

Kates Hill Primary School

Assessment conducted by: Kathryn HARVEY	Job title: Headteacher	Covered by this assessment:
Date of assessment: May 23 rd 2020	Date of next review: June 6 th 2020 after first week of opening	

The sole purpose of this risk assessment is to support schools in preparing for the possibility of providing some face-to-face contact with pupils in year groups 6, 1 R, N

- 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:	May 22 nd ready for June 1 st . School will be checked and staff briefed on Monday June 1 st with a June 2 nd opening.
Line Manager Check:	LLMAT/School chair of governors

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>	<u>L</u>	<u>L</u>	<u>KH</u>	<u>Ongoing</u>	
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 	<u>L</u>	<u>L</u>	<u>KH/MH/KL</u>	<u>22ND May and weekly</u>	

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		<ul style="list-style-type: none"> 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>					
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' DfE and PHE (2020) 'COVID-19: guidance for educational settings' 	<u>L</u>	<u>L</u>	<u>Kh/MH/DC</u>	<u>1ST June</u>	
			<u>L</u>	<u>L</u>	<u>KH/MH/DC</u>	<u>1ST June</u>	
	H		<u>L</u>	<u>L</u>	<u>KH/MH/JD</u>	<u>1st June</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. Staff are made aware of the school's infection control 	<u>M</u>	<u>M</u>	<u>KH/MH</u>	<u>Ongoing</u>
			<u>M</u>	<u>M</u>	<u>WP/KH/MH</u>	<u>June 1st</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	<p>procedures in relation to coronavirus via email</p> <ul style="list-style-type: none"> 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>KH/MH Admin</u>	<u>June 1st</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 programme of delivery from staff on the morning of the 1 June 2020. All are informed that they must tell a member of staff if they begin to feel unwell 	<u>M</u>	<u>M</u>	<u>All staff</u>	<u>Ongoing after reopening</u>	
	H	<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>	<u>L</u>	<u>Might not get daily</u>	<u>KH/MH</u>	<u>Ongoing</u>	
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) 	<u>L</u>	<u>L</u>	<u>KH/JM/MH</u>	<u>1st June</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 	<u>L</u>	<u>L</u>	<u>Rota group 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. 	<u>L</u>	<u>L</u>	<u>Teachers</u>	<u>Ongoing</u>	
	M	<ul style="list-style-type: none"> Additional alcohol-based sanitiser (that contains no less than 	<u>L</u>	<u>L</u>	<u>Admin/MH</u>	<u>June 1st</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	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	L	L	KH/MH	OnGOING	
	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 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	Admin	June 1 st and regular orders	
	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	Staff	Ongoing	
	M	<ul style="list-style-type: none"> Pupils and staff do not share cutlery, cups or food. 	L	L	All staff	From June 1 st	
	M	<ul style="list-style-type: none"> Staff to bring in their own cups and utensils 	L	L	All staff		
	M	<ul style="list-style-type: none"> All utensils are thoroughly cleaned before and after use 	L	L	All staff		
	M	<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>	L	L	NC/KH	New rota June 1 st all cleaners back into school and briefed	
						Staff to support by using anti bac spray	
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 	L L already have a barrier/glass L	L L L	Jm/cr Admin rota Cleaners KH/SLT	June 1 st Ongoing “	

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	M	<ul style="list-style-type: none"> Discourage parents from entering the school building Rearrange furniture in reception area to facilitate social distancing. If possible, arrange for a separate staff entrance to the workplace – stagger start times for staff where possible. <p>As a result, reception staff are protected.</p>	<p><u>L</u> <u>M</u></p> <p><u>M different entrances for different year groups</u></p>	<p><u>M</u> <u>L</u></p> <p><u>L</u></p>	<p><u>Site team</u></p> <p><u>SLT</u></p>	<p>“ “</p> <p><u>June 1st</u></p>	
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 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>	<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>L</u></p>	<p><u>SLT</u></p> <p><u>HT/ADMIN</u> <u>All staff</u> <u>All staff</u></p>	<p><u>June 1st</u></p> <p><u>June 1st on order to arrive</u></p> <p><u>June 1st</u></p>	
Poor hygiene practice – specific - spread of potential infection at the start of the school day.	M (they might not know) 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- Year 6 line up on the playground and entrance through reception/year 6 classrooms/through to Year 5 room, Year 1 – playground Year 1 classrooms, EYFS entrance to the back gate – 2m lines chalked on the roads leading in to the area Inform each year group and their parents of the allocated 	<p><u>M</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> <u>Letter will go out explaining procedures</u></p> <p><u>L</u></p>	<p><u>KH/MH/SLT</u></p> <p><u>KH</u></p> <p><u>KH/TEACHERS</u></p> <p><u>Kh/slt</u></p>		

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	M	<p>entrance and exit points to school and where they should go on arrival as above entrance and exit the same</p> <ul style="list-style-type: none"> Pupils to be supervised in accessing hand-washing facilities on arrival, ensuring that pupils queue while maintaining social distancing as they wait for facilities 	<u>L</u>	<u>L teacher responsible for group</u>	<u>Teacher</u>		
	M	<ul style="list-style-type: none"> All staff to wash hands on arrival in school 	<u>L</u>	<u>L</u>	<u>Staff</u>		
	M	<ul style="list-style-type: none"> Make it clear to parents and pupils that they cannot congregate at the front of school prior to the start of the school day 	<u>L</u>	<u>L</u>			
	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 	<u>L</u>	<u>L No pupils to come to school on public transport</u>	<u>KH/SLT</u>		
	M	<ul style="list-style-type: none"> Issue information to pupils in relation to restrictions on their movement around the site 	<u>L</u>		<u>All staff/KH</u>		
	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>	<u>L</u>	<u>L</u>	<u>Admin/nc/kkh</u>		
Poor hygiene practice – specific – toilet/changing facilities.	M	<ul style="list-style-type: none"> Staff to wear additional PPE when supporting pupils with toileting routines – mask, gloves, apron 	<u>M need to source masks</u>	<u>L home made masks or get themselves</u>	<u>All staff/SLT</u>		
	M	<ul style="list-style-type: none"> All changing surfaces to be cleaned before and after each use 	<u>L</u>				
	M	<ul style="list-style-type: none"> Nappies/soiled items to be disposed of in yellow bags 	<u>L</u>	<u>L</u>	<u>MW</u>		
	m	<ul style="list-style-type: none"> Staff to follow specific intimate care procedures Any soiled clothes are put into a plastic bag (double bagged) and sent home. 	<u>L</u>	<u>L</u>	<u>MW</u>		

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	H	temperature, and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus	M	M	<u>We have PPE for key things Admin/KH</u>		
	m	<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 • All staff are informed of the procedure in school relating a pupil becoming unwell in school 	m	M	<u>SLT</u>		
	L	<ul style="list-style-type: none"> • All staff advised of the procedure in school if a member of staff becomes unwell. 	L	L	<u>SLT</u>		
	L	<ul style="list-style-type: none"> • Ensure all staff absences are appropriately recorded. • Any pupil who displays signs of being unwell is immediately referred to Margaret Hollis/SLT 	L	L	<u>NC</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 	L	L	<u>SLT</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 	L	L	<u>SLT</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. 	L	L	<u>ALL STAFF</u>		
	L	<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 	L	L	<u>All staff</u>		
	M	<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 	m <u>Unless no masks available then H</u>	M	<u>Parents/SLT</u>		

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	<p>H</p> <p>M</p> <p>M</p>	<p>supervising adult. If there is a risk of splashing, eye protection should also be worn</p> <ul style="list-style-type: none"> The relevant member of staff calls for emergency assistance immediately if the pupil's symptoms worsen 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>	<p><u>M</u></p> <p><u>M</u></p> <p><u>M</u></p>	<p><u>M</u></p> <p><u>M</u></p> <p><u>m</u></p>	<p><u>KH/Staff</u></p> <p><u>SLT</u> <u>First Aider</u></p> <p><u>SLT</u></p>		

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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 Leaders to calculate capacities of classrooms. Classrooms allocated for provision and arranged so that pupils can remain 2 metres apart where practicable (Capacity 105) 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>	<u>L</u>	<u>L</u>	<u>KH/teachers</u>		
	M		<u>L</u>	<u>L</u>	<u>KH/SLT</u>		
	M		<u>L</u>	<u>L</u>	<u>KH/JM</u>		
	M		<u>L</u>	<u>L</u>	<u>KH/SLT/DR</u>		
	M		<u>L</u>	<u>L</u>	<u>Jm/STAFF NOT IN SCHOOL</u>		
A pupil is tested and has a confirmed case of coronavirus.	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 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>Kh/MH</u>	<u>Ongoing</u>	
	H		<u>M</u>	<u>M</u>	<u>KH/MH</u>		
	H		<u>M</u>	<u>M</u>	<u>KH/MH</u>		

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Insufficient staff to run face-to-sessions for pupils.	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 	<u>L</u>	<u>L</u>	<u>KH/JM</u>	<u>Ongoing list to be maintained</u>	
	M	<ul style="list-style-type: none"> Leaders to ensure that the clinically extremely vulnerable are not in attendance at school 	<u>L</u>	<u>M</u>	<u>KH/JM</u>	<u>Current list up to date</u>	
	M	<ul style="list-style-type: none"> Leaders to ensure that the clinically vulnerable are working from home or offered the safest available on-site roles where possible 	<u>M</u>	<u>M</u>	<u>KH/JM</u>		
	L	<ul style="list-style-type: none"> Protocols for staff to inform leaders if they need to self-isolate are clearly in place 	<u>L</u>	<u>L</u>	<u>Kh/jm</u>	<u>Immediately</u>	
	L	<ul style="list-style-type: none"> Leaders ensure there is a rota in place for cover in the instance that staff have to self-isolate. <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>Kh/JM</u>	<u>List of staff isolating will be kept up to date</u> <u>Rota has sufficient staff to cover</u>	
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 June 1st</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>		

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	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>June 1st</u> <u>Already done draft</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>	<u>June 1st</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>		
	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>As above</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>		
	m	<ul style="list-style-type: none"> Pupils who bring a packed lunch, to eat in classrooms 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>		

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	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"> Class sizes reduced to ensure social distancing can be adhered to, with all desks 2m apart and group sizes not exceeding 15 	<u>L</u>	<u>L</u>	<u>KH/JD class sizes of 7/8</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>L</u>	<u>L</u>	<u>STAFF</u>		
	H	<ul style="list-style-type: none"> Tissues and hand sanitiser to be located in each classroom/learning space 	<u>H BINS with lids to be sourced</u>	<u>M</u>	<u>Cleaners</u>		
	H	<ul style="list-style-type: none"> Bins to be emptied at least twice daily in classrooms. 					
	H	<ul style="list-style-type: none"> Contact with communal surfaces, such as door handles etc to be minimised. Doors to be kept open 					
	M	<ul style="list-style-type: none"> Where possible, windows to be opened to provide ventilation. 	<u>L</u>	<u>L</u>	<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>L</u>	<u>L</u>	<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>	<u>All users/cleaners</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>M</u>	<u>M</u>	<u>Staff/ 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>SLT</u>		
		<ul style="list-style-type: none"> Hand sanitiser to be in place at photocopiers/shared 					

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 I	keyboards/telephones etc <ul style="list-style-type: none"> Staff must wash and dry their own cups, plates and utensils, using disposable towels. As a result, the risk of infection to staff and pupils in classrooms is reduced.	<u>L</u> <u>I</u>	<u>L</u> <u>I</u>	<u>All</u> <u>Staff</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. As a result, pupils and staff understand the behaviour policy/individual plans in context.	<u>L</u> <u>L</u> <u>L</u> <u>H any pupils who are high risk and cannot cope with the systems will need to be removed due to H/S</u>	<u>L</u> <u>L</u> <u>L</u> <u>H</u>	<u>SLT</u> <u>Slt/dc</u> <u>KH/JM/MH/KL</u>	<u>June 1st</u> <u>Behaviour charter done/new expectations</u> <u>June 1st</u>	
Pupils with complex needs are not adequately prepared for a return to school or safely supported.	L M L	<ul style="list-style-type: none"> Specific arrangements for pupil transport have been risk assessed and agreed with local providers 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 	<u>L</u> <u>L</u> <u>L</u>	<u>L</u> <u>L</u> <u>L</u>	<u>Kh/mh/kl</u>	<u>June 1st</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 l	<p>(physiotherapy, occupational therapy)</p> <ul style="list-style-type: none"> 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>	<u>L</u> <u>L</u> <u>l</u>	<u>L</u> <u>L</u> <u>l</u>	<u>Kl</u> <u>Kl</u> <u>Social story already been provided</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>	<u>L</u> <u>l</u>	<u>L</u> <u>l</u>	<u>SLT/mh/KL</u> <u>been in regular contact</u>	<u>Ongoing</u>	
Increased number of safeguarding concerns reported after lockdown.	M l	<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</p>	<u>L</u> <u>L</u> <u>l</u>	<u>L</u> <u>L</u> <u>L</u>	<u>KH/MH/DDSL</u> <u>full capacity of staff</u> <u>Kh/mh/ddsl</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
		practice.					
Emergency evacuation due to fire etc.	<ul style="list-style-type: none"> • 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>	<ul style="list-style-type: none"> <u>M</u> <u>L</u> <u>L</u> 	<ul style="list-style-type: none"> <u>M</u> <u>L</u> <u>L</u> 	<u>KH/MH/NC</u> <u>Plans to add additional appendix sheet to existing policy. Field to still be used</u> <u>Test in first week</u>	<u>June 1st</u>	
Cleaning is not sufficiently comprehensive.	<ul style="list-style-type: none"> 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 brektime/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). 	<ul style="list-style-type: none"> <u>M</u> <u>M</u> <u>M</u> <u>M</u> <u>M</u> <u>m</u> 	<ul style="list-style-type: none"> <u>M</u> <u>M</u> <u>L</u> <u>L</u> <u>L</u> <u>M</u> 	<ul style="list-style-type: none"> <u>KH/WP/NC</u> <u>Rota has been completed</u> <u>Nc additional hours from one cleaners during the day</u> <u>Nc</u> <u>Staff cleaners</u> <u>Nc/wp</u> 	<ul style="list-style-type: none"> <u>May 22nd</u> <u>As above</u> <u>June 1st</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
		As a result, high standards of cleanliness are maintained in school.			<u>Nc/slt</u>		
Contractors, deliveries and visitors increase the risk of infection.	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>	Limited	Ongoing	
	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 	<u>L</u>	<u>L</u>	contactors on site if any		
	M	<ul style="list-style-type: none"> All contractors/visitors to wash hands either prior to or on entry to the school site 	<u>L</u>	<u>L</u>	WP/MM to attend		
	m	<ul style="list-style-type: none"> Contractors and visitors are directed to specific/designated handwashing facilities 	<u>L</u> <u>L</u>	<u>L</u> <u>L</u>	As above		
	m	<ul style="list-style-type: none"> All areas in which contractors work are cleaned in line with government guidance 	<u>L</u>	<u>L</u>	NC/office staff		
	m	<ul style="list-style-type: none"> Contractors to bring own food, drink and utensils onto site. 	<u>L</u>	<u>L</u>			
	m	<ul style="list-style-type: none"> Staff who receive deliveries to the school to wash hands in line with government guidance after handling 	<u>L</u>	<u>L</u>			
	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 	<u>L</u> <u>L</u>	<u>L</u> <u>L</u>			
	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 	<u>L</u>	<u>L</u>			
	m	<ul style="list-style-type: none"> Surfaces to be cleaned after any deliveries have been made. 	<u>L</u>	<u>L</u>			
		As a result, any external visitors/contactors are kept safe and the risk to other members of the school is minimised.	<u>L</u>	<u>L</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		l	L			

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

Capacity and organisation of teaching spaces

105 capacity in the whole school, based on 7/8 desks in each classroom social distanced 2m apart

3 groups of Year 6 total 18

1 group of Year 1 total 9

1 group of Reception total 9

1 vulnerable group 8

Off shoot key worker group 2-5

EYFS area maximum 15 in each area.

Arrival to and departure from school

Vulnerables/KW 9-3pm daily

Year 6 9.15 - 2.45

Year 1 9.30 - 2.30

Reception 9.30 - 2

Movement around the school

One way, designated areas on staff rota

Classrooms to be closed that are not in use

Hall to be used partly for storage of desks and an indoor PE facility

Areas of school to be cordoned off with tape.

All pupils lining up areas outside school to be coned 2m apart from each other. All groups will be escorted into the premises

Classroom allocations

Year 6 x2
 Year 5 FM
 Year 1 both classrooms
 Year3 both classrooms
 EYFS area

Timetable arrangements

All staff will be staggered into school in 15 mins 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 groups where possible due to relationships with pupils
 Staff shielding or isolating will be expected to provide the home learning resources for all other pupils
 One member of staff will man a group with two adults spare in case of sickness or emergency.

Role of teaching assistants

Small groups or extra support/floater for emergency cover/first aid support
 All Ta's are at present not running groups, they are support/first aid cover and support with resources

**Breaktime plan
 Lunchtime Plan**

Start/ end times and break/ lunchtime rota/ first aid

Group	Start time	Am Break	Supervision █ = First Aid	Lunch	Supervision	PM outdoor time	Supervision	End time
Year 6 6O	9:15	10:00- 10:15 (field)	Elaine/Kerry Nikki/Aneta	12:00 Eat in class 12:20 Field	12:00 TA Grant/ Rachel/ SLT	1:30 – 1:45 (field)	Elaine/Kerry Nikki/Aneta	2:45
Year 6 6S	9:15	10:40- 10:55 (field)	Elaine/Kerry Nikki/Aneta	12:00 Field 12:40 Eat in class	Grant/ SLT 12:00 TA	2:00 – 2:15 (field)	Elaine/Kerry Nikki/Aneta	2:45
Year 6 5M	9:15	10:20- 10:35 (field)	Elaine/Kerry Nikki/Aneta	12:00 Field 12:20 Eat in class 12:40 Field	Grant/ SLT 12:20 TA Grant/ Rachel/ SLT	1:45- 2:00 (field)	Elaine/Kerry Nikki/Aneta	2:45

Vulnerable/ Key worker	9:00	10:20- 10:35 (MUGA/playground)	Luke/Teresa Karen B / Ann	12:00 MUGA/Playground 12:30 Eat in class	Marie/ SLT 12:30 TA + Marie	2:00 (playground)	Luke/Teresa Karen/ Ann	3pm
Year 1	9:30	10:00- 10:15 (Playground)	Sadia/ Julie Renu/ Kay	12:00 eat in class 12:30 playground	TA + Bushra Bushra/ SLT	1:45 (Playground)	Sadia/ Julie Renu/ Kay	2:30
Reception	9:30			12:00 – 12:30	Rachel + TA			2:00
Nursery	9:30			12:00 – 12:30	Rachel + TA			2:00

Catering staff

Year 2/3/4/5/ will receive FSM vouchers

Year 1 /R Grab bags universal free school meals

Cleaning

All cleaners plus additional cleaner 10-2

Toilets

Ks1 toilets for Year 1 and Vulnerable group

Ks2 toilets for Year 6

Eyfs use their area

Staffroom and offices

Limited use of staffroom

All SlT 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

Pupil expectations

Behaviour Charter sent out to all pupils/parents

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>

- 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>