

COVID-19 RISK ASSESSMENT – Wider Re-opening September 2020

Name of School	Great Hollands Primary School
Completed By	Richard Ferris HT Chloe Barrett SBM
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 th March
Review 29/04/21	Review in light of experience gained since wider reopening from 8 March

This risk assessment should be completed by all Maiden Erlegh Trust schools with specific reference to issues and risks that may materialise as a result of the COVID-19 pandemic.

Risk Score Criteria:

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

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

Risk Score	
15-25	Urgent remedial action required
5-14	Close monitoring of risk required; ensure mitigation plan in place
1-4	Risk noted and stakeholders aware; mitigation plan in place

		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:
https://www.gov.uk/coronavirus
https://www.gov.uk/government/publications/local-lockdowns-guidance-for-education-and-childcare-settings
https://www.gov.uk/coronavirus/education-and-childcare
https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools [updated 10 September]
https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak [updated 20 August 20]
https://www.gov.uk/government/news/statement-from-the-uk-chief-medical-officers-on-extension-of-self-isolation-period-30-july-2020 [updated 30 July]
https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings [updated 8 September]
https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings
https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures Updated 22 September
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/958906/Restricting_attendance_during_the_national_lockdown_schools_guidance.pdf Up to 8 th March
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/964351/Schools_coronavirus_operational_guidance.pdf From 8 th March

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	Transmission of COVID-19 virus in school setting – reopening school preparation, full attendance of students from September 2020	H	H	16	<p>Minimising transmission of virus across the school setting:</p> <p>Key principles:</p> <ul style="list-style-type: none"> School leaders will put in place proportionate, protective measures for children and staff which will also ensure all pupils receive a high-quality education Hierarchy of control measures in place of 2m distancing, as advised by government are: <ul style="list-style-type: none"> Avoid contact with anyone with symptoms Requirement that people who are ill stay at home Frequent handwashing and good hygiene practices Regular cleaning of the setting Active engagement with NHS Test and Trace Implementation of a system of control measures which minimise the number of contacts the pupil has during the school day so far as is reasonably practicable Steps to be taken to reduce contact between children <ul style="list-style-type: none"> Limiting pupil mixing in distinct groups (detailed below) Physical separation of different phases across the school through rotas and routines (detailed below) Good infection control measures – detailed below 	M	H	12	HT
R1a	Minimising transmission of virus across the school setting by limiting contact with individuals who are unwell:	VH	H	20	<p>Minimising transmission of virus across the school setting by limiting contact with individuals who are unwell:</p> <p>System of control implemented by HT</p> <ul style="list-style-type: none"> Prevention <ul style="list-style-type: none"> Immediate action taken to minimise contact with people who are unwell – systems promoted by BM Immediate isolation of symptomatic pupils in designated COVID-19 First Aid Room: This is designated to be the Parent meeting room, with the Therapies Room as a back up option. Staff member to assess person (temperature taking) and contact parents (if pupil) or send home (if staff) Symptomatic people do not attend school and advised to take a test and to self-isolate with whole family. BM ensures permanent messaging via parent newsletters and weekly staff bulletins: 	M	H	12	BM



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					<ul style="list-style-type: none"> - Do not come to school if you are symptomatic or have had a positive test in the last 10 days - Anyone (and their family) that becomes symptomatic follows stay at home guidance - Other members of household including siblings to self-isolate for 14 days - <p>Latest guidance: https://www.nhs.uk/conditions/coronavirus-covid-19/</p>				
R1b	<p>The ability to ensure physical distancing between groups of children and staff as far as possible, and provide sufficient staff for operation</p> <p>It will not be possible to maintain a 2metre rule in a primary school setting.</p> <p>“Primary aged children cannot be expected to remain 2m apart from each other and staff”. – “<i>Coronavirus (COVID-19): implementing protective measures in education and childcare settings</i>” 14.5.2020 Gov-UK</p>	H	H	16	<ul style="list-style-type: none"> • The school will aim to minimise contacts and mixing whilst also delivering a broad and balanced curriculum that enable pupils to make progress. • The School will keep children from each phase of the school separate from each other. Phases are: <ul style="list-style-type: none"> ○ EYFS ○ KS1 - 3 classes ○ Year 3 - 2 Classes ○ Year 4 - 2 classes ○ UKS2 - 3 classes • The school will minimise mixing even further by operating an additional layer of separation: Pupils will typically be taught in class bubbles for the vast majority of the time. At times, in order to offer appropriate curriculum opportunities, pupils from different classes from within the phase may need to be taught together in another classroom. • When this occurs pupils from each class will maintain, where possible (as room size allows / pupil groupings / necessary partner work etc.) a distance of 2m from pupils from other classes and 2m distance from any adult working with them from outside their pod. A record / seating plan is kept of these groups to support the school’s tracing process. 	M	H	16	HT
R1c	<p>Minimising transmission of virus across the school setting at playtimes or when outside of designated area:</p>	H	H	16	<p>Minimising transmission of virus across the school setting at playtimes or when outside of designated area:</p> <ul style="list-style-type: none"> • At break times phases will play in their own allocated areas of the playground / field. 	L	H	8	HT



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					<ul style="list-style-type: none"> As an additional precaution classes within phases are kept separate at playtimes – if classes are allowed to play together (potentially due to reduction in staffing numbers due to pandemic) a record will be kept to assist with the schools tracing process. A site plan clearly indicates the designated play areas for classes and all staff have had awareness training Staff will enforce our corridor code to keep travelling classes separated: walk on left of corridor spaces. Classes may pass in corridors, but if this can be avoided it should be. (brief passing in a corridor is low risk) Access and use of shared areas will be managed by the BM. Shared areas are cleaned between use and this is monitored by the BM <ul style="list-style-type: none"> Gold Hall Silver Hall Gym Therapies room Access and use of SEN spaces is managed by the AHT. Shared areas are cleaned between use and this is monitored by the AHT. <p>Lunchtime:</p> <ul style="list-style-type: none"> Lunchtime staff will provide additional cleaning of tables and chairs must happen if the same furniture is used between classes (BM to monitor) Tables to be set-up in classes (of 30) BM to provide lunchtime rota <ul style="list-style-type: none"> 12.00–YR 12:15–KS1- Staggered by class i. Foxes ii. Badgers iii. Hedgehogs LKS2 and UKS2 to use classrooms to eat in from 12:30-12:50 				
R1d	Minimising transmission of virus in classroom settings:	H	H	16	<p>Minimising transmission of virus in classroom settings:</p> <ul style="list-style-type: none"> Classroom staff to <ul style="list-style-type: none"> cover / turn around / close off unnecessary items from classrooms and other learning environments where there is no space to store it elsewhere remove all soft furnishings, soft toys and toys/balls that are hard to clean (such as those with intricate parts or fabric coverings) – notably in EYFS and Y1. 	M	H	12	HT



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					<ul style="list-style-type: none"> - ensure that equipment that will be returned to centrally stored areas is either placed in “used boxes” for site team to clean or quarantined by the teacher for 72 hours. - explain new school environment to pupils including movement around the classroom, not sharing equipment and what to do with equipment when they have used it. - maintain a 2m distance from pupils and from each other where possible - avoid close face to face contact with pupils (sometimes unavoidable with pupils with additional needs –every effort to maintain SD to be used.) - minimise time spent within 1m of anyone (sometimes unavoidable with pupils with additional needs –every effort to maintain SD to be used.) - ensure large gatherings such as assemblies do not occur with more than one group - pupils to use simple plastic pencil cased / wallets with for items that are very frequently used such as pencils, writing pens and rulers - classroom based resources such as books can be shared within the class, however classroom staff are responsible for putting in steps to minimise the mixing of the equipment for example by naming or numbering text books so that the same books are used by the same pairs or by regularly cleaning of items - ensure that any equipment used between classes eg. sports, art, science should always be cleaned meticulously or quarantined for 72 hours in between uses - ensure that reading books when returned are not placed into general circulation (even within the class) and are quarantined for 72 hours - ensure that any use of outdoor play equipment is limited to within the class, more frequently cleaned or periodically quarantined - limit the amount of named equipment pupils bring in each day to essentials such as: lunchboxes, coats, stationery, PE kit, water bottle - ensure pupils bring in one school bag (other than a PE kits) <ul style="list-style-type: none"> • Classroom staff are allowed to take books and other shared resources home whilst avoiding unnecessary sharing similar rules of cleaning / rotation must apply to these resources go out of the class group 				



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					<ul style="list-style-type: none"> Pupils will be encouraged to take an active part in the cleaning routine of their spaces under staff supervision at all times. Pupils will only clean areas with soap and water. Staff will be aware as to what constitutes being a CONTACT to support the schools tracing process. <p>Ventilation and use of open-air spaces</p> <ul style="list-style-type: none"> Class Teachers/TAs to: <ul style="list-style-type: none"> Opening windows and skylights each morning <u>before pupils enter the building.</u> Close windows and skylights at the end of each day Keep windows and skylights open (skylights to close in rain) To wear appropriate clothing to keep warm during colder months as classrooms will remain ventilated Open allowable doors to avoid repeated touching of handle and aide ventilation Site staff to ensure windows are opened by staff by conducting check at 9am daily and by monitoring throughout the day. Site staff to provide fire door guards on request to allow fire doors to opened without compromising fire safety regulations. <p>Access to toilets</p> <ul style="list-style-type: none"> Site and contracted cleaning staff <ul style="list-style-type: none"> Signage on toilet doors to limit to one person at any one time Additional cleaning of toilets throughout the day – minimum of one additional clean during the day. Teachers/TAs <ul style="list-style-type: none"> Only release one child to the toilet at a time. Remind children about hand washing. <p>At playtimes staff to monitor the number of pupils accessing at any one time. Pupils to use the same toilets in phase throughout the day e.g. at break / lunch / PE.</p> <p>Actions specific to EYFS</p> <ul style="list-style-type: none"> Rigorous systems of control as outlined in the RA applying in Early Years with the following notes: <ul style="list-style-type: none"> From 20 July, EYFS settings will no longer be required to keep children in small consistent groups within the setting 				



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					<ul style="list-style-type: none"> - For GHPS this means that the EY unit will be treated as 1 class group - At GHPS we will maintain the cleaning routine implemented in Summer 2020 - All other protective measures remain in place - See EY RA for further details of procedures in place <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, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults.</p>				
R1e	Minimising transmission of virus during Physical Education lessons:	H	H	16	<p>Minimising transmission of virus during Physical Education lessons:</p> <ul style="list-style-type: none"> • Lessons will occur outdoors at all opportunities. Where this is not possible the largest indoor spaces will be used. • The PE Lead is responsible for scrupulous attention to cleaning and hygiene, particularly because of the way people breathe during exercise: PE equipment will be thoroughly cleaned between each use by different groups or quarantined for 72 hours • The PE Lead is responsible for minimising shouting by adults or children as this can increase the transmission rates of the virus. • The PE Lead is responsible for adapting the curriculum in the initial phase to ensure good physical activity is promoted whilst maintaining Covid secure practices. • 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. <p>PE Sessions</p> <ul style="list-style-type: none"> • PE sessions are led by PE teacher or coach who maintain the minimum of 2m distance from all children at all times and wash hands before and after delivering session. Should PE need to be taken indoors: <ul style="list-style-type: none"> - Session 1 (AM) - one group to use gym and one group to use Silver Hall - Session 2 (PM) – one group to use Gold Hall and the other to use gym * - *see gym cleaning system 	M	H	12	HT



Ref	Issue	L	I	Score	Control Measures	L	I	Residual Score	Risk Owner
					<ul style="list-style-type: none"> Gym Cleaning / rotation of equipment to remain COVID secure – monitored by BM Rotation of large equipment e.g. – wall bars used on Monday AM session will be able to be used again on Thursday PM session and then can be used again on Monday or alternatively on a Tuesday / Friday rotation. This applies to all large gym equipment. Gym and silver hall floors to be cleaned between groups if used on rainy days. Equipment including mats cannot be used as per normal guidance. 				
R1f	Minimising transmission of virus across the school setting by or to staff:	H	H	16	<p>Minimising transmission of virus across the school setting by or to staff:</p> <ul style="list-style-type: none"> Staff are allocated to class bubbles in which they spend the majority of their time. Where possible staff will work within their phase, if this is not possible due to staffing shortages staff may work in different phases to allow the school to remain open to pupils. Teachers and Teaching Assistants are able to work across the school in order to provide education to the pupils. It is recognised that staff will be unable to maintain a 2m distance from pupils in the class / phase Staff will maintain a 2m distance from colleagues outside of their bubble and make every attempt to minimise contact with class colleagues. Staff will maintain a 2m distance from pupils outside of their phase. Lunchtime staff are allocated to a class group where they can provide closer support if needed. Where contact guidelines are breached (staff or pupil contact) this will be recorded the staff member's covid-contact book. The book will be used to support the school's test and trace system. 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. Face shields are not a suitable alternative to face coverings for use between adults who cannot distance. Exemptions remain for adults who cannot wear face coverings and a record of this is held with the BM 	M	H	12	HT



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					<ul style="list-style-type: none"> Note – children in Primary schools do not need to wear face coverings. The school has a supply of emergency use face coverings should a staff member need a replacement (such as forgotten mask / mask becomes damaged) Safe use of face coverings is promoted in staff bulletin. <p>Staffroom access</p> <ul style="list-style-type: none"> Staffroom redesigned to make even more covid secure. (wider spacing / promotion of cleaning spaces before and after use / installation of hand sanitiser stations etc.) Staff room seating will be minimised to all 2m distancing Windows to remain open in staff room for ventilation at all times Install 2m markings around sink and drinks machines All staff to: <ul style="list-style-type: none"> keep 2m apart provide their own eating drinking equipment wash up their own cutlery and crockery wash hands and on entry / exit limit access to 3 people at any one time in kitchen area sanitise tables and chairs before and after use in staff room Site staff to ensure all seat and surfaces washed am and pm Business Manager to ensure signage and instructions for staff room are clear and procedures are monitored and concerns immediately addressed with personal and HT. 				
R1g	Minimising transmission of virus across the school setting by minimising risk in wrap around care provision:	H	H	16	<p>Minimising transmission of virus across the school setting by minimising risk in wrap around care provision:</p> <p>Key principles:</p> <ul style="list-style-type: none"> In line with guidance, children who attend out setting will be in small consistent groups of no more than 15 Setting staff are responsible maximising social distancing between pupils even within their small consistent group Setting staff are responsible for dividing Silver Hall into 2 distinct areas that do not mix Setting staff will keep pupils within their year group or class bubbles where possible 	M	H	12	BM



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					<ul style="list-style-type: none"> • Strict monitoring of toilets to ensure that children wash hands after using toilet facilities and limiting to one child in at a time • 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 • Children will sit on chairs and tables and not on the floor • Adults will remain outside of the building on collection and maintain social distancing whilst waiting • Site staff are responsible for ensuring social distancing markers are maintained • BM will monitor procedure to ensure that they are Covid secure • The setting will comply with all other protective measures as set out across the school • In line with the current school guidance, setting staff will ensure hand hygiene, good respiratory hygiene in line with guidance <p>See full details in specific wrap -around care RA</p>				
R2a	<p>Minimising transmission of virus across the school setting by minimising cross contamination from parents: Accessing school site at main school reception area.</p>	M	H	12	<ul style="list-style-type: none"> • Reception <ul style="list-style-type: none"> ○ Main purpose of on-site access via reception is for dropping off / collecting pupils outside of standard time. ○ Displays notice for parents at the entrance confirming hygiene requirements ○ Perspex screen installed to separate reception staff from visitors. • All visitors to: <ul style="list-style-type: none"> ○ Limit to one family allowed in at a time (max 3 people) ○ Queue at 2m from each other ○ Wash hands before and after signing in ○ Avoid touching services or door handles ○ Stand behind physical barrier from receptionists, avoiding leaning over/forward • Site staff to <ul style="list-style-type: none"> ○ Place 2m distance markers outside the school ○ Ensure that reception desk and lobby area (including handles) is cleaned regularly ○ Remove all soft seating from public areas/corridors • Business Manager <ul style="list-style-type: none"> ○ Provide digital thermometer and batteries ○ Ensure that there is sufficient hand-sanitizer and screen wipes for the photo sign in. ○ Change signing in screen to touch free ○ Provide Anti-bacterial wipes at office doors 	L	H	8	BM



Ref	Issue	L	I	Score	Control Measures	L	I	Residual Score	Risk Owner
					<ul style="list-style-type: none"> ○ Investigate automatic exit trigger by main doors ● Headteacher to <ul style="list-style-type: none"> ○ Inform teachers and parents that contact should be via phone or email where possible and reasons for visits to school. ○ Post comms protocols on the website. ○ For invited visitors who will enter the school building, Reception staff to follow the Trust protocol 				
R2a	<p>Minimising transmission of virus across the school setting by minimising cross contamination from parents: Journey, arrival at and departure from school.</p>	H	H	16	<ul style="list-style-type: none"> ● Arrivals to school will be staggered to reduce numbers of parents onsite at any one time - Year groups will be given a window to arrive on site and for collection. ● Distancing markers and a one-way system will be in place on playgrounds. No arrival via the office. ● One way - entrance and exit gates in use. ● Only one adult per pupil to access school site. ● BM to <ul style="list-style-type: none"> ○ Communicate arrangements to parents and staff before the first day ○ Remind parents not to congregate outside school gates and to follow social distancing guidance on route to school and onsite, following one-way routes where signposted and reminding of only one parent onsite ● Headteacher to ensure staff understand their role/responsibility at start and end of day ● Site staff to <ul style="list-style-type: none"> ○ Put up reminder signs/ banners in place to guide parent actions. ○ Erect physical barriers by entrance/exit areas to provide enforced distance between staff and parents. ○ Ensure all seating is removed/taped off to remove the 'gathering' between parents/children 	M	H	12	HT
R3	<p>Potential transmission of COVID-19 in school environment through coughs and sneezes</p>	H	H	16	<ul style="list-style-type: none"> ● All staff and pupils understand routines for good respiratory hygiene e.g.: the 'catch it, bin it, kill it': ● All pupils to receive a consistent message through classroom staff at a minimum weekly ● BM to inform parents: <ul style="list-style-type: none"> ○ of any PHE updates via school communications ○ 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 	M	H	12	HT



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					<p>should be provided for safe storage of face covering during the school day</p> <ul style="list-style-type: none"> • Headteacher to: <ul style="list-style-type: none"> ○ provide guidance / training to all staff before wider opening ○ inform parents of in school routines and drop off/pick up protocols via letter. • Class teachers/TAs to <ul style="list-style-type: none"> ○ Remind pupils about 'catch it, bin it, kill it'. ○ Remind pupils where the bin is and which bin to use for tissues and wipes • 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. • 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: https://www.greathollandsprimary.co.uk/attachments/download.asp?file=5066&type=pdf • Site staff to <ul style="list-style-type: none"> ○ Provide classrooms and staff rooms with boxes of tissues ○ Ensure each classroom has a bin (preferably with a lid operated by foot) ○ Ensure the bins are emptied regularly and double-bagged. 				
R4	<p>Potential transmission of COVID-19 in school environment through touch points / surfaces / hand contamination</p> <p>Guidance: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/876220/COVID19_Guidance_Education.pdf</p>	H	H	16	<ul style="list-style-type: none"> • HT to ensure: <ul style="list-style-type: none"> ○ that posters are displayed throughout school relating to handwashing (20 seconds) ○ placement of hand sanitiser stations and identify key places in the school, notably near 'high touch points' ○ lidded bins placed throughout school • BM to ensure stocks of sanitiser, bins, anti-bac and associated cleaning products are monitored and replenished regularly • Class teachers to supervise use of hand sanitiser and provide weekly training to pupils on handwashing routines and ingestion safety of hand sanitiser • 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 • All staff and pupils follow guidance shown in posters from Public Health England – see guidance link on left. 	L	H	8	HT



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					<ul style="list-style-type: none"> Senior School leaders to monitor adult hand washing routines and promote key messages and address immediately any non-compliance. All school staff are required to report to Senior Leaders any concerns of any colleagues breaching the guidelines Headteacher to: <ul style="list-style-type: none"> Provide guidance / training to all staff before return. Share posters on school website. Site staff responsible for: <ul style="list-style-type: none"> Posters displayed throughout the school remain in place and in good condition Ensuring there is sufficient soap and/or alcohol hand rub or sanitiser, disposable tissues, pedal bins (with lids) in each classroom All staff responsible for: <ul style="list-style-type: none"> Ensuring clear access to sinks and equipment Ensuring clear message of 'catch in, bin it, kill it' in regards to use of tissues and disposal once used Promoting handwashing message Promotion of 'hands off face' message 				
R5	COVID-19 cleaning Enhanced cleaning requirements	H	H	16	<ul style="list-style-type: none"> 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) BM to ensure toilets are cleaned regularly as a minimum one additional clean during the school day Class teachers to promote and expect pupils to clean hands thoroughly after using the toilet Site staff responsible for: <ul style="list-style-type: none"> Being fully aware of the most up to date guidance relating to cleaning. Putting up posters in bathrooms, staffrooms etc clarifying. Ensuring stocks of cleaning equipment are high. Disposing of all materials by double-bagging, storing securely for 72 hours then thrown away in the regular rubbish after cleaning is finished. 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. 	L	H	8	BM



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					<ul style="list-style-type: none"> ○ Providing bins in communal spaces and ensuring they are emptied regularly. ○ Cleaning of Pod rooms if they change location during the day ● Cleaning Contractors responsible for: <ul style="list-style-type: none"> ○ Cleaning surfaces using standard products, such as detergents and anti-bacterial wipes each day. ○ Daytime cleaning of high traffic areas, commonly touched areas e.g. door handles, sinks taps, switches ○ Ensuring stocks of cleaning equipment are high. ○ Wearing disposable or washing-up gloves and aprons for cleaning. ○ Disposing of all materials by double-bagging, storing securely for 72 hours then thrown away in the regular rubbish after cleaning is finished. ○ 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. ● All staff responsible for: <ul style="list-style-type: none"> ○ Ensuring surfaces are kept clear ○ Clean equipment is kept separate from used equipment (which is not used before being cleaned) ○ Following cleaning protocols (disposable cloths etc) as indicated. <p>Cleaning routines missed and capacity of cleaning contractor breached</p> <p>Site Manger to</p> <ul style="list-style-type: none"> ● Ensure all cleaners/site staff understand their roles ● Inform headteacher/Business Manager in good time if staffing does not allow for requirements to be met ● Inform Business Manager in good time if there are deficits in cleaning equipment or relevant PPE. <p>BM to</p> <ul style="list-style-type: none"> ● Close spaces if cleaning cannot be undertaken. <p>Talk to Trust if provision is significantly hampered.</p>				
R6	Student wellbeing – COVID-19 impact Including Safeguarding/Attendance & Behaviour	H	H	16	<ul style="list-style-type: none"> ● School's normal attendance policy will apply from September with the following clarifications: <ul style="list-style-type: none"> ○ A small number of pupils will be unable to attend due to self-isolating/symptomatic or close contact with someone that has coronavirus. 	L	H	8	HT



Ref	Issue	L	I	Score	Control Measures	L	I	Residual Score	Risk Owner
					<ul style="list-style-type: none"> ○ If rates of disease rise locally some pupils may be advised to shield and therefore maybe temporarily absent ○ Some pupils no longer required to shield but may to need discuss their care with a specialist health professional before returning to school ○ Pupils who are unable to attend due to complying with clinical / Public Health advice will be offered access to remote education. Class teachers are responsible for monitoring engagement in this activity, providing remote education resources for pupils and providing feedback on work submitted ● 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"> ○ 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 ○ First day calling and safeguarding systems will remain in place, for all expected pupils ○ Vulnerable pupils will continue to be contacted by school in line with Gov guidance, by FSW/School office. ○ School will continue to follow CME timescales and take reasonable steps to contact missing pupils. <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"> ● We will ensure that pastoral support as well as academic support is available for students on reopening; ● An Inclusion area will be available for those students needing time out from the classroom or away from other students as long as staff are available and social distancing can be applied; ● We may need to consider access to additional resources such as an educational psychologist or bereavement counselling and the practicalities associated with this <p>Behaviour Headteacher to</p> <ul style="list-style-type: none"> ○ Ensure that all staff are clear about new expectations and their roles and responsibilities in implementing them. ○ Ensure that any new expectations, sanctions, or rewards are shared with parents and posted on the website as an addition to the Behaviour Policy. 				



Ref	Issue	L	I	Score	Control Measures	L	I	Residual Score	Risk Owner
					<ul style="list-style-type: none"> ○ Ensure all pupils get a consistent message on the first day which is reinforced positively through classroom teachers/TAs ○ Review the Covid addendum to the Behaviour policy is fit for purpose ○ 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 <p>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</p>				
R7	<p>Non-attendance of clinically vulnerable pupils https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings#shielded-and-clinically-vulnerable-adults</p>	M	H	12	<ul style="list-style-type: none"> • Attendance will be mandatory from September 2020 unless advised to continue to shield or told to self-isolate through the Test and Trace system; • The school is developing a response for pupils who are required to self-isolate for 14 days so they can follow the schools own ambitious curriculum from home. The school's curriculum will be available to students online as well as in school to ensure that these students are able to continue their learning; • We will communicate with anxious parents the safety measures we have taken to encourage attendance; • We will publish our COVID risk assessment on the website for parents to review; • The DSL will report any non-attendance of students to their social workers as applicable; • Attendance policy to be revised and communicated with parents 	L	H	8	SLT
R8	<p>Providing First Aid Possibly symptomatic person. <u>Link: Training for First Aid – COVID-19</u></p>	H	VH	20	<ul style="list-style-type: none"> • All First Aiders to <ul style="list-style-type: none"> ○ Read St Johns Ambulance COVID First Aid advice https://www.sja.org.uk/get-advice/first-aid-advice/covid-19-advice-for-first-aiders/ ○ Take temperature of suspected cases with a non-contact digital thermometer, following the published training as shown on the left. • Where someone is displaying symptoms of the virus: <ul style="list-style-type: none"> ○ They must be sent home immediately ○ Parents will be given guidance regarding self-isolation and getting tested. 	L	VH	10	BM



Ref	Issue	L	I	Score	Control Measures	L	I	Residual Score	Risk Owner
					<ul style="list-style-type: none"> ○ 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. ○ 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. ○ PPE should be worn by staff supervising symptomatic children if unable to maintain 2m distance from them ○ 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 ○ 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 ○ The direct area used by a symptomatic person must be sanitised immediately by staff in PPE. ● PPE guidance for first aiders <ul style="list-style-type: none"> ○ 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. ○ 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. ● All used PPE should be removed as per the training, and disposed of by double bagging and in the pedal bin available. 				
R9	<p>Staff PPE PPE is not available to protect staff from an increased risk of exposure to the virus</p> <p><u>Link: Training for First Aid – COVID-19</u></p>	H	H	16	<ul style="list-style-type: none"> ● The majority of staff in education will not require PPE except when: <ul style="list-style-type: none"> ○ child or adult becomes ill with Coronavirus symptoms and a 2m distance cannot be maintained ○ where a child has routine intimate care needs (the same level of PPE should be used as before the Covid pandemic) ○ PPE (gloves, masks, aprons) provided by school for certain situations in the school as described above ○ BM to maintain PPE stocks and replenish where necessary ○ Sanitiser will be available across the school; ○ Disinfectant wipes will be available to all staff. ● Site team to 	L	H	8	BM



Ref	Issue	L	I	Score	Control Measures	L	I	Residual Score	Risk Owner
					<ul style="list-style-type: none"> ○ Ensure that soap, tissues, and sanitiser supplies are refreshed daily where required. ○ Daily audit of PPE, sanitiser, and wipes to be conducted, by site team and informed to HT/SBM. • Ensure used PPE is disposed of in accordance to the guidance, double bagged and stored for 72 hours before disposed of with normal waste routine. 				
R10	Staff wellbeing including workload consideration	M	VH	15	<ul style="list-style-type: none"> • Headteacher to <ul style="list-style-type: none"> ○ Ensure that rotas are clear and communicated in advance ○ Ensure that all staff have a break of reasonable length in the middle of day ○ Ensure all meetings/training is conducted in a Covid safe way • Business Manager to: <ul style="list-style-type: none"> ○ Remind staff how to access help for anxiety (within and outside the Trust) ○ Advise re self-management (wellbeing) ○ Advise re testing rights for themselves and household members ○ Continue to ensure all guidance and instruction released by DfE/PHE is communicated to all staff 	L	VH	10	HT
R11	Fire Drills / Lock downs/ H&S compliance	L	H	8	<ul style="list-style-type: none"> • 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 with the <u>addition of a required 2m gap</u> between pods when evacuating and lining up. • Site team to install signage at evacuation points to act as visual reminders of the 2m distance requirement. • Staff to be briefed to ensure 2m distancing between classes during evacuation, however safe evacuation remains the priority. • Fire evacuation drill carried out within the first week of wider opening to demonstrate awareness and cooperation by all staff and pupils – successful evacuation whilst maintain distancing between bubbles. 	VL	H	5	SM
R12	Local Lockdown – Enforced School Closure	M	VH	15	<p>Logistics</p> <ul style="list-style-type: none"> • The Trust would be informed in the event of us receiving a notification to close; • Staff and students would be notified of a closure. The website would also be updated to reflect this; • SBM would notify catering, cleaning and site staff as soon as possible; 	L	VH	10	HT/SLT



Ref	Issue	L	I	Score	Control Measures	L	I	Residual Score	Risk Owner
					<ul style="list-style-type: none"> Learning would switch to an online provision, which has been planned and is available in advance; All remote access granted to staff will not be removed for the foreseeable future; Laptops would be made available to staff as required; A local lockdown plan including communications templates will be created and shared with staff as appropriate. <p>Staffing and Wellbeing</p> <ul style="list-style-type: none"> Line managers would be asked to contact their teams virtually to update and identify issues or concerns. <p>Curriculum Expectations:</p> <ul style="list-style-type: none"> Education is not optional Our curriculum will broad and ambitious with a curriculum sequence Remote education where needed will align us closely where possible within school provision <p>Remote Education</p> <ul style="list-style-type: none"> Phase Leaders are responsible: <ul style="list-style-type: none"> 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 				
R13	<p>Identification/Treatment of symptomatic member of school community Including measures, actions & communication</p>	H	VH	20	<p>If a confirmed case is identified then BM will:</p> <ul style="list-style-type: none"> Contact PHE who will provide definitive advice on who must be sent home and provide template letters on latest guidance Send all staff and parents of the 'group/bubble' communication of positive result and actions thereafter Communicate to Chair of LAB, Trust Director of Operations, CFOO and CEO and Local Authority Link Headteacher will following guidance from PHE send home those people in close contact with person who tested positive and they must self-isolate for 14 days. If 2 or more confirmed cases within 14 days or the overall rise in sickness where coronavirus with suspected, the school will work with PHE and may require larger numbers of pupils to self-isolate as directed 	L	VH	10	BM



Ref	Issue	L	I	Score	Control Measures	L	I	Residual Score	Risk Owner
					<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"> The BM will inform parents/staff member to follow testing protocol The BM will inform via email all parents of class members and any other children who have met with them of a suspected case. No further update will be provided unless test results confirmed as positive The BM will inform school staff via all school email of a suspected case. No further update will be provided unless test results confirmed as positive <p>BM will inform parents / staff that the other members of the class should continue as normal Trust wide reporting system via MS Teams to be used.</p> <p>Engagement with NHS Test and Trace</p> <ul style="list-style-type: none"> Business Manager to ensure school community to understand the Test and Trace process through Training and comms BM to understand how to contact the PHE team and ensure that systems are in place to enable this in their absence BM to ensure that staff and parents understand they will need to be willing to: <ul style="list-style-type: none"> Book a test Provide details of close contacts Self-isolate as required BM to ensure that parents and staff inform school of test results <ul style="list-style-type: none"> Negative result = once feeling well can stop self-isolating and return to work/school Positive result = follow stay at home guidance and remain in isolation for 10 days since onset of symptoms. Can return only if they do not have symptoms apart from cough / loss of smell and/or taste. Other members of the household (including siblings) self-isolate for 14 days 				
R14	The school will not be prepared for an Ofsted visit	M	M	9	<ul style="list-style-type: none"> Additional guidance in respect of nature of visits to be released late September; Likely to involve a consideration of safeguarding, action taken against previous points and how we are improving our practice); Ensure ghost plan is reviewed regularly Ensure SCR is reviewed and audited regularly 	VL	M	9	HT



Ref	Issue	L	I	Score	Control Measures	L	I	Residual Score	Risk Owner
					<p>School will need to maintain their preparation for these inspections and ensure there is rigour in their SEF and SIP/PP Strategy review processes.</p> <p>Ofsted readiness plan to be created at SLT level to consider the approach and information required.</p>				
R15	Use of Catch-up Funding Recovery Curriculum and Gap Analysis	M	M	9	<p>The Curriculum</p> <ul style="list-style-type: none"> We will teach a broad and ambitious curriculum from the start of the Autumn term whilst being creative and flexible to teach the most important missed content. 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. The school has no plans to suspend any subject areas Relationships and Health Education will be taught from September 2020 In Early Years, Nursery will focus on the Prime Areas of Learning and Foundation Stage will focus on phonics and early mathematics. In Key Stage 1 & 2 Phase Leaders will prioritise the identification of gaps and re-establish good progress in: <ul style="list-style-type: none"> Phonics and Reading Increased vocabulary Writing Mathematics <p>Headteacher</p> <ul style="list-style-type: none"> The Headteacher will be responsible for publishing a central plan to ensure all learners have reasonable opportunities to make up any lack of progress towards their personal targets. 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. Headteachers will ensure that the additional funding provided is used effectively and provides value for money. They will plan for regular and rigorous monitoring. <p>Phase Leaders will be responsible for:</p> <ul style="list-style-type: none"> 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 	VL	M	9	HT



Ref	Issue	L	I	Score	Control Measures	L	I	Residual Score	Risk Owner
					<ul style="list-style-type: none"> Ensuring that all subjects contribute to the filling of gaps in core knowledge for example, for an emphasis on Reading Modifying the school's curriculum in Autumn 2020 so that teaching time is prioritised to address significant gaps in a pupils' knowledge Returning to the school's normal curriculum content by Summer 2021 Ensuring that curriculum planning and delivery is informed by an assessment of pupil's starting points with regular use of effective Formative Assessment Developing effective, personalised and immediately actionable remote education in their Phase Implementing the 'Autumn Transition Package' from Pixl (INSET time allocated in September to ensure high quality delivery) <p>Catch Up Support and use Of National tutoring Programme</p> <ul style="list-style-type: none"> 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. The Headteacher will submit a strategic plan to CEO and EHT by 21 September and publish the final plan on the website by 30 September 2020 <p>Pupil Wellbeing and Support</p> <ul style="list-style-type: none"> 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 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) 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 The AHT will oversee the delivery of global Tier 1 support across the school followed by Tier 2 & 3 bespoke support for identified pupils The BM & 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 				



Ref	Issue	L	I	Score	Control Measures	L	I	Residual Score	Risk Owner
					<p>wellbeing in the classroom www.gov.uk/guidance/teaching-about-mental-wellbeing</p> <ul style="list-style-type: none"> The AHT will monitor the impact of all interventions and ensure that timely adaptations are made as necessary. <p>Primary Assessment 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 for the year 2020-2021 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"> 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. The Deputy Headteacher will work with the Trust Assessment Lead to ensure that data is timely and reliable. 				
R16	Increase risk of aerosol transmission through organised group singing	L	H	8	<ul style="list-style-type: none"> Organised music sessions in the early years, including singing, and playing wind instruments in groups can continue as the benefits of singing outweigh any potential risks. When planning music provision, teachers will consider and record additional specific safety measures. Although singing and playing wind instruments do not currently appear to present a significantly higher risk than routine speaking and breathing at the same volume, there is now some evidence that additional risk can build from aerosol transmission with volume and with the combined numbers of individuals within a confined space. With appropriate safety mitigation, however, singing and wind playing can still take place. Measures to take include: playing instruments and singing in groups should take place outdoors wherever possible 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 if playing indoors, social distance each child 2 metres apart 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 	VL	H	5	ht



Ref	Issue	L	I	Score	Control Measures	L	I	Residual Score	Risk Owner
					<ul style="list-style-type: none"> singing and wind playing should not take place in larger groups such as choirs and ensembles position wind players so that the air from their instrument does not blow into another player use microphones where possible or encourage singing quietly By considering and adopting these cumulative risk mitigation measures, the overall risk will be reduced. 				
R17	Lack of staffing causes site to have no paediatric first aiders on premises.	H	VH	20	<ul style="list-style-type: none"> The requirements in the EYFS on PFA certification have been modified and the EYFS: coronavirus disapplications guidance has been published setting out what this means: Paragraph 3.25 and Annex A of the statutory framework for the EYFS set out the requirements, including that 'at least one person who has a current PFA certificate must be on the premises and available at all times when children are present, and must accompany children on outings' the requirement is modified where children aged 2 to 5 are on site (with no children aged below 24 months) to a best endeavours duty to have someone with a full PFA certificate on site. If all steps set out in the guidance have been exhausted and we cannot meet the PFA requirement, they we will carry out a written risk assessment and ensure that someone with a current First Aid at Work or emergency PFA certificate is on site at all times new entrants (level 2 and 3) do not need to have completed a full PFA course within their first 3 months in order to be counted in staff to child ratios Renewing paediatric first aid (PFA) certificates If PFA certificate requalification training is prevented for reasons associated directly with coronavirus (COVID-19), or by complying with related government advice, the validity of current certificates can be extended to 25 November 2020 at the latest. This applies to certificates which expired on or after 16 March 2020. New PFA training has been sourced and is currently underway to train more staff to avoid this situation from occurring. 	L	VH	10	
R18	The Emergency Provision Placement 'Pods' for vulnerable	H	VH	20	Hierarchy of control measures in place of 2m distancing, as advised by government are:	L	VH	10	HT



Ref	Issue	L	I	Score	Control Measures	L	I	Residual Score	Risk Owner
	pupils and children of critical worker poses additional risks				<ul style="list-style-type: none"> Avoid contact with anyone with symptoms Frequent handwashing and good hygiene practices Regular clearing of the setting Minimizing contact and mixing between pupils In classroom seating to provide 1m+ distancing between pupils Mandatory wearing of face coverings by adults at pupil arrival and collection times All staff have individual visors and access to associated PPE <p>Steps to be taken to reduce contact between students</p> <ul style="list-style-type: none"> Mixing in bubbles – detailed below Group separation – detailed below Good infection control measures – detailed below <p>In addition, with the potentially increased infectivity of the new variant school distancing will be enforced as much as the capacity allows. This includes:</p> <p>Pupils</p> <ul style="list-style-type: none"> Numbers in pods limited to 15 pupils or 18 if classroom space allows for 1m+ spacing & 2m+ spacing for teacher & adequate air flow (several classroom spaces are very large and can accommodate children with good distancing should this be required.) One at a time to their allocated toilet. <p>Pupils will have lunch in the classrooms – FSM lunches will be delivered to the classrooms.</p> <p>Staff Distancing</p> <ul style="list-style-type: none"> All staff in emergency provision pods must maintain 1m+ distance from their pupils. Adults in pods should maintain a 2 metre distance from each other. Staff room has clear distancing markers and limits for usage. Furniture is mostly removed and remaining is distanced 2m+ Staff are regularly reminded to practise Social Distancing via staff briefings and in person. When delivering remotely, staff should use a classroom with one staff member per room. 				



Ref	Issue	L	I	Score	Control Measures	L	I	Residual Score	Risk Owner
					<ul style="list-style-type: none"> Rotas created for each phase identify minimum staffing numbers required to operate the EP pods – minimising numbers on site but ensuring safeguarding and levels of support are available e.g. responding to accidents / setting up IT each day / responding to IT frustrations. <p>Ventilation</p> <ul style="list-style-type: none"> Windows are kept open by staff during the day and closed at the end of the day. During winter, pressure variances caused by wind and differences in temperature between indoors and outdoors, are usually greater so windows do not need to be opened as wide as in the summer <ul style="list-style-type: none"> opening high level windows in preference to low level to reduce draughts increasing the ventilation, opening the windows fully, while spaces are unoccupied providing flexibility to allow additional, suitable indoor clothing rearranging furniture where possible to avoid direct drafts keep doors open at break and lunchtimes to ensure thorough ventilation of classroom <p>At the end of the school day between 4pm, the Site Team check all classroom and office windows are closed, however if there are still staff using the staff workrooms at this time they will leave the windows open in line with this guidance. After 4pm, the last person to leave the room closes the windows in order to make the rooms secure for the night. Site team will check whole site again at 8pm</p> <ul style="list-style-type: none"> Doors are left open where this complies with fire safety. Fans can be used to support ventilation of fresh air. Consideration of their positioning and direction should be used to support ventilation of the room in general and avoid directional air from one party to another e.g. from class of children towards a teacher. <p>Use of furniture</p> <ul style="list-style-type: none"> Remove unnecessary furniture/paper – ensure furniture in classes is limited to essential furniture only. We need to make sure good house-keeping is in place and that clutter doesn't build up. 				



Ref	Issue	L	I	Score	Control Measures	L	I	Residual Score	Risk Owner
R19	On-site access during lockdown constitutes extra risk to staff & pupils	H	VH	20	<p>On-Site Access</p> <p>The government guidance is that “Public sector employees working in essential services, including childcare or education, should continue to go into work”</p> <p>The school is mindful to balance the risks associated with mixing at work and meeting the wellbeing and work-life balance of staff.</p> <p>Many staff have voiced the need to attend work on site to manage the stressful situation of providing remote education. Staff have expressed a mental health issue in being able to 'leave work' behind by coming to site to provide remote education. Staff have identified many practical reasons why retaining access to the school site to work is supportive to them.</p> <p>Staff wishing to work from home who are able to do so – by providing remote education to pupils will be supported to do this.</p> <ul style="list-style-type: none"> • Staff who are able to work from home should do so and liaise with their Line Manager in terms of their work plan and any support they need when working remotely such as IT hardware or systems access. • Line Managers should ensure that support staff working from home are given work to carry out at home where possible • Should staff wish to work on site to deliver lessons they must seek approval from the HT in advance. • Adherence to the school Lone Working Policy should be maintained in all areas at all times – risk minimised by being told to only be on site if necessary and being assigned a room. • Non-essential visitors continue to be forbidden from the site <p>Staff site access outside the provision of Emergency Provision for V KW pupils:</p> <p><u>Teaching Staff - Access to Classrooms and other spaces</u></p> <ul style="list-style-type: none"> • Toilet use will be one-person max occupancy. • Teaching Staff may use classrooms for teaching if they notify the Head Teacher and are assigned a specific room for their use only <p><u>Support Staff - Access to Classrooms and other spaces</u></p>	VL	VH	4	HT BM



Ref	Issue	L	I	Score	Control Measures	L	I	Residual Score	Risk Owner
					<ul style="list-style-type: none"> • Similarly Support staff are able to come on site but limited to one member of staff per room – SBM must be informed of room use for cleaning. • Agreement in place for site access given by Phase Leader • Site Team have been notified with a rota in place by Line Managers <p><u>Student Well-being</u></p> <ul style="list-style-type: none"> • Welfare checks need to be carried out. Rotas will be in place and outcomes need to be recorded on CPOMS • FSM students will receive weekly food parcels – no vouchers are provided due to enhanced restrictions • Attendance – pupils in Emergency Provision need to be coded normally, others need to be X's. AHT will regularly check DfE guidance <p><u>Staff Well-being</u></p> <ul style="list-style-type: none"> • Line Managers are to check on the well-being of their teams, especially those who are vulnerable • Existing staff Risk Assessments are reviewed by the SBM • New Staff Risk Assessments are initiated by the Business Manager • Clinically Extremely Vulnerable Staff (identified by a NHS shielding letter or Dr Note) must work from home • Staff who are concerned about a colleague are encouraged to report this in confidence to a Senior Leader, a MHFA or their Line Manager in order to help their colleague gain signposting to support • Running a COVID risk assessed school is workload intensive, requiring teachers, support staff and leaders to do extra, time-consuming work. These extra demands cannot be added on to 'workload as usual'. If we are going to keep schools and colleges open and COVID risk assessed, as well as continuing to provide high quality teaching which responds to pupils learning loss and wellbeing needs, we need to make sure all staff are protected and not overloaded • Signposting to external and confidential MH advice in staff bulletins <p><u>Site Compliance & Maintenance</u></p> <ul style="list-style-type: none"> • The Site Team continue to carry out regular testing of systems and risks throughout the school site in line with the Compliance 				



Ref	Issue	L	I	Score	Control Measures	L	I	Residual Score	Risk Owner
					<p>Plan. Third Party contractors are able to come on site to carry out compliance checks and subsequent maintenance & repair works.</p> <ul style="list-style-type: none"> • Cleaning contractors will remain on site to clean the Emergency provision areas, and toilets that in use throughout the site. A reduced presence may be requested to avoid excessive cleaning of unused areas and to “bank” the cleaning hours for additional cleaning when the school is re-opened. • The Site Team will use the opportunity of a quieter site to undertake maintenance and improvements to the school where this is possible in a socially distanced manner. 				
R20	Staff Testing (via Lateral Flow Device Tests) could lead to staffing shortages	M	H	20	<p>Key principles:</p> <ul style="list-style-type: none"> • To maintain the continuity of education throughout the pandemic • Tests to be administered at home by staff twice weekly to identify those who are asymptomatic • Results are provided to NSH Test and Trace and the School • Positive (or 2 void) results will require a PCR test and result in the individual self-isolating for 10 days (as set-out by the Government) <p>Distribution of kits</p> <ul style="list-style-type: none"> • each kit is signed out to the named employee by the School Business Manager • A log is kept in accordance with the data required for the DfE • Individuals to be informed that the tests are not to be given to anyone else • When collecting the tests individual to wear a mask and ensure 2m distancing between others if more than one waiting • SBM to sanitise hands and wear a mask when providing kits <p>Administering the Test</p> <ul style="list-style-type: none"> • staff to read relevant communication (watch online videos) on how to administer the tests correctly • Updated instructions to be provided to individual when collecting test (v 1.3.2 dated 15 January 2021) • 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 	L	M	6	HT/SB M/Individual



Ref	Issue	L	I	Score	Control Measures	L	I	Residual Score	Risk Owner
					<ul style="list-style-type: none"> 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 <p>Reading and Reporting the Result</p> <ul style="list-style-type: none"> 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 Results must be logged via NHS Test and Trace (www.gov.uk/report-covid19-result) and to the school via the online form: https://forms.office.com/Pages/ResponsePage.aspx?id=Wwl_pOb3F7ECiSBghIHVh9MCHTH2qH-dMjxxzhUJuqYBUQjE0QU5DQjJQRUkxVDUxSzQ3SEo2N11YTC4u 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 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 <p>Staff Shortages</p> <ul style="list-style-type: none"> Staffing may be impacted as a result of asymptomatic individuals being identified A significant number of staff self-isolating may mean that pods / the school will close 				
R21	Transmission of Covid-19 by introduction of lettings lead to a higher risk of Covid-transmission in school community	H	VH	20	<p>Key principles:</p> <ul style="list-style-type: none"> To maintain the continuity of education throughout the pandemic To ensure lettings adhere to government guidance and school RA to minimise transmission rates Lettings must provide detailed RA to outline how the school and those attending the lettings will be protected <p>Agreement of lettings taking place</p>	L	VH	10	SBM



Ref	Issue	L	I	Score	Control Measures	L	I	Residual Score	Risk Owner
					<ul style="list-style-type: none"> Lettings will agree to provide a thorough and detailed RA which will outline - but not limited to: <ul style="list-style-type: none"> How government guidance will be followed (e.g. social distancing measures) 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...) If the letting involves parents picking up children (or drop off/collection of any sort), how this will be undertaken to ensure the safety of everyone and transmission risk is minimised Cleaning regime (see below) How numbers attending will be limited in line with government guidance Procedure for informing school in the case of a positive case Risk Assessment would need to be submitted in advance of the letting commencing and approval given by local school Space used by lettings would be agreed in accordance with the school and access to other areas in the school would be strictly prohibited. Initially access to areas will be limited to small controlled areas. For example, limiting access to one toilet facility. <p>Lettings being undertaken</p> <ul style="list-style-type: none"> 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 If concerns are raised, this should be addressed to the SBM and HT Letting that do not follow the RA will be in breach and will have their letting reviewed <p>Cleaning of areas</p> <ul style="list-style-type: none"> The letting will ensure that high touch point areas are cleaned at the end of the letting and hand sanitiser is used by attendees The letting will clean any high use furniture e.g. signing-in table: the school will provide the resources to do this. 				



Ref	Issue	L	I	Score	Control Measures	L	I	Residual Score	Risk Owner
					<ul style="list-style-type: none"> 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. <p>The letting has a positive case of Covid</p> <ul style="list-style-type: none"> 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 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 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 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 				
R22	Risk Assessment is not fit for purpose.	M	H	12	<ul style="list-style-type: none"> RA Informed by DfE advice and guidance; RA updated appropriately considering any issues identified and changes in Public Health advice RA to be reviewed by Trust leadership 15/5/20; RA to be reviewed by Trustees (audit/risk committee); RA to be circulated to Staff for consultation (w/b 18/5/20). <ul style="list-style-type: none"> RA is dynamically reviewed, adjustments made and circulated as appropriate 	VL	H	4	Trust/L AB/ SLT HT/SB M
R23	Consultation of RA	M	H	12	<ul style="list-style-type: none"> RA will be shared with the following for consultation purposes and feedback: <ul style="list-style-type: none"> Any named trade union Representatives All members of staff particularly those not part of a TU 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 	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
Formal Review Record

Date: 27/08/2020

Date: Agreed in Trust Meeting 25/08/20

Date	Global Area	Review Actions	Owner
14/09/20	Dynamic RA	<ul style="list-style-type: none"> • 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 	CB
14/09/20	Face Coverings	<ul style="list-style-type: none"> • Review of requirement to wear face coverings – not required in Primary setting – concerns re appropriate use of FC by young children. RF • Greater publicity for preparing parents to wear FC in school reception area. Newsletter – Posters in area. 	CB
14/09/20	Lack of supervising adults on school site	<ul style="list-style-type: none"> • Absolute minimum numbers of staffing to operate • EYFS to follow ratios in EYFS guidance to be able to operate • 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 • 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 • 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. • Nursery (2no) am • Reception (2no.) • KS1- 1 adult per class plus one additional adult per phase (4no.) • LKS2 - 1 adult per class plus one additional adult per phase (5no.) • UKS2 - 1 adult per class plus one additional adult per phase (4no.) • Site: 1x admin 1x site or key holder NB: 4x additional lunch support would be beneficial <p>Total on premises site & 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"> • 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. • Increase of signage in local area by school gates to promote SD on journey to school and in area close to school gates. • New more permanent signage to be ordered • New flow routes created to reinforce positive parental flow. • New on-floor route markers 	RF



		<ul style="list-style-type: none"> • Addition of hatched areas by class doors to promote SD and protect staff • Adjustment of release flow from Y4 classrooms to avoid bunching as parents exit site. 	
14/09/20	Policy & practice	<ul style="list-style-type: none"> • All COVID addendums in place and on website CB • Simplified RA published on school website CB • Staff absence reporting routines updated for COVID RF • Movement of COVID symptoms rooms to old 'Parent meeting room' in main reception. 	CB/RF
14/09/20	Clarity of COVID public message	<ul style="list-style-type: none"> • Reminders of Gov expectations in letters and in wider coms RF • Review of school reaction flow charts by RF CB for clarity 	CB/RF
14/09/20	Amendments to original RA	<ul style="list-style-type: none"> • Removal of 'Coronavirus (COVID-19): implementing protective measures in education and childcare settings' URL – withdrawn in August 2020 • Symptomatic pupil /staff – BM to take temperature changed to staff member • Small groups changed to distinct groups • Separation of pupils during lunch and breaktimes updated • Separation of children (tier 1 and tier 2) updated • Position of Trust's position on individual RAs added (individual RA letter put on website) • Delivery of curriculum updated • Symptomatic pupil updated (treatment room changed) 	RF
22/09/20	Reviewed in light of PM statement to the house 22/09/20	<ul style="list-style-type: none"> • Letter sent to parents to remind of social distancing in local area as well as on site • Monitoring of parent flow on site shows no groups gathering and distancing maintained. • Letter to reinforce timing and expect behaviour on site. 	RF
22/09/20	Reviewed in light of updated EYFS guidance	<ul style="list-style-type: none"> • Update guidance to staff on what constitutes contact – and guidance to remain a non-contact by maintaining distance. • All new parent tours are to be virtual tours • Organised music in EYFS guidance added to RA • Updated guidance on first aid provision in EY settings 	RF
23/10/20	Mid-term review	<ul style="list-style-type: none"> • Reorganisation of risks listed to improve flow of document key points • Reviewed to improved clarity around current arrangements • All major amendments have been written in red in consultation document. 	RF
02/11/20	Review	<ul style="list-style-type: none"> • No major changes 	RF
05/01/21	Review Lockdown January 2021	<ul style="list-style-type: none"> • 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 & pupils 	RF
01/02/21	Review and inclusion of staff testing	<ul style="list-style-type: none"> • Staff testing section R20 included • Review – leads to consideration of expanding pods and on site provision. To capture more 'vulnerable' pupils 	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"> • RA for re-opening is fit for purpose following successful guidance in use in December • Added links to the latest guidance up to 8th March and then from 8th March on page 2 • Updated for clarification about the use of face coverings in Primary schools on risk R1f • Clarification of ability of staff to work across years whilst maintaining distancing R1d • 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. 	RF
29/04/21	Review for reflection of risk now school is entering summer term.	<ul style="list-style-type: none"> • Update to R21 prepare to accept letting on site in a controlled and careful manner. • Lettings will be out of hours and limited to begin with. • RA remains largely unchanged as messaging and procedures are clear and well embedded. 	RF



		<ul style="list-style-type: none">• Procedures are working as school remains Covid free• Small key areas updated in previous review remain highlighted for information.	
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