COVID19: Risk Assessment

SCHOOL NAME: St Andrew's C.E. Primary School DATE: 4.1.2022

Purpose of this document:

This COVID19: Risk Assessment and Action Plan document sets out the decisions taken and measures put in place.

System of controls

This is the set of actions education settings must take. They are grouped into 'prevention' and 'response to any infection' and are outlined below.

Prevention:

1) Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend the setting.
2) Clean hands thoroughly more often than usual.
3) Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.
4) Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach.
5) Minimise contact between individuals and maintain social distancing wherever possible.
6) Where necessary, wear appropriate PPE.

Numbers 1 to 4 must be in place in all settings, all the time.
Number 5 must be properly considered and settings must put in place measures that suit their particular circumstances.
Number 6 applies in specific circumstances.

Response to any infection:

7) Engage with the NHS Test and Trace process.
8) Manage confirmed cases of coronavirus (COVID-19) amongst the setting's community.
9) Contain any outbreak by following local health protection team advice.

Numbers 7 to 9 must be followed in every case where they are relevant.

Operational & Site Management

Hazards	Initial Risk level S x L = R				Control Measures	Action Required / Decision Made	Responsibility & Agreed / Completed Date	Comment	Final Risk level S x L = R			
Site has had limited occupancy prolonged period and all building may not be fully H&S Compliant	5	3	15	H	Premises and utilities have been health and safety checked and building is compliant. ● Water treatments ● Fire alarm testing ● Repairs ● Grass cutting ● PAT testing ● Fridges and freezers ● Boiler/ heating servicing ● Internet services ● Any other statutory inspections Insurance covers reopening arrangements	Carry out a formal / recorded full pre-opening premises inspection.	**MJW &MP**		4	1	4	L
Evacuation routes could cause multiple groups of people to come into contact. More appropriate alternatives are possible.	5	3	15	H	Evacuation routes are confirmed, and signage accurately reflects these. In an emergency priority is evacuation regardless of distancing		**MJW & MP**		4	1	4	L
Contractors on-site whilst school is in operation may pose a risk to social distancing	5	3	15	H	• Government guidelines are being followed regarding continuation of essential checks. • When contractor visits are deemed necessary/appropriate, they are		**MJW & MP**		4	1	4	L

					carefully planned to avoid or minimise interaction with staff and pupils. • Hand sanitiser is used on arrival and contractors are reminded about System of Controls measures. • Contact details (phone numbers) are recorded in case needed for Test and Trace							
Statutory compliance has not been completed due to the availability of contractors during lockdown	5	3	15	H	• All statutory compliance is up to date. • Flushing has been maintained at all sites during full or partial closures. • Health & safety		**MJW & MP**		4	1	4	L

Health and Safety Arrangements to limit the spread of COVID-19

Hazards	Initial Risk level S x L = R				Control Measures	Action Required / Decision Made	Responsibility & Agreed / Completed Date	Comment	Final Risk level S x L = R			
Provision of PPE for staff where required is not in line with government guidelines	5	3	15	H	For staff looking after children with complex special educational needs and providing direct personal care (at a distance of less than 2 metres), the following PPE should be available for use by school staff: ● Disposable gloves; ● Disposable apron; ● Fluid resistant (type IIR) surgical mask; ● Eye protection where there is a risk of splashing of bodily fluids. PPE should also be provided for staff in the following cases: ● Children, young people and students whose care routinely already involves the use of PPE due to their intimate care needs. ● If a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home, and a distance of 2 meters cannot be maintained. ● External providers should provide their own PPE. ● School staff will be provided with PPE as required. It is expected that all staff must wear a face visor when dealing with any member of the public face to face where social distancing can be maintained. ● In order to minimise the risk to others from used Personal Protective Equipment (PPE),		**SLT & MLT**		5	1	5	M

					it is essential that it is removed in a safe manner. Remove apron. If you have worn gloves, remove them next by turning them inside out in one single motion. Disposable gloves and aprons for cleaning must be worn for cleaning tasks. Once removed at the end of the cleaning shift, these should be double bagged, then stored securely for 72 hours then thrown away in the regular rubbish. Disposable items should be placed in the bin immediately. Rubber or washing-up gloves should be washed and dried properly before reuse. Hands should be washed with soap and water for 20 seconds after all PPE has been removed. PPE should be disposed of in line with Government guidance on cleaning in non-healthcare settings. Government guidance on PPE to be followed. ● Government guidance on wearing PPE is understood, communicated and sufficient PPE has been procured. ● Those staff required to wear PPE (e.g. SEND intimate care; receiving/handling deliveries; cleaning staff) have been instructed on how to put on and how to remove PPE carefully to reduce contamination and also how to dispose of them safely. ● Staff are reminded that wearing of gloves is not a substitute for good hand cleaning.							

School unable to respond to a suspected case of COVID19 in school	5	5	25	VH	• Parents/cares should be encouraged to check childen's temperature before attending school. • Staff may check children's temperatures as appropriate with infra-red devices where there is a suspicion. Forehead thermometers will be used initially, However, an ear thermometer will be used to make a definite decision.before contacting parents/carers • If a child, young person or staff member develops symptoms compatible with coronavirus, they should be sent home and the stay at home guidance followed. • If a child is awaiting collection, they should be moved to the central courtyard (weather permitting) or the medical room with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. • If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else. • There is a mechanism for communicating with parents & other household members about the need to self-isolate. • All staff and students who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus and ae encouraged to get tested in this scenario. • Where staff have been supervising children and been in close proximity to a		**SLT & MLT**		5	1	5	M

					child, staff will be given the opportunity to change their clothes and where possible to go home for a shower. • Staff will be encouraged to bring a change of clothes into school for emergency purposes and leave these stored in their car or alternate location.							

School Unable to respond to a proven case of COVID19 in school	5	5	25		Confirmed cases: • If a child is awaiting collection, they should be moved to the central courtyard (weather permitting) or the Intervention Room with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. • The other household members do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms. • The other class members do not need to self-isolate unless they subsequently develops symptoms. Staff who do not need to isolate, and children and young people aged under 18 years 6 months who usually attend school, and have been identified as a close contact, should continue to attend school as normal. • Public areas where a symptomatic individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids can be cleaned thoroughly as normal. • All surfaces that the symptomatic person has come into contact with must be cleaned and disinfected, including: - objects which are visibly contaminated with body fluids; - all potentially contaminated high-contact areas such as work surfaces, computer keyboards/mice, telephone, toilet areas, door handles, door push plates, bannisters and stairwells. • Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles/plates		**SLT & MLT**		5	1	5	M

					and sanitary fittings, following one of the options below: - use either a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine or a household detergent followed by disinfection (1000 ppm av.cl.). Follow manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants. - if an alternative disinfectant is used within the organisation, this should be checked and ensure that it is effective against enveloped viruses. • Avoid creating splashes and spray when cleaning. • Any cloths and mop heads used must be disposed of and should be put into waste bags as outlined above. • When items cannot be cleaned using detergents or laundered, for example, upholstered furniture and mattresses, steam cleaning should be used. • Any items that are heavily contaminated with body fluids and cannot be cleaned by washing should be disposed of. • Where possible any area will be fogged by professional contractors • Where staff have been supervising children and been in close proximity to a child, staff will be given the opportunity to change their clothes and where possible to go home for a shower. • Staff will be encouraged to bring a change of clothes into school for emergency purposes							

					and leave these stored in their car or alternate location.							
Parents and carers may not fully understand their responsibilities should a child show symptoms of COVID-19	5	3	15	H	• Key messages in line with government guidance are reinforced school's communications and the school's website.		**SLT & MLT**		5	1	5	M
Parents and carers are not fully informed of the health and safety requirements for the opening of the school	5	3	15	H	• As part of the overall communications strategy, parents are kept up to date with information, guidance and the school's expectations on a weekly basis using a range of communication tools. • A COVID-19 section on the school website is created and updated during wider opening.		**SLT & MLT**		5	1	5	M
The lack of availability of designated First Aiders and Designated Safeguarding Leads puts children's safety at risk	5	3	15	H	• Staff recertification took place at the beginning of September 2020. • In the event that a fully trained first aider is not present, telephone support will be accessed through NHS 111 (119 for Covid-related advice) or dialling 999 if it is an emergency.		**SLT & MLT**		5	1	5	M
Staff are required to perform cpr putting themselves at risk of infection	5	3	15	H	• "If you are required to perform cardiopulmonary resuscitation (CPR), you should conduct a risk assessment (in the Police this would be a "dynamic risk assessment") and adopt appropriate precautions for infection control. • **For adults, during COVID-19, it is recommended you do not perform rescue breaths or mouth-to-mouth ventilation; perform chest compressions only.** Compression-only CPR may be as effective		**SLT & MLT**		5	1	5	M

					as combined ventilation and compression in the first few minutes after non-asphyxial arrest (cardiac arrest not due to lack of oxygen). • **Cardiac arrest in children is more likely to be caused by a respiratory problem (asphyxial arrest), therefore chest compressions alone are unlikely to be effective. Staff are advised to use resuscitation shields when required.** • **If a decision is made to perform mouth-to-mouth ventilation in asphyxial arrest, use a resuscitation face shield where available."** • Ithe schools does have a **resuscitation shield** in their first aid kit.							
Administering medicines results in unnecessary infection	5	3	15	H	• The school has a medication policy in place that is followed • Staff dispensing medication to students should minimise contact. • Wash hands before and after dispensing the medication • Where appropriate, students should take the medication out of the blister packs/bottles then place the unused ones back in the cupboard, etc. • Gloves and visors will be worn by staff when giving medication.		**SLT & MLT**		5	1	5	M
Nappy changing results in unnecessary contamination	5	3	15	H	• Staff wear disposable gloves, facemasks and disposable aprons to change nappies. If there are behaviour issues associated with a child whereby splashing of body fluids is likely, this would need to be reviewed. • Following the task, staff wash their hands and dispose of used equipment gloves, nappies and paper towels appropriately. • Areas / changing mats / beds in use are cleaned before and after use.		**SLT & MLT**		5	1	5	M

The school responds inapproriately to a local lockdown	5	3	15	H	• Process in the event of local outbreaks • If a local area sees a spike in infection rates that is resulting in localised community spread, Public Health England (inc' the Lincs Health protection Team) will decide which measures to implement to help contain the spread. The Department for Education will be involved in decisions at a local and national level affecting a geographical area, and will support appropriate authorities and individual settings to follow the health advice. • The school will follow the advice provided by Lincs Health Protection Team & Public Health in these situations. • In the event of a possible contagion at the school, the school will work closely with Lincs Health Protection Team & Public Health England • **Link:** **Contingency Planning for Local Outbreaks (section 5 of Full Opening of Schools Guidance)** the Guidance includes educational aspects including the provision of remote learning if children are required to stay at home during these situations.		**SLT & MLT**		5	1	5	M
Systems for track and trace are not followed	5	3	15	H	The government has widened the eligibility criteria for COVID-19 testing to include anyone with symptoms. This now includes children of all ages, even those under 5. • **Link:** **Guidance on Testing for Essential Workers (e.g. teachers)** • **Link:** **Guidance on Testing for Non-essential workers, e.g. parents and pupils** • **Link:** **Symptoms** **Link:** **Essential Workers**		**SLT & MLT**		5	1	5	M

Staff not using and reporting Lateral Flow tests results to best effect					All staff have access to Lateral Flow tests with agreed procedures in place for reporting to both the school and NHS. Where a positive lateral flow test is given then the school will assume a 'positive' outcome in the interim whilst a full PCR test is gained. The outcome of the PCR test will determine whether protocols are continued or discontinued for the remainder of the 10 days.							

Excerpt from Guidance for schools:

Close contacts will now be identified via NHS Test and Trace and education settings will no longer be expected to undertake contact tracing.
As with positive cases in any other setting, NHS Test and Trace will work with the positive case and/or their parent to identify close contacts. Contacts from a school setting will only be traced by NHS Test and Trace where the positive case and/or their parent specifically identifies the individual as being a close contact. This is likely to be a small number of individuals who would be most at risk of contracting COVID-19 due to the nature of the close contact. You may be contacted in exceptional cases to help with identifying close contacts, as currently happens in managing other infectious diseases.
Individuals are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, and any of the following apply:
- they are fully vaccinated
- they are below the age of 18 years and 6 months
- they have taken part in or are currently part of an approved COVID-19 vaccine trial
- they are not able to get vaccinated for medical reasons

Instead, they will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test. We would encourage all individuals to take a PCR test if advised to do so.
Staff who do not need to isolate, and children and young people aged under 18 years 6 months who usually attend school, and have been identified as a close contact, should continue to attend school as normal.

Social Distancing

Hazards	Initial Risk level S x L = R				Control Measures	Action Required / Decision Made	Responsibility & Agreed / Completed Date	Comment	Final Risk level S x L = R			
Systems in place do not encourage of facilitate compliance to social distancing in school	4	4	16	H	• All to observe social distancing in line with government guidance as much as possible (Coronavirus (COVID-19): implementing protective measures in education and childcare settings). • Two members of staff in staff room at any one time and wipe down anything touched. • No shared resources are taken home by staff and the exchange of resources is limited. Teachers should make sure they wash their hands and surfaces, before and after handling pupils' books. • Staff to work at least 2m apart. Office staff to work in separate offices where possible. Wherever, possible, staff should work from their own workstation only. • Staff to remain 2m from others when using photocopying equipment – hands should be sanitised prior to use • Keeping distance between individuals when speaking or sharing a room, regular hand washing and sanitising surfaces when the individual leaves including telephones, keyboards/mice etc. • Staff are not to congregate during break times; staggered break times will be devised so that staff can continue to practice social distancing when taking breaks. • Staff will be briefed regularly, at least in line with changes to government guidance. • Signage to be displayed on inner door or entrance to make clear that all staff and		**SLT & MLT** **ALL STAFF**		4	2	8	M

					other visitors must wash their hands as soon as they enter the building. Ensure that any keypads or electronic entry systems are regularly sanitised throughout the day by office staff where different staff/visitors are entering or leaving the school. ● Plan work to minimise contact between staff and avoid skin-to-skin and face-to-face contact. Where possible, staff working together (such as site teams for example) should work side by side or facing away from each other as opposed to face to face. As much as possible, keep groups of staff working together in teams that are as small as possible (cohorts).							
Visitors are not complying with social distancing guidelines on the school grounds	4	4	16	H	Arrangements in place for any visitors/ contractors on site, protocols and expectations shared. NB: Their employer may require them to wear PPE. This should be documented as part of the risk assessment carried out by the Contractor. ● Visitors to the premises will be discouraged. Visitors will be by appointment only. Access to contractors/external maintenance personnel will only be granted by arrangement for essential maintenance / statutory inspection needs only ● In an emergency situation where access is required urgently to undertake maintenance - appropriate hygiene and social distancing arrangements must be followed. ● A signing in sheet will be created – with name; where in the building you are going to be for the majority of the time; time in; time out. Don't leave a pen available – visitors should use their own.		**SLT & MLT** **ALL STAFF**		4	2	8	M

					• Make it clear on the sheet or via a notice on the inner door that all visitors to the school must wash their hands as soon as they enter the building. Ensure that any keypads or electronic entry systems are regularly sanitised throughout the day (as above).							
The configuration of staff rooms and offices makes compliance with social distancing measures problematic	4	4	16	H	• Staff rooms and shared spaces re-organised to allow for distancing measures so that staff can take a meaningful break during the school day • Offices have been reviewed and assessed for maximum numbers/desk usage to allow for social distancing. Soft furnishings (i.e. chairs) are only permitted when used constantly by one individual only. • Wipes available to clean frequently touched areas such as telephones in shared offices or computer key boards • Staff have been briefed on the use of these rooms. • Staff maintain the 2 metre distancing rule wherever possible including with other staff and pupils. • No hotdesking for staff takes place without additional controls in place, such as cleaning • Sanitising wipes are provided for areas where pupils or staff are using keyboards and mice. • Office window(s) are kept open enough to maintain good general ventilation wherever possible. Staff have been informed so they can dress appropriately. • Protocol set for the use of staff kitchen and staff toilet areas. • Staff are encouraged to close toilet lids before flushing • Staff make their own drinks and handle their own food. • Window(s) opened where possible		**SLT & MLT** **ALL STAFF**		4	2	8	M

Pupils and parents congregate at exits and entrances, making social distancing measures difficult to apply	4	4	16	H	• Clear arrangements for drop-off and collection at the start and end of the day communicated to parents and children • The use of available entrances and exits is maximised. • Social distancing guidelines are reinforced at entrances and exits through signage and floor/ground markings, including external drop-off and pick-up points. • Regular communication to parents stress the need for distancing at arrival and departure times.		**SLT & MLT** **ALL STAFF**					
Groups of people gather in reception (parents, visitors, deliveries) which risks breaching social distance	5	4	20	H	• Social distancing guidance is clearly displayed to protect reception staff (e.g. distance from person stood at reception desk). • A fixed Perspex screen has been installed • Non-essential deliveries and visitors to school are minimised and when necessary left in the outer foyer		**SLT & MLT** **ALL STAFF**		4	2	8	M
Pupils may not observe social distancing at lunch times	4	4	16	H	• Pupils are reminded about distancing as lunch times begin. • Behaviour policies reflect expectations regarding the operation of the System of controls • Pupils wash / sanitise their hands before and after eating. • All children will eat in the hall. • Arrangements are in place and shared for inclement weather arrangements • Dining hall is cleaned daily • Wipes are in place in all classrooms to allow desks to be cleaned after lunch. • External areas are designated for different groups • Behaviour policies reflect expectations regarding the operation of the System of controls		**SLT & MLT** **ALL STAFF**		4	2	8	M

					• Pupils are reminded about distancing as break times begin. • Social distancing signage is in place around the school and in key areas. • Arrangements are in place and shared for inclement weather arrangement • Supervision levels have been enhanced, especially with younger pupils, to support distancing.							
Pupils may not observe social distancing at break times	4	4	16	H	• Break times are staggered to reduce large groups of children gathering.		**SLT & MLT**		4	2	8	M
Pupils' behaviour on return to school does not comply with social distancing guidance	4	4	16	H	• Clear messaging to pupils on the importance and reasons for distancing is reinforced throughout the school day by staff and through posters, electronic boards, and floor markings. For young children this is done through age-appropriate methods such as stories and games. • Staff model social distancing consistently (preferably 2 metres apart). • The movement of pupils around the school is minimised. • Outside routes of circulation are considered where possible. • Large gatherings are avoided – formal and informal groupings. • Departments and distinct social groups maintained. • Break times and lunch times are structured to support distancing and are closely supervised. • Food is eaten in the hall or outside • Eating areas are cleaned between sittings • Large spaces may be converted to alternative use such as teaching or social spaces with distancing in place. • The school's behaviour policy has been revised to include compliance with		**SLT & MLT** **ALL STAFF**		4	2	8	M

					distancing and this has been communicated to staff, pupils and parents. Behaviour on school transport is included. ● Senior leaders monitor areas where there are breaches of social distancing measures and arrangements are reviewed. ● Messages to parents reinforce the importance of social distancing in and outside of school. ● Arrangements for distancing of younger primary school children have been agreed and staff are clear on expectations.							
Staff driving to work are at risk of breaking social distancing when using the car park	4	3	12	H	• Staff are instructed to park and wait – observing the movement of others and exiting the car/entering the building in order to observe social distancing, applying the same in reverse when departing.		**SLT & MLT**		4	2	8	M

School Routines

Hazards	Initial Risk level S x L = R				Control Measures	Action Required / Decision Made	Responsibility & Agreed / Completed Date	Comment	Final Risk level S x L = R			
Use of PPE Equipment	4	3	12	H	• Any homemade non-disposable face coverings that children are wearing when they arrive at school must be removed by the wearer and placed into a plastic bag that the wearer has brought with them in order to take it home. The wearer must then clean their hands. • All staff in contact with the public must wear a face visor – this is for incidental meetings of a brief nature when appropriate social distancing can be maintained (this includes both the beginning and end of the day as well as essential meetings). • Staff should wear a face covering at all times in communal areas. These may be removed when in designated work areas that are not communal. Where a member of staff is unsure of whether they work in a communal area, please seek guidance. • Where staff are working on a one to one basis with children, visors should be worn. Staff should consider a safe working distance in so far a s is reasonably possible.		**SLT & MLT** **ALL STAFF**		4	1	4	L

Windows not being opened to reduce opportunities for infection	4	3	12	H	• Where there are windows along corridors, they are opened to help with general ventilation where possible. • Keep windows open in offices, classrooms and toilets to ensure ventilation is sufficient around school • Caretaker to ensure toilets have windows opened and closed each day • Teaching staff to open windows when they arrive in school. • CO2 monitors included in each classroom to confirm appropriate levels of ventilation are being maintained.		**SLT & MLT** **ALL STAFF**		4	1	4	L
Classroom practise does not promote effective practises to minimise potential for infection	4	3	12	H	• Where possible and appropriate, outside space is utilised for lessons or activities • Where possible, the mixing of pupils will continue to be limited to the revised 4 department structure. (If this can be achieved it will help to reduce the number of people who could be asked to isolate should someone in the group become ill with COVID-19.) • Where possible, pupils use the same classroom or area of a setting throughout the day with a thorough cleaning of the rooms at the end of the day • Where a different group needs to use a room that has been used by a different group, the room will need to be thoroughly cleaned before the next group enters. • Desks are arranged so pupils sit side by side and are looking in the same direction (i.e. not facing each other). The teacher remains at the front of the class and maintains 2 metres social distancing where possible. Infant and Primary school teachers try to do this where possible but appreciate it is not always possible.		**SLT & MLT** **ALL STAFF**		4	1	4	L

Queues for toilets and hand cleaning risk non-compliance with system of controls	4	4	16	H	● Queuing zones for toilets and hand cleaning have been established and are monitored. ● Pupils know that they must maintain social distancing. ● The staff toilets are cleaned daily and all staff hand sanitise both before and after use. ● Monitoring ensures a constant supply of soap and paper towels. ● Bins are emptied daily ● Pupils are reminded regularly on how to wash hands and young children are supervised in doing so. ● Hand dryers are disabled to avoid the creation of airborne particles. ● All toilet areas have paper towel dispensers		**SLT & MLT** **ALL STAFF**		4	2	8	M
Pupils forget to wash their hands regularly and frequently	4	4	16	H	● Staff training includes reminding pupils of the need to wash their hands regularly and frequently. This is timetabled as a routine activity. ● Hand cleaning facilities are evaluated and additional provision may be identified e.g. use of hand sanitisers ● Posters reinforce the need to wash hands regularly and frequently. ● School leaders monitor the extent to which hand cleaning is taking place on a regular and frequent basis.		**SLT & MLT** **ALL STAFF**		4	2	8	M
Shared resources present a contamination risk	4	4	16	H	● Frequently used resources such as pencils and pens will not be shared between individuals; children reminded to bring in their own equipment and staff reminded not to loan items like pens and pencils ● Resources that are shared within a department e.g. games will be cleaned regularly. Pupils will clean their hands and desks after using shared text books. ● Resources that are shared between classes such as sports, art and science equipment will be cleaned frequently and meticulously		**SLT & MLT** **ALL STAFF**		4	1	4	L

					after each class's use and before the next class uses them. ● Alternatively, schools can have rotas for shared equipment leaving 48 hours (72 hours for plastics) between each class's use. ● Outdoor facilities such as outdoor furniture and playground equipment will be more frequently cleaned and where this is not practicable, taken out of use. • Children can play on play equipment if it can be appropriately managed from a transmission perspective. For example, only one group of children can play on an area of equipment at a time and if a different group was to play on it later that day, this could only happen if the play equipment was thoroughly cleaned and dried and left after its clean and drying for a good half hour or so in the sun before the next group came to play on it. The clean would need to be very thorough and not all types of surface can be easily cleaned. •For our wooden play surfaces (such as the trim trail) we will have a (group of children use that play area for four days one week (i.e. Monday to Thursday inclusive), then clean and leave the equipment unused for three days, so that the next group could use the area on the Monday. ● Children will be advised on what they can bring to school – school bag, lunch box, coat, hat, books, stationery and mobile phone. Children (and their parents) will be advised to undertake regular cleaning of their belongings. ● Children will be encouraged to sanitise hands or wash hands after using shared resources such as books and to wipe down equipment such as keyboards (under supervision). ● Staff and children to be advised that books and other shared resources can be taken home if necessary for educational purposes.							

					• Library areas will need to be cleaned more frequently and finger-print technology, if used, discontinued for the time-being. • Shared play resources at primary schools which are water-proof are immersed in a cleaning substance (e.g. Milton or equivalent) daily. • In primary school settings, home reading books will be issued within designated time slots • Primary schools library books will also have a 72hrs quarantine period before shelving and redistribution. • Primary school children's PE kits will only be worn on the designated PE days.							
Meal provision is affected and pupils eligible for free school meals are reluctant to engage with changed systems	4	4	16	H	. • The lunches will be eaten in the hall. • Hot meals are available to all EYFS, KS1, FSM children and those in KS2 who order a meal.		**SLT & MLT**		4	1	4	L
The number of staff who are available is lower than that required to open fully with the system of controls implemented	5	4	20	H	• All staff expected back at work • The health status and availability of every member of staff (including new starters) is known and is regularly updated. • Staff engagement includes individual risk assessment for those who have concerns about wellbeing or anxiety. • Concerns addressed for staff who have additional health issues or are anxious. • Staff have been surveyed to ensure availability at the start of the new school year following any quarantine periods due to holidays		**SLT & MLT**		5	1	5	M
Large spaces unable to be used as classrooms or during inclement weather	4	4	16	H	• Large gatherings prohibited such as collective worship • The use of staggered break or lunchtimes where feasible		**SLT & MLT**		4	1	4	L

					• Design layout and arrangements in place to enable the best possible distancing.							
Provision of Collective Worship may promote infection	4	4	16	H	• Collective worship will take place in classrooms or in departments (UKS2/LKS2/EYFS & KS1 in the hall or outside till further notice		**SLT & MLT**		4	1	4	L
Start and finish times may promote infection	4	4	16	H	• A structured start and finish time has been organised to reduce risk of infection		**SLT & MLT**		4	1	4	L
Children arriving at school with face coverings may promote infection	4	4	16	H	• Children are not allowed to wear face coverings in school and those arriving with face coverings must remove them prior to entering school		**SLT & MLT** **ALL STAFF**		4	1	4	L
Children changing for PE may promote infection	4	4	16	M	• Children will wear PE kits for duration of school day where PE has been scheduled.		**SLT & MLT** **ALL STAFF**		4	1	4	L
Breakfast and After School Provision may promote infection	4	4	16	H	• Afterschool provision and Breakfast Provision will allow for children to be supervised in the Children Centre		**SLT & MLT** **ALL STAFF**		4	2	8	M

Cleaning Routines

Hazards	Initial Risk level S x L = R				Control Measures	Action Required / Decision Made	Responsibility & Agreed / Completed Date	Comment	Final Risk level S x L = R			
Cleaning capacity is reduced so that an initial deep-clean and ongoing cleaning of surfaces are not undertaken to the standards required	4	4	16	H	• The availability of cleaning staff is assessed and known to inform planning. • Sufficient cleaning materials have been ordered and are available • Deep cleaning is planned at sites over the summer.. • An enhanced cleaning plan is agreed for during the school day and implemented which minimises the spread of infection. • Signage will instruct staff and pupils (age appropriate) to wipe down desks each morning and afternoon. Appropriate materials will be available. • Cleaning staff and site teams briefed and trained on new arrangements • Working hours cleaning staff are evaluated and mapped to the needs of the school. • School sites are closed promptly at the end of the school day to facilitate effective daily cleaning.		**SLT**		4	2	8	M
Staff are sharing cleaning equipment result in unnecessary cross contamination	4	4	16	H	• Marigold or similar gloves are suitable for cleaning resources. Each member of staff who does this task has their own dedicated pair of gloves and they should not share them with others				4	2	8	M
Staff sharing of workspaces results in opportunities for cross contamination	4	4	16	H	• Sharing of workspace should be avoided where possible. • Where staff share a desk additional controls are in place, ensuring all equipment is cleaned with antibacterial				4	2	8	M

					products before use.. It is the responsibility of each member of staff to clean their station (desk top/keyboard and mouse) before and after use. This includes classrooms, group rooms, the office and the staff study							

Mental Health and Wellbeing

Hazards	Initial Risk level S x L = R				Control Measures	Action Required / Decision Made	Responsibility & Agreed / Completed Date	Comment	Final Risk level S x L = R			
School staff will need to consider how to support: - individual children who have found the long period at home hard to manage - those who have developed anxieties related to the virus - those about whom there are safeguarding concerns -those who have experienced bereavements in their immediate family or wider circle of friends or family or had increased/new caring responsibilities	4	3	12	H	Staff will to provide: - ● opportunities for children to talk about their experiences of the past few week ● opportunities for one-to-one conversations ● with trusted adults where this may be supportive - some refocussed lessons on relevant topics, for example, mental wellbeing or staying safe - pastoral activity, such as positive opportunities to renew and develop friendships and peer groups ● other enriching developmental activities - an appropriate balance between reintegrating pupils into a reassuring and familiar work ethic to support their mental wellbeing on the one hand and identifying and taking time to address explicitly individual concerns or problems on the other.		**SLT & MLT** **ALL STAFF**		**4**	**2**	**8**	**M**
Pupil behaviour is inappropriate and cannot be managed	4	3	12	H	● In light of the need for children to behave differently when they return to school. Changes in how children are expected to behave will be clearly explained.		**SLT & MLT** **ALL STAFF**		**4**	**2**	**8**	**M**

					Staff to be trained in the new rules and routines, including the use of sanctions and rewards, so that they can							
Modified systems or procedures will not be effective in managing safeguarding concerns	5	3	15	H	● Agreed school policies and procedures are in place inc safe physical contact ● SENCO in regular contact with specific families ● Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures. ● Updated Child Protection Policy in place.		**SLT & MLT** **ALL STAFF**		4	1	4	L
Children with identified needs and/or provision are at risk	4	3	12	H	● Dialogue with central agencies are being maintained		**SLT & MLT** **ALL STAFF**		4	1	4	L
Children may not be able to access necessary medicines following their return to school	4	3	12	H	● Parent/carers should return all necessary medicines when their children attend school		**SLT & MLT** **ALL STAFF**		4	1	4	L
Lack of wellbeing management	4	3	12	H	● Governing bodies and senior leaders will be conscious of the wellbeing of all staff, including senior leaders themselves, and the need to implement flexible working practices in a way that promotes good worklife balance and supports teachers and leaders. ● Staff are signposted to wellbeing and counselling services offered by our Staff		**SLT & MLT** **ALL STAFF**		4	2	8	M

					Sickness Insurance providers where appropriate. ♦ Workload will be carefully managed and the school will assess whether staff who are having to stay at home due to health conditions are able to support remote education, while others focus on face-to-face provision. This issue will be factored into our resource and curriculum planning and consideration given to where additional resource could be safely brought in if necessary. ● We will consider how to support the mental wellbeing of our staff who are returning after a significant period of either home working or furlough. Where work-related issues present themselves, the HSE's published stress Management Standards will be followed. We will also review how we can support employees on broader issues, such as bereavement support and general anxiety about the ongoing situation (for example by signing up for a formal Employee Assistance Programme providing confidential telephone advice and counselling).							
Pupils and staff are grieving because of loss of friends or family	4	3	12	H	● A bereavement policy is in place. ● The school has access to trained staff who can deliver bereavement counselling and support. ● Support is requested from other organisations when necessary.		**SLT & MLT** **ALL STAFF**		4	2	8	M

					• Referral for Occupational Health Service support is available for cases where health is affected.							
Working from home adversely affect mental health	4	3	12	H	• Staff working from home due to self-isolation had regular catch-ups with line managers. • Staff were encouraged to speak regularly with colleagues, take regular breaks and exercise. Appropriate work plans were agreed with support provided where necessary. • See above for additional social support/friendship networks in place. • Individual staff risk assessments will be reviewed ready for the full opening of school		**SLT & MLT**		**4**	**2**	**8**	**M**
Pupils' mental health has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general	4	3	15	H	• There are sufficient numbers of trained staff available to support pupils with mental health issues. • There is access to designated staff for all pupils who wish to talk to someone about wellbeing/mental health. • Wellbeing/mental health is discussed regularly in PSHE/virtual assemblies/pupil briefings (stories/toy characters are used for younger pupils to help talk about feelings). • Resources/websites to support the mental health of pupils are provided. This includes the ability to report concerns about another individual.		**SLT & MLT** **ALL STAFF**		**4**	**2**	**8**	**M**

					• Planning for children returning to school includes additional pastoral support • The school has accessed the support of the CASY Counselling service to provide targeted support to individual children and small groups.							
The mental health of staff has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general	4	3	15	H	• Staff are encouraged to focus on their wellbeing. A range of support continues via briefings and regular newsletters. • Line managers are proactive in discussing wellbeing with the staff that they manage, including their workload. • Headteachers' communication has included content on wellbeing. • Staff have been signposted to useful websites and resources. • Staff are encouraged to have breaks outside/go for local walk. We have an outside space with seating. Individual choice is important and accepted.		**SLT & MLT**		**4**	**2**	**8**	**M**
Pupils with underlying health issues are not identified and so measures have not been put in place to protect them	5	3	15	H	• All parents complete a child information form/pupil record card prior to commencing school, including disclosure of medical conditions. • Parents have been signposted to guidance regarding definitions and links to Government websites, and this is reinforced on a regular basis. • Parents have been asked to make the school aware of pupils' underlying health conditions and the school has sought to ensure that the appropriate guidance has been acted upon.		**SLT & MLT** **ALL STAFF**		**4**	**2**	**8**	**M**

					• Schools are reliant upon the information provided by parents, and the assessment of their child's health, to enable appropriate support to be put in place. • Pastoral teams have actively supported pupils who are at risk. • The school, and parents are clear about the definitions and associated mitigating strategies in relation to people who are classed as clinically vulnerable and clinically extremely vulnerable. Current guidance describes the measures for those that are clinically extremely vulnerable as being paused on 1st August. • Schools have a regularly updated register of pupils with underlying health conditions.							
Staff with underlying health issues are not identified and so measures have not been put in place to protect them	5	3	15	H	• All members of staff with underlying health issues, those within vulnerable groups or who are shielding have been instructed to make their condition or circumstances known to the school. Records are kept of this and regularly updated. • Members of staff with underlying health conditions have been asked to seek and act on the advice of their GP/consultant/midwife or current government advice. • Current guidance describes the measures for those that are clinically extremely vulnerable as being paused on 1st August.		**SLT & MLT**		**4**	**2**	**8**	**M**

					• Staff are clear about the definitions and associated mitigating strategies in relation to people who are classed as clinically vulnerable and clinically extremely vulnerable. • Individual risk assessments are undertaken for staff with underlying health conditions or those who are anxious about returning to work.							

Curriculum Provision

Hazards	Initial Risk level S x L = R				Control Measures	Action Required / Decision Made	Responsibility & Agreed / Completed Date	Comment	Final Risk level S x L = R			
Staff are unable to deliver an appropriate curriculum	3	4	12	M	• Class organisation has been made to allow for age appropriate groups • Age appropriate groups will be lead be experienced practitioners supported by a member of the MLT • Lessons will only be taught and planned on the basis of available resources • An outdoor curriculum will be utilised as much as is reasonably possible. • Blended approach between physical and remote learning developed, including support for those children who are shielding/ clinically vulnerable. • Additional modification will be made to the curriculum as the situation demands • IT should only be considered where computers can be wiped down before and after use.		**SLT & MLT** **ALL STAFF**		4	1	4	L
Staff are unable to deliver an appropriate PE curriculum					• PE and sports lessons will take place outside where the weather permits and it is practical to do so. Certain activities requiring specific equipment may be more suitable for indoor use only. • Equipment used for sports and PE are cleaned frequently and meticulously and always between classes, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics)		**SLT & MLT** **ALL STAFF**		4	1	4	L

					between use by different classes. ● Pupils will be kept in consistent groups. ● External coaches where used will follow the school's requirements in terms of its wider controls including hygiene, social distancing and non-contact sports. **Association for Physical Education (AfPE) Guidance:** ● AfPE has produced some useful guidance for schools highlighting some of the key areas to consider when planning activities: ● **Link:** **AfPE Guidance on Interpreting the Government Guidance**							
Staff are unable to deliver collective worship	3	4	12	M	● The school has a range of materials and resources for whole school collective worship		**SLT & MLT** **ALL STAFF**		3	1	3	L
School visits and Educational visits would restrict social distancing	4	4	16	H	● The school's annual calendar of events has been reviewed and decisions made on cancelling or going ahead with events in the immediate term, including school trips.		**SLT**		4	1	4	L
Remote Learning can not be used to be enhance hpme learning to maximum effect	4	4	16	H	● The school has learned significant lessons on remote learning over the subsequent months		**SLT & MLT** **ALL STAFF**		4	1	4	L

					• Additional training has been initiated to enhance any future provision							
Provision of Peripatetc Teachers and additional support may promote infection	4	3	12	H	•Visitors to the school are still reduced to those which are essential, with careful discussion and arrangements made. •**All Schools**: Supply teachers, peripatetic teachers and/or other temporary staff can move between schools. They should ensure they minimise contact and maintain as much distance as possible from other staff. Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. The school ensures these individuals are aware of the handwashing and social distancing arrangements to be followed in school.		**SLT**		4	2	8	M
Music provision may promote infection	4	3	12	H	• A new scheme has been planned • Appropriate measures are in place • Playing of wind and brass instruments is carefully organised as follows: ○ with social distancing in place; ○ outside wherever possible; ○ in well ventilated areas, with the pupils standing/sitting back to back or side to side; ○ pupils do not share instruments and only use their allocated instrument. • Wind and brass playing does **not** take place in larger groups such as school choirs and ensembles, or school assemblies		**SLT**		4	1	4	L
Children show poor attendance which impacts on future learning	4	3	12	H	• Attendance will be closely monitored • Parents will be contacted where it is felt that attendance is impacting on learning • Guidance will be provided to children where appropriate.		**SLT & MLT** **ALL STAFF**		4	2	8	M

School Administration & Finance

Hazards	Initial Risk level S x L = R				Control Measures	Action Required / Decision Made	Responsibility & Agreed / Completed Date	Comment	Final Risk level S x L = R			
Administration staff not able to continue with day to day operational procedures	4	3	12	H	Office staff have the fliexibility of working from home when appropriate.		**MJW & LG**	**Agreed**	4	1	4	L

					Office staff have all been provided with remote access to school systems							
Normal operational systems many not be able to operate resulting in the school experiencing financial difficulties	4	3	12	H	• Additional costs incurred due to COVID19 are understood and clearly documented with reimbursement where possible. • Claims will be submitted for reimbursement (eg FSM/cleaning costs) when appropriate • Any loss of income understood, including the impact of lettings and the financial implications of possibly not restarting. • Visits/trips booked previously have all been cancelled • Systems in place for maintaining services, such as: ◦ Cleaning ◦ IT support ◦ Catering		**MJW & LG ongoing**	**Agreed**	4	1	4	L
Central Services and internal control are at risk due to staff availability or home working (Applies to Finance and Clerking)	4	3	12	H	• Staff trained to ensure processing knowledge is spread across the team. Segregation of duties can be maintained. • Team equipped and trained to work remotely. • Team schedule in place to identify task allocation during remote working. • Remote connections tested. • Senior Trust staff primed to take banking cards home to enable remote authorisations. • Have a source of petty cash/credit card available to HT should an emergency occur. • Communication is maintained; regular team briefings/task allocation takes place • Payments and payroll processes continue to operate within timeframes. Robust checks and dual authorisation continues. • Plans reviewed regularly		**MJW & LG ongoing**	**Agreed**	4	1	4	L

Governance

Hazards	Initial Risk level S x L = R				Control Measures	Action Required / Decision Made	Responsibility & Agreed / Completed Date	Comment	Final Risk level S x L = R			
No face to face Governors meetings can take place allowing any necessary decision to be made	4	3	12	H	• Meetings and decisions that need to be taken prioritised. • Steering Group established and virtual meetings have taken place •	Virtual governing body meetings to be scheduled	**MJW & JP ongoing**		4	1	4	L
GB not aware on in agreement with approach to reopening	4	3	12	H	• Governors are clear on their role in the planning and re-opening of the school, including support to leaders. • Approach to communication between Leaders and governors is clear and understood.	GB meeting and briefing to ensure Governors are clear on their role in the planning and re-opening of the school, including support to leaders.	**MJW & JP ongoing**		4	1	4	L
Inability of GB unable to continue with certain aspects of Governance	4	3	12	H	• Certain aspects of governance are on-hold in order to deal with the immediate situation. • Financial submission are continuing to Steering Group.		**MJW & JP ongoing**		4	1	4	L
Lack of trustee oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements.	4	3	12	H	• The GB continues to meet regularly via online platforms. • The GB agendas are structured to ensure all statutory requirements are discussed and school leaders are held to account for their implementation.		**MJW & JP ongoing**		4	1	4	L

					• The SLT reports to GB includes content and updates on how the school is continuing to meet its statutory obligations in addition to covering the school's response to COVID-19. • Regular dialogue with the Chair of Gov and those with designated responsibilities is in place. • Minutes of GB meetings are reviewed to ensure that they accurately record trustees' oversight and holding leaders to account for areas of statutory responsibility. • Local governing body meetings continue via online platforms. • Governors are in discussion with Headteachers about the arrangements in place at their schools.							

Guidance Notes

SEVERITY						
	5	5	10	15	20	25
	4	4	8	12	16	20

	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
	LIKELIHOOD					

LIKELIHOOD	
5	Almost Certain – Very High Risk
4	Probable – High Risk
3	50/50 – Medium Risk
2	Improbable – Low Risk
1	Almost impossible – Low Risk

SEVERITY	
5	Very High Risk
4	High Risk
3	Medium Risk
2	Low Risk
1	Low Risk

1–4 LOW	5–9 MEDIUM	10–15 HIGH	16–25 VERY HIGH
Continue with existing controls. However, monitor for changes. Implement any additional control measures required within the timescales given in the risk assessment.	Requires attention to reduce the rating as well as regular ongoing monitoring. Implement any additional control measures required within the timescales given in the risk assessment.	Requires immediate attention to bring the risk down to an acceptable level. Implement the control measures required within the timescales given in the risk assessment. Continue to review working practices to reduce the probability of an accident to the lowest possible level.	Stop immediately – the risk is too high. Take immediate action to reduce the risk to the lowest level possible.