



ENFIELD
LEARNING TRUST
BE INCLUDED

School: Grange Park Primary School
OPERATIONAL RISK ASSESSMENT FOR THE FULL OPENING OF SCHOOLS
CHECKS AND BALANCES:

RESPONDING TO COVID-19

A toolkit to support leaders as they reopen schools

COVID-19: Operational risk assessment for full opening: schools

Please note: this risk assessment should be undertaken in conjunction with the guidance for full opening: schools issued by the Department for Education on 2nd July 2020 as follows:

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

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| Assessment conducted by: | Tijen Hassan | Job title: | Headteacher | Covered by this assessment | Staff, pupils, parents, contractors, visitors, volunteers |
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| Date of assessment: | 18.1.21 | Review interval: | When required | Date of next review: | February 2021 |
| | | | Formally reviewed: February 2021 | | |

| Date of change | Risk reference number | Details of change/ update |
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| 21.8.20 | 2.1 | <ul style="list-style-type: none"> Anyone with symptoms must remain at home and self-isolate for 10 days from testing positive (rather than 7 days- due to extension of self-isolation period increase to 10 days) |
| 26.8.20 | 4.3 | <ul style="list-style-type: none"> Carry out a risk assessment (each trimester) for new and Expectant Mothers |
| 29.8.20 | 1.16 | <ul style="list-style-type: none"> In the event that a parent insists on a child attending school when a pupil has symptoms, the school to take the decision to refuse the child 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. |
| 29.8.20 | 1.12 | <ul style="list-style-type: none"> Parents informed that as the shielding advice for all adults and children was paused on 1 August 2020, even the small number of pupils who remain on the shielded patient list can also return to school, as can those who have family members who were shielding If rates of the disease rise in local areas (children (or family members) from that area may be advised to shield. If a pupil is unable to attend school because they are complying with clinical or public health advice e.g. self isolation or family isolation, they should have access to remote education. |
| 29.8.20 | 9 | <ul style="list-style-type: none"> Parents to be informed that primary school children will not need to wear face covering. Where social distancing is not possible in areas outside of classrooms between members of staff or visitors, staff and visitors can wear face coverings in these circumstances. |
| 29.8.20 | 1.12 | <ul style="list-style-type: none"> Identify pupils who are reluctant or anxious about returning or who are at risk of disengagement and develop plans for re-engaging them. Use the additional catch-up funding schools as well as existing pastoral and support services, attendance staff and resources and schools' pupil premium funding to put measures in place for those families who will need additional support to secure pupils' regular attendance. |

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| | | <ul style="list-style-type: none"> • Work closely with other professionals as appropriate to support the return to school, including continuing to notify the child's social worker, if they have one, of non-attendance. |
| 29.8.20 | 2.6 | <ul style="list-style-type: none"> • All first aiders to ensure they have read the Health and Safety Executive published guidance on first aid during coronavirus (COVID-19). • Ensure staff are clear that treating any casualty properly should be the first concern. Where it is necessary for first aid provision to be administered in close proximity, those administering it should pay particular attention to sanitation measures immediately afterwards including washing hands. |
| 29.8.20 | 3.9 | <ul style="list-style-type: none"> • Reception staff to have discussions with all visitors to the school (contractors, parents, supply teachers, peripatetic teachers, visitors) about the school's control measures. Site guidance on physical distancing and hygiene is explained to all visitors on or before arrival. |
| 29.8.20 | 9 | <ul style="list-style-type: none"> • Peripatetic teachers share their own risk assessments with the school. • Peripatetic teachers must maintain distancing requirements with each group they teach, where appropriate. • Peripatetic teachers must avoid situations where distancing requirements are broken; for an example demonstrating partnering work in dancing. • Peripatetic teachers must make effort to reduce the number of groups taught and locations worked in, to reduce the number of contacts made. • Ensure peripatetic teachers understand that they are expected to comply with the school's arrangements for managing and minimising risk, including taking particular care to maintain distance from other staff and pupils. • Music lessons to be timetabled whereby peripatetic teachers are given an allocated space and chair. Pupils are collected by the teacher and escorted to the allocated space (whilst maintaining social distancing). • Wind and brass instruments and singing lessons can be undertaken by considering and adopting the cumulative risk mitigation measures so that risk is reduced. • Space should be cleaned thoroughly between each lesson. • A record should be kept of all visits. |
| 29.8.20 | 9 | <ul style="list-style-type: none"> • Staff are aware that although singing and playing wind and brass instruments do not currently appear to represent a significantly higher risk than routine speaking and breathing at the same volume, there is now some evidence that additional risk can build from aerosol transmission with volume and with the combined numbers of individuals within a confined space. This is particularly evident for singing and shouting, but with appropriate safety mitigation and consideration, singing, wind and brass teaching can still take place. • Staff should ensure that when teaching music, dance and drama the pupils and staff should observe social distancing where possible. This may limit group activity in these subjects in terms of numbers in each group. • Physical correction by teachers and contact between pupils in dance and drama should be avoided. • Staff should keep background or accompanying music to levels which do not encourage teachers or other performers to raise their voices unduly. If possible, staff should use microphones to reduce the need for shouting or prolonged periods of loud speaking or singing. If possible, do not share microphones • If planning an indoor or outdoor face-to-face performance in front of a live audience, staff should follow the latest advice in the DCMS performing arts guidance, implementing events in the lowest risk order as described. If planning an outdoor performance staff should also give particular consideration to the guidance on delivering outdoor events. • Playing instruments and singing in groups should take place outdoors wherever possible. If indoors, teachers should consider limiting the numbers in relation to the space. • If playing musical instruments and singing in groups indoors, staff should ensure that a room is used with as much space as possible, for example, larger rooms and rooms with high ceilings. Numbers should be limited to account for ventilation of the space and the ability to social distance. • Singing, wind and brass playing should not take place in larger groups such as choirs and ensembles, or assemblies unless significant space, natural airflow (at least 10l/s/person for all present, including audiences) and strict social distancing and mitigation can be maintained. • In the smaller groups where these activities can take place, staff should ensure that strict social distancing between each singer and player, and between singers and players, and any other people such as conductors, other musicians, or accompanists is maintained. If the activity is face-to-face and without mitigating actions, 2 metres is appropriate. |

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| | | <ul style="list-style-type: none"> • Pupils should be positioned back-to-back or side-to-side when playing or singing (rather than face-to-face) whenever possible. Wind and brass players should be positioned so that the air from their instrument does not blow into another player. • Staff should ensure pupils use microphones where possible or encourage singing quietly. • Staff should ensure that pupils wash their hands before and after handling equipment, especially if being used by more than one person. • Staff to avoid the sharing of equipment wherever possible. They should place name labels on equipment to help identify the designated user, for example, percussionists' own sticks and mallets. • Staff should ensure that if instruments and equipment have to be shared they should be disinfected regularly (including any packing cases, handles, props, chairs, microphones and music stands) and always between users. • Staff should ensure that instruments should be cleaned by the pupils playing them, where possible. • Staff to limit handling of music scores, parts and scripts to the individual using them. • Staff should ensure that pick up and drop off collection points should be created where possible, rather than passing equipment such as props, scripts, scores and microphones hand-to-hand. |
| 29.8.20 | 9 | <ul style="list-style-type: none"> • Only provide team sports on the list available at return to recreational team sport framework. |
| 14.9.20 | 9 | <ul style="list-style-type: none"> • Fire doors can be kept open in areas that are occupied. |
| 14.9.20 | 9 | <ul style="list-style-type: none"> • Parents to sign their child to the breakfast and afterschool club for the same set days for the whole half term. • Children will be in year group bubbles to reduce the number of contacts between children and staff. • Year groups to use assigned space. This should be cleaned each day. • Children to use assigned year group toilets. • Staff to be scheduled to work in the same year group they usually work in (if work at GP in the day) and to work in less year groups as possible. • Ideally, adults should maintain 2 metre distance from each other, and from children. This is not always possible, particularly when working with younger children, but staff should do this when possible. In particular, they will avoid close face to face contact and minimise time spent within 1 metre of anyone. • Staff working in more than one year group to ensure they socially distance from the children. • One way system for parents to adhere to when dropping/picking up their child to school. Parents shouldn't enter the school building. • Resources to be allocated to each year group bubble and will be cleaned meticulously or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles |
| 14.9.20 | 9 | <ul style="list-style-type: none"> • Staff are reminded not to car share |
| 17.9.20 | 9 | <ul style="list-style-type: none"> • Any shared toys, play equipment or materials that cannot be cleaned or disinfected should not be used. This includes sand, water, mud and playdough. |
| 17.9.20 | 2.1 | <ul style="list-style-type: none"> • Where a test has been taken because a member of staff or a pupil is symptomatic, they should inform the school immediately of the results of the test. • If the result is negative then ask for evidence of this. If the family do not wish to share this, then only accept the child back in school after the full isolation period of 10 days, and the household members on site after 10 days. Once the 10 day period of self-isolation has been completed do not request evidence of negative test results. <p>2. Where recommended use of face coverings in schools</p> <ul style="list-style-type: none"> • Where social distancing is not possible in areas outside of classrooms between members of staff or visitors, staff and visitors can wear a face covering in these circumstances. • Face coverings is not necessary in the classroom even where social distancing is not possible. Face coverings would have a negative impact on teaching and their use in the classroom should be avoided. <p>10. Contain any outbreak by following local health protection team advice</p> <ul style="list-style-type: none"> • Advice provided by the local health protection team is acted on immediately. |

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| | | <ul style="list-style-type: none"> • Good working relationships are established and maintained enabling rapid communication with local authorities and local Public Health England. |
| 19.10.20 | 9 | <ul style="list-style-type: none"> • Any shared toys (including those with intricate parts), play equipment or materials that cannot be cleaned or disinfected should not be used. This includes soft toys. • Sand, water, mud and playdough can be used if additional measures to reduce the risk of transmission are put into place (see below). |
| 19.10.20 | 9 | <p>Use of sand, water, mud and play dough</p> <ul style="list-style-type: none"> • Children should wash their hands before and after use. • Children should be reminded to not put their hands in their mouth whilst playing. • Tools used should be washed regularly. • Play dough should be separated out and used by a small group of children and thrown away at the end of each day. |
| 19.10.20 | 9 | <p>Holiday club</p> <ul style="list-style-type: none"> • Children to be in bubbles of no more than 15. • Siblings to be in in the same bubble. • Children to not mix across bubbles. • Staff to be allocated to specific bubbles. • Children to use allocated cubicles according to their bubble. They will be sent to the toilet one at a time to ensure that no bubbles are mixing. • Trained pediatric first aider to be on site at all times. |
| 24.10.20 | 1.12 | <ul style="list-style-type: none"> • When a vulnerable child is asked to self-isolate, the social worker (if they have one should be informed. School leaders should then agree with the social worker the best way to maintain contact and offer support to the vulnerable child or young person. • Procedures to be in place check if a vulnerable child is able to access remote education support, to support them to access it (as far as possible) and to regularly check if they are doing so. |
| 24.10.20 | 2.1 | <ul style="list-style-type: none"> • Parents are strongly encouraged to wear face coverings at drop off and pick up. • Staff are given visors to wear where social distancing is not possible in areas outside the classroom, staff are encouraged to wear this. • Staff, parents and pupils to be reminded of how to wear properly including scrupulous hand hygiene and following guidance on how to put PPE on and take it off safely in order to reduce self-contamination. • Staff, parents and pupils to be reminded how to dispose of face coverings in a hygienic way. |
| 24.10.20 | 2.1 | <p>8. Always keeping occupied spaced well ventilated.</p> <ul style="list-style-type: none"> • Well ventilated and a comfortable teaching environment is maintained. • mechanical ventilation systems – these should be adjusted to increase the ventilation rate wherever possible, and checked to confirm that normal operation meets current guidance (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) • 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 internal doors can also assist with creating a throughput of air • 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) |
| 24.10.20 | 4.3 | <ul style="list-style-type: none"> • If risks are identified during the pregnancy, in the first 6 months after birth or while the employee is still breastfeeding, the employer must take appropriate, sensible action to reduce, remove or control them. |
| 24.10.20 | 9 | <ul style="list-style-type: none"> • Staff to be aware that these controls measures regarding signing relates to organised group activity, not to spontaneous singing, dance and role-play that young children may naturally do, and should be encouraged to do, by early years practitioners. |
| 24.10.20 | 9 | <ul style="list-style-type: none"> • Where possible pupils with EHCPs to receive consistent support from the same staff member. • Where it is more difficult to provide support to pupils with a EHCP (due to self isolation) decisions on how provision can be delivered should be informed by relevant considerations including, for example, the types of services that the pupil can access remotely, for example, online |

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| | | teaching and remote sessions with different types of therapists. These decisions should be considered on a case by case basis, avoiding a one size fits all approach. This should be considered in the pupils risk assessment. |
| 24.10.20 | 9 | <p>Home visits</p> <ul style="list-style-type: none"> • Staff to make professional judgements of risk in each case and decide what form of contact they need. • If households report no coronavirus (COVID-19) symptoms, no PPE is required, but a distance of 2 metres should be maintained where possible. If this is not possible, you should undertake a risk assessment. • Good basic hygiene should be followed, such as handwashing or use of sanitiser before and after the visit, and not touching your face during the visit. • If households are reporting coronavirus (COVID-19) symptoms, PPE should be worn if a distance of 2 metres cannot be maintained. Anyone displaying symptoms should be encouraged to book a coronavirus (COVID-19) test. • Extra care should be taken when visiting a child or young person who is extremely clinically vulnerable and at very high risk of severe illness from coronavirus (COVID-19) due to an underlying health condition. For more information, read the guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19. • If it is not possible to find out whether any member of the household is suffering from symptoms of coronavirus (COVID-19) before face to face contact, steps should be taken where practical to mitigate risk. These steps include but are not restricted to: <ul style="list-style-type: none"> • knocking on the front door or ringing the doorbell and then stepping back to a distance of 2 metres in adherence to social distancing guidelines • taking PPE as a precautionary measures |
| 24.10.20 | 9 | <ul style="list-style-type: none"> • If non-symptomatic children present behaviours which may increase the risk of droplet transmission (such as biting, licking, kissing or spitting) or require care that cannot be provided without close hands-on contact, they should continue to receive care in the same way, including any existing routine use of PPE. • Staff should review and update existing risk assessments. • In these circumstances, to reduce the risk of coronavirus (COVID-19) transmission, no additional PPE is necessary. • Additional space and frequent cleaning of surfaces, objects and toys will be required. • Cleaning arrangements should be increased, with a specific focus on surfaces which are touched a lot. |
| 24.10.20 | 9 | <ul style="list-style-type: none"> • Contingency plans in place for individuals or groups of self-isolating pupils and in the event of tier 4 restrictions (where primary schools will be open full time to priority groups only) for remote education. • Children to be offered immediate remote education in these circumstances. • Remote education policy in place to set the expectation of remote education in line with the government guidelines. • ELT Be Connected project in place to provide chromebooks for all pupils in year 1 upwards • Allocated devices from government used for PP pupils |
| 24.10.20 | 9 | <ul style="list-style-type: none"> • Children to be allowed to wear additional, suitable indoor items of clothing during the winter period in addition to the school's current uniform. |
| 5.11.20 | 1.3 | <ul style="list-style-type: none"> • In line with the new national restrictions from 5 November: Those individuals who are clinically extremely vulnerable are advised to work from home and not to go into work. Update risk assessment accordingly. • In line with the new national restrictions from 5 November: All other staff should continue to attend work, including those living in a household with someone who is clinically extremely vulnerable. (Update RA of those who are clinically vulnerable to confirm this). |
| 30.11.20 | 9 | <ul style="list-style-type: none"> • Where pupils who are self-isolating and are within our definition of vulnerable, ensure the school put systems in place to keep in contact with them, offer pastoral support, and check they are able to access education support. |
| 30.11.20 | 9 | <ul style="list-style-type: none"> • Under local restriction tier 3: very high alert, discuss flexibilities that support clinically extremely vulnerable staff, such as staggered start times to reduce travel during rush hour. |
| 30.11.20 | 9 | <ul style="list-style-type: none"> • Ensure that educational visits are planned and carried out safely and in line with relevant national and local restriction tier guidance protective measures. |

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| 30.11.20 | 9 | <ul style="list-style-type: none"> In line with the government advice attendance by parents will be restricted for indoor and outdoor face to face performances. The school to host audiences using alternative methods, such as through recording performances. |
| 29.12.20 | 1.16 | <ul style="list-style-type: none"> Appropriate action is taken once advised by the local health protection team – this may mean that year group bubbles and some staff who have been in close contact with the person concerned may have to self-isolate for 10 days. |
| 29.12.20 | 2.1 | <ul style="list-style-type: none"> Anyone with symptoms must remain at home and self-isolate for 10 days from testing positive. Anyone in their household needs to self-isolate for 10 days (including siblings). |
| 29.12.20 | 2.1 | <ul style="list-style-type: none"> If the result is negative then ask for evidence of this. If the family do not wish to share this, then only accept the child back in school after the full isolation period of 10 days, and the household members on site after 10 days. Once the 10 day period of self-isolation has been completed do not request evidence of negative test results. |
| 29.12.20 | 9 | <ul style="list-style-type: none"> Ensure that staff are aware of the requirement for people returning from some countries to quarantine for 10 days on their return. |
| 3.1.21 | 9 | <p>No further measures in place to reduce the risk of the virus in the event of restrictions to primary schools whereby only critical workers and vulnerable children are in school:</p> <ul style="list-style-type: none"> Reduce the number of staff on site. Staff to work from home if able to. With increased numbers of staff on site, staff to ensure that they have enhanced social distancing between each other Bubbles to be kept to a minimum size as possible to reduce the number of contacts Due to the reduced numbers of children on site and children in bubbles, staff to ensure they have enhanced social distancing between themselves and each other Staff to remind the children about staying in allocated seats in classrooms and maintaining a distance between each other where possible. Children to be reminded about all other measures to reduce the risk of transmission. Where sports coaches take classes for PE, they are to ensure that they are over 2 metres from the children (in coned area on play ground or on the stage when inside the hall). All PE lessons to be carried out with an additional adult to ensure that the sports coaches are not having to administer first aid or have to make close contact with any child. Outside should be prioritised. Halls to be used in wet weather (but should be well ventilated) |
| 3.1.21 | 9 | <ul style="list-style-type: none"> Collection slots to be allocated to parents who are invited to collect chromebooks or hampers Location of collection points to be considered carefully Parents to be reminded about socially distancing. |
| 18.1.21 | 1.15 | <ul style="list-style-type: none"> All staff, pupils and others may be at greater risk of contracting the virus as with current new variant is also prevalent as well as the original strain. At this time the Government advise that the new variant does not appear to be more harmful All mitigation measures listed throughout the risk assessment are still relevant. The increased chance of infection highlights the importance of adherence to control measures. Where practicable consider reviewing controls and monitoring/checks on behaviours and controls taking place. Advice and guidance is being constantly updated and particular attention should be given to guidance, should any be produced, where it refers to any required measures relating to the new variant. |
| 18.1.21 | 9 | <ul style="list-style-type: none"> Musculoskeletal disorders as a result of using DSE at home for a long period of time Refer to the Schools Hub advice sheets; "DSE Self Assessment – COVID-19 – Sheet No. 4 and Working from Home for Schools – COVID-19 CBT Advice Sheet". Follow guidance on display screen equipment in the HSE Protect homeworkers page HSE - Protect home workers - Coronavirus (COVID-19) There is no increased risk for people working at home temporarily but if this arrangement becomes long term the risks should be assessed For all people working at home using display screen equipment (DSE) put in place information and training on how to protect themselves, e.g. take regular breaks, stretching exercises, set the equipment up properly For people working at home longer term complete a DSE assessment with them and identify what equipment is needed to allow them to work safely at home Schedule or build in breaks of minimum of 5 minutes every hour for pupils studying- parents informed via the loan agreement. |

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| | | <ul style="list-style-type: none"> Staff to consider breaks from this work. 5 minutes every hour is better than 15 minutes every 2 hours. Consideration to how this can be scheduled in could include actual separate breaks or in lesson time outs. |
| 18.1.21 | 4.3 | <ul style="list-style-type: none"> Carry out Individual COVID-19 Risk Assessment for those at increased risk version 5a and for New and Expectant Mothers Briefing version 6a- updated advice. They are defined as clinically extremely vulnerable at 28 weeks / third trimester) – and/are advised to work from home and not to go into work. Expectant mothers Clinically Vulnerable can return to work as long as there is a COVID-19 risk assessment, New and Expectant Mothers Risk Assessment, discussions have taken place and control measures in place for the school. Consultation on the general COVID-19 risk assessments for the school and its arrangements should also take place. |
| 18.1.21 | 1.3 | <ul style="list-style-type: none"> clinically extremely vulnerable should follow resumed shielding guidance and should not attend work, school, college or university. limit the time you spend outside the home. https://www.gov.uk/guidance/national-lockdown-stay-at-home |
| 18.1.21 | 4.1 | <ul style="list-style-type: none"> Note: Shielding advice is currently in place and children who are clinically extremely vulnerable are advised not to attend education or childcare. If a doctor has confirmed that a child is still clinically extremely vulnerable, the advice is that they should not attend nursery, school or college during the period of national restrictions. If this is the case for a child, the parent will receive a letter confirming this advice. Children who live with someone who is clinically extremely vulnerable, but who are not clinically extremely vulnerable themselves, should still attend school in all local restriction tiers. https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/guidance-for-full-opening-special-schools-and-other-specialist-settings#clinically-extremely-vulnerable-children |
| 18.1.21 | 9 | <ul style="list-style-type: none"> Whilst following all other mitigation and control measures in this risk assessment where there is a care/support plan in place then this should be reviewed and adjusted to take account of extra measures required relating to the Coronavirus and its spread. |
| 18.1.21 | 6 | <ul style="list-style-type: none"> Generally review procedures consider lower frequency of fire drills, zonal evacuation for drills etc. Refer to the Schools Hub advice sheets; “Fire Evacuation Procedures” – COVID-19 – Sheet No. 5 |
| 18.1.21 | 9 | <ul style="list-style-type: none"> Assign staff members to lead on managing/reporting testing Staff members to attend training Clear procedures and expectations to be outlined All staff to be aware |

Related documents

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| Trust/Local Authority documents: | <p>Government guidance:</p> <p>NHS 111 https://111.nhs.uk/covid-19</p> <p>Government guidance: https://www.gov.uk/coronavirus https://www.gov.uk/government/organisations/public-health-england www.gov.uk/government/publications/coronavirus-outbreak-faqs</p> |
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| | <p>Actions for educational and childcare settings to prepare for wider opening from 1 June 2020</p> <p>https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-secondary-schools#flexibility</p> <p>https://www.gov.uk/guidance/help-secondary-school-children-continue-their-education-during-coronavirus-covid-19</p> <p>Coronavirus (COVID-19): implementing protective measures in education and childcare settings</p> <p>What parents and carers need to know about schools and other education settings during the coronavirus outbreak www.nhs.uk/live-well/health-body/best-way-to-wash-your-hands/</p> <p>https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/</p> <p>https://www.publichealth.hscni.net/news/covid-19-coronavirus</p> <p>Action to be taken by educational setting for suspect or confirmed Covid: PHE London Coronavirus Response Cell LCRC@phe.gov.uk, 0300 303 0450 Enfield Public Health Team Corona.virus@enfield.gov.uk Stuart.Lines@enfield.gov.uk OR (if no response from Enfield Public Health Team) : PHE North East and North Central London Health Protection Team: necl.team@phe.gov.uk; phe.nenclhpt@nhs.net; Phone: 020 3837 7084 (option 1)</p> <p>DfE's helpline on 0800 046 8687 and selecting the option for reporting a positive case. The line will be open Monday to Friday from 8am to 6pm, and 10am to 4pm on Saturdays and Sundays.</p> |
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Risk matrix

| Risk rating High (H), Medium (M), Low (L) | | Likelihood of occurrence | | |
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| | | Probable | Possible | Remote |
| Likely impact | Major: Causes major physical injury, harm or ill-health. | H | H | H |
| | Severe: Causes physical injury or illness requiring first aid. | H | M | L |
| | Minor: Causes physical or emotional discomfort. | M | L | L |

| Areas for concern | Risk rating prior to action (H/M/L) | Control measures | In place? (Yes/No) | Further action/comments | Residual risk rating (H/M/L) |
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| 1. Establishing a systematic process for full opening of schools | | | | | |
| 1.1 Organisation of 'year group bubbles' | | | | | |
| Unintended mixing between bubbles will increase the risk of the virus spreading | H/M | <ul style="list-style-type: none"> • There is full compliance with the 9 PHE system control measures set out in the latest government guidance. • Pupils to be kept in smaller bubbles (class size) for the majority of the time. Pupils to form year group bubbles only when required (such as at play, lunch times, teaching of intervention groups, mixing at the beginning and end of the day). • Each bubble remains within its designated room/space and predominantly stays within this area. • Any facilities used by more than one bubble are cleaned and disinfected after use and before use by a new bubble. • Schemes of work are reviewed to minimise the need for bubbles to use specialist facilities one after the other. • Pupils observe hygiene guidance and wash hands frequently. • Staff moving between bubbles comply with social distancing and hygiene guidance. • Timetable and arrangements for each bubble avoids contact with different bubbles when moving around the school (e.g at break times and lunchtimes and on arrival or leaving). • Staggered arrival and leaving times; break times and lunch times. | Yes | <p>Whole school timetable in place to take into account all the control measures.</p> <p>Staggered start and end times shared with parents.</p> | L |

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| | | <ul style="list-style-type: none"> Year group bubbles are kept apart, large gatherings such as assemblies with more than one year group bubble are avoided. When pupils are withdrawn for small group work (e.g. SEND pupils, intervention) pupils are to be in the same year group bubble. Staff are to keep a distance as much as possible. Pupils to sit in a designated seat, facing forward. Seats and surfaces to be cleaned between the different groups. | | | |
| 1.2 Organisation of teaching spaces | | | | | |
| Teaching pupils in full classes will increase the risk of the virus spreading | H/M | <ul style="list-style-type: none"> There is full compliance with the 9 PHE system control measures set out in the latest government guidance. Pupils observe hygiene guidance and wash hands frequently. Good respiratory hygiene is ensured by promoting the 'catch it, bin it, kill it' approach. Enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach introduced. Contact between staff is minimised and social distancing maintained (maintaining 2 metres distance). Staff to main 2 metres distance from pupils when circumstances allow. All staff to avoid close face to face contact with pupils, to stand side to side rather than standing in the front and minimise time spent within 1 metre of anyone. If minimising time spent within 1 metre of pupils isn't possible e.g. working with pupils with complex needs or who needs close contact care, these pupils should be provided with support as normal. Staff who work across year group bubbles to maintain distance from their pupils, staying at the front of the class where possible. Small adaptations are made to the classroom to support distancing where possible. Pupils are seated side by side and facing forwards, rather than face to face or side on wherever possible. Unnecessary furniture is moved out of classrooms to make more space. For pupils who are old enough, they should also be supported to maintain distance and not touch staff and their peers where possible. This will not be possible for | Yes | | L |

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| | | the youngest children and some children with complex needs. | | | |
| The use of shared spaces and specialist classrooms increases the risk of infection between bubbles | H/M | <ul style="list-style-type: none"> • Larger spaces, specialist classrooms and learning zones are used by one year group bubble at a time. • Large spaces, specialist classrooms and learning zones are cleaned and disinfected thoroughly before and after use. • Large gatherings prohibited. • Design layout and arrangements are in place to enable social distancing where possible. | Yes | | L |
| 1.3 Staffing | | | | | |
| Due to COVID-19, the number of staff who are available is lower than that required to teach classes in school | H/M | <ul style="list-style-type: none"> • There is full compliance with the 9 PHE system control measures set out in the latest government guidance. • The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned. • The updated guidance and expectations for those who are shielding and those who are clinically vulnerable or clinically extremely vulnerable is communicated to relevant staff and discussions held regarding return to work. • Risk assessments are updated for staff who are clinically vulnerable and clinically extremely vulnerable. • In line with the new national restrictions from 5 November: Those individuals who are clinically extremely vulnerable are advised to work from home and not to go into work. Update risk assessment accordingly. • In line with the new national restrictions from 5 November: All other staff should continue to attend work, including those living in a household with someone who is clinically extremely vulnerable. (Update RA of those who are clinically vulnerable to confirm this). • Risk assessments are undertaken for staff who feel concerned about the comparatively increased risk from coronavirus (COVID 19) including those from Black, Asian and Minority Ethnic (BAME) backgrounds. • Dialogue is held with Professional Associations/Trade Unions on the school's approach to staff returning to work. | Yes | | L |

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| | | <ul style="list-style-type: none"> clinically extremely vulnerable should follow resumed shielding guidance and should not attend work, school, college or university. limit the time you spend outside the home. https://www.gov.uk/guidance/national-lockdown-stay-at-home | | | |
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| Areas for concern | Risk rating prior to action (H/M/L) | Control measures | In place? (Yes/No) | Further action/comments | Residual risk rating (H/M/L) |
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| 1.4 The school day | | | | | |
| The start and end of the school day create risks of contact between year group bubbles | H | <ul style="list-style-type: none"> Start and departure times are staggered. The number of entrances and exits to be used is maximised. Pupils in year N-Y4 to use external classroom door to enter/exit the building (paths that lead out to the playground to be built to facilitate this) Pupils in the Year 5 and 6 Hub to have designated entrance/exit. Year 5 & 6 pupils should walk down to their classroom on their own. If parents are dropping their child off, they are to drop them off at the main gate. Different entrances/exits are used for different year group bubbles. Staff and pupils are briefed, and signage provided to identify which entrances, exits and circulation routes to use. A plan is in place for managing the movement of people on arrival to avoid groups of people congregating. Parents have been informed that drop offs and pick ups should be short, keeping a flow of parents entering and exiting the school. Parents have been informed to ensure that the one way paths are kept to and social distancing is observed. Only one adult per family to be able to come into the school grounds to drop off or collect their child. | Yes | | M |

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| | | <ul style="list-style-type: none"> Any messages for the teacher should be sent to the school office email address, where it will be passed on. Parents will not be able to enter the school building, they should call or email the school office with any queries, rather than coming into the school office. If parents have more than one child in the school and their start and finish times are different, they are able to wait in the nearest playground to the entrance/exit that the child is using. Floor markings and cones are visible where it is necessary to manage any queuing and one way flows. Attendance patterns have been optimised to ensure maximum safety. Staff on duty to supervise and to remind parents to socially distance if required. | | | | |
| 1.5 Planning movement around the school | | | | | | |
| Movement around the school risks contact between year group bubbles | H/M | <ul style="list-style-type: none"> Class group 'bubbles' remain in their classrooms for most of their learning. Timetabling avoids more than one year group bubble in circulation at any one time in the same part of the building. One-way systems are in place where possible. Appropriate signage is in place to clarify circulation routes. Pinch points and bottlenecks are identified and managed accordingly. Appropriate duty rota and levels of supervision are in place. | Yes | | L | |
| 1.6 Curriculum organisation | | | | | | |
| Having missed up to 5 months' learning, pupils will have fallen behind in their progress during school closures and achievement gaps will have widened | M | <ul style="list-style-type: none"> The school develops and implements a comprehensive 'catch-up' plan which will identify the learning gap for individual and groups of pupils in terms of curriculum and knowledge, and will put in place plans to address this. This will include revising schemes of work, prioritising key elements of the curriculum, engaging in the National Tutoring Programme and additional planned intervention programmes. | No- to be in place in September | Plans in place for recovery curriculum. Inset days on 3, 4 September for staff for training and time plan for this. | L | |

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| | | <ul style="list-style-type: none"> Gaps in learning will be assessed and addressed systematically in teachers' planning. Home and remote learning will continue and will be calibrated to complement in-school learning and address gaps identified. | | | |
| Some learning activities (for example singing, wind and brass playing and some sports) pose increased risks of spreading COVID-19 infection | L/M | <ul style="list-style-type: none"> Learning activities for which there is a greater risk of infection are identified and relevant staff informed. Following discussion and consideration with subject leaders, limitations are placed on when and where these activities can take place and timetables and plans are amended accordingly. Enrichment activities are reviewed and revised accordingly. | Yes | | L |
| The school does not make optimal use of the dis-applications and modifications of the EYFS curriculum which are in place during the COVID-19 pandemic | M | <ul style="list-style-type: none"> The EYFS Co-ordinator and team review the latest guidance on disapplication and modification of the EYFS curriculum. A plan is agreed by SLT which sets out how the school will make best use of the provisions in the guidance during the COVID-19 crisis. | Yes | | L |
| The resumption of non-overnight school visits poses risks to infection control | L/M | <ul style="list-style-type: none"> All school visits are considered on a case by case basis. A comprehensive risk assessment, factoring in COVID-19 related risks, is undertaken for each visit. Measures are taken to ensure that year group bubbles do not mix on school visits. | | | M/L |

| Areas for concern | Risk rating | Control measures | In place? (Yes/No) | Further action/comments | Residual risk rating (H/M/L) |
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| | prior to action (H/M/L) | | | | |
| 1.7 Staff workspaces | | | | | |

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| Staff rooms and offices do not allow for observation of social distancing guidelines | H/M | <ul style="list-style-type: none"> Staff rooms and offices have been reviewed and appropriate configurations of furniture and workstations have been put in place to allow for social distancing. Use of staffroom should be minimised, staff to be encouraged to eat in their classrooms/office if possible. Additional break out space for staff to use is identified (moonstone learning zone) Staff have been briefed on the use of these rooms, which may need to be more limited than is normal. | Yes | | L |
| 1.8 Managing the school lifecycle | | | | | |
| Limited progress with the school's 2020-21 calendar and workplan because of COVID-19 measures | H/M | <ul style="list-style-type: none"> School calendar for 2020-21 finalised within the context of the latest guidance on full re-opening. Senior Leadership Team (SLT) and staff workplans informed by reopening plans and latest guidance. Staff recruitment for September 2020 completed. | Yes | | L |
| Pupils moving on to the next phase in their education do not feel prepared for the transition | M | <ul style="list-style-type: none"> Regular communications with the parents of incoming pupils are in place, including letters, newsletters and online broadcasts. Virtual tours of the school are available for parents and pupils. Online induction days for pupils and parents are planned. | Yes | | L |
| 1.9 Governance strategy | | | | | |
| Trustees and LEC Members are not fully informed or involved in making key decisions about full opening | H/L | <ul style="list-style-type: none"> Online meetings are held regularly with Trustees and LEC Members. Trustees are involved in key decisions on full opening. Trustees and LEC Members are briefed regularly on the latest government guidance and its implications for the school and the Chair of Trustees is kept fully informed. | Yes | | L |

| Areas for concern | Risk rating | Control measures | In place? (Yes/No) | Further action/comments | Residual risk rating (H/M/L) |
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| 1.10 Policy review | | | | | |
| Existing policies on safeguarding, health and safety, fire evacuation, medical, behaviour, | H/M | <ul style="list-style-type: none"> All relevant policies have been revised to take account of government guidance on full reopening | No | Policies to be updated. Staff to be | L |

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| attendance and other policies are no longer fit for purpose in the current circumstances | | <p>and its implications for the school. This applies particularly to guidance and policies on attendance and behaviour from September.</p> <ul style="list-style-type: none"> • Staff, pupils, parents and governors have been briefed accordingly. | | informed by 3 September. Parents to be informed where relevant. | |
| 1.11 Communication strategy | | | | | |
| Key stakeholders are not fully informed about the plans for reopening and their implications | H/M | <p>Communications strategies for the following groups are in place:</p> <ul style="list-style-type: none"> • Staff • Pupils • Parents • Governors/Trustees • Local authority • Regional Schools Commissioner • Professional associations • Other partners | Partially | <p>Parents informed 20.7.20 Staff to be informed about the full plans by 3 September Video to be made for pupils and sent via Parentmail by 7 September</p> | L |
| An unforeseen lockdown situation prevents effective communication with pupils, parents and staff regarding contingency arrangements | H/M | <ul style="list-style-type: none"> • Contingency plans are in place, including arrangements for home/remote learning, pastoral care and safeguarding. • A communication strategy for pupils, parents and staff in the event of an unforeseen lockdown is in place, building on the experience of the school closure period. • Contact records for pupils, parents and staff are kept up to date. | Yes | | L |
| 1.12 Pupil attendance | | | | | |
| Pupil attendance is lower than expected due to parental concerns about pupils' safety from infection | H/M | <ul style="list-style-type: none"> • Parents informed that school attendance is mandatory from the beginning of the autumn term,. • Communications with parents reassure them about the safety of full reopening under the latest government guidance. • Dialogue is held with parents who have concerns. • Attendance Officer responsibility is to record attendance and follow up on absences. • Consider issues sanctions, including fixed penalty notices if appropriate. • When a vulnerable child is asked to self-isolate, the social worker (if they have one should be informed. School leaders should then agree with the social worker the best way to maintain contact and offer support to the vulnerable child or young person. • Procedures to be in place check if a vulnerable child is able to access remote education support, | Yes | | L |

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| | | to support them to access it (as far as possible) and to regularly check if they are doing so. | | | |
| Pupils (or family members) who were shielding are still not attending school | H/M | <ul style="list-style-type: none"> • Parents informed that as the shielding advice for all adults and children was paused on 1 August 2020, even the small number of pupils who remain on the shielded patient list can also return to school, as can those who have family members who were shielding • If rates of the disease rise in local areas (children (or family members) from that area may be advised to shield. • If a pupil is unable to attend school because they are complying with clinical or public health advice e.g. self isolation or family isolation, they should have access to remote education. | Yes | | L |
| The school has not identified reluctant or anxious pupils who are not returning to school | H/M | <ul style="list-style-type: none"> • Identify pupils who are reluctant or anxious about returning or who are at risk of disengagement and develop plans for re-engaging them. • Use the additional catch-up funding schools as well as existing pastoral and support services, attendance staff and resources and schools' pupil premium funding to put measures in place for those families who will need additional support to secure pupils' regular attendance. • Work closely with other professionals as appropriate to support the return to school, including continuing to notify the child's social worker, if they have one, of non-attendance. | Yes | | L |
| 1.13 Staff induction and CPD | | | | | |
| Staff are not trained in new procedures, leading to risks to health | H/M | <ul style="list-style-type: none"> • A revised logistical guidance is issued to all staff prior to reopening. • Induction and CPD programmes are in operation for all staff prior to reopening, and include: <ul style="list-style-type: none"> - The 9 PHE system control measures set out in the latest government guidance - Organisational arrangements (i.e. year groups operating as 'bubbles') - Infection control - Fire safety and evacuation procedures - Constructive behaviour management - Safeguarding - Risk management | Partially | <p>Updated logistical guidance and risk assessment to be shared with staff 3, 4 September.</p> <p>Timetable to be shared with staff in summer holidays.</p> | L |
| New staff are not aware of policies and procedures prior to starting at the school when it fully reopens | H/M | <ul style="list-style-type: none"> • Induction programmes are in place for all new staff – either online or in-school – prior to them starting. | Partially | Induction programme in place for staff. All new | L |

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| | | <ul style="list-style-type: none"> The revised staff handbook is issued to all new staff prior to them starting. | | staff to have an induction by 3 September. | |
| 1.14 Free school meals | | | | | |
| Pupils eligible for free school meals do not receive them due to discontinuity during the school closure period | M | <ul style="list-style-type: none"> A member of the school's administrative team is tasked with ensuring that the list of pupils eligible for free school meals is accurate and up to date and that pupils receive free meals when in school. | Yes | | L |

| Areas for concern | Risk rating | Control measures | In place? (Yes/No) | Further action/comments | Residual risk rating (H/M/L) |
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| | prior to action (H/M/L) | | | | |
| 1.15 Risk assessments | | | | | |
| Risks are not comprehensively assessed in every area of the school in light of COVID-19, leading to breaches of social distancing and hygiene guidance. | H/M | <ul style="list-style-type: none"> Risk assessments are updated or undertaken before the school reopens and mitigation strategies are put in place and communicated to staff covering: <ul style="list-style-type: none"> Different areas of the school When pupils enter and leave school During movement around school During break and lunch times Delivering aspects of the curriculum, especially for practical subjects and where shared equipment is used School trips and visits Staff are reminded not to car share | Yes | | L |
| 1.16 Responding to cases of COVID-19 and local lockdowns | | | | | |
| The school is unsure how to respond when there are suspected or confirmed cases of COVID-19 amongst pupils or staff | H/M | <ul style="list-style-type: none"> There is full compliance with the PHE system control measures set out in the latest government guidance. Year group 'bubbles' are kept at a distance at all times. The local health protection team is contacted immediately for advice. The school engages swiftly with NHS Test and Trace if cases are suspected. | Yes | | L |

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| | | <ul style="list-style-type: none"> • Appropriate action is taken once advised by the local health protection team – this may mean that year group bubbles and some staff who have been in close contact with the person concerned may have to self-isolate for 10 days. • Arrangements are in place for home and remote learning for pupils who are required to self-isolate. • In the event that a parent insists on a child attending school when a pupil has symptoms, the school to take the decision to refuse the child 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. | | | |
| The school is unprepared for a local lockdown should the rate of infection rise in the area | H/M | <ul style="list-style-type: none"> • There is full compliance with the 9 PHE system control measures set out in the latest government guidance. • A contingency plan is in place should a local lockdown be announced and staff are briefed on its contents. • There is regular liaison with the local health protection team. • Systems put in place during the school closure period (e.g. home/online learning, pastoral systems, safeguarding systems) are ready to be reactivated. • Lessons learnt during the school closure period are applied to the contingency plan. | Yes | | L |
| Increased risk of infection due to mutations of the Coronavirus. | H/M | <ul style="list-style-type: none"> • All staff, pupils and others may be at greater risk of contracting the virus as with current new variant is also prevalent as well as the original strain. At this time the Government advise that the new variant does not appear to be more harmful • All mitigation measures listed throughout the risk assessment are still relevant. The increased chance of infection highlights the importance of adherence to control measures. Where practicable consider reviewing controls and monitoring/checks on behaviours and controls taking place. • Advice and guidance is being constantly updated and particular attention should be given to guidance, should any be produced, where it refers to any required measures relating to the new variant. | Yes | | L |

| Areas for concern | Risk rating prior to action (H/M/L) | Control measures | In place? (Yes/No) | Further action/comments | Residual risk rating (H/M/L) |
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| 2. Investing in health and safety arrangements and safety equipment to limit the spread of COVID-19 | | | | | |
| 2.1 Public Health England system control measures | | | | | |
| <p>Lack of a comprehensive plan to implement PHE system control measures increases the risk of infection in the school</p> | H | <ul style="list-style-type: none"> • Current government guidance is being applied, and specifically the 11 PHE system of control measures set out in the latest government guidance are in place as follows: <p>1. Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school</p> <p>The information below is included in the school's reopening plan. This information is issued at staff and pupil briefings and in letters home to parents:</p> <ul style="list-style-type: none"> • Anyone with symptoms must remain at home and self-isolate for 10 days from testing positive. Anyone in their household needs to self-isolate for 10 days (including siblings). • Any pupil or staff member needs to go home immediately if they have symptoms. They should take a test as soon as possible. • A child with symptoms awaiting collection needs to be isolated and kept at a distance of 2m from the supervising staff member, ideally in a well-ventilated place. PPE is required if this distance cannot be maintained or there is a risk of contaminated bodily fluids. • If the child uses the bathroom, it must be thoroughly disinfected before use by anyone else. • Everyone must wash their hands thoroughly for 20 seconds with soap and 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 disinfectant after they have left to reduce the risk of passing the infection on to other people. • Routinely taking the temperature of pupils is not recommended by Public Health England as this is an | Partially | <p>Parents informed 20.7.20 Staff to be informed about the full plans by 3 September</p> <p>Updated logistical guidance and risk assessment to be shared with staff 3, 4 September.</p> <p>Timetable to be shared with staff in summer holidays.</p> <p>Video to be made for pupils and sent via Parentmail by 7 September</p> | M/L |

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| | | <p>unreliable method for identifying coronavirus (COVID-19).</p> <p>In addition:</p> <ul style="list-style-type: none"> ● Staff are reminded that they have received training on infection control that gives them a good understanding of how the spread of coronavirus occurs and can be mitigated. ● Infection control training is arranged for new staff. ● Where a test has been taken because a member of staff or a pupil is symptomatic, they should inform the school immediately of the results of the test. ● If the result is negative then ask for evidence of this. If the family do not wish to share this, then only accept the child back in school after the full isolation period of 10 days, and the household members on site after 10 days. Once the 10 day period of self-isolation has been completed do not request evidence of negative test results. <p>2. Where recommended use of face coverings in schools</p> <ul style="list-style-type: none"> ● Where social distancing is not possible in areas outside of classrooms between members of staff or visitors, staff and visitors can wear a face covering in these circumstances. ● Face coverings is not necessary in the classroom even where social distancing is not possible. Face coverings would have a negative impact on teaching and their use in the classroom should be avoided. ● Parents are strongly encouraged to wear face coverings at drop off and pick up. ● Staff are given visors to wear where social distancing is not possible in areas outside the classroom, staff are encouraged to wear this. ● Staff, parents and pupils to be reminded of how to wear properly including scrupulous hand hygiene and following guidance on how to put PPE on and take it off safely in order to reduce self-contamination. ● Staff, parents and pupils to be reminded how to dispose of face coverings in a hygienic way. <p>3. Clean hands thoroughly more often than usual</p> <ul style="list-style-type: none"> ● All pupils, staff and visitors to sanitise their hands as they enter the building. | | | |
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| | | <ul style="list-style-type: none"> ● Handwashing / sanitising is scheduled into the school day. It takes place as a minimum: when pupils, staff or visitors enter the school; at break; before and after lunch; before leaving school; whenever the toilet is used. ● It is defined which bubbles are using which set of toilets during lesson time and break/lunch times. ● Handwashing routines are re-taught to pupils using suitable video. ● Checks are scheduled during the day on stocks of hand sanitiser, soap and paper towels. Steps are taken to ensure that there is sufficient supply in school. <p>4. Ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach</p> <ul style="list-style-type: none"> ● Posters that remind pupils and staff about the approach and the importance of handwashing and are displayed around the school, particularly by washbasins/ toilets and at entry/exit points. ● The location of bins around the school is checked on, and more are ordered if necessary. ● A schedule for bins to be emptied / disinfected is in place and is adhered to. ● A stock of masks is maintained and made available for staff who can’t socially distance (for use if they are required to provide first aid / intimate care to pupils with COVID-19 symptoms). <p>5. Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach</p> <ul style="list-style-type: none"> ● The school’s Office Manager ensures delivery of the induction package to cleaning staff so they fully understand their role in preventing the spread of coronavirus. ● The cleaning schedule is reviewed and if necessary additional staff hours are provided to ensure that DfE listed criteria are met. ● Stock checks and stock control are maintained <p>6. Minimise contact between individuals and maintain social distancing wherever possible</p> <ul style="list-style-type: none"> ● Bubbles are extended to year groups. ● Staff are kept consistent with each class or if required across year groups. | | | |
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| | | <ul style="list-style-type: none"> • Extra measures by staff who are working across bubbles to be put into place. • In class, furniture is arranged so that children are facing forwards and sitting side by side where possible. • Any furniture that is surplus to requirements is removed. • As far as possible, children are taught not to touch each other or staff. This will involve re-learning about play time. • No more than 1 year group ever occupies a shared space (hall, dining room etc) at one time. • Staggered start and finish times, staggered break times and staggered lunch times are implemented. • Children are taught in age appropriate ways about coronavirus, how it is spread and how they can play their part in keeping everyone safe. • For each class, basic equipment (such as pen/ pencil/ eraser/ ruler) that pupils routinely need is collated and kept in pencil cases. • Resources are boxed, including library books, that are needed for particular classes, to avoid pupils using shared areas such as the school library. • Each class to have a set of PE equipment that could be used for PE and during play and lunch times. PE equipment can be shared across the year group bubble. But must be cleaned in between use. If PE equipment is shared across year group bubbles, equipment to be disinfected thoroughly. <p>7. Where necessary, wear appropriate personal protective equipment (PPE)</p> <ul style="list-style-type: none"> • The school continues to maintain and monitor stocks of PPE and has access to supplier lists. • Staff are supplied with PPE when supervising a pupil who has symptoms of COVID-19 (if 2m social distancing cannot be ensured) and for the provision of routine intimate care to pupils that involves the use of PPE. • Gloves and aprons are provided for cleaning staff. • Face masks are worn by staff when cleaning visible bodily fluids from suspected COVID-19 case. • Stocks of PPE are regularly monitored and replenished. <p>8. Always keeping occupied spaced well ventilated.</p> | | | |
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| | | <ul style="list-style-type: none"> • Well ventilated and a comfortable teaching environment is maintained. • mechanical ventilation systems – these should be adjusted to increase the ventilation rate wherever possible, and checked to confirm that normal operation meets current guidance (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) • 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 internal doors can also assist with creating a throughput of air • 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) <p>9. Engage with the NHS Test and Trace process</p> <ul style="list-style-type: none"> • School leaders understand the complexity of the arrangements for testing and self-isolation and ensure that staff and parents are fully aware of them. • Staff induction for return to school includes information about the NHS Test and Trace process. <p>10. Manage confirmed cases of coronavirus (COVID-19) amongst the school community</p> <ul style="list-style-type: none"> • The contact details for local Public Health England team and local authority health and safety team are readily to hand. • A clear process is in place for notifying the local health protection team and the local authority of any cases that test positive. • A spreadsheet is maintained to record all staff and pupils who are self-isolating who have tested positive. These spreadsheets are kept up to date. • Use is made of any template letters provided by Public Health England / local authority as directed locally. <p>11. Contain any outbreak by following local health protection team advice</p> <ul style="list-style-type: none"> • Advice provided by the local health protection team is acted on immediately. | | | |
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| | | <ul style="list-style-type: none"> • Good working relationships are established and maintained enabling rapid communication with local authorities and local Public Health England. | | | |
| 2.2 Cleaning | | | | | |
| Cleaning capacity is reduced so that an initial deep-clean and ongoing cleaning of surfaces are not undertaken to the standards required | H/M | <ul style="list-style-type: none"> • A return-to-work plan for cleaning staff (including any deep cleans) is agreed prior to opening. • An enhanced cleaning plan is agreed and implemented which minimises the spread of infection. • Identify surfaces that are frequently touched and by many people (common areas), eg handrails, door handles, banisters, light switches, shared equipment etc and specify the frequency and level of cleaning and by whom. • Remove any unnecessary items from classrooms to limit cleaning. • Remove soft furnishings and soft toys that are hard to clean. • Reduce the need for people to move around the school as far as possible to reduce the potential spread of any contamination through touched surfaces. • Identify where the contact of people with surfaces can be reduced, eg by leaving open doors using electronic documents rather than paperwork. • All spaces to be given a box of cleaning material for cleaning surfaces/equipment throughout the school day. • Surfaces to be kept clear, including window ledges and kitchen sides for easy cleaning. • Use of staff room minimised and use of classrooms /offices to eat lunch. • Toilets cleaned between year groups at lunchtimes. • Staff to inform the Office Manager if they feel areas are not cleaned to good enough standard (send photographs via email). | Yes | | L |
| 2.3 Hygiene and handwashing | | | | | |
| Inadequate supplies of soap and hand sanitiser mean that pupils and staff do not wash their hands with sufficient frequency | H/M | <ul style="list-style-type: none"> • An audit of handwashing facilities and sanitiser dispensers is undertaken before the school fully reopens and additional supplies are purchased if necessary. • Monitoring arrangements are in place to ensure that supplies of soap, hand towels and sanitiser are maintained throughout the day. | Yes | | L |

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| | | <ul style="list-style-type: none"> Paper towels to be available by all sinks, hand dryers to be switched off. | | | |
| Pupils forget to wash their hands regularly and frequently | H/M | <ul style="list-style-type: none"> Staff training includes the need to remind pupils of the need to wash their hands regularly and frequently. Posters reinforce the need to wash hands regularly and frequently. School leaders monitor the extent to which handwashing is taking place on a regular and frequent basis. Parents are informed that they and their child should wash their hands before leaving the house. Pupils to use the hand sanitiser as they walk into the school building. | Yes | | L |
| 2.4 Clothing/fabric | | | | | |
| The use of fabric chairs may increase the risk of the virus spreading | H/M | <ul style="list-style-type: none"> Fabric chairs are taken out of use where possible. Where that is not possible, chairs are limited to single person use. | Yes | | L |

| Areas for concern | Risk rating | Control measures | In place? (Yes/No) | Further action/comments | Residual risk rating (H/M/L) |
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| 2.5 Testing and managing symptoms | | | | | |
| NHS Test and Trace is not used effectively to help manage infection control amongst pupils and staff, maximise staffing levels and support staff wellbeing | H | <ul style="list-style-type: none"> Guidance on engaging with the NHS Test and Trace process has been explained to staff as part of induction. Staff, parents and pupils are clear that they should book a test if they are displaying symptoms. Staff, parents and pupils are clear that they should provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test & Trace. Staff, parents and pupils are clear that they should self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19). Post-testing support is available for staff through the school's health provider. | Partially | Parents informed 20.7.20 Staff to be informed about the full plans by 3 September Updated logistical guidance and risk assessment to be shared with staff 3, 4 September. | M/L |

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| Infection transmission within school due to staff/pupils (or members of their household) displaying symptoms | H | <ul style="list-style-type: none"> • Robust collection and monitoring of absence data, including tracking return to school dates, is in place. • Procedures are in place to deal with any pupil or staff displaying symptoms at school. This includes the use of NHS Test and Trace for both staff and pupils and appropriate action, in line with the most recent government guidance, should the tests prove positive or negative. • Pupils, parents and staff are aware of what steps to take if they, or any member of their household, displays symptoms. This includes an understanding of the definitions and mitigating actions to take in relation to the terms clinically vulnerable and clinically extremely vulnerable should these apply in line with the most recent government guidance. • A record of any COVID-19 symptoms in staff or pupils is reported to the trust or local authority. | Yes | | M/L |
| Staff, pupils and parents are not aware of the school's procedures (including on self-isolation and testing) should anyone display symptoms of COVID-19 System of control 1 | H | <ul style="list-style-type: none"> • Staff, pupils and parents have received clear communications informing them of current government guidance on the actions to take should anyone display symptoms of COVID-19 and how this will be implemented in the school. • This guidance has been explained to staff and pupils as part of the induction process. • Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders. | Yes | | M/L |
| Staff, pupils and parents are not aware of the school's procedures should there be a confirmed case of COVID-19 in the school | H | <ul style="list-style-type: none"> • Staff, pupils and parents have received clear communications informing them of current government guidance on confirmed cases of COVID-19 and how this will be implemented in the school. • This guidance has been explained to staff and pupils as part of the induction process. • Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders. | Yes | | M/L |

| Areas for concern | Risk rating | Control measures | In place? (Yes/No) | Further action/comments | Residual risk rating (H/M/L) |
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| 2.6 First Aid/Designated Safeguarding Leads | | | | | |
| The lack of availability of designated First Aiders and Designated | M | <ul style="list-style-type: none"> • First Aid certificates extended for three months. | Yes | | L |

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| Safeguarding Leads puts children's safety at risk | | <ul style="list-style-type: none"> • A programme for training additional staff is in place. • Collaborative arrangements for sharing staff with other schools in the locality have been agreed. | | | |
| First aid is not administered according to the Health and Safety Executive published guidance on first aid during coronavirus | H/M | <ul style="list-style-type: none"> • All first aiders to ensure they have read the Health and Safety Executive published guidance on <u>first aid</u> during coronavirus (COVID-19). • Ensure staff are clear that treating any casualty properly should be the first concern. Where it is necessary for first aid provision to be administered in close proximity, those administering it should pay particular attention to sanitation measures immediately afterwards including washing hands. | Yes | | L |
| 2.7 Medical rooms | | | | | |
| Medical rooms are not adequately equipped or configured to maintain infection control | H/M | <ul style="list-style-type: none"> • Social distancing provisions are in place for medical rooms. • Additional rooms are designated for pupils with suspected COVID-19 whilst collection is arranged. • Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets. • Stop signs outside the welfare room to ask pupils to wait before they enter. | Yes | | L |
| 2.8 Communication with parents | | | | | |
| Parents and carers are not fully informed of the health and safety requirements for the full opening of the school | H/M | <ul style="list-style-type: none"> • As part of the overall communications strategy referenced in 1.11, parents are kept up to date with information, guidance and the school's expectations on a weekly basis using a range of communication tools. • A specific communication on the requirements for school attendance from September is issued and followed up with discussion where necessary. • A COVID-19 section on the school website is created and updated. • Parent and pupil handbooks are created and updated. | Yes | | L |
| Parents and carers may not fully understand their responsibilities should a child show symptoms of COVID-19 | H/M | <ul style="list-style-type: none"> • Key messages in line with government guidance are reinforced regularly via email and the school's website. | Yes | | L |
| 2.9 Personal Protective Equipment (PPE) | | | | | |
| Provision of PPE for staff where required is not in line with government guidelines | H/M | <ul style="list-style-type: none"> • Government guidance on wearing PPE is understood, communicated and sufficient PPE has been procured. • Those staff required to wear PPE (e.g. staff supervising pupils with symptoms where 2m distancing cannot be maintained, and cleaning staff) have been instructed on how to put on and how to | Yes | | L |

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| | | <p>remove PPE carefully to reduce contamination and also how to dispose of them safely.</p> <ul style="list-style-type: none">• Staff are reminded that wearing gloves is not a substitute for good handwashing.• With the mandatory use of face coverings on public transport, parents are informed that pupils/parents must dispose of temporary face coverings appropriately or place reusable face coverings in a plastic bag that can be taken home. Ensure that hands are washed thoroughly after the removal of these.• Staff are trained how to put on and remove personal protective equipment (PPE) that is used for normal work hazards and how to keep it clean.• If staff or pupils arrive with face covering they must wash their hands immediately on arrival, dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom. Pupils to be instructed not to touch the front of their face covering during use or when removing them. | | | |
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| Areas for concern | Risk rating prior to action (H/M/L) | Control measures | In place? (Yes/No) | Further action/comments | Residual risk rating (H/M/L) |
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| 3. Maximising social distancing measures | | | | | |
| 3.1 Pupil behaviour | | | | | |
| Pupils' behaviour on return to school does not comply with the new guidance on operating within year group bubbles | H/M | <ul style="list-style-type: none"> • Clear messaging to pupils on the importance and reasons for operating in year group 'bubbles' is reinforced throughout the school day by staff and through posters and floor markings. • Staff continue to model social distancing with each other consistently. • The movement of pupils around the school is minimised. • Large gatherings are avoided. • Break times and lunch times are structured to avoid different year group bubbles coming into contact with each other and are closely supervised. • The school's behaviour policy has been revised to include compliance with the new arrangements and this has been communicated to staff, pupils and parents. • Senior leaders monitor areas where there are breaches of the discrete year group 'bubble' model and arrangements are reviewed. • Messages to parents reinforce the importance of adhering to the new arrangements. • Wilful disobeying of rules relating to staying within class groups and following hygiene procedures will be sanctioned appropriately and proportionately. • Covid 19 Home School Agreement (staff, parents pupils) to be sent to parents by 3 September. | Partially | Behaviour policy to be updated and shared with staff and pupils by 3 September | L |

| Areas for concern | Risk rating | Control measures | In place? (Yes/No) | Further action/comments | Residual risk rating (H/M/L) |
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| prior to action (H/M/L) | | | | | |
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| 3.2 Classrooms and teaching spaces | | | | | |
| The size and configuration of classrooms and teaching spaces does not allow furniture to be arranged accordingly | H/M | <ul style="list-style-type: none"> All classrooms have been assessed and configured to allow pupils' desks facing the front in rows where possible. Where this is not possible furniture to be arranged facing forward as much as possible. Arrangements are reviewed regularly. All furniture not in use has been removed from classrooms and teaching spaces. | Yes | | L |
| 3.3 Shared spaces | | | | | |
| The use of shared spaces (e.g. hall, dining room, learning zones, sensory room, specialist teaching rooms) risks different year group bubbles mixing | H/M | <ul style="list-style-type: none"> No more than one year group is scheduled to occupy a shared space at any one time. Pupils in Nursery- Year 2 to eat in classroom to minimise the use of shared spaces. Shared spaces are cleaned after use. | Yes | | L |
| 3.4 Movement in corridors | | | | | |
| Bubble arrangements are breached when pupils circulate in corridors | H/M | <ul style="list-style-type: none"> Year group 'bubble' arrangements are in place. The use of shared learning spaces is timetabled to avoid different bubbles groups coming into contact with each other. One-way systems are in operation where feasible. Circulation routes are clearly marked with appropriate signage. Any pinch points/bottle necks are identified and managed accordingly. Appropriate supervision levels are in place. | Yes | | L |
| 3.5 Break times | | | | | |

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| Year group bubbles mix at playtimes System of control 5 | H/M | <ul style="list-style-type: none"> • Break times are staggered. • Pupils are kept within their year group during social times in allocated playgrounds. • External areas are designated for different groups. • Pupils are reminded about staying in their year group bubbles as break times begin. • Appropriate signage is in place around the school and in key areas. • Supervision levels have been enhanced. | Yes | | L |
| 3.6 Lunch times | | | | | |
| Year group bubbles mix at lunchtimes | H/M | <ul style="list-style-type: none"> • Lunch times are staggered. • Pupils are reminded about staying in their assigned bubbles as lunch times begin. • Pupils wash their hands before and after eating. • Dining areas are cleaned before and after each class group has used them. • Tables and chairs have been cordoned off where necessary. • Floor markings are used to manage queues and enable social distancing. • Pupils eat lunch with others in their bubble. • Dining hall is set up with seats and tables are labelled. • Pupils who eat in the lunch hall sit in their designated seat each time. Schedule in place for classes to go into the lunch hall. • Lunch is delivered to pupils who eat lunch in their classrooms. • Guidance has been issued to parents and pupils on packed lunches. | Yes | | L |

| Areas for concern | Risk rating | Control measures | In place? (Yes/No) | Further action/comments | Residual risk rating (H/M/L) |
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prior to
action
(H/M/L)

3.7 Toilets

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| <p>Queues for toilets and handwashing risk mixing across bubbles</p> | <p>H/M</p> | <ul style="list-style-type: none"> • Queuing zones for toilets and hand washing have been established and are monitored. • Floor markings are in place to enable social distancing. • Pupils know that they can only use the toilet one at a time. • Pupils are encouraged to access the toilet during class/throughout the day to help avoid queues. • Classes are assigned sets of toilets to use during lesson time and when outside. • Staff on duty supervise the toilets to ensure pupils from different year group bubbles do not mix. • This can be achieved by pupils from a specified bubble visiting the toilets at set times. • The toilets are cleaned frequently. • Monitoring ensures a constant supply of soap and paper towels. • Bins are emptied regularly. • Pupils are reminded regularly on how to wash hands and young children are supervised in doing so. | <p>Yes</p> | | <p>L</p> |
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3.8 Medical Rooms

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| <p>The configuration of medical rooms may compromise mixing of bubbles</p> | <p>M/L</p> | <ul style="list-style-type: none"> • Social distancing provisions are in place for medical rooms. • Designated room for pupils assigned with suspected COVID-19 whilst collection is arranged. • Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets. • First aid to be administered as much as possible in classrooms/playground. • First aider to be called and administer first aid, medicine in the bubble where possible (rather than medical room) | <p>Yes</p> | | <p>L</p> |
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3.9 Reception area

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| Groups of people gather in reception (parents, visitors, deliveries) which risks breaching social distancing guidelines | M/L | <ul style="list-style-type: none"> • Social distancing points are clearly set out, using floor markings, continuing outside where necessary. • Front desk screen is kept closed and only opened slightly if needed to reduce contact. • Social distancing guidance is clearly displayed to protect reception staff (e.g. distance from person stood at reception desk). • Non-essential deliveries and visitors to school are minimised. • Arrangements are in place for segregation of visitors. • Reception staff to have discussions with all visitors to the school (contractors, parents, supply teachers, peripatetic teachers, visitors) about the school's control measures. Site guidance on physical distancing and hygiene is explained to all visitors on or before arrival. | Yes | | L |
| 3.10 Arrival and departure from school | | | | | |
| Pupils and parents congregate at exits and entrances, making social distancing measures difficult to apply and risking pupils from different bubbles mixing | M/L | <ul style="list-style-type: none"> • Start and finish times are staggered for each year group bubble • The use of available entrances and exits is maximised. • Social distancing guidelines are reinforced at entrances and exits through signage and floor/ground markings, including external drop-off and pick-up points. • Weekly messages to parents stress the need for social distancing at arrival and departure times. • Staff on duty at designated points to supervise and remind parents of social distancing guidance if required. | Yes | | M |

| Areas for concern | Risk rating | Control measures | In place? (Yes/No) | Further action/comments | Residual risk rating (H/M/L) |
|--|--------------------|--|---------------------------|--------------------------------|-------------------------------------|
| 3.11 Staff areas | | | | | |
| The configuration of staff rooms and offices makes compliance with social distancing measures problematic | H/M | <ul style="list-style-type: none"> • Reconfiguration of staff rooms and offices has been undertaken prior to the school opening to allow for social distancing between staff. • Staff are briefed about the limitations to use of staff rooms. | Yes | | L |

| 4. Continuing enhanced protection for children and staff with underlying health conditions | | | | | |
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| 4.1 Pupils with underlying health issues | | | | | |
| <p>Pupils who are clinically vulnerable or clinically extremely vulnerable do not attend school even though it is deemed safe to do so</p> | H/M | <ul style="list-style-type: none"> • Parents of pupils with underlying health conditions have been provided with updated guidance and discussions have been held with them on a case by case basis regarding attendance at school from September. • Parents have been asked to make the school aware of pupils' underlying health conditions and the school has sought to ensure that the appropriate guidance has been acted upon. • The school, and parents are clear about the definitions and associated mitigating strategies in relation to people who are classed as clinically vulnerable and clinically extremely vulnerable as set out in the latest government guidance. • The register of pupils with underlying health conditions is regularly updated. • If parents of pupils with significant risk factors (including about the comparatively increased risk from coronavirus from BAME backgrounds discussions regarding their concerns are held and should be reassured of the measures that have been put in place are putting in place to reduce the risk in school. • It has been made clear to parents that pupils of compulsory school age must be in school unless a statutory reason applies (for example, the pupil has been granted a leave of absence, is unable to attend because of sickness, is absent for a necessary religious observance etc) • Note: Shielding advice is currently in place and children who are clinically extremely vulnerable are advised not to attend education or childcare. • If a doctor has confirmed that a child is still clinically extremely vulnerable, the advice is that they should not attend nursery, school or college during the period of national restrictions. If this is the case for a child, the parent will receive a letter confirming this advice. • Children who live with someone who is clinically extremely vulnerable, but who are not clinically extremely vulnerable themselves, should still attend school in all local restriction tiers. • https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/guidance-for-full-opening-special-schools-and-other-specialist-settings#clinically-extremely-vulnerable-children | Yes | | L |

| Areas for concern | Risk rating prior to action (H/M/L) | Control measures | In place? (Yes/No) | Further action/comments | Residual risk rating (H/M/L) |
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| 4.2 Staff with underlying health issues | | | | | |
| Staff who are clinically vulnerable or clinically extremely vulnerable do not return to work even though it is deemed safe to do so | H/M | <ul style="list-style-type: none"> Staff with underlying health issues have been provided with updated guidance and discussions have been held with them regarding returning to work. All members of staff with underlying health issues, those within vulnerable groups or who are shielding have been instructed to make their condition or circumstances known to the school. Records are kept of this and regularly updated. Members of staff with underlying health conditions have been asked to seek and act on the advice of their GP/consultant/midwife or current government advice. Staff are clear about the definitions and associated mitigating strategies in relation to people who are classed as clinically vulnerable and clinically extremely vulnerable as set out in the latest government guidance. Leaders are cognisant of additional contextual factors that may make staff more susceptible to poor outcomes should they become infected with COVID-19. These include ethnicity and age. BAME staff and those over 55 years of age may be at heightened risk. Leaders take account of this in their risk assessments. Current government guidance is being applied. | Yes | | L |
| 4.3 Staff who are new and expectant mothers | | | | | |
| <i>New and Expectant Mothers Contracting Corona virus, whilst at work or using public transport.</i> | H/M | <ul style="list-style-type: none"> Carry out and regularly review the New and Expectant Mothers risk assessment for the individual, (EACH TRIMESTER) and do everything reasonably practicable to protect the worker from harm If risks are identified during the pregnancy, in the first 6 months after birth or while the employee is still breastfeeding, the employer must take appropriate, sensible action to reduce, remove or control them. Carry out Individual COVID-19 Risk Assessment for those at increased risk version 5a and for New and Expectant Mothers Briefing version 6a- updated advice. Current government and NHS advice is that pregnant workers are in the clinically vulnerable (CV) group. They are defined as clinically extremely vulnerable at 28 weeks / third trimester – and/are advised to work from home and not to go into work. | Yes | Update in autumn term | M/L |

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| | | <ul style="list-style-type: none"> Expectant mothers Clinically Vulnerable can return to work as long as there is a COVID-19 risk assessment, New and Expectant Mothers Risk Assessment, discussions have taken place and control measures in place for the school. Consultation on the general COVID-19 risk assessments for the school and its arrangements should also take place. | | | |
| 5. Enhancing mental health support for pupils and staff | | | | | |
| 5.1 Mental health concerns – pupils | | | | | |
| Pupils' mental health has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general | H/M | <ul style="list-style-type: none"> There are sufficient numbers of trained staff available to support pupils with mental health issues. There is access to designated staff for all pupils who wish to talk to someone about wellbeing/mental health. Wellbeing/mental health is discussed regularly in PSHE/virtual assemblies/pupil briefings (stories/toy characters are used for younger pupils to help talk about feelings). Resources/websites to support the mental health of pupils are provided. A video is produced for all pupils which explains the new process, and shows what the classroom/school will look like when back. If a pupil needs comforting staff to try and comfort as much as possible from a safe distance. | Yes | | L |
| 5.2 Mental health concerns – staff | | | | | |
| The mental health of staff has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general | H/M | <ul style="list-style-type: none"> Staff are encouraged to focus on their wellbeing. Line managers are proactive in discussing wellbeing with the staff that they manage, including their workload. Staff briefings and training have included content on wellbeing. Staff have been signposted to useful websites and resources. Keep staff updated on what is happening so they feel involved and reassured. | Yes | | L |

| 5.3 Bereavement support | | | | | |
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| Pupils and staff are grieving because of loss of friends or family | H/M | <ul style="list-style-type: none"> The school has access to trained staff who can offer bereavement counselling and support. Support is requested from other organisations when necessary. | Yes | | L |

| Areas for concern | Risk rating prior to action (H/M/L) | Control measures | In place? (Yes/No) | Further action/comments | Residual risk rating (H/M/L) |
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| 6. Operational issues | | | | | |
| 6.1 Review of fire procedures | | | | | |
| Fire procedures are not appropriate to cover new arrangements | H/M | <ul style="list-style-type: none"> Fire procedures have been reviewed and revised where required, due to: <ul style="list-style-type: none"> Pupils operating in discrete year class group 'bubbles' Staff moving between discrete class group 'bubbles' Staff and pupils have been briefed on any new evacuation procedures. Incident controller and fire marshals have been trained and briefed appropriately. | Partially | Fire evacuation plan to be updated before 3 September. To be shared with staff 3, 4 September | L |
| Fire evacuation drills - unable to apply social distancing effectively between discrete class group 'bubbles' | H/M | <ul style="list-style-type: none"> Plans for fire evacuation drills are in place which take account of the new arrangements and apply social distancing where necessary. Generally review procedures consider lower frequency of fire drills, zonal evacuation for drills etc. Refer to the Schools Hub advice sheets; "Fire Evacuation Procedures" – COVID-19 – Sheet No. 5 | Yes | | L |
| 6.2 Managing premises on full reopening after lengthy part closure | | | | | |
| All systems may not be operational | H/M | <ul style="list-style-type: none"> Government guidance is being implemented where appropriate. All systems have been recommissioned. | Yes | | L |
| Statutory compliance has not been completed due to the availability of contractors during lockdown | H/M | <ul style="list-style-type: none"> All statutory compliance is up to date. Where water systems have not been maintained throughout lockdown, chlorination, flushing and certification by a specialist contractor has been arranged. | Yes | | L |

| Areas for concern | Risk rating prior to action (H/M/L) | Control measures | In place? (Yes/No) | Further action/comments | Residual risk rating (H/M/L) |
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| 6.3 Contractors working on the school site | | | | | |
| Contractors on-site whilst school is in operation may pose a risk to social distancing and infection control | H/L | <ul style="list-style-type: none"> • Ongoing works and scheduled inspections for schools (e.g. estates related) have been designated as essential work by the government and so are set to continue. • An assessment has been carried out to see if any additional control measures are required to keep staff, pupils and contractors safe. • Assurances have been sought from the contractors that all staff attending the setting will be in good health (symptom-free) and that contractors have procedures in place to ensure effective social distancing is maintained at all times. • Alternative arrangements have been considered such as using a different entrance for contractors and organising classes so that contractors and staff/pupils are kept apart. • Social distancing is being maintained throughout any such works and where this is not possible arrangements are reviewed. • Site manager to liaise with and monitor the contractor maintaining social distancing where possible. • In addition to arrangements for COVID-19, normal contractor procedures are being applied and have been updated in light of COVID-19 (including contractor risk assessments and method statements, and contractor induction). • Arrangements in place with contractors including IT technicians to avoid crossing of year group bubbles and maintain social distancing with pupils and adults. • Arrangements for contractors to work when pupils not in school as much as possible. • A record should be kept of all visitors. | Yes | | L |
| 7. Finance | | | | | |
| 7.1 Costs of the school's response to COVID-19 | | | | | |
| The costs of additional measures and enhanced services to address | H/M | <ul style="list-style-type: none"> • Additional cost pressures due to COVID-19 identified and an end-of-year forecast which factors them in has been produced. | Yes | | L |

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| COVID-19 when reopening places the school in financial difficulties | | <ul style="list-style-type: none"> • LA or trust finance team has been consulted to identify potential savings in order to work towards a balanced budget. • Additional COVID-19 related costs are under monitoring and options for reducing costs over time and as guidance changes are under review. • Additional sources of income are under exploration. • The school's projected financial position has been shared with Trustees. | | | |
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| Areas for concern | Risk rating prior to action (H/M/L) | Control measures | In place? (Yes/No) | Further action/comments | Residual risk rating (H/M/L) |
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| 8. Governance | | | | | |
| 8.1 Oversight of the LECs/Trust Board | | | | | |
| Lack of governor oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements | H/M | <ul style="list-style-type: none"> • The Trustee Board and LEC continues to meet regularly via online platforms. • The Trustee Board and LEC agendas are structured to ensure all statutory requirements are discussed and school leaders are held to account for their implementation. • The HT report to LEC members and Executive leaders includes content and updates on how the school is continuing to meet its statutory obligations in addition to covering the school's response to COVID-19. • Regular dialogue with the Chair of LECs and Trustees and those members/trustees with designated responsibilities is in place. • Minutes of LEC body meetings are reviewed to ensure that they accurately record LEC members oversight and holding leaders to account for areas of statutory responsibility. | Yes | | L |
| 9. Additional site-specific issues and risks | | | | | |
| Settings to add any site-specific issues/arrangements here and ensure mitigation strategies are in place to address them | | | | | |
| Greater risk of the virus spreading when staff are having to work across one class or a year group bubble | H/M | <ul style="list-style-type: none"> • PPA time to be adjusted so that specialist Spanish teacher and specialist music teacher does not teach every year group to reduce the contact they have with the number of pupils. • Music teacher to deliver music from classrooms rather than pupils visiting the music hub. | Yes | | M |

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| | | <ul style="list-style-type: none"> • Sports coaches to avoid coming into the school building. Pupils to be taken outside by support staff where possible. • Other staff (including HLTA's) who cover PPA, management time, NQT release time etc to limit the number of year groups they cover where possible. • Learning support assistants to only work in one year group bubble, and to limit to working solely in one class where possible. • Play leaders to be assigned to a class and to stay with the class for the duration of lunch time. Limit the number of year groups play leaders are assigned to where possible. • Staff carrying out interventions (including Learning Coach, learning support assistants) to reduce the number of year groups they work in where possible. • Staff who move between year group bubbles should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults although this is not always possible with younger children. • A space should be created at the front of the class which is at least 2 metres wide for staff who work across year group bubbles to use where possible. | | | |
| Greater risk of the virus spreading when using staff to cover absences | H/M | <ul style="list-style-type: none"> • If cover is required, school staff to be used where possible. Consideration to be made to limit staff working across different year groups where possible. • If supply teachers are used, ensure that they understand that they are expected to comply with the school's arrangements for managing and minimising risk, including taking particular care to maintain distance from other staff and pupils. • To minimise the numbers of temporary staff entering the school premises, and secure best value, consider longer assignments with supply teachers and agree a minimum number of hours across the academic year. • Keep a record to track how classes are covered (by whom and when). | Yes | | M |
| Greater risk of the virus spreading when using peripatetic teachers | H/M | <ul style="list-style-type: none"> • Peripatetic teachers share their own risk assessments with the school. • Peripatetic teachers must maintain distancing requirements with each group they teach, where appropriate. • Peripatetic teachers must avoid situations where distancing requirements are broken; for an example demonstrating partnering work in dancing. • Peripatetic teachers must make effort to reduce the number of groups taught and locations worked in, to reduce the number of contacts made. • Ensure peripatetic teachers understand that they are expected to comply with the school's arrangements for managing and | Yes | | M |

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| | | <p>minimising risk, including taking particular care to maintain distance from other staff and pupils.</p> <ul style="list-style-type: none"> • Music lessons to be timetabled whereby peripatetic teachers are given an allocated space and chair. Pupils are collected by the teacher and escorted to the allocated space (whilst maintaining social distancing). • Wind and brass instruments and singing lessons can be undertaken by considering and adopting the cumulative risk mitigation measures so that risk is reduced. • Space should be cleaned thoroughly between each lesson. • A record should be kept of all visits. | | | |
| Teaching of music dance and drama (including signing and playing an instrument) poses an increased risk of the virus spreading | H/M | <ul style="list-style-type: none"> • Staff are aware that although singing and playing wind and brass instruments do not currently appear to represent a significantly higher risk than routine speaking and breathing at the same volume, there is now some evidence that additional risk can build from aerosol transmission with volume and with the combined numbers of individuals within a confined space. This is particularly evident for singing and shouting, but with appropriate safety mitigation and consideration, singing, wind and brass teaching can still take place. • Staff should ensure that when teaching music, dance and drama the pupils and staff should observe social distancing where possible. This may limit group activity in these subjects in terms of numbers in each group. • Physical correction by teachers and contact between pupils in dance and drama should be avoided. • Staff should keep background or accompanying music to levels which do not encourage teachers or other performers to raise their voices unduly. If possible, staff should use microphones to reduce the need for shouting or prolonged periods of loud speaking or singing. If possible, do not share microphones • If planning an indoor or outdoor face-to-face performance in front of a live audience, staff should follow the latest advice in the DCMS performing arts guidance, implementing events in the lowest risk order as described. If planning an outdoor performance staff should also give particular consideration to the guidance on delivering outdoor events. • Playing instruments and singing in groups should take place outdoors wherever possible. If indoors, teachers should consider limiting the numbers in relation to the space. • If playing musical instruments and singing in groups indoors, staff should ensure that a room is used with as much space as possible, for example, larger rooms and rooms with high ceilings. Numbers should be limited to account for ventilation of the space and the ability to social distance. • Singing, wind and brass playing should not take place in larger groups such as choirs and ensembles, or assemblies unless | Yes | | L |

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| | | <p>significant space, natural airflow (at least 10l/s/person for all present, including audiences) and strict social distancing and mitigation can be maintained.</p> <ul style="list-style-type: none"> ● In the smaller groups where these activities can take place, staff should ensure that strict social distancing between each singer and player, and between singers and players, and any other people such as conductors, other musicians, or accompanists is maintained. If the activity is face-to-face and without mitigating actions, 2 metres is appropriate. ● Pupils should be positioned back-to-back or side-to-side when playing or singing (rather than face-to-face) whenever possible. Wind and brass players should be positioned so that the air from their instrument does not blow into another player. ● Staff should ensure pupils use microphones where possible or encourage singing quietly. ● Staff to be aware that these controls measures regarding signing relates to organised group activity, not to spontaneous singing, dance and role-play that young children may naturally do, and should be encouraged to do, by early years practitioners. ● Staff should ensure that pupils wash their hands before and after handling equipment, especially if being used by more than one person. ● Staff to avoid the sharing of equipment wherever possible. They should place name labels on equipment to help identify the designated user, for example, percussionists' own sticks and mallets. ● Staff should ensure that if instruments and equipment have to be shared they should be disinfected regularly (including any packing cases, handles, props, chairs, microphones and music stands) and always between users. ● Staff should ensure that instruments should be cleaned by the pupils playing them, where possible. ● Staff to limit handling of music scores, parts and scripts to the individual using them. ● Staff should ensure that pick up and drop off collection points should be created where possible, rather than passing equipment such as props, scripts, scores and microphones hand-to-hand. | | | |
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| No measures in place to reduce the risk of the virus spreading when teaching PE | H/M | <ul style="list-style-type: none"> • Pupils to be kept in class bubbles during PE. • Sporting competitions or contact with those outside the class bubble to be avoided. • Year groups to be allocated a box of sporting equipment. These should be cleaned before and after use. • Any sports equipment that is used by different year group bubbles should be thoroughly cleaned between each use. • Contact sports to be avoided. • Outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene as this is particularly important in a sports setting because of the way in which people breathe during exercise. • School halls to be timetabled for indoor PE. Timetable the use of the hall for a different year group each day. Hall to be cleaned thoroughly at the end of the day before another year group bubble uses it. • Schedule dance for indoor PE slot for autumn 1 so that the use of gym equipment is avoided. • Only provide team sports on the list available at return to recreational team sport framework. | Yes | | L |
| Handling books increases the risk of the virus spreading | H/M | <ul style="list-style-type: none"> • Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development. • Similar rules on hand cleaning, cleaning of the resources and rotation should apply to these resources. | Yes | | L |
| Monitoring the quality of teaching and learning across the school, taking into account whole school procedures in reducing the risk of the virus spreading | H/M | <ul style="list-style-type: none"> • Headteacher to consider approach to monitoring teaching and learning, including book scrutiny and lesson observations. | Yes | | M/L |

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| Sharing staff equipment/resources increases the risk of the virus spreading | H/M | <ul style="list-style-type: none"> • Staff to avoid sharing work equipment or they should clean before they use it. • Clear desk policy will be robustly applied to enable effective cleaning • Cleaning wipes available on each desk to clean desks and equipment as needed before and after use and throughout the day. • Enhanced cleaning regime - including desks every night. • Desks to be located or will be taped off so that available desks will be 2 metres apart. • Desks, shared computers, and photocopiers should be cleaned before use, including the new keyboards and mice installed in the PPA room. • Surfaces should remain clutter free to ensure they can be cleaned easily before and after use. Staff informed that no resources or photocopying should be left on surfaces. • Staff encouraged not to pass resources to each other. • Staff not to share pens and to have their own stationary which is frequently used. • Staff to bring in their own cutlery, plates, flasks, water bottles etc where possible. Limit the use of shared equipment e.g.dishwasher, use of a fridge. Label areas/equipment (with clean before use) and have cleaning products available. • Staff to refrain from bringing anything in that could be shared with others e.g. cake. • Tea, coffee, milk to be easily accessible for staff, to avoid staff having to open cupboards etc • Food should not be consumed in the PPA room at any time but in the staff room or additional staff spaces allocated for break and lunch times. • Create an additional space for staff (moonstone learning zone). • Staff are encouraged to use the adult toilets nearest to their bubble only, to minimise risk of spreading the virus. Social distancing should be observed. This may mean waiting outside the toilets if another member of staff is already using them. • Visitors to not be given lanyards. To be given visitor stickers instead to limit sharing this. | Yes | | L |
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| Spaces are not ventilated well which increases the risk of the virus spreading | H | <ul style="list-style-type: none"> Classroom door and windows to be open if possible for air flow. Where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units, propped open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation. Ensure all ventilation systems are working in their normal operating mode. Leave non-fire doors open to reduce the amount of contact with doors and also potentially improve workplace ventilation. Fire doors can be kept open in areas that are occupied. | Yes | | L |
| Use of the fixed play equipment outside increases the risk of the virus spreading | H | <ul style="list-style-type: none"> Parents have been reminded that their child should not play on the fixed play equipment outside before or after school. Fixed play equipment to be timetabled weekly for the children at play and lunchtimes as only one year group can use the equipment each time. No pupils to play on the play equipment on Monday's to allow 72 hours between each year group bubble. | Yes | | L |
| Pupils arrive late or parents have to pick up their child early which is not in line with the bubbles start/end time | H/M | <ul style="list-style-type: none"> If a pupil is late (before the gates are closed) they are to go into their classrooms via their usual entrance. Class teacher to telephone the Attendance Officer who will mark the pupil in as late on the register. If a pupil arrives to school after the gates have been closed, they are to go to the roundhall where they will be signed in by the office member of staff and escorted to their classroom if appropriate. The office member of staff will ensure that pupils across year groups do not mix. Parents must inform the school in advance of any early collections. The school office will telephone the class and arrange for the parent to wait outside the school office. The office member of staff will sign the child out. | Yes | | M/L |
| Bikes and scooters stored in the bike shed increases the risk of the virus spreading | M | <ul style="list-style-type: none"> Parents to be informed that they are not to congregate in the bike shed when dropping off or collecting scooters and bikes. This to be monitored, if poses an increased risk, limit pupils in coming to school on scooters and bikes. | Yes | | L |
| Pupil mobile phones are not stored in a safe place | M | <ul style="list-style-type: none"> Only pupils in Year 5 & 6 who walk to school on their own are allowed to bring in a mobile phone. The phone is to be switched off before the pupils enter the main gates and handed into the class teacher as soon as they come in. The class teacher will lock the phone away and then hand it back to the pupils at the end of the day. | Yes | | L |

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| Using shared resources increases the risk of the virus spreading | H/M | <ul style="list-style-type: none"> • No unnecessary resources to be brought into school, parents are reminded that pupils are to leave toys, pencil cases and stationery at home. • Pupils are permitted to bring in their school bag, their own named water bottle, and a packed lunch if they are not having a school prepared lunch. • Parents reminded that they are to ensure that anything that has been brought into school has been cleaned and sanitised beforehand. • All pupils to be provided with an individual stationary pack as this is very frequently used. • Classroom based resources, such as books and games, can be used and shared within the year group bubble; these should be cleaned regularly, along with all frequently touched surfaces. • All classes to be allocated with their own box of sporting equipment. • Resources that are shared between year group bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles. • Any shared toys (including those with intricate parts), play equipment or materials that cannot be cleaned or disinfected should not be used. This includes soft toys. • Sand, water, mud and playdough can be used if additional measures to reduce the risk of transmission are put into place (see below). • Parents are encouraged to apply sunscreen to their child before school if required. Pupils bring their own sunscreen and apply it themselves if required and store by their locker. | Yes | | L |
| Use of snack increases the risk of the virus spreading | H/M | <ul style="list-style-type: none"> • Staff in reception and KS1 to collect fruit from the kitchen. The staff should wash the fruit in bowls in the classroom before handing out to the children. Gloves should be worn by staff when handing out fruit. • If pupils bring in their own snack they are to ensure it has been washed beforehand. • Pupils to wash hands before eating their snack. | Yes | | L |
| Getting changed for PE increases the risk of the infection spreading | H/M | <ul style="list-style-type: none"> • In order to avoid pupils getting changed at school and potentially contaminating surfaces with their clothes, pupils should come into school wearing their PE kits on their PE days. • Pupils should bring in a thin raincoat/mac to wear outside for PE in light rain. | Yes | | L |

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| | | <ul style="list-style-type: none"> If pupils require to get changed, they are to put their worn PE kit in a plastic bag and clean all surfaces. | | | |
| Pupil school records are not up to date | H | <ul style="list-style-type: none"> Parents have been reminded to ensure that the information the school holds for their child is accurate. Parents are to email the office directly if there are any changes to the information the school holds, including: contact details (including emergency contact details); medical, allergy or dietary information/requirements. | Yes | | M |
| No support in place to support pupils with SEND | H | <ul style="list-style-type: none"> Provide specific help and support to pupils with SEND (whether with education, health and care plans or on SEN support) who need further support with preparing for the changes to routine, for example using social stories. Continue to support individual pupils through differentiated learning. Link with outside agencies to ensure support is in place. Annual reviews to take place via online platforms where appropriate. Risk assessments in place for pupils with EHCPs. PPE equipment available should any pupils pose a risk of spitting. Where possible pupils with EHCPs to receive consistent support from the same staff member. Where it is more difficult to provide support to pupils with a EHCP (due to self isolation) decisions on how provision can be delivered should be informed by relevant considerations including, for example, the types of services that the pupil can access remotely, for example, online teaching and remote sessions with different types of therapists. These decisions should be considered on a case by case basis, avoiding a one size fits all approach. This should be considered in the pupils risk assessment. | Yes | | M/L |
| Pupils who attends more than one setting increases the risk of the virus spreading | H | <ul style="list-style-type: none"> Where a pupil routinely attends more than one setting on a part time basis, for example because they are dual registered at a mainstream school and an alternative provision setting or special school, schools should work through the system of controls collaboratively, enabling to address any risks identified and to jointly deliver a broad and balanced curriculum for the pupil. | Yes | | M |
| Range of adults who work with pupils with SEND pupils increases the risk of the virus | H | <ul style="list-style-type: none"> Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. Ensure that they understand that they are expected to comply with the school's arrangements for managing and minimising risk, including taking particular care to maintain distance from other staff and pupils. Ensure site guidance on physical distancing and hygiene is explained to visitors on or before arrival. | Yes | | M |

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| | | <ul style="list-style-type: none"> • Where visits can happen outside of school hours, they should. • A record should be kept of all visitors. | | | |
| Staff and pupils experiencing increased anxiety and potential for infection to be spread through an increase in sensory/ comfort seeking behaviours | H | <ul style="list-style-type: none"> • Risk assessments to be put in place for SEND pupils, who pose more a risk in conjunction with the SENCO, staff in bubble and parent to identify the risk and whether or not it is safe for them to attend school and measures outlined to reduce the risk if they are in school. • Pupils are encouraged to wash hands regularly and are supervised to do so. • Staff working one to one with pupils to regularly wash hands. • Surfaces to be wiped and dried when pupils have licked/stroked furniture wherever possible (cleaning spray and gloves will be available). • Where possible use disposable clothes, kitchen towel or wash clothes in the washing machine at 60°. • Daily washing of equipment and any toys they have been in contact with. • Parents to be fully aware of changes in staffing and may be asked to collect the child if they show signs of distress. • Social distancing to be practised wherever possible (gloves, aprons and masks provided). • Items that have been chewed or licked will be cleaned or disposed of if necessary. • Staff supported to manage risks as they arise. • Speak to parents about some of the issues and how they manage this at home. • Cleaners directed to clean the areas used on a daily basis. • If approach was used- ensure staff are able to wash hands/face accordingly. • Whilst following all other mitigation and control measures in this risk assessment where there is a care/support plan in place then this should be reviewed and adjusted to take account of extra measures required relating to the Coronavirus and its spread. | Yes | | M |
| Pupils require medical attention when in school | H | <ul style="list-style-type: none"> • All bubbles to have a first aid kit, yellow incident forms and a recording sheet so basic first aid to be carried out in classrooms. • Staff in classrooms will be responsible for dealing with minor cuts and grazes accordingly. Staff to take their first aid kit with them when travelling to the different areas of the school with their bubble. • Adults supervising break and lunchtimes must take the medical kit outside with them. • For more serious incidents e.g. a bump to the head, asthma attack, anaphylactic shock, the first aider must be called. First aider on call to go directly to the pupil and administer first aid | Yes | | M/L |

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| | | <p>as necessary. A red form will be completed by the first aider on duty and handed to the parent when the child is collected.</p> <ul style="list-style-type: none"> • The usual precaution of wearing disposable gloves when administering first aid should be adhered to. • A recording sheet is provided to record details of whenever first aid is administered. This should be completed in full, so medical member of staff can record any incidents on Scholarpack. Accidents must also be recorded on a yellow incident form and the form sent home to the parent. • For pupils who require prescribed medication, parents to hand in the medication to the school office. The first aider on duty will visit the child in their classroom to administer the medication at an appropriate time. They are to stand outside in the corridor and not enter the classroom. • Parent consent forms to administer prescribed medicine and over the counter medicine are available for parents to complete if they require new medicine to be administered at school. • All staff to have had training/support to think about how they can do their job differently – e.g. children bathing their own cut or graze, not bending down to speak to a child – side to side rather than standing in front. | | | |
| Staff have to provide intimate care for pupils | H | <ul style="list-style-type: none"> • Continance/intimate care guidance to be followed. • When changing nappies a face mask should be worn by the staff member as well as gloves and an apron. • Children should be encouraged to change their own clothes if wet etc. • Nappy changing bins to be emptied more regularly and be double bagged. | Yes | | M/L |
| The catering company does not have an effective risk assessment in place to prepare and serve the food safely | H | <ul style="list-style-type: none"> • Risk assessment shared (The Pantry) which includes measures in place to ensure social distancing is being adhered to as well as how the food is being prepared and served: <p>General Practices:</p> <ul style="list-style-type: none"> • Ensure coughs & sneezes are caught with a tissue by following Catch it, Bin it, kill it & avoiding touching face, eyes, nose, or mouth with unclean hands & washing hands after. • Declaration fit to work – All team members to declare that they are fit to work. • Ensure that staff or a household member showing symptoms must inform their line manager & self-isolate for the government recommended amount of time (7 days if alone or 10 days if live with others). • Correct handwash after each shift when returning to the kitchen. • Any use of disposable gloves used for handling hot food boxes. | Yes | | L |

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| | | <ul style="list-style-type: none"> • Ensure government guidelines are kept as a minimum. • All packaging to be wiped down using approved methods before storage. • All cooking items, plates, cutlery to be washed at 60 degrees • Trolleys/other surfaces to be regularly cleaned. • Staff to wash hands frequently. • Staff need to take responsibility for following H & S guidance and for reporting any issues or concerns as they arise. <p>Additional Training:</p> <ul style="list-style-type: none"> • Training must be signed off on the Pantry Admin System before commencement of any work duties. • Guidance on returning to work during a pandemic. • Covid-19 general information. • Handwashing Training • How to use a face mask safely. • Safe working in COVID-19 'Coronavirus' Kitchen environments Risk Assessment • Covid19 – Transport Risk Assessment | | | |
| Food that is being eaten in classrooms are not collected, delivered and handled safely | H | <p>Collection:</p> <ul style="list-style-type: none"> • Where possible do not enter any spaces unnecessarily, if you can wait outside then do. • Assigned entrances are allocated to minimise potential contact. • Gloves used for collecting any delivery. Hands to be properly washed and dried before using gloves. • Ensure all containers are sanitized before taking/loading them • Items should never be passed from person to person. They must be placed on a clean surface then backed away from allowing the collection person to pick them up whilst maintaining the prevailing safe distance. • Ensure the prevailing safe distance and government guidelines are kept as a minimum. <p>Delivering:</p> <ul style="list-style-type: none"> • Staff when delivering must wear correct PPE when outside the kitchen. • Where possible do not enter any spaces unnecessarily, if you can wait outside then do. • Ensure that the route to destination is clear of persons whilst transporting food to each delivery area. • Ensure that delivery route is free from challenging obstacles. • Use of hot food boxes to transport goods to food delivery areas within the school are fit for purpose. <p>Food in classrooms:</p> <ul style="list-style-type: none"> • Food needs to be eaten at an appropriate temperature, adults will need to be flexible and prioritise eating when it arrives. • Staff will be advised if the food needs to be cooled a little before serving. | N | | L |

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| | | <ul style="list-style-type: none"> The adult supervising lunch must wear disposable gloves at all times to hand out meals and cutlery. | | | |
| Food is not served safely in the dining hall | H | <ul style="list-style-type: none"> Separate entry and exits to the dining hall where possible with one way in and out. Queuing arrangements marked out. Food service over counter to enable 2 metre separation between kitchen staff and pupils. Play leader/support staff to be allocated to each class for the whole duration of lunch. Lunch times staggered. Each KS2 year group has an allocated slot in the dining hall. Classes queue (keeping their distance) and collect their lunch. No open salad bar. Seats to be allocated to each pupil, using tape on seats to indicate where a space should be kept. Allocated adult to give out cutlery (using gloves), napkins and cups. Water jug to be cleaned after each year group bubble. Allocated space to be wiped down after use. | Yes | | L |
| Premises lettings do not take into account wider protective measures | H | <ul style="list-style-type: none"> Consideration given to premises lettings and approach in place. | Yes | | M/L |
| Enrichment clubs do not take into account wider protective measures | H | <ul style="list-style-type: none"> Consider carefully how to make such provision work alongside the schools wider protective measures, including keeping children within their year groups bubbles where possible. | Yes | | M/L |
| Staff meetings, staff briefings and meetings do not take into account wider protective measures | H | <ul style="list-style-type: none"> Reduce face to face meetings where possible and use other digital/remote means. If face to face meetings/training in place, ensure that staff are kept 2 metres apart, sit in an allocated space and the room is well ventilated. | Yes | | L |
| Handling deliveries increases the risk of the virus spreading | H/M | <ul style="list-style-type: none"> Consider methods to reduce frequency of deliveries, for example by ordering larger quantities less often. Local arrangements to be made whether deliveries made external to the building or to pre-allocated area as appropriate. Staff wipe the outer surfaces of delivery boxes before handling/relocating/sorting the delivery. Wash hands after handling deliveries/packaging | Yes | | L |
| Use of the reading hub increases the risk of the virus spreading | H/M | <ul style="list-style-type: none"> Reading hub to be closed for time being. Staff to select a range of books themselves for pupils to choose from in their classrooms. Returned items to be quarantined for 72 hours or wiped down. | Yes | | L |
| Use of public transport by pupils and staff increases the risk of the virus spreading | H/M | <ul style="list-style-type: none"> Encourage the greater use of walking, cycling or own car rather than public transport if possible with staff, parents and pupils. | Yes | | M |

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| | | <ul style="list-style-type: none"> Consider how pupils arrive at school and reduce any unnecessary travel on public transport where possible. Make sure transport providers, as far as possible, follow hygiene rules and try to keep distance from their passenger Refer staff and families to the guidance from the government regarding safer travel guidance for passengers if using public transport. | | | |
| Deployment of ITT trainees poses an additional risk | H/M | <ul style="list-style-type: none"> Discussions to be made with relevant ITT providers regarding how placements can be done flexibly and innovatively to help meet both school and trainee needs. Deployment decisions will need to take into account the skills and capacity of the trainees in question. ITT trainees to be provided with full induction to ensure clear about the risk assessments and their role in minimising risks. | Yes | | M |
| Staff taking leave during holiday poses an additional risk | H/M | <ul style="list-style-type: none"> Ensure that staff are aware of the requirement for people returning from some countries to quarantine for 10 days on their return. Advise staff if they have not booked to travel abroad this summer and are planning to, to book to travel during the first part of the summer holiday so that any quarantine restrictions will be accommodated into school closure periods. All staff to advise the headteacher of any travel arrangements abroad in advance which may result in staff needing to quarantine so appropriate cover can be arranged if required. | Yes | | L |
| Use of volunteers poses an additional risk | H/M | <ul style="list-style-type: none"> Ensure that any volunteers that are used to support the work of the school are properly supported and given appropriate roles. Mixing of volunteers across groups should be kept to a minimum, and they should remain 2 metres from pupils and staff where possible. Volunteers to be provided with full induction to ensure clear about the risk assessments and their role in minimising risks. | Yes | | M |
| Effective safeguarding measures are not in place to keep pupils safe | H/M | <ul style="list-style-type: none"> Designated safeguarding leads (and deputies) should be provided with more time, especially in the first few weeks of term, to help them provide support to staff and pupils regarding any new safeguarding and welfare concerns and the handling of referrals to children's social care and other agencies where these are appropriate. Work together with agencies and services to actively look for signs of harm. Communication with school nurses is important for safeguarding and supporting wellbeing, as they have continued virtual support to pupils who have not been in school. | Yes | | L |
| School visits for nursery and reception pupils poses an additional risk | H/M | <ul style="list-style-type: none"> Parents informed that they or their child should not enter the building if they have COVID 19 symptoms. | Yes | | M/L |

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| | | <ul style="list-style-type: none"> • Parents informed that they are to sanitise their hands before entering the building. • Parents informed that they must adhere to social distancing guidelines at all times. • Parents to enter through the school office at the time of their appointment. Staff member to sign parents in and escort the parents to the classroom. Social distancing measures to be in place. • Chair/table used to be wiped down once the parent leaves. | | | |
| Parents, staff, visitors and pupils are not clear on the new guidance regarding the use of face coverings in school | M | <ul style="list-style-type: none"> • Parents to be informed that primary school children will not need to wear face covering. • Where social distancing is not possible in areas outside of classrooms between members of staff or visitors, staff and visitors can wear face coverings in these circumstances. | Yes | | L |
| Parents, staff and children are not aware of the protective measures for breakfast and afterschool clubs | M | <ul style="list-style-type: none"> • Parents to sign their child to the clubs for the same set days for the whole half term. • Children will be in year group bubbles to reduce the number of contacts between children and staff. • Year groups to use assigned space. This should be cleaned each day. • Children to use assigned year group toilets. • Staff to be scheduled to work in the same year group they usually work in (if work at GP in the day) and to work in less year groups as possible. • Ideally, adults should maintain 2 metre distance from each other, and from children. This is not always possible, particularly when working with younger children, but staff should do this when possible. In particular, they will avoid close face to face contact and minimise time spent within 1 metre of anyone. • Staff working in more than one year group to ensure they socially distance from the children. • One way system for parents to adhere to when dropping/picking up their child to school. Parents shouldn't enter the school building. • Resources to be allocated to each year group bubble and will be cleaned meticulously or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles. | Yes | | L |
| Use of sand, water, mud and playdough increases the risk of transmission. | M | <ul style="list-style-type: none"> • Children should wash their hands before and after use. • Children should be reminded to not put their hands in their mouth whilst playing. • Tools used should be washed regularly. • Play dough should be separated out and used by a small group of children and thrown away at the end of each day. | Yes | | L |

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| Measures not in place during the holiday club to reduce the risk of transmission. | M | <ul style="list-style-type: none"> • Children to be in bubbles of no more than 15. • Siblings to be in in the same bubble. • Children to not mix across bubbles. • Staff to be allocated to specific bubbles. • Children to use allocated cubicles according to their bubble. They will be sent to the toilet one at a time to ensure that no bubbles are mixing. • Trained pediatric first aider to be on site at all times. | Yes | | L |
| Measures not put in place to reduce the risk of transmission when staff are conducting home visits. | M | <ul style="list-style-type: none"> • Staff to make professional judgements of risk in each case and decide what form of contact they need. • If households report no coronavirus (COVID-19) symptoms, no PPE is required, but a distance of 2 metres should be maintained where possible. If this is not possible, you should undertake a risk assessment. • Good basic hygiene should be followed, such as handwashing or use of sanitiser before and after the visit, and not touching your face during the visit. • If households are reporting coronavirus (COVID-19) symptoms, PPE should be worn if a distance of 2 metres cannot be maintained. Anyone displaying symptoms should be encouraged to book a coronavirus (COVID-19) test. • Extra care should be taken when visiting a child or young person who is extremely clinically vulnerable and at very high risk of severe illness from coronavirus (COVID-19) due to an underlying health condition. For more information, read the guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19. • If it is not possible to find out whether any member of the household is suffering from symptoms of coronavirus (COVID-19) before face to face contact, steps should be taken where practical to mitigate risk. These steps include but are not restricted to: <ul style="list-style-type: none"> • knocking on the front door or ringing the doorbell and then stepping back to a distance of 2 metres in adherence to social distancing guidelines • taking PPE as a precautionary measures | Yes | | L |
| Children who spit or require physical contact increases the risk of transmission | M | <ul style="list-style-type: none"> • If non-symptomatic children present behaviours which may increase the risk of droplet transmission (such as biting, licking, kissing or spitting) or require care that cannot be provided without close hands-on contact, they should continue to receive care in the same way, including any existing routine use of PPE. • Staff should review and update existing risk assessments. • In these circumstances, to reduce the risk of coronavirus (COVID-19) transmission, no additional PPE is necessary. | Yes | | L |

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| | | <ul style="list-style-type: none"> Additional space and frequent cleaning of surfaces, objects and toys will be required. Cleaning arrangements should be increased, with a specific focus on surfaces which are touched a lot. | | | |
| Children at risk on missing out in education due to covid related absences or due to national restriction for education measures in place (tier 4) | M | <ul style="list-style-type: none"> Contingency plans in place for individuals or groups of self-isolating pupils and in the event of tier 4 restrictions (where primary schools will be open full time to priority groups only) for remote education. Children to be offered immediate remote education in these circumstances. Remote education policy in place to set the expectation of remote education in line with the government guidelines. ELT Be Connected project in place to provide chromebooks for all pupils in year 1 upwards Allocated devices from government used for PP pupils | Yes | | L |
| Pupils are cold due to increased ventilation in classrooms | M | <ul style="list-style-type: none"> Children to be allowed to wear additional, suitable indoor items of clothing during the winter period in addition to the school's current uniform. | Yes | | L |
| Support is not in place to support vulnerable pupils who are self isolating | M | <ul style="list-style-type: none"> Where pupils who are self-isolating and are within our definition of vulnerable, ensure the school put systems in place to keep in contact with them, offer pastoral support, and check they are able to access education support. | Yes | | L |
| Support not in place to support staff who are clinically extremely vulnerable. | M | <ul style="list-style-type: none"> Under local restriction tier 3: very high alert, discuss flexibilities that support clinically extremely vulnerable staff, such as staggered start times to reduce travel during rush hour. | Yes | | L |
| Educational visits are not carried out in in line with national and local restrictions | M | <ul style="list-style-type: none"> Ensure that educational visits are planned and carried out safely and in line with relevant national and local restriction tier guidance protective measures. | Yes | | L |
| Face to face performances | M | <ul style="list-style-type: none"> in line with the government advice attendance by parents will be restricted for indoor and outdoor face to face performances. The school to host audiences using alternative methods, such as through recording performances. | Yes | | L |
| No further measures in place to reduce the risk of the virus in the event of restrictions to primary schools whereby only critical workers and vulnerable children are in school | M | <ul style="list-style-type: none"> Reduce the number of staff on site. Staff to work from home if able to. With increased numbers of staff on site, staff to ensure that they have enhanced social distancing between each other Bubbles to be kept to a minimum size as possible to reduce the number of contacts Due to the reduced numbers of children on site and children in bubbles, staff to ensure they have enhanced social distancing between themselves and each other | Yes | | L |

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| | | <ul style="list-style-type: none"> • Staff to remind the children about staying in allocated seats in classrooms and maintaining a distance between each other where possible. Children to be reminded about all other measures to reduce the risk of transmission. • Where sports coaches take classes for PE, they are to ensure that they are over 2 metres from the children (in coned area on play ground or on the stage when inside the hall). All PE lessons to be carried out with an additional adult to ensure that the sports coaches are not having to administer first aid or have to make close contact with any child. Outside should be prioritised. Halls to be used in wet weather (but should be well ventilated) | | | |
| Parents are not socially distancing when on site collecting chromebooks or hampers for FSM pupils | M | <ul style="list-style-type: none"> • Collection slots to be allocated to parents who are invited to collect chromebooks or hampers • Location of collection points to be considered carefully • Parents to be reminded about socially distancing. | Yes | | L |
| Teachers working from home and pupils using DSE equipment. | M | <ul style="list-style-type: none"> • Musculoskeletal disorders as a result of using DSE at home for a long period of time • Refer to the Schools Hub advice sheets; “DSE Self Assessment – COVID-19 – Sheet No. 4 and Working from Home for Schools – COVID-19 CBT Advice Sheet”. • Follow guidance on display screen equipment in the HSE Protect homeworkers page • HSE - Protect home workers - Coronavirus (COVID-19) • There is no increased risk for people working at home temporarily but if this arrangement becomes long term the risks should be assessed • For all people working at home using display screen equipment (DSE) put in place information and training on how to protect themselves, e.g. take regular breaks, stretching exercises, set the equipment up properly • For people working at home longer term complete a DSE assessment with them and identify what equipment is needed to allow them to work safely at home • Schedule or build in breaks of minimum of 5 minutes every hour for pupils studying- parents informed via the loan agreement. • Staff to consider breaks from this work. 5 minutes every hour is better than 15 minutes every 2 hours. Consideration to how this can be scheduled in could include actual separate breaks or in lesson time outs. | Yes | | L |
| Testing off staff is not carried out effectively | M | <ul style="list-style-type: none"> • Assign staff members to lead on managing/reporting testing • Staff members to attend training | Yes | | L |

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| | | <ul style="list-style-type: none">• Clear procedures and expectations to be outlined• All staff to be aware | | | |
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Risk assessments: Home working. The local authority will be issuing a revised risk assessment template shortly for schools to use to review their own risk assessments. There will also be an updated individual risk assessment provided. With more staff working from home, it is important that health and safety considerations are taken on board with regard to working at home and this may include the school identifying a budget for appropriate chairs for example. Staff should carry out their own DSE (Display Screen Assessment) and there needs to be a consideration that staff should take appropriate breaks when working in front of a computer (so ensuring there are breaks between lessons). Please also consider safeguarding advice as on the DfE website or provided by LGfL to ensure staff and pupils are safe and secure online.