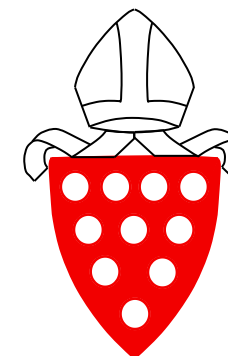




**RISK ASSESSMENT SPRING TERM 2021  
(KEYWORKER/VULNERABLE CHILDREN PROVISION)**



Assessment conducted by: C Robottom	Job title: SBM	Covered by this assessment: <b>Full return to school in January 2021</b>
Date of assessment: 4 January 2021	Date of next review: 01 February 2021	
Signed on Behalf of the Governing Body	_____	Mrs E Woodhouse – Chair of Governors

The sole purpose of this risk assessment is to support schools in preparing for a full return to school for the Autumn term 2020 **while reducing the risk of coronavirus transmission**. The risk assessment has been written in collaboration with a number of local authorities.

- 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 \(updated 12 May \)](#)

<b>Key:</b>	
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. <b>NB IF IMPACT AND LIKELIHOOD ARE BOTH HIGH, THEN THE ACTIVITY SHOULD BE STOPPED UNTIL ADDITIONAL CONTROL MEASURES ARE PUT IN PLACE.</b>
Responsible person:	The identified staff member(s) responsible for implementing the risk controls.
Completion Date:	The date by which required plans for controls will be in place. <b>To support planning, identify which controls need to be in place before pupils return to the setting. Individual schools can then personalise to their own setting.</b>



UPDATES TO RISK ASSESSMENT

DATE	UPDATE




Line Manager Check:	Sign off to ensure that the risk has been minimised as far as possible.
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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	Medium	<p>To ensure that all relevant guidance is followed and communicated:</p> <ul style="list-style-type: none"> <li>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</li> <li>Information on the school website is updated.</li> <li>Pupils updated via classrooms/email/text as necessary.</li> <li>Any change in information to be shared with Chair of Governors and passed on to parents and staff by email</li> </ul> <p>As a result, the school has the most recent information from the government, and this is distributed throughout the school community.</p>	<u>Low</u>	<u>Low</u>	<b>Headteacher, Senior Leaders and SMB</b>	<b><u>04/012021 and ongoing</u></b>	
Poor communication with parents and other stakeholders	High	<ul style="list-style-type: none"> <li>All staff/pupils aware of current actions and requirements and reminded frequently using school communication systems</li> <li>Headteacher to share risk assessment with all staff</li> <li>Parents notified of risk assessment plan and shared with parents via website.</li> </ul>	<u>Low</u>	<u>low</u>	<b>Headteacher, SLT SBM and Teaching staff</b>	<b><u>4/01/2021</u></b>	

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, all pupils and all staff working with pupils are adhering to current advice.					
Lack of awareness of policies and procedures	Medium	<ul style="list-style-type: none"> <li>• School leaders will ensure that all policies impacted on by coronavirus controls are updated</li> <li>• 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"> <li>- Health and Safety Policy</li> <li>- Infection Control Policy</li> <li>- First Aid Policy</li> <li>- Intimate care policy</li> <li>- Behaviour policy</li> <li>- Staff absence reporting procedures</li> </ul> </li> <li>• All staff have regard to all relevant guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> <li>- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013</li> <li>- The Health Protection (Notification) Regulations 2010</li> <li>- Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'</li> <li>- DfE and PHE (2020) 'COVID-19: guidance for educational settings'</li> </ul> </li> </ul>	low	Low	Headteacher, SLT, SBM	04/01/2021 and 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
		<ul style="list-style-type: none"> <li>The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training.</li> <li>Staff are made aware of the school's infection control procedures in relation to coronavirus at induction.</li> <li>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</li> <li>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 10 August 2020. All are informed that they must tell a member of staff if they begin to feel unwell</li> <li>Daily electronic briefing issued to staff where necessary</li> </ul> <p>As a result, all staff and pupils are aware of the policies and procedures in place to keep themselves safe in school.</p>					
Poor hygiene practice in school - <b>general</b>	MEDIUM	<ul style="list-style-type: none"> <li>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)</li> </ul>	<b>LOW</b>	<b>Low</b>	<b>Headteacher, SLT, SBM, Teaching Staff,</b>	<b>04/01/2021 and ongoing</b>	

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
		<ul style="list-style-type: none"> <li>• Pupils to wash their hands with soap on entering school in the morning, after going to the toilet, before and after break times and lunchtimes for no less than 20 seconds</li> <li>• Teachers to reiterate key messages in class-time (when directed) to pupils to: <ul style="list-style-type: none"> <li>- Cover coughs and sneezes with a tissue,</li> <li>- To throw all tissues in a bin</li> <li>- To avoid touching eyes, nose and mouth with unwashed hands.</li> </ul> </li> <li>• 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</li> <li>• Infection control procedures are adhered to as far as possible in accordance with the DfE and PHE's guidance</li> <li>• 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</li> <li>• Hand washing facilities are supervised by staff when pupils are washing their hands to avoid overcrowding in hand washing areas</li> <li>• Pupils and staff do not share cutlery, cups or food.</li> <li>• Staff to use their own cups and utensils</li> <li>• All utensils are thoroughly cleaned before and after use</li> </ul>			<u>cleaners and caetakers</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
		<ul style="list-style-type: none"> <li>A dishwasher has been installed for staff use.</li> <li>Cleaners are employed by the school to carry out additional cleaning. Door handles, doors and toilets are cleaned after break times and after lunchtime. Paper/hand towels and soap are refilled regularly at break time and lunchtime.</li> </ul> <p>As a result, all pupils and staff are adhering to high standards of hygiene to minimise risk of transmission.</p>					
Poor hygiene practice – specific – school entrance	Medium	<ul style="list-style-type: none"> <li>Clear signage in place regarding social distancing</li> <li>Barriers/screens to be used by reception staff when dealing with parents/visitors/contractors</li> <li>Areas touched to be wiped down</li> <li>Discourage parents from entering the school building. Parents will be asked to contact the school office to arrange a telephone appointment.</li> <li>All furniture will be removed from the reception area.</li> <li>Staff can use both the main entrance, year 5/6 and foundation unit entrance to come into school.</li> <li>No face to face meetings will be allowed between staff and parents. If parents wish to speak to a member of staff they should contact the school office to arrange a telephone call.</li> <li>If parents do need to visit the school office, for instance to purchase uniform or pay for lunches they must wear a mask</li> </ul>	<u>Low</u>	<u>Low</u>	<u>SBM Office Staff</u>	<u>04/01/2021 and 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
		<p>and abide by social distancing rules. If for any reason the office need to open the window to parents, then full face visors or masks should be worn.</p> <p>As a result, reception staff are protected.</p>					
Poor hygiene practice – specific – office spaces.	Medium	<ul style="list-style-type: none"> <li>Start and end times for administrative staff are staggered to support social distancing</li> <li>Tissues/hand sanitiser to be available in office locations</li> <li>Staff to wash hands on arrival at school</li> <li>Each individual is responsible for wiping down their own work area before and after use.</li> <li>When using the photocopier surfaces which have been touched e.g. keypad, paper feed, must be wiped over with an antibacterial wipe.</li> <li>The signing in screen should be wiped over at regular intervals along with the door handles and door / gate keypads.</li> </ul> <p>As a result, office practice in office spaces limits the risk of the spread of any infection.</p>	<u>Low</u>	<u>Low</u>	<u>Admin Staff, SBM</u>	<u>04/01/2021 and ongoing</u>	
Poor hygiene practice – specific - spread of potential infection at the start of the school day.	Low	<p>In line with government advice:</p> <ul style="list-style-type: none"> <li>Issue information to young people, parents, carers and visitors not to enter the school if they display any symptoms of coronavirus</li> </ul>	<u>Low</u>	<u>Low</u>	<u>Headteacher, SBM, Teaching staff</u>	<u>04/01/2021</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
		<ul style="list-style-type: none"> <li>• Issue information to parents about arrival and departure procedures, including safe drop-off and pick-up</li> <li>• Inform each year group and their parents of their allocated times for the beginning and end of their school day (see appendix 1)</li> <li>• Inform each year group and their parents of the allocated entrance and exit points to school and where they should go on arrival (see letter to parents at appendix 1)</li> <li>• Pupils to be supervised in accessing hand-washing facilities on arrival, ensuring that pupils queue while maintaining social distancing as they wait for facilities</li> <li>• All staff to wash hands on arrival in school</li> <li>• Make it clear to parents and pupils that they cannot congregate in the playground prior to the start of the school day. Staff will be on the gates to ensure that this does not happen.</li> <li>• Make parents and pupils aware of government recommendations with regard to transport.</li> <li>• Issue information to pupils in relation to restrictions on their movement around the site</li> <li>• Sufficient supplies of hand-washing supplies should be provided to accommodate this procedure at the start of the day.</li> </ul>					

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
		<ul style="list-style-type: none"> <li>Breakfast Club will be in operation. Numbers will be limited to 35 children per session. Emergency bookings will not be permitted and only children who have agreed contracts will be able to attend. (See appendix 2)</li> <li>There will be no Collective Worship in either hall until further notice.</li> </ul> <p>As a result, the risk of infection is reduced as pupils and staff arrive at school.</p>					
Poor hygiene practice – specific – toilet/changing facilities.	Medium	<ul style="list-style-type: none"> <li>Staff to wear additional PPE when supporting pupils with toileting routines – mask, gloves, apron.</li> <li>All changing surfaces to be cleaned before and after each use.</li> <li>Nappies/soiled items to be disposed of in yellow bags.</li> <li>Staff to follow specific intimate care procedures if situation dictates (see intimate care policy)</li> <li>Any soiled clothes are put into a plastic bag (double bagged) and sent home.</li> <li>Only one child per class should be allowed to go to the toilet at a time to reduce the number of children in toilet blocks. Support staff should monitor use of the toilets and encourage social distancing as much as possible.</li> </ul>	<u>Low</u>	<u>Low</u>	<u>First Aider</u>	<u>04/01/2021 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
		As a result, safe practices are followed and the risk of infection is reduced for staff and pupils.					
Poor hygiene practice – specific - end of the school day.	Medium	<ul style="list-style-type: none"> <li>• Issue information to parents about departure procedures, including safe pick-up (See letter at appendix 1)</li> <li>• Inform pupils and parents of their allocated times for the end of their school day (see appendix 1)</li> <li>• Inform pupils and their parents of the allocated exit points and pick up points .</li> <li>• 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</li> <li>• 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.</li> <li>• After School Club will be in operation. Numbers will be limited to 35 children per session. Emergency bookings will not be permitted and only children who have agreed contracts will be able to attend (see appendix 2)</li> <li>• There will be no voluntary clubs i.e. computer club, choir, orchestra etc. running until further notice.</li> </ul>	<u>Low</u>	<u>Low</u>	<u>SLT and SMB</u>	<u>04/01/2021 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
		As a result, the risk of infection is reduced as pupils and staff leave school.					
Ill health in school.	High	<ul style="list-style-type: none"> <li>Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing, high temperature and Loss of taste or smell and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus.</li> <li>The first aid post will be situated in the Old Staff Room and all other activities that normally happen in this room will be suspended.</li> <li>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</li> <li>All staff are informed of the procedure in school relating to a pupil becoming unwell in school</li> <li>All staff advised of the procedure in school if a member of staff becomes unwell. (see appendix 3)</li> <li>Ensure all staff absences are appropriately recorded.</li> <li>Any pupil who displays signs of being unwell is immediately referred to Mrs Phipps. (see appendix 3)</li> <li>Any staff member who displays signs of being unwell immediately refers themselves to Mrs Lea and is sent home</li> </ul>	<b>Medium</b>	<b>Low</b>	<b>Headteacher SBM Mrs Phipps</b>	<b>04/01/2021 and ongoing</b>	

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
		<ul style="list-style-type: none"> <li>• 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</li> <li>• If a pupil needs to use the bathroom, they should use a separate bathroom (disabled toilet next to the first aid area which will be cleaned after use).</li> <li>• 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 (see appendix 3)</li> <li>• If contact with a child or young person is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If there is a risk of splashing, eye protection should also be worn</li> <li>• The relevant member of staff calls for emergency assistance immediately if the pupil's symptoms worsen</li> <li>• Unwell pupils who are waiting to go home are supervised in the first aid area (Old Staff Room) where they can be at least two metres away from others</li> </ul>					

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
		<ul style="list-style-type: none"> <li>• Areas used by unwell pupils who need to go home are identified as out of bounds, thoroughly cleaned and disinfected once vacated.</li> <li>• If the First Aid area is used for a child with symptoms, the general first aid area will move to the seats outside the school office. However, children with symptoms of corona virus must not be seated there.</li> </ul> <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>Poor management of pupil numbers reduces the ability of pupils and staff to practice social distancing.</p>	<p>Medium</p>	<ul style="list-style-type: none"> <li>• Leaders to identify and communicate clearly to parents and pupils who is to attend and the times they are to attend (see appendix 1)</li> <li>• All desks will be front facing and class sizes reduced to 15 to maintain social distancing of 2 m</li> <li>• Timetable reviewed and refreshed and programme communicated to teachers and staff</li> <li>• Where possible, pupil movement to be limited to make social distancing easier and staff will be allocated classrooms so there will be no need for staff to move between classes.</li> <li>• There will be no small group teaching where children have to leave their classrooms</li> </ul>	<p><u>Low</u></p>	<p><u>Low</u></p>	<p><u>SLT, Teaching staff and support staff</u></p>	<p><u>04/01/2021 ongoing</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
		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.					
A pupil is tested and has a confirmed case of coronavirus.	High	<p>In line with government advice:</p> <ul style="list-style-type: none"> <li>The rest of the class/group should be advised to self-isolate for 10 days. Do not take any action regarding notifying bubbles until you have been contacted by PHE. Refer to the school symptom management Standard Operating Procedure (SOP) (Appendix 4)</li> <li>The Headteacher will contact PHE. Then PHE's local protection teams to conduct a rapid investigation and will advise school on appropriate action.</li> </ul> <p>As a result, school leaders taken appropriate action in the event of a confirmed case of coronavirus.</p>	<b>medium</b>	<b>Low</b>	<b>SLT</b>	<b>04/01/2020 and ongoing</b>	
Insufficient staff to run face-to-sessions for pupils.	Medium	<ul style="list-style-type: none"> <li>Leaders to ensure that they have a complete list of shielded (clinically extremely vulnerable) and clinically vulnerable adults for their school</li> <li>Leaders to ensure that the clinically vulnerable offered the safest available on-site roles where possible</li> </ul>	<b>low</b>	<b>Low</b>	<b>Individual staff Members and Headteacher</b>	<b>04/01/2021 ongoing</b>	

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
		<ul style="list-style-type: none"> <li>• Protocols for staff to inform leaders if they need to self-isolate are clearly in place</li> <li>• Leaders ensure there is a rota in place for cover in the instance that staff have to self-isolate.</li> </ul> <p>As a result, sufficient staff cover in place to provide the face-to-face support sessions for pupils.</p>					
Pupil movement between lesson, at break time and lunchtime increases the risk of infection.	Medium	<ul style="list-style-type: none"> <li>• Staggered starts to be put in place for break time and lunchtime.</li> <li>• One-way circulation where possible to be put in place for pupils arriving and leaving shared lunch space/lessons. Where this is not possible children will walk on the left of the corridors and not cross the hazard tape other than to enter their classroom.</li> <li>• Allocated outdoor areas for each year group to be identified for break time and lunchtime</li> <li>• Lunchtime to be staggered for different year groups.</li> <li>• Pupils advised not to play contact games at break time or lunchtime. Ball games and shared outdoor equipment to be cleaned after use.</li> <li>• Pupils to be supervised in washing hands before and after lunch</li> </ul>	<b>low</b>	<b>Low</b>	<b><u>Teaching staff and Lunchtime Supervisors</u></b>	<b><u>04/01/2021 ongoing</u></b>	

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
		<ul style="list-style-type: none"> <li>Catering staff to maintain strict levels of hygiene in food preparation areas and follow whole staff guidance in reporting illness</li> <li>School dinners and packed lunches will be eaten in classrooms. Pupils to order their lunch in advance. Lunches will be plated up in advance so that the plate is handed directly to the child reducing the amount of handling.</li> <li>Tables to be cleaned in classrooms after lunch</li> </ul> <p>As a result, the risk of infection during unstructured time is reduced.</p>					
Spread of infection in classrooms/shared areas.	High	<ul style="list-style-type: none"> <li>All unnecessary items have been removed from classrooms, learning environments and staff rooms and stored elsewhere</li> <li>All soft furnishings and items that are hard to clean have been removed or covered with plastic</li> <li>Class sizes will be 15 or less.</li> <li>Pupils to be directed to specific seats in classrooms and will only use their designated seats</li> <li>Tissues and hand sanitiser to be located in each classroom/learning space and communal areas such as staffrooms, ICT suite etc.</li> <li>Bins to be emptied at least twice daily in classrooms.</li> <li>Contact with communal surfaces, such as door handles etc. to be minimised. Doors to be kept open.</li> </ul>	<b>low</b>	<b>Low</b>	<b>Headteacher, SBM all staff</b>	<b>04/01/2021 ongoing</b>	

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
		<ul style="list-style-type: none"> <li>• Photocopier in staff room to be wiped down after each use. Any part of the machine that has been touched to be wiped over with Antibacterial wipes.</li> <li>• Where possible, windows to be opened to provide ventilation.</li> <li>• All equipment and books required by children will be provided by school and will be for individuals use only. No equipment to be shared.</li> <li>• Children will have a zip wallet with all necessary equipment in. At the end of the school day all equipment to be returned to their wallet which should be zipped up and left on the table for cleaning.</li> <li>• Pupils/staff to clean IT equipment (especially keyboards) with anti-bacterial wipes before and after each use</li> <li>• Cloakrooms will not be used. Coats will be kept on the back of chairs</li> <li>• Parents will be advised that children should not bring large bags into school. They only need to bring a water bottle, lunchbox (if having packed lunch) and book bag. The exception to this is if a child needs to carry medical equipment with them at all times.</li> <li>• Shared telephone handsets to be cleaned with anti-bacterial wipes before and after each use</li> </ul>					

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
		<ul style="list-style-type: none"> <li>• Shared teaching resources to be cleaned prior to and after use.</li> <li>• 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</li> <li>• Guidance issued to staff on the use of the staff room and staff toilet area, including maximum numbers at any one time. No more than 9 members of staff to be in the staffroom at any one time. Staff to be reminded to adhere to social distancing where possible.</li> <li>• Hand sanitiser to be in place at photocopiers/shared keyboards/telephones etc. These must be wiped down after each use.</li> <li>• Staff must wash and dry their own cups, plates and utensils, using disposable towels.</li> <li>• No more than 9 staff to be in the staffroom at any one time. Chairs not to be moved from position they are in as they are 2 metres apart. Coffee tables removed.</li> <li>• Staff to bring in their own crockery and cutlery for which they are responsible for washing up. Crockery and cutlery to be taken away with them and stored away from the Staffroom.</li> <li>• ICT Suite not to be used for whole class lessons. Staff can use ICT Suite as an overflow from the staffroom but only on</li> </ul>					



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>socially distanced seating. Computer keyboards to be removed from these stations. Areas to be wiped over when staff have finished using them.</p> <ul style="list-style-type: none"> <li>Staff not to cross into other class bubbles</li> </ul> <p>As a result, the risk of infection to staff and pupils in classrooms and shared areas is reduced.</p>					
Poor pupil behaviour increases the risk of the spread of the infection.	medium	<ul style="list-style-type: none"> <li>Pupils are reminded of the behaviour policy on their return to school</li> <li>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</li> <li>Pupils individual behaviour plans are reviewed and specific control measures identified and shared with pupils and staff where necessary.</li> </ul> <p>As a result, pupils and staff understand the behaviour policy/individual plans in context.</p>	<u>Low</u>	<u>Low</u>	<u>SLT and class teachers</u>	<u>04/01/2021 and ongoing</u>	
Vulnerable pupils and pupils with SEND do not receive appropriate support.	Medium	<ul style="list-style-type: none"> <li>Appropriate planning is in place to support the mental health of pupils returning to school</li> <li>Agree what returning support is available to pupils with SEND in conjunction with families and other agencies.</li> </ul>	<u>Low</u>	<u>Low</u>	<u>SENCO Class Teachers</u>	<u>04/01/2021 and 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
		As a result, pupils with SEND and those concerned about returning to school are well supported.					
Increased number of safeguarding concerns reported after lockdown.	medium	<ul style="list-style-type: none"> <li>Agree safeguarding provision to be put in place to support returning pupils</li> <li>Ensure that key staff (DSL and deputies) have capacity to deal with any arising concerns</li> <li>Follow up any referrals made by staff swiftly, while maintaining social distancing.</li> </ul> <p>As a result, safeguarding remains of the highest priority and practice.</p>	<u>Low</u>	<u>Low</u>	<u>All staff and DSLs</u>	<u>04/01/2021 ongoing</u>	
Emergency evacuation due to fire etc.	medium	<ul style="list-style-type: none"> <li>Lockdown, fire and emergency evacuation procedures to be reviewed so that where possible social distancing can be maintained.</li> <li>Leaders to communicate procedures to all staff.</li> </ul> <p>As a result, social distancing where possible is maintained in the event of an emergency evacuation.</p>	<u>Low</u>	<u>Low</u>	<u>SBM and teaching staff</u>	<u>04/01/2021 ongoing</u>	
Cleaning is not sufficiently comprehensive.	High	<ul style="list-style-type: none"> <li>Ensure that all cleaning and associated health and safety compliance checks have been undertaken prior to opening</li> <li>A nominated member of staff monitors the standards of cleaning in school and identifies any additional cleaning measures</li> </ul>	<u>low</u>	<u>Low</u>	<u>SBM and Cleanng staff</u>	<u>04/01/2021 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
		<ul style="list-style-type: none"> <li>Additional cleaning hours have been put in to increase the regularity of cleaning.</li> <li>The Caretaker and extra cleaning staff to clean sinks, door handles, hand rails and toilets with a disinfectant spray. Gloves to be worn during this and hands washed afterwards</li> <li>Disposable gloves/wipes/sprays are next to photocopiers/printers etc</li> <li>Cleaners to act upon guidance normally linked to 'deep cleans' as part of their daily procedures (i.e. a focus on door handles, toilets).</li> </ul> <p>As a result, high standards of cleanliness are maintained in school.</p>					
Contractors, deliveries and visitors increase the risk of infection.	medium	<ul style="list-style-type: none"> <li>No contractors will be allowed on site unless there is an emergency.</li> <li>All contractors to be checked to ensure that they are essential visitors prior to entry to the school</li> <li>Agree arrival and departure times with contractors to ensure that there is no contact with staff or pupils</li> <li>All contractors/visitors to wash hands either prior to or on entry to the school site</li> <li>Contractors and visitors are directed to specific/designated handwashing facilities</li> </ul>	<b>low</b>	<b>Low</b>	<b>SBM</b>	<b>04/01/2021 ongoing</b>	



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
		<ul style="list-style-type: none"> <li>All areas in which contractors work are cleaned in line with government guidance</li> <li>Contractors to bring own food, drink and utensils onto site.</li> <li>Staff who receive deliveries to the school to wash hands in line with government guidance after handling</li> <li>Where possible, staff to identify safe/designated place for delivery without need for contact with staff. Drivers are only permitted to enter the foyer to deliver items.</li> <li>If drivers have to enter school site, ensure that they are asked to maintain social distancing.</li> <li>Surfaces to be cleaned after any deliveries have been made.</li> </ul> <p>As a result, any external visitors/contactors are kept safe and the risk to other members of the school is minimised.</p>					
Building checks	Medium	<ul style="list-style-type: none"> <li>All water outlets have been regularly run throughout the Christmas holidays. Water testing has been carried out by HSL on a regular basis and any issues dealt with.</li> <li>Gas supply is secure. Kitchens have been checked and boilers in plant rooms visually checked by caretakers. Regular servicing has taken place.</li> <li>Fire alarm, emergency lighting and call points have all been checked and are in full working order. A fire drill will need to be carried out early in the spring term.</li> </ul>	<u>Low</u>	<u>Low</u>	<u>SBM</u>	<u>04/01/2021 and 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
		<ul style="list-style-type: none"> <li>Kitchen equipment has all been checked by the new provider. New equipment being used.</li> <li>Grease trap checked regularly to ensure it is in full working order.</li> </ul> <p>As a result, the building will be fit for purpose and risk to members of the school is minimised.</p>					

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](http://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>

