

## COVID-19 RISK ASSESSMENT

<b>Name of School</b>	<b>Great Hollands Primary School</b>
<b>Completed By</b>	<b>Richard Ferris Headteacher</b>
Date	14/08/20
Review	27/08/20
Review: 11/09/20	Completed by RF CB 14/09/20
Interim Review	RF 22/09/20 Post PM statement and EYFS guidance
Review: 25/09/20	RF 22/09/20 Post PM statement and EYFS guidance
Review: 09/10/20	Completed by RF CB no changes required.
Review: 23/10/20	Completed 16/10 full review – reorder and clarification.
Review 02/11/2020	Review post PM announcement – no changes required
Review 05/01/2021	Review National Lockdown Jan 2021
Review 01/03/2021	Review pre reopening 8 <sup>th</sup> March
Review 29/04/21	Review in light of experience gained since wider reopening from 8 March
September 2021	Full review for September 2021 Introduction of new <b>CONTINGENCY PLANNING SECTIONS</b> for use if local condition dictates the need.
Review 01/10/21	Review one month in – no significant changes required.
Review 19/10/21	Review after updated recommendations from BF and W&M Health Protection Boards
Review 29/11/21	Review for new variant of concern - Omnicom
Review 04/01/22	Review for re-opening January 2022 – <b>updates highlighted</b>

This risk assessment has been completed by the school with specific reference to issues and risks that may materialise as a result of the COVID-19 pandemic.

**Risk Score Criteria:**

LIKELIHOOD	
<b>Very High</b>	The issue will occur (and reoccur) in most circumstances
<b>High</b>	The issue is expected to occur
<b>Medium</b>	The issue may occur at some time
<b>Low</b>	The issue could potentially occur
<b>Very Low</b>	The issue is unlikely to occur

IMPACT	
<b>Very High</b>	Critical impact to staff and students and/or critical threat
<b>High</b>	Significant impact to staff and students and/or significant threat
<b>Medium</b>	Moderate impact to staff and students and/or moderate threat
<b>Low</b>	Manageable impact – within acceptable boundaries
<b>Very Low</b>	Negligible

Risk Score	
<b>15-25</b>	Urgent remedial action required
<b>5-14</b>	Close monitoring of risk required; mitigation plan
<b>1-4</b>	Risk noted, stakeholders aware

		IMPACT				
		Very Low	Low	Medium	High	Very High
LIKELIHOOD	Very High	5	10	15	20	25
	High	4	8	12	16	20
	Medium	3	6	9	12	15
	Low	2	4	6	8	10
	Very Low	1	2	3	4	5

This risk assessment has been produced with the information and knowledge available at this time. The Controls and Ratings are appropriate at the present time; however, this Risk Assessment will be reviewed at the end of week one of opening and periodically after that or in the event of new information and guidance.

Guidance:
MASTER web-pages GUIDANCE COLLECTIONS  Guidance for schools: coronavirus (COVID-19): <a href="https://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19">https://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19</a>  Early years and childcare: coronavirus (COVID-19): <a href="https://www.gov.uk/government/collections/early-years-and-childcare-coronavirus-covid-19">https://www.gov.uk/government/collections/early-years-and-childcare-coronavirus-covid-19</a>
Schools COVID-19 operational guidance <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance</a> 27 August 2021
Actions for early years and childcare providers during the coronavirus (COVID-19) outbreak <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures">https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures</a> 17 August 2021

Due to the 'impact' score remaining static, residual scores in the risk assessment often remain yellow. The school has attempted to mitigate risks to reduce the 'likelihood' scores to acceptable levels though the residual scores remain at level that requires the school to monitor the risks closely and respond swiftly to the changing situation.



Ref	Issue	L	I	Score	Control Measures	L	I	Residual Score	Risk Owner
R0	<b>Transmission of COVID-19 virus in school setting</b> – reopening school preparation, full attendance of students from September 2021	H	H	16	<p><b>Minimising transmission of virus across the school setting:</b></p> <p>The government’s overriding principle is: For schools “to deliver face-to-face, high-quality education to all pupils. The evidence is clear that being out of education causes significant harm to educational attainment, life chances, mental and physical health.”</p> <p>Our key principle is to do this in the most effective way possible in our local circumstance.</p> <p>Our Risk Assessment (RA) outline the proportionate control measures we will put into place; these will be reviewed regularly by the school and the Trust.</p> <p>Key principles:</p> <ul style="list-style-type: none"> <li>• School leaders will put in place proportionate, protective measures for children and staff which will also ensure all pupils receive a high-quality education</li> <li>• Hierarchy of control measures in place of strict social distancing that cannot be reasonably maintained in a school setting.</li> </ul> <ol style="list-style-type: none"> <li>1. Ensure good hygiene for everyone.</li> <li>2. Maintain appropriate cleaning regimes.</li> <li>3. Keep occupied spaces well ventilated.</li> <li>4. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.</li> </ol> <p>To do this we will:</p> <ul style="list-style-type: none"> <li>- Avoid contact with anyone with symptoms</li> <li>- Requirement that people who are ill stay at home</li> <li>- Continue frequent handwashing and good hygiene practices</li> <li>- Continue regular cleaning of the setting following this guidance: <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</a></li> <li>- Ensure spaces are well ventilated</li> </ul>	M	H	12	HT



Ref	Issue	L	I	Score	Control Measures	L	I	Residual Score	Risk Owner
R1a	<p><b>Minimising transmission of virus across the school setting by limiting contact with individuals who are unwell</b></p> <p><b>Identification/Treatment of symptomatic member of school community</b> Including measures, actions &amp; communication</p>	VH	H	20	<p>System of control implemented by HT</p> <ul style="list-style-type: none"> <li>Prevention               <ul style="list-style-type: none"> <li>Immediate action taken to minimise contact with people who are unwell – systems promoted by BM</li> <li>Immediate isolation of symptomatic pupils in designated COVID-19 First Aid Room: This is designated to be the Parent meeting room, Therapies Room (backup)</li> <li>Staff member to assess person (temperature taking) and contact parents (if pupil) or send home (if staff)</li> <li>Symptomatic people advised to take a PCR test.</li> <li>BM ensures permanent messaging via parent newsletters and weekly staff bulletins: Do not come to school if you are symptomatic or have had a positive test in the last 10 days</li> </ul> </li> </ul> <p>If a confirmed case is identified, then BM will:</p> <ul style="list-style-type: none"> <li>Contact PHE who will provide definitive advice on who must be sent home and provide template letters on latest guidance</li> <li>Send all staff and parents of the 'group/bubble' communication of positive result and actions thereafter</li> <li>Headteacher will following guidance from PHE</li> </ul> <p>If a child or member of staff is sent home with symptoms or the school is informed of by absence due to symptoms, then:</p> <ul style="list-style-type: none"> <li>The BM will inform parents/staff member to follow testing protocol</li> </ul> <p>Guidance: When an individual develops COVID-19 symptoms or has a positive test they should follow public health advice on when to self-isolate and what to do. They should not come into school if they have symptoms, have had a positive test result or other reasons requiring them to stay at home</p> <p>If anyone in your school develops COVID-19 symptoms, however mild, you should send them home and they should follow public health advice.</p> <p>It's a legal requirement to self-isolate if you are told to by NHS Test and Trace. You could be fined if you do not self-isolate.</p> <p><b>When to self-isolate?</b></p> <p>Follow the guidance here:</p>	M	H	12	BM



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					<a href="https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/">https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/</a>  Noting the following: <ul style="list-style-type: none"> <li>Self-isolate straight away and get a PCR test as soon as possible if you have any of these 3 symptoms of COVID-19, even if they are mild:</li> <li>If you live with or have been in contact with someone with COVID-19, you will not need to self-isolate if any of the following apply:               <ul style="list-style-type: none"> <li>You're fully vaccinated – this means 14 days have passed since your final dose of an approved COVID-19 vaccine</li> <li>you're under 18 years and 6 months old</li> <li>you're taking part or have taken part in an approved COVID-19 vaccine trial</li> <li>you're not able to get vaccinated for medical reasons</li> <li>Even if you do not have symptoms, you're strongly advised to do daily rapid lateral flow tests (1 a day for 7 days),</li> </ul> </li> </ul>				
R 1 b	<b>CONTINGENCY OUTBREAK PLAN</b>  <b>The ability to ensure physical distancing between groups of children and staff as far as possible, and provide sufficient staff for operation IF REQUIRED AS PART OF A LOCAL OUTBREAK</b>  It will not be possible to maintain a 2metre rule in a primary school setting.  "Primary aged children cannot be expected to remain 2m apart from each other and staff". – "Coronavirus (COVID-19): implementing protective measures in education and childcare settings" 14.5.2020 Gov-UK	H	H	16	It is no longer recommended that it is necessary to keep children in consistent groups ('bubbles'). This section outlines our plans should local conditions required the temporary re-introduction of bubbles. <ul style="list-style-type: none"> <li>The school will aim to minimise contacts and mixing whilst also delivering a broad and balanced curriculum that enable pupils to make progress.</li> <li>The school will keep children from each phase of the school separate from each other, <b>as much as reasonably possible.</b> Phases are:               <ul style="list-style-type: none"> <li>EYFS</li> <li>KS1 - 3 classes</li> <li>LKS2 – 3 classes</li> <li>UKS2 - 4 classes</li> </ul> </li> </ul>	M	H	16	HT



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R1c	<p><b>CONTINGENCY OUTBREAK PLAN</b></p> <p><b>Minimising transmission of virus across the school setting at playtimes or when outside of designated area:</b></p>	H	H	16	<p><b>Minimising transmission of virus across the school setting at playtimes or when outside of designated area:</b></p> <ul style="list-style-type: none"> <li>At break times phases will play in their own allocated areas of the playground / field.</li> <li>Staff will enforce our corridor code to keep travelling phases separated: walk on left of corridor spaces.</li> <li>Classes may pass in corridors (brief passing is low risk)</li> <li>Access and use of shared areas will be managed by the BM. Shared areas are: Gold Hall / Silver Hall / Gym / Therapies room</li> <li>Access and use of SEN spaces is managed by the AHT.</li> </ul> <p><b>Lunchtime:</b></p> <ul style="list-style-type: none"> <li>Tables to be set-up in classes (of 30)</li> </ul> <p><b>Children will use their own phase toilets</b></p> <ul style="list-style-type: none"> <li>BM - Additional cleaning of toilets throughout the day – minimum of one additional clean during the day.</li> <li>Teachers/Tas to remind children about hand washing.</li> </ul>	L	H	8	HT
R1d	<p><b>Minimising transmission of virus in classroom settings:</b></p>	H	H	16	<p><b>Minimising transmission of virus in classroom settings:</b></p> <ul style="list-style-type: none"> <li>Classroom staff to               <ul style="list-style-type: none"> <li>Keep classroom clutter free- to support high-quality cleaning. cover</li> </ul> </li> </ul> <p><b>Ventilation and use of open-air spaces</b> Class Teachers/TAs to:</p> <ul style="list-style-type: none"> <li>Open windows / skylights each morning before pupils enter the building and maintain adequate ventilation throughout the day – balancing ventilation and a comfortable teaching environment.</li> <li>This does not mean all windows need to be open but enough air flow to provide adequate ventilation.</li> <li>Act on advice given by SLT on levels of ventilation required, who will monitor learning spaces on a daily basis.</li> <li>SLT will identify areas of poorer ventilation and act to address these areas and inform HT who will monitor and advise.</li> <li>To wear appropriate clothing to keep warm during colder months as classrooms will remain ventilated</li> <li>The site team will support SLT by using CO2 monitors to guide judgements on ventilation.</li> </ul>	M	H	12	HT



Ref	Issue	L	I	Score	Control Measures	L	I	Residual Score	Risk Owner
					<p><b>Understanding CO<sub>2</sub> monitor readings</b></p> <p>A consistent value under 800ppm will show as green and does not require any action and implies that a space is particularly well ventilated.</p> <p>A consistent value of over 800ppm will show as amber/orange and should be seen as an early indicator to increase ventilation.</p> <p>A consistent value over 1500ppm CO<sub>2</sub> concentration in an occupied space is an indicator of poor ventilation. This will also be indicated by a red light on the CO<sub>2</sub> monitors supplied by DfE.</p> <p>You should take action to improve ventilation where CO<sub>2</sub> readings are consistently higher than 1500ppm. There is no need to stop using the room.</p> <p><b>Actions specific to EYFS</b></p> <ul style="list-style-type: none"> <li>Rigorous systems of control as outlined in the RA applying in Early Years with the following notes: <ul style="list-style-type: none"> <li>EYFS settings no longer required to keep children in small consistent groups within the setting</li> <li>For GHPS this means that the EY unit will be treated as 1 class group</li> <li>At GHPS we will maintain the cleaning routine implemented in Summer 2020</li> <li>All other protective measures remain in place</li> <li>See EY RA for further details of procedures in place</li> </ul> </li> </ul> <p>All teachers and other staff can operate across different classes and year groups to facilitate the delivery of the curriculum. Where staff need to move between groups,</p>				
R 1 e	CONTINGENCY  Minimising transmission of virus during Physical Education lessons:	H	H	16	<p><b>Minimising transmission of virus during Physical Education lessons:</b></p> <ul style="list-style-type: none"> <li>The PE coach is responsible for adapting the curriculum in the initial phase to ensure good physical activity is promoted whilst maintaining Covid secure practices.</li> <li>A teaching assistant from each group will join PE lessons and be the adult who is then able to interact closer with pupils should the need arise.</li> <li>PE sessions are led coach who endeavours to maintain a 2m distance from children, where possible.</li> </ul>	M	H	12	HT



Ref	Issue	L	I	Score	Control Measures	L	I	Residual Score	Risk Owner
1 f	CONTINGENCY OUTBREAK PLAN  Minimising transmission of virus across the school setting by or to staff:	H	H	16	<p><b>Minimising transmission of virus across the school setting by or to staff:</b></p> <ul style="list-style-type: none"> <li>Teachers and Teaching Assistants are able to work across the school in order to provide education to the pupils.</li> <li>It is recognised that staff will be unable to maintain a 2m distance from pupils in the class / phase</li> <li>Staff will maintain a 2m distance from colleagues outside of their class and make every attempt to minimise contact with class colleagues.</li> <li>Staff and authorised (limited) adult visitors will wear a face covering in situations where distancing between adults is not possible – such as in communal areas and corridors.</li> <li>Face shields are not a suitable alternative to face coverings for use between adults who cannot distance.</li> <li>Exemptions remain for adults who cannot wear face coverings and a record of this is held with the BM</li> <li>Note – children in Primary schools do not need to wear face coverings.</li> <li>The school has a supply of emergency use face coverings should a staff member need a replacement (such as forgotten mask / mask becomes damaged)</li> <li>Safe use of face coverings is promoted in staff bulletin.</li> </ul> <p><b>Staffroom access</b></p> <ul style="list-style-type: none"> <li>Staffroom redesigned to make even more covid secure (wider spacing / promotion of cleaning spaces before and after use / installation of hand sanitiser stations etc.)</li> <li>Staff room seating will be minimised to all 2m distancing</li> <li>BM to monitor staff room for ventilation</li> <li>Install markings around sink and drinks machines</li> </ul> <ul style="list-style-type: none"> <li>All staff to: <ul style="list-style-type: none"> <li>provide their own eating drinking equipment</li> <li>wash up their own cutlery and crockery</li> <li>limit access to 3 people at any one time in kitchen area</li> <li>sanitise tables and chairs before and after use in staff room</li> </ul> </li> <li>Business Manager to ensure signage and instructions for staff room are clear and procedures are monitored and concerns immediately addressed with personal and HT.</li> </ul>	M	H	12	HT





Ref	Issue	L	I	Score	Control Measures	L	I	Residual Score	Risk Owner
R1g	<p><b>CONTINGENCY OUTBREAK PLAN</b></p> <p><b>Minimising transmission of virus across the school setting by minimising risk in wrap around care provision:</b></p>	H	H	16	<p><b>Minimising transmission of virus across the school setting by minimising risk in wrap around care provision:</b></p> <p>Key principles:</p> <ul style="list-style-type: none"> <li>In line with guidance, children who attend out setting will be in small consistent groups of no more than 15</li> <li>Setting staff are responsible maximising social distancing between pupils even within their small consistent group</li> <li>Setting staff are responsible for dividing Silver Hall into 2 distinct areas that do not mix</li> <li>Setting staff will keep pupils within their year group or class bubbles where possible</li> <li>Strict monitoring of toilets to ensure that children wash hands after using toilet facilities and limiting to one child in at a time</li> <li>Equipment will be limited to groups and all fabric material/equipment will be removed. Games and puzzles can be used in the group but should be quarantined</li> <li>Children will sit on chairs and tables and not on the floor</li> <li>Adults will remain outside of the building on collection and maintain social distancing whilst waiting</li> <li>Site staff are responsible for ensuring social distancing markers are maintained</li> <li>BM will monitor procedure to ensure that they are Covid secure</li> <li>The setting will comply with all other protective measures as set out across the school</li> <li>In line with the current school guidance, setting staff will ensure hand hygiene, good respiratory hygiene in line with guidance</li> </ul> <p>See full details in specific wrap -around care RA</p>	M	H	12	BM
R2a	<p><b>Minimising transmission of virus across the school setting by minimising cross contamination from parents:</b></p> <p>Accessing school site at main school reception area.</p>	M	H	12	<ul style="list-style-type: none"> <li>Reception               <ul style="list-style-type: none"> <li>Main purpose of on-site access via reception is for dropping off / collecting pupils outside of standard time.</li> <li>Displays notice for parents at the entrance confirming hygiene requirements</li> <li>Perspex screen installed to separate reception staff from visitors.</li> </ul> </li> <li>All visitors to:               <ul style="list-style-type: none"> <li>Limit to one family allowed in at a time</li> <li>sanitise hands before and after signing in</li> <li>Avoid touching services or door handles</li> <li>Stand behind physical barrier from receptionists, avoiding leaning over/forward</li> </ul> </li> </ul>	L	H	8	BM



Ref	Issue	L	I	Score	Control Measures	L	I	Residual Score	Risk Owner
					<ul style="list-style-type: none"> <li>Site staff to               <ul style="list-style-type: none"> <li>Ensure that reception desk and lobby area (including handles) is cleaned regularly</li> </ul> </li> <li>Business Manager               <ul style="list-style-type: none"> <li>Provide digital thermometer and batteries</li> <li>Ensure that there is sufficient hand-sanitizer and screen wipes for the photo sign in.</li> <li>Change signing in screen to touch free</li> </ul> </li> </ul>				
R2a	<p><b>Minimising transmission of virus across the school setting by minimising cross contamination from parents:</b> Journey, arrival at and departure from school.</p>	H	H	16	<ul style="list-style-type: none"> <li>Arrivals to school will be staggered to reduce numbers of parents onsite at any one time – The school will re-introduce its rolling start – 10 minute window arrival time from September 2021.</li> <li>Distancing markers and a one-way system will be in place on playgrounds.</li> <li>One way - entrance and exit gates in use.</li> <li>HT to               <ul style="list-style-type: none"> <li>Communicate arrangements to parents and staff before the first day</li> <li>Remind parents not to congregate outside school gates and to</li> </ul> </li> <li>Headteacher to ensure staff understand their role/responsibility at start and end of day</li> <li>Site staff to               <ul style="list-style-type: none"> <li>Put up reminder signs/ banners in place to guide parent actions.</li> </ul> </li> </ul>	M	H	12	HT
R3	<p><b>Potential transmission of COVID-19 in school environment through coughs and sneezes</b></p>	H	H	16	<ul style="list-style-type: none"> <li>All staff and pupils understand routines for good respiratory hygiene e.g.: the 'catch it, bin it, kill it':</li> <li>All pupils to receive a consistent message through classroom staff at a minimum weekly</li> <li>BM to inform parents:               <ul style="list-style-type: none"> <li>of any PHE updates via school communications</li> <li>that PHE does not recommend the use of face coverings in school and should a face covering be brought to school (for the journey) a separate sealed plastic bag should be provided for safe storage of face covering during the school day</li> </ul> </li> <li>Headteacher to:               <ul style="list-style-type: none"> <li>provide guidance / training to all staff</li> <li>inform parents of in school routines and drop off/pick up protocols via letter.</li> </ul> </li> <li>Class teachers/TAs to               <ul style="list-style-type: none"> <li>Remind pupils about 'catch it, bin it, kill it'.</li> <li>Remind pupils where the bin is and which bin to use for tissues and wipes</li> </ul> </li> </ul>	M	H	12	HT



Ref	Issue	L	I	Score	Control Measures	L	I	Residual Score	Risk Owner
					<ul style="list-style-type: none"> <li>As a Trust- we do not intend to conduct risk assessments for individual children as a matter of course as it is expected that the actions already in place will support all students, including those with vulnerabilities.</li> <li>Business Manager to ensure that extremely clinically vulnerable students with complex medical needs are considered in a separate individual RA as set out in our communications: <a href="https://www.greathollandsprimary.co.uk/attachments/download.asp?file=5066&amp;type=pdf">https://www.greathollandsprimary.co.uk/attachments/download.asp?file=5066&amp;type=pdf</a></li> <li>Site staff to               <ul style="list-style-type: none"> <li>Provide classrooms and staff rooms with boxes of tissues</li> <li>Ensure each classroom has a bin (preferably with a lid operated by foot)</li> <li>Ensure the bins are emptied regularly and double-bagged.</li> </ul> </li> </ul>				
R4	<p><b>Potential transmission of COVID-19 in school environment through touch points / surfaces / hand contamination</b></p> <p>Guidance: <a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/876220/COVID19_Guidance_Education.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/876220/COVID19_Guidance_Education.pdf</a></p>	H	H	16	<ul style="list-style-type: none"> <li>HT to ensure:               <ul style="list-style-type: none"> <li>that posters are displayed throughout school relating to handwashing (20 seconds)</li> <li>placement of hand sanitiser stations and identify key places in the school, notably near 'high touch points'</li> <li>lidded bins placed throughout school</li> </ul> </li> <li>BM to ensure stocks of sanitiser, bins, anti-bac and associated cleaning products are monitored and replenished regularly</li> <li>Class teachers to supervise use of hand sanitiser and provide weekly training to pupils on handwashing routines and ingestion safety of hand sanitiser</li> <li>Class teachers to ensure handwashing frequently undertaken; as a minimum: on arrival, after breaks, before eating, after eating, after using the toilet, after coughing or sneezing, before leaving</li> <li>All staff and pupils follow guidance shown in posters from Public Health England – see guidance link on left.</li> <li>Senior School leaders to monitor adult hand washing routines and promote key messages and address immediately any non-compliance.</li> <li>All school staff are required to report to Senior Leaders any concerns of any colleagues breaching the guidelines</li> </ul> <p>Headteacher to:</p> <ul style="list-style-type: none"> <li>Provide guidance / training to all staff before return.</li> <li>Share posters on school website.</li> </ul> <p>Site staff responsible for:</p> <ul style="list-style-type: none"> <li>Posters displayed throughout the school remain in place and in good condition</li> </ul>	L	H	8	HT



Ref	Issue	L	I	Score	Control Measures	L	I	Residual Score	Risk Owner
					<ul style="list-style-type: none"> <li>○ Ensuring there is sufficient soap and/or alcohol hand rub or sanitiser, disposable tissues, pedal bins (with lids) in each classroom</li> </ul> <p>All staff responsible for:</p> <ul style="list-style-type: none"> <li>○ Ensuring clear access to sinks and equipment</li> <li>○ Ensuring clear message of 'catch in, bin it, kill it' in regard to use of tissues and disposal once used</li> <li>○ Promoting handwashing message</li> <li>○ Promotion of 'hands off face' message</li> </ul>				
R5	<b>COVID-19 cleaning</b> Enhanced cleaning requirements	H	H	16	<ul style="list-style-type: none"> <li>• BM to ensure this guidance is followed: <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</a></li> <li>• BM responsible for putting in place a cleaning schedule and ensures that cleaning is generally enhanced and includes more frequent cleaning of rooms / shared areas that are used by different groups, frequently touched areas being cleaned more often (door handles, light switches)</li> <li>• BM to ensure toilets are cleaned regularly as a minimum one additional clean during the school day</li> <li>• Class teachers to promote and expect pupils to clean hands thoroughly after using the toilet</li> <li>• Site staff responsible for:               <ul style="list-style-type: none"> <li>○ Being fully aware of the most up to date guidance relating to cleaning.</li> <li>○ Putting up posters in bathrooms, staffrooms etc clarifying.</li> <li>○ Ensuring stocks of cleaning equipment are high.</li> <li>○ Disposing of all materials by double-bagging, storing securely for 72 hours then thrown away in the regular rubbish after cleaning is finished.</li> <li>○ Using a disposable cloth, first clean hard surfaces with warm soapy water. Then disinfect these surfaces, paying attention to frequently touched areas and surfaces, such as bathrooms, grab-rails in corridors and stairwells and door handles.</li> <li>○ Providing bins in communal spaces and ensuring they are emptied regularly.</li> <li>○ Cleaning of rooms if used by symptomatic pupil.</li> </ul> </li> <li>• Cleaning Contractors responsible for:               <ul style="list-style-type: none"> <li>○ Cleaning surfaces using standard products, such as detergents and anti-bacterial wipes each day.</li> </ul> </li> </ul>	L	H	8	BM



Ref	Issue	L	I	Score	Control Measures	L	I	Residual Score	Risk Owner
					<ul style="list-style-type: none"> <li>○ Daytime cleaning of high traffic areas, commonly touched areas e.g., door handles, sinks taps, switches – this is in addition to the pre/post school day clean.</li> <li>○ Ensuring stocks of cleaning equipment are high.</li> <li>● All staff responsible for:               <ul style="list-style-type: none"> <li>○ Ensuring surfaces are kept clear</li> </ul> </li> </ul> <p><b>Cleaning routines missed and capacity of cleaning contractor breached</b></p> <p>Site Manger to</p> <ul style="list-style-type: none"> <li>● Ensure all cleaners/site staff understand their roles</li> <li>● Inform headteacher/Business Manager in good time if staffing does not allow for requirements to be met</li> <li>● Inform Business Manager in good time if there are deficits in cleaning equipment or relevant PPE.</li> </ul> <p>BM to</p> <ul style="list-style-type: none"> <li>● Close spaces if cleaning cannot be undertaken.</li> <li>● Inform HT and Trust if provision is significantly hampered.</li> </ul>				
R6	<b>Student wellbeing – COVID-19 impact</b> Including Safeguarding/Attendance & Behaviour	H	H	16	<ul style="list-style-type: none"> <li>● School's normal attendance policy will apply from September</li> <li>● AHT and Inclusion Team will support pupils and families who are anxious about returning to school, making it clear with parents school attendance is compulsory.               <ul style="list-style-type: none"> <li>○ School will bear in mind concerns of households who are anxious to return including but not limited to those who have previously been shielding, those from BAME backgrounds and those who have certain conditions such as obesity and diabetes and will provide support to address concerns</li> <li>○ First day calling and safeguarding systems will remain in place, for all expected pupils</li> <li>○ Vulnerable pupils will continue to be contacted by school in line with Gov guidance, by FSW/School office.</li> <li>○ School will continue to follow CME timescales and take reasonable steps to contact missing pupils.</li> </ul> </li> </ul> <p>Headteacher or relevant senior leader to ensure these arrangements are shared with parents and on the website.</p> <ul style="list-style-type: none"> <li>● We will ensure that pastoral support as well as academic support is available for students on reopening.</li> <li>● We may need to consider access to additional resources such as an educational psychologist or bereavement counselling</li> </ul>	L	H	8	HT



Ref	Issue	L	I	Score	Control Measures	L	I	Residual Score	Risk Owner
					Headteacher to <ul style="list-style-type: none"> <li>○ Ensure that all staff are clear about new expectations and their roles and responsibilities in implementing them.</li> <li>○ Ensure that any new expectations, sanctions, or rewards are shared with parents and posted on the website as an addition to the Behaviour Policy.</li> <li>○ Ensure all pupils get a consistent message on the first day which is reinforced positively through classroom teachers/TAs</li> <li>○ Review the Covid addendum to the Behaviour policy is fit for purpose</li> <li>○ HT will ensure that all classes have a strong reintroduction to the Behaviour for Learning routines in the school. All class pupils have an active participation the creation of guidelines in their class. That conduct expectations have strong links to Growth Mindset and Behaviour for Learning principles</li> <li>○ HT will ensure that Class teachers are aware that some pupils will return to school being exposed to some adversity and trauma, this is to be supported but behaviour and conduct expectations must remain high at all times; prevent not react</li> </ul>				
R7					•				
R8	<b>Providing First Aid</b> Possibly symptomatic person.  <u><a href="#">Link: Training for First Aid – COVID-19</a></u>	H	VH	20	<ul style="list-style-type: none"> <li>• All First Aiders to               <ul style="list-style-type: none"> <li>○ Read St Johns Ambulance COVID First Aid advice <a href="https://www.sja.org.uk/get-advice/first-aid-advice/covid-19-advice-for-first-aiders/">https://www.sja.org.uk/get-advice/first-aid-advice/covid-19-advice-for-first-aiders/</a></li> <li>○ Take temperature of suspected cases with a non-contact digital thermometer, following the published training as shown on the left.</li> </ul> </li> <li>• Where someone is displaying symptoms of the virus:               <ul style="list-style-type: none"> <li>○ They must be sent home immediately</li> <li>○ Parents will be given guidance regarding self-isolation and getting tested.</li> <li>○ If a child is waiting to be collected, they should be kept in the 'covid first aid room' and supervised by an adult either in or out of the room (depending on pupil age) with the window open.</li> <li>○ If this child/adult needs to go to toilet before being collected, they should use a separate toilet (accessible toilet in main reception) and it must be thoroughly cleaned/disinfected after before usage.</li> </ul> </li> </ul>	L	VH	10	BM



Ref	Issue	L	I	Score	Control Measures	L	I	Residual Score	Risk Owner
					<ul style="list-style-type: none"> <li>○ PPE should be worn by staff supervising symptomatic children if unable to maintain 2m distance from them</li> <li>○ Everyone who has come into contact with the symptomatic person MUST wash their hands thoroughly for a minimum of 20 seconds with soap and water</li> <li>○ The person looking after the symptomatic child does not need to be sent home but must wash their hands thoroughly for a minimum of 20 seconds</li> <li>○ The direct area used by a symptomatic person must be sanitised immediately by staff in PPE.</li> <li>• PPE guidance for first aiders               <ul style="list-style-type: none"> <li>○ A fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained, and there is a risk of coughing/spitting.</li> <li>○ If contact with the child is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If there is a risk of coughing/spitting, the eye protection should be worn.</li> </ul> </li> <li>• All used PPE should be removed as per the training and disposed of by double bagging and in the pedal bin available.</li> </ul>				
R9	<p><b>Staff PPE</b> PPE is not available to protect staff from an increased risk of exposure to the virus</p> <p><u><a href="#">Link: Training for First Aid – COVID-19</a></u></p>	H	H	16	<ul style="list-style-type: none"> <li>• The majority of staff in education will not require PPE except when:               <ul style="list-style-type: none"> <li>○ child or adult becomes ill with Coronavirus symptoms and a 2m distance cannot be maintained</li> <li>○ where a child has routine intimate care needs (the same level of PPE should be used as before the Covid pandemic)</li> <li>○ PPE (gloves, masks, aprons) provided by school for certain situations in the school as described above</li> <li>○ BM to maintain PPE stocks and replenish where necessary</li> <li>○ Sanitiser will be available across the school.</li> <li>○ Disinfectant wipes will be available to all staff.</li> </ul> </li> <li>• Site team to               <ul style="list-style-type: none"> <li>○ Ensure that soap, tissues, and sanitiser supplies are refreshed daily where required.</li> <li>○ Daily audit of PPE, sanitiser, and wipes to be conducted, by site team and informed to HT/SBM.</li> </ul> </li> </ul>	L	H	8	BM



Ref	Issue	L	I	Score	Control Measures	L	I	Residual Score	Risk Owner
R10	Staff wellbeing including workload consideration	M	VH	15	<ul style="list-style-type: none"> <li>Headteacher to               <ul style="list-style-type: none"> <li>Ensure that rotas are clear and communicated in advance</li> <li>Ensure that all staff have a break of reasonable length in the middle of day</li> <li>Ensure all meetings/training is conducted in a Covid safe way</li> </ul> </li> <li>Business Manager to:               <ul style="list-style-type: none"> <li>Remind staff how to access help for anxiety (within and outside the Trust)</li> <li>Advise re self-management (wellbeing)</li> <li>Advise retesting rights for themselves and household members</li> <li>Continue to ensure all guidance and instruction released by DfE/PHE is communicated to all staff</li> </ul> </li> </ul>	L	VH	10	HT
R11	Fire Drills / Lock downs/ H&S compliance	L	H	8	<ul style="list-style-type: none"> <li>Fire evacuation routes continue to use direct exit doors and the current plan allows for social distancing. The current arrangements and routes are to be followed.</li> </ul>	VL	H	5	SM
R12	Local Lockdown – Enforced School Closure	M	VH	15	<p><b>Logistics</b></p> <ul style="list-style-type: none"> <li>The Trust would be informed in the event of us receiving a notification to close.</li> <li>Staff and students would be notified of a closure. The website would also be updated to reflect this.</li> <li>SBM would notify catering, cleaning and site staff as soon as possible.</li> <li>Learning would switch to an online provision, which has been planned and is available in advance.</li> <li>All remote access granted to staff will not be removed for the foreseeable future.</li> <li>Laptops would be made available to staff as required.</li> <li><b>A local lockdown plan including communications templates will be created and shared with staff as appropriate.</b></li> </ul> <p><b>Staffing and Wellbeing</b></p> <ul style="list-style-type: none"> <li>Line managers would be asked to contact their teams virtually to update and identify issues or concerns.</li> </ul> <p><b>Curriculum Expectations:</b></p> <ul style="list-style-type: none"> <li>Education is not optional</li> <li>Our curriculum will broad and ambitious with a curriculum sequence</li> </ul>	L	VH	10	HT/SLT





Ref	Issue	L	I	Score	Control Measures	L	I	Residual Score	Risk Owner
					<ul style="list-style-type: none"> <li>Remote education where needed will align us closely where possible within school provision</li> </ul> <p><b>Remote Education</b></p> <ul style="list-style-type: none"> <li>Phase Leaders are responsible:               <ul style="list-style-type: none"> <li>Developing remote education plans for their phase. These should meet the same expectations for pupils in school. Remote education should be provided for individuals or small groups who are self-isolating. Remote education should be provided for the whole class group should they all be required to self-isolate</li> </ul> </li> </ul>				
R13									
R14									
R15	Use of Catch-up Funding Recovery Curriculum and Gap Analysis	M	M	9	<p><b>The Curriculum</b></p> <ul style="list-style-type: none"> <li>We will teach a broad and ambitious curriculum whilst being creative and flexible to teach the most important missed content.</li> <li>It will be appropriately sequenced and delivered to ensure that pupils progress in all subjects in terms of knowing more and remembering more – and in terms of developing their confidence as learners.</li> <li>The school has no plans to suspend any subject areas</li> <li>Relationships and Health Education will be taught</li> <li>In Early Years, Nursery will continue to offer the full curriculum with a focus on the Prime Areas of Learning and Foundation Stage will focus on phonics and early mathematics.</li> <li>In Key Stage 1 &amp; 2 Phase Leaders will prioritise the identification of gaps and re-establish good progress in:               <ul style="list-style-type: none"> <li>Phonics and Reading</li> <li>Increased vocabulary</li> <li>Writing</li> <li>Mathematics</li> </ul> </li> </ul> <p><b>Headteacher</b></p> <ul style="list-style-type: none"> <li>The Headteacher will ensure that the design and delivery of the curriculum is quality assured on a regular basis and adaptations are made in a timely way.</li> <li>Headteacher will ensure that the additional funding provided is used effectively and provides value for money. They will plan for regular and rigorous monitoring.</li> </ul> <p>Phase Leaders will be responsible for:</p>	VL	M	9	HT



Ref	Issue	L	I	Score	Control Measures	L	I	Residual Score	Risk Owner
					<ul style="list-style-type: none"> <li>Identifying the most important component for progression that may have been missed by pupils and ensuring that these are taught alongside the current sequenced curriculum</li> <li>Ensuring that all subjects contribute to the filling of gaps in core knowledge for example, for an emphasis on Reading</li> <li>Modifying the school's curriculum in Autumn 2020 so that teaching time is prioritised to address significant gaps in a pupils' knowledge</li> <li>Ensuring that curriculum planning and delivery is informed by an assessment of pupil's starting points with regular use of effective Formative Assessment</li> <li>Developing effective, personalised and immediately actionable remote education in their Phase</li> </ul> <p><b>Catch Up Support and use Of National tutoring Programme</b></p> <ul style="list-style-type: none"> <li>The school will evaluate the guidance from the Education Endowment Foundation to ensure effective interventions to support pupils catch up are in place and based on evidence informed research.</li> <li>The Headteacher will publish the final plan on the website</li> </ul> <p><b>Pupil Wellbeing and Support</b></p> <ul style="list-style-type: none"> <li>The school will help pupils contextualise any feelings of anxiety stress or low mood as normal responses to an abnormal situation. The school recognises that these feelings maybe particularly pertinent to vulnerable children</li> <li>The school prioritise in the initial return phase in September the 'Back to School' wellbeing package from PiXL to be implemented daily in the first 2 weeks of returning (INSET time allocated in September to ensure high quality delivery)</li> <li>The AHT will oversee the delivery of the Carpenters 'Roadmap for renewal' which focused on the 5 losses Routine, structure, friendship and social interaction, opportunity and freedom</li> <li>The AHT will oversee the delivery of global Tier 1 support across the school followed by Tier 2 &amp; 3 bespoke support for identified pupils</li> <li>The BM &amp; AHT will provide training to all staff via Handsam to help and support content on mental health and wellbeing to improve teacher confidence in talking about mental health and wellbeing in the classroom <a href="http://www.gov.uk/guidance/teaching-about-mental-wellbeing">www.gov.uk/guidance/teaching-about-mental-wellbeing</a></li> </ul>				



Ref	Issue	L	I	Score	Control Measures	L	I	Residual Score	Risk Owner
					<ul style="list-style-type: none"> <li>The AHT will monitor the impact of all interventions and ensure that timely adaptations are made as necessary.</li> </ul> <p><b>Primary Assessment</b> The school recognises that pupils have missed a critical period of education but will strive to accelerate pupil progress so our pupils can continue to achieve. The school will be prepared undertake all statutory assessments including the EYFS Profile, Phonics Screening Check, KS1 Tests and TA, Year 4 MTC, KS2 Tests and TA.</p> <ul style="list-style-type: none"> <li>The Headteacher and Deputy Headteacher will ensure that all staff have been provided with refresher training and that on-going standardisation of formative assessment takes place.</li> <li>The Deputy Headteacher will work with the Trust Assessment Lead to ensure that data is timely and reliable.</li> </ul>				
R 1 6	Out Break Plan  Increase risk of aerosol transmission through organised group singing	L	H	8	<ul style="list-style-type: none"> <li>Organised music sessions, including singing, and playing wind instruments in groups can continue as the benefits of singing outweigh any potential risks.</li> <li>When planning music provision, teachers will consider additional specific safety measures.</li> <li>With appropriate safety mitigation, however, singing and wind playing can still take place. Measures to take include:</li> <li>playing instruments and singing in groups should take place outdoors wherever possible</li> <li>if indoors, use a room with as much space as possible, for example larger rooms. Rooms with high ceilings are expected to enable dilution of aerosol transmission</li> <li>limit the numbers to account for ventilation of the space. It is important to ensure good ventilation. Advice on this can be found in air conditioning and ventilation during the coronavirus outbreak</li> <li>position wind players so that the air from their instrument does not blow into another player</li> <li>use microphones where possible or encourage singing quietly</li> <li>By considering and adopting these cumulative risk mitigation measures, the overall risk will be reduced.</li> </ul>	VL	H	5	HT
R17	Lack of staffing causes site to have no paediatric first aiders on premises.	H	VH	20	<ul style="list-style-type: none"> <li>New PFA training has been sourced and completed to train more staff to avoid this situation from occurring.</li> </ul>	L	VH	10	



Ref	Issue	L	I	Score	Control Measures	L	I	Residual Score	Risk Owner
R18									
R19									
R20	Staff Testing (via Lateral Flow Device Tests) could lead to staffing shortages	M	H	20	<p><b>Key principles:</b></p> <ul style="list-style-type: none"> <li>To maintain the continuity of education throughout the pandemic</li> <li>Tests to be administered at home by staff twice weekly to identify those who are asymptomatic</li> <li>Results are provided to NSH Test and Trace and the School</li> <li>Positive (or 2 void) results will require a PCR test and result in the individual self-isolating for 10 days or release from 7 days following 2 negative LFD tests if eligible.</li> </ul> <p><b>Distribution of kits</b></p> <ul style="list-style-type: none"> <li>each kit is signed out to the named employee by the School Business Manager</li> <li>A log is kept in accordance with the data required for the DfE</li> <li>Individuals to be informed that the tests are not to be given to anyone else</li> <li>When collecting the tests individual to wear a mask and ensure 2m distancing between others if more than one waiting</li> <li>SBM to sanitise hands and wear a mask when providing kits</li> </ul> <p><b>Administering the Test</b></p> <ul style="list-style-type: none"> <li>staff to read relevant communication (watch online videos) on how to administer the tests correctly</li> <li>Updated instructions to be provided to individual when collecting test (v 1.3.2 dated 15 January 2021)</li> <li>Staff to check contents of test and if anything is damaged, missing or broken then they must contact 119 and inform school to collect another test</li> <li>If the test is not carried out as per the instructions this may lead to a void result. Two void results will require self-isolation and a PCR test to be undertaken</li> </ul> <p><b>Reading and Reporting the Result</b></p> <ul style="list-style-type: none"> <li>If a void reading is given another test must be undertaken. If this comes back void then this will require self-isolation and a PCR test to be undertaken</li> <li>Results must be logged via NHS Test and Trace (<a href="http://www.gov.uk/report-covid19-result">www.gov.uk/report-covid19-result</a>) and to the school via the</li> </ul>	L	M	6	HT/SB M/Individual



Ref	Issue	L	I	Score	Control Measures	L	I	Residual Score	Risk Owner
					<p>online form:  <a href="https://forms.office.com/Pages/ResponsePage.aspx?id=WwlpOb3F7ECiSBghIHVh9MCHTH2qH-dMjxxzhUJuqYBUQjE0QU5DQjJQRUkxVDUxSzQ3SEo2N1lYTC4u">https://forms.office.com/Pages/ResponsePage.aspx?id=WwlpOb3F7ECiSBghIHVh9MCHTH2qH-dMjxxzhUJuqYBUQjE0QU5DQjJQRUkxVDUxSzQ3SEo2N1lYTC4u</a></p> <ul style="list-style-type: none"> <li>Positive test results mean a PCR test and self-isolation. Following notification, the school will follow procedures as set out in Risk Assessment point R13</li> <li>A false negative result may be given which could lead to the transmission of coronavirus in the school setting. Transmission should be reduced as staff are to follow all guidance in school RA (and individual RAs if appropriate). If individual then begins to become symptomatic at school, then procedures in R8 to be followed</li> </ul> <p><b>Staff Shortages</b></p> <ul style="list-style-type: none"> <li>Staffing may be impacted as a result of asymptomatic individuals being identified</li> <li>A significant number of staff self-isolating may mean that pods / the school will close</li> </ul>				
R21	<b>Transmission of Covid-19 by introduction of lettings lead to a higher risk of Covid-transmission in school community</b>	H	VH	20	<p><b>Key principles:</b></p> <ul style="list-style-type: none"> <li>To maintain the continuity of education throughout the pandemic</li> <li>To ensure lettings adhere to government guidance and school RA to minimise transmission rates</li> <li>Lettings must provide detailed RA to outline how the school and those attending the lettings will be protected</li> </ul> <p><b>Agreement of lettings taking place</b></p> <ul style="list-style-type: none"> <li>Lettings will agree to provide a thorough and detailed RA which will outline - but not limited to: <ul style="list-style-type: none"> <li>How government guidance will be followed (e.g., social distancing measures)</li> <li>What steps attendees will take when entering the school site/being on the school site to minimise infection rates (e.g., use of hand sanitiser, wearing of face coverings, cleaning of high touch points...)</li> <li>If the letting involves parents picking up children (or drop off/collection of any sort), how this will be</li> </ul> </li> </ul>	L	VH	10	SBM



Ref	Issue	L	I	Score	Control Measures	L	I	Residual Score	Risk Owner
					<p>undertaken to ensure the safety of everyone and transmission risk is minimised</p> <ul style="list-style-type: none"> <li>○ Cleaning regime (see below)</li> <li>○ How numbers attending will be limited in line with government guidance</li> <li>○ Procedure for informing school in the case of a positive case</li> </ul> <ul style="list-style-type: none"> <li>• Risk Assessment would need to be submitted in advance of the letting commencing and approval given by local school</li> <li>• Space used by lettings would be agreed in accordance with the school and access to other areas in the school would be strictly prohibited.</li> <li>• Initially access to areas will be limited to small, controlled areas. For example, limiting access to one toilet facility.</li> </ul> <p><b>Lettings being undertaken</b></p> <ul style="list-style-type: none"> <li>• Upon approval of the RA by the school, the letting will ensure that their RA and that of the school is adhered to. The site manager and/or any other member of SLT will regularly check to ensure compliance</li> <li>• If concerns are raised, this should be addressed to the SBM and HT</li> <li>• Letting that do not follow the RA will be in breach and will have their letting reviewed</li> </ul> <p><b>Cleaning of areas</b></p> <ul style="list-style-type: none"> <li>• The letting will ensure that high touch point areas are cleaned at the end of the letting and hand sanitiser is used by attendees</li> <li>• The letting will clean any high use furniture e.g., signing-in table: the school will provide the resources to do this.</li> <li>• The school will maintain its standard cleaning schedule. The school will also clean used furniture as part of its cleaning schedule before pupil use the next day.</li> </ul> <p><b>The letting has a positive case of Covid</b></p> <ul style="list-style-type: none"> <li>• if a positive case of Covid-19 is reported by any of the letting's attendees, the school must be informed immediately, contacting the SBM, HT or Site Manager</li> <li>• The area that has been used will be off limits to everyone until thorough cleaning has been carried out in line with Covid-19 cleaning schedules</li> </ul>				



Ref	Issue	L	I	Score	Control Measures	L	I	Residual Score	Risk Owner
					<ul style="list-style-type: none"> <li>The SBM/Site Manager will inform the cleaning contractor of this and ensure that the cleaning is carried out promptly, releasing the space for use once cleaning has been fulfilled</li> <li>With contact tracing in place the letting may have to cease for a 10 day period due to self-isolation. Should this occur, no charges will be made</li> </ul>				
R22	<b>Risk Assessment is not fit for purpose.</b>	M	H	12	<ul style="list-style-type: none"> <li>RA Informed by DfE advice and guidance.</li> <li>RA updated appropriately considering any issues identified and changes in Public Health advice</li> <li>RA to be reviewed by Trust leadership 15/5/20.</li> <li>RA to be reviewed by Trustees (audit/risk committee).</li> <li>RA to be circulated to Staff for consultation (w/b 18/5/20).                             <ul style="list-style-type: none"> <li>RA is dynamically reviewed, adjustments made and circulated as appropriate</li> </ul> </li> </ul>	VL	H	4	Trust/L AB/ SLT  HT/SB M
R23	<b>Consultation of RA</b>	M	H	12	<ul style="list-style-type: none"> <li>RA will be shared with the following for consultation purposes and feedback:                             <ul style="list-style-type: none"> <li>Any named trade union Representatives</li> <li>All members of staff particularly those not part of a TU</li> </ul> </li> <li>HT will provide an outline letter to parents explaining our RA strategy. A copy of the RA will be made available on request and will be published on the website to provide transparency of approach to parents, carers and pupils</li> </ul>	VL	H	4	HT

KEY: HT HEADTEACHER / BM BUSINESS MANGER / SM SITE MANAGER / IM INCLUSION MANGER / PL PHASE LEADER / FSW FAMILY SUPPORT WORKER

FORMAL REVIEW

THE RISK ASSESSMENT WILL BE REVIEWED FORMALLY BY BM & HT, AND ANY AMENDMENTS NOTIFIED TO THE TRUST:

- FIRST REVIEW will happen by Friday 11 September
- FORTNIGHTLY for the remainder of the Autumn term
- Additional review on new national lockdowns

Signed by:

**Headteacher** Richard Ferris  
**Chair of Trust Board:** Nick Jones

Date: 27/08/2020  
Date: Agreed in Trust Meeting 25/08/20

Formal Review Record

Date	Global Area	Review Actions	Owner
14/09/20	Dynamic RA	<ul style="list-style-type: none"> <li>Creation of RA Issues Log accessible by all staff to record / report areas of concern (non-urgent) that needs addressing by weekly RA SLT review team</li> </ul>	CB



14/09/20	Face Coverings	<ul style="list-style-type: none"> <li>Review of requirement to wear face coverings – not required in Primary setting – concerns re appropriate use of FC by young children. RF</li> <li>Greater publicity for preparing parents to wear FC in school reception area. Newsletter – Posters in area.</li> </ul>	CB
14/09/20	Lack of supervising adults on school site	<ul style="list-style-type: none"> <li>Absolute minimum numbers of staffing to operate</li> <li>EYFS to follow ratios in EYFS guidance to be able to operate</li> <li>Nursery: Teacher present: there must be at least one member of staff for every 13 children. COVID: At GHPS there must be 2 people present in the nursery</li> <li>Level 3 present: there must be at least one member of staff for every eight children. COVID: At GHPS there must be 2 people present in the nursery</li> <li>Reception: Reception classes in maintained schools and academies are subject to infant class size legislation. The School Admissions (Infant Class Size) Regulations 2012 limit the size of infant classes to 30 pupils per school teacher. COVID: At GHPS there must be 2 people present in the Reception unit.</li> <li>Nursery (2no) am</li> <li>Reception (2no.)</li> <li>KS1- 1 adult per class plus one additional adult per phase (4no.)</li> <li>LKS2 - 1 adult per class plus one additional adult per phase (5no.)</li> <li>UKS2 - 1 adult per class plus one additional adult per phase (4no.)</li> <li>Site: 1x admin 1x site or key holder</li> <li>NB: 4x additional lunch support would be beneficial</li> </ul> <p>Total on premises site &amp; class-based staffing (19no.) [50% of adult cover should be qualified teacher status – [Teachers can teach remotely]</p> <p>Note the above MUST include: 1x paediatric first aider 1 x DSL (can be remote if no alternative)</p>	RF
14/09/20	Site routines	<ul style="list-style-type: none"> <li>Daily monitoring of arrivals and collections – repeating messages to parents about time keeping and expectations on site – written – text – email and verbal; face to face on playgrounds.</li> <li>Increase of signage in local area by school gates to promote SD on journey to school and in area close to school gates.</li> <li>New more permanent signage to be ordered</li> <li>New flow routes created to reinforce positive parental flow.</li> <li>New on-floor route markers</li> <li>Addition of hatched areas by class doors to promote SD and protect staff</li> <li>Adjustment of release flow from Y4 classrooms to avoid bunching as parents exit site.</li> </ul>	RF
14/09/20	Policy & practice	<ul style="list-style-type: none"> <li>All COVID addendums in place and on website CB</li> <li>Simplified RA published on school website CB</li> <li>Staff absence reporting routines updated for COVID RF</li> <li>Movement of COVID symptoms rooms to old 'Parent meeting room' in main reception.</li> </ul>	CB/RF
14/09/20	Clarity of COVID public message	<ul style="list-style-type: none"> <li>Reminders of Gov expectations in letters and in wider coms RF</li> <li>Review of school reaction flow charts by RF CB for clarity</li> </ul>	CB/RF
14/09/20	Amendments to original RA	<ul style="list-style-type: none"> <li>Removal of 'Coronavirus (COVID-19): implementing protective measures in education and childcare settings' URL – withdrawn in August 2020</li> </ul>	RF





		<ul style="list-style-type: none"> <li>• Symptomatic pupil /staff – BM to take temperature changed to staff member</li> <li>• Small groups changed to distinct groups</li> <li>• Separation of pupils during lunch and breaktimes updated</li> <li>• Separation of children (tier 1 and tier 2) updated</li> <li>• Position of Trust's position on individual RAs added (individual RA letter put on website)</li> <li>• Delivery of curriculum updated</li> <li>• Symptomatic pupil updated (treatment room changed)</li> </ul>	
22/09/20	Reviewed in light of PM statement to the house 22/09/20	<ul style="list-style-type: none"> <li>• Letter sent to parents to remind of social distancing in local area as well as on site</li> <li>• Monitoring of parent flow on site shows no groups gathering and distancing maintained.</li> <li>• Letter to reinforce timing and expect behaviour on site.</li> </ul>	RF
22/09/20	Reviewed in light of updated EYFS guidance	<ul style="list-style-type: none"> <li>• Update guidance to staff on what constitutes contact – and guidance to remain a non-contact by maintaining distance.</li> <li>• All new parent tours are to be virtual tours</li> <li>• Organised music in EYFS guidance added to RA</li> <li>• Updated guidance on first aid provision in EY settings</li> </ul>	RF
23/10/20	Mid-term review	<ul style="list-style-type: none"> <li>• Reorganisation of risks listed to improve flow of document key points</li> <li>• Reviewed to improved clarity around current arrangements</li> <li>• All major amendments have been written in red in consultation document.</li> </ul>	RF
02/11/20	Review	<ul style="list-style-type: none"> <li>• No major changes</li> </ul>	RF
05/01/21	Review Lockdown January 2021	<ul style="list-style-type: none"> <li>• Inclusion of R18: The Emergency Provision Placement 'Pods' for vulnerable pupils and children of critical worker poses additional risks and R19: On-site access during lockdown constitutes extra risk to staff &amp; pupils</li> </ul>	RF
01/02/21	Review and inclusion of staff testing	<ul style="list-style-type: none"> <li>• Staff testing section R20 included</li> <li>• Review – leads to consideration of expanding pods and on site provision. To capture more 'vulnerable' pupils</li> </ul>	RF
01/03/21	Review preopening 08/03/21 Inclusion of new R21 actions to allow cautious reopening of limited on-site evening hiring	<ul style="list-style-type: none"> <li>• RA for re-opening is fit for purpose following successful guidance in use in December</li> <li>• Added links to the latest guidance up to 8<sup>th</sup> March and then from 8<sup>th</sup> March on page 2</li> <li>• Updated for clarification about the use of face coverings in Primary schools on risk R1f</li> <li>• Clarification of ability of staff to work across years whilst maintaining distancing R1d</li> <li>• Re-publication and sharing of documentation and refresher training to be provided regarding user actions to be undertaken – staff meetings / communications / letters to parents / videos for children.</li> </ul>	RF
29/04/21	Review for reflection of risk now school is entering summer term.	<ul style="list-style-type: none"> <li>• Update to R21 prepare to accept letting on site in a controlled and careful manner.</li> <li>• Lettings will be out of hours and limited to begin with.</li> <li>• RA remains largely unchanged as messaging and procedures are clear and well embedded.</li> <li>• Procedures are working as school remains Covid free</li> <li>• Small key areas updated in previous review remain highlighted for information.</li> </ul>	RF
August 2021	Full review for reopening September 2021	<ul style="list-style-type: none"> <li>• Introduction of <b>CONTINGENCY PLANNING SECTIONS</b> as a requirement by Gov to have local outbreak management planning in place.</li> <li>• Removal of outdated guidance</li> <li>• Clarification that pupils who are contacts of positive case or live-in household with positive case may continue to come to school unless specifically asked to SI by NHS test and Trace.</li> </ul>	
19/10/21	Review after updated local guidance from LA health Protection Board	<ul style="list-style-type: none"> <li>• local advice for school to go beyond government advice.</li> <li>• School RA was already going beyond Gov advice and meets most of the guidance</li> </ul>	



		<ul style="list-style-type: none"><li>• Guidance suggests schools balance education provision with safety (this has been our driver anyway)</li><li>• Re-introduction of mask wearing for adults / visitors in communal areas (key communal areas are identified in letter to staff) this includes reprographics rooms / staff room but not corridors when brief passing may occur.</li></ul>	
26/10/21	Removal of risk area related to Ofsted Visit	<ul style="list-style-type: none"><li>• The school was well prepared and managed the Ofsted visit well – evidencing well embedded systems for ensuring safety in high-pressure situations.</li></ul>	
29/10/21	Review post Omicron variant announcement	<ul style="list-style-type: none"><li>• Reviewed considering announcement of Omicron – no changes required. RA remains proportionately balanced between education provision and safety.</li><li>• Close monitoring of government advice</li><li>• Close monitoring of reliable news feeds and evidence to act swiftly, should this be needed, before government advice is published.</li><li>• Update to RISK 1a: SI expectations for close contacts of Omicron variant: The current guidance on contact tracing and isolation remains in place. In addition to these, any suspected or confirmed close contacts of the Omicron variant will be asked to isolate for 10 days regardless of vaccination status or age. You will be contacted directly and told to isolate.</li><li>• Updated reminders sent to parents</li></ul>	
04/01/22	Review for re-opening January 2022	<ul style="list-style-type: none"><li>• Removal of outdate guidance across the RA</li><li>• Updates to self-isolation period following updated guidance released Sunday 2 January 22.</li><li>• Updated coms to parents and staff provided before reopening.</li><li>• Updates re balancing ventilation with comfortable learning environments</li><li>• Updates to note the daily monitoring of ventilation by SLT and the use of CO2 monitors</li></ul>	