

COVID-19: Operational Risk Assessment for School Reopening

SCHOOL NAME: ST Vincent's Catholic Primary School

Member of Staff and Job Title:	Date of Assessment:	Date of Review:	Covered by this assessment:
Liz Wolfenden – Deputy Head	20/5/20	1//6/20 14/07/20 5/1/21 8/3/21	Staff, pupils, parents, visitors, volunteers, contractors

Purpose of this document:

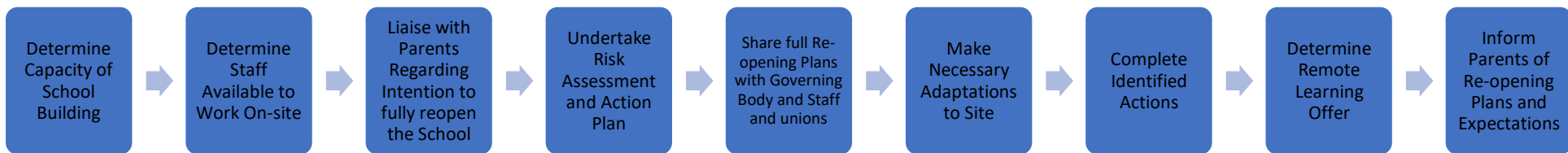
This COVID19: Risk Assessment and Action Plan document sets out the decisions taken and measures put in place to prepare for the full re-opening of the school and ensure the school continues to operate in a safe way. This risk assessment should be undertaken in conjunction with the guidance on school reopening issued by the Department for Education: <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

ALL LINKS HAVE BEEN REMOVED TO ENABLE PUBLICATION TO WEBSITE. CONTACT SCHOOL OFFICE FOR INFORMATION ON OTHER DOCUMENTS.

Other Related Documents:

Relevant Existing Policies	Local Authority/Trust documents	Recent Government Guidance:
Health and Safety Policy First Aid Policy Child Protection and Safeguarding Policies Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2012 The Health Protection (Notification Regulations 2010	Covid19 Education and Skills Service Strategy (April 2020) Education and Skills Service Recovery Planning support for schools (May 2020)	https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/guidance-for-full-opening-special-schools-and-other-specialist-settings https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak

Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities' Existing Risk Assessment for school phased re-opening		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 Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE)
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This risk assessment must be read in conjunction with the following school documents:

1. Plan for full Reopening of School post COVID19 2020
2. Parent Guidance and Frequently Asked Questions May 2020
3. Staff Guidance 2020
4. Children's PowerPoints (Rec, Year 1, Year 6)

Specific Concern/Risk	Risk Rating 20/5/20	Control Measures	In Place (Y/N)	Risk Rating 1/6/20	Adaptations for September 2020	Risk Rating 13/7/20	Adaptations for January 2021	Risk Rating 7/1/21	Adaptations for March 2021
A. Staffing Resources									
		Audit staff availability	Y		All staff in place		Most staff in place		Full

1. Risk that there are insufficient staff to support all the pupils to be in school in all the year groups proposed by the DfE		Establish how many and which staff will be available, through RAG rating (extremely critically vulnerable staff/those fit for work). Carry out individual Staff Risk Assessments where appropriate (see guidance distributed previously)	Y		except 2 (maternity). Full complement for class teaching, SEND support and interventions in place for September.		and able to be on site after conducting own risk assessments and in consultation with HT. (2 exceptions)		complement for class teaching, SEND support and interventions in place.											
		Based on available staffing and any cover you are able to secure, decide how many pupils and how many classes can be supported at any one time. Organise home learning (education off site) for pupils when not on the premises.	Y							See COVID risk assessment form	Rota devised to enable KW and Vulnerable children to be onsite and contained to bubbles.	See COVID risk assessment form								
		Ensure flexible and responsive use of teaching assistants	Y										Testing arrangements have been signposted to staff.	Staff allocated to bubbles and no cross bubble work has been scheduled until full reopening.	Testing arrangements have been signposted to staff.					
		Ensure there are sufficient support staff available to support those pupils who need a high level of support, including those with SEND whilst minimising changes in contact. Some pupils, for example those with Autism will need to be supported by the same adults, where possible	Y													See Engage with NHS track and trace process.	Classes to be capped at a maximum of 10 to enable appropriate social distancing in classrooms.	See Engage with NHS track and trace process.		
		Full use is made of test and trace to inform staff deployment i.e. ensure staff are able to attend work and should not be self isolating due to test and trace	N																All NHS procedures still in operation with updated links to this RA: Bubble closure letter	Teachers to teach onsite for half a day and handover to TA in order to facilitate remote learning also.
		Ensure there is adequate delegation of roles to staff to deliver on site learning (for those attending school) and home	Y																	

		learning (for those who are learning at home)												
2. Risk that the number of staff who are available is lower than that required to teach classes in school and operate effective home learning		The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned.	Y		Self declaration form to filled in at the start of each term.		Self Declaration out of 34 staff members shows: Rating < 5 - 16 (50%) Rating 5- 9 - 15 (47%) Rating >9 - 1 (3%)		Self declaration form to filled in at the start of each term.					
		Full use is made of all qualified teachers.	Y							No blending model needed unless further lockdown advised by government.	School only open for KW and Vulnerable children. All bubbles of children and adults kept separate.	No blending model needed unless further lockdown advised by government.		
		Flexible and responsive use of teaching assistants and pastoral staff to supervise classes is in place.	Y										See Plan for full details and links to further documents.	See Plan for full details and links to further documents.
		Full use is made of test and trace to inform staff deployment i.e. ensure staff are able to attend work and should not be self isolating due to test and trace	N											
		A clear rationale is in place for which pupils will be in school and at home each day and a blended model of home learning and attendance at school is utilised until staffing levels improve.	Y											
Where possible, ensure pupils with SEND are prioritised to be in school, -.	Y													
3. Risk of infection from use of supply teachers, temporary teachers, peripatetic		Where possible, minimise the number of different supply teachers visiting the school through longer contracts with agencies.	Y		Use of inbuilt supply through TAs will be the preferred option.		Internal cover from existing bubbles only.		Use of inbuilt supply through TAs will be the preferred option.					
Ensure visiting staff are aware of and adhere to distancing and			If supply teachers needed then we will							No onsite visitors unless emergency or necessary	If supply			

teachers and deployment of ITT trainees.		hygiene measure and minimise contact to only pupils who need to be taught.			use Career Teachers or Tradewind who have their own bubbles of teachers and Covid aware policies. All visitors to fill in self declaration.		servicing. No peripatetic teachers on site.		teachers needed then we will use Career Teachers or Tradewind who have their own bubbles of teachers and Covid aware policies. All visitors to fill in self declaration.
		Carry out individual risk assessments for all visiting teachers and ITT trainees and ensure these are shared with the visitor.							
		Negotiate the deployment of ITT trainees with their provider to ensure that their training needs are met but contact and distance requirements are adhered to.							
4. Risk of infection of extremely clinically vulnerable members of the household of a member of staff.		Individual risk assessment carried out with staff member to put measures in place to prioritise reduction of contacts and maximising distance from others, as far as is reasonably possible	Y		No declarations made to date.		No declarations made to date.		No declarations made to date.
5. Risk of not covering essential functions (first-aid, DSL, SENCo).		Provide cover for the role from within available staffing	Y		On site daily there will always be a First Aider and Paediatric First aider whose qualifications are up to date. Others are awaiting renewal. 1DSL (HT) and 5 additional Deputy DSLs on staff		On site first aider and Paediatric First aider at all times. PPE to be used . Not one First Aider per bubble therefore potential added risk if unwell or injured child is administered first		On site daily there will always be a First Aider and Paediatric First aider whose qualifications are up to date. Others are awaiting renewal. 1DSL (HT) and 5 additional Deputy DSLs
		Or remote support via another school, Academy Trust or the LA	N						
		Ensure First Aid certificates are up to date (previously extended for 3 months)	Y						
		Follow Covid19 first responders guidance and Public Health guidance on use of PPE when administering emergency first aid as maximising distancing may not be possible to maintain while	Y						

		attending to individuals.				aid by a member of staff from another bubble.		on staff
		Programme of training for additional staff in place (e.g. Safeguarding) NA	NA			On site DSL at all times children on site.		
6. Risks to health and safety because staff are not trained in new procedures.		A revised staff handbook is issued to all staff prior to reopening. All staff issued with the re-opening plan	N		Fire safety, updated safeguarding and behaviour management CPD planned for September INSET. Plan for re-opening including risk assessment training (13/7/20)	Safeguarding audit complete.		Safeguarding audit complete. Re-opening plan updated.
		<ul style="list-style-type: none"> ● Induction and CPD programmes are in operation for all staff prior to reopening (inc breakfast club and after school activities), and include: <ul style="list-style-type: none"> ○ Infection control ○ Fire safety and evacuation procedures ○ Constructive behaviour management ○ Safeguarding ○ Risk management 	Y			Re-opening plan updated.		
7. Risk that staff with underlying health issues or those who are shielding		An individual risk assessment and suitable controls must be in place before they return to the workplace. The controls must enable the ability to reduce the number of different contacts and	Y		All staff to fill in self declaration form at the start of each term. See COVID staff risk	Self declaration/personal risk assessments completed and up to date for January 2021. Any staff		Self declaration/personal risk assessments completed and up to date for

are not identified and so measures have not been put in place to protect them.		keep a safe distance, and they must not be employed in any role where high-risk activities may be carried out, for example personal care.			assessment Staff who fall into this category have had their roles discussed and individual limitations have been imposed to mitigate risk. These have been recorded onto risk assessment forms.		members with higher level risk ratings have been spoken to by HT.		January 2021. Any staff members with higher level risk ratings have been spoken to by HT.
		All members of staff with underlying health issues have been instructed to make their condition or circumstances known to the school if it could put them at risk. Staff are made aware that they have a duty to inform the school if their health circumstances change which puts them at risk. Records are kept of this and regularly updated	Y				2 staff members shielding all others in school and working face to face with one bubble.		
		Members of staff who are classed as clinically vulnerable and clinically extremely vulnerable have been asked to seek and act on the advice of their GP/consultant/midwife or current government advice	Y						
		Staff are clear about the definitions and associated mitigating strategies in relation to people who are classed as clinically vulnerable and clinically extremely vulnerable	Y						
		Current government guidance is being applied.	Y						
B Teaching Spaces, the Learning and School Environment									
8. Risk of transmission		Audit accommodation and the full range of curriculum needs in	Y		Classes to revert back to full size.		Class groups to be capped at 10 to		Classes to revert back to

within the school building (this includes breakfast club and after school activities)		order to establish if class groups (30 children) are a feasible bubble size or if year group sized bubbles will need to be implemented.			<p>Tables to be in rows wherever possible with children facing the front.</p> <p>Bubbles to be no bigger than phase group of 3 classes.</p> <p>All other measures remain.</p> <p>Parent Room to be used for SEND.</p>		<p>allow for social distancing. Desks continue to face the front (except EYFS)</p>		<p>full size.</p> <p>Tables to be in rows wherever possible with children facing the front.</p> <p>Bubbles to be no bigger than phase group of 3 classes.</p> <p>All other measures remain.</p> <p>Parent Room to be used for SEND.</p>
		Take account of the unique needs of individual pupils, including those with SEN and the youngest children in the school. Pupils who have complex needs or who need close contact care: Their educational and care support should be provided as normal.	Y						
		Classes remodelled to allow for adults to maintain a distance (ideally 2 metres) from each other and ideally from children.	Y						
		Reducing the amount of face to face interactions by arranging desks front facing, where age appropriate.	Y						
		Protocols around reduction of contacts and maximising distance shared with pupils. These should be carefully demonstrated for pupils with SEN, checking that the pupil has understood reduction of contacts and maximising distance. Where a pupil does not understand maximising distance or for those who need close contact care, education and care support should be provided as normal.	Y						

		Clear signage displayed in classrooms promoting reduction of contacts and maximising distance	Y					
		Children stay with their own teacher/teaching assistant and where possible do not mix with other children ('bubble' model). This is particularly the case for pupils with SEN and younger children who are unable to adhere to reduction of contacts and maximising distance	Y				No mixing of bubbles (continue to be phase groups). Children are to remain in own classroom base unless numbers are sufficient to warrant working with a similar age class.	
		Where younger children are unable to reduce contact and maximise distance adults should avoid close face to face contact and minimise time spent within 1 metre of anyone.	Y					
		For breakfast and after school clubs schools should carefully consider how they can make such provision work alongside their wider protective measures, including keeping children within their year groups or bubbles where possible. If it is not possible to maintain the bubbles being used during the school day then schools should use small, consistent groups Schools should consult the guidance produced for summer	Y		See attached risk assessment from Ultimate Primary Sports (Breakfast and After School Club Provider) See attached Policy from Ultimate Primary Sports PE lessons also provided by UPS who understand		No breakfast or afterschool clubs to run until further notice as unable to maintain integrity of bubbles due to insufficient staff in the provision. PE and Dance lessons will be provided virtually through Seesaw. Children onsite can	See attached risk assessment from Ultimate Primary Sports (Breakfast and After School Club Provider) See attached Policy from Ultimate Primary Sports PE lessons

		<p>holiday childcare, available at Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak as much of this will be useful in planning extra-curricular provision. This includes schools advising parents to limit the number of different wraparound providers they access, as far as possible. Where parents use childcare providers or out of school activities for their children, schools should encourage them to seek assurance that the providers are carefully considering their own protective measures, and only use those providers that can demonstrate this.</p> <p>As with physical activity during the school day, contact sports should not take place.</p>			<p>there should be no contact sports until further notice.</p>		<p>take part in the classrooms.</p>		<p>also provided by UPS who understand there should be no contact sports until further notice.</p>
9. Risk of transmission in large spaces used as classrooms/teaching spaces		Limits are set for large spaces e.g. dining hall, school hall, sports hall to facilitate the reduction of contacts and maximise distance, minimising face to face contact	Y		<p>Hall only used for PE, Dance (PPA)</p> <p>Peripatetic music lessons will use hall for 1:1 or small bubble specific groups (see below).</p>		<p>Hall not to be used.</p> <p>Dining Hall to be used for EYFS lunches only.</p>		<p>Hall only used for PE, Dance (PPA)</p> <p>No peripatetic music lessons until Summer Term</p>
		Large gatherings of more than one bubble should be avoided	Y		<p>No assemblies or masses.</p>				<p>No assemblies or masses unless virtual.</p>
		Timetable design and layout arrangements in place to allow for the reduction of contacts and maximising distance whilst also keeping groups/bubbles apart.	Y		<p>See plan</p>				<p>See plan</p>

10. Risks of transmission during use of the outdoor learning environment for young children		Leadership are realistic about the difficulties of reducing contacts and maximising distance for young children in outside spaces	Y		EYFS outdoor fixed play equipment can be used as only 1 bubble.		Each bubble to have own designated area of school grounds for break times. Any equipment in these areas can be used by that bubble only. Usual handwashing protocols to apply after breaks.		EYFS outdoor fixed play equipment can be used as only 1 bubble.					
		Arrangements for handwashing, hand sanitiser, tissues, bins with lids, are in place outside	Y							Main playground equipment to be used on 3 week rotation of KS1, LKS2, UKS2.	Bikes to be cleaned down after use.	See plan for use and cleaning of resources and rotas.		Main playground equipment can be used as low risk due to being outdoors.
		Close down drinking fountains and make arrangements for individual water bottles for children	Y											
		Large climbing equipment will be difficult to clean and might need to be shut down in the current circumstances if shared between bubbles.	Y											
		Consider filtering out hard to clean small apparatus and keeping easier to clean options such as plastic balls rather than felt or foam	Y											
		Games and activities which allow children's heart rate to raise and avoid the sharing of equipment are available	Y											
		Outside spaces are divided and demarked for class groups of children to use to facilitate children staying in their groups. Where this is not possible year groups may form a larger bubble.	N/A											

		Where outside space must be shared arrangements for cleaning between bubbles are in place	Y					
		Resources are limited to facilitate effective cleaning daily	Y					
		Bike and wheeled toy play: dependent on numbers – either name labels or label bikes, scooter etc for individual children to use, with their names or arrange for bikes to be wiped down by an adult, between use by the children	Y					
		Consider the removal or covering of areas which are difficult to clean such as mailable materials and planting areas. Consider replacing with individual resources which can be replaced when each child has finished using them	Y					
11. Risk of staff having to move between groups		Where staff have to move between bubbles to deliver the school timetable they should try to reduce contacts and maximise distance, keeping an ideal distance of 2 metres from pupils and staff where possible.	Y		PPA teachers only (+ WM, SB, FC, AC)		No staff to move between bubbles. All allocated class and area to work in. PPA staff working remotely only.	PPA teachers only to move across bubbles - all health and safety measures to be in place:
12. Risks of transmission due to movement around the		Arrange for corridors to be one-way where possible	Y		All measures still in place. Re-training to happen in September.		Continue with previous arrangements and protocols.	handwashing, sanitising of surfaces and equipment, use of face masks)
		Clear signage and markers for the youngest children	Y					

school.		Corridors are divided where feasible	N						All staff and children to be reminding of existing H & S measures on return.
		Pinch points and bottle necks are identified and managed, movement of groups is staggered if possible	Y						
		Movement of pupils and staff around the school is minimised	Y						
		Pupils are reminded regularly of protocols for reduction of contacts and maximising distance	Y						
		Appropriate duty rota and levels of supervision in place reducing contacts and maximising distance	Y						
13. Risk of transmission due to number of people near entrances and exits at the start and end of the school day.		Start and departure times are staggered where possible	Y		See revised plan re start and finished times. All other measures remain in place.		School timings to remain as per prior to lockdown. Reduced numbers of children and familiarity of routine mean risk is low. No visitors allowed onsite unless in an emergency or essential servicing & PPE protocols followed		School timings to remain as per september. See revised plan re start and finished times. No visitors allowed onsite unless in an emergency or essential servicing & PPE protocols followed
		Procedures in place to hold children to reduce family waiting time due to staggering and increase turnover of parking spaces	Y						
		Stagger time for SEN Transport drop offs and pick ups	N/A						
		Number of entrances and exits used is maximised where appropriate measures in place, in consultation with the council's Highways Department	Y						

		Determine a queuing system and a process for staff to greet each child, ensure they wash their hands immediately on arrival, and then go straight to their classroom	Y					
		Unless essential, do not allow parent/carers to enter the buildings to drop off or collect children. If parents do need to enter the building ensure they have an understanding of the procedures in order to keep everyone safe. Do not allow gathering at the school gates to talk to other parents.	Y					
		Identify drop off and pick up waiting areas that can reduce contacts and maximise distance	Y					
		Extend gate/entrance opening times to prevent queueing	Y					
		Staff, pupils and parents are briefed and signage provided to identify entrances, exits and circulation routes	Y					
		A plan is in place for managing the movement of people on arrival to avoid groups of people congregating	Y					
		Floor markings visible to all to avoid queueing	Y					

		Parents given advice on walking/cycling to school, avoiding public transport and minimising driving	Y					
		Advice given on suitability of pupils scooting/cycling on the pavement and availability of storage	Y					
		Liaise with the council's Highways department over the possibility of traffic lanes being reduced close to the school to allow more pedestrian space	N					
14. Increased risk of slips, trips and falls and collisions between vehicles and pedestrians due to unfamiliarity with changes to layout measures and procedures and the need for social distancing.		Advice to pupils and families on maintaining road safety procedures despite changes.	Y		No change		No change	No change
		For those that have to drive, advice on places they should and should not pick up, drop off and park.	N/a					
		Arrangements for kiss and drop, if deemed appropriate, in consultation with Highways, promoted to staff, children and families.	N/a					
		Suitability of operation of School Crossing Patrol site considered in consultation with Highways and, if deemed suitable, temporary measures/procedures implemented.	N/a					

		Liaise with Highways re: markings outside of the school on pavements and on key routes to school- pinch points, crossing points etc.	Y					
		Liaise with Highways if widened pavements, suspension of parking bays, changes to school keep clear markings and signage /enforcement are required.	Y					
15. Risk of transmission because pupils do not observe agreed protocols of the reduction of contacts and maximising distance at playtimes		Break and lunch times are staggered	Y		See plan.		All children eat packed lunch in their classrooms and sanitise tables before and after. Break times to remain as before, staggered between bubbles, no bubbles sharing outside space.	Continue with packed lunches eaten in classrooms. Only Reception to uses the hall for lunches. All eating surfaces to be sanitised before and after lunch. Break times outside to be staggered. Main playground can be used by all at different times.
		External areas are designated for different groups	Y					
		Pupils are reminded about the protocols of reduction of contacts and maximising distance before every break time	Y					
		Supervision levels have been enhanced to support all pupils, including those pupils needing a high level of adult support.	Y					
16. Risk of transmission because pupils do not observe agreed protocols of reduction of contacts and		Pupils are reminded about the protocols of the reduction of contacts and maximising distance before every lunchtime	Y		No hot dinners, packed lunches to continue and eaten in classrooms. Children and staff to clean down tables after lunch.		As above. All cleaning and health & safety protocols to remain the same. FSM & UFSM lunches to be brought to the	As above. No hot dinners, packed lunches to continue and eaten in classrooms. Children and
		Pupils wash their hands before and after eating and on leaving and returning to the classrooms	Y					

maximising distance at lunchtimes		after outdoor play, break and lunch times or any activity away from their designated learning area.			Staggered lunch times - see plan		classrooms by afternoon staff.		staff to clean down tables after lunch.
		Dining room areas and other spaces are configured to ensure the reduction of contacts and maximising distance measures are in place when the children eat. Where possible children will be front facing and facing the same direction i.e. not face to face.	N/A						Staggered lunch times - see plan All cleaning and health & safety protocols to remain the same. FSM & UFSM lunches to be brought to the classrooms by afternoon staff.
		Floor markings are clear to avoid queues	Y						
		Other arrangements may be in place e.g. delivering packed lunches/grab bags to classrooms, pupils eating own packed lunches in classroom, pupils eating in outdoor spaces	Y						
		If children bring in own packed lunch, parents are given very clear guidance and protocols and children do not 'share' food	Y						
		Eating areas are thoroughly cleaned after lunchtime	Y						
17. Staff rooms and offices do not allow for observation of reduction of contacts		Staff rooms and offices have been reviewed and appropriate configurations of furniture and workstations have been put in place to allow for the reduction of contacts and maximising distance	Y			Staff room to be used only for collection of drinks and lunches. Staff remaining on site all day must eat their lunches in	Staff to maintain social distance in staff room and sanitise areas after use.		

		Staff have been briefed on the use of these rooms	Y				their class base. Staff to sanitise areas used in staff room after use.		
18. The configuration of medical rooms may compromise reduction of contacts and maximising distance measures		Reduction of contacts and maximising distance provisions are in place for medical rooms	Y		See plan Measures to continue. Guidance documents published to parents.		Continue with previous measures. All classes have PPE within		See plan Measures to continue. Guidance documents published to parents.
		Additional rooms are designated for pupils with suspect COVID-19 whilst collection is arranged	Y						
		PPE available if staff dealing with pupil with symptoms	Y						
		Procedures are in place for medical rooms to be cleaned after suspected cases, along with other affected areas	Y						
19. Groups of people gather in reception areas which may contravene reduction of contacts and maximising distance guidelines		Parents are made aware of new school procedures prior to their children starting back at school and to those families whose children are new to the school.	Y		Updated power points, FAQ and guidance documents to be sent to parents and children.		Previous measures to continue, parents familiar with routines.		Previous measures to continue, parents familiar with routines.
		The maximising distance floor markings are clearly in place	Y						
		Reduction of contacts and maximising distance protocols and guidance are clearly displayed to protect those staff on reception duty	Y						
		Non-essential visitors to school and deliveries are minimised	Y						

		Arrangements are in place for visitors to stay apart	Y					
C Hygiene and Protective Controls								
20. Risk that reducing contacts and maximising distancing between those in school is difficult or impossible to maintain, leading to a risk of transmission.		Ensure frequent hand cleaning and good respiratory hygiene practices	Y		Measures to continue.		Measures to continue. Staff meeting to reinforce all previous messages.	Measures to continue. Staff meeting to reinforce all previous messages.
		Regular cleaning	Y					
		Minimise contact and mixing (see above)	Y					
		See sections above re start and end of day arrangements, playtimes and break times	Y					
21. Risk of staff or children with the virus coming into school with symptoms or when symptoms are not clear.		<ul style="list-style-type: none"> Testing of staff or pupils – if school has home testing kits - give to any symptomatic staff or pupil when they are sent home. If not, ensure the staff/parents/pupils know the process to get tested. 	Y		Guidance sheets on website and information to be sent to parents: Frequently Asked Questions Engage with NHS test and trace process. Manage confirmed cases of Coronavirus		Lateral Flow testing kits available to staff from 25th January. Staff option to self test twice weekly and inform school and NHS of results. Lateral flow testing guidance	LFT twice weekly for staff to continue on voluntary basis.(Inform school and NHS) Lateral flow testing guidance
		<ul style="list-style-type: none"> Ensure that pupils, staff and other adults do not come into the school if they have coronavirus (COVID-19) symptoms, or have tested positive in the last 7 days, and ensuring anyone developing those symptoms during the school day is sent home 	Y					
							All staff to wear face masks/shields at all times inside	

		<ul style="list-style-type: none"> Make arrangements to isolate anyone with symptoms and have clear guidance and protocols 	Y				the school building.		All staff to wear face masks/shields when mixing with other adults.
		<ul style="list-style-type: none"> PPE on hand. 					Temperature of children taken on arrival every day - infrared thermometer		Temperature of children taken on arrival every day - infrared thermometer.
		<ul style="list-style-type: none"> Active engagement with NHS Test and Trace 							
22. Risk of the virus spreading via surfaces in the school unless there is regular cleaning		Consideration should be given regarding the continued use of items that are frequently used by multiple children that are not essential and difficult to keep clean, for example outdoor play equipment.	Y		Enhanced cleaning to continue. See above re outdoor equipment. See plan for protocol for use all other resources.		All measures to remain as before. Children's toilets to be separate per bubble. See attached plan for further details. Plan		Enhanced cleaning to continue.
		Establish arrangements for all frequently touched surfaces and equipment e.g. <ul style="list-style-type: none"> door handles handrails tabletops play equipment toys electronic devices (such as phones) specialist equipment, including equipment used by pupils with SEN	Y						See above re outdoor equipment.
		When cleaning, use the usual products, like detergents and bleach, as these will be very effective at getting rid of the virus on surfaces.	Y						See above re outdoor equipment. Plan
									See plan for protocol for use all other resources.

		Limit the number of shared resources that are taken home by staff and pupils and limit the exchange of such resources.	Y					
		Limit the number of shared resources (such as pencils, arts equipment, etc.) between pupils in the same classroom.	Y					
		Teachers should make sure they wash their hands and surfaces, before and after handling pupils' books	Y					
		Teachers should make sure they wash their hands before and after handling shared equipment (such as printers, touch screen computer etc.). Alternatively, provide hand sanitisers at appropriate locations.	Y					
		There is no need for anything other than normal personal hygiene and washing of clothes following a day in a school. Uniform that cannot be machine washed should be avoided. Ensure parent/carers are aware of this	Y					
23. Risk of virus spreading because the school has insufficient materials and equipment		Establish clear plan to ensure the school has an ongoing supply of soap and hot water in every toilet and in classrooms	Y		Lidded bins to be purchased for classes by September.		All prior measures to remain in place.	All prior measures to remain in place.
		Use of hand sanitisers at appropriate locations	Y					
		Lidded bins in classrooms and in other key locations around the	Y					

		site for the disposal of tissues and any other waste, lidden bins in key areas - not classrooms						
		Bins to be double bagged and emptied	Y					
		Disposable tissues to implement the 'catch it, bin it, kill it' approach in each classroom	Y					
24. Provision and use of PPE for staff where required is not in line with government guidelines		Government guidance on wearing PPE is understood, communicated and sufficient PPE has been procured.	Y		See plan		All staff to wear face masks and/or shields when inside the building. Anyone dealing with first aid must also wear gloves and aprons.	All staff to wear face masks and/or shields when in contact with other adults or in communal areas. Anyone dealing with first aid must also wear gloves and aprons. Children do not need to wear facemasks.
		Those staff required to wear PPE (e.g. SEND intimate care, cleaning staff, receiving and handling deliveries) have been instructed on how to put on and how to remove PPE carefully to reduce contamination and also how to dispose of them safely	Y					
		Staff are reminded that the wearing of gloves is not a substitute for good handwashing	Y					
25. Pupils forget to wash their hands regularly and frequently		Staff training includes the need to remind pupils of the need to wash their hands regularly and frequently.	Y		Reminder training in September.		Constant reminders and reinforcement.	Constant reminders and reinforcement.
		Posters and electronic messaging boards reinforce the need to wash hands regularly and frequently. Pupils regularly reminded about this in class.	Y					
		School leaders monitor the extent to which handwashing is	Y					

		taking place on a regular and frequent basis.						
26. Pupils' behaviour on return to school does not comply with reduction of contacts and maximising distance guidance		Clear messaging to pupils on the importance and reasons for reducing contacts and maximising distance is reinforced throughout the school day by staff and through posters, electronic boards, and floor markings. For young children this is done through age-appropriate methods such as stories and games. For pupils with SEN, including those with Autism, use appropriate methods such as pictures/PECS and modelling.	Y		See plan All measures still in place and need to be reiterated in September. Behaviour policy updated and on website.		Continue with measures in place. See above re no mixing of bubbles and school plan for more details. Constant reminders. Children with EHCPs have individual risk assessments.	Continue with measures in place. See above re no mixing of bubbles and school plan for more details. Constant reminders. Children with EHCPs have individual risk assessments.
		Staff model reducing contacts and maximising distance consistently.	Y					
		The movement of pupils around the school is minimised.	Y					
		Large gatherings are avoided inc assemblies	Y					
		Break times and lunch times are structured to support the reduction of contacts and maximising distance and are closely supervised	Y					
		The school's behaviour policy has been revised and sets out clearly the consequences for poor behaviour and deliberately breaking the rules and how the school will enforce those rules	Y					

		including any sanctions. This is particularly the case when considering restrictions on movement within school and new hygiene rules.						
		Senior leaders monitor areas where there are breaches of reduction of contacts and maximising distance measures and arrangements are reviewed.	Y					
		Messages to parents reinforce the importance of reduction of contacts and maximising distance	Y					
		Arrangements for younger primary school children have been agreed and staff are clear on expectations.	Y					
		Arrangements for pupils with SEN have been agreed and staff are clear on expectations.	Y					
D Premises and Buildings								
27. Risk that regular enhanced cleaning capacity is at a reduced level so that any deep-clean and ongoing enhanced		A plan for cleaning staff on return to school (including any deep cleans) is agreed with contracting agencies prior to opening.	Y		Continue with measures in place.		Continue with measures in place.	Continue with measures in place.
		An enhanced cleaning plan is agreed and implemented which minimises the spread of infection. This enhanced	Y			All rooms have cleaning materials and staff aware to		

cleaning of classrooms, shared areas, surfaces and toilets are not undertaken to the standards required		cleaning schedule should include: <ul style="list-style-type: none"> more frequent cleaning of rooms / shared areas that are used by different groups frequently touched surfaces being cleaned more often than normal, using standard products such as detergents and bleach the regular cleaning of toilets 				clean areas following use.		
		Working hours for cleaning staff are increased	N					
28. The use of fabric chairs may increase the risk of the virus spreading		Take fabric chairs out of use where possible.	y			Continue		Continue
		Where that is not possible then ensure chairs are limited to single person use.	N					
29. Queues for toilets and handwashing risk non-compliance with reduction of contacts and maximising distance measures		Follow DfE guidelines for number of pupils per toilet		See plan for toilet use and for break times.		Each bubble has own designated toilet block. All other measures continue.		See plan for toilet use and for break times.
		Queuing zones for toilets and hand washing have been established and are monitored.	Y					
		Floor markings are in place to enable reduction of contacts and maximising distance.	N					
		Pupils know that they can only use the toilet one at a time.	Y					

		Pupils are encouraged to access the toilet during class/throughout the day to help avoid queues.	Y					
		The toilets are cleaned frequently.	Y					
		Monitoring ensures a constant supply of soap and paper towels	Y					
		Bins are emptied regularly.	Y					
		Pupils are reminded regularly on how to wash hands and young children are supervised in doing so.	Y					
30. Fire procedures are not appropriate to cover new arrangements		<p>Fire procedures have been reviewed and revised where required, due to:</p> <ul style="list-style-type: none"> ○ Reduced numbers of pupils/staff ○ Possible absence of fire marshals ○ The need to apply reduction of contacts and maximising distance rules during evacuation and at muster points ○ A possible need for additional muster point(s) to enable reduction of contacts and maximising distance where possible 	Y		Fire training planned- September INSET		All staff aware of protocols and have completed training.	All staff aware of protocols and have completed training.

		Staff and pupils have been briefed on any new evacuation procedures (inc breakfast club and after school activities)	Y					
		Incident controller and fire marshals have been trained and briefed appropriately.	N					
31. Fire evacuation drills - unable to apply reduction of contacts and maximising distance procedures effectively		Plans for fire evacuation drills are in place which are in line with reduction of contacts and maximising distance measures e.g. bubble muster points	Y		See above PEEP in place for identified children.			
		Review Personal Emergency Evacuation Plans – buddies are assigned or reassigned according to available persons.	Y					
		Consider access route for teachers and pupils with mobility issues, as reduction of contacts and maximising distance measures may not be possible during an emergency	Y					
32. Fire marshals absent due to self-isolation		An additional staff rota is in place for fire marshals to cover any absences and staff have been briefed accordingly.	Y		See staff handbook (update for September)			
33. All systems may not be operational		Government guidance is being implemented where appropriate, see following link: https://www.cibse.org/corona-virus-covid-19/emerging-from-lockdown	Y					

		<p>All systems have been recommissioned including:</p> <ul style="list-style-type: none"> Water systems (particularly legionella testing and controls in place) Electrical and gas safety checks Emergency escapes, lighting and fire detection systems Security systems Lifts and escalators Heating Ventilation systems 	Y			<p>All utilities serviced during summer break</p> <p>Air conditioning units not in use.</p>		
34. Statutory compliance has not been completed due to the reduced availability of contractors during lockdown		All statutory compliance is up to date.	Y					
		<p>Where water systems have not been maintained throughout lockdown, chlorination, flushing and certification by a specialist contractor has been arranged.</p> <p>The following guidance has been followed where appropriate: https://www.hse.gov.uk/coronavirus/legionella-risks-during-coronavirus-outbreak.htm</p>	Y					
35. Lack of good ventilation means that there is risk of transmission		Ensure good ventilation in classrooms and common areas e.g. through opening a window	Y				<p>Doors/windows to be left open to ensure ventilation of classrooms. Air conditioning units not in use.</p>	<p>Doors/windows to be left open to ensure ventilation of classrooms.</p>
		<p>Follow guidance in the following link: air conditioning and ventilation during the coronavirus outbreak.</p>						<p>Air conditioning units not in use at this time</p>

36. Visitors to the site (including parents) add to the risk		Signage giving routes, procedures, entrances and exits to be followed.	Y		See plan		No visitors to site unless in an emergency or essential services. Service engineers to wear PPE.		Visitors to use sanitisers on arrival and use the Nurture Room. Visitors to complete test and trace proforma on arrival.
		Limit the external visitors to the school during school hours	Y						
		Review visitors/contractors sign in procedure to restrict use of shared equipment i.e. pen or touchscreen computer.	Y						
		Parents should come into school buildings only when strictly necessary, by appointment, and ideally only one (unless for example, an interpreter or other support is required). Any such meetings should take place at a safe distance (and so the use of small offices may not be suitable)	Y						
		Consider holding SEN meetings such as Annual Reviews and other start of term transition meetings 'virtually'	Y						
37. Contractors on-site whilst school is in operation may pose a risk to reduction of contacts and maximising distance and infection control		Ongoing works and scheduled inspections for schools (e.g. estates related) have been designated as essential work by the government and so are set to continue.	Y		See plan re external visitors.		Essential works to be carried out within guidelines of H & S. Where possible works to be completed outside of school hours.		Essential works to be carried out within guidelines of H & S. Where possible works to be completed outside of school hours.
		An assessment has been carried out to see if any additional control measures are required to keep staff, pupils and contractors safe.	Y						

		Assurances have been sought from the contractors that all staff attending the setting will be in good health (symptom-free) and that contractors have procedures in place to ensure effective reduction of contacts and maximising distance is maintained at all times.	Y				completed by all service contractors/essential visitors.		Contractor Test & Trace proformer completed by all service contractors/essential visitors.
		Alternative arrangements have been considered such as using a different entrance and exit for contractors and organising classes so that contractors and staff/pupils are kept apart.	Y						
		Reduction of contacts and maximising distance is being maintained throughout any such works and where this is not possible arrangements are reviewed.	Y						
		In addition to arrangements for COVID-19, normal contractor procedures are being applied and have been updated in light of COVID-19 (including contractor risk assessments and method statements, and contractor induction).	Y						
E. General									
38. Existing policies on safeguarding, health and safety, fire		All relevant policies have been revised to take account of government guidance on the system of controls: protective measures regarding COVID-19	Y		Ongoing re policies update H and S audit to be completed by		Health and Safety Audit completed.		Health and Safety Audit completed.

evacuation, medical, behaviour, attendance and other policies are no longer fit for purpose in the current circumstances		and its implications for the school.			September 2020.				
		The school has carried out a full Health and Safety Risk Assessment to ensure it is Covid-19 secure.	Y						
		Staff, pupils, parents and governors have been briefed accordingly.	Y						
39. Curriculum/Learning Environment		<p>Consider what activity is more difficult/ not possible to be undertaken with reduction of contacts and maximising distance in place.</p> <p>Each activity should be risk assessed and should not be run unless the risks can be mitigated. School will ensure activities such as PE, music and practical lessons are carried out safely in line with guidance e.g.:</p> <ul style="list-style-type: none"> - in PE pupils will be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided. Outdoor sports will be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous 	Y		See plan		<p>Full curriculum offered in school and virtually. PE, Dance lessons held remotely but can be accessed in school on IWB and completed in class with limited numbers.</p> <p>Hall not to be used other than for UFSM lunches if required</p> <p>No peripatetic music lessons on site.</p>	<p>Full curriculum offered in school incl dance, PE, Art. Hall not to be used other than for EYFS lunches and Dance/PE.</p> <p>No peripatetic music lessons on site until Summer Term.</p>	

		<p>attention to cleaning and hygiene.</p> <ul style="list-style-type: none"> - In music lessons physical distancing and playing outside will be done wherever possible, limiting group sizes to no more than 15, positioning pupils back-to-back or side-to-side, avoiding sharing of instruments, and ensuring good ventilation. Singing, wind and brass playing will not take place in larger groups such as school choirs and ensembles, or school assemblies. 						
		<p>Ensure all staff are trained and supported in front of classroom delivery style (where appropriate) and aware of how best to provide students with additional support.</p>	Y					
<p>40. Key stakeholders are not fully informed about changes to policies and procedures due to COVID-19, resulting in risks to health</p>		<p>Communications strategies for the following groups are in place:</p> <ul style="list-style-type: none"> o Staff (inc staff at breakfast club and after school activities) o Pupils o Parents o Governors/Trustees o Local authority o Health services 	Y			<p>All stakeholders are kept informed.</p> <p>All children with EHCPs have personalised risk assessments and PEEP where required.</p>	<p>All stakeholders are kept informed.</p> <p>All children with EHCP have personal risk assessment in place and PEEP</p>	

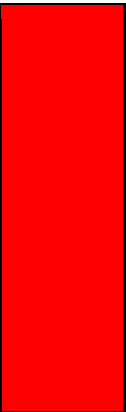
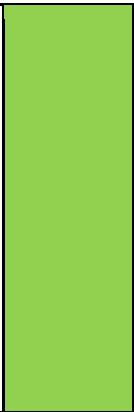

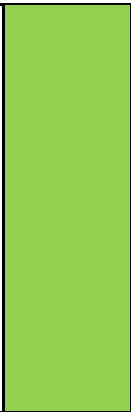
		<ul style="list-style-type: none"> ○ Regional Schools Commissioner ○ Professional associations ○ Other partners ○ Neighbouring schools/EY settings ○ Highways department 							where required.
		<ul style="list-style-type: none"> ● Parents are communicated with to make sure they know: <ul style="list-style-type: none"> ○ whether their child will be able to attend from 3rd Sept ○ what protective steps you're taking to make the school a low-risk place for their child ○ what you need them to do (such as on drop off and collection) <p>For pupils with SEN, consideration should be given to the use of the individual Re-Integration Plan</p>	Y						
41. Pupils who are unable to attend school because they are complying with clinical and/or public health advice		School is aware of current guidelines for shielding	Y				Parents are kept up to date with all guidance. Children in school who have to shield or quarantine will transfer learning immediately to		Attendance is compulsory from 8th March 2021. Parents are kept up to date with all guidance.
		Parents have been provided with clear guidance about acceptable reasons for non-attendance and this is reinforced on a regular basis.	Y		Attendance Guidance				

are not receiving access to remote education		Parents have been asked to make the school aware of pupils' health conditions and the school has sought to ensure that the appropriate guidance has been acted upon.	Y				remote provision.		Children in school who have to shield or quarantine will transfer learning immediately to remote provision.
		Schools have a regularly updated register of pupils with underlying health conditions.	Y						
		Staff are available to ensure pupils at home continue to be provided with remote education	Y						
42. Pupils' mental health has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general		There are sufficient numbers of trained staff available to support pupils with mental health issues.	Y				Mental Health Lead - has full access to a variety of services. Staff are regularly updated with support available to adults and children.		Mental Health Lead - has full access to a variety of services. Staff are regularly updated with support available to adults and children.
		There is access to designated staff for all pupils who wish to talk to someone about wellbeing/mental health.	Y						
		Wellbeing/mental health is discussed regularly in PSHE/virtual assemblies/pupil briefings (stories/toy characters are used for younger pupils to help talk about feelings).	Y						
		Resources/websites to support the mental health of pupils are provided.	Y						
43. The mental health of staff		Staff are encouraged to focus on their wellbeing.	Y				SLT and Mental Health Lead keep		SLT and Mental Health Lead

has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general		Line managers are proactive in discussing wellbeing with the staff that they manage, including their workload.	Y				contact with individuals regarding their mental health, signposts to Quell and other websites are highlighted.		keep contact with individuals regarding their mental health, signposts to Quell and other websites are highlighted.
		Staff briefings and training have included content on wellbeing	Y						
		Staff briefings/training on wellbeing are provided.	Y						
		Staff have been signposted to useful websites and resources.	Y						
44. Lack of governor oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements.		The governing body continues to meet regularly via online platforms.	Y						
		The governing body agendas are structured to ensure all statutory requirements are discussed and school leaders are held to account for their implementation.	Y						
		The headteacher's report to governors includes content and updates on how the school is continuing to meet its statutory obligations in addition to covering the school's response to COVID-19.	Y						
		Regular dialogue with the Chair of Governors and those governors with designated responsibilities is in place.	Y						
		Minutes of governing body meetings are reviewed to ensure that they accurately record governors' oversight and holding leaders to account for areas of	Y						

		statutory responsibility.						
45. Test and trace is not used effectively to help manage staffing levels and support staff wellbeing		Guidance on test and trace has been published.	Y				All staff invited to take Lateral Flow tests twice weekly, results reported to NHS and school. Lateral Flow Test Guidance	All staff invited to take a Lateral Flow tests twice weekly, results reported to NHS and school. Lateral Flow Test Guidance
		The guidance has been explained to staff	Y					
		Post-testing and tracing support is available for staff.	N/a					
46. Infection transmission within school due to staff/pupils (or members of their household) displaying symptoms		Robust collection and monitoring of absence data, including tracking return to school dates, is in place.	Y		Engage with NHS test and trace process COVID 19 staff risk assessment form		Continue with measures in place.	Continue with measures in place.
		Procedures are in place to deal with any pupil or staff displaying symptoms at school. This includes the use of test and trace for both staff and pupils and appropriate action, in line with government guidance, should the tests prove positive or negative.	Y					
		Pupils, parents and staff are aware of what steps to take if they, or any member of their household, displays symptoms. This includes an understanding of the definitions and mitigating actions to take in relation to the terms clinically vulnerable and clinically extremely vulnerable should these apply	Y					

		A record of any COVID-19 symptoms in staff or pupils is reported to the local authority and, in the case of academies, the trust						
47. Staff (inc breakfast club and after school activities staff), pupils and parents are not aware of the school's procedures (including on self-isolation and testing) should anyone display symptoms of COVID-19		Staff, pupils and parents have received clear communications informing them of current government guidance on the actions to take should anyone display symptoms of COVID-19 and how this will be implemented in the school.	Y				Continue with current measures. All stakeholders kept informed with regular updates.	Continue with current measures. All stakeholders kept informed with regular updates
		This guidance has been explained to staff and pupils as part of the induction process.	Y					
		Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders.	Y					
48. Staff, pupils and parents are not aware of the school's procedures should there be a confirmed case of COVID-19 in the school including test and trace		Staff, pupils and parents have received clear communications informing them of current government guidance on confirmed cases of COVID-19 and how this will be implemented in the school.	Y		Confirmed case - General letter to whole school			
		This guidance has been explained to staff and pupils as part of the induction process.	Y					
		Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders.	Y					

<p>49. Staff, parents and carers are not aware of recommendations on transport to and from school</p>		<p>Reduce any unnecessary travel on buses or public transport where possible (for example, by walking or cycling to school) and avoiding peak times. (See Risks 11 and 12). Pupils, parents and staff travelling on public transport to wear face covering and to remove these safely when coming into school, following school procedures</p>	<p>Y</p>						
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