

Coronavirus (COVID-19): Risk Assessment Action Plan for potential opening from January 2021

Blanford Mere Primary

<p>Assessment conducted by: Nikki Miller and Angela Stanton</p>	<p>Job title: Headteacher and Deputy Headteacher</p>	<p>Covered by this assessment: All pupils and staff.</p>
<p>Date of assessment: 02.01.2021 Reviewed on 07.01.2021 The risk assessment remains the same, however due to the National Lockdown announced by the Government on Monday 04.01.2021. The risks have been further reduced by smaller numbers of pupils within the building. Only Key worker and vulnerable children in the building. 27.01.2021 – Lateral Flow Tests available for all school staff – non-mandatory.</p>	<p>Date of next review: When Government guidance is updated or 12.02.2021</p>	

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The sole purpose of this risk assessment is to support schools in preparing for all pupils, in all year groups, to return to school full-time from the beginning of the autumn term **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 \(updated 12 May \)](#)

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. Add <additional information>
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:	The identified staff member(s) responsible for implementing the risk controls.



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Completion Date:	The date by which required plans for controls will be in place. 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.
Line Manager Check:	Sign off to ensure that the risk has been minimised as far as possible.

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	H	<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	NM and AS	<p><u>Ongoing as advice is changing</u></p> <p><u>To be reviewed weekly</u></p>	
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 	L	L	<p>NM and AS</p> <p>Classteachers</p>	<p><u>Staff –31.12.2020</u></p> <p><u>02.02.2021</u></p> <p><u>Parents 31.12.2020,</u></p> <p><u>02.01.2021</u></p> <p><u>Pupils 31.12.2020</u></p> <p><u>02.01.2021</u></p>	

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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
		<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>			<p><u>Nursery practitioners</u></p> <p><u>Risk assessment on website</u> <u>02.01.2021</u></p>	<p><u>Updated risk assessments will be shared when reviewed, if any changes necessary</u></p> <p><u>04.01.21 – letter to parents/staff explaining the lockdown</u></p> <p><u>05.01.2021 – Letter to parents how to access remote learning</u></p> <p><u>06.01.2021 – allocation of key worker places letters sent to parents</u></p> <p><u>06.01.2021 – Expectations of staff during partial</u></p>	



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						<u>closure/staff meeting to explain verbally</u>	
Lack of awareness of policies and procedures	H	<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' 	M	L	<p>Senior Leadership Team to update policies</p> <p>All staff</p> <p>NM, AS, HH, SN and JA</p>	<p>01.09.2020</p> <p>01.09.2020</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
		<p>- DfE and PHE (2020) 'COVID-19: guidance for educational settings'</p> <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 procedures in relation to coronavirus via email Parents are made aware of the school's infection control procedures in relation to coronavirus via letter/social media/poster at entrance to school – they are informed that they must contact the school as soon as possible if they believe their child has been exposed to coronavirus 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 their first day in school. Care should be taken to do this for every pupil even if they do not attend on the first day. All are informed that they must tell a member of staff if they begin to feel unwell. Daily electronic briefing issued to staff. <p>As a result, all staff and pupils are aware of the policies and procedures in place to keep themselves safe in school.</p>			<p><u>NM and AS briefed staff on 17.07.20 & 01.09.2020</u> <u>Regular emails sent to staff and parents with reminders</u></p> <p><u>Staff will explain procedures to children on</u></p>	<p><u>Staff training on inset day 17.07.20 & 1.09.2020</u></p> <p><u>Staff will re deliver training to pupils on 04.01.2021 (Nursery to Year 6)</u></p>	

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					<p><u>first day of the Spring term.</u></p> <p><u>07.01.2021 – Children need to be reminded to frequently wash hands, use lidded bins and tissues, keep hands to themselves and be reminded of hands, face, space.</u></p>		
<p>Poor hygiene practice in school - general</p>	<p>H</p>	<ul style="list-style-type: none"> • Posters are displayed at the entrance to the school, around school and in every classroom reminding staff, pupils, parents and visitors of the hygiene practice required in school (e.g. washing hands before entering and leaving school) • Pupils to wash their hands with soap before and after break times and lunchtimes for no less than 20 seconds • Teachers to reiterate key messages in class-time (when directed) to pupils to: 	<p><u>L</u></p>	<p><u>L</u></p>	<p><u>All staff</u></p>	<p><u>01.09.2020</u></p> <p><u>Children who attended school during the summer term</u></p>	

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		<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. • 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 • Infection control procedures are adhered to as far as possible in accordance with the DfE and PHE’s guidance • Sufficient amounts of soap (or hand sanitiser where applicable), clean water, paper towels and waste disposal bins are supplied in all toilets and kitchen areas • Hand washing facilities are supervised by staff when pupils are washing their hands to avoid overcrowding in hand washing areas • Pupils and staff do not share cutlery, cups or food. • Staff to bring in their own cups and utensils • All utensils are thoroughly cleaned before and after use • Cleaners are employed by the school to carry out additional cleaning. Door handles, doors and toilets are cleaned during the day at least 3 times per day and paper/hand towels are refilled regularly twice daily 				<p><u>2020 will already have followed these procedures and be familiar with them.</u></p> <p><u>04.01.2021 – Staff reminded children of good hygiene routines</u></p> <p><u>07.01.2021 – Staff to remind children to wash/sanitise hands more frequently.</u></p>	

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		As a result, all pupils and staff are adhering to high standards of hygiene to minimise risk of transmission.					
Poor hygiene practice – specific – school entrance	H	<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. • 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>	<u>M</u>	<u>L</u>	<u>NM/AS</u>	<u>01.09.2020</u>	
Poor hygiene practice – specific – office spaces.	H	<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. 	<u>L</u>	<u>L</u>	<u>NM/AS and office team</u>	<u>01.09.2020</u> <u>Procedures to continue from summer term 2020</u>	

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		As a result, office practice in office spaces limits the risk of the spread of any infection.					
Poor hygiene practice – specific - spread of potential infection at the start of the school day.	H	<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 – 8.45am, 8.50am and 8.55am arrival and 3.10pm, 3.15pm and 3.20pm • Inform each year group and their parents of the allocated entrance and exit points to school and where they should go on arrival – Nursery entrance, Reception gate on Earlswood Road, KS1 gate, Link corridor next to Nursery entrance, KS2 gate and Breakfast/After School club gate. • Ensure that pupils clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating. • Soap and water is the best approach to this and schools should endeavor to ensure there are enough hand 	M	M	All staff	<p><u>01.09.2020</u></p> <p><u>Newsletter regarding reopening school already sent to parents 10.07.2020</u></p> <p><u>Newsletter indicated entrance/exit gates, times of arrival/collection as well as health and hygiene arrangements.</u></p> <p><u>Reminders continually sent to staff and parents.</u></p> <p><u>Newsletter sent to parents 31.12.2020 with</u></p>	



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		<p>washing facilities available. The correct hand washing routine should be followed.</p> <ul style="list-style-type: none"> • hand sanitiser ‘stations’ are an alternative and sufficient of these should be available so that all pupils and staff can clean their hands regularly between washings. • ensure supervision of hand sanitiser use given risks around ingestion. • Small children and pupils with complex needs should continue to be helped to clean their hands properly. • All staff to wash hands on arrival in school • Make it clear to parents and pupils that they cannot congregate at the front of school prior to the start of the school day • Make parents and pupils aware of government recommendations with regard to transport. Inform parents and pupils of restrictions and plans relating to school transport • Issue information to pupils in relation to restrictions on their movement around the site • Sufficient supplies of hand-washing supplies should be provided to accommodate this procedure at the start of the day. 				<p><u>reminders about procedures.</u></p> <p><u>04.01.2021 – Newsletter to parents</u></p> <p><u>05.01.2021 – Key worker allocation letter sent</u></p> <p><u>06.01.2021 – Allocation of key worker place and expectations letter sent to parents</u></p>	

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		As a result, the risk of infection is reduced as pupils and staff arrive at school.					
Poor hygiene practice – specific – toilet/changing facilities.	H	<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 as per Intimate Care Policy 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>L</u>	<u>L</u>	All staff	01.09.2020 Already in place.	
Poor hygiene practice – specific - end of the school day.	H	<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 – 3.10pm, 3.15pm and 3.20pm Inform pupils and their parents of the allocated exit points and pick up points - Nursery entrance, Reception gate on Earlswood Road, KS1 gate, Link corridor next to 	<u>L</u>	<u>L</u>	NM/AS and all staff	01.09.2020 Newsletter regarding reopening school already sent to parents 10.07.2020	



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		<p>Nursery entrance, KS2 gate and Breakfast/After School club gate.</p> <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>				<p><u>Newsletter indicated entrance/exit gates, times of arrival/collection as well as health and hygiene arrangements</u></p> <p><u>PowerPoint summarises key messages for September sent to parents/adults 13.07.20 – will be resent 01.09.20</u></p> <p><u>Newsletter sent to parents 31.12.200 with reminders of key information.</u></p>	

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						<p><u>Children will be reminded again on 04.01.2021</u></p> <p><u>07.01.2021 Staff reminded key worker/vulnerable children of hand hygiene when entering the building/rooms</u></p>	
Ill health in school.	H	<ul style="list-style-type: none"> • 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 • 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 • All staff advised of the procedure in school if a member of staff becomes unwell. 	<u>M</u>	<u>L</u>	<u>NM, AS, BW, MB and all staff</u>	<p><u>01.09.2020</u></p> <p><u>Reiterated and shared with staff in school continually.</u></p> <p><u>New thermometers purchased for each phase Dec 2020</u></p> <p><u>All first aiders have had their First Aid certificates</u></p>	



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		<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 AS/NM • Any staff member who displays signs of being unwell immediately refers themselves to AS/NM and is sent home • 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 • If a pupil needs to use the bathroom, they should use a separate bathroom (medical room next to the office) which will be cleaned after use. • 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 • 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 				<p><u>renewed and received appropriate training</u></p>	

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		<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 the Resources 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>Poor management of pupil numbers reduces the ability of pupils and staff to practice social distancing.</p>	<p>M</p>	<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 small adaptations made to to support distancing where possible without compromising safety routes or fire escapes. Classrooms to be arranged so adults maintain 2 metre distance from each other, and from children where possible and when circumstances allow. 	<p>L</p>	<p>L</p>	<p><u>AS/NM/BW/MB and all staff</u></p>	<p><u>17.07.20</u> <u>1.09.2020</u> <u>Regularly, as any changes may be adapted.</u></p> <p><u>07.01.2021 –</u> <u>Numbers of pupils reduced in school.</u> <u>Staff allocated to bubbles. Wear a mask in</u></p>	

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		<ul style="list-style-type: none"> Classrooms to be arranged to support adults to avoid face to face contact and minimise time spent within 1 metre of anyone. 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>				<p><u>communal areas of the building, should they wish.</u></p> <p><u>Staff to maintain a 2m distance of each other at all times.</u></p>	
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 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) 	L	M	SLT, office team and all staff	01.09.2020 Already in place	

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		<ul style="list-style-type: none"> 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. This will follow the School Symptom Management advice V8</p>					
Insufficient staff to run face-to-sessions for pupils.	H	<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 Leaders to ensure that the clinically vulnerable offered the safest available on-site roles where possible Protocols for staff to inform leaders if they need to self-isolate are clearly in place 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>M</u>	<u>M</u>	<u>NM/AS</u>	<u>Ongoing</u>	



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BAME staff and pupils put at increased risk	H	<ul style="list-style-type: none"> Leaders to ensure that they complete a list of BAME staff and pupils for their school Leaders to ensure that BAME staff are offered the safest available roles on site, where possible As a result, BAME staff are safe to continue in roles in school and BAME pupils are safe to attend school 	M	M	AS/NM	<u>Ongoing Individual risk assessments have been conducted for staff who are in the BAME community</u>	
Pregnant staff (classed as critically vulnerable)	H	<ul style="list-style-type: none"> Leaders to ensure that they have a complete list of pregnant staff in their school Leaders to ensure that pregnant staff are offered the safest available on-site roles where possible Pregnant staff should socially distance as much as is practical within their role Chemicals used for cleaning are safe to be used around pregnant staff 	L	L	AS/NM	<u>Ongoing Individual risk assessments have been conducted for staff who are pregnant</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 One-way circulation 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. There is a timetable indicating separate times for phases 	L	L	AS/NM/BW/MB and all staff	<u>01.09.2020</u> <u>07.01.2021</u> <u>Children to be supervised when moving around the building.</u> <u>Pupils and staff to walk on the left in corridors.</u>	



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		<p>to eat in the dining room or play. Consistent staff are deployed to each phase or the dining room.</p> <ul style="list-style-type: none"> • Pupils advised not to play contact games at breaktime or lunchtime. Ball games prohibited. Shared outdoor equipment to meticulously cleaned after use • Pupils to be supervised in washing hands before and after lunch • In eating spaces bench style seating will be provided. Screen provided to protect food in canteen when pupils purchase food • Touch terminals/cashless catering is not used. Till operator searches for pupils by name on the electronic system (rather than using fingerprint recognition) • Tables to be cleaned between year groups using lunchtime facilities • Catering staff to maintain strict levels of hygiene in food preparation areas and follow whole staff guidance in reporting illness <p>As a result, the risk of infection during unstructured time is reduced.</p>					
Spread of infection in classrooms/shared areas.	M	<ul style="list-style-type: none"> • All unnecessary items to be removed from classrooms and learning environments and stored elsewhere 	L	L	AS/NM/BW/MB and all staff	<u>17.07.20</u> <u>1.09.2020</u>	



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		<ul style="list-style-type: none"> All soft furnishings and items that are hard to clean to be removed Class sizes – we have followed the new Government guidance in Primary Pupils to be directed to specific seats in classrooms and to maintain seats during the day as far as possible - Follow new guidance for Primary Tissues and hand sanitiser to be located in each classroom/learning space Bins to be emptied at least twice daily in classrooms. Contact with communal surfaces, such as door handles etc to be minimised. Doors to be kept open Where possible, windows to be opened to provide ventilation. Inform all the pupils that they must bring the required equipment to school (stationery, calculators etc) to reduce the risk of infection Pupils/staff to clean IT equipment (esp keyboards) with anti-bacterial wipes before and after each use Shared telephone handsets to be cleaned with anti-bacterial wipes before and after each use Shared teaching resources to be cleaned prior to and after use on a daily basis 			<p><u>Children will bring their own to school daily.</u></p>	<p><u>Regularly, as any changes may be adapted.</u></p> <p><u>07.01.2021 – Numbers of pupils reduced in school. Staff allocated to bubbles. Wear a mask in communal areas of the building, should they wish.</u></p> <p><u>Staff to maintain a 2m distance of each other at all times.</u></p>	

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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
		<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 Guidance issued to staff on the use of the staff room and staff toilet area, including maximum numbers at any one time. Staff to use their initiative to ensure social distancing and to move to another area if overcrowding occurs. 3 areas have been allocated for staff breaks. From December 2020, staffroom only to be used for making drinks. 2 members of staff only for PPA time. 2 staff members maximum in Ladies toilet. 1 member of staff at a time in the male toilet. Staff to be reminded to adhere to social distancing at all times Hand sanitiser to be in place at photocopiers/shared keyboards/telephones etc Staff must wash and dry their own cups, plates and utensils, using disposable towels. <p>As a result, the risk of infection to staff and pupils in classrooms is reduced.</p>					
Poor pupil behaviour increases the risk of the spread of the infection.	M	<ul style="list-style-type: none"> Pupils are reminded of the behaviour policy on their return to school 	L	L	NM, AS, BW, MB and all staff.	01.09.2020 04.01.2021 – children reminded	



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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
		<ul style="list-style-type: none"> 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>				<p><u>of expectations of behaviour.</u></p> <p><u>07.01.2021 Children reminded of expectations of behaviour.</u></p>	
Pupils with complex needs are not adequately prepared for a return to school or safely supported.	H	<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 (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 	<u>M</u>	<u>M</u>	<u>NM, AS, BW, MB and all staff.</u>	<p><u>01.09.2020</u></p> <p><u>07.01.2021 Social stories shared with vulnerable/SEN pupils</u></p>	



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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
		<p>share with parents and pupils prior to pupils returning to school.</p> <p>As a result, pupils with complex needs are well supported.</p>					
Vulnerable pupils and pupils with SEND do not receive appropriate support.	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>NM and all staff</u>	<u>01.09.2020</u>	
Increased number of safeguarding concerns reported after lockdown.	H	<ul style="list-style-type: none"> • Agree safeguarding provision to be put in place to support returning pupils • Ensure that key staff (DSL and deputies) have capacity to deal with any arising concerns • Follow up any referrals made by staff swiftly, while maintaining social distancing. <p>As a result, safeguarding remains of the highest priority and practice.</p>	<u>M</u>	<u>M</u>	<u>NM/AS</u>	<u>01.09.2020</u>	
Emergency evacuation due to fire etc.	H	<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 	<u>M</u>	<u>M</u>	<u>NM/AS</u>	<u>01.09.2020</u>	



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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
		<ul style="list-style-type: none"> 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>					
Cleaning is not sufficiently comprehensive.	H	<ul style="list-style-type: none"> Ensure that all cleaning and associated health and safety compliance checks have been undertaken prior to opening A nominated member of staff monitors the standards of cleaning in school and identifies any additional cleaning measures Where possible, additional cleaning staff employed (or given additional hours) to increase the regularity of cleaning Whilst pupils are at breaktime/lunchtime, Chris Davies and lunchtime supervisors 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 	<u>L</u>	<u>L</u>	<u>NM/AS and all staff</u>	<u>01.09.2020</u>	

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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
		<p>door handles, toilets, changing room, toys in the Early Years).</p> <p>As a result, high standards of cleanliness are maintained in school.</p>					
Contractors, deliveries and visitors increase the risk of infection.	H	<ul style="list-style-type: none"> • All contractors to be checked to ensure that they are essential visitors prior to entry to the school • Agree arrival and departure times with contractors to ensure that there is no contact with staff or pupils • All contractors/visitors to wash hands either prior to or on entry to the school site • Contractors and visitors are directed to specific/designated handwashing facilities • All areas in which contractors work are cleaned in line with government guidance • Contractors to bring own food, drink and utensils onto site. • Staff who receive deliveries to the school to wash hands in line with government guidance after handling • 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 	M	M	NM, AS, HH, SN, JA and CD	01.09.2020	



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		<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 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>					
Mental Health and wellbeing affected through isolation and anxiety about Coronavirus	H	<ul style="list-style-type: none"> Follow HSE guidance on stress and mental health Regular keep in touch meetings/emails/calls to people working from home Talk openly with workers Involve workers in completing risk assessments, so that they can help identify any potential problems and identify solutions Keep workers updated on what is happening so that they feel involved and reassured Working from home – Discuss the issue of fatigue with employees and make sure they take regular breaks, set working hours 	<u>M</u>	<u>L</u>	<u>AS/NM/BW/MB</u>	<u>04.01.2021</u>	
Lateral Flow Tests for all staff now available. Non-mandatory.	M	<ul style="list-style-type: none"> Delivered staff training on the Lateral Flow Test process, systems in place for recording and reporting. Email sent with all links needed to support the LFT process, 	<u>L</u>	<u>L</u>	<u>AS/HH</u>	<u>27.01.2021</u>	



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		<ul style="list-style-type: none"> Ensure that staff who 'opt in' to the LFT report results to school Covid 19 co-ordinator and Covid 19 Registration Assistant Staff to isolate and book a PCR test if they have a positive result 					
Covid 19	H	<ul style="list-style-type: none"> Staff able to book a PCR test if they have any of the 'wider symptoms' as part of PHE mass testing programme 	<u>L</u>	<u>L</u>	<u>AS/NM</u>	<u>25.01.2021</u>	

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

- Newsletter regarding reopening school in September 2020 issued 10.07.20 and on school website for details of : Class organisation, arrival to and departure from school, movement around the school, entrances/exits, staggered starts etc. PowerPoint explaining key messages sent to Parents/staff on 13.07.20. This will be resent on 01.09.20 as a reminder
- Staff information issued by 17.07.2020 regarding: playtime plan, lunchtime arrangements plan, role of teaching assistants, cleaning, staff facilities (toilets and staffrooms, expectations of staff and pupils. This will be reviewed on a regular basis and shared with parents and staff.
- Regular emails, newsletters and texts sent to staff, parents and Governors regarding any changes to school and guidance received. This is shared regularly to keep everybody as safe as possible
- 04.02.2021 – National Lockdown. Schools closed to all pupils except Key worker and vulnerable children.
- 06.01.2021 Expectations shared with staff, parents and Governors.
- 07.01.2021 Expectations shared with children.
- 11.01.2021 Remote Learning expectations for staff and children shared
- 15.01.2021 Remote Learning newsletter



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- **25.01.2021 Expansion of testing letter to parents and staff**
- **26/27.01.2021 Lateral Flow Test guidance and information shared with staff.**

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>

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- 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>

