

Please note: this risk assessment should be undertaken in conjunction with the guidance on school reopening issued by the Department for Education on 2nd July 2020 as follows:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

Assessment conducted by:	LM	Job title:	SBM	Covered by this assessment	Staff, pupils, contractors, visitors, volunteers
Date of assessment:	05/03/2021	Review interval:	As required/ At least monthly	Date of next review:	05/04/2021

Related documents	
Government guidance:	https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers https://www.gov.uk/government/publications/coronavirus-covid-19-travel-advice-for-educational-settings/coronavirus-travel-guidance-for-educational-settings https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2/early-years-foundation-stage-coronavirus-disapplications
School Documents and Policies	First Aid Policy, Business Continuity Plan, Supporting Pupils with Medical Conditions Policy, COSHH Policy, Administering Medication Policy, Data Protection Policy, Behaviour Policy, Staff Code of Conduct, Pupil and Staff Home Working Risk Assessment, MLH Risk Assessment

Risk matrix

Risk rating High (H), Medium (M), Low (L)		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	Major: Causes major physical injury, harm or ill-health.	H	H	M
	Severe: Causes physical injury or illness requiring first aid.	H	M	L
	Minor: Causes physical or emotional discomfort.	M	L	L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
1. Establishing a systematic process for full opening					
1.1 Organisation of 'bubbles' in key stage groupings					
<p>Unintended mixing between classes will increase the risk of the virus spreading</p>	<p>H</p>	<ul style="list-style-type: none"> • There is full compliance with the 9 PHE system control measures set out in the latest government guidance. • 6 bubbles will be created predominately in key stages containing 2 classes each: <ul style="list-style-type: none"> • Years 6 and 5 • Reception • Years 4 • Years 3 • Years 2 • Years 1 • Each class will have its own designated classroom and will predominantly stay within this area. • Specific facilities used by more than one bubble are cleaned and disinfected after use and before use by a new group e.g. dining room and Studio. • Schemes of work are reviewed to minimise the need for bubbles to use specialist facilities one after the other e.g. P.E and Music. • Pupils observe hygiene guidance and wash hands frequently or use sanitiser. • Staff moving between bubbles comply with social distancing, wearing of mask and hygiene guidance. • Timetable and arrangements for each bubble avoid contact between discrete bubble when moving outside their designated space (e.g. when moving to specialist rooms; at break times; on arrival or leaving) e.g one-way system when needed, walking on the left in the corridor. • One bubble at a time will use shared space e.g. hall, dining room. • When pupils are withdrawn for small group work (e.g. SEND pupils) from different bubbles, social distancing guidelines are fully observed. • Staggered arrival and leaving times; break times and lunch times. 	<p>YES</p>	<ul style="list-style-type: none"> • 	<p>M</p>
1.2 Organisation of teaching spaces					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
Teaching pupils in full classes will increase the risk of the virus spreading	H	<ul style="list-style-type: none"> • There is full compliance with the 9 PHE system control measures set out in the latest government guidance. • Pupils observe hygiene guidance and wash hands frequently or use sanitiser. • Good respiratory hygiene is ensured by promoting the 'catch it, bin it, kill it' approach. • Enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach introduced; cleaning wipes provided in each classroom. • Contact between individuals minimised and social distancing maintained wherever possible. • Staff, to wear visors in the classroom whilst in tier 2. • Pupils are seated side by side and facing forwards, rather than face to face or side on. • Unnecessary furniture is moved out of classrooms to make more space. 	YES	•	M
The use of shared spaces and specialist classrooms increases the risk of infection between bubbles	M	<ul style="list-style-type: none"> • Larger spaces and specialist classrooms are used by one discrete bubble at a time. • Large and specialist spaces are cleaned and disinfected thoroughly before and after use. • Large gatherings prohibited. • Design layout and arrangements are in place to enable social distancing where possible. 	YES	•	M
1.3 Staffing					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
<p>Due to COVID-19, the number of staff who are available is lower than that required to teach classes in school</p>	<p>M</p>	<ul style="list-style-type: none"> • There is full compliance with the 9 PHE system control measures set out in the latest government guidance. • The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned. • The updated guidance and expectations for those who are shielding and those who are clinically vulnerable or clinically extremely vulnerable is communicated to relevant staff and discussions held regarding return to work. • Risk assessments are undertaken for staff who are clinically vulnerable, clinically extremely vulnerable, or who have contextual factors related to age or ethnicity (Staff who are BAME or aged 55+ may be susceptible to risk of poor outcomes should they contract COVID-19). • Risk Assessment is shared with staff. • Alternative methods of delivery to classes considered, including live streams to classrooms with Teaching Assistances overseeing. • Alternative methods providing PPA considered, including closing early one day and all staff have PPA. 	<p>Yes</p>	<ul style="list-style-type: none"> • 	<p>L</p>
<p>1.4 The school day</p>					
<p>The start and end of the school day create risks of contact between discrete bubbles</p>		<ul style="list-style-type: none"> • Start and departure times are staggered <ul style="list-style-type: none"> • Years 6, 5 & Reception 8.45 to 2.55 • Year 4 & 3 8.55 to 3.05 • Year 2 & 1 9.05 to 3.15. • Adults, are encouraged to wear masks outside and to stay 1 metre away from staff and 2 metres if not wearing a mask. Staff must wear a face covering outside. • All staff are in playground from start of first drop off to receive sibling children • Morning is drop & bye system to reduce the number of parents in the playground • Pickup – children are taken out just before pickup times and released to parents immediately if already waiting • The number of entrances and exits to be used is maximised, will be manned and locked after use • Different entrances/exits are used for different bubbles: <ul style="list-style-type: none"> • Year 6, 5 & Reception in through main pedestrian gate and out through vehicle gate 	<p>NO</p>	<ul style="list-style-type: none"> • 	<p>M</p>

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		<ul style="list-style-type: none"> Year 4 & 3 in and out through top gate with a traffic light system manned by caretaker Year 2 & 1 in through main pedestrian gate and out through vehicle gate Staff and pupils are briefed, and signage provided to identify which entrances, exits and circulation routes to use. A plan is in place for managing the movement of people on arrival to avoid groups of people congregating. Floor markings are visible where it is necessary to manage any queuing. Attendance patterns have been optimised to ensure maximum safety. 			
1.5 Planning movement around the school					
Movement around the school risks contact between discrete class group bubbles	H	<ul style="list-style-type: none"> Class remain in their classrooms for most of their learning. Timetabling avoids more than one bubble in circulation at any one time in the same part of the building. Staff moving between bubbles observe social distancing and hygiene procedures at all times and wear a face covering All staff including peripetic staff, such as music teachers, must wear masks/shields when moving throughout the school Everyone to walk on the left in corridors. Pinch points (Olive Branch) and bottle necks are identified and managed accordingly. Appropriate duty rota and levels of supervision are in place. 	Yes	•	M
1.6 Curriculum organisation					
Having missed up to 5 months' learning, pupils will have fallen behind in their progress during school closures and achievement gaps will have widened	M	<ul style="list-style-type: none"> The school develops and implements a comprehensive 'catch-up' plan which will identify the learning gap for individual and groups of pupils in terms of curriculum and knowledge, and will put in place plans to address this. This will include revising schemes of work, prioritising key elements of the curriculum, engaging in the National Tutoring Programme and additional planned intervention programmes. Gaps in learning will be assessed and addressed systematically in teachers' planning. Home learning will continue through Google Classroom for homework and will be calibrated to complement in-school learning and address gaps identified. 	YES	•	L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
		<ul style="list-style-type: none"> Home learning activities added to school website for further isolation periods. Middle leaders will identify gaps in the curriculum 			
Some learning activities (for example singing, wind and brass playing and some sports) pose increased risks of spreading COVID-19 infection	H	<ul style="list-style-type: none"> Learning activities e.g. specific instruments for which there is a greater risk of infection are identified and relevant staff informed. Following discussion and consideration with subject leaders, limitations are placed on when and where these activities can take place and timetables and plans are amended accordingly e.g. 15 in a group for music/singing. Enrichment activities are reviewed and revised accordingly. 	Yes	<ul style="list-style-type: none"> 	NM
The school does not make optimal use of the disapplications and modifications of the EYFS curriculum which are in place during the COVID-19 pandemic	L	<ul style="list-style-type: none"> The EYFS Co-ordinator and team review the latest guidance on EYFS curriculum. A plan is agreed by SLT which sets out how the school will make best use of the provisions in the guidance during the COVID-19 crisis. 	YES	<ul style="list-style-type: none"> 	L
The resumption of non-overnight school visits poses risks to infection control	H	<ul style="list-style-type: none"> All school visits/workshop are considered on a case by case basis with the earliest starting Summer 2. A comprehensive risk assessment, factoring in COVID-19 related risks, is undertaken for each visit/workshop. Measures are taken to ensure that discrete class group bubbles do not mix on school visits/workshops. Overnight visits cancelled until further notice. 	YES	<ul style="list-style-type: none"> 	M
1.7 Staff workspaces					
Staff rooms and offices do not allow for observation of social distancing guidelines	H	<ul style="list-style-type: none"> An additional staff room has been setup in the Dove room for the Year 3 & 4 bubble and the Staff room and offices have been reviewed and appropriate configurations of furniture and workstations have been put in place to allow for social distancing. Staff to wear face coverings in the staff room unless eating or drinking. Phones have been assigned to bubbles: <ul style="list-style-type: none"> Office to Office Staff Meeting room Year 3 & 4 bubble Staff Room Year R, 1 & 2 SLT – SLT & Year 5 & 6 	YES	<ul style="list-style-type: none"> 	M

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		<ul style="list-style-type: none"> All non individual phones to be wiped before and after use Staff have been briefed on the use of these rooms, which may need to be more limited than is normal. All staff to wash their hands before and after using the areas. Additional cleaning throughout the day. 			
Whole School Training areas	H	<ul style="list-style-type: none"> Training to be held virtually whilst at risk level 4 & 5 Hall to be used with good ventilation, e.g. windows open and if need be doors. Staff to set in their bubbles and at tables with minimum 1m between each person and masks worn Different toilets and refreshments station setup for each bubble. The refreshment station use paper cups. On each table sanitiser and wipes placed to clean any shared resources. 	Yes	•	M
1.8 Managing the school lifecycle					
Limited progress with the school's 2020-21 calendar and workplan because of COVID-19 measures	L	<ul style="list-style-type: none"> School calendar for 2020-21 finalised within the context of the latest guidance on full re-opening. Senior Leadership Team (SLT) and staff work plans informed by reopening plans and latest guidance. Teacher recruitment for September 2021 under review. Continue the process of recruiting for other roles from September 	Yes	•	L
Pupils moving on to the next phase in their education do not feel prepared for the transition	M	<ul style="list-style-type: none"> Regular communications with the parents of incoming pupils are in place, including letters, newsletters and online broadcasts. Virtual tours of the school are available for parents and pupils. Additional induction resources have been sent to parents. 	YES	•	L
1.9 Governance and policy					
Governors are not fully informed or involved in making key decisions about reopening	L	<ul style="list-style-type: none"> Meetings are held regularly with Strategy group governors. Governing bodies are involved in key decisions on reopening. Governors are briefed regularly on the latest government guidance and its implications for the school and the Chair of Governors is kept fully informed. 	YES	•	L
1.10 Policy review					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
Existing policies on safeguarding, health and safety, fire evacuation, medical, behaviour, attendance and other policies are no longer fit for purpose in the current circumstances	M	<ul style="list-style-type: none"> All relevant policies have been revised to take account of government guidance on full reopening and its implications for the school. This applies particularly to guidance and policies on attendance and behaviour from September. Staff, pupils, parents and governors have been briefed accordingly. 	YES	•	L
1.11 Communication strategy					
Key stakeholders are not fully informed about the plans for reopening and their implications	M	<ul style="list-style-type: none"> Communications strategies for the following groups are in place: <ul style="list-style-type: none"> Staff Pupils Parents Governors Local authority Professional associations Other partners 	YES	•	L
An unforeseen lockdown situation prevents effective communication with pupils, parents and staff regarding contingency arrangements	M	<ul style="list-style-type: none"> Contingency plans are in place, including arrangements for home/remote learning, pastoral care and safeguarding. A communication strategy for pupils, parents and staff in the event of an unforeseen lockdown is in place, building on the experience of the school closure period. Contact records for pupils, parents and staff are kept up to date. 	YES	•	L
1.12 Pupil attendance					
Pupil attendance is lower than expected due to parental concerns about pupils' safety from infection	M	<ul style="list-style-type: none"> Communications with parents reassure them about the safety of full reopening under the latest government guidance. Dialogue is held with parents who have concerns. 	YES	•	L
1.13 Staff induction and CPD					
Staff are not trained in new procedures, leading to risks to health	H	<ul style="list-style-type: none"> This risk assessment is shared with staff prior to reopening and opinions and comments considered and when changes have been made. Induction on the INSET day will include: <ul style="list-style-type: none"> The 9 PHE system control measures set out in the latest government guidance 	YES	•	M

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		<ul style="list-style-type: none"> Organisational arrangements (i.e. class groups operating as 'bubbles') Infection control Fire safety and evacuation procedures Constructive behaviour management Safeguarding Risk management 			
New staff are not aware of policies and procedures prior to starting at the school when it reopens	M	<ul style="list-style-type: none"> Induction programmes are in place for all new staff – either online (zoom meeting) or in-school – prior to them starting (some of this will take place on the INSET day). 	YES	•	L
1.14 Free school meals					
Pupils eligible for free school meals do not receive them due to discontinuity during the school closure period	L	<ul style="list-style-type: none"> A member of the school's administrative team is tasked with ensuring that the list of pupils eligible for free school meals is accurate and up to date and that pupils receive free meals when in school and vouchers via Wonde during closures. 	YES	•	L
1.15 Risk assessments					
Risks are not comprehensively assessed in every area of the school in light of COVID-19, leading to breaches of social distancing and hygiene guidance.	M	<ul style="list-style-type: none"> Risk assessments are updated or undertaken before the school reopens and mitigation strategies are put in place and communicated to staff covering: <ul style="list-style-type: none"> Different areas of the school When pupils enter and leave school During movement around school During break and lunch times Delivering aspects of the curriculum, especially for practical subjects and where shared equipment is used School trips and visits/workshops 	YES	•	L
1.16 Responding to cases of COVID-19 and local lockdowns					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
The school is unsure how to respond when there are suspected or confirmed cases of COVID-19 amongst pupils or staff	H	<ul style="list-style-type: none"> There is full compliance with the 9 PHE system control measures set out in the latest government guidance. 'Bubbles' are kept discrete at all times. The DFE Helpline and local health protection team is contacted immediately for advice. The school engages swiftly with NHS Test and Trace if cases are suspected. Appropriate action is taken once advised by the DFE Helpline and local health protection team – this may mean that class group bubbles and some staff who have been in close contact with the person concerned may have to self-isolate for 14 days. Arrangements are in place for home and remote learning for pupils who are required to self-isolate. 	YES	•	M
The school is unprepared for a local lockdown should the rate of infection rise in the area	M	<ul style="list-style-type: none"> There is full compliance with the 9 PHE system control measures set out in the latest government guidance. A contingency plan is in place should a local lockdown be announced and staff are briefed on its contents. A Remote Learning policy is in place and a page on the school website. There is regular liaison with the local health protection team. Systems put in place during the school closure period (e.g. home/online learning, pastoral systems, safeguarding systems) are ready to be reactivated. Lessons learnt during the school closure period are applied to the contingency plan. Lesson plans incorporate home learning for individual isolation or shutdown. 	YES	•	L
2. Investing in health and safety arrangements and safety equipment to limit the spread of COVID-19					
2.1 Public Health England system control measures					
Lack of a comprehensive plan to implement PHE system control measures increases the risk of infection in the school	H	<ul style="list-style-type: none"> Current government guidance is being applied, and specifically the 9 PHE system of control measures set out in the latest government guidance are in place as follows: <p>1. Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school</p>	YES	•	M

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
		<p>The information below is included in the school's reopening plan. This information is issued at staff and pupil briefings and in letters home to parents:</p> <ul style="list-style-type: none"> • Anyone with symptoms must remain at home and self-isolate for 10 days from testing positive. Anyone in their household needs to self-isolate for 14 days (including siblings). • Any pupil or staff member needs to go home immediately if they have symptoms. They should take a test as soon as possible. • A child with symptoms awaiting collection needs to be isolated in the Bubble Room and kept at a distance of 2m from the supervising staff member,. PPE is required if this distance cannot be maintained or there is a risk of contaminated bodily fluids. • If the child uses the bathroom, it must be thoroughly disinfected before use by anyone else. • Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with disinfectant after they have left to reduce the risk of passing the infection on to other people. • Routinely taking the temperature of pupils is not recommended by Public Health England as this is an unreliable method for identifying coronavirus (COVID-19). <p>In addition:</p> <ul style="list-style-type: none"> • Staff are reminded that they have received guidance on infection control that gives them a good understanding of how the spread of coronavirus occurs and can be mitigated. • Infection control guidance is provided for new staff. • Staff are provided with Lateral flow tests which the complete twice a week <p>2. Clean hands thoroughly more often than usual</p> <ul style="list-style-type: none"> • Handwashing / sanitising is scheduled into the school day. It takes place as a minimum: when pupils, staff or visitors enter the school; at break; before and after lunch; before leaving school; whenever the toilet is used. • It is defined which bubbles are using which toilets. • Handwashing routines are re-taught to pupils. 			

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		<ul style="list-style-type: none"> • Checks are scheduled during the day on stocks of hand sanitiser, soap and paper towels. Steps are taken to ensure that there is sufficient supply in school. <p>3. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach</p> <ul style="list-style-type: none"> • Posters are downloaded/made/bought that remind pupils and staff about the approach and the importance of handwashing and are displayed around the school, particularly by washbasins/ toilets and at entry/exit points. • The location of bins around the school is checked on, and more are ordered if necessary. • A schedule for bins to be emptied / disinfected is in place and is adhered to. • Pupils using public transport are reminded of the need to wear face coverings/masks. • A stock of masks is maintained and made available for staff who can't socially distance (for use if they are required to provide first aid / intimate care to pupils with COVID-19 symptoms) and for pupils who do not have a mask for use on public transport. <p>4. Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach</p> <ul style="list-style-type: none"> • The school's business manager ensures delivery of the induction package to cleaning staff so they fully understand their role in preventing the spread of coronavirus. • The cleaning schedule is reviewed and if necessary additional staff hours are provided to ensure that DfE listed criteria are met. • Stock checks and stock control are maintained <p>5. Minimise contact between individuals and maintain social distancing wherever possible</p> <ul style="list-style-type: none"> • Bubbles are extended to multiple year groups. • Staff are kept consistent with each bubble as far as possible. • In class, furniture is arranged so that children are facing forwards and sitting side by side. • Any furniture that is surplus to requirements is removed. • As far as possible, children are taught not to touch each other or staff. This will involve re-learning about play time. 			

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
		<ul style="list-style-type: none"> • No more than 1 bubble ever occupies a shared space (hall, dining room etc) at one time. • Staggered start and finish times, staggered break times and staggered lunch times are implemented. • Children are taught in age appropriate ways about coronavirus, how it is spread and how they can play their part in keeping everyone safe. • Each child will have plastic wallet containing the basic equipment (such as pen/ pencil/ eraser/ ruler) that pupils routinely need for their own use. • Resources are boxed, including library books, that are needed for particular classes, to avoid pupils using shared areas such as the school library. • Shared resources cleaned between bubbles and children wash/sanitise their hands before and after use. <p>6. Where necessary, wear appropriate personal protective equipment (PPE)</p> <ul style="list-style-type: none"> • The school continues to maintain and monitor stocks of PPE and has access to supplier lists. • Staff are supplied with PPE when supervising a pupil who has symptoms of COVID-19 (if 2m social distancing cannot be ensured) and for the provision of routine intimate care to pupils that involves the use of PPE. • Gloves and aprons are provided for cleaning staff. • Face masks are worn by staff when cleaning visible bodily fluids from suspected COVID-19 case. • Stocks of PPE are regularly monitored and replenished <p>7. Engage with the NHS Test and Trace process</p> <ul style="list-style-type: none"> • School leaders understand the complexity of the arrangements for testing and self-isolation and ensure that staff and parents are fully aware of them. Special advice sheets are prepared in the event that a child is sent home with symptoms, for the parents of that child and other members of the bubble. • Staff induction for return to school includes information about the NHS Test and Trace process. <p>8. Manage confirmed cases of coronavirus (COVID-19) amongst the school community</p>			

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
		<ul style="list-style-type: none"> The contact details for DFE Helpine, local Public Health England team and local authority health and safety team are readily to hand. A clear process is in place for notifying the local health protection team and the local authority of any cases that test positive. A spreadsheet is maintained to record all staff and pupils who are self-isolating who have tested positive. These spreadsheets are kept up to date. Use is made of any template letters provided by Public Health England / local authority as directed locally. <p>9. Contain any outbreak by following local health protection team advice</p> <ul style="list-style-type: none"> Advice provided by the local health protection team is acted on immediately. Good working relationships are established and maintained enabling rapid communication with local authorities and local Public Health England. 			
2.2 Cleaning					
Cleaning capacity is reduced so that an initial deep-clean and ongoing cleaning of surfaces are not undertaken to the standards required	M	<ul style="list-style-type: none"> A return-to-work plan for cleaning staff (including any deep cleans) is agreed with contracting agencies prior to opening. An enhanced cleaning plan is agreed and implemented which minimises the spread of infection. Working hours for caretaker staff are increased to cover a midday clean of communal areas and toilets. 	YES	•	L
2.3 Hygiene and handwashing					
Inadequate supplies of soap and hand sanitiser mean that pupils and staff do not wash their hands with sufficient frequency	M	<ul style="list-style-type: none"> An audit of handwashing facilities and sanitiser dispensers is undertaken before the school reopens and additional supplies are purchased if necessary. Monitoring arrangements are in place to ensure that supplies of soap, hand towels and sanitiser are maintained throughout the day. 	YES	•	L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
Pupils forget to wash their hands regularly and frequently	M	<ul style="list-style-type: none"> Staff training includes the need to remind pupils of the need to wash their hands regularly and frequently. Posters and electronic messaging boards reinforce the need to wash hands regularly and frequently. School leaders monitor the extent to which handwashing is taking place on a regular and frequent basis. 	YES	•	L
2.4 Clothing/fabric					
Not wearing clean clothes each day may increase the risk of the virus spreading	M	<ul style="list-style-type: none"> Policies are agreed prior to the school opening on the wearing of uniforms by pupils and business dress by staff to minimise risks. Children are to wear uniform except on PE days when they can wear their PE kits. Expectations and guidance are communicated to parents. 	YES	•	L
The use of fabric chairs may increase the risk of the virus spreading	M	<ul style="list-style-type: none"> Fabric chairs are taken out of use where possible. Where that is not possible, chairs are limited to single person use. 	YES	•	L
2.5 Testing and managing symptoms					
NHS Test and Trace is not used effectively to help manage infection control amongst pupils and staff, maximise staffing levels and support staff wellbeing	H	<ul style="list-style-type: none"> Guidance on engaging with the NHS Test and Trace process has been explained to staff as part of induction. Staff, parents and pupils are clear that they should <u>book a test</u> if they are displaying symptoms. Staff, parents and pupils are clear that they should provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test & Trace. Staff, parents and pupils are clear that they should <u>self-isolate</u> if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19). Post-testing support is available for staff through the school's health provider. 	YES	•	L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
<p>Infection transmission within school due to staff/pupils (or members of their household) displaying symptoms</p>	<p>H</p>	<ul style="list-style-type: none"> • Robust collection and monitoring of absence data, including tracking return to school dates, is in place. • Procedures are in place to deal with any pupil or staff displaying symptoms at school. This includes the use of NHS Test and Trace for both staff and pupils and appropriate action, in line with the most recent government guidance, should the tests prove positive or negative. • Pupils, parents and staff are aware of what steps to take if they, or any member of their household, displays symptoms. This includes an understanding of the definitions and mitigating actions to take in relation to the terms clinically vulnerable and clinically extremely vulnerable should these apply in line with the most recent government guidance. • A log of all symptoms are recorded, chased and updated as required. • A record of any COVID-19 symptoms in staff or pupils is reported to Governors. 	<p>YES</p>	<ul style="list-style-type: none"> • 	<p>M</p>
<p>Staff, pupils and parents are not aware of the school's procedures (including on self-isolation and testing) should anyone display symptoms of COVID-19</p>	<p>H</p>	<ul style="list-style-type: none"> • Staff, pupils and parents have received clear communications informing them of current government guidance on the actions to take should anyone display symptoms of COVID-19 and how this will be implemented in the school. • This guidance has been explained to staff and pupils as part of the induction process. • Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders. • All updated guidance is added to the school website. 	<p>YES</p>	<ul style="list-style-type: none"> • 	<p>M</p>
<p>Staff, pupils and parents are not aware of the school's procedures should there be a confirmed case of COVID-19 in the school</p>	<p>H</p>	<ul style="list-style-type: none"> • Staff, pupils and parents have received clear communications informing them of current government guidance on confirmed cases of COVID-19 and how this will be implemented in the school. • This guidance has been explained to staff and pupils as part of the induction process. • Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders. 	<p>YES</p>	<ul style="list-style-type: none"> • 	<p>M</p>

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
2.6 First Aid/Designated Safeguarding Leads					
The lack of availability of designated First Aiders and Designated Safeguarding Leads puts children's safety at risk	M	<ul style="list-style-type: none"> First Aid certificates extended for three months. A programme for training additional staff is in place. Collaborative arrangements for sharing staff with other schools in the locality have been agreed. 	YES	•	L
2.7 Medical rooms					
Medical rooms are not adequately equipped or configured to maintain infection control	H	<ul style="list-style-type: none"> Minor first aide is completed in the classroom or playground. Social distancing provisions are in place for medical rooms. An additional room has been designated for pupils with suspected COVID-19 whilst collection is arranged. Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets. 	YES	•	M
2.8 Communication with parents					
Parents and carers are not fully informed of the health and safety requirements for the reopening of the school	M	<ul style="list-style-type: none"> As part of the overall communications strategy referenced in 1.11, parents are kept up to date with information, guidance and the school's expectations on a regular basis using a range of communication tools. A specific communication on the requirements for school attendance from September is issued and followed up with discussion where necessary. A COVID-19 section on the school website is created and updated. Parent and pupil handbooks are created and updated. 	YES	•	L
Parents and carers may not fully understand their responsibilities should a child show symptoms of COVID-19	H	<ul style="list-style-type: none"> Key messages in line with government guidance are reinforced on a regular basis via email, text and the school's website. 	YES	•	M
2.9 Personal Protective Equipment (PPE)					
Provision of PPE for staff where required is not in line with government guidelines	H	<ul style="list-style-type: none"> Government guidance on wearing PPE is understood, communicated and sufficient PPE has been procured. 	YES	•	M

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
		<ul style="list-style-type: none"> Those staff required to wear PPE (e.g. staff supervising pupils with symptoms where 2m distancing cannot be maintained, and 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 handwashing. 			
3. Adopting the new organisational model of discrete key stage group 'bubbles'					
3.1 Pupil behaviour					
Pupils' behaviour on return to school does not comply with the new guidance on operating within discrete key stage group 'bubbles'	M	<ul style="list-style-type: none"> Clear messaging to pupils on the importance and reasons for operating in key stage group 'bubbles' and on social distancing at other times is reinforced throughout the school day by staff and through posters, electronic boards, and floor markings. Staff continue to model social distancing consistently. The movement of pupils around the school is minimised. Large gatherings are avoided. Break times and lunch times are structured to avoid different class groups coming in to contact with each other and are closely supervised. The school's behaviour policy has been revised to include compliance with the new arrangements and this has been communicated to staff, pupils and parents. Senior leaders monitor areas where there are breaches of the discrete 'bubble' model and arrangements are reviewed. Messages to parents reinforce the importance of adhering to the new arrangements. Wilful disobeying of rules relating to staying within class groups and following hygiene procedures will be sanctioned appropriately and proportionately, by exclusion where necessary. 	YES	•	L
3.2 Classrooms and teaching spaces					
The size and configuration of classrooms and teaching spaces does not allow teachers to comply with	H	<ul style="list-style-type: none"> All classrooms have been assessed and configured to allow for teachers who work between bubbles to maintain 2 metres social distancing with pupils' desks facing the front in rows Whilst in tier staff moving around the classroom will wear a face covering. 	YES	•	L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
social distancing measures		<ul style="list-style-type: none"> All furniture not in use has been removed from classrooms and teaching spaces. Arrangements are reviewed regularly. 			
3.3 Shared spaces					
The use of shared spaces (e.g. hall, dining room) risks different class group bubbles mixing	H	<ul style="list-style-type: none"> No more than one bubble is scheduled to occupy a shared space at any one time. Bubbles are kept at least 2 metres apart if occupying the same shared space. Shared spaces are cleaned after use. 	YES	•	L
3.4 Movement in corridors					
The discrete key stage group 'bubble' arrangements are breached when pupils circulate in corridors	H	<ul style="list-style-type: none"> 'Bubble' arrangements are in place The use of shared learning spaces is timetabled to avoid different bubbles groups coming in to contact with each other. One-way systems are in operation where feasible. Everyone walks in the left in corridors. Circulation routes are clearly marked with appropriate signage Any pinch points/bottle necks are identified and managed accordingly. Appropriate supervision levels are in place. 	YES	•	L
3.5 Break times					
Class groups may mix at break times	H	<ul style="list-style-type: none"> Break times are staggered. Pupils are kept within their assigned 'bubbles' during social times. External areas are designated for different groups. Pupils are reminded about staying in their assigned 'bubbles' as break times begin. Appropriate signage is in place around the school and in key areas. Supervision levels have been enhanced. 	YES	•	L
3.6 Lunch times					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
Class groups may mix at lunch times	H	<ul style="list-style-type: none"> Lunch times are staggered. Pupils are reminded about staying in their assigned bubbles as lunch times begin. Pupils wash/sanitise their hands before and after eating. Dining areas are cleaned before and after each bubble has used them. Some bubbles eat their classrooms with tables wiped before and after eating. Tables and chairs have been cordoned off where necessary. Floor markings are used to manage queues and enable social distancing. Additional arrangements are in place, such as staggering lunch times, cutlery placed on trays, salad bar served Pupils eat lunch with others in their bubble. Guidance has been issued to parents and pupils on packed lunches. Child not to return to the dining hall to retrieve water bottles until the end of lunch 	YES	•	L
3.7 Toilets					
Queues for toilets and handwashing risk non-compliance with social distancing measures between pupils from different 'bubbles'	H	<ul style="list-style-type: none"> Toilets assigned to bubbles where possible. Where toilets are shared by bubbles, additional cleaning is carried out during the day. Pupils wash their hands before and after using the toilets. Monitoring ensures a constant supply of soap and paper towels. Bins are emptied regularly. Pupils are reminded regularly on how to wash hands and young children are supervised in doing so. 	YES	•	M
3.8 Medical Rooms					
The configuration of medical rooms may compromise social distancing measures	H	<ul style="list-style-type: none"> Minor first aide to be completed in the classroom or playground. Social distancing provisions are in place for medical rooms. An additional room are designated for pupils with suspected COVID-19 whilst collection is arranged. Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets. 	YES	•	M

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
3.9 Reception area					
Groups of people gather in reception (parents, visitors, deliveries) which risks breaching social distancing guidelines	H	<ul style="list-style-type: none"> Office is a virtual office with messages sent via WEDUC, if items need dropping a drop box has been placed outside Social distancing guidance is clearly displayed to protect reception staff (e.g. distance from person stood at reception desk), Perspex screen erected, and sign added to the door Non-essential deliveries and visitors to school are minimised Parents advised they can't use the toilet. Children arriving late to enter via their normal entrances with doors shutting later 	NO	•	
3.10 Arrival and departure from school					
Pupils and parents congregate at exits and entrances, making social distancing measures difficult to apply and risking pupils from different class groups mixing	H	<ul style="list-style-type: none"> Start and finish times are staggered for each discrete 'bubble' <ul style="list-style-type: none"> Years 6,5, and Reception 8.45 to 2.55 Years 4 & 3 8.55 to 9.05 Year 2 & 1 9.05 to 3.15 All staff are in playground from start of first drop off to receive sibling children Morning is drop & bye system to reduce the number of parents in the playground Pickup – children are taken out just before pickup times and released to parents immediately if already waiting The use of available entrances and exits is maximised with assigned gates to bubbles Social distancing guidelines are reinforced at entrances and exits through signage and floor/ground markings, including external drop-off and pick-up points shown as fried eggs.. All parents/carers are encouraged to wear face coverings outside and if talking to a member of staff to remain 1m away or 2m if not wearing a maks. All staff to wear a face covering outside. Regular messages to parents stress the need for social distancing at arrival and departure times. 	YES	•	M
3.11 Staff areas					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
The configuration of staff rooms and offices makes compliance with social distancing measures problematic	M	<ul style="list-style-type: none"> An additional staff room has been created in the Dove Room Reconfiguration of staff rooms and offices has been undertaken prior to the school opening to allow for social distancing between staff. Staff are briefed about the limitations to use of staff rooms. 	YES	•	L
3.12 Extended Schools					
Bubbles may mix during extend school services	H	<ul style="list-style-type: none"> Sports groups: <ul style="list-style-type: none"> have been canceled until the Summer Term and be arranged in bubbles will delivered outside where possible staff, where possible, will remain 2m apart if working across bubbles and wear a face covering Breakfast club – <ul style="list-style-type: none"> children will be assigned desk per their bubble group breakfast will be delivered to them staff will wear PPE as working across bubbles MLH: <ul style="list-style-type: none"> Will pick up children in accordance with their bubble and outside where possible to minimise access to the main building Children will be kept where possible in their bubbles (See separate Risk Assessment) 		•	M
4. Continuing enhanced protection for children and staff with underlying health conditions					
4.1 Pupils with underlying health issues					
Pupils who are clinically vulnerable or clinically extremely vulnerable do not attend school even though it is deemed safe to do so	H	<ul style="list-style-type: none"> Parents of pupils with underlying health conditions have been provided with updated guidance and discussions have been held with them on a case by case basis regarding attendance at school from September. 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. 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 as set out in the latest government guidance. 	NO	•	M

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
		<ul style="list-style-type: none"> The register of pupils with underlying health conditions is regularly updated. Pupils who are BAME may be more susceptible to poor outcomes if infected by COVID-19. Staff take account of this in their risk assessments and implement accordingly. Lessons plan are developed to include work that can be completed at home and links for leaning included on the school website 			
4.2 Staff with underlying health issues					
<p>Staff who are clinically vulnerable or clinically extremely vulnerable do not return to work even though it is deemed safe to do so</p>	H	<ul style="list-style-type: none"> Staff with underlying health issues have been provided with updated guidance and discussions have been held with them regarding returning to work. 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. Staff are clear about the definitions and associated mitigating strategies in relation to people who are classed as clinically vulnerable and clinically extremely vulnerable as set out in the latest government guidance. Leaders are cognisant of additional contextual factors that may make staff more susceptible to poor outcomes should they become infected with COVID-19. These include ethnicity and age. BAME staff and those over 55 years of age may be at heightened risk. Leaders take account of this in their risk assessments. Current government guidance is being applied. 	NO	<ul style="list-style-type: none"> 	M
5. Enhancing mental health support for pupils and staff					
5.1 Mental health concerns – pupils					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
Pupils' mental health has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general	H	<ul style="list-style-type: none"> There are sufficient numbers of trained staff available to support pupils with emotional 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 RHE/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. Listening Liz will be reintroduced, including the virtual one, and worry boxes introduced to the appropriate aged classes A whole school book will be used for the first two weeks of term Well being journals will be used daily and as needed for Yr1-6 	YES	•	L
5.2 Mental health concerns – staff					
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	H	<ul style="list-style-type: none"> Staff are encouraged to focus on their wellbeing. Line managers are proactive in discussing wellbeing with the staff that they manage, including their workload. Staff briefings and training have included content on wellbeing. Staff have been signposted to useful websites and resources. 	YES	•	L
5.3 Bereavement support					
Pupils and staff are grieving because of loss of friends or family	H	<ul style="list-style-type: none"> The school has access to trained staff who can deliver bereavement counselling and support. Support is requested from other organisations when necessary. 	YES	•	L
6. Operational issues					
6.1 Review of fire procedures					
Fire procedures are not appropriate to cover new arrangements	H	<ul style="list-style-type: none"> Fire procedures have been reviewed and revised where required, due to: <ul style="list-style-type: none"> Pupils operating in 'bubbles' Staff moving between discrete class group 'bubbles' Staff and pupils have been briefed on any new evacuation procedures. 	YES	•	L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
		<ul style="list-style-type: none"> Incident controller and fire marshals have been trained and briefed appropriately. 			
Fire evacuation drills - unable to apply social distancing effectively between discrete class group 'bubbles'	M	<ul style="list-style-type: none"> Plans for fire evacuation drills are in place which take account of the new arrangements and apply social distancing where necessary, e.g. muster points. During evacuation social distancing will be avoided if required.. A third level of cover will be implemented where staff members are missing – Assistant Head as Fire Marshall, Business Manager sweeping main building, Ark top floor covered by main building sweep 	YES	<ul style="list-style-type: none"> 	L
6.2 Managing premises on reopening after lengthy closure					
All systems may not be operational	M	<ul style="list-style-type: none"> Government guidance is being implemented where appropriate. All systems have been recommissioned. 	YES	<ul style="list-style-type: none"> 	L
Statutory compliance has not been completed due to the availability of contractors during lockdown	M	<ul style="list-style-type: none"> All statutory compliance is up to date. Where water systems have not been maintained throughout lockdown, chlorination, flushing and certification by a specialist contractor has been arranged. 	YES	<ul style="list-style-type: none"> 	L
6.3 Contractors working on the school site					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
Contractors on-site whilst school is in operation may pose a risk to social distancing and infection control	M	<ul style="list-style-type: none"> Ongoing works and scheduled inspections for schools (e.g. estates related) have been designated as essential work by the government and so are set to continue. An assessment has been carried out to see if any additional control measures are required to keep staff, pupils and contractors safe. Assurances have been sought from the contractors that all staff attending the setting will be in good health (symptom-free) and that contractors have procedures in place to ensure effective social distancing is maintained at all times. Alternative arrangements have been considered such as using a different entrance for contractors and organising classes so that contractors and staff/pupils are kept apart. Social distancing is being maintained throughout any such works and where this is not possible arrangements are reviewed, including the use of PPE. In addition to arrangements for COVID-19, normal contractor procedures are being applied and have been updated in light of COVID-19 (including contractor risk assessments and method statements, and contractor induction). Track and trace sheet has to be completed prior to attending and the need for isolation has to be declared. 	YES	•	L
7. Finance					
7.1 Costs of the school's response to COVID-19					
The costs of additional measures and enhanced services to address COVID-19 when reopening places the school in financial difficulties	L	<ul style="list-style-type: none"> Additional cost pressures due to COVID-19 identified and an end-of-year forecast which factors them in has been produced. Governors have been consulted to identify potential savings in order to work towards a balanced budget. Additional COVID-19 related costs are under monitoring and options for reducing costs over time and as guidance changes are under review. Additional sources of income are under exploration. The school's projected financial position has been shared with governors and LA. 	YES	•	L
8. Governance					
8.1 Oversight of the governing body					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
Lack of governor oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements.	L	<ul style="list-style-type: none"> The governing body continues to meet regularly via online platforms. The governing body agendas are structured to ensure all statutory requirements are discussed and school leaders are held to account for their implementation. The Head Teachers report to governors includes content and updates on how the school is continuing to meet its statutory obligations in addition to covering the school's response to COVID-19. Regular dialogue with the Chair of Governors and those governors with designated responsibilities is in place. Minutes of governing body meetings are reviewed to ensure that they accurately record governors' oversight and holding leaders to account for areas of statutory responsibility. 	YES	•	L
9. Additional site-specific issues and risks					
Settings to add any site-specific issues/arrangements here and ensure mitigation strategies are in place to address them					
Church Services spread of disease	H	<ul style="list-style-type: none"> Currently no church services are held but this is under constant review and will be implemented in line with Government guidance 	YES	•	L
Collective Worships spread of disease	H	<ul style="list-style-type: none"> Collective Worships will be held in the classrooms and delivered by live stream or pre-recorded. This is under constant review and will be implemented in line with Government Guidance 	YES	•	L
School effected by the lack of whole schools worship	L	<ul style="list-style-type: none"> Schedule developed so children will experience a variety of collective worships The children all watch the live stream or pre-recorded collective worship at the same time This is under constant review and will be implemented in line with Government Guidance 	YES	•	L
One to One Music Lessons spread of disease	H	<ul style="list-style-type: none"> Peripetic will attend school following the school's COVID risk assessment They will sanitise on entering the building, wash hands during shared areas and wipe down any shared resources they use When moving through school they will wear mask/face covering at all times 	YES	•	L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
		<ul style="list-style-type: none"> • Wind and brass instruments will be delivered in large rooms with windows opened so additional space can be maintained between the teacher and student • Any instruments shared between the teachers and pupils to be wiped 			
Year 5 Music Scheme spread of disease	H	<ul style="list-style-type: none"> • Cancelled until a change in guidance. 	YES	•	L
Coffee Shop spread of virus	H	<ul style="list-style-type: none"> • Will be open on a takeaway basis only • Staff to wear PPE – masks/shield, apron and gloves • Parent to enter one at time and wear masks in accordance with Government Guidelines for takeaway services • Parents are to queue 2m apart (or 1m wearing a mask) away from the Coffee Shop towards to the Octagon • Only paper cups to be used, no refillable ones • All payments to be made by cards 	Yes	•	M
Parent meetings and parent visiting the site	H	<ul style="list-style-type: none"> • Parent evening to be held online using a secure video conferencing app and booking system • Adhoc meetings with parents will be held outside or via video conferencing • Prospective parents evening to be delivered virtually or via video 	Yes	•	M
Individual photos	H	<ul style="list-style-type: none"> • Obtain suppliers risk assessment • Photographer to complete track and trace form • Sanitises on entering the building and washes/sanitises hands before and after using any shared resources • A toilet is assigned to them and if it's a shared one cleaning is increased • Photographs either to be taken outside or within a large area with good ventilation • Photographer to maintain a 2m distance from the children and wear PPE • The children are taken to the location in their classes ensuring there isn't a class from another bubble waiting • Siblings within the school can have photo together but the children must wait with a minimum of 4m between them and another sibling group to avoid cross over of bubbles • Non-school based siblings cannot attend the photo shot 	Yes	•	M

