



**ENFIELD**  
LEARNING TRUST  
**BE INCLUDED**

School: **Bowes / Delta Primary Schools**

**OPERATIONAL RISK ASSESSMENT FOR THE FULL OPENING  
OF SCHOOLS  
CHECKS AND BALANCES:**

**RESPONDING  
TO COVID-19**

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 2<sup>nd</sup> July 2020 as follows:

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

<b>Assessment conducted by:</b>	Senior Leadership Team	<b>Job title:</b>	Headteacher/ Deputy Headteacher	<b>Covered by this assessment:</b>	Staff, pupils, contractors, visitors, volunteers
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<b>Date of assessment:</b>	21.09.2020	<b>Review interval:</b>	As required	<b>Date of next review:</b>	5 <sup>th</sup> October 2020

<b>Date of change</b>	<b>Risk reference number</b>	<b>Details of change/ update</b>	<b>Notes</b>

<b>Date of change</b>	<b>Risk references Number</b>	<b>Details of changes /update</b>
17/092020	1.6	Any shared toys, play equipment or materials that cannot be cleaned or disinfected should not be used. This includes sand, water, mud and playdough.
21/09/2020	5	Change- Yr1, Yr2, Yr3 ,Yr4 seating

## Related documents

<b>Trust/Local Authority documents:</b>	<p><b>Government guidance:</b></p> <p>NHS 111 <a href="https://111.nhs.uk/covid-19">https://111.nhs.uk/covid-19</a></p> <p>Government guidance: <a href="https://www.gov.uk/coronavirus">https://www.gov.uk/coronavirus</a> <a href="https://www.gov.uk/government/organisations/public-health-england">https://www.gov.uk/government/organisations/public-health-england</a></p> <p><a href="http://www.gov.uk/government/publications/coronavirus-outbreak-faqs">www.gov.uk/government/publications/coronavirus-outbreak-faqs</a></p> <p><a href="#">Actions for educational and childcare settings to prepare for wider opening from 1 June 2020</a> <a href="https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-secondary-schools#flexibility">https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-secondary-schools#flexibility</a> <a href="https://www.gov.uk/guidance/help-secondary-school-children-continue-their-education-during-coronavirus-covid-19">https://www.gov.uk/guidance/help-secondary-school-children-continue-their-education-during-coronavirus-covid-19</a></p> <p><a href="#">Coronavirus (COVID-19): implementing protective measures in education and childcare settings</a></p> <p><a href="#">What parents and carers need to know about schools and other education settings during the coronavirus outbreak</a></p> <p><a href="http://www.nhs.uk/live-well/health-body/best-way-to-wash-your-hands/">www.nhs.uk/live-well/health-body/best-way-to-wash-your-hands/</a> <a href="https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/">https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/</a> <a href="https://www.publichealth.hscni.net/news/covid-19-coronavirus">https://www.publichealth.hscni.net/news/covid-19-coronavirus</a></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) 5 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		
		Probable	Possible	Remote
Likely impact	<b>Major:</b> Causes major physical injury, harm or ill-health.	H	H	H
	<b>Severe:</b> Causes physical injury or illness requiring first aid.	H	M	L
	<b>Minor:</b> Causes physical or emotional discomfort.	M	L	L

## NEU Control Measures for September 2020

**We have worked to meet our legal requirement to update our risk assessments to include additional/revised control measures needed for a return to full opening in September.**

1. The process included risk assessments for individual staff at greater risk for example pregnant women, new mothers, older staff, disabled staff and Black staff
2. The process included risk assessments for individual pupils identified as at greater risk, including users of wheelchairs and other physical aids
3. Risk assessments are undertaken by a 'competent person(s)' as defined by the Management of Health and Safety at Work Regulations 1999
4. There will be satisfactory arrangements for information, instruction, training and supervision to ensure that procedures are implemented and maintained.
5. There will be a system for flagging up deficiencies in the risk assessment and ensuring that changes are introduced and do all staff know about this.
6. The school will have an alternative plan in case, for any reason such as a renewed local lockdown, full opening cannot take place at the beginning of September. (continually reviewed)
7. There has been co-ordination between the school and any on-site contractors in the development and sharing of risk assessments.
8. Arrangements have been put in the place to ensure the findings of the school risk assessment will be shared with visiting workers and/or their employers.
9. Catering and cleaning arrangements are included in the risk assessment, including in relation to shared equipment as well as social distancing.
10. Finished risk assessment will be circulated to all staff and published on the school website.

### **Protective measures**

(refer to [DFE Advice Section 1](#) "Public Health Advice to Minimise COVID-19 Risks")

The DfE requires schools to adopt its numbered system of control measures. Measures 1 to 4 must be in place at all times; Measure 6 applies in specific circumstances; and Measures 7 to 9 must be followed in every case where infections occur in schools. Measure 5 relates to social distancing in the school and is considered in a separate section of the checklist.

## Control measure 1

### Minimising contact with those who are unwell

Control Measure	In place	Further actions	Residual risk rating
1. Everyone in the school community will be informed and reminded not to come into school if they have COVID-19 symptoms or have tested positive in the last 7 days and to self-isolate for at least 7 days and arrange to be tested if they develop symptoms.	Y	Reminder in weekly newsletter Covid 19 Home school agreement	M/L
2. A system will be adopted and publicised for anyone who develops COVID-19 symptoms to be sent home or collected asap by parents/carers and for all staff and students to be reminded to wash or sanitise their hands if they have come into contact with them.	Y		M/L
3. Arrangements will be in place for children awaiting collection to be kept isolated in a room with closed doors and open window and separate bathroom available (including when more than one child is awaiting collection)	Y	Put fan into the wall.	M/L
4. These areas will be cleaned afterwards to reduce the risk of infection to others, and has it been agreed by whom.	Y	Reminder to site staff	M/L
5. PPE will always be available for members of staff tasked with supporting children in these circumstances and will they be trained in its safe use and disposal.	Y	Repeat training	M/L

## Control measure 2

### Cleaning hands

Control Measure	In place	Further actions	Residual risk rating
1. Measures are in place to allow sufficient time for pupils and staff to clean their hands (with soap & warm running water or sanitiser) when they arrive at school, return from breaks, change rooms and before and after eating.	Y	Bowes NS/SG Directions on sinks to use when not available in classrooms Sanitisers available/accessible in all rooms.  Covid 19 Home school agreement Staff briefing reminder Reminder in weekly newsletter	M/L
2. Mid-session breaks are long enough to allow hand washing for all pupils and staff.	Y	Monitor Classroom sinks and use of sanitisers	M/L
3. Lunch breaks are long enough to allow hand washing as well as eating and drinking.	Y	Monitor	M/L
4. Additional hand washing or sanitising locations have been installed.	Y	Monitor	M/L
5. Soap, warm water and sanitiser will be available at all times.	Y		M/L
6. Arrangements are in place to avoid over-crowding particularly when pupils are gathering to wash or sanitise their hands.	Y	Review/Monitor	M/L
7. The school will ensure that young pupils and those with complex needs can be assisted and that sanitiser isn't ingested or misused in other ways.	Y	Reminders to pupils with particular reminders to SEN/ARP	M/L



### Control measure 3

#### Ensuring good respiratory hygiene

Control Measure	In place	Further actions	Residual risk rating
1. Pupils will be regularly reminded to catch their coughs and sneezes with a tissue or elbow.	Y	Staff briefing Newsletter	M/L
2. The 'catch it, bin it, kill it' approach will be adapted for Early Years children.	Y	Staff briefing Newsletter	M/L
3. Windows will be kept open at all possible times to aid ventilation.	Y	Staff briefing Newsletter	M/L
4. *Doors will be kept open where possible to aid ventilation.	Y	Staff briefing Note to site staff	M/L
5. <u>Air conditioning</u> only be used when it is deemed safe to do so.	Y	Staff briefing Note to site staff	M/L
6. Any mechanical ventilation systems will be run continuously, with any air recirculation switched off or set to as low a level as possible	Y	Reminders to site staff.	M/L
7. Arrangements are in place to keep every classroom and other work area supplied with tissues at all times.	Y	Reminders to site staff.	M/L
8. Lidded bins with double bagging will be available in every classroom and work area.	Y	Reminders to site staff.	M/L
9. Arrangements will be made for emptying and sanitising bins regularly and for keeping bin contents in a secure area prior to collection.	Y	Reminders to site staff.	M/L
10. There will there be different processes for dealing with waste from those suspected to be infected.	Y	Reminders to site staff.	M/L
11. Paper towels and bins will be provided in every toilet/washroom area and hot air hand dryers disconnected.	Y	Reminders to site staff.	M/L

## Control measure 4

### Introducing enhanced cleaning

Control Measure	In place	Further actions	Residual risk rating
1. Cleaning arrangements will be extended to cope with the increased numbers of staff and pupils in attendance in September.	Y	Hours increased / Monitored	M/L
2. There is capacity amongst the cleaning staff to meet these increased requirements.	Y	Monitor/Review	M/L
3. Advice to pupils will emphasise the need to adhere to the same standards of hygiene and behaviour throughout all areas of the school.	Y	Reminders in assembly / class time	M/L
4. All areas will be thoroughly cleaned on a daily basis, with particular focus on frequently handled surfaces such as door handles, light switches, table/counter tops, handrails and bannisters, chairs, computers including mouse and keyboard, photocopiers, telephones, shared learning resources or toys, specialist equipment for SEND pupils, toilets and toilet handles, sinks, taps and other areas touched regularly, with additional cleaning during the day as necessary It has been agreed who will undertake this work.	Y	Reminders to cleaners/site staff  Photocopier: wipe before use with supplied sanitisers.  <b>Books that go between home/school:</b> (eg RWI; SEN communication books) Wash hands after handling Quarantine/apply rotation where appropriate  Reading Books Reading books can still be brought home, however on their return to school they will be placed in a quarantine box and left for 72 hours before returning to the shelves or books go out fortnightly - Week 1 & 2 Box	M/L
5. There will be dedicated space available for any breastfeeding women to express milk, and will the space be cleaned thoroughly after each use by the site staff.	N/A		

6. Each classroom will be provided with gloves and disinfectant spray in case a pupil coughs or sneezes on a piece of equipment or furniture.	Y	Reminders to cleaners/site staff	M/L
7. Adequate arrangements will be in place for cleaning of shared items which cannot be left unused for 72 hours between use.	Y	Reminders to cleaners/site staff	M/L
8. Arrangements will be in place to limit the extent to which pupil belongings and school items are brought into school or taken home and store belongings safely when in school.	Y	Reminders in Newsletter	M/L
9. Arrangements will be in place for limiting the handling of pupil work by staff including amended arrangements for submitting work online in preference to physical paper and books with subsequent changes in arrangements for marking.	N	Staff will be reminded to wash/sanitise hands after handling books.  No pupil work to go to teachers' homes	M/L

### Control measure 6

#### Wearing personal protective equipment (PPE) where appropriate

Control Measure	In place	Further actions	Residual risk rating
1. As part of the risk assessment appropriate PPE be provided for staff at significant risk, due to necessary close personal contact with pupils who can't control behaviour such as spitting, coughing or sneezing or whose behaviour or learning needs to be physically managed.	Y	Review risk assessments	M/L
2. For these staff, each staff member will be risk assessed to ensure that the most appropriate PPE for their individual needs and nature of work (eg changing students/working with risk of regular spitting), is sourced for their use in the workplace (eg hearing aid users cannot wear ties around the ears, BSL users or those who need children to see their mouth will need clear masks etc.)	Y	Review risk assessments	M/L
3. Appropriate PPE will be provided for staff previously deemed to be extremely clinically vulnerable, clinically vulnerable (including pregnant women) or otherwise at higher risk, or who have vulnerable family members, who are returning to work in school.	Y	Review risk assessments	M/L
4. All staff or pupils who choose to wear a face covering, whether a face mask/face visor or both, for purposes of personal reassurance will be permitted to do so.	Y		M/L

### Engaging with the NHS Test & Trace process

Control Measure	In place	Further actions	Residual risk rating
1. Arrangements for compliance with the NHS Test and Trace system will be communicated to all staff, students, visitors and parents.	Y	Covid Home School Agreement Reminders in newsletters	M/L
2. These arrangements will provide that children sent home with symptoms do not return to school until either the isolation period has passed or a negative test result is provided.	Y	Covid Home School Agreement Reminders in newsletters	M/L

### Managing confirmed COVID-19 cases in the school community

Control Measure	In place	Further actions	Residual risk rating
1. The school will undertake to follow DFE advice on sending home anyone who have been in close contact with confirmed cases and advising them to self-isolate for 14 days.	Y	Covid Home School Agreement Reminders in newsletters	M/L
2. These arrangements will provide that children sent home with symptoms do not return to school until either the isolation period has passed or a negative test result is provided.	Y	Covid Home School Agreement Reminders in newsletters	M/L
3. Specific staff members will be appointed to liaise with the local health protection team as necessary and identify close contacts in the event of any confirmed cases.	Y	HT/HOS/Deputies	M/L
4. The school will seek the advice of the local health protection team on sharing information about the identity of confirmed cases.	Y	HT/HOS/Deputies	M/L

## Containing outbreaks

Control Measure	In place	Further actions	Residual risk rating
1. An assurance will be given that staff will be told whenever a child or staff member goes home with COVID-19 symptoms.	Y	Reminders in staff briefing	M/L
2. An assurance will be given that trade union reps will be involved including in liaison with the local health protection team.	Y		M/L
3. An assurance can be given that all necessary information about potential outbreaks will be treated as urgent and shared with staff at an early stage.	Y		M/L

## Control measure 5

### Minimising contact and maintaining social distancing between individuals

#### Grouping children

Control Measure	In place	Further actions	Residual risk rating
1. The school plans to restrict the size of bubbles to no larger than one year group.	Y	NS: Bubble = 1 year group SG: Bubble = Y1/2 Y 3/4 Y5/6 D: Bubble = 1 class See play/lunch timetables	M/L
2. * Given that Early Years children cannot socially distance sufficiently small groups/ bubbles will try to be maintained at all times.	Y	N/R/1 Work/play in small groups Arranged into groups of 15/15. Limited access to resources. Weekly clean by nominated staff.	M/L
3. Teachers working with students in a particular bubble will aim to remain separate from students in other bubbles at all times and steps will be taken to minimise the extent to which teachers move between bubbles.	Y	Change- Yr1, Yr2, Yr3 ,Yr4 seating  Staff working across bubbles reminded to	M/L

4. Support staff working with students in a particular bubble will aim to remain separate from students in other bubbles at all times and steps will be taken to minimise the extent to which support staff move between bubbles.	Y	keep their distance.	M/L
5. An assurance will be given that classroom support staff will not be expected to teach whole classes as a result of these arrangements.	Y	Scale 5 TAs only.	M/L
6. Arrangements will ensure that pupils with special needs receive consistent support from the same key workers where possible.	Y	Same staff am/pm; In class/Provision	M/L
7. Arrangements will be made to aim to ensure that IT Technicians are able to avoid the crossing of “bubbles” and maintain social distancing with pupils and colleagues.	Y	Staff working across bubbles reminded to keep their distance. If possible wait until children are in room.	M/L
8. Arrangements are in place for pupils to safely access quiet spaces, sensory rooms during the school day, taking into account the need to maintain bubbles and clean between users.	Y	Sensory room closed - no ventilation.	M/L

### Measures within the classroom

Control Measure	In place	Further actions	Residual risk rating
1. The lay out of classrooms will be adapted and furniture removed in order to increase distance between staff and pupils and between staff and other staff.	Y		M/L
2. The school's arrangements will ensure aim to ensure that <b>staff</b> maintain a 2 metre distance from other staff <i>and pupils at all times</i> .	Y	Staff reminded in: Weekly briefings/Meetings No physical meeting bigger than year group bubble. Use of Google Meet to facilitate larger meetings.	M/L

3. <b>Pupils</b> who are old enough will be encourage to maintain distancing from staff and <i>their peers and be expected and supported to doso.</i>	Y	Pupils reminded in: Newsletters / Home school agreement / Daily briefings from teachers. Carpet time only appropriate where pupils can maintain 2m from staff.	M/L
4. Other measures will be adopted in the classroom to offer protection to staff in cases where children cannot be expected to maintain social distancing, eg SEND/Early Years pupils.	Y	PPE equipment Liaison with parents Individual risk assessments	M/L

### Measures elsewhere

Control Measure	In place	Further actions	Residual risk rating
1. The school will avoid large gatherings on site, eg assemblies with more than one year group.	Y	Weekly virtual assemblies	
2. Arrangements been made to ensure that the integrity of “bubbles” and social distancing arrangements can be maintained in the school library.	NA		
3. Arrangements for lesson changeover/pupils needing time out will aim to ensure that overcrowding in corridors is prevented.	Y	Staggered break/lunch/home times.	M/L
4. There will be a one-way system with appropriate floor markings and single file walking <i>if necessary.</i>	Y	Only where possible	M/L
5. There will be arrangements for safe movement on staircases	Y	Signage - one ways system	M/L
6. There will be arrangements for pupils who need additional assistance with movement around the school.	Y	Arrangements identified in individual risk assessments.	M/L
7. Lunch breaks will be staggered allowing time for cleaning of surfaces between sessions.	Y	Cleaning throughout the day, supported by site staff. Lunch to clean tables whilst pupils washing hands - before+ after lunch.	M/L
8. Provision has been made for cleaning staff to clean between sittings.	Y	Regularly review arrangements	M/L

9. Lunch breaks are staggered, with capacity amongst the catering staff to meet the increased hours.	Y		M/L
10. Arrangements for access to pupil toilets ensure that overcrowding is prevented and that dignity/privacy can be maintained for pupils with SEND and for very young pupils.	Y	Pupils encouraged to use toilets in lesson time. Pupils only go into bathroom if cubicle free, otherwise wait in corridor. Cleaning throughout the day.	M/L
11. Arrangements are in place for staff to be on duty at all times monitoring safe movement around the site.	Y	SLT/Midday staff	M/L
12. The school will adopt other arrangements to keep movement around the school site and overcrowding to a minimum	Y	Essential visitors to school only Limited school events, including assemblies. Visitor guidance to be issues	M/L
13. Space has been identified for pupils who need to be withdrawn from the classroom for whatever reasons.	Y	Outside SLT rooms	M/L
14. There are arrangements to allow staff to take their breaks away from pupils and in a safe environment.	Y	NS: Staffroom / Halls. SG: Staffroom staggered entry /Upper room? D: Staffroom+ELT room	M/L
15. The school has adopted suitable arrangements (in line with their subject association COVID-19 guidance and the <i>Back to School</i> guidance from CLEAPSS) by reorganising teaching resources in those classes in specialist practical subjects, where pupils normally access equipment and materials as needs dictate during practical activities.	Y	Resources/equipment restricted to bubbles.  Regular washing of hands.  Resources cleaned regularly	M/L
16. The school adopted suitable arrangements in those classes in specialist practical subjects, to enable the safe storage of work-books and/or practical work in progress.	Y	Any resources shared between bubbles (eg sport/art) will be cleaned frequently/meticulously/rotated for quarantine where necessary.  Art: Only resources that can be cleaned easily will be used. (NS: Art room not used - Teacher to go to rooms (Autumn 1)	M/L
17. The school has conducted a review of <a href="#">HACCP</a> procedures to consider and reflect any impact from these changes on food safety. Of help will be the FSA <a href="#">guidance for food businesses</a> on adapting and reopening due to COVID-19.	?	Bowes SENCO to review guidance relevant to ARP	M/L
18. Communications on social distancing arrangements will take place regularly to reinforce key messages with translation into the <b>preferred language of employees for whom English is not the first language.</b>	Y	Reminders in Staff briefings of the need to be socially distanced and to remind others where necessary.  All reminders in English.	M/L



## Measures for arriving at and leaving school

Control Measure	In place	Further actions	Residual risk rating
1. There will be staggered start and finish times to reduce contact between pupils.	Y		M/L
2. There will be arrangements in place to prevent overcrowding at the school gate and any other potential areas of overcrowding.	Y	Soft start/ staggered end Coning / fencing	M/L
3. Sufficient staff will be on duty to monitor safe arrival and departure for each group of pupils, including to support pupils who need it (those with SEND/anxiety etc)	Y	SENCO	M/L
4. Arrangements will be in place throughout the day to ensure that unauthorised visitors are not admitted and authorised visitors allowed in.	Y	Monitoring from the office	M/L
5. Parents/carers will be instructed that they may not come onto the premises unless they have an appointment or it is an emergency situation.	Y	Office contactable via phone/email only. Meetings held via phone/Video conference Masks to be worn where this is not appropriate /possible. Newsletter	M/L
6. Confirmation will be given that there will be no blanket ban on the wearing of face coverings in school.	Y	Newsletter Staff briefing	M/L

## The schoolworkforce

### Staff who are vulnerable or otherwise at increased risk

Control Measure	In place	Further actions	Residual risk rating
1. The school has agreed to carry out individual risk assessments for each employee taking account of their personal and household circumstances and local circumstances with regard to COVID-19.	IN PROCESS		M/L
2. The school has agreed to individual risk assessments for staff who are clinically extremely vulnerable, clinically vulnerable (including pregnant employees) or at increased risk (in particular older staff, disabled staff and Black staff) or who live with such people.	IN PROCESS		M/L
3. The school has agreed that these risk assessments will be reviewed as at the start of September term taking account of any changes to personal or local circumstances.	IN PROCESS		M/L
4. The school has agreed that all employees who are clinically extremely vulnerable (CEV) or live with CEV people will be permitted to work at home in September if they wish to do so.	IN PROCESS		M/L
5. The school has agreed to consider appropriate measures for employees who are clinically vulnerable or at increased risk, such as working at home, working in amended roles at home or amended roles in school where it is possible to maintain social distancing, or wearing PPE where desired.	IN PROCESS		M/L
6. The school has agreed to plan for September on the basis that not all members of staff will necessarily be able to attend school then.	IN PROCESS		M/L

## Supporting staff - workload and wellbeing

Control Measure	In place	Further actions	Residual risk rating
1. Formal confirmation will be given to staff that the overall working day will not be longer for any members of staff as a result of these changes and that for hourly paid staff any additional hours required will be on a voluntary basis, agreed with individual staff members and will be paid.	Y	Review temporary contracts of Breakfast/After school club staff.	M/L
2. The school will agree to conduct a workload impact assessment which addresses the level of staff workload and working time demands in the light of proposed working arrangements from September.	Y	Review at half term	M/L
3. The school will consult formally on directed time arrangements for teachers and publish an overall school calendar and individual directed time calendars.	No	We do not think this is necessary.	M/L
4. The school will review and identify additional support for newly and recently qualified staff, staff new to the school, and any staff anxious about returning or continuing to work at home.	Y	Regular communication/monitoring.	M/L
5. INSET days will be used in a way which best supports staff in relation to wider opening.	Y		M/L
6. There will be other arrangements to support staff wellbeing such as stress and workload surveys and provision of individual support for staff experiencing anxiety or effects of trauma.	<b>AS REQUIRED</b>	Staff liaison with SLT	M/L
7. The school will continue with online meetings and keep to a minimum physical meetings in order to reduce transmission and time spent in the school building.	Y	Where numbers permit and where necessary, physical meetings will be socially distanced.  Google Meetings will continue.	M/L
8. The school will consider PPA and directed time outside pupil hours being spent working from home.	No	Year group PPA in school to enable staff to work together.	M/L

## Support staff and visiting specialist staff; supply staff; and staff taking leave

Control Measure	In place	Further actions	Residual risk rating
1. The expectation is that support staff will carry out their normal role as per their job description.	Y		M/L
2. Any additional work and hours will be agreed with the member of staff and paid accordingly?	Y		M/L
3. If teaching assistants are to be asked to lead groups or cover lessons they will be the right grade (eg HLTAs, Cover supervisors) and will have the support, training, skills and experience needed.	Y	Scale 5 only.	M/L
4. The school will consider alternative arrangements for external agencies which minimise the need for physical visits, in-person observations and face to face assessments.	Y		M/L
5. The school will adopt a policy for continued employment for peripatetic and supply staff as necessary in order to ensure such staff are able to continue to support the school as needed.	<b>WHERE REQUIRED</b>		M/L
6. Arrangements will be in place to ensure that supply and peripatetic staff are informed about and supported with regard to safety measures when in school.	Y		M/L
7. The school has agreed that any staff required to quarantine in September as a result of holidays booked prior to the Government's quarantine announcement will be able to work at home or be allowed paid leave of absence.	<b>IN PROCESS.</b>	<b>NOT PAID IF BOOKED AFTER JUNE 3.</b>	M/L
8. There are arrangements in place to ensure only essential visitors are allowed on site.	Y		M/L
9. Arrangements in place to ensure that visiting staff are considered during any test and trace process and can be contacted if necessary.	Y	Office to maintain register of visiting staff.	M/L
10. The staff working for contractors in schools have access to full contractual sick pay and the real living wage paid is a minimum.	NA		M/L

## School operations

### Dedicated school transport (NA)

Control Measure	In place	Further actions	Residual risk rating
(refer to DFE Advice Section 2 “School Operations”)			
1. The risk assessment of the school’s transport provider been seen and the school been consulted on it.			
2. Satisfactory arrangements are made for distancing in seating plans (and in particular will it be possible to group pupils on transport according to their groups when in school).			
3. Additional staff are needed to drive and supervise extra school buses to maintain social distancing.			
4. Satisfactory arrangements are made for supervision of boarding & disembarking including using sanitiser when boarding & disembarking and for complying with seating plans.			
5. Arrangements are made for additional cleaning of vehicles.			
6. Protocols will be put in place for drivers/escorts to report to a member of staff any child who they deem to be unwell on the journey to school.			
7. This will include isolation of other students on that transport and the driver and escort.			

## Wider public transport

Control Measure	In place	Further actions	Residual risk rating
1. The school has ascertained how many pupils currently travel to school using public transport and begun discussions with the local authority and/or Local PHE Health Protection Team on alternatives.	IN PROCESS	Conduct questionnaire	M/L
2. Alternatives will be promoted which, where possible, avoid a significant increase in car journeys.	Y	Raise issue in staff briefing/newsletters.	M/L

## Pupil attendance

Control Measure	In place	Further actions	Residual risk rating
1. A flexible approach to mandatory attendance will be adopted based on “working towards full attendance” and recognising the differing circumstances of families and pupils.	INITIALLY, pending local/national guidance.	Weekly monitor/review of attendance	M/L
2. Arrangements will be in place to support families of Black students, students with SEND and others who may have increased concerns about resuming full attendance, particularly in areas where deaths from Covid have been high.	FURTHER GUIDANCE NEEDED		M/L
3. Arrangements will remain in place for remote education for students who cannot attend schools.	Long term illness only.		M/L
4. The school will ensure that its workload impact assessment includes remote education for students unable to return to school.	Y	Review before Oct half term	M/L

## Educational visits

Control Measure	In place	Further actions	Residual risk rating
1. The school intends to resume domestic educational visits not involving an overnight stay.	?	To seek further advice	M/L
2. Staff will be fully consulted on the resumption of a programme of educational visits and on individual proposed visits.	Y		M/L
3. Additional support will be available from the Educational Visits Co-ordinator or other senior member of staff when planning any visit so that assurances can be given that venues are covid-secure?	Y	Consult staff	M/L

## School uniform

Pupils are expected to wear uniform, but we are flexible where there is an issue with providing clean clothes. Y

## Extra-curricular provision

Control Measure	In place	Further actions	Residual risk rating
1. The school does not intend to resume any breakfast and after-school provision, initially.	Y	Review within 2 weeks of term starting	
2. It will be done without increasing contact and mixing and without increasing staff workload.	Y		

## Education provision- Curriculum expectations

Control Measure	In place	Further actions	Residual risk rating
1. The staff have been consulted on changes to the curriculum aimed at 'recovery' that is relevant and responsive to children and communities, that uses approaches and content from the previous year's curriculum.	Y		
2. Additional time has been provided for staff to ensure new activities and remote learning can be thoroughly and collaboratively planned.	<b>NOT REQUIRED</b>		
3. The timetable gives each year group access to all curriculum subjects and is there a good balance between core and foundation subjects.	Y		
4. The timetable includes sufficient creative subjects, and space for dialogue and sustained thinking.	Y		
5. Staff will be consulted about spending catch-up funding and about the best ways to plan small group work for students to enable consolidation.	Y	Consult on use of NTP funding.	

## Behaviour and pastoral issues

Control Measure	In place	Further actions	Residual risk rating
1. The timetable includes sufficient/increased time or additional arrangements for social emotional support for students.	<b>WHERE NECESSARY</b>		M/L
2. Pastoral systems have been reviewed to support students to make healthy transitions and continue to engage with their learning.	<b>IN PROCESS</b>	SENCO/Learning mentor timetable for targeted pupils.	M/L
3. Sufficient time has been allocated to outdoor learning for all pupils, especially in EYFS.	Y	Timetable	M/L
4. Learning, transitions and extra support for pupils with SEND will be planned.	Y	SENCO	M/L
5. The behaviour policy has been reviewed to acknowledge the increased level of trauma and anxiety experienced by students and the impacts on engagement, self-esteem and behaviours.	Y	Staff briefing Weekly newsletter	M/L



## Assessment and accountability

Control Measure	In place	Further actions	Residual risk rating
1. Additional time been allocated within teaching time for ongoing assessment of pupils' baseline assessments and transitions from their previous class.	<b>WITHIN NORMAL TIMETABLE</b>		M/L
2. Staff will be consulted on what meaningful assessment will look like following the period of closure and remote learning.	Y	Informal assessment followed by summative test in wk3	M/L
3. The school agreed that it will not carry out the government's baseline assessment in the autumn term and will not be an early adopter of the new EYFS curriculum.	Y		M/L
4. Staff will be consulted on new, innovative ways of working to build on lessons learnt and use of technology during the lockdown, eg use of technology and outdoor learning.	Y	Remote learning policy	M/L
5. The school has agreed not to link pay progression to pupil progress in 2020-2021.	Y	As always	M/L

## Contingency planning

Control Measure	In place	Further actions	Residual risk rating
1. The school has a plan in place for students' remote education in the event of the school needing to close?	Y	Remote learning policy	M/L
2. The school will ensure that its workload impact assessment includes possible remote education for all students in the event of the school needing to close.	Y	Review before Oct half term	M/L
3. The school will ensure that staff and students have full access to Government schemes around the provision of IT equipment.	Y	<b>WHERE APPLICABLE</b>	M/L
4. There will be full consultation with trade union reps on contingency plans.	Y		M/L

Areas for concern	Risk rating		In place? (Yes/No)	Further action/c omment s	Residual risk rating (H/M/L)
	prior to action (H/M/L)	Control measures			
<b>1. Establishing a systematic process for full opening of schools</b>					
<b>1.1 Organisation of 'bubbles' in full class groupings</b>					
<b>Unintended mixing between classes will increase the risk of the virus spreading</b>		<ul style="list-style-type: none"> <li>• There is full compliance with the 9 PHE system control measures set out in the latest government guidance.</li> <li>• Each class remains within its designated room/space and predominantly stays within this area.</li> <li>• Any facilities used by more than one class are cleaned and disinfected after use and before use by a new group.</li> <li>• Schemes of work are reviewed to minimise the need for bubbles to use specialist facilities one after the other.</li> <li>• Pupils observe hygiene guidance and wash hands frequently.</li> <li>• Teachers moving between groups comply with social distancing and hygiene guidance.</li> <li>• Timetable and arrangements for each class avoid contact between discrete classes when moving outside their designated space (e.g. when moving to specialist rooms; at break times; on arrival or leaving).</li> <li>• When two or more class bubbles come together in a shared space (e.g. for an assembly) they are kept separate and social distancing guidance is observed.</li> <li>• When pupils are withdrawn for small group work (e.g. SEND pupils) social distancing guidelines are fully observed.</li> <li>• Staggered arrival and leaving times; break times and lunch times.</li> </ul>			M/L
<b>1.2 Organisation of teaching spaces (+3.3)</b>					
<b>Teaching pupils in full classes will increase the risk of the virus spreading</b>		<ul style="list-style-type: none"> <li>• There is full compliance with the 9 PHE system control measures set out in the latest government guidance.</li> <li>• Pupils observe hygiene guidance and wash hands frequently.</li> <li>• Good respiratory hygiene is ensured by promoting the 'catch it, bin it, kill it' approach.</li> <li>• Enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach introduced.</li> <li>• Contact between individuals minimised and social distancing maintained wherever possible.</li> <li>• Staff maintain distance from their pupils, staying at the front of</li> </ul>			M/L

		<p>the class, and away from their colleagues where possible. Ideally, adults maintain 2 metres distance from each other, and from children.</p> <ul style="list-style-type: none"> <li>• Pupils are seated side by side and facing forwards, rather than face to face or side on.</li> <li>• Unnecessary furniture is moved out of classrooms to make more space.</li> <li>• 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 the youngest children and some children with complex needs.</li> </ul>			
<b>The use of shared spaces and specialist classrooms increases the risk of infection between bubbles</b>		<ul style="list-style-type: none"> <li>• Larger spaces and specialist classrooms are used by one discrete class at a time.</li> <li>• Large and specialist spaces are cleaned and disinfected thoroughly before and after use.</li> <li>• Large gatherings prohibited.</li> <li>• When two or more class bubbles come together in a shared space (e.g. for an assembly) they are kept separate and social distancing guidance is observed.</li> <li>• Design layout and arrangements are in place to enable social distancing where possible.</li> <li>•</li> </ul>			M/L
<b>1.3 Staffing</b>					
<b>Due to COVID-19, the number of staff who are available is lower than that required to teach classes in school</b>		<ul style="list-style-type: none"> <li>• There is full compliance with the 9 PHE system control measures set out in the latest government guidance.</li> <li>• The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned.</li> <li>• 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.</li> <li>• Risk assessments are undertaken for staff who are clinically vulnerable, clinically extremely vulnerable, or who have contextual factors related to age or ethnicity (Staff who are BAME or aged 55+ may be susceptible to risk of poor outcomes should they contract COVID-19).</li> <li>• Dialogue is held with Professional Associations/Trade Unions on the school's approach to staff returning to work.</li> </ul>			M/L

1.4 The school day					
<p><b>The start and end of the school day create risks of contact between discrete class bubbles</b></p>		<ul style="list-style-type: none"> <li>• Start and departure times are staggered.</li> <li>• The number of entrances and exits to be used is maximised.</li> <li>• Different entrances/exits are used for different groups.</li> <li>• Staff and pupils are briefed, and signage provided to identify which entrances, exits and circulation routes to use.</li> <li>• A plan is in place for managing the movement of people on arrival to avoid groups of people congregating.</li> <li>• Floor markings are visible where it is necessary to manage any queuing.</li> <li>• Attendance patterns have been optimised to ensure maximum safety.</li> <li>• Only one adult per family to be able to come into the school grounds to drop off or collect their child.</li> <li>• Any messages for the teacher should be sent to the school office email address, where it will be passed on.</li> <li>• 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</li> </ul>			M/L
1.5 Planning movement around the school (+3.4 corridors)					
<p><b>Movement around the school risks contact between discrete class group bubbles</b></p>		<ul style="list-style-type: none"> <li>• Class group 'bubbles' remain in their home bases for most of their learning.</li> <li>• Timetabling avoids more than one class group in circulation at any one time in the same part of the building.</li> <li>• Staff moving between class groups observe social distancing and hygiene procedures at all times.</li> <li>• One-way systems are in place where possible.</li> <li>• Corridors are divided where feasible.</li> <li>• Appropriate signage is in place to clarify circulation routes.</li> <li>• Pinch points and bottle necks are identified and managed accordingly.</li> <li>• Appropriate duty rota and levels of supervision are in place.</li> </ul>			M/L
1.6 Curriculum organisation					
<p><b>Having missed up to 5 months' learning, pupils will have fallen behind in their progress during school closures and achievement gaps will have widened</b></p>		<ul style="list-style-type: none"> <li>• 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.</li> </ul>			M/L

		<p>This will include revising schemes of work, prioritising key elements of the curriculum, engaging in the National Tutoring Programme and additional planned intervention programmes.</p> <ul style="list-style-type: none"> <li>• Gaps in learning will be assessed and addressed systematically in teachers' planning.</li> <li>• Home and remote learning will continue and will be calibrated to complement in-school learning and address gaps identified.</li> </ul>			
<p><b>Some learning activities (for example singing, wind and brass playing and some sports) pose increased risks of spreading COVID-19 infection</b></p>		<ul style="list-style-type: none"> <li>• Learning activities for which there is a greater risk of infection are identified and relevant staff informed.</li> <li>• 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.</li> <li>• Enrichment activities are reviewed and revised accordingly.</li> </ul> <p><b>PE –</b></p> <ul style="list-style-type: none"> <li>• Sporting competitions or contact with those outside the class bubble to be avoided.</li> <li>• Year groups to be allocated a box of sporting equipment. These should be cleaned before and after use.</li> <li>• Any sports equipment that is used by different year group bubbles should be thoroughly cleaned between each use.</li> <li>• Contact sports to be avoided.</li> <li>• 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.</li> <li>• 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.</li> <li>• Schedule dance for indoor PE slot for autumn 1 so that the use of gym equipment is avoided.</li> </ul> <p>Only provide team sports on the list available at <a href="#">return to recreational team sport framework</a>.</p> <p><b>Teaching of music dance and drama (including signing and playing an instrument) poses an increased risk of the virus spreading</b></p>			<p>M/L</p>

- |  |  |   |  |  |  |
|--|--|---|--|--|--|
|  |  | <ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> <li>• Physical correction by teachers and contact between pupils in dance and drama should be avoided.</li> <li>• Staff should keep background or accompanying music to levels which do not encourage teachers or other performers to raise their voices unduly. If possible, do not share microphones</li> <li>• 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 <a href="#">performing arts guidance</a>, implementing events in the lowest risk order as described. If planning an outdoor performance staff should also give particular consideration to the guidance on <a href="#">delivering outdoor events</a>.</li> <li>• 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.</li> <li>• 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.</li> <li>• 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.</li> <li>• 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.</li> </ul> |  |  |  |
|--|--|---|--|--|--|

		<ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> </ul>			
<b>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??</b>		<ul style="list-style-type: none"> <li>• The EYFS Co-ordinator and team review the latest guidance on disapplication and modification of the EYFS curriculum.</li> <li>• 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.</li> <li>• Any shared toys, play equipment or materials that cannot be cleaned or disinfected should not be used. This includes sand, water, mud and playdough.</li> </ul>			M/L
<b>The resumption of non-overnight school visits poses risks to infection control</b>		<ul style="list-style-type: none"> <li>• All school visits are considered on a case by case basis.</li> <li>• A comprehensive risk assessment, factoring in COVID-19 related risks, is undertaken for each visit.</li> <li>• Measures are taken to ensure that discrete class group bubbles do not mix on school visits.</li> </ul>			M/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)
<b>1.7 Staff workspaces</b>					
Staff rooms and offices do not allow for observation of social distancing guidelines		<ul style="list-style-type: none"> <li>Staff rooms and offices have been reviewed and appropriate configurations of furniture and workstations have been put in place to allow for social distancing.</li> <li>Staff have been briefed on the use of these rooms, which may need to be more limited than is normal.</li> <li>Use of staffroom should be minimised, staff to be encouraged to eat in their other areas if possible.</li> </ul>			M/L
<b>1.8 Managing the school lifecycle</b>					
Limited progress with the school's 2020-21 calendar and workplan because of COVID-19 measures		<ul style="list-style-type: none"> <li>School calendar for 2020-21 finalised within the context of the latest guidance on full re-opening.</li> <li>Senior Leadership Team (SLT) and staff workplans informed by reopening plans and latest guidance.</li> <li>Staff recruitment for September 2020 completed.</li> </ul>			M/L
Pupils moving on to the next phase in their education do not feel prepared for the transition		<ul style="list-style-type: none"> <li>Regular communications with the parents of incoming pupils are in place, including letters, newsletters and online broadcasts.</li> <li>Virtual tours of the school are available for parents and pupils.</li> <li>Online induction days for pupils and parents are planned.</li> </ul>			M/L
<b>1.9 Governance strategy</b>					
Trustees and LEC Members are not fully informed or involved in making key decisions about full opening		<ul style="list-style-type: none"> <li>Online meetings are held regularly with Trustees and LEC Members.</li> <li>Trustees are involved in key decisions on full opening.</li> <li>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.</li> </ul>			M/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)
<b>1.10 Policy review</b>					
<b>Existing policies on safeguarding, health and safety, fire evacuation, medical, behaviour, attendance and other policies are no longer fit for purpose in the current circumstances</b>		<ul style="list-style-type: none"> <li>All relevant policies have been revised to take account of government guidance on full reopening and its implications for the school. This applies particularly to guidance and policies on attendance and behaviour from September.</li> <li>Staff, pupils, parents and governors have been briefed accordingly.</li> </ul>		Policies to be updated. Staff to be informed by 3 September. Parents to be informed where relevant	M/L
<b>1.11 Communication strategy</b>					
<b>Key stakeholders are not fully informed about the plans for reopening and their implications</b>		Communications strategies for the following groups are in place: <ul style="list-style-type: none"> <li>Staff</li> <li>Pupils</li> <li>Parents</li> <li>Governors/Trustees</li> <li>Local authority</li> <li>Regional Schools Commissioner</li> <li>Professional associations</li> <li>Other partners</li> </ul>		Parents have been informed  Staff to be informed about the full plans by 3 September	M/L
<b>An unforeseen lockdown situation prevents effective communication with pupils, parents and staff regarding contingency arrangements</b>		<ul style="list-style-type: none"> <li>Contingency plans are in place, including arrangements for home/remote learning, pastoral care and safeguarding.</li> <li>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.</li> <li>Contact records for pupils, parents and staff are kept up to date.</li> </ul>			M/L

<b>1.12 Pupil attendance</b>					
<b>Pupil attendance is lower than expected due to parental concerns about pupils' safety from infection</b>		<ul style="list-style-type: none"> <li>• Parents informed that school attendance is mandatory from the beginning of the autumn term.</li> <li>• Communications with parents reassure them about the safety of full reopening under the latest government guidance.</li> <li>• Dialogue is held with parents who have concerns.</li> <li>• Attendance Officer responsibility is to record attendance and follow up on absences.</li> <li>• Consider issues sanctions, including fixed penalty notices if appropriate.</li> </ul>			L
<b>Pupils (or family members) who were shielding are still not attending school</b>		<ul style="list-style-type: none"> <li>• 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</li> <li>• If rates of the disease rise in local areas (children (or family members) from that area may be advised to shield.</li> </ul> <p>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.</p>			L
<b>The school has not identified reluctant or anxious pupils who are not returning to school</b>		<ul style="list-style-type: none"> <li>• Identify pupils who are reluctant or anxious about returning or who are at risk of disengagement and develop plans for re-engaging them.</li> <li>• 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.</li> <li>• 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.</li> </ul>			

1.13 Staff induction and CPD					
<p><b>Staff are not trained in new procedures, leading to risks to health</b></p>		<ul style="list-style-type: none"> <li>• A revised staff handbook is issued to all staff prior to reopening.</li> <li>• Induction and CPD programmes are in operation for all staff prior to reopening, and include:               <ul style="list-style-type: none"> <li>- The 9 PHE system control measures set out in the latest government guidance</li> <li>- Organisational arrangements (i.e. class groups operating as 'bubbles')</li> <li>- Infection control</li> <li>- Fire safety and evacuation procedures</li> <li>- Constructive behaviour management</li> <li>- Safeguarding</li> <li>- Risk management</li> </ul> </li> </ul>			L
<p><b>New staff are not aware of policies and procedures prior to starting at the school when it fully reopens</b></p>		<ul style="list-style-type: none"> <li>• Induction programmes are in place for all new staff – either online or in-school – prior to them starting.</li> <li>• The revised staff handbook is issued to all new staff prior to them starting.</li> </ul>		<p>Induction programme in place for staff. All new staff to have an induction by 3 September.</p>	L
1.14 Free school meals					
<p><b>Pupils eligible for free school meals do not receive them due to discontinuity during the school closure period</b></p>		<ul style="list-style-type: none"> <li>• 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.</li> </ul>			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)
<b>1.15 Risk assessments</b>					
<p><b>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.</b></p>		<ul style="list-style-type: none"> <li>• Risk assessments are updated or undertaken before the school reopens and mitigation strategies are put in place and communicated to staff covering:</li> <li>• Different areas of the school</li> <li>• When pupils enter and leave school</li> <li>• During movement around school</li> <li>• During break and lunch times</li> <li>• Delivering aspects of the curriculum, especially for practical subjects and where shared equipment is used</li> <li>• School trips and visits</li> </ul>			M/L
<b>1.16 Responding to cases of COVID-19 and local lockdowns</b>					
<p><b>The school is unsure how to respond when there are suspected or confirmed cases of COVID-19 amongst pupils or staff</b></p>		<ul style="list-style-type: none"> <li>• There is full compliance with the 9 PHE system control measures set out in the latest government guidance.</li> <li>• Class group ‘bubbles’ are kept discrete at all times.</li> <li>• The local health protection team is contacted immediately for advice.</li> <li>• The school engages swiftly with NHS Test and Trace if cases are suspected.</li> <li>• Appropriate action is taken once advised by the local health protection team – this may mean that class group bubbles and some staff who have been in close contact with the person concerned may have to self-isolate for 14 days.</li> <li>• Arrangements are in place for home and remote learning for pupils who are required to self-isolate.</li> <li>• 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.</li> </ul>			M/L

<p>The school is unprepared for a local lockdown should the rate of infection rise in the area</p>		<ul style="list-style-type: none"> <li>• There is full compliance with the 9 PHE system control measures set out in the latest government guidance.</li> <li>• A contingency plan is in place should a local lockdown be announced and staff are briefed on its contents.</li> <li>• There is regular liaison with the local health protection team.</li> <li>• Systems put in place during the school closure period (e.g. home/online learning, pastoral systems, safeguarding systems) are ready to be reactivated.</li> <li>• Lessons learnt during the school closure period are applied to the contingency plan.</li> </ul>			<p>M/L</p>
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Risk rating					
Areas for concern	prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
<p><b>2. Investing in health and safety arrangements and safety equipment to limit the spread of COVID-19</b></p>					
<p><b>2.1 Public Health England system control measures</b></p>					
<p>Lack of a comprehensive plan to implement PHE system control measures increases the risk of infection in the school</p>		<ul style="list-style-type: none"> <li>• Current government guidance is being applied, and specifically the 9 PHE system of control measures set out in the latest government guidance are in place as follows:</li> </ul> <p><b>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</b></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"> <li>• Anyone with symptoms must remain at home and self-isolate for 7 days from testing positive. Anyone in their household needs to self-isolate for 14 days (including siblings).</li> <li>• Any pupil or staff member needs to go home immediately if they have symptoms. They should take a test as soon as possible.</li> <li>• 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.</li> <li>• If the child uses the bathroom, it must be thoroughly disinfected before use by anyone else.</li> </ul>			<p>M/L</p>

		<ul style="list-style-type: none"> <li>• 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.</li> <li>• Routinely taking the temperature of pupils is not recommended by Public Health England as this is an unreliable method for identifying coronavirus (COVID-19).</li> </ul> <p>In addition:</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Infection control training is arranged for new staff.</li> </ul> <p><b>2. Clean hands thoroughly more often than usual</b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• It is defined which bubbles are using which toilets and sinks.</li> <li>• A tick sheet/ board is maintained when handwashing has taken place as a visual reminder.</li> <li>• Handwashing routines are re-taught to pupils using suitable video.</li> <li>• 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.</li> </ul> <p><b>3. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach</b></p> <ul style="list-style-type: none"> <li>• Posters are downloaded/made/bought 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.</li> <li>• The location of bins around the school is checked on, and more are ordered if necessary.</li> <li>• A schedule for bins to be emptied / disinfected is in place and is adhered to.</li> <li>• Pupils using public transport are reminded of the need to wear face coverings/masks.</li> <li>• 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) and for pupils who do not have a mask for use on public transport.</li> </ul> <p><b>4. Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and</b></p>			
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		<p><b>bleach</b></p> <ul style="list-style-type: none"> <li>• The school's business manager ensures delivery of the induction package to cleaning staff so they fully understand their role in preventing the spread of coronavirus.</li> <li>• The cleaning schedule is reviewed and if necessary additional staff hours are provided to ensure that DfE listed criteria are met.</li> <li>• Stock checks and stock control are maintained</li> </ul> <p><b>5. Minimise contact between individuals and maintain social distancing wherever possible</b></p> <ul style="list-style-type: none"> <li>• Bubbles are extended to full class year group size.</li> <li>• Staff are kept consistent with each bubble as far as possible.</li> <li>• In class, furniture is arranged so that children are facing forwards and sitting side by side.</li> <li>• Any furniture that is surplus to requirements is removed.</li> <li>• As far as possible, children are taught not to touch each other or staff. This will involve re-learning about play time.</li> <li>• No more than 1 year group ever occupies a shared space (hall, dining room etc) at one time. A 2m distance between the bubbles is maintained when 2 or 3 classes bubbles (from the same year group) are together in the same space.</li> <li>• Staggered start and finish times, staggered break times and staggered lunch times are implemented.</li> <li>• Children are taught in age appropriate ways about coronavirus, how it is spread and how they can play their part in keeping everyone safe.</li> <li>• For each class/bubble, basic equipment (such as pen/ pencil/ eraser/ ruler) that pupils routinely need is collated and kept in separate bags. These are made available to any pupil who does not have their own equipment. Each pupil keeps this bag of equipment for their own use.</li> <li>• Resources are boxed, including library books, that are needed for particular classes, to avoid pupils using shared areas such as the school library.</li> </ul> <p><b>6. Where necessary, wear appropriate personal protective equipment (PPE)</b></p> <ul style="list-style-type: none"> <li>• The school continues to maintain and monitor stocks of PPE and has access to supplier lists.</li> <li>• 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.</li> <li>• Gloves and aprons are provided for cleaning staff.</li> <li>• Face masks are worn by staff when cleaning visible bodily fluids from suspected COVID-19 case.</li> <li>• Stocks of PPE are regularly monitored and replenished</li> </ul>			
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		<p><b>7. Engage with the NHS Test and Trace process</b></p> <ul style="list-style-type: none"> <li>• School leaders understand the complexity of the arrangements for testing and self-isolation and ensure that staff and parents are fully aware of them. Special advice sheets are prepared in the event that a child is sent home with symptoms, for the parents of that child and other members of the bubble.</li> <li>• Staff induction for return to school includes information about the NHS Test and Trace process.</li> </ul> <p><b>8. Manage confirmed cases of coronavirus (COVID-19) amongst the school community</b></p> <ul style="list-style-type: none"> <li>• The contact details for local Public Health England team and local authority health and safety team are readily to hand.</li> <li>• A clear process is in place for notifying the local health protection team and the local authority of any cases that test positive.</li> <li>• 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.</li> <li>• Use is made of any template letters provided by Public Health England / local authority as directed locally.</li> </ul> <p><b>9. Contain any outbreak by following local health protection team advice</b></p> <ul style="list-style-type: none"> <li>• Advice provided by the local health protection team is acted on immediately.</li> <li>• Good working relationships are established and maintained enabling rapid communication with local authorities and local Public Health England.</li> </ul>			
<b>2.2 Cleaning</b>					
<p><b>Cleaning capacity is reduced so that an initial deep-clean and ongoing cleaning of surfaces are not undertaken to the standards required</b></p>		<ul style="list-style-type: none"> <li>• A return-to-work plan for cleaning staff (including any deep cleans) is agreed with contracting agencies prior to opening.</li> <li>• An enhanced cleaning plan is agreed and implemented which minimises the spread of infection.</li> <li>• Working hours for cleaning staff are increased.</li> <li>• Remove any unnecessary items from classrooms to limit cleaning.</li> <li>• Remove soft furnishings and soft toys that are hard to clean</li> <li>• Identify where the contact of people with surfaces can be reduced, eg by leaving open doors that are not fire doors, using electronic documents rather than paperwork.</li> <li>• Surfaces to be kept clear, including window ledges and kitchen sides for easy cleaning.</li> </ul>			<p>M/L</p>



<b>2.3 Hygiene and handwashing</b>					
<b>Inadequate supplies of soap and hand sanitiser mean that pupils and staff do not wash their hands with sufficient frequency</b>		<ul style="list-style-type: none"> <li>An audit of handwashing facilities and sanitiser dispensers is undertaken before the school fully reopens and additional supplies are purchased if necessary.</li> <li>Monitoring arrangements are in place to ensure that supplies of soap, hand towels and sanitiser are maintained throughout the day.</li> <li>Paper towels to be available by all sinks, hand dryers to be switched off.</li> </ul>			M/L
<b>Pupils forget to wash their hands regularly and frequently</b>		<ul style="list-style-type: none"> <li>Staff training includes the need to remind pupils of the need to wash their hands regularly and frequently.</li> <li>Posters and electronic messaging boards reinforce the need to wash hands regularly and frequently.</li> <li>School leaders monitor the extent to which handwashing is taking place on a regular and frequent basis.</li> </ul>			M/L
<b>2.4 Clothing/fabric</b>					
<b>Not wearing clean clothes each day may increase the risk of the virus spreading</b>		<ul style="list-style-type: none"> <li>Policies are agreed prior to the school opening on the wearing of uniforms by pupils and business dress by staff to minimise risks.</li> <li>Expectations and guidance are communicated to parents.</li> </ul>			M/L
<b>The use of fabric chairs may increase the risk of the virus spreading</b>		<ul style="list-style-type: none"> <li>Fabric chairs are taken out of use where possible.</li> <li>Where that is not possible, chairs are limited to single person use.</li> </ul>			M/L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No )	Further action/co mments	Residual risk rating (H/M/L)
<b>2.5 Testing and managing symptoms</b>					
<b>NHS Test and Trace is not used effectively to help manage infection control amongst pupils and staff, maximise staffing levels and support staff wellbeing</b>		<ul style="list-style-type: none"> <li>Guidance on engaging with the NHS Test and Trace process has been explained to staff as part of induction.</li> <li>Staff, parents and pupils are clear that they should <u>book a test</u> if they are displaying symptoms.</li> <li>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 &amp; Trace.</li> <li>Staff, parents and pupils are clear that they should <u>self-isolate</u> if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19).</li> <li>Post-testing support is available for staff through the school's health provider.</li> </ul>		•	M/L
<b>Infection transmission within school due to staff/pupils (or members of their household) displaying symptoms</b>		<ul style="list-style-type: none"> <li>Robust collection and monitoring of absence data, including tracking return to school dates, is in place.</li> <li>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.</li> <li>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.</li> <li>A record of any COVID-19 symptoms in staff or pupils is reported to the trust or local authority.</li> </ul>		•	M/L
<b>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</b>		<ul style="list-style-type: none"> <li>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.</li> <li>This guidance has been explained to staff and pupils as part of the induction process.</li> <li>Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders.</li> </ul>			M/L
<b>Staff, pupils and parents are not aware of the school's procedures should there be a confirmed case of COVID-19 in the school</b>		<ul style="list-style-type: none"> <li>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.</li> <li>This guidance has been explained to staff and pupils as part of the induction process.</li> </ul>		•	M/L

		<ul style="list-style-type: none"> <li>Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders.</li> </ul>			
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Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/c omments	Residual risk rating (H/M/L)
<b>2.6 First Aid/Designated Safeguarding Leads</b>					
The lack of availability of designated First Aiders and Designated Safeguarding Leads puts children's safety at risk		<ul style="list-style-type: none"> <li>First Aid certificates extended for three months.</li> <li>A programme for training additional staff is in place.</li> <li>Collaborative arrangements for sharing staff with other schools in the locality have been agreed.</li> </ul>			M/L
<b>2.7 Medical rooms</b>					
Medical rooms are not adequately equipped or configured to maintain infection control		<ul style="list-style-type: none"> <li>Social distancing provisions are in place for medical rooms.</li> <li>Additional rooms are designated for pupils with suspected COVID-19 whilst collection is arranged.</li> <li>Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets.</li> </ul>			M/L
<b>2.8 Communication with parents</b>					
Parents and carers are not fully informed of the health and safety requirements for the full opening of the school		<ul style="list-style-type: none"> <li>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.</li> <li>A specific communication on the requirements for school attendance from September is issued and followed up with discussion where necessary.</li> <li>A COVID-19 section on the school website is created and updated.</li> <li>Parent and pupil handbooks are created and updated.</li> </ul>			M/L
Parents and carers may not fully understand their responsibilities should a child show symptoms of COVID-19		<ul style="list-style-type: none"> <li>Key messages in line with government guidance are reinforced on a weekly basis via email, text and the school's website.</li> </ul>			M/L
<b>2.9 Personal Protective Equipment (PPE)</b>					
Provision of PPE for staff where required is not in line with government guidelines		<ul style="list-style-type: none"> <li>Government guidance on wearing PPE is understood, communicated and sufficient PPE has been procured.</li> </ul>			M/L M/L

		<ul style="list-style-type: none"><li>• 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 remove PPE carefully to reduce contamination and also how to dispose of them safely.</li><li>• Staff are reminded that wearing of gloves is not a substitute for good handwashing.</li><li>• 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.</li><li>• 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.</li><li>• 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.</li></ul>			
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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)
<b>3. Maximising social distancing measures</b>					
<b>3.1 Pupil behaviour</b>					
<p><b>Pupils' behaviour on return to school does not comply with the new guidance on operating within discrete class group 'bubbles'</b></p>		<ul style="list-style-type: none"> <li>• Clear messaging to pupils on the importance and reasons for operating in class /year group 'bubbles' and on social distancing at other times is reinforced throughout the school day by staff and through posters, electronic boards, and floor markings.</li> <li>• Staff continue to model social distancing consistently.</li> <li>• The movement of pupils around the school is minimised.</li> <li>• Large gatherings are avoided.</li> <li>• Break times and lunch times are structured to avoid different class groups coming in to contact with each other and are closely supervised.</li> <li>• 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.</li> <li>• Senior leaders monitor areas where there are breaches of the discrete class group 'bubble' model and arrangements are reviewed.</li> <li>• Messages to parents reinforce the importance of adhering to the new arrangements.</li> <li>• Wilful disobeying of rules relating to staying within class groups and following hygiene procedures will be sanctioned appropriately and proportionately.</li> <li>• Covid 19 Home School Agreement (staff, parents pupils) to be sent to parents by 3 September</li> </ul>		<p>Behaviour policy to be updated and shared with staff and pupils</p>	<p>M/L</p>

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)
<b>3.2 Classrooms and teaching spaces</b>					
The size and configuration of classrooms and teaching spaces does not allow teachers to comply with social distancing measures		<ul style="list-style-type: none"> <li>All classrooms have been assessed and configured to allow for teachers to maintain where possible 2 metres social distancing with pupils' desks facing the front in rows.</li> <li>All furniture not in use has been removed from classrooms and teaching spaces.</li> <li>Arrangements are reviewed regularly.</li> </ul>			M/L
<b>3.3 Shared spaces</b>					
The use of shared spaces (e.g. hall, dining room) risks different class group bubbles mixing		<ul style="list-style-type: none"> <li>No more than one year group is scheduled to occupy a shared space at any one time.</li> <li>Class/year group bubbles are kept at least 2 metres apart if occupying the same shared space.</li> <li>Shared spaces are cleaned after use.</li> </ul>			M/L
<b>3.4 Movement in corridors</b>					
The discrete class group 'bubble' arrangements are breached when pupils circulate in corridors		<ul style="list-style-type: none"> <li>Class/year group 'bubble' arrangements are in place</li> <li>The use of shared learning spaces is timetabled to avoid different bubbles groups coming in to contact with each other.</li> <li>One-way systems are in operation where feasible.</li> <li>Corridors are divided where feasible.</li> <li>Circulation routes are clearly marked with appropriate signage</li> <li>Any pinch points/bottle necks are identified and managed accordingly.</li> <li>Appropriate supervision levels are in place.</li> </ul>			M/L
<b>3.5 Break times</b>					
Class groups may mix at break times		<ul style="list-style-type: none"> <li>Break times are staggered.</li> <li>Pupils are kept within their assigned 'bubbles' during social times.</li> <li>External areas are designated for different groups.</li> <li>Pupils are reminded about staying in their assigned 'bubbles' as break times begin.</li> <li>Appropriate signage is in place around the school and in key areas.</li> </ul>			M/L

		<ul style="list-style-type: none"> <li>Supervision levels have been enhanced.</li> </ul>			
<b>3.6 Lunch times</b>					
<b>Class groups may mix at lunch times</b>		<ul style="list-style-type: none"> <li>Lunch times are staggered.</li> <li>Pupils are reminded about staying in their assigned bubbles as lunch times begin.</li> <li>Pupils wash their hands before and after eating.</li> <li>Dining areas are cleaned before and after each class group has used them.</li> <li>Tables and chairs have been cordoned off where necessary.</li> <li>Floor markings are used to manage queues and enable social distancing.</li> <li>Additional arrangements are in place, such as staggering lunch times, delivering grab bags to classrooms, pupils eating in classrooms or other spaces.</li> <li>Pupils eat lunch with others in their bubble.</li> <li>Guidance has been issued to parents and pupils on packed lunches.</li> </ul>		•	M/L

Areas for concern	Risk rating		In place? (Yes/No)	Further action/commen ts	Residual risk rating (H/M/L)
	prior to action (H/M/L)	Control measures			
<b>3.7 Toilets</b>					
<b>Queues for toilets and handwashing risk non-compliance with social distancing measures between pupils from different discrete class group 'bubbles'</b>		<ul style="list-style-type: none"> <li>• Queuing zones for toilets and hand washing have been established and are monitored.</li> <li>• Floor markings are in place to enable social distancing.</li> <li>• Pupils know that they can only use the toilet one at a time.</li> <li>• Pupils are encouraged to access the toilet during class/throughout the day to help avoid queues. This can be achieved by pupils from a specified bubble visiting the toilets at set times.</li> <li>• The toilets are cleaned frequently.</li> <li>• Monitoring ensures a constant supply of soap and paper towels.</li> <li>• Bins are emptied regularly.</li> <li>• Pupils are reminded regularly on how to wash hands and young children are supervised in doing so.</li> </ul>		•	M/L
<b>3.8 Medical Rooms</b>					
<b>The configuration of medical rooms may compromise social distancing measures</b>		<ul style="list-style-type: none"> <li>• Social distancing provisions are in place for medical rooms.</li> <li>• Additional rooms are designated for pupils with suspected COVID-19 whilst collection is arranged.</li> <li>• Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets.</li> <li>• First aid to be administered as much as possible in classrooms/playground.</li> <li>• First aider to be called and administer first aid, medicine in the bubble where possible (rather than medical room)</li> <li>•</li> </ul>		•	M/L
<b>3.9 Reception area</b>					
<b>Groups of people gather in reception (parents, visitors, deliveries) which risks breaching social distancing guidelines</b>		<ul style="list-style-type: none"> <li>• Social distancing points are clearly set out, using floor markings, continuing outside where necessary.</li> <li>• Social distancing guidance is clearly displayed to protect reception staff (e.g. distance from person stood at reception desk).</li> <li>• Non-essential deliveries and visitors to school are minimised.</li> <li>• Arrangements are in place for segregation of visitors.</li> </ul>		•	M/L



<b>3.10 Arrival and departure from school</b>					
<b>Pupils and parents congregate at exits and entrances, making social distancing measures difficult to apply and risking pupils from different class groups mixing</b>		<ul style="list-style-type: none"> <li>Start and finish times are staggered for each discrete class group 'bubble'</li> <li>The use of available entrances and exits is maximised.</li> <li>Social distancing guidelines are reinforced at entrances and exits through signage and floor/ground markings, including external drop-off and pick-up points.</li> <li>Weekly messages to parents stress the need for social distancing at arrival and departure times.</li> </ul>		•	M/L

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

#### 4. Continuing enhanced protection for children and staff with underlying health conditions

<b>4.1 Pupils with underlying health issues</b>					
<b>Pupils who are clinically vulnerable or clinically extremely vulnerable do not attend school even though it is deemed safe to do so</b>		<ul style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>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.</li> <li>The register of pupils with underlying health conditions is regularly updated.</li> <li>Pupils who are BAME may be more susceptible to poor outcomes if infected by COVID-19. Leaders take account of this in their risk assessments.</li> <li>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</li> </ul>		•	M/L

		to attend because of sickness, is absent for a necessary religious observance etc)			
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Areas for concern	Risk rating	Control measures	In place? (Yes/No)	Further action/commen ts
	prior to action (H/M/L)			
<b>4.2 Staff with underlying health issues</b>				
<b>Staff who are clinically vulnerable or clinically extremely vulnerable do not return to work even though it is deemed safe to do so</b>		<ul style="list-style-type: none"> <li>• Staff with underlying health issues have been provided with updated guidance and discussions have been held with them regarding returning to work.</li> <li>• 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.</li> <li>• 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.</li> <li>• 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.</li> <li>• 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.</li> <li>• Current government guidance is being applied.</li> </ul>		
<b>5. Enhancing mental health support for pupils and staff</b>				
<b>5.1 Mental health concerns – pupils</b>				
<b>Pupils' mental health has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general</b>		<ul style="list-style-type: none"> <li>• There are sufficient numbers of trained staff available to support pupils with mental health issues.</li> <li>• There is access to designated staff for all pupils who wish to talk to someone about wellbeing/mental health.</li> <li>• 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).</li> <li>• Resources/websites to support the mental health of pupils are provided.</li> </ul>		

<b>New and Expectant Mothers Contracting Corona virus, whilst at work or using public transport.</b>		<ul style="list-style-type: none"> <li>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</li> </ul>			
<b>5.2 Mental health concerns – staff</b>					
<b>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</b>		<ul style="list-style-type: none"> <li>Staff are encouraged to focus on their wellbeing.</li> <li>Line managers are proactive in discussing wellbeing with the staff that they manage, including their workload.</li> <li>Staff briefings and training have included content on wellbeing.</li> <li>Staff have been signposted to useful websites and resources.</li> <li>Keep staff updated on what is happening so they feel involved and reassured.</li> </ul>			
<b>5.3 Bereavement support</b>					
<b>Pupils and staff are grieving because of loss of friends or family</b>		<ul style="list-style-type: none"> <li>The school has access to trained staff who can offer bereavement counselling and support.</li> <li>Support is requested from other organisations when necessary.</li> </ul>			

Areas for concern	Risk rating		Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
	prior to action (H/M/L)					
<b>6. Operational issues</b>						
<b>6.1 Review of fire procedures</b>						
<b>Fire procedures are not appropriate to cover new arrangements</b>			<ul style="list-style-type: none"> <li>Fire procedures have been reviewed and revised where required, due to: <ul style="list-style-type: none"> <li>Pupils operating in discrete year /class group 'bubbles'</li> <li>Staff moving between discrete class group 'bubbles'</li> </ul> </li> <li>Staff and pupils have been briefed on any new evacuation procedures.</li> <li>Incident controller and fire marshals have been trained and briefed appropriately.</li> </ul>			
<b>Fire evacuation drills - unable to apply social distancing effectively between discrete class group 'bubbles'</b>			<ul style="list-style-type: none"> <li>Plans for fire evacuation drills are in place which take account of the new arrangements and apply social distancing where necessary.</li> </ul>			
<b>6.2 Managing premises on full reopening after lengthy part closure</b>						
<b>All systems may not be operational</b>			<ul style="list-style-type: none"> <li>Government guidance is being implemented where appropriate.</li> <li>All systems have been recommissioned.</li> </ul>			

Statutory compliance has not been completed due to the availability of contractors during lockdown		<ul style="list-style-type: none"> <li>All statutory compliance is up to date.</li> <li>Where water systems have not been maintained throughout lockdown, chlorination, flushing and certification by a specialist contractor has been arranged.</li> </ul>			
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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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**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		<ul style="list-style-type: none"> <li>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.</li> <li>An assessment has been carried out to see if any additional control measures are required to keep staff, pupils and contractors safe.</li> <li>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.</li> <li>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.</li> <li>Social distancing is being maintained throughout any such works and where this is not possible arrangements are reviewed.</li> <li>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).</li> </ul>			
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**7. Finance**

**7.1 Costs of the school's response to COVID-19**

The costs of additional measures and enhanced services to address COVID-19 when reopening places the school in financial difficulties		<ul style="list-style-type: none"> <li>Additional cost pressures due to COVID-19 identified and an end-of-year forecast which factors them in has been produced.</li> <li>LA or trust finance team has been consulted to identify potential savings in order to work towards a balanced budget.</li> <li>Additional COVID-19 related costs are under monitoring and options for reducing costs over time and as guidance changes are under review.</li> <li>Additional sources of income are under exploration.</li> <li>The school's projected financial position has been shared with Trustees.</li> </ul>			
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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)
<b>8. Governance</b>					
<b>8.1 Oversight of the LECs/Trust Board</b>					
<b>Lack of governor oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements.</b>		<ul style="list-style-type: none"> <li>The Trustee Board and LEC continues to meet regularly via online platforms.</li> <li>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.</li> <li>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.</li> <li>Regular dialogue with the Chair of LECs and Trustees and those members/trustees with designated responsibilities is in place.</li> <li>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.</li> </ul>			
<b>9. Additional site-specific issues and risks</b>					
<b>Settings to add any site-specific issues/arrangements here and ensure mitigation strategies are in place to address them</b>					
<b>Greater risk of the virus spreading when using staff to cover absences</b>		<ul style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>Keep a record to track how classes are covered (by whom and when).</li> </ul>			
<b>Pupil mobile phones are not stored in a safe place</b>		<ul style="list-style-type: none"> <li>Only pupils in 5/6 who walk to school on their own are allowed to bring in a mobile phone.</li> <li>The phone is to be switched off before the pupils enter the main gates</li> </ul>			

		<p>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.</p>			
<b>Use of snack increases the risk of the virus spreading</b>		<ul style="list-style-type: none"> <li>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.</li> <li>If pupils bring in their own snack they are to ensure it has been washed beforehand.</li> </ul> <p>Pupils to wash hands before eating their snack.</p>			
<b>The catering company does not have an effective risk assessment in place to prepare and serve the food safely</b>		<ul style="list-style-type: none"> <li>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:</li> </ul> <p>General Practices:</p> <ul style="list-style-type: none"> <li>Ensure coughs &amp; sneezes are caught with a tissue by following Catch it, Bin it, kill it &amp; avoiding touching face, eyes, nose, or mouth with unclean hands &amp; washing hands after.</li> <li>Declaration fit to work – All team members to declare that they are fit to work.</li> <li>Ensure that staff or a household member showing symptoms must inform their line manager &amp; self-isolate for the government recommended amount of time (7 days if alone or 14 days if live with others).</li> <li>Correct handwash after each shift when returning to the kitchen.</li> <li>Any use of disposable gloves used for handling hot food boxes.</li> <li>Ensure government guidelines are kept as a minimum.</li> <li>All packaging to be wiped down using approved methods before storage.</li> <li>All cooking items, plates, cutlery to be washed at 60 degrees</li> <li>Trolleys/other surfaces to be regularly cleaned.</li> <li>Staff to wash hands frequently.</li> <li>Staff need to take responsibility for following H &amp; S guidance and for reporting any issues or concerns as they arise.</li> </ul> <p>Additional Training:</p> <ul style="list-style-type: none"> <li>Training must be signed off on the Pantry Admin System before commencement of any work duties.</li> <li>Guidance on returning to work during a pandemic.</li> <li>Covid-19 general information.</li> <li>Handwashing Training</li> <li>How to use a face mask safely.</li> </ul>			
<b>Food that is being eaten in classrooms are not collected, delivered and handled safely</b>		<p>Collection:</p> <ul style="list-style-type: none"> <li>Where possible do not enter any spaces unnecessarily, if you can wait outside then do.</li> <li>Assigned entrances are allocated to minimise potential contact.</li> <li>Gloves used for collecting any delivery. Hands to be properly washed and dried before using gloves.</li> <li>Ensure all containers are sanitized before taking/loading them</li> </ul>			

		<ul style="list-style-type: none"> <li>• 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.</li> <li>• Ensure the prevailing safe distance and government guidelines are kept as a minimum.</li> </ul> <p>Delivering:</p> <ul style="list-style-type: none"> <li>• Staff when delivering must wear correct PPE when outside the kitchen.</li> <li>• Where possible do not enter any spaces unnecessarily, if you can wait outside then do.</li> <li>• Ensure that the route to destination is clear of persons whilst transporting food to each delivery area.</li> <li>• Ensure that delivery route is free from challenging obstacles.</li> <li>• Use of hot food boxes to transport goods to food delivery areas within the school are fit for purpose.</li> </ul> <p>Food in classrooms:</p> <ul style="list-style-type: none"> <li>• Food needs to be eaten at an appropriate temperature, adults will need to be flexible and prioritise eating when it arrives.</li> <li>• Staff will be advised if the food needs to be cooled a little before serving.</li> <li>• The adult supervising lunch must wear disposable gloves at all times to hand out meals and cutlery.</li> </ul>			
<p><b>Use of volunteers poses an additional risk</b></p>		<ul style="list-style-type: none"> <li>• Ensure that any volunteers that are used to support the work of the school are properly supported and given appropriate roles.</li> <li>• Mixing of volunteers across groups should be kept to a minimum, and they should remain 2 metres from pupils and staff where possible.</li> </ul> <p>Volunteers to be provided with full induction to ensure clear about the risk assessments and their role in minimising risks</p>			

