

**Esher Learning Trust  
COVID-19 Risk Assessment, based on SurreyTemplate v18, 2 November 2021**



Please find attached a COVID-19 risk assessment template for mainstream schools that has been prepared in response to the Government's guidance for full opening. The measures set out in this risk assessment provide a framework for school leaders to put in place proportionate protective measures for pupils and staff for September 2020. **The Governing Body/Trust Board must take ownership of the risk assessment and have oversight of the principles behind its contents.**

This tool may be useful as you undertake planning around a range of 'protective measures' for the **Autumn** Term and is entirely optional. Some sections will be more or less applicable, depending on your phase and context, and please feel free to change, adapt and supplement with additional detail as necessary.

**School Leaders should share their risk assessment with the school workforce and should consider publishing it on their website to provide transparency of approach to parents, carers and pupils.**

Schools should also review and update their wider premises, staff and pupil risk assessments and consider the need for relevant revised controls in respect of their conventional risk profile considering the implications of coronavirus (COVID-19).

#### **Step 4 – Protective measures**

The country's move to Step 4 of the roadmap marked a new phase in the government's response to the pandemic, moving away from stringent restrictions on everyone's day-to-day lives, towards advising people on how to protect themselves and others, alongside targeted interventions to reduce risk. Many protective measures that have been in place in schools are now no longer required in normal circumstances. This risk assessment reflects these changes, setting out the protective measures which will remain in place.

#### **Step 4 – Future outbreak planning**

This Risk Assessment is to be read alongside the school's Outbreak Management Plan, which describes what the school would do if children, pupils, students or staff test positive for COVID-19, or how the school would operate if it was advised to reintroduce any measures described in this document to help break chains of transmission. It is essential for the Outbreak Management Plan to be kept up-to-date and relevant to the school's unique setting, referencing the government's [COVID-19 Contingency Framework](#) and the [Surrey County Council local outbreak control plan](#).

This risk assessment sets out the additional protective measures which will be considered in the case of and for the duration of an outbreak i.e. if a specific threshold is met, as set out in the government's [COVID-19 Contingency Framework](#) and the school's Outbreak Management Plan. The additional measures are given in this risk assessment under separate headings "**Temporary additional measures in the event of an outbreak**" and are shown in *italic* text.



It should be used alongside the government guidance below:

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>  
<https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education>  
<https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own>  
<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe>  
<https://www.gov.uk/guidance/national-lockdown-stay-at-home#going-to-work>  
<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak>  
<https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak>  
[Risk assessment - Working safely during the coronavirus \(COVID-19\) pandemic](#)  
[Dedicated transport to schools and colleges COVID-19 operational guidance](#)  
[Guidance on protecting people who are clinically extremely vulnerable from COVID-19 - GOV.UK \(www.gov.uk\)](#)  
[Managing coronavirus \(COVID-19\) in education and childcare settings](#)  
[Health and safety: responsibilities and duties for schools](#)  
<https://www.hse.gov.uk/coronavirus/assets/docs/risk-assessment.pdf>

The following school policies (but not limited to) should also be reviewed and updated as required:

- *Behaviour Policy*
- *Safeguarding & Child Protection Policy*
- *Health and Safety Policy*
- *Infection Control Policy*
- *First Aid Policy*
- *School Emergency Plan*

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- *School Business Continuity Plan*
- *Premises Lettings Policy and Contract*

Name of Trust :	<i>Enlighten Learning Trust</i>	Date of assessment:	08/03/21	Date of review:	31/08/21	Ongoing	
Identify those at risk:	<p>Staff Pupils Agency staff/contractors Visitors</p> <p>Vulnerable groups: BAME Underlying health conditions including clinically extremely vulnerable (CEV) and extremely vulnerable Pregnant workers Over the age of</p>	How someone could be harmed:	<p>Coronavirus disease (COVID-19) is an infectious disease caused by a newly discovered coronavirus. The COVID-19 virus spreads primarily through droplets of saliva or discharge from the nose when an infected person coughs or sneezes.</p> <p>Most infected people will develop mild to moderate illness and recover without hospitalisation. In some cases, and if a person has a underlying health conditions, COVID-19 can cause serious ill health.</p>	Assessed by:		HTs/HOS/SLT ABL	

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Issued on behalf of the Surrey Recovery Planning Team

	Risk rating prior to action H/M/L	Recommended controls/Mitigation and Protective Measures	In place? Yes/No	By whom?	Deadline	Mitigations in place, considering all appropriate guidance points, provided by HT to EHT (and ABL for record keeping)	Risk rating following action H/M/L
Awareness of and adherence to policies and procedures	Refer to 17/6/20 RA	<ul style="list-style-type: none"> <li>Health and Safety Policy has been updated in light of the COVID-19 advice</li> <li>All staff, pupils and volunteers are aware of all relevant policies and procedures including, but not limited to, the following:               <ul style="list-style-type: none"> <li>Health and Safety Policy</li> <li>Infection Control Policy</li> <li>First Aid Policy</li> </ul> </li> <li>All staff have regard to all relevant guidance and legislation including, but not limited to, the following:               <ul style="list-style-type: none"> <li>The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013</li> <li>The Health Protection (Notification) Regulations 2010</li> </ul> </li> </ul>	Yes	ELT SLT Refer to 17/6/20 RA	30/9	Refer to 17/6/20 RA Infection Control Policy requires ongoing review in light of the changing environment – ICP reviewed August 21	Refer to 17/6/20 RA
	Refer to 17/6/20 RA		Yes	ELT SLT Refer to 17/6/20 RA	30/9	Refer to 17/6/20 RA  DFE and PHE Guidance requires ongoing review in light of the	Refer to 17/6/20 RA

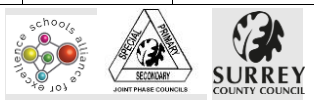
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		<ul style="list-style-type: none"> <li>○ Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'</li> <li>○ DfE and PHE (2020) 'COVID-19: guidance for educational settings'</li> <li>● The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training.</li> <li>● The school keeps up-to-date with advice issued by, but not limited to, the following:             <ul style="list-style-type: none"> <li>- DfE; NHS; Department of Health and Social Care; PHE</li> </ul> </li> <li>● Staff are made aware of the school's infection control procedures in relation to coronavirus.</li> <li>● Parents are made aware of the school's infection control procedures in relation to coronavirus via letter and social media – they are informed that they must not send their child to school if they have coronavirus (COVID-19) symptoms, or has a positive test they will follow public health advice on when to self-isolate and what to do. They should not come into school if they have symptoms, have had a positive test result or other reasons requiring them to stay at home due to the risk of them passing on</li> </ul>				<p>changing environment</p> <p>Training must be ongoing, monitored and reiterated by line managers as appropriate. Citation on line learning programme to be introduced in agreement with the ELT SLT to support this process</p>	
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		<p>COVID-19 (for example, they are required to quarantine).</p> <ul style="list-style-type: none"> <li>• Pupils are made aware of the school’s infection control procedures in relation to coronavirus and are informed that they must tell a member of staff if they begin to feel unwell.</li> <li>• Staff and pupils are made aware of the process for removing face coverings when pupils and staff who use them arrive at school, and this is communicated clearly to parents and staff.</li> <li>• The Staff and Volunteer Confidentiality Policy and Pupil Confidentiality Policy are followed at all times – this includes withholding the names of staff, volunteers and pupils with either confirmed or suspected cases of coronavirus.</li> </ul>					
<p><b>Prevention</b></p> <p>1. Minimise contact with individuals who are</p>	L/M	<p><b>When an individual develops COVID-19 symptoms or has a positive test</b></p> <ul style="list-style-type: none"> <li>• If a pupil or staff member develops COVID-19 symptoms or has a positive test they will follow public health advice on <u>when to self-isolate and what to do</u>. They should not come into school if they</li> </ul>		HT - As per the Ill health/Spread of Infection	4/9 extended to 18/9	As per the Ill health/Spread of Infection and Management of Infectious	L/M – relies on adherence of stakeholders

**Commented [AM1]:** @J Hawkins (ELT) Hi Jo, I'm not aware of these policies. Should it Read Staff Code of Conduct and Volunteer Agreement?



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<p>unwell with COVID-19 symptoms</p>		<p>have symptoms, have had a positive test result or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (for example, they are required to quarantine).</p> <ul style="list-style-type: none"> <li>• If anyone in the school develops <u>COVID-19 symptoms</u>, however mild, they will be sent home and they should follow public health advice.</li> <li>• For everyone with symptoms, they should avoid using public transport and, wherever possible, be collected by a member of their family or household.</li> <li>• If a pupil is awaiting collection, they should be left in a room on their own if possible and safe to do so. A window should be opened for fresh air ventilation if possible. Appropriate PPE should also be used if close contact is necessary (such as for a very young child or a child with complex needs). Further information on this can be found in the <u>use of PPE in education, childcare and children's social care settings</u> guidance. Any rooms they use should be cleaned after they have left.</li> <li>• The household (including any siblings) should follow the PHE <u>stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection</u>.</li> <li>• The 'Flowchart school response to suspected or confirmed COVID-19</li> </ul>	<p>and Management of Infectious diseases areas of the 17/6 RA</p>	<p>diseases areas of the 17/6 RA, the revised Infection Control Policy, First Aid Risk Assessment, Local versions of the Trust First Aid RA and the local First Aid Polices</p> <ul style="list-style-type: none"> <li>- HT to ensure that these have been reviewed and are being monitored</li> </ul>	<p>and local application of the Infection Control Policy and RA</p>
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	<p>cases' will be followed for suspected or confirmed cases.</p> <ul style="list-style-type: none"> <li>• In the majority of cases, schools and parents will be in agreement that a child with symptoms should not attend school, given the potential risk to others. In the event that a parent or guardian insists on a child attending school, schools can take the decision to refuse the child if in their reasonable judgement it is necessary to protect their pupils and staff from possible infection with coronavirus (COVID-19). Any such decision would need to be carefully considered in light of all the circumstances and the current public health advice.</li> <li>• In an emergency, call 999 if someone is seriously ill or injured or their life is at risk. Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital.</li> <li>• Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or they have been requested to do so by NHS Test &amp; Trace.</li> <li>• Everyone will wash their hands thoroughly for 20 seconds with soap and</li> </ul>					
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		<p>running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household disinfectant after they have left to reduce the risk of passing the infection on to other people. See the <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a>.</p> <ul style="list-style-type: none"> <li>Any medication given to ease the unwell individual's symptoms, e.g. paracetamol, is administered in accordance with the Administering Medications Policy.</li> <li>Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with the Infection Control Policy and <a href="#">Cleaning in non-healthcare settings guidance</a>.</li> </ul>					
<p><b>Prevention</b></p> <p>2. Where recommended, use of face covering</p>	L/M	<ul style="list-style-type: none"> <li>From Step 4, face coverings are no longer recommended for pupils, staff and visitors either in classrooms or in communal areas.</li> <li>Pupils aged 11 and over should wear a face covering when travelling on dedicated transport to secondary school or college.</li> </ul> <p><b>Temporary additional measures in the event of an outbreak</b></p> <ul style="list-style-type: none"> <li>If a specific threshold in the school's Outbreak Management Plan is met the</li> </ul>				<p>Staff and students may personally choose to wear face coverings within school. Some areas may be more congested e.g. staff rooms/corridors.</p>	

<p>3. Clean hands more</p>		<p><i>following additional measures will be considered.</i></p> <ul style="list-style-type: none"> <li>• <i>Face coverings will temporarily be re-introduced in communal areas and classrooms for pupils (aged 11 and over), staff and visitors, unless exempt.</i></li> <li>• <i>Transparent face coverings, which may assist communication with someone who relies on lip reading, clear sound or facial expression to communicate, can also be worn.</i></li> <li>• <i>Face visors or shields can be worn by those exempt from wearing a face covering but they are not an equivalent alternative in terms of source control of virus transmission. They should only be used after carrying out a risk assessment for the specific situation and should always be cleaned appropriately.</i></li> </ul> <p><i>In the event of an outbreak, <u>Contingency framework: education and childcare settings</u> will be referred to in reimplementing the use of face coverings</i></p> <ul style="list-style-type: none"> <li>• The School will ensure that pupils clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating.</li> <li>• Supervision of hand sanitiser use will take place due to risk around ingestion. Younger pupils and pupils with complex needs will continue to be helped to clean their hands</li> </ul>	<p>Yes</p>	<p>HT - As per the Hygiene Practice area of the 17/6 RA</p>	<p>30/9</p>	<p>As per the Hygiene</p>	<p>L/M – relies on adherence of stakeholde</p>
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thoroughly more often than usual		<p>properly. Skin friendly skin cleaning wipes can be used as an alternative.</p> <ul style="list-style-type: none"> <li>The school will build hand washing routines into school culture, supported by behaviour expectations set out in the school Behaviour Policy.</li> <li>Pupils arriving at school wearing a face covering are instructed not to touch the front of their face covering during use or when removing them. They immediately wash their hands on arrival, dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they take home with them, and then wash their hands again before heading to their classroom. Guidance on <a href="#">safe working in education, childcare and children's social care</a> provides more advice.</li> <li>Sufficient handwashing facilities are available. Where a sink is not nearby, provide hand sanitisers in classrooms and other learning environments.</li> </ul>				Practice area of the 17/6 RA the revised Infection Control Policy.	rs and local application of the Infection Control Policy and RA
<b>Prevention</b>  4 Good respiratory hygiene	M	<ul style="list-style-type: none"> <li>'Catch it, bin it, kill it' approach continues to be very important, suitable number of tissues and bins available in the school to support pupils and staff to follow this routine.</li> <li>Younger pupils and those with complex needs are helped to follow this.</li> <li>Risk assessments to identify pupils with complex needs who struggle to maintain good respiratory hygiene, for example those</li> </ul>	No	HT - As per the Hygiene Practice area of the 17/6 RA	4/9 - extended to 130920	As per the Hygiene Practice area of the 17/6 RA and the revised Infection Control Policy  HTs to ensure that there are	L/M – relies on adherence of stakeholders and local application of the Infection Control

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		<p>who spit uncontrollably or use saliva as a sensory stimulant.</p> <ul style="list-style-type: none"> <li>• DFE guidance to be followed on the <u>use of face coverings in education</u> and clear instructions are provided to staff, children and young people on <u>how to put on, remove, store and dispose of face coverings</u>.</li> <li>• From Step 4, face coverings are no longer recommended for pupils, staff and visitors either in classrooms or in communal areas.</li> <li>• Pupils aged 11 and over should wear a face covering when travelling on dedicated transport to secondary school or college.</li> </ul>				<p>not any students who require the Ras indicated in the new the cohort.</p>	<p>Policy and RA</p>
						<p>EH HT to confirm that teachers will cover the guidance on face coverings with students, and that there is a plan in place to reinforce this on a regular basis. (Guidance for staff is provided through a link in the updated Infection Control Policy)</p>	
<b>Prevention</b>	L/M	<ul style="list-style-type: none"> <li>• Surfaces that pupils are touching, such as toys, books, desks, chairs, doors, sinks,</li> </ul>	Yes	HT - As per the Hygiene	30/9	As per the Hygiene	L/M – relies on

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<p>5 Enhanced cleaning</p>	<p>toilets, light switches, bannisters are cleaned more regularly than normal.</p> <ul style="list-style-type: none"> <li>• More frequent cleaning of rooms and shared areas that are used by different groups</li> <li>• Soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts) are removed.</li> <li>• Toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet - different groups being allocated their own toilet blocks could be considered but is not a requirement if the site does not allow for it</li> <li>• The <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a> is followed.</li> <li>• Outdoor playground equipment should be cleaned more frequently. This includes resources used inside and outside by wrap around care providers as set out in the School Lettings Policy/Contract.</li> <li>• Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with the Infection Control Policy and <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a></li> <li>• Cleaners are employed by the school to carry out daily, thorough cleaning that follows national guidance and is compliant with the COSHH Policy and the Health and Safety Policy.</li> </ul>	<p>Practice, Spread of Infection and Implementing social distancing areas of the 17/6 RA</p>	<p>Practice, Spread of Infection and Implementing social distancing areas of the 17/6 RA and the revised Infection Control Policy</p>	<p>adherence of stakeholders and local application of the Infection Control Policy and RA</p>
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		<ul style="list-style-type: none"> <li>The SBM arranges enhanced cleaning to be undertaken where required – advice about enhanced cleaning protocols is sought from the local health team. Schools short of cleaning product supplies, should email <a href="mailto:DfE-CovidEnquiries.COMMERCIAL@education.gov.uk">DfE-CovidEnquiries.COMMERCIAL@education.gov.uk</a></li> <li>The SBM monitors the cleaning standards of school cleaning contractors and discusses any additional measures required with regards to managing the spread of coronavirus.</li> </ul>				
<p><b>Prevention</b></p> <p>6 Minimise contact</p>	M	<ul style="list-style-type: none"> <li>From Step 4, it is no longer recommend that it is necessary to keep children in consistent groups ('bubbles'). Bubbles will not need to be used for any summer provision or in schools from the autumn term.</li> </ul>		HT/HOS		<p>During Autumn term to transition into restrictions easing each school's leadership should put in place measures for holding meetings.</p> <p>They should limit the number of people in a meeting ensuring that the rooms are</p>



		<p><b>Educational visits</b></p> <ul style="list-style-type: none"> <li>It is recommended that the school does not go on any international visits before the start of the autumn term. From the start of the new school term the school can go on international visits that have previously been deferred or postponed and organise new international visits for the future.</li> </ul>			<p>Evidence of EVC accreditation extended to 18/9 30/9</p>	<p>well ventilated, teams are small if possible and larger room used where available.</p> <p>Schools should retain additional break out/refreshment areas for staff if possible</p> <p>Where possible teaching staff should try to maintain social distance from students</p>	<p>L/M – relies on adherence of stakeholders and local application of the</p>
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	<ul style="list-style-type: none"> <li>The school is aware that the travel list (and broader international travel policy) is subject to change and green list countries may be moved into amber or red. The travel lists may change during a visit and the school will comply with international travel legislation and will have contingency plans in place to account for these changes.</li> <li>The school will liaise with either its visit provider, commercial insurance company, or the Risk Protection Arrangement (RPA) to assess the protection available. Independent advice on insurance cover and options can be sought from the British Insurance Brokers' Association (BIBA) or Association of British Insurers (ABI). Any school holding ATOL or ABTA refund credit notes may use these credit notes to rebook educational or international visits.</li> <li>The school will undertake full and thorough risk assessments in relation to all educational visits and ensure that any public health advice, such as hygiene and ventilation requirements, is included as part of that risk assessment. <a href="#">General guidance</a> about educational visits is available and is supported by specialist advice from the <a href="#">Outdoor Education Advisory Panel</a> (OEAP).</li> </ul> <p><b>Wraparound activities</b></p>			<p>Providing feedback to the ABL</p>	<p>HTs are to approve Educational visits RAs.</p>	<p>Infection Control Policy and RA</p>
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	<ul style="list-style-type: none"> <li>• From Step 4, it is no longer recommended necessary to keep children in consistent groups ('bubbles'). This means that bubbles will not need to be used for any summer provision or from the autumn term.</li> <li>• From Step 4, it is no longer advised that providers limit the attendance of parents and carers at sessions. The school will continue to ensure that parents' and carers' most up-to-date contact details are held in case of an emergency.</li> <li>• Wraparound childcare and other organised activities for children may take place in groups of any number.</li> <li>• Providers caring for children:             <ul style="list-style-type: none"> <li>○ under 5 years only should refer to the <a href="#">guidance for early years and childcare providers during the COVID-19 pandemic</a></li> <li>○ both under 5 years and aged 5 years and over, in mixed groups together, should follow the <a href="#">guidance on actions for out-of-school settings</a>.</li> </ul> </li> </ul> <p><b>Sports provision</b></p> <ul style="list-style-type: none"> <li>• All sports provision, including competition between settings, should be planned and delivered in line with government guidance.</li> <li>• Providers of sports activities will also refer to:</li> </ul>				<p>Schools confirm contact lists up to date</p>	
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		<ul style="list-style-type: none"> <li>○ <a href="#">guidance on grassroots sports for public and sport providers, safe provision and facilities</a>, and <a href="#">guidance from Sport England</a></li> <li>○ advice from organisations such as the <a href="#">Association for Physical Education</a> and the <a href="#">Youth Sport Trust</a></li> <li>● guidance from Swim England on school swimming and water safety lessons available at <a href="#">returning to pools guidance documents</a> and <a href="#">using changing rooms safely</a></li> </ul> <p><b>Performances, Events and Music</b></p> <ul style="list-style-type: none"> <li>● Singing, wind and brass instrument lessons can be undertaken, following guidance provided by the DCMS <a href="#">working safely during coronavirus (COVID-19): performing arts</a>.</li> <li>● If planning an indoor or outdoor face-to-face performance in front of a live audience, the school will also follow the latest advice in the DCMS <a href="#">working safely during coronavirus (COVID-19): performing arts</a>.</li> <li>● If delivering sporting or other organised events, more information can be found in the COVID-19: <a href="#">Organised events guidance for local authorities</a>.</li> </ul>				<p>HTs are to ensure guidance followed</p>	
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	<ul style="list-style-type: none"> <li>Where the school premises are hired for use by external wraparound childcare providers, such as after-school or holiday clubs, these organisations will:             <ul style="list-style-type: none"> <li>consider the relevant government guidance for their sector</li> <li>put in place protective measures.</li> </ul> </li> </ul> <p><b>Temporary additional measures in the event of an outbreak</b></p> <ul style="list-style-type: none"> <li>If a specific threshold in the school's Outbreak Management Plan is met the following additional measures will be considered.</li> <li>It may become necessary to reintroduce 'bubbles' for a temporary period, to reduce mixing between groups, as follows.</li> <li>The number of contacts between pupils and staff is reduced. This is achieved through keeping groups separate (in 'Bubbles'). The school will consider:             <ul style="list-style-type: none"> <li>The layout of the school site;</li> <li>The feasibility of keeping distinct groups separate while offering a broad curriculum</li> </ul> </li> </ul> <p>More information on groups can be found in COVID-19: <u><a href="#">Guidance for full opening</a></u></p> <ul style="list-style-type: none"> <li>All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the</li> </ul>				<p>HTs are to ensure guidance followed Individual schools to provide arrangements</p>	
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	<p><i>school timetable. This will be particularly important for secondary schools.</i></p> <ul style="list-style-type: none"> <li>• <i>Supply teachers, peripatetic teachers and/or other temporary staff can move between schools.</i></li> <li>• <i>Large gatherings such as assemblies are avoided, and groups kept apart.</i></li> <li>• <i>The timetable is revised to implement where possible:</i> <ul style="list-style-type: none"> <li>○ <i>Plan for lessons or activities which keep groups apart and movement around the school site to a minimum;</i></li> <li>○ <i>Maximise the number of lessons or classroom activities which could take place outdoors;</i></li> <li>○ <i>Staggered assembly groups;</i></li> <li>○ <i>Break times (including lunch) are staggered so that all pupils are not moving around the school at the same time.</i></li> </ul> </li> <li>• <i>Pupils use the same classroom or defined area of a setting throughout the day, with a thorough cleaning of the rooms at the end of the day, and are seated at the same desk.</i></li> <li>• <i>Mixing within education or childcare setting is minimised by:</i> <ul style="list-style-type: none"> <li>○ <i>accessing rooms directly from outside where possible;</i></li> <li>○ <i>considering one-way circulation, or place a divider down the</i></li> </ul> </li> </ul>					
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		<p><i>middle of the corridor to keep groups apart as they move through the setting where spaces are accessed by corridors;</i></p> <ul style="list-style-type: none"> <li>○ <i>staggering lunch breaks and pupils clean their hands beforehand and enter in the groups they are already in or pupils are brought their lunch in their classrooms;</i></li> <li>○ <i>The number of pupils using the toilet at any one time is limited.</i></li> </ul> <ul style="list-style-type: none"> <li>• <i>The use of shared space such as halls is limited and there is cleaning between use by different groups.</i></li> </ul>					
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<p><b>Prevention</b></p> <p><b>7 Keep occupied Spaces well ventilated</b></p>		<ul style="list-style-type: none"> <li>• Good ventilation reduces the concentration of the virus in the air, which reduces the risk from airborne transmission. When the school is in operation, it is important to ensure it is well ventilated and a comfortable teaching environment is maintained. These can be achieved by a variety of measures including:             <ul style="list-style-type: none"> <li>o mechanical ventilation systems – these should be adjusted to increase the ventilation rate wherever possible and checked to confirm that normal operation meets current guidance and that only fresh outside air is circulated. If possible, systems should be adjusted to full fresh air or, if not, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply</li> <li>o natural ventilation – opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space). Opening</li> </ul> </li> </ul>		<p>Y</p>	<p>HT</p>	<p>As per infection control Policy doors and windows should be kept open where practicable, and windows opened when rooms are not in use</p>	<p>L/M – relies on adherence of stakeholders and local application of the Infection Control Policy and RA</p>
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		<p>internal doors can also assist with creating a throughput of air</p> <ul style="list-style-type: none"> <li>o natural ventilation – if necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so) The <u>Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak</u> and <u>CIBSE coronavirus (COVID-19) advice</u> provides more information.</li> <li>o To balance the need for increased ventilation while maintaining a comfortable temperature, consider:</li> <li>o opening high level windows in colder weather in preference to low level to reduce draughts</li> <li>o increasing the ventilation while spaces are unoccupied (for example, between classes, during break and lunch, when a room is unused)</li> <li>o providing flexibility to allow additional, suitable indoor clothing</li> <li>o rearranging furniture where possible to avoid direct draughts</li> <li>• Heating to be used as necessary to ensure comfort levels are maintained particularly in occupied spaces.</li> </ul>					
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		<ul style="list-style-type: none"> <li>CO2 monitors to be used as per guidance to monitor CO2 levels in occupied spaces. This will give an indication of how well the rooms are ventilated.</li> </ul>			EHS 5.11.21	<p>As per DfE guidance monitors to be rotated around rooms = Classrooms, large offices, staff rooms &amp; areas where it is believed ventilation may be poor. Readings taken and action taken to increase ventilation where required. Readings to be monitored by schools and advice from sought from Estates Safety Manager/ABL if ventilation not able to be increased where required and no other room available.</p>	
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<p><b>In Specific Circumstances</b></p> <p>8 Where necessary, wear PPE</p>	<p>L/M</p>	<ul style="list-style-type: none"> <li>The majority of staff in education settings will not require PPE beyond what they would normally need for their work. PPE is only needed in a very small number of cases, including: <ul style="list-style-type: none"> <li>where an individual child or young person 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 child or young person 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> </li> <li>Read the guidance on <a href="#">safe working in education, childcare and children’s social care</a> for more information about preventing and controlling infection and follow <a href="#">SCC PPE guidance</a>.</li> </ul>	<p>Yes</p>	<p>HT</p>	<p>n/a</p>	<p>Infection Control Policy</p> <p>Full PPE will be provided as per guidance for First Aid, or where appropriate as per the infection control policy e.g when cleaning</p> <p>Secondary – Lateral Flow Testing will mitigate risk of asymptomatic transmission.</p> <p>Primary – Lateral Flow Testing for staff will mitigate the risk of asymptomatic transmission.</p>	<p>L/M – relies on adherence of stakeholders and local application of the Infection Control Policy and RA including the Local First Aid RAs</p>
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						Separate Risk Assessment for Lateral Flow Testing have been produced at school level, and this will govern PPE for these purposes	
<p><b>In specific circumstances</b> 9 Promote and engage in asymptomatic testing, where available</p>	<p><b>Asymptomatic testing</b></p> <ul style="list-style-type: none"> <li>• Testing remains important in reducing the risk of transmission of infection within schools.</li> <li>• Over the summer, staff and secondary pupils will continue to test regularly if they are attending settings that remain open, such as summer schools and out of school activities based in school settings. The school will only provide tests for twice weekly asymptomatic testing for pupils and staff over the summer period if they are attending school settings.</li> <li>• As pupils will potentially mix with lots of other people during the summer holidays, all secondary school pupils should receive 2 on-site lateral flow device tests, 3 to 5 days apart, on their return in the autumn term.</li> <li>• The school may commence testing from 3 working days before the start of term and can stagger return of pupils across</li> </ul>	Yes	HT	In place	<p>Secondary School – September 21 start of term plans has timetable for testing year 7 - 11</p> <p>Separate Risk Assessment for Lateral Flow Testing have been produced at school level.</p>	L/M – relies on adherence of stakeholders and local application of the Infection Control Policy and RA	

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		<p>the first week to manage this. Pupils should then continue to test twice weekly at home until the end of September, when this will be reviewed.</p> <ul style="list-style-type: none"> <li>• Staff undertake twice weekly home tests whenever they are on site until the end of September, when this will also be reviewed.</li> <li>• Secondary schools will also retain a small asymptomatic testing site (ATS) on-site until further notice so they can offer testing to pupils who are unable to test themselves at home.</li> <li>• There is no need for primary age pupils (those in year 6 and below) to test over the summer period. They will be offered the 2 tests at an ATS at the beginning of the autumn term when they start at their secondary school as a new year 7. Schools may choose, however, to start testing year 6 pupils earlier, including in summer schools, depending on their local circumstances.</li> </ul> <p><b>Confirmatory PCR tests</b></p> <ul style="list-style-type: none"> <li>• Staff and pupils with a positive LFD test result should self-isolate in line with the <a href="#">stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection</a>. They will also need to <a href="#">get a free PCR test to check if they have COVID-19</a>.</li> <li>• Whilst awaiting the PCR result, the individual should continue to self-isolate.</li> </ul>					
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		<ul style="list-style-type: none"> <li>If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the pupil can return to school, as long as the individual doesn't have COVID-19 symptoms.</li> <li>Additional information on <a href="#">PCR test kits for schools and further education providers</a> is available.</li> </ul>					
<b>Response to infection</b> 10 Test and trace	L/M	<ul style="list-style-type: none"> <li>From Step 4, close contacts will be identified via NHS Test and Trace and</li> </ul>	Yes	HT/HOS	n/a		



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		<p>the school is no longer expected to undertake contact tracing.</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• The school is aware it may be contacted in exceptional cases to help with identifying close contacts, as currently happens in managing other infectious diseases.</li> <li>• 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, <b>and</b> any of the following apply:             <ul style="list-style-type: none"> <li>○ they are fully vaccinated</li> <li>○ they are below the age of 18 years and 6 months</li> <li>○ they have taken part in or are currently part of an approved COVID-19 vaccine trial</li> <li>○ they are not able to get vaccinated for medical reasons</li> </ul> </li> <li>• Instead, they will be contacted by NHS Test and Trace, informed they have</li> </ul>					<p>L/M – relies on adherence of stakeholders and local application of the Infection Control Policy and RA</p>
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		<p>been in close contact with a positive case and advised to <u>take a PCR test</u>.</p> <ul style="list-style-type: none"> <li>• The school will encourage all individuals to take a PCR test if advised to do so.</li> <li>• 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.</li> </ul> <p>18-year-olds will be treated in the same way as children until 6 months after their 18<sup>th</sup> 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 need to self-isolate if identified as a close contact.</p>				<p>Home testing kits (where available) should ONLY be issued where providing a test will increase the likelihood of the recipient getting tested.</p>	
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<p><b>Response to infection</b></p> <p>11 Managing confirmed COVID-19 cases</p>	<p>L/M</p>	<ul style="list-style-type: none"> <li>• Confirmed cases of COVID-19 will be managed by the school should they arise in any of the following cases:             <ul style="list-style-type: none"> <li>○ if a pupil or staff member develops COVID-19 symptoms or has a positive test;</li> <li>○ if anyone in the school develops COVID-19 symptoms, however mild; or</li> <li>○ if a pupil in a boarding school shows symptoms.</li> </ul> </li> <li>• In any of these cases, the school will refer to <u>section 1 of this risk assessment</u>, specifically under the heading “<b>When an individual develops COVID-19 symptoms or has a positive test</b>”.</li> </ul>	<p>No</p>	<p>HT/ELT/HOS / SLT</p>	<p>4/9 extended to 18/9– Remote Education 30/9</p>	<p>Infection Control Policy</p> <p>Records of seating plans for students are held.</p> <p>Remote education plan in place for individual pupils or groups of pupils self-isolating and is published on line in line with DFE guidance</p> <p>Completion of the Risk from the MAT Risk Register regarding the economic and practical impact of Self Isolating teachers - 13/9</p>	<p>L/M – relies on adherence of stakeholders and local application of the Infection Control Policy and RA</p>

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						This action is outstanding and remains as an ongoing review item for the HT due to the constantly changing circumstances	
<p><b>Response to infection</b></p> <p>12 Contain any outbreaks</p>	L/M	<ul style="list-style-type: none"> <li>The <u>contingency framework</u> describes the principles of managing local outbreaks of COVID-19 in education and childcare settings. Local authorities, directors of public health (DsPH) and PHE health protection teams (HPTs) can recommend measures described in the contingency framework in individual education and childcare settings – or a small cluster of settings – as part of their outbreak management responsibilities.</li> <li>The school's Outbreak Management Plan describes what it would do if children, pupils, students or staff test positive for COVID-19, or how the school would operate if it was advised to reintroduce any measures described in this document to help break chains of transmission.</li> <li>The Outbreak Management Plan will be kept up-to-date and relevant to the school's unique setting, referencing the government's <u>COVID-19 Contingency</u></li> </ul>	No	HT/ELT SLT/Andy King DH EH (Teams T&L strategy for the Trust)	<p>Remote Education 30/9</p> <p>Outbreak Management Plan 2/9/21</p>	<p>Infection Control Policy</p> <p>Remote Education Plan as above</p> <p>The following thresholds based on the Contingency Framework will be used by the school as an indication for when to seek public health advice if concerned. For most education</p>	L/M – relies on adherence of stakeholders and local application of the Infection Control Policy and RA

		<p><u>Framework and the Surrey County Council local outbreak control plan.</u></p> <ul style="list-style-type: none"> <li>• This risk assessment sets out the additional protective measures which will be considered in the case of and for the duration of an outbreak i.e. if a specific threshold is met, as set out in the government's <u>COVID-19 Contingency Framework</u> and the school's Outbreak Management Plan.</li> <li>• The additional measures are given elsewhere in this risk assessment under separate headings "<b>Temporary additional measures in the event of an outbreak</b>" and are shown in <i>italic</i> text.</li> <li>• Covid Clinics – consultation offer provides additional support to assist school leaders in their decision making in response to an outbreak. The consultation service is delivered by Surrey County Council Public Health and School Relationships &amp; Support Service.</li> </ul>				<p>and childcare settings, whichever of these thresholds is reached first: 5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period; or 10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period</p>	
						<p>The school may wish to seek</p>	

						additional public health advice if they are concerned about transmission in the setting, either by phoning the DfE helpline (0800 046 8687, option 1) or in line with other local arrangements. A director of public health or an HPT may give settings advice reflecting the local situation.	
Attendance		<p><b>Clinically extremely vulnerable (CEV)</b></p> <ul style="list-style-type: none"> <li>All clinically extremely vulnerable pupils should attend their school unless they are one of the very small number of pupils under paediatric or other specialist care and have been advised by their GP or clinician not to attend.</li> </ul>		HT/HOS	In Place		L

	<ul style="list-style-type: none"> <li>• Pupils who live with someone who is clinically extremely vulnerable should continue to attend school as normal.</li> <li>• Further information is available in the guidance on <a href="#">supporting pupils at school with medical conditions</a> and guidance on <a href="#">protecting people who are clinically extremely vulnerable</a>.</li> </ul> <p><b>Travel and quarantine</b></p> <ul style="list-style-type: none"> <li>• All pupils travelling to England must adhere to current legislation, details of which are set out in <a href="#">government travel advice</a>.</li> <li>• Where pupils travel from abroad to attend a boarding school, the school will explain the rules to pupils and their parents before they travel to the UK.</li> <li>• Boarding school pupils who are ordinarily resident in the UK, including those who are unaccompanied and who are attending boarding schools on a child student visa or student visa, who have travelled from or through amber list countries (and have not been in a red country in the previous 10 clear days), are exempt from the requirements to quarantine and take a day 8 test.</li> <li>• Those aged 11 to 17 need <a href="#">proof of a negative COVID-19 test</a> to travel to England (children aged 10 and under are exempt from this) and those aged 5 to 17 must take a COVID-19 travel test on or</li> </ul>		HT/HOS		<p>Schools to advise parents</p> <p>No boarders</p>	
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	<p>before day 2. More information is provided in the government's <u>quarantine and testing guidance</u>.</p> <ul style="list-style-type: none"> <li>The school will check the current 'red list' and liaise with parents to ensure any pupils arriving from or through an affected country will follow this advice. Additional guidance has been issued on the <u>quarantine arrangements for boarding school pupils</u> travelling from red-list countries to attend a boarding school in England.</li> </ul>					
Workforce	<p><b>Clinically extremely vulnerable (CEV)</b></p> <ul style="list-style-type: none"> <li>Clinically extremely vulnerable (CEV) people are advised, as a minimum, to follow the same guidance as everyone else. It is important that everyone adheres to this guidance,</li> </ul>	No	HT	In place	Throughout the pandemic HR have remained in constant contact with staff members regarding their	L/M – relies on adherence of stakeholders



		<p>but CEV people may wish to think particularly carefully about the additional precautions they can continue to take. Further information can be found in the <a href="#">19 July guidance on protecting people who are CEV from COVID-19</a>.</p> <ul style="list-style-type: none"> <li>The school is able to explain the measures it has in place to keep CEV staff safe at work, noting the Health and Safety Executive's (HSE) <a href="#">guidance on protecting vulnerable workers</a>, including <a href="#">advice for employers and employees on how to talk about reducing risks in the workplace</a>.</li> </ul> <p><b>Pregnant women</b></p> <ul style="list-style-type: none"> <li>Pregnant women are considered 'clinically vulnerable' or in some cases 'clinically extremely vulnerable' to coronavirus (COVID-19) and therefore require special consideration as set out in the <a href="#">guidance for pregnant employees</a>. Employers should carry out a risk assessment to follow the Management of Health and Safety at Work Regulations 1999 (MHSW). Pregnant women of any gestation should not be required to continue working if this is not supported by the risk assessment.</li> <li>Women who are 28 weeks pregnant and beyond, or are pregnant and have an</li> </ul>				<p>current situations and needs. Staff are regularly reminded to contact LM and HR with any concerns and individual RA are put in place as necessary.</p>	
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		underlying health condition that puts them at a greater risk of severe illness from COVID-19 at any gestation, should take a more precautionary approach. Employers should ensure pregnant women are able to adhere to any active national guidance on social distancing and/or advice for pregnant women considered to be clinically extremely vulnerable (this group may previously have been advised to shield).					
Emergencies	L/M	<ul style="list-style-type: none"> <li>All pupil emergency contact details are up-to-date, including alternative emergency contact details, where required.</li> <li>Parents are contacted as soon as practicable in the event of an emergency.</li> <li>Pupil alternative contacts are called where their primary emergency contact cannot be contacted.</li> <li>The school has an up-to-date First Aid Policy in place which outlines the management of medical emergencies – medical emergencies are managed in line with this policy.</li> </ul>	No	HT	11/9 – extended to 18/9 a/a and 30/9	<p>Infection Control Policy</p> <p>Office teams are to request an update of all emergency contact details – responsibility sits with HT</p> <p>First Aid Policy to be reviewed locally and HT to ensure that this is in place and engaged with</p>	L/M – relies on adherence of stakeholders and local application of the Infection Control Policy and RA

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Managing School Transport	M	<ul style="list-style-type: none"> <li>Parents and pupils are encouraged to walk or cycle to their education setting where possible.</li> <li>Parents and pupils are discouraged from using public transport, where possible particularly during peak times.</li> <li>Pupils aged 11 and over should wear a face covering when travelling on dedicated transport to secondary school or college.</li> <li>Maximising distancing and minimising mixing is no longer recommended, but unnecessary risks such as overcrowding should be minimised.</li> <li>Transport providers are advised that they do not work if they or a member of their household are displaying any symptoms of coronavirus, and should follow the PHE <a href="#">stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection</a></li> <li>Transport providers, as far as possible, are advised of the need to follow hygiene rules and to ensure vehicles are well ventilated when occupied, particularly by opening windows and ceiling vents.</li> <li>Where possible, transport arrangements are organised to cater for any changes to start and finish times.</li> </ul>	No	HT/EVC	30/9 and ongoing review	<p>Each school to confirm that it is operating in line with the Surrey Transport guidance for school.</p> <p>If either school has any transport NOT organised by SCC then a revision of the summer RA for this should be approved by the HT.</p> <p>Secondary: That students are aware of their responsibilities as outlined in the SCC guidance/advic e for travelling on public transport – This</p>	M – Apart from locally organised transport – the application of guidance is controlled by third parties

	<ul style="list-style-type: none"> <li>Revised travel plans are communicated clearly to contractors, local authorities and parents where appropriate (for instance, to agree pick-up and drop-off times).</li> <li>For more information on home to school transport – <a href="#">Dedicated transport to schools and colleges COVID-19 operational guidance</a></li> </ul> <p><b>Temporary additional measures in the event of an outbreak</b></p> <ul style="list-style-type: none"> <li><i>If a specific threshold in the school's Outbreak Management Plan is met or if the school is advised to consider reintroducing bubbles to reduce mixing for a temporary period, the school will consider whether it is possible to temporarily reinstate any measures it previously had in place to reduce mixing on transport.</i></li> </ul>				<p>has been included in the education regarding the wearing of face coverings and the SCC communication to parents/students has been disseminated</p> <p>EH have indicated that the SCC organised transport is being utilised and that they utilise the SCC RA governing this.</p> <p>Schools must update local RA on an ongoing basis informed by any changes in this guidance</p>	
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This risk assessment has been agreed by the following:

Name	Date	Designation	Organisation	Signature
Mike Boddington	31/08/2021	Executive Headteacher	Enlighten Learning Trust	

