



COVID-19

Assessment Conducted by	Mark Stouph	Job Title
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Date of assessment	15th March	Review interval

Matrix for determining risk

IMPACT LEVEL		
	Very Unlikely	Unlikely
Crisis	Moderately High	Moderately High
Critical	Moderately Low	Moderately High
Moderate	Minor	Moderately Low
Marginal	Minor	Minor
Negligible	Minor	Minor

What are the hazards?	Who might be harmed?	Risk rating
Staff & pupil numbers could give rise to risk of infection	Staff, visitors, pupils or contractors	severe

What are the hazards?	Who might be harmed?	Risk rating

What are the hazards?	Who might be harmed?	Risk rating
Lack of or out of date medical information could increase risk of illness to pupils and staff	Staff, visitors, pupils or contractors	severe
Risk that shared use of certain equipment could increase infection exposure risk	Staff, visitors, pupils or contractors	Severe

What are the hazards?	Who might be harmed?	Risk rating

What are the hazards?	Who might be harmed?	Risk rating
Lack of information when entering school could risk virus being introduced	Staff, visitors, pupils or contractors	Moderately High

What are the hazards?	Who might be harmed?	Risk rating
Lack of governance resulting in risk of controls not being observed	Staff, visitors, pupils or contractors	Severe
Risk to vulnerable groups (clinically extremely vulnerable & vulnerable staff & pupils)	Staff & pupils	Severe

What are the hazards?	Who might be harmed?	Risk rating
Risk of Infection from persons displaying coronavirus symptoms	Staff, visitors, pupils or contractors	Moderately High
Risk of Infection from persons becoming ill on site with coronavirus symptoms	Staff, visitors, pupils or contractors	Moderately High

What are the hazards?	Who might be harmed?	Risk rating

What are the hazards?	Who might be harmed?	Risk rating
Unrestrictive access could increase risk of infection	Staff, pupils, visitors & contractors	Moderately high

What are the hazards?	Who might be harmed?	Risk rating
Infection risks during transportation	Pupils, staff	Moderately High
Risk that poor hygiene could cause increased infection transmission	Staff, pupils, visitors & contractors	Severe

What are the hazards?	Who might be harmed?	Risk rating

What are the hazards?	Who might be harmed?	Risk rating
Risk of a lack of or inadequate cleaning causing infection	Staff, pupils, visitors & contractors	Severe

What are the hazards?	Who might be harmed?	Risk rating
Not observing social distancing could increase risk of infection	Staff, pupils, visitors & contractors	Severe

What are the hazards?	Who might be harmed?	Risk rating

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What are the hazards?	Who might be harmed?	Risk rating

What are the hazards?	Who might be harmed?	Risk rating
Inadequate First Aid could increase risk of infection	Staff, pupils, visitors & contractors	Severe
Infection risk from Frequently touched entry systems, panels, etc.	Staff, pupils, visitors & contractors	Moderately High

What are the hazards?	Who might be harmed?	Risk rating
Enclosed areas could increase risk of infection	Staff, pupils, visitors & contractors	Severe
Educational Visits could increase infection risks	Staff, pupils and others	Moderately High
Inadequate PPE or inappropriate use could increase risk of infection	Staff, pupils, visitors & contractors	Severe
Changes in schedules and work arrangements could cause risk to Staff wellbeing.	Staff	Moderately High

What are the hazards?	Who might be harmed?	Risk rating
Contractors attending site could introduce infection	Staff, pupils, visitors & contractors	Moderately High

What are the hazards?	Who might be harmed?	Risk rating
Lettings users could introduce infection	Staff, pupils, visitors & contractors	Moderately Low
Changes in school schedules and working could risk pupil wellbeing	Pupils	Moderately High

What are the hazards?	Who might be harmed?	Risk rating
Pupil behaviour not adhering to rules/guidance could risk undermining controls	Staff and pupils	Moderately High
Fire safety risks	Staff, pupils, visitors & contractors	Severe
Inadequate Lunchtime Supervision increases contact across bubbles	Staff & pupils	Moderately High
Risk of inadequate controls within the catering provision could increase the risk of infection	Staff, pupils & contractors	Moderately High

What are the hazards?	Who might be harmed?	Risk rating
Safeguarding risks	Pupils	Severe
Protected characteristics could impact upon risk to individuals	Staff and pupils	Moderately High
Risk that central government could decide to enforce local restrictions which require schools to revise delivery models at short notice	Staff and pupils	Moderately Low

ID 19: Operational risk assessment for school reopening

Health & Safety advisor	Persons covered by this risk assessment	staff
CEO		pupils
COFO		contractors
Headteacher		visitors
Weekly	Date of next review	22nd March

PROBABILITY		
(that the risk will occur during the lifetime of the activity)		
Possible	Likely	Very Likely
Severe	Severe	Severe
Moderately High	Severe	Severe
Moderately High	Moderately High	Moderately High
Moderately Low	Moderately Low	Moderately Low
Minor	Minor	Minor

Control measures	Do you need to do anything else to manage this risk?	Responsible person	Action by when?	Done
Staff are encouraged to engage in LFD testing to detect and prevent attendance of people who are infectious but asymptomatic.	LFD testing Risk assessment to be reviewed regularly	Headteacher	ongoing	completed
Additional Handwashing facilities have been added to the school site and schools will ensure adequate supplies of handwashing products are available on site.		Headteacher	5th March 2021	completed

Control measures	Do you need to do anything else to manage this risk?	Responsible person	Action by when?	Done
Visitors are allowed on site and school will individually assess each individual case. Where possible, specialists, therapists and support for SEND pupils should provide interventions virtually. If not then they should minimise contact and adhere to all protective measures including wearing facemasks. Any visitors necessary to deliver the curriculum/provide cover, e.g. sports coaches, music specialists, singing provision, 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, e.g. use of outdoors, ventilation, etc. in line with guidance.		Headteacher	ongoing	completed
Details of visitors to school should be captured to assist Track and Trace should there be a positive case reported		Headteacher	ongoing	completed
Classes will operate as bubbles with minimal interaction with any other pupils in school other than e.g. potential passing in corridors. Staff are advised to remain in their bubbles and their 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.		Headteacher	ongoing	completed
Staff are to be provided with support and time to provide remote learning for any pupils who cannot attend school due to them isolating or shielding. Staff workload will be managed to ensure any remote learning systems are in place.		Headteacher	5th March 2021	completed
All protective measures in the system of controls must be adhered to.		Headteacher	5th March 2021	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	5th March 2021	completed
Adults should not spend time next to pupils listening to readers or marking through work. Alternative measures need to be implemented e.g. plastic screens or use of technology		Headteacher	5th March 2021	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. Staff will wear masks in identified communal areas around school.		Headteacher	5th March 2021	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 an area also aids greater social distancing e.g. the main office area.		Headteacher	5th March 2021	completed
Children should be supported to maintain distance and not touch staff and peers where possible.		Headteacher	ongoing	completed

Control measures	Do you need to do anything else to manage this risk?	Responsible person	Action by when?	Done
All guidance to be followed if there is a positive case in school, including provision of a room in school for immediate isolation.		Headteacher	5th March 2021	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.'		Headteacher	ongoing	completed
Breakfast and after school clubs will only operate with safe numbers. 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.		Headteacher	ongoing	completed
Ensure relevant staff are on site including first aiders, fire wardens and safeguarding support.		Headteacher	ongoing	completed
Remind parents/staff of the need to provide up-to-date medical information and maintain records for pupils and staff		Office manager	5th March 2021	completed
Review Education Health Care Plans (SEND) and any similar provisions given the altered nature of the school use, day, timetable, etc.		Headteacher	5th March 2021	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 will be provided where required. * Please note that Face coverings/masks are not PPE.		Headteacher	5th March 2021	completed
Food allergies and intolerance information to be shared with relevant catering staff for pupils returning to school.		Headteacher	5th March 2021	completed
Staff shall continue to adhere to the medical needs procedures regarding the administration of medication. Medication to be provided by parent / carer at home wherever possible.		Headteacher	5th March 2021	completed
If staff are based at sites which are not their usual location, they should ensure relevant medical information is shared with them so these can be assessed, and steps taken to manage them as above.		Headteacher	5th March 2021	completed
Reduce the use of shared resources. Allocate individual resources or 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 along with all regularly touched surfaces.		Headteacher	5th March 2021	completed
Resources that are shared between classes/bubbles (e.g. sport, art, science resources) should be cleaned frequently and meticulously and always before it is moved between bubbles. Alternatively they could be left out of rotation for 48 hours (72hrs for plastics) between use by different bubbles.		Headteacher	ongoing	completed

Control measures	Do you need to do anything else to manage this risk?	Responsible person	Action by when?	Done
The ability to clean equipment used in the delivery of therapies will need to be assessed e.g. sensory equipment. Schools will need to determine if this equipment can withstand cleaning and disinfectant between each use before it is put back into general use. Where cleaning or disinfecting is not possible or practical, resources should be restricted to one user or left unused for a period of 48 hours (72hours for plastics) between use by different individuals.		Headteacher	5th March 2021	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. 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	ongoing	completed
When staff take home any pupil books or resources they should be advised to do so only when absolutely necessary. They should wash their hands prior to touching the books/resources and afterwards. Staff should maintain own equipment/resources for sole use where possible.		Headteacher	ongoing	completed
Increased handwashing should be carried out before and after handling equipment especially if used by more than one user.		Headteacher	ongoing	completed
Music equipment should not be shared where possible. Name labels should be used to identify designated user of equipment e.g. individual drumsticks etc. If instruments and equipment has to be shared then it should be disinfected regularly, (including packing cases, handles, props, chairs, microphones and music stands) and always between users. Instruments should be cleaned by pupils when possible Schools will work with pupils to put in place, age appropriate systems for cleaning of instruments.		Headteacher	ongoing	completed
Pupils should be kept in bubbles when using sports equipment and the equipment should be cleaned between each use by different bubbles.		Headteacher	ongoing	completed
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. 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. Team sports will only be considered for those sports whose national governing bodies have developed guidance under the principles of the government's guidance on team sport and been approved by the government i.e. sports on the list available at grassroots sports guidance for safe provision including team sport, contact combat sport and organised sport events. Competition between different schools should not take place.		Headteacher	ongoing	completed

Control measures	Do you need to do anything else to manage this risk?	Responsible person	Action by when?	Done
Indoor and outdoor equipment that cannot easily be cleaned after each bubble or kept for one bubble 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, e.g. 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	ongoing	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.		Headteacher	5th March 2021	completed
Shared materials and services should be cleaned and disinfected more frequently.		Headteacher	ongoing	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	ongoing	completed
Restrict use of fabric chairs to single bubble use of class size. Clean regularly.		Headteacher	ongoing	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	ongoing	completed
Shared resources in bubbles or across bubbles that are more difficult to clean (e.g. 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	ongoing	completed
Review how pupils and staff are interacting, how equipment is being used and cease or reinstate activities and equipment as necessary.		Headteacher	ongoing	
Clear communication with parents and carers is essential from the school so they understand what systems are in place in school. All persons likely to come into the school grounds should be informed they must not attend if they are displaying any symptoms of coronavirus. Parents and carers must be repeatedly reminded that they must keep pupils at home who display any of the symptoms. They must also be reminded of the necessity to inform school immediately and to take their child to be tested at the earliest opportunity and inform school of the results. This may be by newsletters, letters, emails, signs and any other appropriate measures. . Signs encouraging adults to wear a face covering are displayed around the school site.		Headteacher	5th March 2021	completed
All staff to receive appropriate training including PPE fit training which will be made available on the All staff Team to allow staff to refresh themselves.		Headteacher	5th March 2021	completed

Control measures	Do you need to do anything else to manage this risk?	Responsible person	Action by when?	Done
Schools will update their home school agreement to ensure parents and families understand the expectations around their contribution to managing risk.		Headteacher	5th March 2021	completed
Ensure safeguarding and behaviour policies are updated as required and shared and understood by all staff and volunteers. All safeguarding training should continue to be kept up to date through virtual training.		Headteacher	5th March 2021	completed
All pupils and parents to be provided with information to ensure awareness of systems in school clearly prior to return. School should take care to consider the needs of SEND pupils and those who may require support to understand the systems and protective measures.		Headteacher	5th March 2021	completed
All required staff are available, including DSLs, SENDCos, Fire Wardens and SLT or a suitable person deputising. All are made aware of the updated guidance and all aspects of the risk assessment.		Headteacher	5th March 2021	completed
All pupils should be taught how to hand wash, use hand sanitiser and 'catch, bin and kill it'. Staff should have guidance/training on this. Pupils should be supervised when hand washing to ensure it is being done correctly.		Headteacher	8th March 2021	completed
Any staff required to visit more than one site when it is not for the purposes of teaching a class bubble or group, must minimise the visits and only undertake where necessary. They must maintain social distancing with staff and pupils in the setting.		Headteacher	ongoing	completed
Clerked Board Meetings continue to take place virtually - to be reviewed regularly.		CEO/COFO	ongoing	completed
Chair of Board (and Vice Chair) in regular communication with CEO, COFO, Chairs of LGBS.		Chairs	ongoing	completed
Headteacher is in regular communication with Chair of LGB. Information disseminated to LGBs by Chairs of LGB.		Headteacher	ongoing	completed
Diarised LGB meetings to take place virtually - system to be reviewed regularly.		CEO/COFO	ongoing	completed
Board use CST governance framework to support decision making.		CEO/COFO	ongoing	completed
The Trust will take into account all local information, including local infection rates, R rates and other relevant information when making decisions.		Board	ongoing	completed
Clinically extremely vulnerable persons Staff who are classed as clinically extremely vulnerable should not attend the workplace. These employees will have received a shielding letter from the NHS. Children who are confirmed as clinically extremely vulnerable are advised to shield and not attend school and will access remote education.		Headteacher	5th March 2021	completed
Clinically vulnerable persons Staff who are clinically vulnerable can continue to attend the workplace but must follow the system of controls to minimise the risk of transmission.		Headteacher	5th March 2021	completed

Control measures	Do you need to do anything else to manage this risk?	Responsible person	Action by when?	Done
Pregnant staff All staff who are pregnant will have an individual workplace risk assessment and will only attend the workplace if the risk assessment advises it is safe to do so. Pregnant women who are 28 weeks and beyond or with underlying health conditions that place them at a greater risk of severe illness of coronavirus should take a more precautionary approach. If risks can't be managed or removed then alternative work or working arrangements will be offered (e.g. working from home).		Headteacher	5th March 2021	completed
Pupils or staff who live with someone who is clinically extremely vulnerable or clinically vulnerable including those who are pregnant, can attend their education or childcare setting and should maintain good prevention practice in the workplace and at home.		Headteacher	5th March 2021	completed
All persons who are displaying symptoms <u>must not come into school</u> and should follow government guidance on self-isolating.		Headteacher	ongoing	completed
Persons whose family members are displaying symptoms of coronavirus must follow government guidance regarding self-isolating. Symptoms include a high temperature, a new continuous cough, loss or change to the sense of smell or taste.		Headteacher	ongoing	completed
In the event of a positive test outcome schools should contact DFE COVID response hotline/local health protection team. This team may 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. The 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. They will work with schools to guide them through the actions they need to take. Based on the advice, 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 the next 10 days since they were last in close contact with that person when they were infectious, counting from the day after contact with the individual who tested positive.		Headteacher	ongoing	completed
All persons who develop coronavirus symptoms however mild should be sent home as soon as possible and they should then follow government guidance on self-isolating 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], counting from the day after contact with the individual who tested positive. All staff and pupils who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus. School has a limited number of testing kits which must be issued and used in line with the NLLT Covid-19 protocol.		Headteacher	ongoing	completed

Control measures	Do you need to do anything else to manage this risk?	Responsible person	Action by when?	Done
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	ongoing	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	ongoing	completed
Where the child, young person or staff member tests negative, they can return to their setting and they can end their self-isolation. If the person is a contact of a coronavirus case they must complete their 10 day self isolation regardless of the negative result. If the person is NOT a contact of a coronavirus case they can return to school provided they no longer have symptoms and they are well.		Headteacher	ongoing	completed
Where the child, young person or staff member tests positive, the rest of their bubble will be sent home and advised to self-isolate for 10 days. The other household members of the bubble do not need to self isolate 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. Contact DFE COVID response hotline/local health protection team where required to receive advice based on the situation, including identifying close contacts and those required to isolate and for how long. Identify 'close contacts' for isolation and contact all affected. Contact all parents/carers to ensure information is shared. Follow all guidance received.		Headteacher	ongoing	completed
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 year group or school. 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.		Headteacher	ongoing	completed
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.		Headteacher	ongoing	completed

Control measures	Do you need to do anything else to manage this risk?	Responsible person	Action by when?	Done
If a member of staff has helped someone who was unwell with a new, continuous cough, or high temperature, or loss of smell or taste, they do not need to go home unless they develop symptoms themselves or the pupil or staff member subsequently tests positive. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.		Headteacher	ongoing	completed
Deep clean core areas that staff or pupils have been in with standard cleaners and disinfectants.		Headteacher	ongoing	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.		Headteacher	ongoing	completed
Staggered start and finish times, attendance times etc. 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. Staff on gate duty will ensure they are socially distanced and are encouraged to wear a face covering.		Headteacher	5th March 2021	completed
As many access points as possible shall be open at the start and end of the day to restrict bubbles mixing and assist social distancing. One way systems will be used for entering and exiting school where possible.		Headteacher	5th March 2021	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.		Headteacher	5th March 2021	completed
Visitors are allowed on site and school will individually assess each individual case. Where possible, specialists, therapists and support for SEND pupils should provide interventions virtually. If not then they should minimise contact and adhere to all protective measures including wearing facemasks. Any visitors necessary to deliver the curriculum/provide cover, e.g. sports coaches, music specialists, singing provision, 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, e.g. use of outdoors, ventilation, etc. in line with guidance.		Headteacher	ongoing	completed

Control measures	Do you need to do anything else to manage this risk?	Responsible person	Action by when?	Done
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. Face coverings to be encouraged when dropping off and collecting children.		Headteacher	5th March 2021	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	5th March 2021	completed
Where schools have pupils attending more than one educational site e.g. alternative provision, the school should work collectively with the other provider to ensure risks are identified and minimised and all protective measures followed.		Headteacher	5th March 2021	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 at any time.		Headteacher	5th March 2021	completed
Staff should access and exit through the closest entrance to the area where they will be based where possible.		Headteacher	5th March 2021	completed
Suppliers, contractors and visitors will be informed as far as possible of the times the school is open and the procedures for accessing the site if these have changed.		Headteacher	5th March 2021	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.		Office manager	ongoing	completed
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	5th March 2021	completed
Schools should ensure that staff are advised on following safe travel to work guidance and support provided to store bicycles.		Headteacher	5th March 2021	completed
Hand sanitisers available at entrance points to the building and staff, visitors and pupils should use them on entry.		Headteacher	5th March 2021	completed

Control measures	Do you need to do anything else to manage this risk?	Responsible person	Action by when?	Done
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.		Headteacher	ongoing	completed
If sinks are not available close to or in classrooms and work areas, then handwashing facilities and/or hand sanitisers should be provided.		Headteacher	5th March 2021	completed
Additional hand washing facilities will be provided where required.		Headteacher	5th March 2021	completed
All persons should wash their hands before leaving the premises.		Headteacher	ongoing	completed
Tissues will be available in all group areas and should be single use only and binned after use.		Headteacher	ongoing	completed
Any waste products used by staff or pupils that start to show symptoms whilst in school shall be double bagged and kept securely for 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 bins after the 72-hour period has elapsed. Note the virus cannot survive on a surface from more than 72 hours according to current guidance.		Headteacher	ongoing	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	ongoing	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 restricted to ensure social distancing, 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	ongoing	completed
Tea towels and other towels must be removed from all areas and not used.		Headteacher	5th March 2021	completed
In addition, staff are to wash hands on entry to staff rooms before and after preparing food and drinks and before leaving.		Headteacher	ongoing	completed

Control measures	Do you need to do anything else to manage this risk?	Responsible person	Action by when?	Done
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. Virtual reading books are also available to children at home. 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.		Headteacher	5th March 2021	completed
Staff are only required to physically mark or touch books where necessary. 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.		Headteacher	ongoing	completed
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		Headteacher	5th March 2021	completed
General cleaning				
Cleaning should be carried out using standard cleaning chemicals and disinfectant and or anti-viral wipes and sprays.		Headteacher	ongoing	completed
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.		Headteacher	5th March 2021	completed
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.		Headteacher	ongoing	completed
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.		Headteacher	ongoing	completed
Shared materials and surfaces should be cleaned and disinfected more frequently.		Headteacher	ongoing	completed
Staff employed by the Trust undertaking wider cleaning should wear disposable gloves and aprons and change these after cleaning each separate work area.		Headteacher	5th March 2021	completed
All staff using cleaning materials should have access to and have read the relevant COSHH assessments.		Headteacher	5th March 2021	completed
Midday cleaning of high use areas should be carried out.		Headteacher	5th March 2021	completed

Control measures	Do you need to do anything else to manage this risk?	Responsible person	Action by when?	Done
Rooms used for isolating persons displaying symptoms 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	ongoing	completed
Clothing 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, e.g. no laces until able to fasten independently. Pupils wear PE kits on PE days to minimise risk to adults needing to support pupils with changing clothes or shoes.		Headteacher	5th March 2021	completed
Hygiene suites and intimate care facilities Hygiene suites and intimate care facilities should be cleaned between pupils including slings and hoists, control panels, etc..		Headteacher	ongoing	completed
Cleaning contractors / Cleaners 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. Cleaning should focus on frequently used hard surfaces such as door handles, toys, sport equipment etc.		Headteacher	5th March 2021	completed
Government guidance states that, unlike older children and adults, early years and primary age children cannot be expected to remain 2m apart from each other and staff.		Headteacher	5th March 2021	completed
Schools should adhere to all the PHE guidance contained in the DfE guidance including adhering to all protective measures.		Headteacher	5th March 2021	completed
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	ongoing	completed
Clean hands thoroughly more often than usual		Headteacher	ongoing	completed
Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach		Headteacher	ongoing	completed
Minimise contact between individuals and maintain social distancing where possible		Headteacher	ongoing	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 meet 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	ongoing	completed

Control measures	Do you need to do anything else to manage this risk?	Responsible person	Action by when?	Done
Corridors and circulation spaces 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. Wearing of face masks by adults will be encouraged.		Headteacher	5th March 2021	completed
Classrooms and learning areas				
Keep bubble classes together as an individual group wherever possible.		Headteacher	ongoing	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	5th March 2021	completed
Where pupils may congregate within classrooms e.g. cloak areas within classrooms, systems to be implemented to reduce access to that area at one time.		Headteacher	5th March 2021	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.		Headteacher	ongoing	completed
If other members of staff need to speak to or visit a different area for example senior leadership team (SLT), they should wear a face covering, 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	ongoing	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	ongoing	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	ongoing	completed

Control measures	Do you need to do anything else to manage this risk?	Responsible person	Action by when?	Done
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	ongoing	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.		Headteacher	ongoing	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	ongoing	completed
Breakfast and After school club provision to have identified areas and routes marked for different bubbles and movement.		Headteacher	5th March 2021	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, e.g. a question related to a book/text. Screens or technology e.g. visualisers are recommended ways to implement this.		Headteacher	ongoing	completed
Cloakrooms				
Ensure any shared storage areas, e.g. 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	5th March 2021	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	ongoing	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	5th March 2021	completed

Control measures	Do you need to do anything else to manage this risk?	Responsible person	Action by when?	Done
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 children eat their 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	5th March 2021	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	ongoing	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	5th March 2021	completed
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.		Headteacher	ongoing	completed
Wash hands before and after using the toilet or use hand sanitiser if hand washing is difficult to achieve.		Headteacher	ongoing	completed
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.		Headteacher	ongoing	completed
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, e.g. use of wipes or ways to manage good hygiene in the toilets.		Headteacher	ongoing	completed
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.		Headteacher	5th March 2021	completed
Assemblies and collective worship				
Assemblies/gatherings/whole school worship should be suspended. These will take place virtually.		Headteacher	5th March 2021	completed
Worship can take place in bubbles and fulfil all requirements and adhere to the usual practices required with regards to social distancing, hygiene and agreed systems. Singing will not take place unless significant space natural airflow and strict social distancing and mitigation can be maintained.		Headteacher	5th March 2021	completed

Control measures	Do you need to do anything else to manage this risk?	Responsible person	Action by when?	Done
Staff areas				
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.		Headteacher	5th March 2021	completed
Consider creating additional staff break areas to limit use and aid with social distancing.		Headteacher	5th March 2021	completed
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.		Headteacher	ongoing	completed
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.		Headteacher	ongoing	completed
Communication				
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.		Headteacher	ongoing	completed
Ensure adequate first aid provision for the numbers of staff and pupils on site.		Headteacher	5th March 2021	completed
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.		Headteacher	5th March 2021	completed
Where possible, without causing further injury or discomfort, first aid to be administered in a well ventilated area.		Headteacher	5th March 2021	completed
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.		Headteacher	5th March 2021	completed
Telephones and in school communication devices should be wiped with anti-viral wipe after each different user.		Headteacher	ongoing	completed
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.		Headteacher	ongoing	completed
Sanitisers should be used before touching biometrics systems if they cannot be cleaned between users.		Headteacher	ongoing	completed
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.		Headteacher	ongoing	completed

Control measures	Do you need to do anything else to manage this risk?	Responsible person	Action by when?	Done
Electronic signing in and out systems should not be used at this current time unless they can be cleaned between users by the use of hand sanitisers or by anti-viral wipes or used by bar code scanning.		Headteacher	5th March 2021	completed
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.		Headteacher	5th March 2021	completed
Ventilation				
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.		Headteacher	ongoing	completed
Where possible and appropriate open windows to classrooms, offices, staff rooms. Encourage appropriate clothing, particularly during colder weather		Headteacher	ongoing	completed
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.		Headteacher	5th March 2021	completed
Learning outside				
Learning outside is encouraged wherever possible following social distancing and hygiene guidelines. Medical needs should be understood by relevant staff e.g. allergies, asthma, etc..		Headteacher	ongoing	completed
Schools will follow DfE guidance and will not undertake any educational visits off site at the current time.		Headteacher	5th March 2021	completed
Staff conducting activities such as close intimate care e.g. nappy changing, invasive medical procedures, assisting with feeding necessities and other close contact with pupils 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	ongoing	completed
If PPE is identified as necessary for certain activities or staff through a risk assessment, this will be provided by the school.		Headteacher	ongoing	completed
Reusable eye protection and face coverings should be thoroughly cleaned between each individual person being assisted.		Headteacher	ongoing	completed
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	5th March 2021	completed
Any necessary training and familiarisation time will be provided for staff in advance of any new implementation.		Headteacher	5th March 2021	completed

Control measures	Do you need to do anything else to manage this risk?	Responsible person	Action by when?	Done
Staff wellbeing is a high priority including work life balance. School ensures 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	ongoing	completed
Senior Leaders and Governance will continue to review remote learning procedures for effectiveness, ensuring best practice and maximising staff time and workload.		Headteacher	ongoing	completed
Schools will consider if individual employee risk assessments are required and if so these will be regularly reviewed and will be amended or new ones carried out for staff experiencing mental health issues.		Headteacher	5th March 2021	completed
It is recommended that regular staff meetings (via Teams or following social distancing rules) are undertaken 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	5th March 2021	completed
Any staff working from home to be provided with support and any necessary provision.		Headteacher	ongoing	completed
Staff will be supported through any bereavement or family difficulties as a result of Covid-19.		Headteacher	ongoing	completed
Mental health first aiders have been identified and appropriately trained and supported.		Headteacher	ongoing	completed
Revised staff handbook to be provided to all staff when updated.		Headteacher	5th March 2021	completed
Staff to have individual contact with line manager/SLT to discuss any personal anxieties.		Headteacher	ongoing	completed
Inform staff of assistance that may be available in terms of counselling and other support services.		Headteacher	ongoing	completed
Staff to be supported on an individual basis with any anxieties or difficulties.		Headteacher	ongoing	completed
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.		Headteacher	ongoing	completed
Contractors should provide their risk assessments and discuss additional needs with the school prior to visiting.		Headteacher	ongoing	completed
Contractors should be asked to provide contact details to assist Track and trace, adhere to social distancing guidelines and wear face coverings in communal areas.		Headteacher	ongoing	completed
Contractors to carry out regular hand washing and sanitising especially on arrival at school and throughout their time on site.		Headteacher	ongoing	completed
If contractors need supervising this should be done following social distancing guidelines.		Headteacher	ongoing	completed

Control measures	Do you need to do anything else to manage this risk?	Responsible person	Action by when?	Done
Contractors to follow government guidelines on self-isolating if they or their family members display any symptoms.		Headteacher	ongoing	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	ongoing	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	ongoing	completed
Where possible access and exit points separate to those used by staff and pupils should be used.		Headteacher	ongoing	completed
The school should still follow procedures for controlling access and security whilst contractors are on site.		Headteacher	ongoing	completed
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.		Headteacher	5th March 2021	completed
If they are vital or necessary e.g. educational, safeguarding or health purposes, then social distancing and hygiene rules must be adhered to.		Headteacher	ongoing	completed
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.		Headteacher	5th March 2021	completed
Where possible access and exit points separate to those used by staff and pupils should be used.		Headteacher	5th March 2021	completed
The school should still follow procedures for controlling access and security whilst visitors are on site.		Headteacher	5th March 2021	completed
Staff should ensure that pupils are aware of support available for pupil well-being.		Headteacher	8th March 2021	completed
Pastoral and extracurricular activities will be provided and will support the rebuilding of friendships and social engagement, address and equip pupils to respond to issues linked to covid-19 and support pupils with their approaches to improving physical and mental wellbeing		Headteacher	ongoing	completed
Focused pastoral support will be provided for pupils individual issues using external support when necessary and possible.		Headteacher	ongoing	completed
KCSIE and Child protection policies will be followed and referrals to statutory services will be made for any child suffering or likely to be at harm		Headteacher	ongoing	completed
School will work with school nursing teams to ensure the healthy child programme, identify health and wellbeing needs, provide support for resilience, mental health and wellbeing including anxiety bereavement and sleep issues and support pupils with additional and complex health needs,		Headteacher	ongoing	ongoing
Facilities should be identified to allow private discussion between staff and a pupil/s remotely or whilst maintaining social distancing wherever possible.		Headteacher	ongoing	completed

Control measures	Do you need to do anything else to manage this risk?	Responsible person	Action by when?	Done
The wellbeing for Education Programme can be accessed to provide staff with training and resources so they can respond to the wellbeing and mental needs of pupils. This is available until March 2021.		Headteacher	ongoing until 31st March 2021	ongoing
Other resources are available to front line staff working with children and form part of the Schools coronavirus operational guidance		Headteacher	ongoing	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	ongoing	completed
Clear messaging for pupils and adequate training in systems in place in age appropriate manner.		Headteacher	8th March 2021	completed
Behaviour policy adapted in light of current situation		Headteacher	5th March 2021	completed
Consider if the fire evacuation routes need to be altered to take into account change use of the site.		Headteacher	5th March 2021	completed
Move any required muster points and amend practices so staff and pupils can be 2m apart and that separate groups do not mix.		Headteacher	5th March 2021	completed
Reallocate fire marshal/warden roles if necessary.		Headteacher	5th March 2021	completed
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	5th March 2021	completed
Where adaptations are made to building, including doors being left open for ventilation then fire service must be informed. COFO can support if necessary.		Headteacher	5th March 2021	completed
Adequate number of fire wardens present/on site at all times.		Headteacher	ongoing	completed
In the event of an emergency the social distancing rule does not apply if it would be unsafe to adhere to it.		Headteacher		completed
Allocate staff at lunchtime to ensure supervisors supervising a consistent group of pupils and have adequate breaks.		Headteacher	5th March 2021	completed
Inform catering staff of any changes to entry and exit		Headteacher	5th March 2021	completed
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	5th March 2021	completed
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	5th March 2021	completed
Catering service to follow the guidance for food businesses on coronavirus		Headteacher	ongoing	completed

Control measures	Do you need to do anything else to manage this risk?	Responsible person	Action by when?	Done
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	ongoing	completed
Catering staff should observe the rules of social distancing and hygiene whilst on site.		Headteacher	ongoing	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	ongoing	completed
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	ongoing	completed
Communication with school nurses should be maintained.		Headteacher	ongoing	ongoing
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	ongoing	completed
If people with significant risk factors are concerned, Headteacher 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	ongoing	completed
Schools have experience of delivering remote learning following national lockdowns and bubble closures		Headteacher	as required	completed
Schools have technology in place to allow the delivery of education to be conducted remotely		Headteacher	as required	completed
Government have updated the Contingency framework to outline how schools should operate		Headteacher	as required	completed



Residual risk
Moderately High

Residual risk

Residual risk
Moderately Low
Moderately Low

Residual risk

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