door are also opened to allow air to circulate (e.g. before / after school and when pupils are outside).</p>

<p>1.3 Availability / deployment of staff and class sizes, lack of Russett staff</p>	<p>Pupils and staff</p>	<ul style="list-style-type: none"> ○ No requirement to limit staff providing cover across school ○ Record of contacts ○ Agency/ bank staff cover if required ○ Regular and thorough monitoring for compliance and effective working (SLT) 	<p>2</p>	<p>3</p>	<p>6</p>	<p>Staff are strongly encouraged to be mindful and sensitive to the needs of others as we move into Step 4 Staff must be prepared to adopt the Bubble/Pod model at short notice if necessary</p> <p>Staff to follow the usual academy procedure for reporting absence. Staff to notify leaders as soon as possible if they will be absent and provide details.</p>
<p>1.4 Increased movement around the school</p>	<p>Pupils and staff</p>	<ul style="list-style-type: none"> ○ No requirement to limit staff providing cover across school ○ Record of contacts ○ Regular and thorough monitoring for compliance and effective working (SLT) 	<p>1</p>	<p>1</p>	<p>1</p>	<p>Staff are required to keep a log of their movements across school, in the event of a positive case school may be asked to identify close contacts. Staff are encouraged to test twice weekly as per usual, this includes agency staff.</p>
<p>1.5 Curriculum organisation - Associated restrictions</p>	<p>Pupils and staff</p>	<ul style="list-style-type: none"> ○ No restrictions on providing usual teaching and learning or extra-curricular activities ○ Recovery Curriculum approach for identified pupils ○ Remote Learning tasks provided for all pupils who are unable to attend the academy. All remote learning provided shall be fully in line with in-school medium term planning/themes, regular updates and feedback to be sought from parents/ career (daily emails and at least once per week via phone call) ○ Regular and thorough monitoring for compliance and effective working (SLT) 	<p>1</p>	<p>1</p>	<p>1</p>	<p>Government guidance (6/7/21) informs us that: -the academy has a duty to maintain capacity to deliver high quality remote education over 2021/22. - the academy should have systems for checking daily whether pupils and students are engaging with their work, and work with families to rapidly identify effective solutions where engagement is a concern.</p>

1.6 Negative impact of school closures resulting in achievement gaps	Pupils	<ul style="list-style-type: none"> Data reports over 19/20 & 20-21. Next steps identified Gaps in learning are assessed through baseline assessment and therefore addressed in teacher planning. Plans for intervention / recovery curriculum are in place as a key driver to providing all children with a positive transition back into school whilst recognising their experiences during lockdown Pupil learning in school to continue to have data collected 3x per term 	4	4	16	See reports- Allocation & Impact of Additional Funding, PP Strategy Statement Baseline assessment to be completed within 3 weeks of returning to school, intervention to be identified and implemented as required.
1.7 Staff workspaces- reduced space and increased risk of transmission	Staff	<ul style="list-style-type: none"> No restrictions or social distancing requirements Staff are able to work from home for some specified tasks e.g. PPA and Department Lead/DLT time. 	1	1	1	Staff must be contactable and available to return to school in the event of emergency cover if needed.
1.8 Transition into school- New starters/ pupils changing classes do not feel prepared for the transition	Pupils and families	<ul style="list-style-type: none"> Welcome packs sent out to all new families Welcome letter sent to families from EHT Visual support provided Video of school/ tour 	2	3	6	Families are contacted early in the Autumn Term by Family Liaison Worker and class teachers/ SLT.
1.9 Governance and policy- risk of stakeholders not being fully informed or involved in	TRLT, LGC, Staff and Pupils	<ul style="list-style-type: none"> Calls/emails and meetings are held regularly with Chair of the LGC and TB, Chairs briefed and kept informed at every stage LGC involved in all key decision making and are briefed regularly on the latest government guidance and the implications for the academy. 	1	1	1	The quality assurance process involves scrutiny of risk assessments and planning as the academy responds to ongoing statutory requirements. Challenging questions and scrutiny of documents/ policies posed to SLT.

making key decisions						The safety of staff and pupils is paramount and therefore underpins all decision making. The LGC seeks assurance that the SLT are using all of the guidance provided by the DfE, PHE etc.
1.10 Policy review- Ensuring existing policies on safeguarding, health and safety, fire evacuation, medical, behaviour, attendance and all other policies continue to be fit for purpose and reflect current practice	Pupils and staff	<ul style="list-style-type: none"> ○ All relevant policies revised to take account of government guidance on social distancing and COVID-19 and its implications for the school. ○ Staff, pupils, parents and governors briefed accordingly. 	1	1	1	<p>Where appropriate, updates shared with relevant stakeholders.</p> <p>First aiders available across school.</p> <p>Policies up to date and inline with statutory requirements.</p> <p>Trust/Academy documents shared as appropriated to ensure staff are fully updated and informed about current practice.</p> <p>Updated Behaviour Policy 2021, shared with all staff plus training PowerPoint for staff.</p> <p>Induction for new staff- Sept 21</p> <p>Safeguarding training completed July 21</p> <p>Fire evacuation procedures review- Sept 21</p> <p>Medical practice review- Sept 21</p> <p>Academy risk assessments re-assessed – Autumn term 21</p>
1.11 Communication strategy- Ensuring key stakeholders are fully informed about changes to policies and procedures due	Staff, pupils, families, visitors into school	<ul style="list-style-type: none"> ○ Communications strategies for the following groups are in place: <ul style="list-style-type: none"> ➤ Staff ➤ Pupils, parents & carers ➤ Trustees and LGC ➤ Local authority ➤ Regional Schools Commissioner ➤ Other key partners and multidisciplinary teams 	1	1	1	<p>All groups are informed of any key changes immediately.</p> <p>Lines of communication include; Phone calls, emails, face to face meetings, online meetings.</p>

to COVID-19, resulting in risks to health						
1.12 Staff induction and CPLD- Ensuring staff are fully inducted in line with policy, ongoing CPLD as part of continuous school improvement	Pupils and staff	<ul style="list-style-type: none"> ○ Induction and CPLD programmes are in operation for all new staff & agency to include; <ul style="list-style-type: none"> ➤ Infection control ➤ Fire safety and evacuation procedures ➤ Positive behaviour management ➤ Safeguarding ➤ Risk management ○ Deputy Head of Academy for Lower School with responsibility for CPLD 	1	1	1	CPLD identified through performance management linked to the Academy Improvement Plan & personal targets
1.13 Free school meals- Ensuring Pupils eligible for free school meals receive FSM provision on the days that they are not in school	FSM pupils	<ul style="list-style-type: none"> ○ Pupil identified and provided with FSM as appropriate 	1	1	1	
1.14 Risk assessments- Ensuring risks are comprehensively assessed in every area of the school in light of COVID-19 changes.	Pupils and staff	<ul style="list-style-type: none"> ○ Risk assessments are updated regularly, and mitigation of risk identified ○ Currently no restrictions in place 	1	1	1	Appropriate risk assessments completed and regularly reviewed in light of changes within school / changes in guidance. Appropriate changes made if required. Shared with staff and other stakeholders. Staff to sign to acknowledge that they have read and understood the risk assessment via the National College Relevant risk assessments completed for individual staff e.g. CEV, pregnant.

1.15 School transport- reducing risk of transmission	Pupils and staff	<ul style="list-style-type: none"> No requirement to implement restrictions 	1	1	1	<p>Ongoing liaison with transport re provision they will provide and how they will transport the pupils. Staff to continue to collect pupils from transport Hand sanitiser installed in entrances Arrival / departure managed by designated car park staff Staff will be ready to implement restrictions if needed at short notice</p>
2. Investing in safety equipment and health and safety arrangements to limit the spread of COVID-19						
2.1 Cleaning - reducing risk of transmission	Pupils and staff	<ul style="list-style-type: none"> Usual working hours for cleaning staff Cleaning of quarantine room after use An enhanced cleaning plan/ deep clean to be agreed and actioned to reduce the spread of infection (positive cases or outbreak) 	3	3	9	<p>Enhanced attention to cleanliness - all staff and pupils- ongoing</p>
2.2 Hygiene and handwashing - reducing risk of transmission	Pupils and staff	<ul style="list-style-type: none"> Staff bulletin includes the need to remind pupils of the need to wash their hands regularly and frequently. Posters reinforce the need to wash hands regularly and frequently. Academy leaders to monitor the extent to which handwashing is taking place on a regular and frequent basis. 	3	3	9	<p>Additional items purchased through school as per usual system / frequency as required. SMO monitor supplies and ensure good stock held and readily available for classes. Cleaning company responsible for their ordering of supplies. Regular handwashing promoted. Disposable tissues and paper towels provided to all areas and regularly restocked.</p>

						The 'catch it, bin it, kill it' approach continues to be very important. As with hand cleaning, you should ensure that our pupils are helped to get this right.
2.3 Clothing/fabric-reducing risk of transmission	Pupils and staff	<ul style="list-style-type: none"> No restrictions required 	1	1	1	Staff to be mindful and prepared to reintroduce restrictions at short notice.
2.3 Testing- reducing risk of transmission	Pupils and staff	<ul style="list-style-type: none"> Guidance on getting tested has been published and regular updates shared as appropriate e.g. when systems change. Testing kits ordered and to be sent home with pupils Yr 7 and above until the end of September 2021 when this will be reviewed by government. 	3	3	9	<p>Testing remains important in reducing the risk of transmission of infection within schools. That is why, whilst some measures are relaxed, others will remain, and if necessary, in response to the latest epidemiological data, we all need to be prepared to step measures up or down in future depending on local circumstances.</p> <p>Where possible, secondary aged pupils should have two tests upon return to school then continue to test twice weekly at home until the end of September, when this will be reviewed.</p> <p>Staff should undertake twice weekly home tests until the end of September, when this will also be reviewed; includes agency staff</p>
2.4 Managing symptoms- Risk of infection	Pupils and staff	<ul style="list-style-type: none"> At all times latest DfE guidance to be adhered to Operational Guidance & Outbreak Management Plan to be followed if required. 	4	4	16	In the case of a pupil arriving and concerns being raised by transport personnel the pupil should remain on transport until they can be moved directly to quarantine room.

<p>transmission/positive case in school (due to symptomatic household member(s), pupil, staff.</p> <p>In addition, identified risk from lack of knowledge around procedures in place to reduce transmission)</p>		<ul style="list-style-type: none"> ○ Robust collection and monitoring of absence data and reasons for, including tracking return to school dates. ○ Any staff displaying symptoms are to not attend the academy until receiving a negative PCR test result ○ Any pupils displaying symptoms are quarantined until pick up and advised to seek a PCR test. Pupils are asked not to attend the academy until receiving a negative PCR test result ○ Most current isolation guidance to be followed by household members and contacts. This includes an understanding of the definitions and mitigating actions to take in relation to the terms clinically vulnerable and clinically extremely vulnerable should these apply. ○ A record of any positive cases/symptoms are recorded and Confirmed positive cases are reported to the local authority. ○ Suitable PPE is available for First Aiders or staff providing care where a distance of social distancing cannot be maintained; visor, face covering, apron and gloves. ○ PHE Outbreak management procedures to be followed. ○ The Executive Headteacher will notify Public Health England and stakeholders as appropriate ○ Coronavirus Covid 19 Letters will be sent out to all relevant persons as instructed 				<p>Staff supporting pupils in quarantine must wear PPE at all times. Staff must dispose of all PPE correctly and engage in hand washing routine.</p> <p>All Staff and Parents have a responsibility to inform the school immediately of the result of the COVID-19 test (Negative/Positive)</p> <p>The academy will work closely with Public Health England and follow their advice. Deep clean to be undertaken in relevant areas; use of timetables/known contacts to monitor where the infected person has been.</p> <p>Reminder letter to be issued to all Parents and Staff.</p> <p>Signage in place at the entrance points for visitors, parents and students.</p>
<p>2.5 First Aid/Designated Safeguarding Leads- lack of FA/DSL available</p>	<p>Pupils and Staff</p>	<ul style="list-style-type: none"> ○ No restrictions in place ○ Specified number of First Aiders throughout Lower and Upper school ○ First Aiders to keep a log of movement across the academy ○ At least one DSL/ DDSL on site at all times; <i>Deputy Head of Academy for Upper School – Designated Safeguarding Lead</i> 	<p>1</p>	<p>1</p>	<p>1</p>	<p>All first aiders must be: Aware of the importance to keep themselves safe (wear PPE, hand washing, CPR safety) etc. Aware of the importance to keep up to date with relevant First Aid Advice Aware of their own capabilities Feel able to address any concerns with senior leaders</p>

		<i>Deputy Head of Academy for Lower School – Deputy Designated Safeguarding Lead</i> <i>Executive Head Teacher– Deputy Designated Safeguarding Lead</i>				DSL to ensure any vulnerable pupils not in school are accounted for allocated social worker informed. All pupils absent from school must be regularly monitored by DSL and class teachers and admin staff.
2.6 Medical room- Risk of infection transmission	Pupils and staff	<ul style="list-style-type: none"> ○ No restrictions in place ○ Room is well ventilated in accordance with government guidance ○ Regular handwashing and cleaning after pupils and staff 	1	1	1	<p>Medical staff:</p> <p>Aware of the importance to keep themselves safe (wear PPE, hand washing, CPR safety) etc.</p> <p>Aware of the importance to keep up to date with relevant First Aid Advice</p> <p>Aware of their own capabilities</p> <p>Able to address any concerns with leaders</p>
2.7 Communication with parents -lack of communication	Pupils and staff	<ul style="list-style-type: none"> ○ Regular updates via; calls, emails, newsletters 	1	1	1	The academy makes good use of a wide range of communication tools such as, email, phone calls, social media and via the school website. Additional key messages in line with government guidance are reinforced on a regular basis via email or call if required.
2.8 Personal Protective Equipment (PPE)- risk of infection transmission	Pupils and staff	<ul style="list-style-type: none"> ○ PPE to be worn for quarantine purposes and intimate care. ○ PPE available to all staff should they require at additional times. 	2	3	6	<p>PPE to be worn and disposed of correctly when supporting pupils in quarantine.</p> <p>Most staff in schools will not require PPE beyond what they would normally need for their work. If a pupil already</p>

						<p>has routine care needs that involve the use of PPE, the same PPE should continue to be used; for example, when changing the use of gloves and aprons. PPE will continue to be available for all staff to access should they choose.</p> <p>Face visors should be readily available in classrooms for protection against of spitting behaviour. As with face coverings PPE will be available for all staff should they choose to wear it.</p>
3. Continuing enhanced protection for children and staff with underlying health conditions						
3.1 Pupils with underlying health issues- associated risks	Pupils	<ul style="list-style-type: none"> ○ A small number of pupils will still be unable to attend in line with public health advice to self-isolate because they: <ul style="list-style-type: none"> ● have symptoms or have had a positive test result ● live with someone who has symptoms or has tested positive and are a household contact ● are a close contact of someone who has COVID-19 ○ There are some groups of children and young people who are at higher risk of severe illness from COVID-19. This group of people have been told directly by their GP or hospital clinician, or have received a letter, confirming that they are clinically extremely vulnerable (CEV). The advice is that those who are CEV do not need to shield. ○ All CEV pupils should attend their setting unless they are one of the very small number of pupils under paediatric or other specialist care and their GP or clinician has advised them not to attend. Pupils who live with someone who is CEV should continue to attend school as normal. 	2	2	4	<p>All government guidance shared/signposted to families</p> <p>The academy holds health records of pupils- updated as appropriate.</p> <p>Onsite full time Health Support Assistant.</p> <p>Regular liaison with health professionals.</p> <p>School will continue to liaise with parents of children with health conditions (or family members) that may be impacted by Covid-19.</p> <p>School will continue to follow the most up to date guidance ~ national restrictions lockdown.</p> <p>School will immediately offer access to remote education if a child has to remain at home.</p>

						Attendance recorded in accordance with DfE- <i>Addendum: recording attendance in relation to coronavirus (COVID-19) during the 2021 to 2022 academic year</i>
3.2 Staff with underlying health issues - associated risks	Staff	<ul style="list-style-type: none"> ○ Guidance taken from DfE Operational Guidance document 17.08.21 ○ Clinically extremely vulnerable (CEV) people are advised, as a minimum, to follow the same guidance as everyone else. It is important that everyone adheres to this guidance, but CEV people may wish to think particularly carefully about the additional precautions they can continue to take. Further information can be found in the 19 July guidance on protecting people who are CEV from COVID-19. ○ Social distancing measures have now ended in the workplace and it is no longer necessary for the Government to instruct people to work from home. Employers should be able to explain the measures they have in place to keep CEV staff safe at work. The Health and Safety Executive (HSE) has published guidance on protecting vulnerable workers, including advice for employers and employees on how to talk about reducing risks in the workplace ○ CEV individuals (over 18) were prioritised for vaccination in phase 1 before the general population and in line with the priority ordering set by the Joint Committee on Vaccination and Immunisation. Clinically Vulnerable (CV) staff can continue to attend their setting. While at work they must follow the system of controls to minimise the risks of transmission. Staff who live with someone who is CV can attend the workplace but should ensure they maintain good prevention practice in the workplace and at home. You will need to follow the specific guidance for pregnant employees because pregnant women are 	2	2	4	<p>Further guidance: COVID-19: guidance on protecting people defined on medical grounds as extremely vulnerable - GOV.UK (www.gov.uk)</p> <p>Face visors should be readily available in classrooms for protection against of spitting behaviour. As with face coverings PPE will be available for all staff should they choose to wear it.</p>

		considered clinically vulnerable. COVID-19 vaccination: a guide for women of childbearing age, pregnant or breastfeeding contains vaccination advice. The guidance on staff who are CEV and CV will be kept under review.				
4. Enhancing mental health & wellbeing support for staff, pupils and families						
4.1 Mental health concerns for pupils ; impact of Covid 19	Pupils	<ul style="list-style-type: none"> Trained staff available to support pupils with mental health issues- MHFA and ELSA support Resources/websites to support the mental health of pupils are provided. Focus within school’s curriculum and as part of the Recover Curriculum Mental health and wellbeing aspect of the Academy Improvement Plan. Ongoing support provided to pupils and their families at home throughout any closure periods from class teachers, DOA’s, FLW and EHT. 	2	3	6	Through time with class staff, through appropriate interventions. Transition packs to aid the managing of social and emotional needs. Work with families and relevant professionals as appropriate. Through the implementation of The Recovery Curriculum. The implementation of school Positive Behaviour Management Policy. Staff CPLD .
4.2 Mental health concerns for staff; impact of Covid 19	Staff	<ul style="list-style-type: none"> ‘Open door’ policy in place; we wish that staff to be aware that Emma, Jess and Kathryn are available to support if needed. Leaders to identify and signpost ways in which the Academy can provide support to staff through SAS. Staff are encouraged to focus on their health and wellbeing. Line managers to be proactive in discussing wellbeing with the staff that they manage, including their workload. Mental health and wellbeing aspect of the Academy Improvement Plan for 2021.22 	2	3	6	From September a daily bulleting with include a Health and Wellbeing section to include useful websites and resources. Opportunities for training on wellbeing are provided. We encourage very regular communication with all staff, so they are fully abreast of all developments in school and input welcomed from staff at all stages.

<p>4.3 Staff working from home- Working from home can adversely impact mental health</p>	<p>Staff</p>	<ul style="list-style-type: none"> ○ All staff working in school with the exception of agreed PPA ○ Staff working from home due to self-isolation have had regular catch-ups with line managers. ○ Staff are encouraged to speak regularly with colleagues, take regular breaks and exercise. ○ Appropriate work plans have been agreed with support provided where necessary. ○ Staff working from home may help provide remote learning for any pupils who need to stay at home. 	<p>1</p>	<p>1</p>	<p>1</p>	<p>At least weekly catch ups (phone, text, emails) with staff who are not in school - allocated to DHOA's/EHT All staff encouraged to keep in contact with colleagues. Work schedules in place to ensure staff feel valued and part of team even though they are at home. Those who are unable to attend school to take responsibility for home learning, signposting and resource development.</p>
<p>4.4 Bereavement support- Pupils and staff may be grieving because of loss of friends or family</p>	<p>Pupils, staff and families</p>	<ul style="list-style-type: none"> ○ Academy staff know to pupils to deliver bereavement counselling and support. ○ Support is requested from other organisations when necessary. 	<p>3</p>	<p>4</p>	<p>12</p>	<p>Access to local support agencies etc. signposted to staff and families. Bereavement training via ELSA and MHFA Mental health support elements all relevant in this section also. Staff can access support from the Academy through SAS SLT to monitor and refer to Occupational Health as required.</p>
<p>5. Operations management</p>						
<p>5.1 Review of fire procedures</p>	<p>Pupils and staff</p>	<ul style="list-style-type: none"> ○ No current restrictions ○ Fire procedures to be adhered to at all times. ○ Assignment of designated fire marshals covering zones across school, information and training issued to fire marshals to enable discharge of duty. 	<p>1</p>	<p>1</p>	<p>1</p>	<p>Training Sept 21 prior to planned drill due to changes imposed by new school build</p>

5.2 Contractors working on the school site	Pupils and staff	<ul style="list-style-type: none"> ○ No current restrictions- practice as usual 	1	1	1	
5.3 Ventilation across the site	Pupils and staff	<ul style="list-style-type: none"> ○ Classroom windows open at all times ○ Doors open where appropriate ○ Fire doors to remain closed ○ Any poorly ventilated spaces are risk assessed prior to use, for example, where visitors such as parents are on site, for example, parents evening. Appropriate steps will be taken to improve fresh air flow in these at these times. 	2	3	6	<p>Keep occupied spaces well ventilated</p> <p>When the academy is in operation, it is important to ensure it is well ventilated and a comfortable teaching environment is maintained.</p> <p>Mechanical ventilation is a system that uses a fan to draw fresh air, or extract air from a room. These should be adjusted to increase the ventilation rate wherever possible and checked to confirm that normal operation meets current guidance and that only fresh outside air is circulated. If possible, systems should be adjusted to full fresh air or, if this is not possible, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply. Where mechanical ventilation systems exist, you should ensure that they are maintained in accordance with the manufacturers' recommendations.</p>

						<p>Opening external windows can improve natural ventilation, and in addition, opening internal doors can also assist with creating a throughput of air. If necessary, external opening doors may also be used (if they are not fire doors and where safe to do so).</p> <p>The Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak and CIBSE COVID-19 advice provides more information.</p> <p>DfE is working with Public Health England, NHS Test and Trace and the Scientific Advisory Group for Emergencies (SAGE) on a pilot project to measure CO2 levels in classrooms and exploring options to help improve ventilation in settings where needed.</p>
6. Finance						
6.1 Costs of the school's response to COVID-19- The costs of additional measures and enhanced services to address COVID-19.	Pupils and staff	<ul style="list-style-type: none"> Ongoing consideration given to additional COVID-19 related costs with review of how to reduce any residual cost over time. 		1	1	1

7. Governance						
7.1 Oversight of the governing body-ensuring the academy meet statutory requirements	Pupils and staff	<ul style="list-style-type: none"> The Local Governing Committee continues to meet regularly via face to face/ online platform meetings LGC agendas are structured to ensure all statutory requirements evidenced and that school leaders are held to account for their implementation. 	1	1	1	Guidance can also be sought from the Russett's Outbreak Management Plan
8. Additional considerations						
8.1 Additional site-specific issues and risks associated with Covid 19	Visitors to school Staff Pupils	<ul style="list-style-type: none"> Visitors to school- there are no restrictions to visitors coming into school. 	2	3	6	Please ensure that any planned visits are put into the diary/calendar so that we can monitor who is in and when. Please also record who the person is working with- this will help us to still identify any close contacts if needed.

Risk Rating Indicator Key

Severity (Consequence)
1. Negligible (delay only)
2. Slight (minor injury / damage / interruption)
3. Moderate (lost time injury, illness, damage, lost business)
4. High (major injury / damage, lost time business interruption, disablement)
5. Very High (fatality / business closure)

Likelihood
1. Improbable / very unlikely
2. Unlikely
3. Even chance / may happen
4. Likely
5. Almost certain / imminent

RISK RATING PRIORITY INDICATOR MATRIX						
LIKELIHOOD	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
SEVERITY (CONSEQUENCE)						

Summary		Suggested Timeframe
12-25	High	As soon as possible
6-10	Medium	Within next 3-6 months
1-5	Low	Whenever viable to do so