



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

Date of assessment	1st March	Review interval	Weekly	Date of next review	8th March
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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
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, children of keyworkers and nursery children.		Headteacher	5th January 2021	completed	moderate
			Schools to add additional hand washing facilities where they feel necessary and ensure adequate supplies of handwashing products are on site.		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. 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, e.g. sports coaches, music specialists, supply teachers will provide education remotely where possible. 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, e.g. use of outdoors, ventilation, 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	
			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 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.		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 e.g. 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
	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 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. ASC and BC provision moved into school hall to provided additional space between year group bubbles.		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
	During Lockdown all music coaching will be provided to all children remotely. Children will be socially distanced by 2m+ between each other and staff when singing in school in a highly ventilated room. Plastic screens will be used where appropriate.		Headteacher	5th January 2021	completed
	Ongoing				

			Ensure relevant staff are on site including first aiders, fire wardens and safeguarding support.		Headteacher	1st September	completed	
Lack of or out of date medical information could increase risk of infection to pupils and staff	Staff, visitors, pupils or contractors		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.					minor
			Food allergies and intolerance information to be shared with relevant catering staff for pupils in school and for food parcels 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	Severe	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. 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	4th January	completed	moderate
			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	

	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, 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	1st September	completed	
	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 higher 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	moderate
	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 (e.g. 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 (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	1st September	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	1st September	completed	
			Ongoing					
			Review how pupils and staff are interacting, numbers on site, how equipment is being used and cease or reinstate activities and equipment as necessary.		Headteacher	1st September	completed	
Lack of information when entering school could risk virus being introduced	Staff, visitors, pupils or contractors	Severe	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 should be displayed to encourage the wearing of face coverings by adults in communal areas.		Headteacher	1st September	completed	Minor
			All staff to receive appropriate training including PPE fit training.		Headteacher	1st September	completed	
			Schools will update their home school agreement to ensure parents and families understand the expectations around their contribution to managing risk.		Headteacher	1st September	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	1st September	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	1st September	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	1st September	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	1st September	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.			1st September	completed	
Lack of governance	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

resulting in risk of controls not being observed			Chair of Board (and Vice Chair) in regular communication with CEO, COFO, Chairs of LGBS.		Chair of Board	1st September	completed	
			Headteacher is in regular communication with Chair of LGB. Information disseminated to LGBS by Chairs of LGB.		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
			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.		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 2m away from others wherever possible. If they have to spend time within 2m 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 into a national lockdown.		Headteacher	4th January	5th January	
			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.		Headteacher	7th November	completed	
			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.		Headteacher	1st September	completed	
Risk of Infection from persons displaying	Staff, visitors, pupils or contractors	Severe	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.				completed	Moderate
			✦ All persons who are displaying symptoms <u>must not come into school</u> and should follow government guidance on self-isolating.		Headteacher	1st September	completed	

coronavirus symptoms			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.		Headteacher	1st September	completed	
			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.		Headteacher	1st September	completed	
			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.		Headteacher	1st September	completed	
			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.		Headteacher	1st September	completed	
Risk of Infection from persons becoming ill on site with coronavirus symptoms	Staff, visitors, pupils or contractors	Severe	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]. 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 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	Moderate
			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 bubble 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	
	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	1st September	completed	

			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: A contact can be: Anyone who lives in the same household as someone with COVID-19 symptoms or who has tested positive for COVID-19 Anyone who has had any of the following types of contact with someone who has tested positive for COVID-19 with a PCR test: - face-to-face contact including being coughed on or having a face-to-face conversation within one metre - been within one metre for one minute or longer without face-to-face contact - sexual contacts - been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day) - travelled in the same vehicle or a plane An interaction through a Perspex (or equivalent) screen with someone who has tested positive for COVID-19 is not usually considered to be a contact, as long as there has been no other contact such as those in the list above.		Headteacher	1st September	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	1st September	completed	
			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 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. 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	Moderate

	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. 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 etc in line with guidance. Peripatetic music teachers are only delivering remote lessons and no instrumental lessons are taken place on site.		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. Face coverings 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	
			Staff should access and exit through the closest entrance to the area where they will be based where possible.		Site manager/caretaker, Office Manager, Headteacher	1st September	completed	
			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.			1st September	completed	
			Staff to ensure that they are socially distanced when outside main building, i.e. on gate duty. Additional staffing on gates and entrances to support staggered start times.				completed	
			Staff LFD testing introduced. Testing will identify asymptomatic covid cases. Identified staff will be required to isolate. Close contacts of confirmed cases will isolate following guidance and reduce the number of asymptomatic cases in school [see additional Trust risk assessment for measures linked to testing].		Headteacher	28.1.21	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, Office Manager, Headteacher	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	
			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	Hand sanitisers available at entrance points to the building and staff, visitors and pupils should use them on entry.		Site manager/caretaker & Headteacher	1st September	completed	
			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	
					Site manager/caretaker,			

	If sinks are not available close to or in classrooms and work areas, then handwashing facilities and/or hand sanitisers should be provided.		Office Manager & Headteacher	1st September	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 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.		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
	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	4th January	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	1st September	completed		
Lack of or inadequate cleaning causing infection	Staff, pupils, visitors & contractors	Severe	General cleaning						Minor
			Cleaning should be carried out using standard cleaning chemicals and disinfectant and or anti-viral wipes and sprays.		Site manager/caretaker, Office Manager, Headteacher	1st September	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	1st September	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.		Site manager/caretaker, Office Manager & Headteacher	1st September	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. Packs to be placed on seats prior to exiting classroom.		Site manager/caretaker, Office Manager & Headteacher	1st September	completed		
			Shared materials and surfaces should be cleaned and disinfected more frequently.		Site manager/caretaker, Office Manager & Headteacher	1st September	completed		
Staff employed by the Trust undertaking wider cleaning should wear disposable gloves and aprons and change these after cleaning each separate work area.		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					
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	1st September	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, eg 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	1st September	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..		Site manager/caretaker, Office Manager & Headteacher and cleaner employers.	1st September	N/A	
			Cleaning contractors / Cleaners		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	
Not observing social distancing could increase risk of infection	Staff, pupils, visitors & contractors	Severe	Government Guidance					Moderate
			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.				aware	
			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	
			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	
			Corridors and circulation spaces		Headteacher			

	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
	Classrooms and learning areas	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.	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 be provided remotely where possible and crossing of bubbles will be minimised.		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 and After school 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
	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	1st September	completed
	Wash hands before and after using the toilet or use hand sanitiser if hand washing is difficult to achieve.		Headteacher, SLT & class teacher	1st September	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	1st September	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, eg use of wipes or ways to manage good hygiene in the toilets.		Headteacher	1st September	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	1st September	completed
	Assemblies and collective worship				
	Assemblies/gatherings/whole school worship should be suspended. These will take place virtually.		Headteacher	1st September	completed
	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 in class worship will follow guidance e.g. ventilation or outdoors etc.		Headteacher	1st September	completed
	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. If areas become congested - limit use of areas to maximum number of staff at one time.		Headteacher	1st September	completed	
			Consider creating additional staff break areas to limit use and aid with social distancing.		Headteacher	1st September	completed	
			For shared touch points e.g. door handles, drawer handles, microwaves, kettle handles, hot water handles, photocopiers, keyboards, follow the 'if you use it, wipe it principle' with anti-viral wipes.		Headteacher	1st September	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 & SLT	1st September	completed	
			Communication					
			Staff on lunch duty to have radio system to communicate with staff in hall if first aid incident and additional staff required.				completed	
			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 & office manager	1st September	completed	
Inadequate First Aid could increase risk of infection	Staff, pupils, visitors & contractors	Major	Ensure adequate first aid provision for the numbers of staff and pupils on site.		Headteacher	1st September	completed	Minor
			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	1st September	completed	
			Where possible, without causing further injury or discomfort, first aid to be administered in a well ventilated area.		Headteacher	1st September	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	1st September	completed	
Infection risk from Frequently touched entry systems, panels, etc.	Staff, pupils, visitors & contractors	Major	Telephones and in school communication devices should be wiped with anti-viral wipe after each different user.		Headteacher	1st September	completed	Minor
			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	1st September	completed	
			Sanitisers should be used before touching biometrics systems if they cannot be cleaned between users.		Headteacher	1st September	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	1st September	completed	

			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.		Headteacher	1st September	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 & class teacher	1st September	completed	
Enclosed areas could increase risk of infection	Staff, pupils, visitors & contractors	Major	Ventilation					Minor
			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, SLT & class teacher	1st September	completed	
			Where possible and appropriate open windows to classrooms, offices, staff rooms. Encourage appropriate clothing, particularly during colder weather		Headteacher, SLT & class teacher	2nd September	completed	
			Children should be supported to maintain distance and not touch staff and peers where possible.		Headteacher, SLT & class teacher	1st September		
			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 & site manager/caretaker	1st September	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	1st September	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	1st September	completed	
Educational Visits could increase infection risks	Staff, pupils and others	Moderate	Government guidance is currently that all local national and international educational visits are ceased for the time being.		Headteacher	1st September	completed	Minor
			Schools will not undertake any residential visits off site until this is reviewed at a future date - due to National Lockdown measures and restrictions.		Headteacher	7th November	completed	
Inadequate PPE or inappropriate use could increase infection risks	Staff, pupils, visitors & contractors	Severe	Staff and visitors are asked to wear face coverings in communal areas. Parents advised to wear facemasks when dropping off and collecting pupils. School have advised all parties of guidance regarding removing face masks and storage [following government guidance].		Headteacher	4th January	completed	Moderate

			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	1st September	completed	
			If PPE is identified as necessary for certain activities or staff through a risk assessment, this will 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 in advance to implementation.		Headteacher	1st September	completed	
			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	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 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	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 will be supported through any bereavement or family difficulties as a result of Covid-19.		Headteacher	1st September	completed	
			Mental health first aiders have been identified and appropriately trained and supported.		Headteacher	1st September	completed	
			Revised staff handbook to be provided to all staff when updated.		Headteacher	1st September	completed	
			Staff to have individual contact with line manager/SLT to discuss any personal anxieties.		Headteacher	1st September	completed	

			Inform staff of assistance that may be available in terms of counselling and other support services.		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	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 & site manager/caretaker	1st September	completed	Minor
			Contractors should provide their risk assessments and discuss additional needs with the school prior to visiting.		Headteacher & site manager/caretaker	1st September	completed	
			Contractors should adhere to social distancing guidelines.		Headteacher & site manager/caretaker	1st September	completed	
			Contractors to carry out regular hand washing and sanitising especially on arrival at school and throughout their time on site.		Headteacher & site manager/caretaker	1st September	completed	
			If contractors need supervising this should be done following social distancing guidelines.		Headteacher & site manager/caretaker	1st September	completed	
			Contractors to follow government guidelines on selfisolating if they or their family members display any symptoms.		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	
			Where possible access and exit points separate to those used by staff and pupils should be used.		Headteacher, site manager/caretaker & office manager	1st September	completed	
			The school should still follow procedures for controlling access and security whilst contractors are on site.		Headteacher, site manager/caretaker & office manager	1st September	completed	
Lettings users could introduce infection	Staff, pupils, visitors & contractors	Moderate	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	1st September	completed	Minor
			If they are vital or necessary e.g. educational, safeguarding or health purposes, then social distancing and hygiene rules must be adhered to.		Headteacher	1st September	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	1st September	completed	
			Where possible access and exit points separate to those used by staff and pupils should be used.		Headteacher	1st September	completed	
			The school should still follow procedures for controlling access and security whilst visitors are on site.		Headteacher	1st September	completed	
Changes in school schedules and	Pupils	Major	Staff should ensure that pupils are aware of support available for pupil well-being.		Headteacher & SLT	1st September	completed	Minor

working could risk pupil wellbeing			Facilities should be identified to allow private discussion between staff and a pupil/s remotely or whilst maintaining social distancing wherever possible.		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	
			Live informal registration sessions are carried out each day to allow pupils to interact with each other.		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	Consider if the fire evacuation routes need to be altered to take into account change use of the site.		Headteacher	Ongoing	completed	Minor
			Move any required muster points and amend practices so staff and pupils can be 2m apart and that separate groups do not mix.		Headteacher	1st September		
			Reallocate fire marshal/warden roles if necessary.		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 have been informed by COFO.		Headteacher	1st September		
			Adequate number of fire wardens present/on site at all times.		Headteacher	1st September		
			In the event of an emergency the social distancing rule does not apply if it would be unsafe to adhere to it.			1st September		
Lunchtime Supervision	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
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	

			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 DSLs	1st September	completed	Minor
			Communication with school nurses should be maintained.		Headteachers and DSLs	1st September	completed	
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
