



COVID-19: Operational Risk Assessment 2021-22

This risk assessment should be read in conjunction with the Schools COVID-19 Operational Guidance updated 13th October 2021 as follows:

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

Assessment conducted by:	Rachel McGowan	Job title:	Head Teacher	Covered by this assessment:	Plashtet staff, students, contractors, visitors.
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Date of assessment:	01.09.21	Review interval:	Daily from 01.09.21, weekly from 20.09.21, fortnightly from 11.10.21.
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Risk Matrix

Risk rating High (H), Medium (M), Low (L)		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	Major: Causes major physical injury, harm or ill health.	H1	H2	H3
	Severe: Causes physical injury or illness requiring first aid.	H4	M1	L1
	Minor: Causes physical or emotional discomfort.	M2	L2	L3

The DELTA variant poses more challenges for Plashtet School in establishing effective ventilation. It is around 60% more transmissible than ALPHA which is 50% more transmissible than the original variant of SARS-CoV. The mitigations set out in the risk assessment have been reviewed to make sure ventilation and hand hygiene can be achieved to the best of our premises' ability as the government has removed the distance element in place from March 2020 to July 2021.

Area of risk	Risk rating prior to action	Control measures/Mitigating Actions	Residual risk rating
Organisation of year groups & teaching spaces			
<p>The government no longer recommend that it is necessary to keep students in consistent 'bubbles. A return to the normal school timetable will resume with students moving freely about the site from lesson to lesson in specialist teaching spaces. Risk of transmission increases as student mix freely.</p>	<p>H1</p>	<ul style="list-style-type: none"> • Each year group will continue to arrive & depart at designated times through designated gates. Arrivals & departures are monitored & controlled by a duty team. • Students will continue to observe respiratory & hand hygiene. • Students and staff are permitted to continue to wear facemasks should they wish to. • No religious cross-year assemblies will take place. • All staff meetings (Subject, Pastoral, Middle Leaders & LT) are conducted virtually • Students observe hygiene guidance & sanitise/wash hand frequently. • Good respiratory hygiene is ensured by promoting the 'catch it, bin it, kill it' approach & all classrooms have a supply of tissues, disinfectant wipes & lidded bins. • Enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents & bleach in place. • Contact between individuals is minimised & physical distancing maintained wherever possible. • Staff are advised to maintain distance from their students, staying at the front of the class in a teacher zone. • All staff have been issued with 3 ply face masks with filters to wear if they wish. • All staff have access to hand sanitiser & disinfectant wipes for personal use. • Students sit in designated seating plan to facilitate contact tracing. • All students with parental consent are tested twice on their return to school in Plashet's ATC in Week 1 and Week 2. • All students with parental consent continue to home test using LFD kits provided twice per week on Sunday's and Wednesdays. Results are reported to the NHS and Plashet School. • All unnecessary furniture is moved out of classrooms to make more space. • Where possible, double lessons are used to support minimising movement. • All windows are kept open throughout the day. Doors will also be kept open where possible to improve air currents. • Heating will be turned up to mitigate against windows being kept open in cold weather. • An Air Things system has been fitted throughout the school with 88 Wave+ sensors in large spaces, communal areas and classrooms that monitor CO2 levels and alert if the level goes above the level of 1000 parts per million. • Each student is self-sufficient and only uses their own equipment. • Each student has her own desk & chair in a seating plan. • All classrooms have a visualiser for staff to use to support them in live marking/demonstration. • All teachers have a Chromebook, mini keyboard, mouse and voice projector to allow them to function safely if they move rooms. 	<p>H3</p>

Area of risk	Risk rating prior to action	Control measures/Mitigating Actions	Residual risk rating
Staffing			
<p>Due to COVID-19, the number of staff who are available is lower than that required to teach classes in school. Relaxing of stringent restrictions increases risk of Covid transmission from students to staff and within the staff body.</p>	M2	<ul style="list-style-type: none"> The updated guidance & expectations for isolation is communicated to staff. All staff continue to home test using LFD kits provided twice per week on Sunday's and Wednesdays. Results are reported to the NHS and Plashet School. Discussions are held with staff where specific circumstances may apply (those who are classed as Clinically Extremely Vulnerable) in line with the latest government guidance, & decisions are made accordingly on attendance at school. Provision of support & individual risk assessments are in place as necessary for individuals & groups in the school that are at increased risk from COVID-19 because of contextual factors. The health status & availability of every member of staff is regularly updated so that deployment can be planned. Staff briefed on the procedure for reporting their absence from 1st September. Staff are briefed regarding being a notified as a close contact and the need for PCR testing and isolation should they not be fully vaccinated. As of October 2021 Plashet is fully staffed with 108 Teachers, 76 support staff, 2 IT technicians, 11 cleaners, 13 kitchen catering staff. Plashet has a DSL + 3 deputy DSLs, 1 SENDCo + DHT SEND Line Manager, 2 paediatric trained school nurses who job share their role with an overlap day each Wednesday, 13 first aiders, 8 LT members & 5 site team members. In the event of staff, shortages due to ill health Plashet will teach KS3 in form groups in all subjects apart from maths & languages, & collapse KS4 groupings so no more than 10 classes in Year 10 & 11 are running. In a worst case, scenario KS4 lessons will be prioritised on-site & KS3 students will be educated at home via google classroom. All LT members are briefed on each other's roles in order to avoid any single point of failure. 	L2
Arrival & Departure			
<p>The start & end of the school day create risks of contact between discrete year groups.</p>	H1	<ul style="list-style-type: none"> Only those invited are allowed on-site and asked to undertake a LFD test before arrival. The emergency services are admitted to school in all circumstances. COVID-19 Symptom information is displayed at all entrances to the school site. Arrangements for the start & end of the school day for each year group have been reviewed. Different year groups arrive & depart through different gates. Year 10 and Year 11 have after school lesson 6 from 13.09.21, which means they leave at 4.35pm. Years 7, 8 & 9 leave at 3.35pm. Staff, students & parents have been briefed regarding new arrangements. Parents have been instructed to avoid congregating at school gates on Plashet Grove, Milton Avenue & Tennyson Avenue to avoid parking cars on these streets & getting out of cars & walking to wait near the school. Arrival & departure duty teams monitor crowding and move students off home. 	M2
Movement around the school			
<p>Movement around the school increases contact between students and possible transmission of virus.</p>	H1	<ul style="list-style-type: none"> Year group assemblies only on a fixed day, each week in the north hall, which has good levels of ventilation monitored by the Air Things system. All pastoral teams briefed on the opening of windows and doors to maximise air flow. Years 7 & 8 spend the lunch hour on the north site. Years 9, 10 & 11 spend it on the south site. Year groups have designated time in their respective canteen. The south canteen and North hall canteen areas have very good levels of ventilation and are monitored by the AirThings Wave+ system. If levels of 1200 parts per million are reached a trigger alarm email is sent to the Premises Manager and School Business Manager who monitor the system. All toilets are supervised by a Washroom attendant and we have a dedicated cleaners on each site during the school day. These staff monitor who is using which toilet, ensure hands are washed thoroughly afterwards & that the toilet is cleaned afterwards. They liaise with zone corridor supervisors continually throughout the day to ensure students who need to use the toilet during lessons are supervised. 	H1

Area of risk	Risk rating prior to action	Control measures/Mitigating Actions	Residual risk rating
		<ul style="list-style-type: none"> • A patrolling team throughout the day monitors corridors. • Doors are propped open to avoid people touching them and to maximise flow of students. Fire doors propped open by dorgards. • All types of staff meetings are conducted via Google Meet. • Pinch points & potential bottleneck areas have been identified & are managed accordingly by duty teams. • Eligible staff only use a one-person occupancy rule where necessary when using Plashet lifts. Those students/staff whose medical conditions necessitate the use of lifts are timetabled in ground floor rooms. • PEEPs have been reviewed for relevant staff/students. • 	
Curriculum Coverage			
Disrupted learning since March 2020 might have caused some students to not have made the progress expected.	M2	<ul style="list-style-type: none"> • Pastoral teams all contributed to Plashet's 'Reconnection Plan' in order to settle year groups back into school. Subject teams have worked to re-sequence schemes of learning to re-teach where necessary aspects of the curriculum. This will include prioritising key elements of subject's curriculum, low stakes testing, spaced learning, interleaving, designing & teaching intervention programmes where necessary & engaging with the National Tutoring Programme from January 2022. • Plashet has an Interrupted Learning Recovery Strategy for 2021-22. • The impact of home learning on students will be assessed throughout the first half term & responsive teaching addressed systematically in teachers' planning. • Remote home learning/study will continue & be calibrated to complement in-school learning using low stakes testing/assignments & spaced learning techniques. • Curriculum & Subject leaders will ensure that exam syllabi are covered in line with summer 2022 exam board guidance. • Years 8, 9, 10 & 11 will have internal examinations in November. Year 7 will have Cognitive ability tests and online reading and spelling tests. This data will further inform curriculum planning. • Years 10 & 11 will have additional lesson 6 on Mondays, Tuesdays, Wednesdays and Thursdays afterschool from 13th September. 	L2
Some practical learning activities (for example singing, wind & brass playing, drama & contact sports) pose increased risks of spreading COVID-19 infection.	H1	<ul style="list-style-type: none"> • Learning activities for which there is a greater risk of infection are identified, relevant staff informed & new ways of working put in place to mitigate the risk. • Mixing of students from different year groups is avoided where possible for any length of time. • All visitors (peripatetic teachers/coaches) are expected to test at home twice per week in line with Plashet staff and students. 	L3
Staff workspaces			
Staff rooms & offices do not allow for observation of social distancing guidelines.	H2	<ul style="list-style-type: none"> • All offices & workspaces (where possible) have been reconfigured to ensure that at least 1-metre+ physical distancing is met. All desks are either side-to-side or back-to-back. • Additional Perspex screens have been used in some areas for additional protection. • Spare furniture has been removed from all classrooms & offices. • Only those workrooms & offices that are well ventilated are being used & all windows opened each morning & kept open. • All staff workrooms & offices have a supply of tissues, disinfectant wipes, hand sanitiser. 	L3
Governance			
Governors are not fully informed or involved in making key decisions about reopening	M2	<ul style="list-style-type: none"> • During the autumn term 2021, the governing board continues to meet virtually using Google Meet. • The governing board agendas are structured to ensure all statutory requirements are discussed & school leaders are held to account for their implementation. • Agendas include content & updates on how the school is continuing to meet its statutory obligations in addition to covering the school's response to COVID-19. 	L3

Area of risk	Risk rating prior to action	Control measures/Mitigating Actions	Residual risk rating
		<ul style="list-style-type: none"> Regular dialogue with the Chair & Vice Chair of Governors & those governors with designated responsibilities is in place (Safeguarding & H&S). Minutes of governing board, meetings are reviewed to ensure that they accurately record governors' oversight & their holding leaders to account for areas of statutory responsibility. Chair & Vice Chair of governors are regularly briefed on the latest DfE guidance & its implications for Plashet. Link governor work will take place virtually during the autumn term. 	
Communication strategy			
Key stakeholders are not fully informed about the plans for 2021-22 academic year & their implications.	M2	<ul style="list-style-type: none"> Staff receive a weekly bulletin containing all relevant information. As part of Plashet's overall communications strategy parents and girls are kept up-to-date with information, guidance & Plashet's expectations on a weekly basis using parent mail and student mail. This includes key messages in-line with government guidance. 	L2
An unforeseen lockdown situation prevents effective communication with students, parents & staff regarding contingency arrangements.	M1	<ul style="list-style-type: none"> Contingency plans are in place as per Government guidance around planning for local restriction, including arrangements for remote home learning, pastoral care & safeguarding. The school has an Outbreak Management Plan. A communication strategy for students, parents & staff in the event of an unforeseen lockdown is in place, building on the experience of the school closure periods in 2020-21. Contact records for students, parents & staff are kept up to date. 	L2
Student Attendance			
Student attendance is lower than expected due to parental concerns about students' safety from infection/ongoing disruption from transmission.	M1	<ul style="list-style-type: none"> Robust collection & monitoring of absence data, including tracking return dates in place. Communications with parents/carers reassure them about the safety measures Plashet has put in place to support the return of all students in September. Reference is made to the latest government guidance as well as Plashet's Risk Assessment. Plashet School nurses have individual conversations with those extremely vulnerable students who meet the group A & B RCPCH criteria. Dialogue is held with parents who have concerns. A supportive approach is taken in achieving expected attendance rates for all students. More stringent approach taken with parents/carers where rates of persistent absence have been notable previously. DfE guidance on attendance codes will be adhered to. An Attendance Assistant added to staffing model to support the continue increase in workload in this area including those girls who remain abroad. Purchase of Newham's Silver Attendance Management Support package continues. Plashet continues to use the Big Reg system to track Covid absence and fulfil its obligation to complete the DfE daily return by 14.00 each school day. 	L2
Staff induction			
New staff are not aware of policies & procedures prior to starting at the school when it reopens.	M2	<ul style="list-style-type: none"> Induction programmes are in place for all new staff. All have been issued with their login details & teacher chrome books. LT line managers arrange buddies for first half term as well as mentors for ECTs. 	L2

Area of risk	Risk rating prior to action	Control measures/Mitigating Actions	Residual risk rating
Catering			
Students eligible for free school meals do not receive them due to self-isolation.	M1	<ul style="list-style-type: none"> Plashet's School Business Manager & HT PA ensure that girls eligible for FSM who contract the virus and have to self-isolate receive evouchers via the Wonde system. Newly eligible girls are added into the system each week after LBN's weekly Monday FSM notification. Information regarding those Year 7 designate girls who are eligible has been sought from LBN & inputted into SIMs. 	L3
Olive Dining cannot provide adequate staff due to infection transmission	H1	<ul style="list-style-type: none"> Olive Dining have produced a specific Catering Risk Assessment to cover delivery of full service in both Plashet kitchens at break and lunchtimes. Olive Dining have sufficient cover staff to be able to deploy if staffing levels are disrupted due to infection. 	H3
Responding to COVID-19 cases			
Positive cases reported in staff/students.	H1	<ul style="list-style-type: none"> For every positive case, Plashet it is notified of Plashet traces close contacts and informs them. Newham PHE is contacted immediately if the threshold for positive cases where in school transmission is likely has occurred. Appropriate action is taken once advised by LBN PHE – this may mean that elements of Plashet's Outbreak Management Plan are put into effect. Arrangements are in place for remote home learning for students who are required to isolate due to testing positive. Arrangements are in place for FSM vouchers should students be required to isolate due to testing positive. Whilst the government's isolation rules have been, relaxed Plashet will ask students and staff who live in a household with someone who has tested positive to take a PCR test and to isolate until results received. Students who report symptoms during the school day will be moved to the outdoor containment area or indoor if weather is inclement. Parents/carers contacted and students taken home and advised to PCR test. Staff who report symptoms during the day will be sent home and expected to undertake a PCR test. 	M1
Adherence to Public Health England control measures			
Spread of COVID-19 due to poor hygiene & infection control.	H1	<ul style="list-style-type: none"> Anyone with symptoms must remain at home, book a PCR test, report the result to school & self-isolate for 10 days from testing positive. COVID-19 Symptom information is displayed at all entrances to the school site. All students are asked health check questions during registration each morning. Any student or staff member needs to go home immediately if they have symptoms. They should take a PCR test as soon as possible. Students/staff who go home with symptoms will not return to school until a negative test result is provided. A student with symptoms awaiting collection needs to be kept in the outdoor containment area if weather permits or in the indoor containment area - it must be thoroughly disinfected by an on-duty cleaner after use. If the student uses the containment bathroom, it must be thoroughly disinfected by an on-duty cleaner. Staff have received training on infection control that gives them a good understanding of how the spread of coronavirus occurs & can be mitigated. Clean hands thoroughly more often than usual - Each classroom has a wall mounted hand sanitiser-dispensing unit. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach - each classroom has a supply of tissues, disinfectant wipes & hand sanitiser. There are lidded bins in every classroom, washroom & lunchtime space. All teachers are provided three-ply facemasks with filters should they wish to continue to wear a mask. All teachers have voice projector headsets to amplify their voice if they continue to wear a mask. 	H3

Area of risk	Risk rating prior to action	Control measures/Mitigating Actions	Residual risk rating
		<ul style="list-style-type: none"> • As part of the cleaning plan a schedule for bins to be emptied/disinfected is in place & is adhered to. • PPE is available for staff who cannot socially distance if they are required to provide first aid/intimate care to students with COVID-19 symptoms. • Plashet has sufficient supplies of cleaning products for the autumn term. • The school's Cleaning Manager (Contracted from Juniper Ventures) ensures delivery of the induction package to cleaning staff so they fully understand their role in preventing the spread of coronavirus. • An enhanced cleaning schedule implemented throughout the site, ensuring that contact points, work surfaces, door handles, taps, locks & toilet flushes are all thoroughly cleaned & disinfected regularly. • The cleaning schedule has been designed to provide additional staff hours to ensure that DfE listed criteria be met. • The cleaning schedule provides sufficient cleaners on-site through a rolling shift pattern from 06.30 – 18.00. • Detailed cleaning plan identifies parts of items in each classroom to be cleaned (e.g. chair base, back & legs, table/desk surface etc.), method (including products to be used) & frequency. • Cleaning staff have undertaken training in infection control, hand washing & donning & doffing PPE. • Cleaning staff have been instructed in the cleaning methods required for each task & have been assessed as competent in their performance. • The cleaning supervisor undertakes daily checks on staff compliance with schedules & cleaning methods. • The Cleaning Supervisor maintains stock checks & stock control. • Waste disposal process in place for potentially contaminated waste – waste bags/containers kept closed & stored separately from communal waste for 72 hours & waste collections made when the minimum number of persons are on-site. • The school continues to maintain & monitor stocks of PPE & has access to supplier lists. • All staff are supplied with a three-ply facemask and filters to wear when teaching or in the same room with others for more than 15 minutes if they wish to. • Staff are supplied with PPE when supervising a student who has symptoms of COVID-19 (if 2m social distancing cannot be ensured) & for the provision of routine intimate care to students that involves the use of PPE. • Gloves, aprons & masks are provided for cleaning staff. • Staff when cleaning visible bodily fluids from suspected COVID-19 case wear facemasks, apron and gloves. • Stocks of PPE are regularly monitored & replenished. • Plashet understands the complexity of the arrangements for testing & self-isolation & ensure that staff, students & parents are fully aware of them. • Advice letters have been prepared in the event that a student is sent home with symptoms, for the parents of that student. • A follow-up procedure is in place after a suspected case. • Contact details for DfE helpline & Newham Public Health are readily to hand. • A clear process is in place for notifying the DfE & LBN PHE & the local authority should Plashet meet the threshold level of positive cases. • A spreadsheet is maintained by the Head Teacher to record all staff & students who are self-isolating who have tested positive. 	
Cleaning			
Cleaning capacity is reduced so that an initial deep-clean & ongoing cleaning of surfaces are not	H1	<ul style="list-style-type: none"> • Juniper Ventures has the necessary additional cleaners available & has agency cover in place for staff absence. • Working hours for cleaning staff have increased & the number of cleaners on-site during the day increased. • Cleaners have cleaning stores in which equipment is stored. • All cleaners have their own equipment & are not sharing. • All cleaners have their own zones in which to work to support physical distancing measures. • The 7 toilet areas have a designated cleaner from 08.30 – 15.30 each day. 	H4

Area of risk	Risk rating prior to action	Control measures/Mitigating Actions	Residual risk rating
undertaken to the standards required.		<ul style="list-style-type: none"> Cleaning staff wear PPE whilst undertaking their duties including gloves, aprons, masks & visors. Cleaning supervisor & Premises Manager undertake regular monitoring of enhanced cleaning regimes & further training is delivered regularly. 	
Hygiene & handwashing			
Inadequate supplies of soap & hand sanitiser mean that students/staff do not wash/sanitise their hands with sufficient frequency.	H1	<ul style="list-style-type: none"> Adequate cleaning supplies in place and longer-term arrangement for continual supply in place. Monitoring arrangements are in place to ensure that supplies of hand soap, sanitiser & tissues are maintained throughout the day. A designated Washroom Attendant as well as on-site cleaner throughout the school day monitor each set of toilets. Lidded bins are double bagged for safe disposal & where bins are not pedal operated, they are sanitised throughout the day. 	L2
First Aid/Designated Safeguarding Leads			
The lack of availability of designated First Aiders & Designated Safeguarding Leads puts student's safety at risk.	H1	<ul style="list-style-type: none"> First Aid certification has been reviewed in line with HSE guidance on First Aid cover & qualifications during COVID-19 - extended for three months if due to expire & staff undertake online learning refresher. Staffing includes sufficient First Aiders on both sites. Plasnet Nurses & First Aiders are trained on government guidance about how to deal with COVID-19 symptoms and understand their responsibilities while carrying their First Aid role. Plasnet has a DSL, DDSL & 2 safeguarding officers who all work in their own separate offices. Plasnet's school counsellor also has his own office. Some Safeguarding liaison work can be done virtually or on the phone. Where professionals need to come to site, they are asked to home test before arrival. 	M1
Medial Rooms/Containment Areas			
Containment areas are not adequately equipped or configured to maintain infection control.	H1	<ul style="list-style-type: none"> Plasnet has both outdoor & indoor designated COVID-19 containment areas & designated COVID-19 toilet close as well as a separate medical room. Procedures are in place for the containment area/containment toilet to be deep cleaned after suspected COVID-19 cases. Signage in these areas is clear. First Aid staff are trained to use appropriate PPE when dealing with students/staff displaying COVID-19 symptoms – facemasks, visors/goggles, gloves, aprons, hand sanitiser. The containment areas & medical room have sufficient supplies of PPE in designated resource boxes. Physical distancing provisions are in place for the indoor containment area and both have doors and windows. 	L2
Toilets			
Queues for toilets & handwashing risk non-compliance with social distancing measures between students from different discrete year group 'bubbles'.	H1	<ul style="list-style-type: none"> Cleaners are on duty to regularly clean toilet areas from 08.30 – 15.30 each day to maintain high standards of cleanliness. Queuing zones for toilets & handwashing have been established & are monitored. All student use of toilets is supervised as all toilet areas have designated Washroom Attendants on duty from 08.30 – 15.30 each day. Washroom Attendants will be sitting near to the toilets in a year group zone. They will have a walkie-talkie to communicate with staff patrolling the zones who will alert them to a student coming to use the toilet. They will also ensure students wash their hands thoroughly and that their zone washroom cleaner comes to clean each toilet after use. 	L1

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		<ul style="list-style-type: none"> All students' toilets are labelled to support monitoring & cleaning. Paper towels are used in place of hand dryers. All hand dryers are disabled. Monitoring ensures a constant supply of soap & paper towels. Lidded bins are emptied & sanitised regularly. Sanitary bins are changed when full & sanitised regularly throughout the day. 	
Reception area			
Groups of people gather in reception (parents, visitors, deliveries) which risks breaching social distancing guidelines.	H2	<ul style="list-style-type: none"> Plashet has a gated site fitted with keypads, intercom & CCTV. Security is tight. Visitors to Plashet should be curtailed unless essential & business critical. Non-essential visitors are minimised & actively discouraged. The site will be accessible for staff, students and the emergency services. Parents/Carer collecting unwell students will wait at the visitor gate on Plashet Grove and a Plashet Nurse, First Aider or member of duty staff, will walk out their daughter to meet them. A procedure is in place to facilitate essential visits from external agencies visiting the school e.g. Educational Psychologists, CAHMs practitioners SEND advisory specialists. Staff entry systems that use touch will remain in place for site security reasons & all staff will hand sanitise immediately as they enter the building. Staff have designated entry points that bypass reception. The CCTV/intercom visitor entrance system is monitored actively, all requests for entry vetted & most issues managed outside reception in the garden area complying with physical distancing guidelines. 	L2
Students with underlying health conditions			
Students who are clinically extremely vulnerable do not attend school even though it is deemed safe to do so.	M2	<ul style="list-style-type: none"> Parents/carers have been asked to make Plashet aware of their daughter's underlying health conditions. Plashet has a regularly updated register of girls with underlying health conditions/medical needs. Communications with parents/carers reassure them about the safety measures Plashet has put in place to support the return of all students in September. Plashet School nurses have individual conversations with those extremely vulnerable students who meet the group A & B RCPCH criteria. Reasonable adjustments will be enacted to support the return to school of these students. 	L2
Mental health concerns - students			
Students' mental health has been adversely affected during the period that the school has been closed & by the COVID-19 crisis in general.	M2	<ul style="list-style-type: none"> There are sufficient numbers of trained staff available to support students with mental health issues. There is access to designated staff for students who wish to talk to someone about wellbeing/mental health following physical distancing guidelines. Wellbeing/mental health is referenced regularly. Resources/websites to support the mental health of students are provided to Plashet girls via the Google Wellbeing Classroom. Wellbeing/mental health issues are discussed with students during form time, assemblies, Learning for Life lessons and at other appropriate opportunities by pastoral staff & wellbeing mentors. 	L2

Area of risk	Risk rating prior to action	Control measures/Mitigating Actions	Residual risk rating
Mental Health concerns - staff			
The mental health of staff has been adversely affected during the period that the school has been closed & by the COVID-19 crisis in general.	M2	<ul style="list-style-type: none"> • Staff are encouraged to focus on their wellbeing. • Line managers are proactive in discussing wellbeing with the staff they manage, including their workload. • Staff bulletins and induction training sessions have included content on wellbeing. • Staff have been signposted to useful websites and resources. • Line managers monitor those they have oversight for & check that they are well & coping. • Appropriate work plans are agreed with staff & support is provided where necessary. • Staff are considered as individuals and managed accordingly. • Wellbeing & sustaining a healthy home – work balance is promoted with all staff. • The school has access to trained staff who can deliver any bereavement counselling & support through its own school counsellor, LBN, Employee Assistance Helpline & Online support service & the Education Support charity. 	L2
Bereavement support			
Students/Staff grieving because of loss of a family member/friend.	M2	<ul style="list-style-type: none"> • Any staff made aware by students/families of a bereavement report this to the relevant YC. YCs keep a log for their cohort • Staff make HT aware if they are bereaved. Paid leave is arranged. • The school counsellor is available to offer bereavement counselling. • A number of Pastoral staff have been trained via LBN to support students who have suffered a bereavement. • Support is requested from other specialist organisations where necessary. 	L2
Safeguarding			
Disruption to students normal school patterns and periods of lockdown have led to an increase in safeguarding issues.	M1	<ul style="list-style-type: none"> • Staff are prepared for supporting wellbeing of students & receiving any potential disclosures. • All staff received refresher training on processes & procedures through online presentation with audio & online EduCare modules. • All staff received in person training on the updated KCSiE September 2021 Part 1 as well as hard copy to read through. • Time & support are allocated to all students making disclosures. • Where appropriate DSL, DDSL & Safeguarding Officers work with other agencies to support vulnerable students. • Pastoral and wellbeing teams are fully staffed as of September 2021. 	L2
Costs of the school's response to COVID-19			
The costs of additional measures & enhanced services to address COVID-19 ready for September full opening places Plaset in financial difficulties.	M1	<ul style="list-style-type: none"> • Additional COVID costs have been identified and reporting to the Governors FSP Committee. • Additional COVID-19 related costs are being monitored & options for reducing costs over time and as guidance changes are under review. 	L3