

Coronavirus (COVID-19): Risk Assessment Action Plan for potential opening from 2nd September 2020

Kates Hill Primary School

Assessment conducted by: Kathryn HARVEY	Job title: Headteacher	Covered by this assessment:
Date of assessment: July 2020	Date of next review: Reviewed 1/9/20 Updated review 7/9/20/ 29/9/20 Ongoing	Reviewed – Changed RA 7/9/20 Reviewed - Sept 29 th 2020, October 21 st 2020
Reviewed by: WP/SM 21/10/20		

- 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
Kates Hill	1 to 1 meetings - BAME	6/11/20 3 staff consultations ✓
	Infection control training	6/11/20 PPE awareness from MH ✓
	Daily inspection log of posters/COVID-19 materials (sanitiser etc)	23/10/20 KH/MH DAILY process that staff are aware of ✓
	Confirmation of how parents are notified of start/finish times on RA - could letters be added to the website?	ASAP letter to parents section tab on website for reference ✓

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	

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 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>	<u>L</u>	<u>L</u>	<u>KH/MH/KL</u>	<u>Ongoing July 20th Sept 2020</u>	
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 staff, pupils and volunteers will make themselves aware of all relevant policies and procedures including, but not limited to, the following: <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 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' 	<u>L</u>	<u>L</u>	<u>Kh/MH/DC</u>	<u>Sept 2020</u>	
			<u>L</u>	<u>L</u>	<u>KH/MH/DC</u>	<u>Sept 2020</u>	
			<u>L</u>	<u>L</u>	<u>KH/MH/JD</u>	<u>Sept 2020</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	- DfE and PHE (2020) 'COVID-19: guidance for educational settings'	<u>M</u>	<u>M</u>	<u>KH/MH</u>	<u>Ongoing</u>	
	H	• The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training.	<u>M</u>	<u>M</u>	<u>WP/KH/MH</u>	<u>sept 1st</u>	
	H	• Staff are made aware of the school's infection control procedures in relation to coronavirus via email	<u>M</u>	<u>M</u>	<u>KH/MH</u>	<u>sept 1st</u>	
	H	• 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	<u>M</u>	<u>M</u>	<u>All staff</u>	<u>Ongoing after reopening</u>	
	H	• Pupils are made aware of the school's infection control procedures in relation to coronavirus via a coordinated programme of delivery from staff on the morning of the 2 nd September. All are informed that they must tell a member of staff if they begin to feel unwell	<u>L</u>	<u>Might not get daily</u>	<u>KH/MH</u>	<u>Letter to parents sept 7th 20</u>	
	H	• Daily electronic briefing issued to staff.				<u>Ongoing</u>	
		As a result, all staff and pupils are aware of the policies and procedures in place to keep themselves safe in school.					
		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.					

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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) 	L	L	<u>KH/JM/MH</u>	<u>September</u>	
	L	<ul style="list-style-type: none"> Pupils to wash their hands with soap before and after break times and lunchtimes for no less than 20 seconds 	L	L	<u>teachers</u>	<u>Ongoing</u>	
	L	<ul style="list-style-type: none"> 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. 	L	L	<u>Teachers</u>	<u>Ongoing</u>	
	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 	L	L	<u>Admin/MH</u>	<u>September 2020</u>	
	M	<ul style="list-style-type: none"> Infection control procedures are adhered to as far as possible in accordance with the DfE and PHE's guidance 	L	L	<u>KH/MH</u>	<u>OnGOING</u>	
	M	<ul style="list-style-type: none"> 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 	L	L	<u>Admin</u>	<u>regular orders</u>	
	M	<ul style="list-style-type: none"> Hand washing facilities are supervised by staff when pupils are washing their hands to avoid overcrowding in hand washing areas 	L	L	<u>Staff</u>	<u>regular orders</u>	
	M	<ul style="list-style-type: none"> Pupils and staff do not share cutlery, cups or food. 	L	L	<u>All staff</u>	<u>Ongoing</u>	
	M	<ul style="list-style-type: none"> Staff to bring in their own cups and utensils 	L	L	<u>All staff</u>	<u>From Sept reminder</u>	
	M	<ul style="list-style-type: none"> All utensils are thoroughly cleaned before and after use 	L	L	<u>NC/KH</u>	<u>September</u>	

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		<ul style="list-style-type: none"> 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>	<u>L</u>	<u>L</u>		<p><u>New rota September all cleaners back into school and briefed</u></p> <p><u>Staff to support by using anti bac spray</u></p>	
Poor hygiene practice – specific – school entrance	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. 	<u>L</u> <u>L already have a barrier/glass</u> <u>L</u> <u>L</u> <u>M</u>	<u>L</u> <u>L</u> <u>M</u> <u>L</u>	<u>Jm/cr Admin rota</u> <u>Cleaners KH/SLT</u> <u>Site team</u>	<u>Ongoing</u> <u>“</u> <u>“</u> <u>“</u>	
	M	<ul style="list-style-type: none"> Year group bubbles specific Separate staff entry times or staggered starts 	<u>M different entrances for different year groups</u>	<u>L</u>	<u>SLT</u>	<u>Staff Sept 20</u> <u>Staff to have their own cleaning equipment</u>	
Poor hygiene practice – specific – office spaces.	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 	<u>L</u>	<u>L</u>	<u>SLT</u>	<u>Sept 20</u>	
	M		<u>L</u>	<u>L</u>			
	M	<ul style="list-style-type: none"> Tissues/hand sanitiser to be available in office locations 	<u>L</u>	<u>L</u>	<u>HT/ADMIN</u>		
	M	<ul style="list-style-type: none"> Staff to wash hands on arrival at school 	<u>L</u>	<u>L</u>	<u>All staff</u>		

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		<ul style="list-style-type: none"> 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>	All staff		
Poor hygiene practice – specific - spread of potential infection at the start of the school day.	M (they might not know) M M M M M M M	<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 	M <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>L</u> Letter will go out explaining procedures <u>L</u> <u>L</u> <u>L</u> <u>L</u>	KH/MH/SLT KH KH/TEACHERS Kh/slt Teacher Staff KH/SLT	Sept 2020 Sept 20 Letter to parents Sept 7th Made parents aware of Track and Trace	

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	M M	<ul style="list-style-type: none"> Sufficient supplies of hand-washing supplies should be provided to accommodate this procedure at the start of the day. <p>As a result, the risk of infection is reduced as pupils and staff arrive at school.</p>	L L	<u>No pupils to come to school on public transport</u> L	<u>All staff/KH</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> L L L	<u>L home made masks or get themselves</u> L L	<u>All staff/SLT</u> <u>MW</u> <u>MW</u>	<u>Reception staff with supplies</u> <u>Sept 2020</u>	
Poor hygiene practice – specific - end of the school day.	L L	<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) 	L L L	L L	<u>Kh/slt</u> <u>Kh/slt</u>	<u>Sept 20</u> <u>Letter revised Sept 20</u>	

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	M M	<ul style="list-style-type: none"> 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 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</u> <u>L might ignore advice</u>	<u>L</u> <u>L</u>	<u>Kh/slt</u> <u>kh?slt</u> <u>KH?SLT</u>		
Ill health in school.	M H m L	<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 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 All staff are informed of the procedure in school relating a pupil becoming unwell in school 	<u>m</u> <u>M</u> <u>m</u>	<u>M</u> <u>M</u> <u>M</u>	<u>SLT/ADMIN</u> <u>We have PPE for key things Admin/KH</u> <u>SLT</u> <u>SLT</u>	<u>Ongoing reminders</u> <u>Ongoing orders</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
	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>NC</u>		
	L	<ul style="list-style-type: none"> Ensure all staff absences are appropriately recorded. 	<u>L</u>	<u>L</u>	<u>SLT</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>		
	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>	<u>ALL STAFF</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>	<u>All staff</u>	<u>Sept 20 ongoing</u>	
	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>	<u>Parents/SLT</u>		
	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 	<u>Unless no masks available then H</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>	<u>KH/Staff</u>		
	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>	<u>SLT</u> <u>First Aider</u>		

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	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. <p>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.</p>	M	m	SLT		
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. <p>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.</p>	L	L	KH/teachers	Sept 20	
	M		L	L	KH/SLT	Changes in September 7/9/20	
	M		L	L	KH/JM		
	M		L	L	KH/SLT/DR		
	M		I	I	Jm/STAFF NOT IN SCHOOL		

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
A pupil is tested and has a confirmed case of coronavirus.	H H H	<p>In line with government advice:</p> <ul style="list-style-type: none"> The rest of the class/group should be advised to self-isolate for 14 days. Do not take action regarding notifying bubbles until contact has been made by PHE. Refer to SOP. The Headteacher will contact PHE. Then PHE's local protection teams to conduct a rapid investigation and will advise school on appropriate action. <p>As a result, school leaders taken appropriate action in the event of a confirmed case of coronavirus.</p>	<u>M</u> <u>M</u> <u>M</u>	<u>M</u> <u>M</u> <u>M</u>	<u>Kh/MH</u> <u>KH/MH</u> <u>KH/MH</u>	<u>Ongoing</u>	
Insufficient staff to run face-to-sessions for pupils.	• 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>	<u>L</u> <u>L</u> <u>M</u>	<u>L</u> <u>M</u> <u>M</u>	<u>KH/JM</u> <u>KH/JM</u> <u>KH/JM</u>	<u>Ongoing list to be maintained if needed</u> <u>Current list up to date</u>	
Pupil movement between lesson, at breaktime and lunchtime increases the risk of infection.	M M M M	<ul style="list-style-type: none"> Staggered starts to be put in place for breaktime and lunchtime Plans of areas where possible to be put in place for pupils arriving and leaving shared lunch space/lessons. Allocated outdoor areas for each year group to be identified for breaktime and lunchtime Lunchtime to be staggered for different year groups (see rota plan) 	<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/jm</u> <u>KH/JM</u> <u>KH/JM</u> <u>Kh/jm</u>	<u>FlexibleSept 20</u> <u>Sept 7th Already done draft</u>	

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	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>		
	L	<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) 	<u>L no tills</u>	<u>L</u>	<u>Jo</u>	<u>As above</u>	
	L	<ul style="list-style-type: none"> Tables to be cleaned between year groups using lunchtime facilities 	<u>L</u>	<u>L</u>	<u>Jo</u>	<u>Grab bags only</u>	
	M	<ul style="list-style-type: none"> Catering staff to maintain strict levels of hygiene in food preparation areas and follow whole staff guidance in reporting illness 	<u>L</u>	<u>L</u>	<u>Jo</u>	<u>No hot food term 1</u>	
	m	<ul style="list-style-type: none"> Pupils who bring a packed lunch, to eat in hall to reduce movement and maintain social distancing. <p>As a result, the risk of infection during unstructured time is reduced.</p>	<u>L</u>	<u>L</u>	<u>All staff</u>		
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 	<u>M</u>	<u>M</u>	<u>Teaching staff/SLT</u>	<u>7/9/20</u>	
	H	<ul style="list-style-type: none"> All soft furnishings and items that are hard to clean to be removed 	<u>M only issue is carpets that is permanent</u>	<u>M</u>	<u>Staff in classrooms</u>		
	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 			<u>STAFF</u>		

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	H	<ul style="list-style-type: none"> Tissues and hand sanitiser to be located in each classroom/learning space 	<u>L</u>	<u>L</u>			
	H	<ul style="list-style-type: none"> Bins to be emptied at least twice daily in classrooms. 			<u>Cleaners</u>		
	H	<ul style="list-style-type: none"> Contact with communal surfaces, such as door handles etc to be minimised. Doors to be kept open 	<u>H BINS with lids to be sourced</u>	<u>M</u>			
	H	<ul style="list-style-type: none"> Where possible, windows to be opened to provide ventilation. 			<u>Staff</u>		
	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 	<u>L</u>	<u>L</u>	<u>KH/SLT</u>		
	M	<ul style="list-style-type: none"> Pupils/staff to clean IT equipment (esp keyboards) with anti-bacterial wipes before and after each use 	<u>L</u>	<u>L</u>			
	M	<ul style="list-style-type: none"> Shared telephone handsets to be cleaned with anti-bacterial wipes before and after each use 			<u>Staff</u>		
	M	<ul style="list-style-type: none"> Shared teaching resources to be cleaned prior to and after use daily and in between play times 	<u>L</u>	<u>L</u>			
	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 	<u>L</u>	<u>L</u>	<u>All users/cleaners</u>		
	M	<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 	<u>L</u>	<u>L</u>	<u>Staff/ Cleaners</u>		
	M	<ul style="list-style-type: none"> Hand sanitiser to be in place at photocopiers/shared keyboards/telephones etc 	<u>M</u>	<u>M</u>	<u>SLT</u>		
	M	<ul style="list-style-type: none"> Staff must wash and dry their own cups, plates and utensils, using disposable towels. 	<u>L</u>	<u>L</u>	<u>All</u>		
	M		<u>L</u>	<u>L</u>	<u>Staff</u>		
	I	As a result, the risk of infection to staff and pupils in classrooms is reduced.	<u>I</u>	<u>I</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
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	SLT SlT/dc KH/JM/MH/KL	Sept 20 Behaviour charter done/new expectations Sept 20	
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. 	L L L L L l	L L L L L l	Kh/mh/kl Kl Kl Social story already been provided	Sept 20 Individual RA completed	

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, pupils with complex needs are well supported.					
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 I	L I	<u>SLT/mh/KL</u> been in regular contact	Ongoing	
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>	L L I	L L L	<u>KH/MH/DDSL</u> full capacity of staff <u>Kh/mh/ddsl</u>	Ongoing	
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. 	M L I	M L I	<u>KH/MH/NC</u> Plans to add additional appendix sheet to existing policy. Field to still be used	Sept 20	

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, social distancing is maintained in the event of an emergency evacuation.			<u>Test in first week</u>		
Cleaning is not sufficiently comprehensive.	M H H M m	<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 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>	<u>M</u> <u>M</u> <u>M</u> <u>M</u> <u>m</u>	<u>M</u> <u>M</u> <u>L</u> <u>L</u> <u>L</u> <u>M</u>	<u>KH/WP/NC</u> <u>Nc additional hours from one cleaners during the day</u> <u>Nc</u> <u>Staff cleaners</u> <u>Nc/wp</u> <u>Nc/slt</u>	<u>Sept 2020</u> <u>Sept 7th</u>	
Contractors, deliveries and visitors increase the risk of infection.	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 	<u>L</u> <u>L</u>	<u>L</u> <u>L</u>	<u>Limited contractors on site if any</u>	<u>Ongoing</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 m m m m m m	<ul style="list-style-type: none"> 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 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 If drivers have to enter school site, ensure that they are asked to maintain social distancing and use hand sanitiser before entering the building Surfaces to be cleaned after any deliveries have been made. <p>As a result, any external visitors/contactors are kept safe and the risk to other members of the school is minimised.</p>	L L L L L L L L	L L L L L L L L	<u>WP/MM to attend</u> <u>As above</u> <u>NC/office staff</u>		
People of Chinese, Indian, Pakistani, Other Asian, Black Caribbean and Other Black ethnicity had between 10 and 50%	Medium – 2	<ul style="list-style-type: none"> School to recognise the higher level of ethnic population in the community, including staff. The school operates a ‘Class Bubble first and then Year Group Bubble approach. In the interests of educational outcomes year groups may use small 	<u>Medium – 2</u>	<u>Medium – 2</u>	<u>Headteacher</u>	<u>6th November</u>	<u>Executive Team</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
higher risk of death when compared to White British.		<p>group or sets across their year group bubble but must remain predominantly in class bubbles wherever possible. Any groups operating across classes must be approved by the Headteacher in advance to limit interactions.</p> <ul style="list-style-type: none"> • All visitors to school to be limited to essential visits only, adhering to social distancing at all times and wearing masks where appropriate. • Additional cleaning measures in place. • Hand sanitisers available. • Communication with parents to be over the phone wherever possible. • Start and finish times staggered to limit number of parents present on site at one time which limits interactions between parents of different bubbles. • Face masks advised to be worn by all parents visiting the school with appropriate signage in place • An open and collaborative 1:1 conversation between staff member and line manager should be conducted – this means that the staff should see the risk assessment document before the meeting and discuss any concerns they may have. • Abiding by the rules set out by the local authority SOP. 					

[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.

If you wish to use a mask whilst waiting to enter school or whilst you are in the playground that is your choice and will be accepted and supported.

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 (from Monday 7th September)

Reception Transition with parents:

Thursday 3rd Sept – RW children

Friday 4th Sept – RM children

Monday 7th Sept- RW to stay 8.40-11.40

Tuesday 8th Sept – RM to stay 8.40- 11.40

Wed 9th Sept- All children to stay for lunch 8.40-1.00pm

Thu 10th Sept- All children in full time

Fri 11th Sept- All children in full time

Nursery Side Gate

Nursery am 8:30am – 11:30 (from Thursday 10th September for existing nursery only)

Nursery pm 12.30- 3.30pm (from Thursday 10th September for existing nursery only)

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

There will be no hot food served until after October Half term.

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

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

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 Sit offices required

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.

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

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>