

Coronavirus (COVID-19): Risk Assessment Action Plan

Kates Hill Primary School

Assessment conducted by: Kathryn HARVEY	Job title: Headteacher	Covered by this assessment:
Date of assessment: July 2020	Reviewed 1/9/20 Updated review 7/9/20/ 29/9/20 Ongoing Updates Review December 2020 Updated Review January 2021	Latest Update 3/1/21 Updated 19/1/21 National Lateral Flow Testing

- For the purpose of this risk assessment, the term ‘coronavirus’ to refer to coronavirus disease 2019 (COVID-19). Schools must ensure that this risk assessment reflects the local setting and context of the school. Staff must be consulted with regard to this risk assessment (this must take into consideration all types of workers including agency workers, casual staff and contractors and any other adult on site as well as your permanent staff).
- This risk assessment is not exhaustive and is issued to schools as a template to assist in the production of a comprehensive document that covers the particular circumstance of the setting – **as such, the risks and risk controls should be deleted/amended/added-to to reflect the school.**
- This should be viewed alongside relevant advice and guidance from the Department of Education and reflect any additional subsequent guidance issued to schools.
- For further reference, <https://www.gov.uk/government/latest?departments%5B%5D=department-for-education>, including the documents below, issued on the 11 May 2020:
 - [Coronavirus \(COVID-19\): guidance for schools and other educational settings](#)
 - [Details on phased wider opening of schools, colleges and nurseries](#)
 - [Coronavirus \(COVID-19\): implementing protective measures in education and childcare settings](#)
 - [Actions for educational and childcare settings to prepare for wider opening from 1 June 2020](#)
 - [What parents and carers need to know about schools and other education settings during the coronavirus outbreak](#)
 - [Opening schools for more children and young people: initial planning framework for schools in England \(updated 12 May \)](#)

Key:	
Level of risk prior to control	Identifies the risk before any steps to reduce the risk have been taken
Risk Description:	Outlines the area of concern. This list is not exhaustive, and schools should add/amend/delete where appropriate e.g. risks for pupils with complex needs.
Risk Controls:	The measures that will be taken to minimise the risk. These are generic and should be adapted for the school context.
Impact:	Could be L/M/H or numeric, depending on what is used in the school setting.
Likelihood:	Could be L/M/H or numeric, depending on what is used in the school setting. NB IF IMPACT AND LIKELIHOOD ARE BOTH HIGH, THEN THE ACTIVITY SHOULd BE STOPPED UNTIL ADDITIONAL CONTROL MEASURES ARE PUT IN PLACE.
Responsible person:	Kathryn HARVEY/Margaret Hollis
Completion Date:	July 20th
Line Manager Check:	LLMAT/School chair of governors

School	Action	Deadline
	Update website	ASAP v
Kates Hill	1 to 1 meetings - BAME	6/11/20 v KH/MH set this up/Individual RA 2/1/21
	Infection control training	6/11/20 v All cleaners debriefed and staff made aware
	Daily inspection log of posters/COVID-19 materials (sanitiser etc)	23/10/20 v Regular updates of materials. Stock daily replenished Update posters around school 2/1/21
	Confirmation of how parents are notified of start/finish times on RA - could letters be added to the website?	Letters on facebook, parent hub and emailed personally 2/1/21

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
The school lapses in following national guidelines and advice, putting everyone at risk	M	<p>To ensure that all relevant guidance is followed and communicated:</p> <ul style="list-style-type: none"> The school to keep up-to-date with advice issued by, but not limited to, DfE, NHS, Department of Health and Social Care and PHE, and review its risk assessment accordingly Information on the school website is updated. Pupils updated via classrooms/email/text as necessary. Any change in information to be shared with Chair of Governors and passed on to parents and staff by email <p>As a result, the school has the most recent information from the government, and this is distributed throughout the school community.</p>	L	L	KH	Ongoing	
Poor communication with parents and other stakeholders	M	<ul style="list-style-type: none"> All staff/pupils aware of current actions and requirements and reminded frequently using school communication systems Headteacher to share risk assessment with all staff Parents notified of risk assessment plan and shared with parents via website. <p>As a result, all pupils and all staff working with pupils are adhering to current advice.</p>	L	L	KH/MH/KL	<p>Ongoing</p> <p><u>December 2020 change to some rules</u></p> <p><u>Jan 2021</u></p>	
Lack of awareness of policies and procedures	M	<ul style="list-style-type: none"> School leaders will ensure that all policies impacted on by coronavirus controls are updated/all individual RA up to date All staff, pupils and volunteers will make themselves aware of all relevant policies and procedures including, but not limited to, the following: 	L	L	Kh/MH/DC	Jan 2021	
			L	L	KH/MH/DC	Dec 2020	

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		<ul style="list-style-type: none"> - Health and Safety Policy - Infection Control Policy - First Aid Policy - Intimate care policy - Behaviour policy - Staff absence reporting procedures 	L	L	<u>KH/MH/JD</u>	<u>Jan 2021</u>	
	H	<ul style="list-style-type: none"> • All staff have regard to all relevant guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> - The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 - The Health Protection (Notification) Regulations 2010 - Public Health England (PHE) (2017) ‘Health protection in schools and other childcare facilities’ - DfE and PHE (2020) ‘COVID-19: guidance for educational settings’ 	M	M	<u>KH/MH</u>	<u>Ongoing</u>	
	H	<ul style="list-style-type: none"> • The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training. All meetings in individual rooms/no group training unless on Teams 	M	M	<u>WP/KH/MH</u>	<u>Jan 2021</u>	
	H	<ul style="list-style-type: none"> • Staff are made aware of the school’s infection control procedures in relation to coronavirus via email • Parents are made aware of the school’s infection control procedures in relation to coronavirus via letter/social media/poster at entrance to school – they are informed that they must contact the school as soon as possible if they believe their child has been exposed to coronavirus 	M	M	<u>KH/MH Admin</u>	<u>Jan 2021</u> <u>Updated posters weekly/latest 10 day isolation rule</u>	
	H	<ul style="list-style-type: none"> • Pupils are made aware of the school’s infection control procedures in relation to coronavirus via a coordinated 	M	M	<u>All staff</u>	<u>INFO box regularly monitored</u> <u>Jan 2021</u>	

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	H	<p>programme of delivery from staff on the morning of the Jan 4th. All are informed that they must tell a member of staff if they begin to feel unwell</p> <ul style="list-style-type: none"> Daily electronic briefing issued to staff. <p>As a result, all staff and pupils are aware of the policies and procedures in place to keep themselves safe in school.</p> <p>After receiving advice, we would like to remind you that it is our policy, in the event of a child being absent from school for a prolonged period of time and/or where we have requested medical proof, we may contact the Medical Practitioner to verify any documents or information received.</p>	<u>L</u>	<u>Might not get daily</u>	<u>KH/MH</u>	<p><u>Ongoing after reopening Letter to parents Dec 2020</u></p> <p><u>Ongoing</u></p>	
Poor hygiene practice in school - general	M	<ul style="list-style-type: none"> Posters are displayed at the entrance to the school, around school and in every classroom reminding staff, pupils, parents and visitors of the hygiene practice required in school (e.g. washing hands before entering and leaving school) Pupils to wash their hands with soap before and after break times and lunchtimes for no less than 20 seconds Teachers to reiterate key messages in class-time (when directed) to pupils to: <ul style="list-style-type: none"> Cover coughs and sneezes with a tissue, To throw all tissues in a bin To avoid touching eyes, nose and mouth with unwashed hands. 	<u>L</u>	<u>L</u>	<u>KH/JM/MH</u>	<u>Jan 2021</u>	
	L		<u>L</u>	<u>L</u>	<u>teachers</u>	<u>Ongoing</u>	
	L		<u>L</u>	<u>L</u>	<u>Teachers</u>	<u>Ongoing</u>	
	M		<u>L</u>	<u>L</u>	<u>Admin/MH</u>		

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	M	<ul style="list-style-type: none"> • Additional alcohol-based sanitiser (that contains no less than 60 percent alcohol) and tissues to be provided for the school reception area, dining hall, classrooms and other key locations for staff, pupils and visitors. New sanitiser stations • Infection control procedures are adhered to as far as possible in accordance with the DfE and PHE's guidance • Sufficient amounts of soap (or hand sanitiser where applicable), clean water, paper towels and waste disposal bins are supplied in all toilets and kitchen areas • Hand washing facilities are supervised by staff when pupils are washing their hands to avoid overcrowding in hand washing areas • Toilet regimes are monitored and updated to take into account waiting times • Pupils and staff do not share cutlery, cups or food. • Staff to bring in their own cups and utensils • All utensils are thoroughly cleaned before and after use • Cleaners are employed by the school to carry out additional cleaning. Door handles, doors and toilets are cleaned during the day and paper/hand towels are refilled regularly <p>As a result, all pupils and staff are adhering to high standards of hygiene to minimise risk of transmission.</p> <p>From Jan 2021 FSM pupils will receive hot meals along with others purchasing</p>	L	L	<u>KH/MH</u>	<u>New order December 2020</u>	
	M		L	L	<u>Admin</u>	<u>OnGOING</u>	
	M		L	L	<u>Staff</u>	<u>regular orders</u>	
	M		L	L	<u>All staff</u>	<u>Ongoing</u>	
	M		L	L	<u>All staff</u>	<u>Reminder Jan 2021</u>	
	M		L	L	<u>NC/KH</u>	<u>New rota September all cleaners back into school and briefed. Training updated November 2020 and rotas altered/ Jan 2021 rotas updated</u>	
	M		L	L			
	M		L	L			

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						Staff to support by using anti bac spray	
Poor hygiene practice – specific – school entrance	M M	<ul style="list-style-type: none"> Clear signage in place regarding social distancing Barriers/screens to be used by reception staff when dealing with parents/visitors/contractors Areas touched to be wiped down Discourage parents from entering the school building Rearrange furniture in reception area to facilitate social distancing. Year group bubbles specific Separate staff entry times or staggered starts 	<u>L</u> L already have a barrier/glass <u>L</u> <u>L</u> M M different entrances for different year groups	<u>L</u> <u>L</u> <u>L</u> M <u>L</u> <u>L</u>	Jm/cr Admin rota Cleaners KH/SLT Site team SLT	Ongoing “ “ “ Staff to have their own cleaning equipment	
Poor hygiene practice – specific – office spaces.	M M M M	<ul style="list-style-type: none"> Start and end times for administrative staff are staggered to support social distancing/possible working from home morning facilitated when tight on space Tissues/hand sanitiser to be available in office locations Staff to wash hands on arrival at school Each individual is responsible for wiping down their own work area before and after use. <p>As a result, office practice in office spaces limits the risk of the spread of any infection.</p>	<u>L</u> <u>L</u> <u>L</u> <u>L</u>	<u>L</u> <u>L</u> <u>L</u> <u>L</u>	SLT HT/ADMIN All staff All staff	Dec 20 Jan 21	

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
Poor hygiene practice – specific - spread of potential infection at the start of the school day.	M (they might not know)	<p>In line with government advice:</p> <ul style="list-style-type: none"> Issue information to young people, parents, carers and visitors not to enter the school if they display any symptoms of coronavirus Issue information to parents about arrival and departure procedures, including safe drop-off and pick-up Inform each year group and their parents of their allocated times for the beginning and end of their school day- Inform each year group and their parents of the allocated entrance and exit points to school and where they should go on arrival as above entrance and exit the same Pupils to be supervised in accessing hand-washing facilities on arrival, ensuring that pupils queue while maintaining social distancing as they wait for facilities All staff to wash hands on arrival in school Make it clear to parents and pupils that they cannot congregate at the front of school prior to the start of the school day Make parents and pupils aware of government recommendations with regard to transport. Inform parents and pupils of restrictions and plans relating to school transport Issue information to pupils in relation to restrictions on their movement around the site Sufficient supplies of hand-washing supplies should be provided to accommodate this procedure at the start of the day. 	M	L	<u>KH/MH/SLT</u>	<u>JAN 2021</u>	
	M		L	<u>L</u>	<u>KH</u>		
	M		L	<u>Letter will go out explaining procedures</u>	<u>KH/TEACHERS</u>	<u>Jan 2021</u>	
	M		L	<u>L</u>	<u>Kh/slt</u>	<u>Letter to parents Dec 2020</u>	
	M		L	<u>L teacher responsible for group</u>	<u>Teacher</u>	<u>Made parents aware of Track and Trace</u>	
	M		L	<u>L</u>	<u>Staff</u>		
	M		L	<u>L</u>	<u>L</u>		
	M		L	<u>L</u>	<u>No pupils to come to school on public transport</u>	<u>KH/SLT</u>	
	M		L	<u>L</u>	<u>All staff/KH</u>		

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
	M	As a result, the risk of infection is reduced as pupils and staff arrive at school. New updated posters sent to parents	<u>L</u>	<u>L</u>	<u>Admin/nc/kkh</u>		
Poor hygiene practice – specific – toilet/changing facilities.	M M M m	<ul style="list-style-type: none"> Staff to wear additional PPE when supporting pupils with toileting routines – mask, gloves, apron All changing surfaces to be cleaned before and after each use Nappies/soiled items to be disposed of in yellow bags Staff to follow specific intimate care procedures Any soiled clothes are put into a plastic bag (double bagged) and sent home. <p>As a result, safe practices are followed and the risk of infection is reduced for staff and pupils.</p>	<u>M need to source masks</u> <u>L</u> <u>L</u> <u>L</u>	<u>L home made masks or get themselves</u> <u>L</u> <u>L</u>	<u>All staff/SLT</u> <u>MW</u> <u>MW</u>	<u>Reception staff with supplies</u> <u>Dec 2020</u>	
Poor hygiene practice – specific - end of the school day.	L L M	<ul style="list-style-type: none"> Issue information to parents about departure procedures, including safe pick-up Inform pupils and parents of their allocated times for the end of their school day Inform pupils and their parents of the allocated exit points and pick up points (as above) Make it clear to parents and pupils that they cannot congregate at the front of school/in the playground prior to the end of the school day. If waiting to collect pupils, parents are to remain in cars and park safely 	<u>L</u> <u>L</u> <u>L</u> <u>L</u>	<u>L</u> <u>L</u> <u>L</u> <u>L</u>	<u>Kh/slt</u> <u>Kh/slt</u> <u>Kh/slt</u> <u>kh?slt</u>	<u>Sept 20</u> <u>Letter revised Dec 20 for Jan 2021 start</u>	

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	M	<ul style="list-style-type: none"> Make parents and pupils aware of government recommendations with regard to transport. Inform parents and pupils of restrictions and plans relating to school transport and potential road closures. <p>As a result, the risk of infection is reduced as pupils and staff leave school.</p>	<u>L might ignore advice</u>	L	<u>KH?SLT</u>		
Ill health in school.	M	<ul style="list-style-type: none"> Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing and high temperature, and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus 	<u>m</u>	<u>M</u>	<u>SLT/ADMIN</u>	<u>Ongoing reminders</u>	
	H	<ul style="list-style-type: none"> Appropriate PPE is sourced and guidance on its location, use and disposal issued to staff in line with government guidance on what to do if a pupil or staff member becomes unwell 	<u>M</u>	<u>M</u>	<u>We have PPE for key things Admin/KH</u>	<u>Ongoing orders</u>	
	m	<ul style="list-style-type: none"> All staff are informed of the procedure in school relating a pupil becoming unwell in school 	<u>m</u>	<u>M</u>	<u>SLT</u>	<u>Isolation areas Jan 2021</u>	
	L	<ul style="list-style-type: none"> All staff advised of the procedure in school if a member of staff becomes unwell. 	<u>L</u>	<u>L</u>	<u>SLT</u>		
	L	<ul style="list-style-type: none"> Ensure all staff absences are appropriately recorded. 	<u>L</u>	<u>L</u>	<u>NC</u>		
	L	<ul style="list-style-type: none"> Any pupil who displays signs of being unwell is immediately referred to Margaret Hollis/SLT 	<u>L</u>	<u>L</u>	<u>SLT</u>		

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	L	<ul style="list-style-type: none"> Any staff member who displays signs of being unwell immediately refers themselves to KH/JM/SLT and is sent home 	<u>L</u>	<u>L</u>	ALL STAFF	<u>Jan 2021</u>	
	L	<ul style="list-style-type: none"> Where the named person is unavailable, staff ensure that any unwell pupils are moved to an empty room whilst they wait for their parent to collect them. School admin team to contact parents. Parents advised to follow the COVID-19: Guidance for households, including accessing testing 	<u>L</u>	<u>L</u>	All staff		
	L	<ul style="list-style-type: none"> If a pupil needs to use the bathroom, they should use a separate bathroom (disabled toilet/adults toilet) which will be cleaned after use. 	<u>m</u>	<u>M</u>	Parents/SLT		
	M	<ul style="list-style-type: none"> Pupils displaying symptoms of coronavirus do not come in to contact with other pupils and as few staff as possible, whilst still ensuring the pupil is safe. A facemask should be worn by the supervising adult if a distance of 2 metres cannot be maintained 	Unless no masks available then H			<u>Dec 20 ongoing</u>	
	H	<ul style="list-style-type: none"> If contact with a child or young person is necessary, then gloves, an apron and a face mask should be work by the supervising adult. If there is a risk of splashing, eye protection should also be worn 	<u>M</u>	<u>M</u>	KH/Staff		
	M	<ul style="list-style-type: none"> The relevant member of staff calls for emergency assistance immediately if the pupil's symptoms worsen 	<u>M</u>	<u>M</u>	SLT First Aider		
	M	<ul style="list-style-type: none"> Unwell pupils who are waiting to go home are supervised in Corridor outside staff room where they can be at least two metres away from others Areas used by unwell pupils who need to go home are identified as out of bounds, thoroughly cleaned and disinfected once vacated. 	<u>M</u>	<u>m</u>	SLT		

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		As a result, any member of the school community who becomes unwell, is isolated quickly and appropriate action is taken to minimise the risk of infection.					
Poor management of pupil numbers reduces the ability of pupils and staff to practice social distancing.	M	<ul style="list-style-type: none"> Leaders to identify and communicate clearly to parents and pupils who is to attend and the times they are to attend Timetable reviewed and refreshed and programme communicated to teachers and staff Where possible, pupil movement to be limited to make social distancing easier and specialist teachers to move between allocated classrooms Leaders to consider how best to supplement remote education with face-to-face support for pupils. 	L	L	<u>KH/teachers</u>	<u>Jan 4th 2021</u>	
	M		L	L	<u>KH/SLT</u>	<u>INSET Jan</u>	
	M		L	L	<u>KH/JM</u>	<u>Updates Jan 2021</u>	
	M		L	L	<u>KH/SLT/DR</u>	<u>New catch up groups in bubbles</u>	
	M		L	L			

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		As a result, staff and pupils are clear about where they should be, the times that they should be there and what they are delivering.			<u>Jm/STAFF NOT IN SCHOOL</u>		
A pupil is tested and has a confirmed case of coronavirus.	H H H	In line with government advice: <ul style="list-style-type: none"> The rest of the class/group should be advised to self-isolate for 10 days. Do not take action regarding notifying bubbles until contact has been made by PHE. Refer to SOP/DFE The Headteacher will contact PHE. Then PHE's local protection teams to conduct a rapid investigation and will advise school on appropriate action. 	<u>M</u>	<u>M</u>	<u>Kh/MH</u>	<u>Ongoing New rules Dec 2020</u>	
Schools will be expected to introduce LFT to staff at schools to test themselves at home twice weekly	H	As a result, school leaders taken appropriate action in the event of a confirmed case of coronavirus.	<u>M</u>	<u>M</u>	<u>KH/MH</u>	<u>New variant JAN 2021</u>	
	M	In line with government advice Store the tests at room temperature in a lockable office Staff will be tested Sunday and Wednesday every week Staff will be given 3-4 weeks of supply – with load boxes to identify them against Staff to use for their own purposes/do not share with any body else in their household Staff must only use the test if no symptoms If a positive test happens/staff will isolate immediately and get a PCR test	<u>L</u>	<u>L</u>	<u>KH CR/JD</u> <u>J timetable issues</u> <u>MH – TA;S</u>	<u>LFT begin 25/1/21</u> <u>Review after first couple of weeks</u>	

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		<p>Staff to collect tests from school weekly</p> <p>Staff to administer tests at home</p> <p>Staff to input results into NHS test and trace app</p> <p>Staff to communicate to KH/Admin results</p> <p>Risk of bubble closure</p> <p>Notify parents of pupils who are at school immediately if any staff member tests positive.</p> <p>Possible bubble lateral flow test – take advice from public health</p> <p>Replenish stock every few weeks so never low in stock</p> <p>Give two roles out – Covid controller and administrative role</p>	<u>m</u>	<u>m</u>	<u>KH/JM/Office</u>	<u>Ongoing</u>	
Insufficient staff to run face-to-sessions for pupils.	<ul style="list-style-type: none"> M M M 	<ul style="list-style-type: none"> Leaders to ensure that they have a complete list of shielded (clinically extremely vulnerable) and clinically vulnerable adults for their school Protocols for staff to inform leaders if they need to self-isolate are clearly in place <p>As a result, sufficient staff cover in place to provide the face-to-face support sessions for pupils.</p> <p>Shielding staff returned to work on restricted or modified duties</p>	<u>L</u>	<u>L</u>	<u>KH/JM</u>	<p><u>Ongoing list to be maintained if needed</u></p> <p><u>New Shielding Jan 2021</u></p> <p><u>Current list up to date</u></p> <p><u>Jan 2021 – Feb 2021</u></p>	

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Pupil movement between lesson, at breaktime and lunchtime increases the risk of infection.	M	<ul style="list-style-type: none"> Staggered starts to be put in place for breaktime and lunchtime 	<u>L</u>	<u>L</u>	<u>Kh/jm</u>	<u>Flexible</u>	
	M	<ul style="list-style-type: none"> Plans of areas where possible to be put in place for pupils arriving and leaving shared lunch space/lessons. 	<u>L</u>	<u>L</u>	<u>KH/JM</u>		
	M	<ul style="list-style-type: none"> Allocated outdoor areas for each year group to be identified for breaktime and lunchtime 	<u>L</u>	<u>L</u>	<u>KH/JM</u>	<u>Dec 2020</u>	
	M	<ul style="list-style-type: none"> Lunchtime to be staggered for different year groups (see rota plan) 	<u>L</u>	<u>L</u>	<u>Kh/jm</u>		
	M	<ul style="list-style-type: none"> Pupils advised not to play contact games at breaktime or lunchtime. Ball games and shared outdoor equipment to be prohibited 	<u>L</u>	<u>L</u>	<u>Lunch supervisor</u>		
	L	<ul style="list-style-type: none"> Pupils to be supervised in washing hands before and after lunch 	<u>L</u>	<u>L</u>	<u>Teachers/Staff</u>		
	M	<ul style="list-style-type: none"> In canteen/eating spaces, consideration given to marking seats that can be used and removing other seating. Bench style seating clearly marked. · Screen provided to protect food in canteen when pupils purchase food 	<u>L</u>	<u>L</u>	<u>DC</u>	<u>As above</u>	
					<u>Jo</u>		

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	L L M m	<ul style="list-style-type: none"> • Touch terminals/cashless catering is not used. Till operator searches for pupils by name on the electronic system (rather than using fingerprint recognition) • Tables to be cleaned between year groups using lunchtime facilities • Catering staff to maintain strict levels of hygiene in food preparation areas and follow whole staff guidance in reporting illness • Pupils who bring a packed lunch, to eat in hall to reduce movement and maintain social distancing. <p>New system to be looked at week beginning 4/1/21 due to hot meals being introduced.</p> <p>As a result, the risk of infection during unstructured time is reduced.</p>	<p><u>L no tills</u></p> <p><u>L</u></p> <p><u>L</u></p> <p><u>L</u></p> <p><u>L</u></p>	<p><u>L</u></p> <p><u>L</u></p> <p><u>L</u></p> <p><u>I</u></p>	<p><u>Jo</u></p> <p><u>Jo</u></p> <p><u>All staff</u></p>	<p><u>Grab bags only</u> <u>Cooked food from Dec 2020</u> <u>No hot food term 1</u> <u>Hot food term 2</u></p> <p><u>Jan 2021</u></p>	

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
Spread of infection in classrooms/shared areas.	H	<ul style="list-style-type: none"> All unnecessary items to be removed from classrooms and learning environments and stored elsewhere 	M	M	Teaching staff/SLT	Jan 2021	
	H	<ul style="list-style-type: none"> All soft furnishings and items that are hard to clean to be removed 	M only issue is carpets that is permanent	M	Staff in classrooms		
	H	<ul style="list-style-type: none"> Pupils to be directed to specific seats in classrooms and to maintain seats during the day as far as possible 					
	H	<ul style="list-style-type: none"> Tissues and hand sanitiser to be located in each classroom/learning space 	L	L	STAFF		
	H	<ul style="list-style-type: none"> Bins to be emptied at least twice daily in classrooms. 			Cleaners		
	H	<ul style="list-style-type: none"> Contact with communal surfaces, such as door handles etc to be minimised. Doors to be kept open 	H BINS with lids to be sourced	M			
	H	<ul style="list-style-type: none"> Where possible, windows to be opened to provide ventilation. 			Staff		
	M	<ul style="list-style-type: none"> Inform all the pupils that they only will be allowed to bring lunch and bottle into school to reduce the risk of infection 	L	L	KH/SLT		
	M	<ul style="list-style-type: none"> Pupils/staff to clean IT equipment (esp keyboards) with anti-bacterial wipes before and after each use 	L	L			
	M	<ul style="list-style-type: none"> Shared telephone handsets to be cleaned with anti-bacterial wipes before and after each use 			Staff		
	M	<ul style="list-style-type: none"> Shared teaching resources to be cleaned prior to and after use daily and in between play times 	L	L			
	M	<ul style="list-style-type: none"> If any bodily fluids come into contact with classroom equipment, ensure that gloves are worn to remove the piece of equipment before it is thoroughly cleaned 	L	L	All users/cleaners	Jan 2021	
	M		L	L			

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
	M M M I	<ul style="list-style-type: none"> Guidance issued to staff on the use of the staff room and staff toilet area, including maximum numbers at any one time. Staff to be reminded to adhere to social distancing at all times Hand sanitiser to be in place at photocopiers/shared keyboards/telephones etc Staff must wash and dry their own cups, plates and utensils, using disposable towels. <p>As a result, the risk of infection to staff and pupils in classrooms is reduced.</p>	M L L I	M L L I	<u>Staff/ Cleaners</u> <u>SLT</u> <u>All Staff</u>	<u>All staff got own cleaning equipment</u>	
Poor pupil behaviour increases the risk of the spread of the infection.	M M H L	<ul style="list-style-type: none"> Pupils are reminded of the behaviour policy on their return to school Sanctions (and how they will be applied in the context of social distancing) are clearly communicated to pupils and parents. Behaviour policy is adjusted as a consequence Pupils' individual behaviour plans are reviewed and specific control measures identified and shared with pupils and staff where necessary. <p>As a result, pupils and staff understand the behaviour policy/individual plans in context.</p>	L L L	L L L H	<u>SLT</u> <u>Sl/dc</u> <u>KH/JM/MH/KL</u>	<u>Behaviour charter done/new expectations</u> <u>Jan 2021 Individual plans written for 4 pupils</u> <u>Support for vulnerable pupils widened due to safety</u>	

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
Pupils with complex needs are not adequately prepared for a return to school or safely supported.	L M L m m l	<ul style="list-style-type: none"> Leaders and staff should review individual pupils' handling plans, including the use of PPE Additional advice should be sought from external agencies where appropriate in relation to moving and handling (physiotherapy, occupational therapy) Review individual communication plans where close proximity is expected e.g. on-body signing Plans should be understood, shared and followed consistently by all staff working with those pupils Prepare additional social stories to support pupils with autism / learning difficulties (highlighting changes to classrooms/arrangements/use of PPE, for example) and share with parents and pupils prior to pupils returning to school. <p>As a result, pupils with complex needs are well supported.</p>	L L L L L l	L L L L l	<u>Kh/mh/kl</u> <u>Kl</u> <u>Kl</u> <u>Social story already been provided</u>	<u>Dec 20</u> <u>Individual RA completed</u>	
Vulnerable pupils and pupils with SEND do not receive appropriate support.	M m	<ul style="list-style-type: none"> Appropriate planning is in place to support the mental health of pupils returning to school Agree what returning support is available to pupils with SEND in conjunction with families and other agencies. <p>As a result, pupils with SEND and those concerned about returning to school are well supported.</p>	L l	L l	<u>SLT/mh/KL</u> <u>been in regular contact</u>	<u>Ongoing</u> <u>No visitors into school during January</u>	

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
Increased number of safeguarding concerns reported after lockdown.	M I	<ul style="list-style-type: none"> Agree safeguarding provision to be put in place to support returning pupils Ensure that key staff (DSL and deputies) have capacity to deal with any arising concerns Follow up any referrals made by staff swiftly, while maintaining social distancing. <p>As a result, safeguarding remains of the highest priority and practice.</p>	<u>L</u> <u>I</u>	<u>L</u> <u>L</u>	<u>KH/MH/DDSL full capacity of staff</u> <u>Kh/mh/ddsl</u>	<u>Ongoing</u>	
Emergency evacuation due to fire etc.	H M M	<ul style="list-style-type: none"> Lockdown, fire and emergency evacuation procedures to be reviewed so that social distancing can be maintained Leaders to communicate procedures to all staff Staff to communicate emergency evacuation procedures to pupils at the beginning of each day. <p>As a result, social distancing is maintained in the event of an emergency evacuation.</p>	<u>M</u> <u>L</u> <u>I</u>	<u>M</u> <u>L</u> <u>I</u>	<u>KH/MH/NC Plans to add additional appendix sheet to existing policy. Field to still be used Test in first week</u>	<u>Dec 2020</u> <u>Fire alarms practiced Lockdown Jan 2021</u>	
Cleaning is not sufficiently comprehensive.	M H	<ul style="list-style-type: none"> Ensure that all cleaning and associated health and safety compliance checks have been undertaken prior to opening A nominated member of staff monitors the standards of cleaning in school and identifies any additional cleaning measures Where possible, additional cleaning staff employed (or given additional hours) to increase the regularity of cleaning 	<u>M</u> <u>M</u> <u>M</u>	<u>M</u> <u>M</u> <u>L</u>	<u>KH/WP/NC</u> <u>Nc additional hours from one cleaners</u>	<u>Jan 2021</u> <u>Supply cleaning</u>	

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
	H M m	<ul style="list-style-type: none"> Whilst pupils are at breaktime/lunchtime, Chris Guest to clean tables/door handles with a disinfectant spray. Gloves to be worn during this and hands washed afterwards Disposable gloves/wipes/sprays are next to photocopiers/printers etc Cleaners to act upon guidance normally linked to 'deep cleans' as part of their daily procedures (i.e. a focus on door handles, toilets, changing room, toys in the Early Years). <p>As a result, high standards of cleanliness are maintained in school.</p>	M M m	L L M	during the day Nc Staff cleaners Nc/wp Nc/slt	staff used if any absences.	
Contractors, deliveries and visitors increase the risk of infection.	M M M m m m	<ul style="list-style-type: none"> All contractors to be checked to ensure that they are essential visitors prior to entry to the school Agree arrival and departure times with contractors to ensure that there is no contact with staff or pupils All contractors/visitors to wash hands either prior to or on entry to the school site Contractors and visitors are directed to specific/designated handwashing facilities All areas in which contractors work are cleaned in line with government guidance Contractors to bring own food, drink and utensils onto site. Staff who receive deliveries to the school to wash hands in line with government guidance after handling 	L L L L L L L	L L L L L L	Limited contractors on site if any WP/MM to attend As above NC/office staff	Ongoing Contractor visit 5/1/21 with KH roof. Teams meeting scheduled	

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
	m	<ul style="list-style-type: none"> Where possible, staff to identify safe/designated place for delivery without need for contact with staff. Drivers are not permitted to enter the school premises when making deliveries 	L	L		for further meetings Jan 2021	
	m	<ul style="list-style-type: none"> If drivers have to enter school site, ensure that they are asked to maintain social distancing and use hand sanitiser before entering the building 	L	L			
	m	<ul style="list-style-type: none"> Surfaces to be cleaned after any deliveries have been made. 	L	L			
	m	As a result, any external visitors/contactors are kept safe and the risk to other members of the school is minimised.	L	L			

School-specific arrangements relating to risk assessment that may need additional detail:

Capacity and organisation of teaching spaces

Teacher desks 2m from pupils

Catering for 30 pupils per class, in rows forward facing

Arrival to and departure from school

Start and finish times and entrances

It is vitally important that everybody sticks to these times and entrances in order to ensure maximum safety.

Whichever entrance you come into school by, you will leave by the same one.

Please remain 2 metres apart where possible when outside the school gates and coming onto the school site. You can spread out on the playground to avoid congestion.

All parents to wear a mask on the school site. Staff to wear masks in corridors/playground/communal areas.

Please be aware of the main roads and try not to block the gates so people can enter and exit freely.

All gates will be locked at 9.05pm. If you are late, you will need to go to the main entrance and wait for the office staff to let you in. You will not be let in via another entrance.

If you have children in different year groups that need to be picked up at the same time, pick your youngest child up first.

Only ONE parent must bring their child into school to avoid congestion.

Main School Gate (onto the playground, by the climbing frame)

Year 1 and 6 8.45am – 3.00pm.

Year 1 are to be brought onto the school site by one parent and drop them off at the coned area outside of Year 1 classrooms. Please drop them off and leave immediately.

Year 6 are to be dropped off at the main gate (leading to the reception area) where they will be met and escorted through to the back door of their classrooms immediately. They will leave through the same gate.

Year 2 8.55am – 3.15pm. Please do not line up until exactly 8.55. Year 2 are to be brought into the school site by one parent and positioned next to the gazebo. This will be used as a holding bay whilst Year 1 parents vacate. This will be used to stop the lining up on the road. Please drop them off and leave immediately.

Side Gate (near bus lane/used for school trips)

Year 3 9.00 – 3.15pm. Could you form a line 2m apart down Peel Street. Year 3 will enter by themselves through the side entrance of the school and go straight to the MUGA area where they will line up and be escorted by their teachers to their classrooms. Please drop them off and move immediately to make way for other pupils who need to enter.

Back Car park Entrance (accessible via Owen Street)

Please socially distance when waiting for the gates to be open in an orderly fashion and respect each other at all times.

Year 4 8.45 – 3.00pm. Year 4 will enter the gates and go straight into their classrooms via their outside fire doors.

Year 5 8.50 – 3.05pm. Year 5 will enter the gates and 5M will use their fire door and 5S will be greeted by the back doors to go into school.

Main School Entrance via Office

Inclusion Pupils 9.00am – 3pm. These pupils will be greeted by their teacher and escorted to the Inclusion Room.

Back Car park gate

Reception 9.00am – 3.00pm

Nursery Side Gate

Nursery am 8:30am – 11:30

Nursery pm 12.30- 3.30pm

Movement around the school

One way, designated areas

Hall to be used for Pe and lunchtimes

Allocated bubble space outside of classrooms

Entry and exit areas all signposted

Areas of school to be cordoned off with tape.

All pupils lining up areas outside school to be coned. All groups will be escorted into the premises

Only parents of Reception, Year 1 and 2 on sight

Booked appointments only

Limit access to reception area

Classroom allocations

All classrooms will be in use.

Timetable arrangements

All staff will be staggered into school in intervals to avoid seeing others.

All staff will eat in their designated areas and receive staggered breaks and lunches to avoid congregating

Staff have been assigned to specific year group bubbles and will stay with them

Timetable where possible for return to normal

Role of teaching assistants

Small groups or extra support/floater for emergency cover/first aid support/TA support in lessons with designated space

Catering staff

Hot food Jan 2021

We will be offering grab bag style lunches to all of those who are eligible for universal free school meals – Reception, Year 1 and Year 2, plus anybody in Years 3-6 who has free school meals.

All other pupils in the school will be expected to bring a packed lunch to school daily.

Please ensure that all pupils bring in plenty of drinks as we will not be able to provide this for them at present.

Cleaning

All cleaners plus additional cleaner through the school day to help with additional areas. Designated to PE to help clean equipment

All staff to have access to their own sanitisers/cleaning accessories

Toilets

Scheduled timetables for regular toilet breaks

No More than 2 pupils per set of toilets.

All pupils escorted
Toilet monitors Ks1 toilets
KS2 Toilets
No queuing in different bubbles

Eyfs use their area

Staffroom and offices

The staff room will hold a maximum of five people throughout the day. Staggered breaks and lunchtimes will make this possible. For PPA, staff should use their school laptops where possible and leave staff room computers for TA's and part time staff. Teachers must remain apart when working together and PPA staff must have priority access to the staffroom.

All Slt offices required

For meeting use own classroom space and try not to mix with others outside your bubble

Transport

N/A will tell parents not to use public transport

Classroom expectations

New additional appendix to behaviour policy/home school agreement and parent rules/expectations

Layout and cleaning regimes explained

Individual pupil RA been completed and shared with staff

Pupil expectations

Home school agreement sent out to parents outlining expectations

After receiving advice, we would like to remind you that it is our policy, in the event of a child being absent from school for a prolonged period of time and/or where we have requested medical proof, we may contact the Medical Practitioner to verify any documents or information received.

From December 2020 Self-isolation periods will begin on the day after exposure, a test or the start of symptoms'

What are the new rules?

Calculating isolation periods.

For people who test positive: they should isolate for 10 days from onset of symptoms (if symptomatic) or from test date (if asymptomatic). However, all four UK countries will now align to apply the same 10-day rule: in all cases **the day after symptom onset or test date is counted as the first full day of self-isolation i.e day 1 and symptom onset or test date is day 0**

Household contacts will be able to stop self-isolation after **10 days** from when the index case developed symptoms (or test date if asymptomatic) as long as they are well. [Note: as above, this will be the end of the tenth full day after the day of symptom onset or test]

Non-household contacts will be able to stop self-isolation after **10 days** from their most recent contact with the index case, as long as they are well. [Note: as above, this will be the end of the tenth full day after the day of most recent contact]

This is being applied retrospectively. When considering whether contacts can return to school earlier please ensure that they have undertaken 10 full days of self isolation taking into account the day 0 rule did not apply previously in England

Behaviour Charter sent out to all pupils/parents

Additional information attached in Changes to September information on staff teams area

Letter to parents September 2020 shared

Letters to parents NOV/DEC shared

Useful links:

- Safeguarding: <https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers/coronavirus-covid-19-safeguarding-in-schools-colleges-and-other-providers>
- Remote learning: <https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19>
- Attendance: <https://www.gov.uk/government/publications/coronavirus-covid-19-attendance-recording-for-educational-settings>
- Premises: <https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak>
- Prevention and control- <https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19>
- Advice: <https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance>

- Vulnerable: <https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people>
 - Extremely vulnerable: <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>
 - SEND - <https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance/coronavirus-covid-19-send-risk-assessment-guidance>
 - Home learning support: <https://www.gov.uk/government/publications/coronavirus-covid-19-online-education-resources>
 - Remote support: <https://www.gov.uk/guidance/get-help-with-technology-for-remote-education-during-coronavirus-covid-19>
 - Accountability measures: <https://www.gov.uk/government/publications/coronavirus-covid-19-school-and-college-performance-measures/coronavirus-covid-19-school-and-college-accountability>
 - Pupils' mental health support/pastoral care at home: <https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing/guidance-for-parents-and-carers-on-supporting-children-and-young-peoples-mental-health-and-wellbeing-during-the-coronavirus-covid-19-outbreak#helping-children-and-young-people-cope-with-stress>Parents: <https://www.gov.uk/guidance/supporting-your-childrens-education-during-coronavirus-covid-19>
 - Parents with pupils with SEND: <https://www.gov.uk/guidance/help-children-with-send-continue-their-education-during-coronavirus-covid-19>
 - Supporting parents: <https://www.gov.uk/government/publications/covid-19-school-closures/guidance-for-schools-about-temporarily-closing#working-with-parents>
 - Financial support: <https://www.gov.uk/government/publications/coronavirus-covid-19-financial-support-for-education-early-years-and-childrens-social-care/coronavirus-covid-19-financial-support-for-education-early-years-and-childrens-social-care>
 - Exceptional costs: <https://www.gov.uk/government/publications/coronavirus-covid-19-financial-support-for-schools/school-funding-exceptional-costs-associated-with-coronavirus-covid-19-for-the-period-march-to-july-2020>
 - Reducing burdens: <https://www.gov.uk/government/publications/coronavirus-covid-19-reducing-burdens-on-educational-and-care-settings/reducing-burdens-on-educational-and-care-settings>
 - Social distancing: <https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings>
 - PPE: <https://www.gov.uk/government/collections/coronavirus-covid-19-personal-protective-equipment-ppe>
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- Public health England <https://www.gov.uk/government/organisations/public-health-england>
 - NHS: <https://www.nhs.uk/conditions/coronavirus-covid-19/what-to-do-if-you-or-someone-you-live-with-has-coronavirus-symptoms/>
 - Government advice: <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>
 - DfE <https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19>
 - A detailed checklist and key guidance for action for health and safety is available at: www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak
 - Information re testing: <https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>