

**Safety, Health and Environment (SHE)**  
**GCC COVID-19 RISK ASSESSMENT PROCESS FOR**  
**ALDERMAN KNIGHT SPECIAL SCHOOL**  
**September 2021**



The original COVID 19 Risk Assessment was written in May 2020 and was then reviewed and revised for all pupils to return to school in September 2020.

It was revised again in November 2020 as England entered a second national Lockdown. It was revised (January 4<sup>th</sup> 2021) in the light of the new Tier 4 measures in place across Gloucestershire and to reflect the introduction of COVID-19 Rapid Flow testing.

Despite the restrictions in England being lifted the school is still required to have a COVID Risk assessment and a management plan should the school have a sudden outbreak of COVID.

### **Key Points**

**The school will continue with the following control measures from September 1<sup>st</sup> 2021, as highlighted, in Gov.UK guidance**

1. Good hygiene for everyone
2. Maintaining appropriate cleaning regimes
3. Keeping occupied spaces well ventilated
4. Following public health advice on testing, self-isolation and managing confirmed cases of COVID-19
5. Lateral Flow Tests
  - It is hoped that all secondary aged pupils/students and staff will carry out LFD testing twice a week at home. All secondary pupils, Post 16 students and staff have been provided with LFT kits and asked to complete on Wednesday 1<sup>st</sup> September and Sunday 5<sup>th</sup> September and register the result as usual.
  - New staff will be asked to test on these dates too. New staff can source their own kits prior to starting school or can collect from school.
  - A letter and consent form will be sent to all new pupils and pupils moving from Year 6 into Year 7 asking for consent to test pupils in school during the first week. The plan is to complete their first two tests in school on Monday 6<sup>th</sup> September and Thursday 9<sup>th</sup> September. These tests will be carried out in the flat where we will set up temporary testing bays. After this these pupils will be provided with kits and will do the tests at home.

The school's operational plan highlights the procedures in place across the school to maintain these control measures

### **Please note:**

The school believes that the Risk Assessment and internal operational plan is robust and includes all expected preventative measures and so provides an environment that is as safe as it can be and the risk of spreading the COVID-19 virus is very small. The school also believes that its management plan for dealing with potential cases is effective.

As a Community school a copy of our Risk assessment is shared with the Local Authority.

This risk assessment supplements the school's existing risk assessments.

The school will continue to ensure the assessment and plans are kept under review and amendments will be made if risk level changes.

This updated Risk Assessment is available on the school website

**Clare Steel**

**Head Teacher**

**August 2021**

## COVID-19 Risk Assessment for Alderman Knight School – September 2021

### ASSESS

This part of the RA is to decide appropriate control measures for the school's senior team and all teaching and support staff to implement under a 'Plan', 'Do', 'Review' cycle.

Who may be at risk: Employees, pupils and young people, families (parents, carers and siblings), visitors, contractors, members of public.

Vulnerable groups – this risk assessment considers vulnerable groups which the NHS lists as 'people at high risk (clinically extremely vulnerable)'; and 'people at moderate risk (clinically vulnerable)'. Individual risk assessments will be carried out with staff as deemed necessary.

PLAN		DO			REVIEW
Prepare Building, timetables and lessons, policies and procedures	Prepare staff, parents, carers, pupils and other site users	Control Access and visitors	Minimise contacts and social distancing	Infection Control Measures	Communicate and Review Arrangements
<ul style="list-style-type: none"> <li>All health and safety compliance checks are undertaken following a rigorous schedule (e.g. fire alarm, emergency lighting, water hygiene, etc.).</li> <li>Emergency and evacuation procedures have been reviewed (e.g. exit routes, taking of register, assembly areas etc.) and updated information provided for all staff and teaching bases.</li> <li>The school will continue to ensure good ventilation within the building and</li> </ul>	<ul style="list-style-type: none"> <li>The school continues to work with staff, parents and pupils to undertake dynamic risk assessments to ensure everyone can work safely in school.</li> <li>Staff who believe they have personal risk factors that need to be considered can discuss specific needs directly with senior team and appropriate additional measures put in place if necessary.</li> <li>All pupils and students can and should be attending school although discussions and</li> </ul>	<p><b>Access</b></p> <ul style="list-style-type: none"> <li>The school has installed electronic gates and outside arrival and departure times access is through contact with the school office on arrival.</li> <li>Once in school the entry point to the school is via the main reception and the reception staff will control access (including deliveries). The school still requests that</li> </ul>	<p><b>Minimising contacts</b></p> <p><b>Phases</b></p> <p>Although no longer required, the school will still be mindful of the need for pupil, students and staff to minimise contact.</p> <p>However, any restriction of pupil numbers in the halls or playgrounds at any time, will be due to the fact that the number of pupils in school this year mean that it is simply not possible to have all pupils together.</p> <p><b>Visitors to school</b></p>	<p><b>It is requested that Lateral flow tests be carried out twice weekly by staff and secondary pupils at home.</b></p> <p><b>All new pupils/ students</b> will be tested twice in week 1 and will then be asked to test at home like the rest of the pupils.</p> <p>It is requested that all tests are registered and any positive/ inconclusive tests reported to school straight away.</p> <p>Temperature checks will be carried out if</p>	<ul style="list-style-type: none"> <li><b>This Risk Assessment will be available to all staff, Governors and parents/carers.</b></li> <li>It is a working document and can be amended and will be revised in light of changes/ new advice received.</li> <li>The Risk Assessment will be published on the school website.</li> <li><b>Staff in school should read this RA alongside the school's Operational Plan.</b></li> </ul>

<p>windows and doors will be open regularly although maintaining a careful balance between fresh air and a comfortable working temperature and taking account of fire safety and safeguarding.</p> <ul style="list-style-type: none"> <li>• The school will install CO2 detectors in September in line with DfE guidance.</li> <li>• COVID-19 posters/ signage will continue to be displayed around school reminding all of symptoms and what to do if displaying symptoms.</li> <li>• The school flat will still be used to isolate children who display COVID-19 symptoms during the day. The medical room will continue to be used for any non- COVID related medical issues.</li> <li>• There is a keep left system, to minimise crowding during movement around the building. This also supports general movement around the school and helps maintain a calm</li> </ul>	<p>individual risk assessments may be drawn up in consultation and discussion with parents/ carers, and taking into account of medical advice.</p> <ul style="list-style-type: none"> <li>• All staff are kept fully briefed about the plans and protective measures identified in the risk assessment.</li> <li>• There are twice weekly, morning staff briefings + additional staff meetings each week to inform, update and discuss emerging issues with all staff.</li> <li>• Full staff meetings will continue to be carried out by Zoom in September.</li> <li>• For some smaller staff meetings, they will be held in large rooms with good ventilation.</li> <li>• If for any reason, staff and pupils are not in school/ working from home, then a plan for keeping in touch and supporting them, including their welfare, mental and physical health and</li> </ul>	<p>parents/ carers and visitors contact the school office and make arrangements to visit and do not just turn up.</p> <ul style="list-style-type: none"> <li>• The building access rules are clearly communicated through signage on the entrance door.</li> <li>• The protocol for parents and taxi drivers re drop-off and pick-up is in place to ensure the site is as safe as possible for pupils during these busy times of the day. All taxi drivers and parents/ carers are asked to adhere by the school guidelines.</li> <li>• Parents/ carers and taxi drivers are expected to stay away from the main area in front of the school.</li> <li>• School start times and finish times have been staggered for phases. Two phases will arrive/</li> </ul>	<ul style="list-style-type: none"> <li>• Virtual meeting will continue to be offered to reduce numbers of people on site. However, the school would welcome all EHCP reviews to be face-to-face. Some parents' evenings will also be offered as face-to-face platform.</li> <li>• Parents/carers and visitors coming onto the site without an appointment will not be permitted.</li> <li>• Visits to the school will be kept to a minimum and must be deemed essential to support the ongoing work of the school before being agreed.</li> <li>• Visitors will be asked to read the Visitor policy prior to their visit</li> </ul> <p><b>Educational visits and journeys</b></p> <ul style="list-style-type: none"> <li>• There will be educational day visits and trips to support curriculum delivery where appropriate with</li> </ul>	<p>staff or pupils appear poorly but not routinely.</p> <p><b>Management plan for COVID outbreaks</b></p> <p>The school will continue to follow Government and Public Health England (PHE) guidelines to support its planning.</p> <p><b>However, the school has its own management plan to deal with suspected or confirmed COVID cases of pupils, staff and their families. Cases will be discussed with the Head Teacher or Business manager on an individual basis.</b></p> <p><i>The plan includes the following;</i></p> <ol style="list-style-type: none"> <li><b>1. Any member of staff / pupil with COVID-19 symptoms, should not attend school until a PCR test is returned negative.</b></li> <li><b>2. If a member of staff has a family member who has returned a positive</b></li> </ol>	<ul style="list-style-type: none"> <li>• All staff have a responsibility to ensure the expected behaviours are being followed by pupils, staff and visitors to the school. Any breaches of the rules must be reported to senior leaders and site manager .</li> <li>• Members of staff on duty at break and lunchtimes will ensure compliance with rules and report any concerns to senior team.</li> <li>• The senior team will monitor the effectiveness of prevention measures and feedback to Governors.</li> <li>• This Risk Assessment will be reviewed in-light of updated guidance.</li> </ul>
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<p>organised environment.</p> <ul style="list-style-type: none"> <li>• Floor markings reminding of 2m social distancing expectation have been removed although all pupils and staff will continue to be mindful of the need for personal space and will respect each others wishes for increased distance as requested.</li> <li>• Pupils will access rooms through outside doors, where possible, to avoid shared use of corridors.</li> <li>• Different class groups will use different doors in and out of the building to reduce congestion in certain areas at busy times of the day.</li> <li>• All classroom spaces will be organised to maximise space between seats and desks.</li> <li>• There will still be a sanitation station outside each block of toilets as this is now considered good practice.</li> <li>• Door signs have been placed on toilet doors to identify a max number of 2 pupils in</li> </ul>	<p>personal security, will be put in place.</p> <ul style="list-style-type: none"> <li>• For staff this will include being supported by their tutor teams and each will have a designated person to phone and chat with them at least weekly to check on their personal wellbeing and provide support.</li> <li>• Remote education will be put in place to support any pupils who are unable to return due to health reasons and on advice from a consultant paediatrician. This will involve keeping in touch with their class and linking teaching with class learning where possible.</li> <li>• The school will carry out risk assessments for children not attending school which will be shared with parents and the relevant Local Authority.</li> <li>• The Remote Education policy is on the website and information has been sent to all parents and carers informing</li> </ul>	<p>depart at the same time.</p> <ul style="list-style-type: none"> <li>• Parents and taxi drivers must not arrive early for either drop off or pick up. They must stick to the times given.</li> <li>• Staff will be on duty at drop off and pick up times to make sure cars arrive and leave as smoothly and safely as possible.</li> <li>• The pupils will be collected by their tutor teams.</li> <li>• Hand sanitiser is provided at all entrances for everyone coming into school.</li> <li>• Staff should sign in using the 'Sign In' Companion App on their smart phone or by using the Touch screen iPad device in reception. Staff should clean after use and spray/ wipes will be available.</li> </ul>	<p>detailed Risk assessments.</p>	<p><b><i>COVID test, the school will ask them to work at home for an agreed period.</i></b></p> <p><b><i>3. If a member of a pupil's family has COVID or symptoms, the pupil can still attend school.</i></b></p> <p><b>Additional measures to minimise contact and prevent the spread of the virus</b></p> <ul style="list-style-type: none"> <li>• If anyone becomes unwell while at school, they will be isolated, sent home and provided with information on what to do next. They will be asked to follow public health advice on <a href="#">when to self-isolate and what to do</a>.</li> <li>• An unwell pupil awaiting collection, will be isolated in one of the rooms in the school flat. Two members of staff will be in the flat to support them.</li> <li>• Staff caring for any pupil waiting to be</li> </ul>	
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<p>the pupil toilet blocks at one time.</p> <ul style="list-style-type: none"> <li>• Laminated picture signs have been placed in toilets and classrooms, in front of sinks showing how to wash hands effectively.</li> <li>• Pupils will wash their hands/use sanitising gel on arrival at school and before leaving as well as before break/lunchtime. Timers/ and clocks with second hands are near sinks to teach pupils to wash for 20 seconds. Staff teams support and remind pupils how to wash hands.</li> <li>• Arrangements are in place with the school's cleaners to stagger room cleaning after school to allow staff to do preparation work undisturbed but ensuring cleaners have time to finish all areas.</li> <li>• There is an enhanced cleaning schedule in place that includes frequent cleaning of rooms, shared areas and frequently touched surfaces.</li> </ul>	<p>them of how this will work.</p> <ul style="list-style-type: none"> <li>• Pupils have been taught in school how to access their learning on line in case they need to self-isolate at any point.</li> <li>• Staff will continue to monitor the wide range of online resources that can be used to support remote learning and advise accordingly.</li> <li>• If teaching or teaching support staff need to work at home, then they will liaise with and support staff in school</li> <li>• There will be regular communications with any staff or families that have coronavirus symptoms, or who have someone in their household who does. If a member of the family is displaying symptoms, the children in the family can attend school but staff should stay at home until a negative PCR test is received.</li> <li>• Anyone showing symptoms will be</li> </ul>			<p>collected will keep a distance of 2 metres.</p> <ul style="list-style-type: none"> <li>• PPE will be worn by staff caring for the pupil if 2 metres distance cannot be maintained.</li> <li>• Staff will wash their hands after caring for a child with symptoms.</li> <li>• All areas where a person with symptoms has been isolated, will be thoroughly cleaned after they have left.</li> <li>• If there has been a need to have close hands-on contact with a poorly pupil, then staff should monitor themselves for symptoms of possible COVID-19 over the following 14 days.</li> </ul> <p><b>Hand washing</b></p> <ul style="list-style-type: none"> <li>• Frequent hand washing will be encouraged and expected of all adults and pupils (following guidance on hand cleaning).</li> <li>• The school has sufficient handwashing facilities including sinks in most of the</li> </ul>	
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<ul style="list-style-type: none"> <li>• The business manager and site manager monitor carefully, quantities of PPE to ensure there are sufficient supplies including cleaning materials and hand washing/sanitising liquids that meet DfE/PHE requirements.</li> <li>• There are lidded bins in classrooms/ staff areas and toilets to support pupils and staff to follow the 'catch it, bin it, kill it' approach.</li> <li>• Tissues are kept stocked in all rooms</li> <li>• Break and lunchtime arrangements have been staggered for KS3 and KS4. This is to reduce numbers on the playground and in the dinner halls and toilets at any period of time. This approach has been shown to have a positive impact on the ambience, reducing noise levels and providing more space for everyone.</li> </ul> <p><b>Timetabling and lessons</b></p> <ul style="list-style-type: none"> <li>• Staggered starts and finishing times are continuing due to numbers of people</li> </ul>	<p>provided with information about testing.</p> <ul style="list-style-type: none"> <li>• Where there are appropriate sources of guidance for specific subjects (e.g. Food/ PE/ Science/ DT/IT/ Music), subject leaders/ lead teachers should refer to curriculum specific guidance when planning schemes of work.</li> <li>• Staff will still identify and plan lessons that could take place outdoors and will ensure effective ventilation, if indoors.</li> <li>• Each class has access to outside space and so pupils can have sessions outdoors.</li> <li>• Assessment of pupils, progress across the curriculum with a particular focus on literacy and numeracy has helped to identify those that may need additional or different help, support and teaching to fill gaps in learning as a result of being out of school.</li> <li>• Teaching teams will identify appropriate</li> </ul>			<p>tutor rooms and classrooms. Those without sinks will use those in the toilets in their zone</p> <ul style="list-style-type: none"> <li>• Hand sanitiser will also be provided in all classrooms and outside all toilets.</li> <li>• Skin friendly cleaning wipes will be available for use as an alternative to hand washing or sanitiser.</li> <li>• Any pupil who is allergic/ sensitive to certain chemicals in hand gel can and will be expected to bring in their own and use it in line with guidance for all pupils. A list of these pupils will be kept by the pastoral team and shared with all staff.</li> <li>• Pupils will clean their hands when they arrive at school and before and after eating as well as going to the toilet.</li> <li>• Staff will help support pupils who have trouble</li> </ul>	
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<p>coming onto the school site.</p> <ul style="list-style-type: none"> <li>• A full timetable is being offered with pupils using specialist rooms where possible. Other lessons will be in pupils' tutor bases with specialist teachers moving to the rooms.</li> <li>• The school is using WEDUC – to support effective communication with home.</li> </ul> <p><b>Policies and procedures</b></p> <ul style="list-style-type: none"> <li>• Policies to reflect changes brought about by COVID-19 have been updated (as appropriate) This includes: <ol style="list-style-type: none"> <li>1. Safeguarding/child protection</li> <li>2. Behaviour</li> <li>3. Curriculum</li> <li>4. Visitors to school</li> </ol> </li> <li>• The school website is compliant with regards to the publishing of policies.</li> <li>• A visitors' protocol is in place so that parents, contactors, professionals working with individual children are clear about the infection control</li> </ul>	<p>interventions to support these pupils and liaise with parents/ carers re plans.</p> <ul style="list-style-type: none"> <li>• The pastoral team is also identifying with tutor teams any pupils, who need additional and different social and emotional support at this time and these too will be provided with focused intervention support.</li> <li>• Movement around the school is still reduced and classes will be in the same classroom for more lessons. (Except for some Food technology, DT, IT, PE, Science and Art lessons)</li> <li>• There is a keep left system in place for easing movement around the school.</li> <li>• Breaks and lunch times are staggered so that all pupils are not moving around the school at the same time or out on the playground at the same time.</li> <li>• Pupils must continue to follow the no touch rule and social</li> </ul>			<p>cleaning their hands independently (e.g. small children and pupils with complex needs).</p> <p><b>Face coverings/ masks</b></p> <ul style="list-style-type: none"> <li>• Wearing a face covering or face mask in schools is not now recommended for either staff or pupils.</li> <li>• Adults and pupils will be encouraged and reminded to use a tissue to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it')</li> <li>• Tissues will be provided in all classrooms and other spaces used by staff and/ or pupils.</li> <li>• Lidded bins for tissues are provided in all teaching bases, toilets and staff areas. They will be emptied twice each day.</li> </ul>	
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<p>measures that the school has in place.</p> <ul style="list-style-type: none"> <li>The Governors and senior team continue to work to ensure staff work-life balance and wellbeing is effectively managed.</li> <li>Information is shared about additional sources of support for staff and pupils well-being.</li> </ul> <p><b>Response to any infection</b></p> <ul style="list-style-type: none"> <li>The senior team receive daily updates from Gov.Uk and the Local Authority re the current requirements on schools re processes to be followed.</li> <li>The school is familiar with how to contact local Public Health England Health Protection team.</li> <li>All staff and pupils are encouraged to carry out LFD testing twice weekly at home.</li> <li>The school has a core team of staff who can carry out testing if necessary at school.</li> <li>The school has a management plan which explains the process to be followed</li> </ul>	<p>distance (1m distance) at all times when moving around the school or in the playground.</p> <ul style="list-style-type: none"> <li>The staff teams will reinforce with pupils daily, the rules and measures in place re hygiene and social distancing which is considered good practice.</li> <li>Staff will continue to be extremely mindful of the need to keep space between themselves.</li> <li>Staff will wear masks when meeting and greeting the pupils from their taxis and talking with drivers and parents outside.</li> </ul> <p><b>Parents and pupils</b></p> <ul style="list-style-type: none"> <li>Pupils from Y7 upwards will be expected to carry out Lateral Flow tests twice a week at home until further notice.</li> <li>Parents will inform the school if any tests re positive or non-conclusive</li> <li>Parents will be provided with this Risk Assessment to inform them of the</li> </ul>			<p><b>Music in school.</b></p> <ul style="list-style-type: none"> <li>The restrictions regarding the teaching of music in school have been completely lifted and music lessons will take place as normal.</li> </ul> <p><b>Cleaning</b></p> <ul style="list-style-type: none"> <li>Every classroom and teaching base will have a cleaning caddy to be used by members of staff. This will include supplies of hand gel, anti bacterial wipes and spray, soap, paper towels and gloves. The caddy will be topped up daily as necessary.</li> <li>If lessons are in specialist rooms (e.g. PE, Art, Food Technology, IT, Design Technology and Science) then the subject leader/ lead teacher in that subject area, will provide written risk assessment with advice and guidance to staff on cleaning needed.</li> </ul>	
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<p>if any pupils, staff or members of their immediate family, test positive.</p> <ul style="list-style-type: none"> <li>All staff have been encouraged to have the vaccine and the vast majority have been double jabbed.</li> </ul>	<p>preventative measures being taken.</p> <ul style="list-style-type: none"> <li>Information sheets have been written specifically for pupils in each phase so they are clear of the way the day will work and expectations on them to support the school run effectively.</li> <li>Parents know they can contact the senior leadership team via the office or email directly for reassurance as to the plans put in place.</li> <li>Parents will support the school by making sure pupils only bring essential items to school.</li> <li>Pupils should only come to school with a bag with lunchbox/ snacks, drink/ water bottle, coat, hat, PE kit, mobile phone or other electrical items used in taxi (to be handed in as normal) and trainers or plimsolls for outdoor play. Pupils will be changing into PE kit in school.</li> <li>Full school uniform is expected everyday</li> </ul>			<ul style="list-style-type: none"> <li>Class staff will be expected to support with cleaning of items across the day as necessary.</li> <li>Staff will help pupils clean personal items such as glasses and glasses cases when they arrive at school and before they go home.</li> <li>Staff providing close hands-on contact with pupils will increase their level of self-protection, such as minimising close contact and having more frequent hand-washing and other hygiene measures, and regular cleaning of surfaces.</li> <li>The site manager and an additional 2 hours cleaning during the school day, will help with more general cleaning including toilets.</li> <li>Glenn Cleaning will ensure thorough cleaning of all rooms at the end of each day.</li> </ul>	
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	<ul style="list-style-type: none"> <li>• Pupils can bring in anything they personally need while in school such as glasses, hearing aids, personal care items etc.</li> <li>• Pupils must not bring in toys and other play items from home.</li> <li>• All pupils will have their own personal equipment (pens, pencils, crayons, rulers etc.) to ensure no shared use in class. Pupils can bring their own or the school will provide packs of equipment for them.</li> <li>• Parents and taxi drivers are aware of staggered drop-off and collection times and requested to comply with these times and exit the school site as quickly as possible.</li> <li>• Parents and taxi drivers and escorts must not gather at the school entrance and must leave the site as soon as pupils are passed over to school staff.</li> <li>• People coming to school will not be expected to wear</li> </ul>			<p><b>PPE</b></p> <ul style="list-style-type: none"> <li>• Staff will not require PPE beyond what they would normally need for working with the pupils in their care.</li> <li>• PPE is only needed in a very small number of cases, including: where an individual pupil becomes ill with coronavirus (COVID-19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained</li> <li>• where a pupil already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used.</li> </ul>	
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	<p>face coverings when on the school grounds but staff will continue to do so. However, the school requests that drivers and parents are still mindful of the importance of not gathering in large groups.</p> <ul style="list-style-type: none"> <li>• Parents can come into reception if necessary but phone calls are preferred.</li> <li>• Meetings with parent can now be face-to-face although the school will also continue to use a 'virtual platform' or by telephone if this helps parents.</li> <li>• The school is using the communication app called WEDUC to support effective communications with parents (and young people). All parents/carers are asked to sign up to this.</li> </ul> <p><b>Others</b></p> <ul style="list-style-type: none"> <li>• There will continue to be close communication with contractors and suppliers on how it is expected they will work with the school.</li> </ul>				
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	<p>(e.g. cleaning, catering, food supplies, hygiene suppliers).</p> <ul style="list-style-type: none"> <li>• Cater-link have specific Risk Assessments that show they are complying with the guidance for food businesses on COVID-19.</li> <li>• Guidelines have been issued by Transport teams to providers regarding protocols expected to ensure high level of hygiene in taxi and while transporting pupils.</li> <li>• There is a Visitors policy giving information regarding the management of visitors to school and expectations on visitors to school.</li> <li>• Visitors to school will still be limited to essential visits only. This may include social workers, therapists, emergency repair people, delivery drivers and officers from the Local authority.</li> <li>• Prospective parents will not be visiting the</li> </ul>				
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	<p>school unless it has been agreed their child requires a special school place. The senior team will continue to carry out Zoom sessions with parents/ carers interested in knowing more about the school.</p> <ul style="list-style-type: none"><li>• This COVID Risk assessment and the school's management plan in the case of a COVID outbreak, will be published on the school website.</li></ul>				
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