

# MAIDSTONE GRAMMAR SCHOOL

## RISK ASSESSMENT FOR WHOLE SCHOOL ARRANGEMENTS FROM 3<sup>rd</sup> September 2021.



Maidstone  
Grammar  
School

**Headmaster: Mark Tomkins**  
**Chair of Governors: Mark Rolfe**  
**Produced September 2021**

**THIS RISK ASSESSMENT WILL BE REVIEWED ON AN  
ON-GOING BASIS AS AND WHEN REQUIRED AND ALL  
UPDATES WILL BE ADDED TO THE WEBSITE**

<b>Hazard</b> <i>List significant hazards which may result in serious harm or affect several people</i>	<b>Who might be harmed and how?</b> <i>List groups of people who are especially at risk from the significant hazards identified.</i>	<b>What are we already doing?</b> <i>List existing controls or note where the information may be found. (e.g. Information, instruction training, systems or procedures)</i>	<b>What else do we need to do to control the risk?</b> <i>List the risks which are not adequately controlled and the proposed action that is reasonably practicable to carry out.</i>	<b>Action by Who?</b>	<b>Action by when</b>	<b>Done</b>
--	---	--	--	-----------------------	-----------------------	-------------

**Operations Premises, Health and Safety**

<p><b>Reducing the risk of transmission through a preventative system of controls now that students are no longer restricted to bubble areas for lessons and transit around the school.</b></p>	<p>Students, Staff, Parents and the Wider Community</p>		<p>We will minimise contact with individuals who are unwell by ensuring that those who have COVID-19 symptoms go home to self isolate in line with Public Health Guidelines.</p> <ol style="list-style-type: none"> <li>1) Students, staff and other adults must not come into the school (and must inform the school immediately) if they have COVID-19 symptoms or have tested positive in the last 10 days.</li> </ol> <ul style="list-style-type: none"> <li>• Staff/students displaying symptoms will be required to book a Covid-19 PCR test via the NHS website and self-isolate for 10 days at home if the test is found to be positive. If the test is found to be negative then they may return to school. All contact tracing will now be carried out by NHS Test and Trace who will communicate directly with Staff, Students and Parents.</li> <li>• Anyone developing COVID-19 symptoms during the school day will be sent home immediately and instructed to follow Public Health Guidance.</li> <li>• Those students awaiting collection by their parents will wait in the medical room or other appropriate space. The toilet allocated for students with symptoms is located next to the school uniform shop. The toilet will be cleaned and disinfected before being used by anyone else.</li> <li>• PPE, including a mask, will be worn by staff who are supervising a pupil who is displaying</li> </ul>	<p>SLT/ Students/ staff</p>	<p>Ongoing</p>	
---	---	--	---	-------------------------------------	----------------	--

<b>Hazard</b> <i>List significant hazards which may result in serious harm or affect several people</i>	<b>Who might be harmed and how?</b> <i>List groups of people who are especially at risk from the significant hazards identified.</i>	<b>What are we already doing?</b> <i>List existing controls or note where the information may be found. (e.g. Information, instruction training, systems or procedures)</i>	<b>What else do we need to do to control the risk?</b> <i>List the risks which are not adequately controlled and the proposed action that is reasonably practicable to carry out.</i>	<b>Action by Who?</b>	<b>Action by when</b>	<b>Done</b>
<b>Reducing the risk of transmission through a preventative system of controls now that students are no longer restricted to bubble areas for lessons and transit around the school.</b>			<p>symptoms of coronavirus while the pupil is awaiting collection by their parent.</p> <ul style="list-style-type: none"> <li>Key members of staff will liaise Public Health England and the DfE according to the thresholds in the Contingency Framework:  <a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1011704/20210817_Contingency_Framework_FINAL.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1011704/20210817_Contingency_Framework_FINAL.pdf</a></li> </ul> <p>The School will take steps to increase measures where advice is given by Public Health England / DfE. This could include moving back to the bubble system previously in place.</p> <p><b><u>Asymptomatic Testing</u></b>  In line with Government Guidance all students are encouraged to attend school prior to the start of term to take an initial lateral flow test with a further test within 3-5 days.</p>	SLT	Ongoing	
<b>Reducing the risk of transmission through a preventative system of controls now that students are no longer restricted to bubble areas for</b>			<p><b><u>Hygiene</u></b></p> <ul style="list-style-type: none"> <li>-Hand hygiene – frequent and thorough hand cleaning must continue. Hand sanitisers will be available around the site or soap and water may be used in toilet facilities.</li> <li>-Respiratory hygiene- the Catch it, bun it, kill it approach must continue.</li> <li>-Use of PPE equipment. Staff must continue to wear PPE when dealing with suspected cases or cleaning areas where there may have been transmission.</li> </ul>	SLT/ Students/ Staff	Ongoing	

<b>Hazard</b> <i>List significant hazards which may result in serious harm or affect several people</i>	<b>Who might be harmed and how?</b> <i>List groups of people who are especially at risk from the significant hazards identified.</i>	<b>What are we already doing?</b> <i>List existing controls or note where the information may be found. (e.g. Information, instruction training, systems or procedures)</i>	<b>What else do we need to do to control the risk?</b> <i>List the risks which are not adequately controlled and the proposed action that is reasonably practicable to carry out.</i>	<b>Action by Who?</b>	<b>Action by when</b>	<b>Done</b>
--	---	--	--	-----------------------	-----------------------	-------------

<b>lessons and transit around the school.</b>						
<b>Reducing the risk of transmission through a preventative system of controls now that students are no longer restricted to bubble areas for lessons and transit around the school.</b>		<p>The School has allocated additional hours for cleaning high usage areas throughout the school day, in addition to the normal cleaning contracts.</p>	<p>We will continue to implement enhanced cleaning and hygiene routines:</p> <ul style="list-style-type: none"> <li>• Classrooms, toilets and all areas used will be cleaned thoroughly at the end of the day.</li> <li>• Soap and water are available in every toilet for hand washing.</li> <li>• Hand sanitiser is available around the school site.</li> <li>• Disposable tissues are supplied in learning environments.</li> <li>• Bins for tissues are in classrooms and other key locations – these are emptied throughout the day.</li> <li>• We have adequate supplies of tissues, cleaning products, plastic bags, disposable cloths, soap and hand sanitiser.</li> <li>• Caretaking/cleaning staff keep supplies topped up during the day.</li> <li>• Cleaning products and hand sanitisers will be bought from reputable companies.</li> <li>• Alcohol wipes will be supplied in practical rooms.</li> </ul> <p><b><u>Home Testing for COVID-19</u></b>  There is an ongoing timetabled distribution of the NHS lateral flow device home test kits to all staff and students. Students and staff must inform the school immediately where there is a positive test result and</p>	<p>Contract staff</p> <p>Premises staff</p> <p>Students</p> <p>HoDs</p> <p>Premises staff</p> <p>HoDs</p> <p>Premises staff</p>	<p>Ongoing</p>	
<b>Reducing the risk of transmission through a</b>				<p>Premises staff</p>		

<b>Hazard</b> <i>List significant hazards which may result in serious harm or affect several people</i>	<b>Who might be harmed and how?</b> <i>List groups of people who are especially at risk from the significant hazards identified.</i>	<b>What are we already doing?</b> <i>List existing controls or note where the information may be found. (e.g. Information, instruction training, systems or procedures)</i>	<b>What else do we need to do to control the risk?</b> <i>List the risks which are not adequately controlled and the proposed action that is reasonably practicable to carry out.</i>	<b>Action by Who?</b>	<b>Action by when</b>	<b>Done</b>
--	---	--	--	-----------------------	-----------------------	-------------

<b>preventative system of controls now that students are no longer restricted to bubble areas for lessons and transit around the school.</b>			<p>all results positive and negative must be uploaded to NHS test and trace.</p> <p>Any students needing to replenish their kits can pick up new kits at Reception.</p>	<p>Staff and students</p>	<p>Ongoing</p>	
<b>Reducing the risk of transmission through a preventative system of controls whilst staff and students are moving around the site between lessons.</b>			<p>Although social distancing is no longer required the following pre-covid arrangements will continue:</p> <p><b><u>Classroom Management (including start and end of lesson) and Corridors</u></b></p> <ul style="list-style-type: none"> <li>• The KEEP LEFT rule will continue as before COVID in all corridors. Students will move between classes around all parts of the school, keeping to the left at all times.</li> <li>• Students needs to keep moving in all transit areas.</li> <li>• Students and staff are not required to wear masks in communal areas or classrooms but may do so if they wish to. Everybody should continue to take personal responsibility to minimise risk.</li> <li>• It is essential that staff arrive on time for all their lessons for safety reasons. Students should not line up in the corridor outside the classroom but go directly into the room, if it is a non specialist room.</li> <li>• In this period non specialist rooms must <b>not</b> be locked at the end of the lesson to allow the next group of students to access the room immediately on arrival – students should not be required to</li> </ul>		<p>Ongoing</p> <p>Ongoing</p>	

<b>Hazard</b> <i>List significant hazards which may result in serious harm or affect several people</i>	<b>Who might be harmed and how?</b> <i>List groups of people who are especially at risk from the significant hazards identified.</i>	<b>What are we already doing?</b> <i>List existing controls or note where the information may be found. (e.g. Information, instruction training, systems or procedures)</i>	<b>What else do we need to do to control the risk?</b> <i>List the risks which are not adequately controlled and the proposed action that is reasonably practicable to carry out.</i>	<b>Action by Who?</b>	<b>Action by when</b>	<b>Done</b>
<p><b>Reducing the risk of transmission through a preventative system of controls now that students are no longer restricted to bubble areas for lessons and transit around the school.</b></p>			<p>line up in the corridor in this period for non specialist rooms.</p> <ul style="list-style-type: none"> <li>• In the majority of cases staff using specialist rooms are assigned to the same room from lesson to lesson and therefore it should not be onerous to get students in quickly off the corridor. Students should not be left waiting in the corridor once the teacher is in the room but enter immediately.</li> <li>• Staff must arrive promptly at the start of the lesson to let students into specialist rooms off the corridor as soon as possible. If the room is locked then students must line up outside specialist rooms in single file.</li> <li>• If the teacher requires to leave a specialist room at the end of a lesson they must lock the room and the students line up outside in single file.</li> <li>• Where the teacher is already in the room at the start of the next lesson they should stand at the doorway in order to direct students in the corridor to ensure students stay on the left.</li> <li>• Staff must ensure that students arriving for the lesson enter and sit in their seating plan immediately.</li> </ul> <p>-When moving around the site all staff must ensure that students are staying left. Risk assessments will be reviewed as required.</p>		<p>Ongoing</p>	

<b>Hazard</b> <i>List significant hazards which may result in serious harm or affect several people</i>	<b>Who might be harmed and how?</b> <i>List groups of people who are especially at risk from the significant hazards identified.</i>	<b>What are we already doing?</b> <i>List existing controls or note where the information may be found. (e.g. Information, instruction training, systems or procedures)</i>	<b>What else do we need to do to control the risk?</b> <i>List the risks which are not adequately controlled and the proposed action that is reasonably practicable to carry out.</i>	<b>Action by Who?</b>	<b>Action by when</b>	<b>Done</b>
--	---	--	--	-----------------------	-----------------------	-------------

<p><b>Reducing the risk of transmission through a preventative system of controls now that students are no longer restricted to bubble areas for lessons and transit around the school.</b></p>			<p><b><u>Toilet Provision</u></b>  Students are no longer required to use zone toilets and may use any appropriate facilities around the site.</p> <p><b><u>Break and lunch time and food service.</u></b>  There are no longer any requirements for zones, nor staggered breaks.  Students may use food serverly points around the site. The Pavilion is no longer used as a food serverly point. Year 7 upwards may purchase food in the Refectory or at the Pod. The Sixth Form has sole use of the Sixth Form Common Room serverly but can also purchase food at other serveries.</p> <ul style="list-style-type: none"> <li>• Where appropriate, parental meetings will be via conference calls and Teams.</li> <li>• Parents/visitors must sign in at reception and agree that they accept the risk to themselves of coming on to the site and that they do not display any of the Government’s listed covid-19 symptoms.</li> <li>• All peripatetic music teachers may resume teaching on site lessons according to pre Covid arrangements.</li> <li>• Students will be required to bring PE / Games kit to school to change on site before and after lessons.</li> </ul>		<p>Ongoing</p>	
---	--	--	--	--	----------------	--

<b>Hazard</b> <i>List significant hazards which may result in serious harm or affect several people</i>	<b>Who might be harmed and how?</b> <i>List groups of people who are especially at risk from the significant hazards identified.</i>	<b>What are we already doing?</b> <i>List existing controls or note where the information may be found. (e.g. Information, instruction training, systems or procedures)</i>	<b>What else do we need to do to control the risk?</b> <i>List the risks which are not adequately controlled and the proposed action that is reasonably practicable to carry out.</i>	<b>Action by Who?</b>	<b>Action by when</b>	<b>Done</b>
<b>Reducing the risk of transmission through a preventative system of controls now that students are no longer restricted to bubble areas for lessons and transit around the school.</b>			<u><b>Staff Parking</b></u> <ul style="list-style-type: none"> <li>• This will resume in full on site. There are no allocated spaces.</li> <li>• Parents and other visitors may only come onto the school site by prior appointment or in an emergency.</li> </ul>		Ongoing	
<b>Responding to infection</b>			<u><b>Contact Tracing</b></u> <ul style="list-style-type: none"> <li>• We understand the NHS Test and Trace process and how to contact the local public health protection team / DfE if required.</li> <li>• We have informed staff, parents and carers that they must abide by procedures and be ready and willing to book a test, provide details of anyone they or their child have been in close contact with if they test positive and self-isolate as per the ‘stay at home’ guidance.</li> <li>• We have informed parents, carers and staff of the importance of them informing the school immediately of the results of any test</li> <li>• In relation to contact tracing / close contacts, the updated guidance (27<sup>th</sup> August) states:</li> </ul>	SLT	Ongoing	



<b>Hazard</b> <i>List significant hazards which may result in serious harm or affect several people</i>	<b>Who might be harmed and how?</b> <i>List groups of people who are especially at risk from the significant hazards identified.</i>	<b>What are we already doing?</b> <i>List existing controls or note where the information may be found. (e.g. Information, instruction training, systems or procedures)</i>	<b>What else do we need to do to control the risk?</b> <i>List the risks which are not adequately controlled and the proposed action that is reasonably practicable to carry out.</i>	<b>Action by Who?</b>	<b>Action by when</b>	<b>Done</b>
			<p><b>Settings only needed to do contact tracing up to and including 18 July. Close contacts will now be identified via NHS Test and Trace and education settings will no longer be expected to undertake contact tracing.</b></p> <p><b>As with positive cases in any other setting, NHS Test and Trace will work with the positive case and/or their parent to identify close contacts. Contacts from a school setting will only be traced by NHS Test and Trace where the positive case and/or their parent specifically identifies the individual as being a close contact. This is likely to be a small number of individuals who would be most at risk of contracting COVID-19 due to the nature of the close contact. You may be contacted in exceptional cases to help with identifying close contacts, as currently happens in managing other infectious diseases.</b></p> <p><b>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:</b></p> <ul style="list-style-type: none"> <li><b>they are fully vaccinated</b></li> </ul>			

<b>Hazard</b> <i>List significant hazards which may result in serious harm or affect several people</i>	<b>Who might be harmed and how?</b> <i>List groups of people who are especially at risk from the significant hazards identified.</i>	<b>What are we already doing?</b> <i>List existing controls or note where the information may be found. (e.g. Information, instruction training, systems or procedures)</i>	<b>What else do we need to do to control the risk?</b> <i>List the risks which are not adequately controlled and the proposed action that is reasonably practicable to carry out.</i>	<b>Action by Who?</b>	<b>Action by when</b>	<b>Done</b>
			<ul style="list-style-type: none"> <li>• <b>they are below the age of 18 years and 6 months</b></li> <li>• <b>they have taken part in or are currently part of an approved COVID-19 vaccine trial</b></li> <li>• <b>they are not able to get vaccinated for medical reasons</b></li> </ul> <p><b>Instead, they will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a <a href="#">PCR test</a>. We would encourage all individuals to take a PCR test if advised to do so.</b></p> <p><b>Staff who do not need to isolate, and children and young people aged under 18 years 6 months who usually attend school, and have been identified as a close contact, should continue to attend school as normal. They do not need to wear a face covering within the school, but it is expected and recommended that these are worn when travelling on public or dedicated transport.</b></p> <p><b>18-year-olds will be treated in the same way as children until 6 months after their 18th birthday, to allow them the opportunity to get fully vaccinated. At which point, they will be subject to the same rules as adults and so if they choose not to get vaccinated, they will</b></p>			

<b>Hazard</b> <i>List significant hazards which may result in serious harm or affect several people</i>	<b>Who might be harmed and how?</b> <i>List groups of people who are especially at risk from the significant hazards identified.</i>	<b>What are we already doing?</b> <i>List existing controls or note where the information may be found. (e.g. Information, instruction training, systems or procedures)</i>	<b>What else do we need to do to control the risk?</b> <i>List the risks which are not adequately controlled and the proposed action that is reasonably practicable to carry out.</i>	<b>Action by Who?</b>	<b>Action by when</b>	<b>Done</b>
			<p><b>need to self-isolate if identified as a close contact.</b></p> <p><b>Settings will continue to have a role in working with health protection teams in the case of a local outbreak. If there is a substantial increase in the number of positive cases in a setting (see <a href="#">Stepping measures up and down</a> section for more information) or if central government offers the area an enhanced response package, a director of public health might advise a setting to temporarily reintroduce some control measures.</b></p> <p><a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance#tracing">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance#tracing</a></p> <ul style="list-style-type: none"> <li>All classes in Year 7-11 will have seating plans to support contact tracing if required.</li> </ul>			
<b>Conducting site safety checks prior to wider opening</b> <b>Conducting site safety checks prior to wider opening</b>			<ul style="list-style-type: none"> <li>The school will continue to be thoroughly cleaned.</li> <li>Water systems are fully operational and appropriate Legionella checks and procedures have been followed. Water Fountains are used for filling water bottles only.</li> <li>Our fire evacuation procedures have been updated to reflect the end of the bubble system</li> </ul>	School  Premises Staff	Ongoing  Ongoing	

<b>Hazard</b> <i>List significant hazards which may result in serious harm or affect several people</i>	<b>Who might be harmed and how?</b> <i>List groups of people who are especially at risk from the significant hazards identified.</i>	<b>What are we already doing?</b> <i>List existing controls or note where the information may be found. (e.g. Information, instruction training, systems or procedures)</i>	<b>What else do we need to do to control the risk?</b> <i>List the risks which are not adequately controlled and the proposed action that is reasonably practicable to carry out.</i>	<b>Action by Who?</b>	<b>Action by when</b>	<b>Done</b>
			<p>and outdoor muster stations are in place for mixed age vertical tutor groups by House on the back field.</p> <p>If there is a fire alarm during lesson then the class teacher escorts the group to the muster zone on the back field.</p> <p>If there is a fire alarm in unstructured time then students line up in the muster zone in tutor groups. All staff should support supervision of students in the muster zone until HOH/ SLT arrive.</p> <ul style="list-style-type: none"> <li>• There will be a planned practice soon after the start of term.</li> </ul> <p><b><u>Ventilation</u></b></p> <ul style="list-style-type: none"> <li>• Classrooms and other spaces are well ventilated. Doors are propped open to increase ventilation and limit the use of door handles. Top windows should be opened by preference and others may also be opened where required to aid ventilation while also ensuring that adjustments are made so that the room remains at a comfortable temperature. The main classroom door must be open and corridor windows and outside doors will remain open for ventilation purposes.</li> </ul>	<p>Staff &amp; students</p> <p>Premises staff</p>		
<b>The risk/ perceived risk of viral transmission</b>	Staff, students and members of the community		<ul style="list-style-type: none"> <li>• The DfE guidance makes it clear that students of statutory school age must attend school unless a</li> </ul>	Staff	Ongoing	

<b>Hazard</b> <i>List significant hazards which may result in serious harm or affect several people</i>	<b>Who might be harmed and how?</b> <i>List groups of people who are especially at risk from the significant hazards identified.</i>	<b>What are we already doing?</b> <i>List existing controls or note where the information may be found. (e.g. Information, instruction training, systems or procedures)</i>	<b>What else do we need to do to control the risk?</b> <i>List the risks which are not adequately controlled and the proposed action that is reasonably practicable to carry out.</i>	<b>Action by Who?</b>	<b>Action by when</b>	<b>Done</b>
<b>due to non-attendance at school and the risk of learning not taking place when students are absent from school. There is a risk that staff and students may not be able to access on-line learning if the school moves to a blended approach or full lockdown</b>			<p>statutory reason for a child not to attend is given and agreed by the School.</p> <ul style="list-style-type: none"> <li>Guidance of the 27<sup>th</sup> August 2021 states:</li> </ul> <p><i>School attendance is mandatory for all pupils of compulsory school age and it is a priority to ensure that as many children as possible regularly attend school.</i></p> <p><i>Where a child is required to self-isolate or quarantine because of COVID-19 in accordance with relevant legislation or guidance published by PHE or the DHSC they should be recorded as code X (not attending in circumstances related to coronavirus). Where they are unable to attend because they have a confirmed case of COVID-19 they should be recorded as code I (illness).</i></p> <p><i>For pupils abroad who are unable to return, code X is unlikely to apply. In some specific cases, code Y (unable to attend due to exceptional circumstances) will apply. Further guidance about the use of codes is provided in the <a href="https://www.gov.uk/government/publications/action-s-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance#attendance">school attendance guidance</a>, <a href="https://www.gov.uk/government/publications/action-s-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance#attendance">https://www.gov.uk/government/publications/action-s-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance#attendance</a></i></p>			

<b>Hazard</b> <i>List significant hazards which may result in serious harm or affect several people</i>	<b>Who might be harmed and how?</b> <i>List groups of people who are especially at risk from the significant hazards identified.</i>	<b>What are we already doing?</b> <i>List existing controls or note where the information may be found. (e.g. Information, instruction training, systems or procedures)</i>	<b>What else do we need to do to control the risk?</b> <i>List the risks which are not adequately controlled and the proposed action that is reasonably practicable to carry out.</i>	<b>Action by Who?</b>	<b>Action by when</b>	<b>Done</b>
			<ul style="list-style-type: none"> <li>For students where there is a legitimate and agreed reason for non-attendance, the school will provide information about work on a case by case basis. The usual arrangements will remain in place that where a child is absent due to non Covid 19 related illness for a number of days, work is not provided by the school and the pupil is required to catch up upon their return.</li> <li>If parents choose to keep their child at home against Government guidance and without the School's agreement, then the school is unable to provide work.</li> </ul>			
<b>Provision of work where there is an individual approach required for a legitimate Covid related reason to be absent and that staff will be unaware of students who require remote education.</b>	Staff and students		<ul style="list-style-type: none"> <li>Attendance will provide a daily confidential update to staff listing students who are absent for legitimate and agreed covid related reasons across the year groups who require educational input from their teachers.</li> </ul>	School staff	Ongoing	
<b>Staff required to self-isolate due to covid related matters (including</b>			<ul style="list-style-type: none"> <li>If the member of staff is not unwell, that teacher will be required to provide work and this may be delivered remotely by Teams where possible.</li> </ul>	Staff	Ongoing	

<b>Hazard</b> <i>List significant hazards which may result in serious harm or affect several people</i>	<b>Who might be harmed and how?</b> <i>List groups of people who are especially at risk from the significant hazards identified.</i>	<b>What are we already doing?</b> <i>List existing controls or note where the information may be found. (e.g. Information, instruction training, systems or procedures)</i>	<b>What else do we need to do to control the risk?</b> <i>List the risks which are not adequately controlled and the proposed action that is reasonably practicable to carry out.</i>	<b>Action by Who?</b>	<b>Action by when</b>	<b>Done</b>
<b>quarantine restrictions) and impact on educational provision for staff and students</b>			<p>The group of students will also be covered by a member of staff.</p> <ul style="list-style-type: none"> <li>If a staff member is unwell and unable to provide work then the classes will be covered by cover supervisors/teaching staff or supply staff as appropriate.</li> </ul>	Cover staff		
<b>Open Evenings and Parent Evenings</b>			The current plan is that on site Open Evenings will resume.			
<b>Students will not make expected progress due to gaps in learning.</b>	Students		<ul style="list-style-type: none"> <li>The school is aware of the national shortfall in pupil progress due to the lockdown and the school is using its best endeavours to address this at individual, departmental and whole school levels.</li> </ul>	School	Ongoing	
<b>Students with SEN will not make appropriate academic progress</b>	Students	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li>Individual subject teachers are responsible for the progress of students with SEND in their classes and will be supported by the SENCO and the AEN Manager.</li> <li>Where required Kent specialist teachers supporting students with specific SEND issues will be required to visit the school to undertake observations etc within year group bubbles.</li> </ul>	School	Ongoing	
<b>Parents will be unaware of changes to arrangements</b>	Parents and Students	<ul style="list-style-type: none"> <li>Ongoing school to home communications</li> </ul>	<ul style="list-style-type: none"> <li>Continue to regularly update parents including regarding changes to arrangements from 3<sup>rd</sup> September 2021.</li> </ul>	School	Ongoing	
<b>Manageability of workload and wellbeing for staff</b>	Staff		<ul style="list-style-type: none"> <li>There will be on-going reviews of staff workload by the SLT.</li> </ul>	Staff	Ongoing	

<b>Hazard</b> <i>List significant hazards which may result in serious harm or affect several people</i>	<b>Who might be harmed and how?</b> <i>List groups of people who are especially at risk from the significant hazards identified.</i>	<b>What are we already doing?</b> <i>List existing controls or note where the information may be found. (e.g. Information, instruction training, systems or procedures)</i>	<b>What else do we need to do to control the risk?</b> <i>List the risks which are not adequately controlled and the proposed action that is reasonably practicable to carry out.</i>	<b>Action by Who?</b>	<b>Action by when</b>	<b>Done</b>
--	---	--	--	-----------------------	-----------------------	-------------

<b>– risk is that staff will be absent because of Covid or work related stress.</b>			<ul style="list-style-type: none"> <li>• Discussions with union representatives in regular meetings with the Headmaster regarding workload.</li> <li>• The school will provide counselling or coaching to support staff who require it.</li> <li>• The staff welfare committee will resume meeting.</li> </ul>	SLT         Staff	Ongoing	
<b>The risk of increase of social, emotional and mental health issues amongst the student as a result of COVID.</b>	Student welfare and staff capacity to support increased number of concerns	<ul style="list-style-type: none"> <li>• All safeguarding staff have up to date Kent safeguarding training certificates.</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• On-going review of student pastoral welfare issues including termly cause for concern meetings, fortnightly Head of House meetings with the Pastoral Deputy Head.</li> <li>• The counselling room has been moved into a detached cabin in the School House Garden.</li> <li>• The Old Bursary will continue to be available to SSD for investigating issues and speaking to students and the SSD office is now located opposite.</li> <li>• Parents/Carers will be required to complete an on line consent form for all students in years 7-13 prior to counselling/MIND support.</li> <li>• There will be Safeguarding training for all staff during the Inset day at the start of the academic year.</li> <li>• We will look at PPG funding to help financially support counselling/MIND where possible to increase the capacity.</li> </ul>	SLT         SLT	Ongoing         Ongoing	



<b>Hazard</b> <i>List significant hazards which may result in serious harm or affect several people</i>	<b>Who might be harmed and how?</b> <i>List groups of people who are especially at risk from the significant hazards identified.</i>	<b>What are we already doing?</b> <i>List existing controls or note where the information may be found. (e.g. Information, instruction training, systems or procedures)</i>	<b>What else do we need to do to control the risk?</b> <i>List the risks which are not adequately controlled and the proposed action that is reasonably practicable to carry out.</i>	<b>Action by Who?</b>	<b>Action by when</b>	<b>Done</b>
<b>Educational Visits and the risk of viral transfer</b>	Staff, Students and Members of the Community	<ul style="list-style-type: none"> <li>The School has suspended all trips and visits until further notice.</li> </ul>	Trips are currently under review pending further government guidance.	SLT	ongoing	
<b>Extra-Curricular Activities</b>	School Community		<ul style="list-style-type: none"> <li>The extra-curricular will resume this academic year.</li> </ul>	School	Ongoing	