



Assessment Conducted by	Mark Stouph	Job Title	Health & Safety advisor	Persons covered by this risk assessment	staff
	Jo Heaton		CEO		pupils
	Hayley Swinhoe		CFO		contractors
	Sarah Armstrong		Headteacher		visitors

Date of assessment	18th January	Review interval	Weekly	Date of next review	25th January
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What are the hazards?	Who might be harmed?	Risk rating	Control measures	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done	Residual risk
Risk of Faults with building following reopening or increased occupancy	Staff, visitors, pupils or contractors	Major	Inspect site for:				completed	Minor
			Check for damage to asbestos containing materials e.g. these may have been damaged by rodent activity during the closure		Site manager/caretaker	1st September	completed	
			Check for damage to the building, fixtures and fittings		Site manager/caretaker	1st September	completed	
			§ Check for damage to grounds, playgrounds, outdoor play equipment, fencing, trees etc..		Site manager/caretaker	1st September	completed	
			§ Check for rodent activity and/or infestations - commissioning of pest control may be required		Site manager/caretaker	1st September	completed	
			<b>Operational checks to ensure good working order, to be carried out on:</b>					
			+ fire alarms/smoke alarms/panic and accessible-toilet alarms.		Site manager/caretaker	1st September	completed	
			+ fire-door mechanisms		Site manager/caretaker	1st September	completed	
			+ emergency lighting		Site manager/caretaker	1st September	completed	
			+ gas supplies including kitchens		Site manager/caretaker	1st September	completed	
+ Oil supplies for heating		Site manager/caretaker	1st September	N/A				
+ kitchen equipment		Site manager/caretaker	1st September	completed				
+ ventilation systems including LEV in kitchens and classrooms		Site manager/caretaker	1st September	completed				
+ water systems including flushing through and disinfection in accordance with your legionella risk assessment and policy		Site manager/caretaker	1st September	completed				

<ul style="list-style-type: none"> <li>+ water systems to look for water leaks and ensure there is provision of hot water</li> </ul>	Site manager/caretaker	1st September	completed
<ul style="list-style-type: none"> <li>+ windows, doors and gates including electronic gates and doors</li> </ul>	Site manager/caretaker	1st September	completed
<ul style="list-style-type: none"> <li>+ any D&amp;T equipment</li> </ul>	Headteacher	1st September	completed
<ul style="list-style-type: none"> <li>+ equipment used on site e.g. floor cleaners, photocopiers, whiteboards (servicing should be in line with manufacturer's instructions)</li> </ul>	Site manager/caretaker & Headteacher/relevant staff	1st September	completed
<b>Ensure statutory inspections are up to date:</b>			
<ul style="list-style-type: none"> <li>+ lifts and lifting equipment (if the scheduled inspections have not taken place in the last six months)</li> </ul>	Headteacher	1st September	completed
<ul style="list-style-type: none"> <li>+ Pressure systems (the scheduled inspections have not taken place in the last 12 months)</li> </ul>	Site manager/caretaker	1st September	completed
<ul style="list-style-type: none"> <li>+ LEV (the scheduled inspections have not taken place in the last 14 months)</li> </ul>	Site manager/caretaker	1st September	completed
<ul style="list-style-type: none"> <li>+ Gas supplies (the scheduled inspections have not taken place in the last 12 months)</li> </ul>	Site manager/caretaker	1st September	completed
<ul style="list-style-type: none"> <li>+ Fixed wiring (if the scheduled tests required by the regulations have not taken place in the last five years.</li> </ul>	Site manager/caretaker	1st September	completed
<ul style="list-style-type: none"> <li>+ Portable appliance testing (PAT) in line with school/trust policy</li> </ul>	Site manager/caretaker & Office Manager	1st September	completed
<ul style="list-style-type: none"> <li>+ Asbestos management plan (if the scheduled inspections have not taken place in the last 12 months)</li> </ul>	Site manager/caretaker	1st September	completed
<ul style="list-style-type: none"> <li>+ Sports equipment (if the scheduled inspections have not taken place in the last 12 months)</li> </ul>	Site manager/caretaker & Office Manager	1st September	completed
<ul style="list-style-type: none"> <li>+ Fixed outdoor play equipment (if the scheduled inspections have not taken place in the last 12 months)</li> </ul>	Site manager/caretaker & Office Manager	1st September	completed
<ul style="list-style-type: none"> <li>+ Tree surveys (if the scheduled inspections have not taken place in the last 12 months)</li> </ul>	Site manager/caretaker & Office Manager	1st September [next assessment 14th January]	completed
<b>Cleaning of the premises</b>			
<ul style="list-style-type: none"> <li>+ Thorough cleaning is not required if no one has been into the premises . However, if someone goes into the premises within three days before the date of reopening, any areas accessed by that person must have a thorough clean of touch surfaces.</li> </ul>	Site manager/caretaker & Office Manager	5th January	completed
<b>Supplies</b>			
<ul style="list-style-type: none"> <li>§ Ensure you have adequate supplies of soap and hand towels, drying facilities in kitchens, toilets and at sinks.</li> </ul>	Office Manager	1st September	completed
<ul style="list-style-type: none"> <li>+ Ensure adequate supplies of cleaning materials.</li> </ul>	Site manager/caretaker & Office Manager	1st September	completed

Staff & pupil numbers could give rise to risk of infection

Staff, visitors, pupils or contractors

severe

From January 2021 to support national lockdown schools are only open to vulnerable children and children of keyworkers. 5th January school was closed to all pupils due to late government announcement to allow staff planning time to ensure the partial opening was safe and ensure numbers were manageable.		Headteacher	5th January 2021	completed
Schools to add additional hand washing facilities where they feel necessary		Headteacher	1st September	completed
Visitors on site should be only if absolutely necessary, e.g. safeguarding or medical reasons. Specialists, therapists and support for SEND pupils should provide interventions virtually where possible and follow updated lockdown guidance [i.e. visits to site are not permitted]. If not then they should minimise contact and adhere to all protective measures. During Lockdown, visitors previously to site necessary to deliver the curriculum/provide cover, eg sports coaches, music specialists, supply teachers will provide education remotely as required. When not in lockdown, if attending site they must adhere to the protective measures and ensure they maintain 2m distance from all adults and from pupils at the front of the class. All other risk reduction measures should be used, eg use of outdoors, ventilation, no singing, etc in line with guidance.		Headteacher	5th January 2021	completed
If visitors attend site - details to be recorded on Inventory system for Track and Trace purposes.		Office staff	15th September	completed
Visitors to have identified lanyards. Regular visitors to store lanyard in designated locker until next visit. Other visitor lanyards to be stored for 72 hours after use by next person.		Office staff	9th September	completed
Group sizes will follow Government guidance and classes will operate as bubbles with minimal interaction with any other pupils in school other than eg potential passing in corridors. Staff are advised to remain in their bubbles and that area as much as possible. Where possible, staff are advised to work from home if they are able to and are not required on site to facilitate critical work/vulnerable pupil bubbles.		Headteacher	5th January	completed
§ Staff are to be provided with support and time to provide for any pupils not attending school and requiring remote learning. This may include additional time provided to staff. Staff workload will be managed to ensure any remote learning systems are in place for lockdowns. Initial Day 1 response available in office to be emailed to parents on the first day of isolation. Information will be communicated on the first day of any lockdown to all parents/carers with updated procedures following all advice/guidance school have received to date. This will continue as and when required following changes or updated.		Headteacher	5th January 2021	
All protective measures in the system of controls must be adhered to		Headteacher	1st September	completed

All doors and windows to be opened for ventilation where possible, taking risk assessments for individual pupils and site specific issues and weather conditions into account.	Headteacher	1st September	completed
Adults should not spend time next to pupils listening to readers or marking through work. Alternative measures need to be implemented eg plastic screens or use of technology	Headteacher	1st September	completed
Staff should aim to remain 2m away from pupils and other staff and adhere to all necessary guidance including all protective measures in the Government guidance. The guidance acknowledges that even though 2m social distancing cannot be adhered to at all times, the more times that it is the more effective the reduction of risk.	Headteacher	1st September	completed
Protective screens to be installed as additional measures when socially distancing in high volume areas/activities e.g. between office personnel. Areas may operate a rota facility to ensure that the number of people in a area also aids greater social distancing e.g. the main office area.	Headteacher	4th January	completed
Children should be supported to maintain distance and not touch staff and peers where possible.	Headteacher	1st September	completed
§ All guidance to be followed if there is a positive case in school, including provision of a room in school for immediate isolation.	Headteacher	1st September	completed
Pupils in intervention groups should remain with their class or year group bubble where possible. If they are required to attend intervention with another year group then this must be consistent and minimised. These pupils will become part of this individual's 'bubble.' *During Lockdown children will not be provided with intervention outside of their bubble. Remote intervention will be provided where possible to support children learning from home.	Headteacher	5th January 2021	completed
Breakfast and after school clubs should build numbers in a safe manner. Pupils should be kept in their class or year group bubbles where possible. All resources should follow the guidance and be restricted to individual and bubble groups and all activities should follow guidance to maintain distance and minimise risk. ASC and BC provision moved into school hall to provided additional space between year group bubbles as numbers increase.	Headteacher	18th December	completed
When pupils are in school [not during Lockdown], we will dedicate intervention areas to certain classes to ensure that there is not multiple use of a room.	Headteacher	5th January 2021	completed
Music tution coaches with only mix bubbles when absolutely necessary. Pupils attending sessions will have their own equipment, which will be cleaned between bubbles. Children will be socially distanced by 2m+ between each other and staff. Plastic screens iwll be used where appropriate. * During Lockdown -any coaching provided will be remote.	Headteacher	5th January 2021	completed
Ongoing			

			Ensure relevant staff are on site including first aiders, fire wardens and safeguarding support.		Headteacher	1st September	completed	
			§ staff should be made aware and reminded of medical conditions and other needs of pupils they are caring for e.g. allergies, asthma. Ensure devices such as inhalers and epi-pens are available, and relevant staff are trained in their use and can be obtained without compromising the integrity of bubbles. All relevant PPE provided where required.		Headteacher	1st September	completed	
			§ Food allergies and intolerance information to be shared with relevant catering staff for pupils in school and for food parcels/packed lunches being delivered for isolating FSM pupils.		Headteacher	5th January 2021	completed	
			§ Staff shall continue to adhere to the medical needs policy regarding the administration of medication. Medication to be provided by parent / carer at home wherever possible.		Headteacher	1st September	completed	
			✦ If staff and pupils are based at sites which are not their usual location, they should share relevant medical conditions so these can be assessed, and steps taken to manage them as above.		Headteacher	1st September	completed	
Use of certain equipment could increase infection exposure risk	Staff, visitors, pupils or contractors		Outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising natural ventilation flows (through opening windows and doors or using air conditioning systems wherever possible) distancing between pupils and paying scrupulous attention to cleaning and hygiene e.g. gymnastic mats. Schools can hold PE lessons indoors, including those that involve activities related to team sports, for example, practising specific techniques, within their own system of controls. When it comes to playing team sport, schools can offer those with approved guidance listed in the DCMS return to recreational team sport framework, offering the activity in line with guidance.		Headteacher	4th January	completed	
			Pupils should not share IT equipment at the same time, e.g. laptop/chrome book/iPad. This equipment should be cleaned regularly and after every different user.		Headteacher	1st September	completed	
			Pupils should limit the amount of equipment they bring into school each day to essentials of lunchbox, hats, coats and books in one small bag that is easily cleaned. No pencil cases and stationery should be brought in from home. If pupils bring pictures etc for staff then these should follow the rules of post and deliveries detailed in this risk assessment and any physical objects brought into school that should not be, should remain with the pupil and the parent contacted to remind them of systems in place.		Headteacher	1st September	completed	

Severe	Indoor and outdoor equipment that cannot easily be cleaned after each user or kept for one user at a time should be taken out of use e.g. trim trails, climbing frames, indoor and outdoor gyms. If an area can be zoned off for one class bubble to use, eg a trim trail this should very clearly marked and cordoned off with clear signage on who is able to use it. All staff and pupils should be made aware and it should be wiped down at the end of each day. If another bubble is to use it then this must follow the guidance of 48 hours or 72 hours between use if any plastic parts exist.	Headteacher	1st September	completed	Moderate
	Sand and water should be used only by pupils in the same class bubble. Sand and water should be replaced regularly and containers cleaned regularly.	Headteacher	1st September	completed	
	Reduce the use of shared resources. Allocate individual resources of stationery to pupils and staff that is for their sole use. Provide wipeable pockets/pencil cases for pupils' sole use and storage of equipment. Classroom based resources, such as books and games, can be used and shared within the bubble. These should be cleaned regularly - following move to heigher tier - cleaning of items will be increased.	Headteacher	4th January	completed	
	✦ Minimise or remove soft toys and soft decorations e.g. soft hanging displays in classrooms and other more difficult to keep clean equipment. Other equipment that is kept for the sole use of a discrete group of staff and pupils can be cleaned at the end of the day.	Site manager/caretaker & Office Manager	1st September	completed	
	Shared materials and services should be cleaned and disinfected more frequently.	Headteacher	1st September	completed	
	Pupils must bring own labelled water bottles each day and take home to wash at home each night. Where pupils have forgotten a water bottle and require a drink, this must be provided in a labelled disposable cup that the pupil must throw away at the end of the day.	Headteacher	1st September	completed	
	Restrict use of fabric chairs to single bubble use of class size. Clean regularly.	Headteacher	1st September	completed	
	Resources that are shared between classes/bubbles (eg sport, art, science resources) should be cleaned frequently and meticulously and always between bubbles. Alternatively they could be left out of rotation for 48 hours (72hrs for plastics) between use by different bubbles.	Headteacher	1st September	completed	
	✦ Amend or stagger timetables for activities using halls or classrooms where activities cannot be done elsewhere e.g. D&T, practical science, art, so the groups of pupils can move around safely.	Headteacher	1st September	completed	
	Shared resources in bubbles or across bubbles that are more difficult to clean (eg wetsuits) must be bagged and labelled with the date last used and touched and stored securely for 72 hours before use by another pupil. Spare PE kit will not be in usage.	Headteacher	1st September	completed	



Lack of governance resulting in risk of controls not being observed	Staff, visitors, pupils or contractors	Severe	Clerked Board Meetings continue to take place virtually - to be reviewed regularly.		Chair of Board	1st September	completed	Minor
			Chair of Board (and Vice Chair) in regular communication with CEO, CFO, Chairs of LGBS.		Chair of Board	1st September	completed	
			Headteachers in regular communication with Chairs of LGBs. Information disseminated to LGBs by Chairs of LGBs.		Headteacher	1st September	completed	
			Diarised LGB meetings to take place virtually - system to be reviewed regularly.		Board of Directors	1st September	completed	
			Board use CST governance framework to support decision making.		Board of Directors	1st September	completed	
			The Trust will take into account all local information, including local infection rates, R rates and other relevant information when making decisions.		Board of Directors	1st September	completed	
Risk to vulnerable groups (clinically extremely vulnerable & vulnerable staff & pupils)	Staff & pupils	Severe	Clinically extremely vulnerable persons[i]					Moderate
			<p>✦ Staff who are classed as clinically extremely vulnerable should not go to the workplace. These employees will have received a shielding letter from the NHS. -Children who are clinically extremely vulnerable are advised to not attend school and will access remote education.</p>		Headteacher to coordinate	7th November	completed	
			Clinically vulnerable persons					
			§ Staff - clinically vulnerable staff (including staff who are pregnant) who are at higher risk of severe illness have been advised by the government to take extra care in observing social distancing. In school they should stay 2 m away from others wherever possible. If they have to spend time within 2 m of other people, settings must carefully assess and discuss with them whether this involves an acceptable level of risk via the use of an employee risk assessment. Clear visor available if required. Clear screens to be considered in main office. All risk assessments to be reviewed in light of increase of infection rates and movement of Sunderland into Tier 4 and Lockdown.		Headteacher	4th January	5th January	

			<p>Staff who are pregnant will work from home if possible and will have a personalised risk assessment in place. Staff are advised to notify their employer if they become pregnant - to ensure that risk assessments can be completed quickly and safety measures put in place. Following 28 weeks, there is increased risk, if staff member is to remain on site, provision to be adapted to ensure they can remain 2m or 1m+ from other adults and children.</p>	Headteacher	7th November	completed	
			<p>† Pupils - a small minority of children will fall into this category and school should work with parents to follow medical advice if their child is in this category.</p>		1st September	completed	
			<p>§ Living with someone who is clinically vulnerable - pupils or a member of staff who lives with someone who is clinically vulnerable (but not clinically extremely vulnerable) including those who are pregnant, can attend their education or childcare setting.</p>	Headteacher		completed	
Risk of Infection from persons displaying coronavirus symptoms	Staff, visitors, pupils or contractors	Severe	<p>† All persons who are displaying symptoms <u>must not come into school</u> and should follow government guidance on self-isolating.</p>	Headteacher	1st September	completed	Moderate
			<p>§ Persons whose family members are displaying symptoms of coronavirus must follow government guidance regarding self-isolating. Symptoms include a fever or high temperature, persistent cough, loss of taste or smell.</p> <p>In the event of a positive test outcome schools should contact DFE COVID response hotline. This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID19) attended the school – as identified by NHS Test and Trace.</p> <p>The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.</p> <p>The health protection team will work with schools to guide them through the actions they need to take. Based on the advice from the health protection team, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 10 days since they were last in close contact with that person when they were infectious.</p>	Headteacher			

<b>Risk of Infection from persons becoming ill on site with coronavirus symptoms</b>	Staff, visitors, pupils or contractors	<b>Severe</b>	§ All persons who develop coronavirus symptoms however mild should be sent home as soon as possible and they should then follow government guidance on selfisolating and testing. They should self-isolate for 10 days and their fellow household members should self isolate for 10 days [if siblings in school they must be sent home too]. All staff and pupils who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus. The Trust is able to book tests for employees who require this. School will pass on any tests provided to them under the guidance provided by Government. School has a limited number of testing kits which must be issued and used in line with the NLLT Covid-19 protocol.		Headteacher	1st September	completed	<b>Moderate</b>
			§ Whilst awaiting pickup, persons should be isolated in a separate area with a closed-door and preferably an open window. Pupils will need to be supervised whilst this takes place. A separate room will be available for potential isolation of staff and pupils. This room will be deep cleaned after the use of the room, by cleaning staff.		Headteacher	1st September	completed	
			§ A fluid resistant facemask (IIR) should be worn by the supervising adult if a distance of 2m cannot be maintained. If contact with the child or young person is necessary then gloves, and apron and a suitable facemask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting or vomiting then eye protection should also be worn.		Headteacher	1st September	completed	
			+ Where the child, young person or staff member tests negative, they can return to their setting and they can end their self-isolation, unless a member in their house hold has a positive test outcome or begins to display syptoms].		Headteacher	1st September	completed	
			§ Where the child, young person or staff member tests positive, the rest of their class or group within their childcare or education setting should be sent home and advised to self-isolate for 10 days. The other household members of the wider class or group do not need to selfisolate unless the child, young person or staff member they live with in that group subsequently develops symptoms. If any others are deemed to require it, due to potential contact/risk of infection then they will also be required to isolate.		Headteacher	1st September	completed	
							completed	

		<p>✦ As part of the national testing trace programme, if other cases are detected within the cohort or in the wider setting, Public Health England (PHE) local health protection teams will conduct a rapid investigation and will advise schools and other settings on the most appropriate action to take. In some cases, a larger number of other children, young people may be asked to self-isolate at home as a precautionary measure, perhaps the whole class. Where settings are observing guidance on infection prevention and control, which will reduce the risk of transmission, closure of the whole setting will generally not be necessary.</p>		Headteacher	1st September	completed	
		<p>PHE has updated schools with guidance: A 'contact' is a person who has been close to someone who has tested positive for COVID-19 anytime from 2 days before the person was symptomatic and up to 10 days from the start of symptoms (this is when they are infectious to others). If the person who has tested positive has not developed symptoms the time period would be 2 days before the date of the test and up to 10 days from the date of the test.] -Updated definitions for contacts from Public Health as a contact can be:</p> <ul style="list-style-type: none"> <li>• people who spend significant time in the same household as a person who has tested positive for COVID-19</li> <li>• a person who has had face-to-face contact (within one metre) with someone who has tested positive for COVID19, including: <ul style="list-style-type: none"> <li>• being coughed on</li> <li>• having a face-to-face conversation within one metre</li> <li>• having skin-to-skin physical contact</li> <li>• contact within one metre for one minute or longer without face-to-face contact</li> </ul> </li> <li>• a person who has been within 2 metres of someone who has tested positive for COVID-19 for more than 15 minutes</li> <li>• sexual partners</li> <li>• a person who has travelled in a small vehicle with someone who has tested positive for COVID-19 or in a large vehicle or plane near someone who has tested positive for COVID-19</li> </ul>				completed	
		<p>After use the PPE should be bagged as per the guidance, a dated label to assist with disposal after the required time period, and stored appropriately on site before putting into bins.</p>		Headteacher	1st September	completed	
		<p>✦ If a member of staff has helped someone who was unwell with a new, continuous cough, or high</p>					

			temperature, or loss of smell or taste, they do not need to go home unless they develop symptoms themselves or a pupil or staff member subsequently test positive. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.		Headteacher	1st September	completed	
			+ Clean core areas that staff or pupils have been in with standard cleaners and disinfectants.		Site manager/caretaker & Office Manager	1st September	completed	
			+ A separate sanitary facility should be provided for individuals who display symptoms. They should be cleaned and disinfected using standard cleaning products before being used by anyone else as should any areas they are isolated in.		Site manager/caretaker,  Office Manager & Headteacher	1st September	completed	
Unrestrictive access could increase risk of infection	Staff, pupils, visitors & contractors	Major	§ Staggered start and finish times, attendance times etc.		Headteacher	1st September	completed	Moderate
			will be in place to limit numbers of children and adults arriving and leaving at the same time. This will be organised by the school to work in the best way for the school and their community.		Headteacher	1st September	completed	
			+ Open as many access points into the school grounds during drop-off and pickup as possible to assist with social distancing.		Headteacher	1st September	completed	
			+ Where possible have separate access and exit points into the building for different groups of pupils and staff as close as possible to their designated classroom and work areas. Rooms and work areas should be accessed directly from outside wherever possible.		Headteacher	1st September	completed	
			§ Where possible at drop-off and pickup times to avoid contamination, doors should be kept open or only opened and closed by the member of staff responsible for that area. Door handles should be regularly cleaned and sanitised to prevent infection. Safeguarding and health and safety must be assessed to see if this is appropriate especially for younger children and pupils with SEND needs and fire procedures will need to be altered to ensure those doors are closed should the fire alarm sound. The use of automatic 'doorguard' systems may be appropriate. *During Lockdown visitors will be restricted unless absolutely essential and remote support will be provided.		Headteacher	5th January 2021	completed	

Visitors on site should be only if absolutely necessary, e.g. safeguarding or medical reasons. Specialists, therapists and support for SEND pupils should provide interventions virtually where possible. If not then they should minimise contact and adhere to all protective measures including wearing a facemask when on the site unless exempt. Any visitors necessary to deliver the curriculum/provide cover, eg sports coaches, music specialists, supply teachers must adhere to the protective measures and ensure they maintain 2m distance from all adults and from pupils at the front of the class. All other risk reduction measures should be used, eg use of outdoors, ventilation, no singing, etc in line with guidance. Peripatetic music teachers delivering singing, brass or woodwind will not take place in school, but any instruments that do not involve blowing of air are allowed in small groups in a well ventilated area with social distancing.

Headteacher

1st September

completed

§ Parents and carers should be advised not to congregate on the school grounds or outside the school gates and to observe social distancing. Parents will be limited in coming onto the school grounds where possible and only for necessary routes to drop off/pick up. If required to come onto the grounds this will be for the shortest possible time. The gates will be manned by staff to ensure adherence. Areas outside drop-off and pickup points will be marked with 2m distance markers to help. During Lockdown, expectations to be reiterated. Facemasks to be encouraged when dropping off and collecting children.

Headteacher

5th January

completed

§ Parents and carers should be advised that only one adult should accompany their child to and from school. If a sibling needs to accompany for childcare reasons the parent must accept responsibility for their adherence to all health and safety measures put in place.

Headteacher

1st September

completed

Where schools have pupils attending more than one educational site eg alternative provision, the school should work collectively with the other provider to ensure risks are identified and minimised and all protective measures followed.

Headteacher

1st September

completed

§ Parents and carers should be informed they should not come into the school buildings unless by prior arrangement. Communication with school staff will be by phone, email or the virtual platform relevant to the individual school. If a parent needs to drop something off/pick something up at school it must be by appointment and all health and safety measures will be adhered to, including the screen remaining closed and only one person in the school reception area.

Headteacher

1st September

completed

			<p>✦ Staff should access and exit through the closest entrance to the area where they will be based where possible.</p> <p>✦ Inform suppliers, contractors and visitors as far as possible of the times the school is open and the procedures for accessing the site if these have changed.</p>		Site manager/caretaker,	1st September	completed	
			Staff to ensure that they are socially distanced when outside main building, i.e. on gate duty. Additional staffing on gates to support staggered start times for siblings who enter through different gates.				completed	
			Schools should bulk buy to reduce the number of deliveries. All social distancing must be adhered to when deliveries are made including the delivery left in the school entrance with staff behind door/screen. The member of staff that moves the delivery must wear gloves and dispose of/wipe down packaging as required. If concerned the delivery can be left for 72 hours before being unpacked.		Site manager/caretaker,	1st September	completed	
Infection risks during transportation	Pupils staff	Major	Schools should liaise with school transport providers, including around arrival and departure expectations and follow government guidance on school transport. Schools should keep a record of pupils travelling to aid public health advice if a pupil tests positive.		Headteacher	1st September	completed	Moderate
			Schools should ensure that staff are advised on following safe travel to work guidance and any support provided to store bicycles.			1st September	completed	
Poor hygiene could cause infection	Staff, pupils, visitors & contractors	Severe	§ If available have hand sanitisers at entrance points to the building and staff, visitors and pupils should use them on entry.		Site manager/caretaker & Headteacher	1st September	completed	Moderate
			✦ Pupils and staff should wash their hands with soap and water for at least 20 seconds on entering their allocated area and at regular intervals throughout the day, particularly after going to the toilet, touching faces, coughing or sneezing, learning outside and before and after eating. Paper towels should be available for drying hands. The use of air blowing hand dryers should be avoided.	Additional refillable hand pump soaps and paper towel stations in place to reduce time taken for group handwashing.	Headteacher	1st September	completed	
			✦ If sinks are not available close to or in classrooms and work areas, then handwashing facilities and/or hand sanitisers should be provided.		Site manager/caretaker,	1st September		

		Office Manager & Headteacher		completed
	Additional hand washing facilities will be provided where required.	Site manager/caretaker & Headteacher	1st September	completed
	† All persons should wash their hands before leaving the premises.	Headteacher	1st September	completed
	§ Tissues will be available in all group areas and should be single use only and binned after use.	Site manager/caretaker, Office Manager & Headteacher	1st September	completed
	† Any waste products used by staff or pupils that start to show symptoms whilst in school shall be double bagged and kept securely the 72 hours before being disposed of via the usual waste disposal route. Bags should be clearly labelled with the disposal date i.e. 72 hours after bagging and stored before being put into the normal waste collection	Site manager/caretaker, Office Manager & Headteacher	1st September	completed
	Staff opening post must either wear gloves or wash hands thoroughly after touching the post. Envelopes to be disposed of in lidded bin.	Office Manager & Headteacher	1st September	completed
	Staff should bring own food into school in labelled washable box. This will be stored in locker/staff cupboards. If anything is required to be placed in the fridge this must be in a labelled washable box. Staffroom use will be discouraged, although staff will still receive appropriate breaks. Staff are advised to bring in own flask, tea bags, etc. and to wipe down the kettle, microwave, etc. if they choose to use them. Staff are asked to take home their eating utensils each night to wash, but if they are washed in school they must be washed only by the person who has used them.	Headteacher	1st September	completed
	Tea towels and other towels must be removed from all areas and not used.	Site manager/caretaker, Office Manager & Headteacher	1st September	completed
	§ In addition, staff are to wash hands on entry to staff rooms before and after preparing food and drinks and before leaving.	Headteacher	1st September	completed

			<p>Communal library areas to be taken out of use. Classroom books to be restricted to class bubbles. Home reading books to be managed in a clear simple system to allow for books to be left for 48 hours (or 72 hours for plastics) before they are reused, as per the guidance. This system needs to be clearly set out to staff, pupils and parents. Any books found not in a classroom should be returned to a safe space to be left for 48-72 hours before being reintegrated. Reading diaries can be stamped by staff rather than sign to reduce contact of items returning home.</p>		Headteacher	4th January	completed	
			<p>Staff are only required to physically mark or touch books where required. Staff should wash their hands after touching pupil books. If any school equipment is taken home by staff, e.g. laptop then it must be wiped with a disinfectant wipe before being taken home and before it is brought back into school. Pupil books can be taken home by staff when necessary but this should be minimised where possible.</p>		Headteacher	1st September	completed	
Lack of or inadequate cleaning causing infection	Staff, pupils, visitors & contractors	Severe	<p><b>General cleaning</b></p>					
			<p>✦ Cleaning should be carried out using standard cleaning chemicals and disinfectant and or anti-viral wipes and sprays.</p>		Site manager/caretaker, Office Manager & Headteacher	1st September	completed	
			<p>Consider having a dedicated provision of clean products in each classroom or work area in use containing hand sanitisers, anti-viral wipes, sprayers, paper towels, soap, tissues e.g. in a container storage box so it is easy to pick up and move around the space as required. These should be stored out of the reach of pupils.</p>		Headteacher	1st September	completed	
			<p>Cleaning should be prioritised to cover regularly touched surfaces such as door handles, tables, chairs, toilets, wash basins etc. and should be done with hot soapy water and disinfectant.</p>		Site manager/caretaker, Office Manager & Headteacher	1st September	completed	
			<p>Clean surfaces the children and young people are touching such as toys, books, desks, chairs, doors, sinks, toilets, light switches, banisters more regularly than normal. Packs to be placed on seats prior to exiting classroom.</p>		Site manager/caretaker, Office Manager & Headteacher	1st September	completed	Minor
			<p>Shared materials and surfaces should be cleaned and disinfected more frequently.</p>		Site manager/caretaker, Office Manager & Headteacher	1st September	completed	
			<p>Staff employed by the Trust undertaking wider cleaning should wear disposable gloves and aprons and change these after cleaning each separate work area.</p>		Site manager/caretaker, Office Manager & Headteacher and cleaner employers.	1st September	completed	

			All staff using cleaning materials should have access to and have read the relevant COSHH assessments.	Headteacher	1st September	completed	
			Midday cleaning of high use areas should be carried out.	Headteacher, site manager & office manager	1st September	completed	
			<b>Rooms used for isolating persons displaying symptoms</b>				
			Rooms used for isolating pupils or staff who display symptoms of coronavirus will undergo a deep clean of that room, if that cannot happen then it should be left for 72 hours then a normal clean should be undertaken. A back up room should be available in case it is required.	Headteacher	1st September	completed	
			<b>Clothing</b>				
			There is no need for anything other than normal personal hygiene and washing of clothes. Uniform will be worn by pupils. Schools should consider communication with parents over ease of shoes and coats, eg no laces until able to fasten independently. Schools can also consider pupils wearing PE kits on PE days to minimise risk to adults needing to support pupils with changing clothes or shoes.	Headteacher	1st September	completed	
			<b>Hygiene suites and intimate care facilities</b>				
			Hygiene suites and intimate care facilities should be cleaned between pupils including slings and hoists, control panels, etc..	Site manager/caretaker, Office Manager & Headteacher and cleaner employees.	1st September	N/A	
			<b>Cleaning contractors / Cleaners</b>	Headteacher			
			Discuss and agree enhanced cleaning of specified areas with cleaning contractors. Ensure contract cleaners have procedures in place so that pupils do not have access to cleaning chemicals where cleaning is being undertaken during the day.		1st September	completed	
			§ Cleaning should focus on frequently used hard surfaces such as door handles, toys, sport equipment etc..	Headteacher and site manager	1st September	completed	
			<b>Government Guidance</b>				
			Government guidance states that, unlike all the children and adults, early years and primary age children cannot be expected to remain 2m apart from each other and staff. In deciding to bring more children back to early years and schools, the government are taking this into account.			aware	
Not observing social distancing could increase	Staff, pupils, visitors & contractors	Severe	Schools should adhere to all the PHE guidance contained in the Dfe guidance including adhering to all protective measures (also detailed at bottom of risk assessment).	Headteacher	1st September	completed	Moderate

risk of infection

Minimise contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend school	Headteacher	1st September	completed
Clean hands thoroughly more often than usual	Headteacher & SLT	1st September	completed
Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach	Headteacher & SLT	1st September	completed
Minimise contact between individuals and maintain social distancing where possible	Headteacher & SLT	1st September	completed
It is still important to reduce contact between people as much as possible and we can achieve that and reduce transmission risk by ensuring children, young people and staff where possible, only meets in a consistent group and that group stays away from other people and groups. Public Health England is clear that if early years settings in schools and colleges do this and crucially if they are also applying regular hand cleaning, hygiene and cleaning measures and handling potential cases of the virus as per the advice, then the risk of transmission will be lowered.	Headteacher	1st September	completed
<b>Corridors and circulation spaces</b>	Headteacher		
§ Corridors will be marked out with 2m or 1m+ indicators as a visual aid to social distancing, if required.	Headteacher	1st September	Completed if require
✦ The system for movement around the school, into and out of classrooms, use of toilets should be devised to avoid paths crossing where possible e.g. use of one-way systems, 2m cues, controlled access and exit. Staggering break times, lunchtimes and lesson changeover will help minimise corridor occupancy.	Headteacher	1st September	completed
Staff and visitors to wear face masks in communal areas. Parents advised to wear facemasks when dropping off and collecting pupils. Procedures linked to Hands, Face, Space reiterated and reinforced.	Headteacher	4th January 2021	completed
<b>Classrooms and learning areas</b>	Headteacher		
Keep bubble classes together as an individual group wherever possible.	Headteacher	1st September	completed
§ Classroom desks if in use should be laid out to face the front to ensure pupils are sitting side on. A distance of 2m to the adult at the front of the classroom should be in place where possible. Chairs and desks which are surplus to requirements could be removed to assist social distancing and movement around the class and reduce potential touch points. Tables and furniture not in use could potentially be used as a physical barrier to separate areas of the classroom if suitable. However, safe exit in the event of an emergency must be maintained. Walkways to aid staff adhere to social distancing of adults to pupils can be used in layout of the desks.	Headteacher	1st September	completed

Where pupils may congregate within classrooms e.g. cloak area, systems to be implemented to reduce access to that area at one time - particularly in cloak areas within classrooms.	Headteacher	4th January	completed
When volunteers are used in the school building, due attention should be paid to ensuring they are trained in the systems and expectations, the risk assessment shared and their deployment should follow all aspects of the risk assessment. During lockdown volunteers will not be allowed on site.	Headteacher	5th January 2021	completed
§ If other members of staff need to speak to or visit a different area for example senior leadership team (SLT), they should avoid entering into the room wherever possible. They should stand in the doorway/corridor with classroom door open, as entering the area will affect occupancy. Administration of emergency first-aid is an exception to this requirement. Messages from the office are to be made via class phone/walkie talkie. This is also the case for messages from the staff to the office.	Headteacher & office manager	1st September	completed
§ Staff and pupils should stay in the same specified groups throughout their attendance time and each subsequent time wherever possible. If possible pupils should sit at the same desks during the day. If this is not possible, high use table surfaces should be cleaned between use. If required pupils may mix into a larger bubble for lunch or break supervision, but this must be kept to a consistent bubble of appropriate size. Staff who move between bubbles must adhere to the guidance and the other measures in this risk assessment.	Headteacher, SLT & class teacher	1st September	completed
Teachers and other staff who operate across different classes and year groups in order to facilitate the delivery of the school timetable must adhere to the protective measures.	Headteacher	1st September	completed
Ensure that wherever possible pupils use the same classroom or area of the setting throughout the day with a thorough cleaning of the rooms at the end of the day.	Headteacher	1st September	completed
In order to support SEND pupils effectively and to be deployed to support catch up or run interventions, adults may work with pupils across bubbles but these adults must take extra care to attempt to socially distance from pupils and staff. If staff are deployed across more than one school they should be particularly vigilant to minimise the adults and pupils they come into contact with and should ensure social distancing is adhered to. During lockdown - intervention will likely be provided remotely and there will be no crossing of bubbles.	Headteacher & SENDCo	5th January 2021	completed
When an adult holds an intervention group the desks/chairs should be laid out to face the front. Pupils should have own equipment if possible (or only shared between bubble). All pupils must vacate the area prior to another group using it and the desks and high touch areas should be wiped down after each use.	Headteacher & SENDCo	1st September	completed
Breakfast club provision to have identified areas and routes marked for different bubbles and movement.	Headteacher and ASC manager	2nd September	completed

§ Where required, any necessary emergency closer supervision of pupils should be carried out side on rather than face-to-face. This should be adhered to where required in safeguarding situations, e.g. disclosures. To reduce contact between pupils and staff, measures should be put in place to enable staff to listen to readers, provide feedback on pupil work or support with learning, eg a question related to a book/text. Screens or technology eg visualisers are recommended ways to implement this.

Headteacher, SLT & class teacher

1st September

completed

**Cloakrooms**

§ Ensure any shared storage areas, eg cloakrooms or lockers are clearly marked for separate class bubbles and usage limited to one class bubble at a time. Pupils should be staggered to minimise close contact at collection/replacing of coats.

Headteacher

1st September

completed

**Outdoor areas**

Pupils and staff should maintain social distancing where possible when outside and stay within their discrete learning group/bubble. Groups should not mix outside unless this cannot be avoided and sticks to the government guidance around one consistent bubble for that purpose.

Headteacher

1st September

completed

**Breaks and lunchtime**

Breaks and lunchtime should be staggered to allow safe movement around the school, safe use of play areas and dining halls.

Headteacher

1st September

completed

School catering service providers must adhere to the Covid food standards. Schools will put in place clear systems that ensure minimal contact with other adults and they eat lunch with their class bubble. Seating will reflect government guidance to minimise risk. Any packed lunches brought in from home must ensure pupils have food they can manage independently. Any support for cutting food etc must be provided with recourse to consistency of adults and adhering to good hygiene measures and adults retaining distance where possible.

Headteacher

1st September

completed

Any packed lunches brought in from home must be washable lunch boxes, clearly labelled and must only contain food that can be opened/eaten independently by the pupil. All must be taken home to be washed at the end of the day.

Headteacher

1st September

completed

**Toilets**

† Use of toilets should be as close to their learning base, where possible and should not compromise other bubbles by using classrooms/intervention areas as a walk through.

Headteacher

1st September

completed

<p>✦ Limit the number of children or young people who use the toilet facilities to only pupils from the same bubble at the same time. This will require supervision including at break and lunch times if more than one class are using the toilets.</p>	Headteacher	1st September	completed
<p>✦ Wash hands before and after using the toilet or use hand sanitiser if hand washing is difficult to achieve.</p>	Headteacher, SLT & class teacher	1st September	completed
<p>✦ Where possible staff should use the staff toilets as close to their work areas as possible and follow social distancing guidelines when moving to and from them.</p>	Headteacher	1st September	completed
<p>✦ For all the pupils and staff toilets it is good practice for pupils and staff using the toilets to wipe down door handles, toilet seats and flush handles after use with an anti-viral wipes following the '<i>if you use it, wipe it principle</i>'. Schools will work with pupils to put in place age appropriate systems, eg use of wipes or ways to manage good hygiene in the toilets.</p>	Headteacher	1st September	completed
<p>✦ Signage to the backs of toilet doors and above sinks should be provided to remind pupils and staff to wash their hands and follow the '<i>if you use it, wipe it principle</i>' (for all the pupils, staff and visitor facilities). Provide bins for the disposal of wipes if not already in place.</p>	Headteacher	1st September	completed
<b>Assemblies and collective worship</b>			
<p>§ Assemblies/gatherings/whole school worship should be suspended. These will take place virtually.</p>	Headteacher	1st September	completed
<p>§ Class worship will take place in bubble groups and fulfill all requirements and adhere to the usual practices required with regards to social distancing, hygiene and agreed systems. Singing will not take place until further guidance is released and this is reviewed.</p>	Headteacher	1st September	completed
<b>Staff areas</b>			
<p>✦ Staff rooms and offices should be rearranged to have appropriate gaps between seating and workstations and/or staggered breaks and lunchtime with a rota for common resources and areas to limit staff numbers using the area at any one time. Staff should observe social distancing in these areas. Care should be taken to ensure high traffic areas such as printers and photocopiers do not break the 2m social distancing rules. If areas become congested - limit use of areas to maximum number of staff at one time.</p>	Headteacher	1st September	completed
<p>✦ Consider creating additional staff break areas to limit use and aid with social distancing.</p>	Headteacher	1st September	completed
<p>✦ For shared touch points e.g. door handles, drawer handles, microwaves, kettle handles, hot water handles, photocopiers, keyboards, follow the '<i>if you use it, wipe it principle</i>' with anti-viral wipes.</p>	Headteacher	1st September	completed

			<p>§ In discussion with staff, the use of shared resources such as fridges, milk, tea, coffee, will be reduced to minimise touch points and staff advised to bring their own provisions in a cool bag if food needs to be cold. Where fridges are used, staff should put food in a sealed container with their name clearly marked.</p>		Headteacher & SLT	1st September	completed	
			<p><b>Communication</b></p>					
			<p>Staff on lunch duty to have radio system to communicate with staff in hall if first aid incident and additional staff required.</p>				completed	
			<p>✦ It is recommended that staff use class landlines or site radios to communicate to minimise movement between the groups. If staff need to communicate outside their groups, they should observe social distancing.</p>		Headteacher & office manager	1st September	completed	
Inadequate First Aid could increase risk of infection	Staff, pupils, visitors & contractors	Major	<p>✦ Ensure adequate first aid provision for the numbers of staff and pupils on site.</p>		Headteacher	1st September	completed	Minor
			<p>Where possible, each bubble to have an adult able to deliver basic first aid, to minimise contact with First Aiders outside of their bubble group.</p>		Headteacher	1st September	completed	
			<p>Where possible, without causing further injury or discomfort, first aid to be administered in a well ventilated area.</p>		Headteacher	1st September	completed	
			<p>PPE equipment to be provided in each first aid box and used by staff administering First Aid. All staff trained in use of PPE. PPE to be disposed of appropriately.</p>		Headteacher	1st September	completed	
Infection risk from Frequently touched entry systems, panels, etc.	Staff, pupils, visitors & contractors	Major	<p>Telephones and in school communication devices should be wiped with anti-viral wipe after each use.</p>		Headteacher	1st September	completed	Minor
			<p>✦ If it is not possible to clean surfaces between each user then the use of biometrics (signing in systems) should be replaced with an alternative non-contact system where possible e.g. entry points, registration, food and drink purchasing.</p>		Headteacher	1st September	completed	
			<p>✦ Sanitisers should be used before touching biometrics systems if they cannot be cleaned between users.</p>		Headteacher	1st September	completed	
			<p>✦ The use of lifts and control panels should be limited to essential users only and should be cleaned between users e.g. using hand sanitisers or anti-viral wipes.</p>		Headteacher	1st September	completed	
			<p>§ Electronic signing in and out systems should not be used at this current time unless they can be cleaned between users is by the use of hand sanitisers or by anti-viral wipes or used by bar code scanning.</p>		Headteacher	1st September	completed	
			<p>§ IT equipment should be cleaned between users if it cannot be kept for the sole use of a pupil, discrete group of staff or class bubble.</p>		Headteacher & class teacher	1st September	completed	
			<p><b>Ventilation</b></p>					

Enclosed areas could increase risk of infection	Staff, pupils, visitors & contractors	Major	<p>§ Where possible to aid ventilation and avoid the contamination of door handles that need to be opened and closed regularly, doors should be kept open or only opened /closed by members staff responsible for that area and regularly cleaned and sanitised. Safeguarding and health and safety must be assessed to see if this is appropriate especially for younger children and pupils with SEND needs and fire procedures will need to be adhered to ensure those doors are closed should fire alarm sound. Consider use of automatic 'doorguard' systems if appropriate.</p>		Headteacher, SLT & class teacher	1st September	completed	Minor
			<p>• Where possible and appropriate open windows to classrooms, offices, staff rooms. Encourage appropriate clothing, particularly during colder weather</p>		Headteacher, SLT & class teacher	2nd September	completed	
			<p>Children should be supported to maintain distance and not touch staff and peers where possible.</p>		Headteacher, SLT & class teacher	1st September		
			<p>§ If rooms have shared air-conditioning systems that do not filter the extracted air before it flows into another room these rooms should not be used. Air-conditioning systems should have the recirculation setting turned off or not used.</p>		Headteacher & site manager/caretaker	1st September	completed	
			<p><b>Learning outside</b></p>					
			<p>§ Learning outside is encouraged wherever possible following social distancing and hygiene guidelines.</p>		Headteacher	1st September	completed	
			<p>§ Medical needs should be understood by relevant staff e.g. allergies, asthma, etc..</p>		Headteacher	1st September	completed	
			<p><b>Water fountains</b></p>					
			<p>† Water fountains in shared pupil areas should be taken out of use.</p>		Headteacher	1st September	completed	
			<p>§ Water dispensing systems can be used and additional cleaning should be implemented, particularly of dispensing handles after each use. Hand sanitiser/hand washing should be available to use before and after each use.</p>		Headteacher	1st September	completed	
Educational Visits could increase infection risks	Staff, pupils and others	Moderate	<p>† Government guidance is currently that all local national and international educational visits are ceased for the time being.</p>		Headteacher	1st September	completed	Minor
			<p>Schools will not undertake any residential visits off site until this is reviewed at a future date - due to National Lockdown measures and restrictions.</p>		Headteacher	7th November	completed	
Inadequate PPE or inappropriate			<p>§ Whilst masks have not been identified as necessary in a school setting, Staff and visitors are asked to wear face masks in communal areas. Parents advised to wear facemasks when dropping off and collecting pupils. <b>School have advised all parties of guidance regarding removing face masks and storage [following government guidance].</b></p>		Headteacher	4th January	completed	
			<p>Activities such as close intimate care e.g. nappy changing, invasive medical procedures, assisting with feeding necessities and other close contact with pupils.</p>			1st September	completed	

use could increase infection risks	Staff, pupils, visitors & contractors	Severe	§ Staff carrying out these activities should wear disposable gloves and aprons and may need IIR facemasks and eye protection e.g. where there is a risk of spitting, vomiting, etc.. This would need to be assessed on a case-by-case basis.		Headteacher	1st September	completed	Moderate
			§ If PPE is identified as necessary for certain activities or staff through a risk assessment, this should be provided by the school.		Headteacher	1st September	completed	
			† Reusable eye protection and face coverings should be thoroughly cleaned between each individual person being assisted.		Headteacher, users of equipment	1st September	completed	
Changes in schedules and work arrangements could cause risk to Staff wellbeing.	Staff	Moderate	† The school will consult with and involve staff in the setting up of individual school plans and systems as far as possible and discuss and share this risk assessment.		Headteacher	1st September	completed	Minor
			§ All necessary training and familiarisation time will be provided for staff before opening the school to pupils.		Headteacher	1st September	completed	
			§ Staff wellbeing should be a high priority for each school including work life balance and wellbeing. Schools should ensure all staff are aware of the health and wellbeing benefits in place for staff through SAS absence insurance as well as any other relevant support available. Staff should be provided with time to discuss any concerns with line managers.		Headteacher	1st September	completed	
			Senior Leaders and Governance will continue to review remote learning procedures for effectiveness, ensuring best practice and maximising staff time and workload.		Headteacher	5th January	ongoing	
			† Consider if employee risk assessments need to be amended or new ones carried out for staff experiencing mental health issues.		Headteacher in conjunction with HR advice	1st September	completed	
			§ It is recommended that regular staff meetings (via zoom or following social distancing rules) are undertaken with staff on site and that regular telephone, zoom communication is held with staff who are not present to maintain contact and assist well-being. Setting up closed WhatsApp groups may help staff. Staff meetings should not be held in person. If absolutely necessary that staff meet in person this should be with the minimum number of staff possible, for as short a time as possible (no longer than 15 minutes), in the outdoors or Hall. Windows and doors should be open and staff must be minimum of 2m apart.		Headteacher	1st September	completed	
			Any staff working from home to be provided with support and any necessary provision.		Headteacher with support from HR & CFO	1st September	completed	
			Staff to be supported through any bereavement or family difficulties as a result of Covid-19.		Headteacher	1st September	completed	
			§ Identify mental health first aiders in each school and ensure appropriately trained and supported.		Headteacher	1st September	completed	
			Revised staff handbook to be provided to all staff prior to September opening.		Headteacher	1st September	completed	
Staff to have individual contact with line manager/SLT to discuss any personal anxieties.		Headteacher	1st September	completed				

			<ul style="list-style-type: none"> <li>† Inform staff of assistance that may be available in terms of counselling and other support services.</li> </ul>		Headteacher	1st September	completed	
			Staff to be supported on an individual basis with any anxieties or difficulties.		Headteacher	1st September	completed	
Contractors attending site could introduce infection	Staff, pupils, visitors & contractors	Moderate	<ul style="list-style-type: none"> <li>† Minimise visits from any visitors other than those necessary for SEND or specialist and education provision to essential site visits only for example to carry out statutory testing and repair work. Visits that can take place outside of school hours should do so.</li> </ul>		Headteacher & site manager/caretaker	1st September	completed	Minor
			<ul style="list-style-type: none"> <li>† Contractors should provide their risk assessments and discuss additional needs with the school prior to visiting.</li> </ul>		Headteacher & site manager/caretaker	1st September	completed	
			<ul style="list-style-type: none"> <li>† Contractors should adhere to social distancing guidelines.</li> </ul>		Headteacher & site manager/caretaker	1st September	completed	
			<ul style="list-style-type: none"> <li>† Contractors to carry out regular hand washing and sanitising especially on arrival at school and throughout their time on site.</li> </ul>		Headteacher & site manager/caretaker	1st September	completed	
			<ul style="list-style-type: none"> <li>† If contractors need supervising this should be done following social distancing guidelines.</li> </ul>		Headteacher & site manager/caretaker	1st September	completed	
			<ul style="list-style-type: none"> <li>† Contractors to follow government guidelines on selfisolating if they or their family members display any symptoms.</li> </ul>		Headteacher & site manager/caretaker	1st September	completed	
			If contractors display any symptoms whilst on site they will be asked to leave immediately and any areas or equipment they have been working in or on should be isolated for 72 hours or thoroughly cleaned prior to admitting other persons or being used.		Headteacher & site manager/caretaker	1st September	completed	
			If contractors are on site for long periods of time a separate toilet facility should be identified for their sole use and clean after their work has ceased and before being used by the school again.		Headteacher & site manager/caretaker	1st September	completed	
			<ul style="list-style-type: none"> <li>† Where possible access and exit points separate to those used by staff and pupils should be used.</li> </ul>		Headteacher, site manager/caretaker & office manager	1st September	completed	
			<ul style="list-style-type: none"> <li>† The school should still follow procedures for controlling access and security whilst contractors are on site.</li> </ul>		Headteacher, site manager/caretaker & office manager	1st September	completed	
			Lettings users could introduce infection	Staff, pupils, visitors & contractors	Moderate	<ul style="list-style-type: none"> <li>† Lettings, visitors and on-site meetings with external individuals and groups should cease unless they can only be conducted face-to-face and are vital or necessary.</li> </ul>		
<ul style="list-style-type: none"> <li>† If they are vital or necessary e.g. educational, safeguarding or health purposes, then social distancing and hygiene rules must be adhered to.</li> </ul>		Headteacher				1st September	completed	
<ul style="list-style-type: none"> <li>† A separate toilet facility should be identified for the sole use of visitors whilst on site as close as possible to the meeting or letting area and cleaned after their meeting has ceased and before being used by the school again.</li> </ul>		Headteacher				1st September	completed	
<ul style="list-style-type: none"> <li>† Where possible access and exit points separate to those used by staff and pupils should be used.</li> </ul>		Headteacher				1st September	completed	
<ul style="list-style-type: none"> <li>† The school should still follow procedures for controlling access and security whilst visitors are on site.</li> </ul>		Headteacher				1st September	completed	

Changes in school schedules and working could risk Pupil wellbeing	Pupils	Major	<ul style="list-style-type: none"> <li>✦ Staff should ensure that pupils are aware of support available for pupil well-being.</li> </ul>		Headteacher & SLT	1st September	completed	Minor
			<ul style="list-style-type: none"> <li>§ Facilities should be identified to allow private discussion between staff and a pupil/s whilst maintaining social distancing wherever possible.</li> </ul>		Headteacher	1st September	completed	
			Bespoke curriculum put in place for pupils returning to school.		Headteacher	1st September	completed	
			Trust wide challenge/competition for pupils to design posters/invent characters etc. to reinforce messages of hygiene, social distancing, etc..		CEO, Headteacher & SLT	1st September	completed	
			Use of communication prior to return, including photos/videos to reduce anxiety.		Headteacher	1st September	completed	
			Support to be given to children who are seen to be struggling with the transition to remote learning.		Headteacher	1st September	completed	
			First response attendance system still to be adhered to in school. If school staff need to attend a home then government guidance should be followed from safer working in education and social care and the staff should remain at a distance from the front door.		Headteacher	1st September	completed	
Pupil behaviour not adhering to rules/guidance could risk undermining controls	Staff and pupils	Major	Clear messaging for pupils and adequate training in systems in place in age appropriate manner.		Headteacher	1st September	completed	Minor
			Behaviour policy adapted in light of current situation		Headteacher	1st September		
Fire safety risks	Staff, pupils, visitors & contractors	Severe	<ul style="list-style-type: none"> <li>§ Consider if the fire evacuation routes need to be altered to take into account change use of the site.</li> </ul>		Headteacher	Ongoing	completed	Minor
			<ul style="list-style-type: none"> <li>§ Move any required muster points and amend practices so staff and pupils can be 2m apart and that separate groups do not mix.</li> </ul>		Headteacher	1st September		
			Consider if you need to reallocate fire marshal/warden roles.		Headteacher	1st September		
			Ensure staff know how to use fire extinguishers and where call points are located, particularly if staff are not normally in that classroom, on that site or work location. Ensure all staff are shown the evacuation routes clearly from their areas of work, particularly if using multiple classrooms.		Headteacher	1st September		
			Where adaptations are made to building, including doors left open for ventilation then fire service must be liaised with. CFO can support schools with this.		Headteacher	1st September		
			Adequate number of fire wardens present/on site at all times.		Headteacher	1st September		
<ul style="list-style-type: none"> <li>✦ In the event of an emergency the social distancing rule does not apply if it would be unsafe to adhere to it.</li> </ul>			1st September					

Lunchtime	Staff & pupils	Moderate	§ Allocate staff at lunchtime to ensure supervisors supervising a consistent group of pupils and have adequate breaks.		Headteacher	1st September	completed	Minor
Supervision risk								
Inadequate controls in Catering could increase the risk of infection	Staff, pupils & contractors	Major	† Inform catering staff of any changes to entry and exit		Headteacher	1st September	completed	Minor
			† Discuss with catering staff if there needs to be alterations to menu choices and systems to allow for quicker or easier distribution to pupils and for flow through collection points. Consider limiting meal choices taking into account specific dietary and allergy needs.		Headteacher	1st September	completed	Minor
			Catering staff to be involved with discussions about arrangements for pupil lunches including any specific food provision that would support the system put in place.		Headteacher	1st September	completed	
			Catering service to follow the guidance for food businesses on coronavirus		Headteacher	1st September	completed	
			† Where possible catering staff should remain in the kitchen or serving hall and use an entrance and exit as close to the kitchen as possible.		Headteacher	1st September	completed	
			† Catering staff should observe the rules of social distancing and hygiene whilst on site.		Headteacher, Office Manager & Site supervisor	1st September	completed	
			§ Any tables/trolleys used by catering staff to assist in the dissemination of lunches should be cleaned before pupils and staff touch them.		Headteacher	1st September	completed	
Safeguarding risks	Pupils	Severe	Safeguarding procedures need to be reviewed to ensure all systems comply with the risk assessment and government guidance. Designated leads/deputies should be provided with time to deal with any new safeguarding issues, concerns and referrals.		Headteacher and	1st September	completed	Minor
			Communication with school nurses should be maintained.		Designated Safeguarding Lead Headteacher			
Risks associated with localised infections rise leading to requirement for local lockdown	Staff, pupils, visitors & contractors	Severe	Schools should follow all government and Public Health guidance immediately in the event of a local lockdown including. The Trust protocol must be followed. School is likely to restrict access to key worker and vulnerable pupils as in national lockdown.		Headteacher	1st September	completed	Moderate

Protected characteristics could impact upon risk to individuals	Staff and pupils	Moderate	Schools must consider the impact on staff and pupils with protected characteristics, including race, age and disability in the approach to managing risk. This includes the use of individual risk assessments where appropriate.		Headteacher	1st September	completed	Minor
			If people with significant risk factors are concerned, Headteachers should discuss their concerns and explain the measures the school is putting in place to reduce risks. School leaders should try as far as practically possible to accommodate additional measures where appropriate.		Headteacher	1st September	completed	

[\[1\] Clinically Extremely Vulnerable People](#)

Some adults and young people have health conditions that mean they are more likely to get very unwell and might have to go to hospital if they catch coronavirus (COVID-19). These people are described as being clinically extremely vulnerable and include those who:

Solid organ transplant recipients. People with specific cancers:

people with cancer who are undergoing active chemotherapy people with lung cancer who are undergoing radical radiotherapy people with cancers of the blood or bone marrow such as leukaemia, lymphoma or myeloma who are at any stage of treatment people having immunotherapy or other continuing antibody treatments for cancer people having other targeted cancer treatments which can affect the

This guidance is for all adults and young people who are most likely to become very unwell if they catch coronavirus (COVID-19), wherever they live or usually spend their time. This could be:

- in their own home
- in a care home
- at school
- at a special school (for example a school for young people with special educational needs) • at university

**System of controls**

This is the set of actions schools must take. They are grouped into 'prevention' and 'response to any infection' and are outlined in more detail in the sections below.

Prevention:

1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school

2) clean hands thoroughly more often than usual

3) ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach

4) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach

5) minimise contact between individuals and maintain social distancing wherever possible

6) where necessary, wear appropriate personal protective equipment (PPE)

4 must be in place in all schools, all the time.

Number 5 must be properly considered and schools must put in place measures that suit their particular circumstances.

r 6 applies in specific circumstances.

**Response to any infection:**

7) engage with the NHS Test and Trace process

8) manage confirmed cases of coronavirus (COVID-19) amongst the school community

9) contain any outbreak by following local health protection team advice  
Numbers 7 to 9 must be followed in every case where they are relevant.

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