

Coronavirus (COVID-19): Risk Assessment Action Plan for full opening from 6th September 2021

Blanford Mere Primary

Assessment conducted by: Nikki Miller and Angela Stanton	Job title: Headteacher and Deputy Headteacher	Covered by this assessment: All pupils and staff.
Date of assessment: 26.08.2021 Updated 29.11.2021	Date of next review: When Government guidance is updated or 04.01.2022	

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.

Key:	
Level of risk prior to control	Identifies the risk before any steps to reduce the risk have been taken



March 2021

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.
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.

Version Control

Date of update	
29.11.2021	Restrictions put in place following issuing of guidance at 4pm on 28.11.2021 from the DfE – Face coverings to be worn in communal areas; - Parents asked to wear face coverings when on school site; - Closer contacts of Positive cases identified with the Omicron variant to isolate for 10 days; - Reinforce strict hand washing with staff and pupils; - Room occupancy limits to be reintroduced. Staff to follow guidance and ventilate rooms well. Staffroom mixing very limited – accept for making drinks/lunch.



March 2021

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>Ongoing as advice is changing</p> <p>To be reviewed following daily Coronavirus briefing emails from DFE.</p>	NM/AS
Poor communication with parents and other stakeholders	M	<ul style="list-style-type: none"> All staff/pupils aware of current actions and requirements and reminded frequently using school communication systems Headteacher to share risk assessment with all staff Parents notified of risk assessment plan and shared with parents via website. <p>As a result, all pupils and all staff working with pupils are adhering to current advice.</p>	L	L	<p>NM and AS</p> <p>Class teachers</p> <p>Nursery practitioners</p> <p>Risk assessment on website 02.09.2021</p>	<p>Staff – 16.07.2021 Staff meeting 02.09.2021</p> <p>16.07.2021 Letters sent to parents regarding reopening from September</p>	NM/AS

March 2021

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
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' - DfE and PHE (2020) 'COVID-19: guidance for educational settings' 	L	L	<p>SLT</p> <p>All staff</p> <p>NM, AS, HH, SN and JA</p> <p>NM and AS briefed staff on 02.09.2021</p> <p>Staff will explain procedures to children on first day of the autumn term.</p>	In place	NM/AS

March 2021

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"> 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>06.09.21 Continue frequent sanitising/hand washing</p>		



March 2021

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
Poor hygiene practice in school - general	H	<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) • Essential visitors to wear face coverings when in school. Face visors should not be used as an alternative. • Staff to wear face coverings when in communal areas or moving around corridors. • Pupils to wash their hands with soap before and after break times and lunchtimes for no less than 20 seconds • Teachers to reiterate key messages in class-time (when directed) to pupils to: <ul style="list-style-type: none"> - Cover coughs and sneezes with a tissue, - To throw all tissues in a bin - To avoid touching eyes, nose and mouth with unwashed hands. • 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 	L	L	All staff	<p>02.09.2021</p> <p>06.09.2021 – Staff to remind children to wash/sanitise hands more frequently and other protocols of good hygiene.</p>	NM/AS

March 2021

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"> • 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 once times per day and paper/hand towels are refilled regularly twice daily <p>As a result, all pupils and staff are adhering to high standards of hygiene to minimise risk of transmission.</p>					
<p>Poor hygiene practice – specific – school entrance</p>	<p>H</p>	<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 	<p><u>L</u></p>	<p><u>L</u></p>	<p><u>NM/AS</u></p>	<p><u>01.09.2020</u></p>	<p><u>NM/AS</u></p>



March 2021

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"> 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>Poor hygiene practice – specific – office spaces.</p>	<p>H</p>	<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>NM/AS and office team</u></p>	<p><u>02.09.2021</u> <u>Procedures to continue from Autumn term 2020</u></p>	<p><u>NM/AS</u></p>
<p>Poor hygiene practice – specific - spread of potential infection at the start of the school day.</p>	<p>H</p>	<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 	<p><u>M</u></p>	<p><u>L</u></p>	<p><u>All staff</u></p>	<p><u>02.09.2021</u></p> <p><u>Newsletter regarding reopening school already sent to parents 16.07.2021</u></p>	<p><u>NM/AS</u></p>

March 2021

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>day – 8.45am, 8.50am and 8.55am arrival and 3.10pm, 3.15pm and 3.20pm</p> <ul style="list-style-type: none"> • 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. • 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. Hand sanitiser should not be used as a substitute for handwashing. • Parents asked to wear face coverings when entering the school building and if approaching a member of staff for a discussion on the playground at the end of the day. • Parents to be asked to wear face coverings when on the school site. 				<p><u>Newsletter indicated entrance/exit gates, times of arrival/collection as well as health and hygiene arrangements.</u></p> <p><u>Reminders to be sent to staff and parents.</u></p> <p><u>Newsletter sent to parents 02.09.2021 reminders about procedures.</u></p>	

March 2021

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"> • Soap and water is the best approach to this and schools should endeavor to ensure there are enough hand washing facilities available. The correct hand washing routine should be followed. • 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 					



March 2021

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"> 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>As a result, the risk of infection is reduced as pupils and staff arrive at school.</p>					
<p>Poor hygiene practice – specific – toilet/changing facilities.</p>	<p>H</p>	<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>	<p><u>L</u></p>	<p><u>L</u></p>	<p><u>All staff</u></p>	<p><u>Already in place.</u></p>	<p><u>NM/AS</u></p>

March 2021

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>Poor hygiene practice – specific - end of the school day.</p>	<p>H</p>	<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 Nursery entrance, KS2 gate and Breakfast/After School club gate. 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>L</p>	<p>L</p>	<p>NM/AS and all staff</p>	<p><u>Newsletter regarding reopening school already sent to parents 16.07.2021</u></p> <p><u>Newsletter indicated entrance/exit gates, times of arrival/collection as well as health and hygiene arrangements</u></p> <p><u>Children will be reminded again on 06.09.2021</u></p>	<p>NM/AS</p>
<p>Ill health in school.</p>	<p>H</p>	<ul style="list-style-type: none"> Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing, 	<p>M</p>	<p>L</p>	<p>NM, AS, BW, MB and all staff</p>	<p><u>01.09.2020 Reiterated and shared with staff</u></p>	<p>NM/AS</p>

March 2021

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>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</p> <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 • All staff advised of the procedure in school if a member of staff becomes unwell. • 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 				<p><u>in school continually. All first aiders have had their First Aid certificates renewed and received appropriate training Reminder to staff 02.09.2021</u></p>	

March 2021

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 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 worn by the supervising adult. If there is a risk of splashing, eye protection should also be worn • 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. 					



March 2021

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, any member of the school community who becomes unwell, is isolated quickly and appropriate action is taken to minimise the risk of infection.					
Missed opportunities for testing/one in three people are asymptomatic and show none of the main symptoms.		Children and staff should book a PCR test if they have any of the following symptoms: <ul style="list-style-type: none"> ○ Loss of appetite ○ Extreme tiredness ○ Headache ○ Joint pain / muscle ache ○ Nausea / sickness / diarrhoea ○ Sore throat <ul style="list-style-type: none"> ○ Runny nose / congestion ○ Sneezing 	<u>L</u>	<u>L</u>	<u>AS/NM/All staff</u>	<u>Revised guidance shared with staff on 02.09.2021</u>	<u>NM/AS</u>
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 small adaptations made to support distancing where possible without compromising safety routes or fire escapes. 	<u>L</u>	<u>L</u>	<u>AS/NM/BW/MB and all staff</u>	<u>01.09.2020 Already in place.</u>	<u>NM/AS</u>



March 2021

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"> Classrooms to be arranged so adults maintain 2 metre distance from each other, and from children where possible and when circumstances allow. 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>					
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"> Children (up to 18 years and 6 months) do not need to self isolate; 	L	L	<u>SLT, office team and all staff</u>	<u>02.09.2021 Communicated to staff</u>	<u>NM/AS</u>



March 2021

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"> • Doubly vaccinated adults do not need to self-isolate; • Anyone not doubly vaccinated will self-isolate for 10 days; • All close contacts will be advised to book a PCR test. <p>Omicron Variant</p> <ul style="list-style-type: none"> • Close contacts of anyone with the Omicron variant MUST isolate for 10 days. • Refer to the school symptom management Standard Operating Procedure (SOP) – V4. As a result, school leaders taken appropriate action in the event of a confirmed case of coronavirus. 				<u>29.11.2021</u>	
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. 	<u>M</u>	<u>M</u>	<u>NM/AS</u>	<u>Ongoing</u>	<u>NM/AS</u>

March 2021

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, sufficient staff cover in place to provide the face-to-face support sessions for pupils.					
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	Ongoing	NM/AS
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	Ongoing <u>Individual risk assessments will be conducted for staff who are pregnant</u>	NM/AS
Spread of infection in classrooms/shared areas.	M	<ul style="list-style-type: none"> 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 	L	L	AS/NM/BW/MB and all staff	02.09.2021 <u>Review regularly, as any changes may need to be adapted.</u>	NM/AS

March 2021

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"> • Where possible, windows to be opened to provide ventilation. At least 2 windows should be open at all times, when children leave the classroom for a break/lunch doors should be opened fully to allow air to fully circulate. • CO2 Monitors in each classroom – ventilate as necessary • 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 • 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 September 2021, 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 			<p><u>Children will bring their own sanitiser and tissues to school daily.</u></p>	<p><u>Follow current guidance Shared with staff regularly.</u></p>	

March 2021

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>time in the male toilet. Staff to be reminded to adhere to social distancing at all times</p> <ul style="list-style-type: none"> • Hand sanitiser to be in place at photocopiers/shared keyboards/telephones etc • Staff will be advised to consider wearing face coverings when in communal areas or moving around corridors. • Ensure good respiratory hygiene for everyone by promoting the ‘catch it, bin it, kill it’ approach. • 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>					
<p>Poor pupil behaviour increases the risk of the spread of the infection.</p>	<p>M</p>	<ul style="list-style-type: none"> • Pupils are reminded of the behaviour policy on their return to school • Sanctions (and how they will be applied in the context of social distancing) are clearly communicated to pupils and parents. Behaviour policy is adjusted as a consequence • Pupils individual behaviour plans are reviewed and specific control measures identified and shared with pupils and staff where necessary. 	<p><u>L</u></p>	<p><u>L</u></p>	<p><u>NM, AS, BW, MB and all staff.</u></p>	<p><u>06.09.2021 children reminded of expectations of behaviour.</u></p>	<p><u>NM/AS</u></p>

March 2021

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 and staff understand the behaviour policy/individual plans in context.					
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>02.09.2021</u>	<u>NM/AS</u>
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, increase the regularity of cleaning Whilst pupils are at breaktime/lunchtime, identified members of staff 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 	<u>L</u>	<u>L</u>	<u>NM/AS/SH and all staff</u>	<u>01.09.2020</u> <u>Already in place.</u>	<u>NM/AS</u>

March 2021

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"> Cleaners to act upon guidance normally linked to 'deep cleans' as part of their daily procedures (i.e. a focus on door handles, toilets, changing room, toys in the Early Years). <p>As a result, high standards of cleanliness are maintained in school.</p>					
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 	<u>L</u>	<u>L</u>	<u>NM, AS, HH, SN, JA and SH</u>	<u>In place.</u>	<u>NM/AS</u>

March 2021

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>not permitted to enter the school premises when making deliveries</p> <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 	M	L	AS/NM/BW/MB	04.01.2021 08.03.2021	NM/AS

March 2021

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
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, Ensure that staff who 'opt in' to the LFT report results to school Covid 19 co-ordinator - AS and Covid 19 Registration Assistant –HH Staff to isolate and book a PCR test if they have a positive result Staff who choose to will continue to test themselves using LFDs following current guidance. Staff will report results to the COVID co-ordinator and NHS Track and Trace 	<u>L</u>	<u>L</u>	<u>AS/HH</u>	<u>27.01.2021</u> Continue for staff who wish to continue. Pupils able to carry out their own at home. <u>22.03.2021</u>	<u>NM/AS</u>
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> Already in place.	<u>NM/AS</u>
Poor hygiene practice – specific – wearing and removal of face coverings - staff		<ul style="list-style-type: none"> All staff have access to face coverings provided by school; Medical grade face coverings are available if needed; Staff provided with personal supplies of hand sanitiser; Staff should sanitise hands before and after touching face coverings – including to remove and put on; 					

March 2021

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 should store face coverings in individual sealable plastic bags between use; Damp face coverings not to be used and to be replaced carefully; 					

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

- Newsletter regarding reopening school in September 2021 issued 16.07.2021 staggered starts, latest guidance from DFE, key changes etc.ey messages sent to Parents/staff on 16.07.21. This were resent on 02.09.21 as a reminder
- Staff information issued by 16.07.2021 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.
- Updated risk assessment sent 29.11.2021 following changes in guidance.

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>



March 2021

- 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>